



**U.S. Department of Justice**  
Office on Violence Against Women (OVW)

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# **OVW Fiscal Year 2017 Justice for Families Program Solicitation**

**Release Date: on or about December 1, 2016**

## **Eligibility**

Eligible applicants are limited to: **states, units of local government, courts (including juvenile courts), Indian tribal governments, nonprofit organizations, legal services providers, and victim service providers.**  
(See "[Eligibility Information](#)")

## **Deadlines**

**Applications are due by 11:59 p.m. Eastern Time (E.T.) on January 12, 2017.**  
(See "[Submission Dates and Times](#)")

**Registration Information:** To submit an application, all applicants must obtain a Data Universal Number System (DUNS) Number, and register online with the System for Award Management (SAM) and with [Grants.gov](#). To ensure sufficient time to complete the registration process, applicants must obtain a DUNS Number, and register online with SAM and with [Grants.gov](#) immediately, but no later than, December 22, 2016.  
(See "[Registration](#)")

**Letter of Registration:** Applicants are strongly encouraged to submit a letter of registration to [OVW.JFF@usdoj.gov](mailto:OVW.JFF@usdoj.gov) by December 22, 2016. This will ensure that applicants are well-positioned to successfully submit an application by the deadline. Submitting a Letter of

Registration will not obligate potential applicants to submit an application. Interested applicants who do not submit a Letter of Registration are still eligible to apply.

(See “[Letter of Registration](#)”)

**Pre-Application Information Sessions:** OVW will post a pre-recorded Pre-Application Information Session on its website for eligible entities interested in submitting an application for the Justice for Families Program. Listening to this session is optional. Interested applicants who do not listen to the pre-recorded session are still eligible to apply.

(See “[Content and Form of Application Submission](#)”)

## Contact Information

For assistance with the requirements of this solicitation, call OVW at (202) 307-6026 or email [OVW.JFF@usdoj.gov](mailto:OVW.JFF@usdoj.gov).

## Submission and Notification Information

**Submission:** Applications for the Justice for Families Program will be submitted through [Grants.gov](#). For technical assistance with [Grants.gov](#), contact the [Grants.gov](#) Customer Support Line at 1-800-518-4726.

The [Grants.gov](#) number assigned to this announcement is OVW-2017-11923.

**Notification:** OVW anticipates notifying all applicants of funding decisions by October 1, 2017.

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# OVW Justice for Families Program (CFDA 16.021)

## ***A. Program Description***

### **Overview**

The Office on Violence Against Women (OVW) is a component of the United States Department of Justice (DOJ). Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership on issues of sexual assault, domestic violence, dating violence, and stalking. Since its inception, OVW has supported a multifaceted approach to responding to these crimes through implementation of grant programs authorized by VAWA. By forging state, local and tribal partnerships among police, prosecutors, judges, victim advocates, health care providers, faith leaders, organizations that serve culturally specific and underserved communities, and others, OVW grants help provide victims, across their life span, with the protection and services they need to pursue safe and healthy lives, while improving communities' capacity to provide justice for victims and hold offenders accountable.

### **About the OVW Justice for Families Program**

This program is authorized by 42 U.S.C. § 10420.

The Grants to Support Families in the Justice System program (referred to as the Justice for Families Program) was authorized in the Violence Against Women Reauthorization Act (VAWA) of 2013 to improve the response of all aspects of the civil and criminal justice system to families with a history of sexual assault, domestic violence, dating violence, and stalking, or in cases involving allegations of child sexual abuse. The program supports the following activities for improving the capacity of communities and courts to respond to impacted families: court-based and court-related programs; supervised visitation and safe exchange by and between parents; training and technical assistance for people who work with families in the court system; civil legal services; provision of resources in juvenile court matters; and development or promotion of legislation, model codes, policies, and best practices.

For additional information on the Justice for Families Program, including what past Justice for Families grantees have accomplished with their grant funds and to view the Justice for Families performance measures and reporting data, see

<http://muskie.usm.maine.edu/vawamei/justiceforfamiliesmain.html>.

### **Program Scope**

Activities supported by the Justice for Families Program are determined by statute, federal regulations, and OVW policies. If an applicant receives an award, the funded project is bound by the provisions of this solicitation, the [DOJ Financial Guide](#), including updates to the guide after an award is made, and the conditions of the award.

### **Purpose Areas**

In FY 2017, funds under the Justice for Families Program must be used for the purposes as discussed below.<sup>1</sup> OVW is interested in funding projects that take a coordinated approach to helping families victimized by sexual assault, domestic violence, dating violence, and stalking as

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<sup>1</sup> VAWA 2013 includes eight distinct purpose areas for the Justice for Families Program. However, in FY 2017, OVW is limiting applicants to addressing only purpose areas 1, 3, 4, 5, 6, and 8.

they navigate the justice system. In order to help achieve this coordinated approach, applicants may propose either a **standard project** or a **comprehensive project**.

- **(Purpose Area 1) Supervised visitation and safe exchange:** Provide supervised visitation and safe visitation exchange of children and youth by and between parents in situations involving domestic violence, dating violence, child sexual abuse, sexual assault, or stalking. ***Applicants proposing activities under this purpose area must propose activities under at least one additional purpose area for a standard project. This purpose area must be included in a comprehensive project.***
- **(Purpose Area 3) Training for court-based and court-related personnel:** Educate court-based and court-related personnel and court-appointed personnel (including custody evaluators and guardians ad litem) and child protective services workers on the dynamics of domestic violence, dating violence, sexual assault, and stalking, including information on perpetrator behavior, evidence-based risk factors for domestic and dating violence homicide, and on issues relating to the needs of victims, including safety, security, privacy, and confidentiality, including cases in which the victim proceeds pro se. ***Applicants proposing activities under this purpose area must also propose activities under purpose area 1 and/or 5.***
- **(Purpose Area 4) Juvenile court resources:** Provide appropriate resources in juvenile court matters to respond to dating violence, domestic violence, sexual assault (including child sexual abuse), and stalking and ensure necessary services dealing with the health and mental health of victims are available. ***Applicants proposing activities under this purpose area must also propose activities under purpose area 1 and/or 5.***
- **(Purpose Area 5) Court and court-based programs and services:** Enable courts or court-based or court-related programs to develop or enhance a) court infrastructure (such as specialized courts, consolidated courts, dockets, intake centers, or interpreter services); b) community-based initiatives within the court system (such as court watch programs, victim assistants, pro se victim assistance programs, or community-based supplementary services); c) offender management, monitoring, and accountability programs; d) safe and confidential information-storage and information-sharing databases within and between court systems; e) education and outreach programs to improve community access, including enhanced access for underserved populations; and f) other projects likely to improve court responses to domestic violence, dating violence, sexual assault, and stalking. ***This purpose area must be included in a comprehensive project.***
- **(Purpose Area 6) Civil legal assistance:** Provide civil legal assistance and advocacy services, including legal information and resources in cases in which the victim proceeds pro se, to:
  - (a) victims of domestic violence; and
  - (b) nonoffending parents in matters:
    - (i) that involve allegations of child sexual abuse;
    - (ii) that relate to family matters, including civil protection orders, custody, and divorce; and
    - (iii) in which the other parent is represented by counsel.

***Applicants proposing activities under this purpose area must also propose activities under purpose area 1 and/or 5 for a standard project. This purpose area must be included in a comprehensive project.*** In addition, a project in which the *primary* focus is

on providing civil legal assistance is not appropriate for the Justice for Families Program and will be removed from consideration. Applications in which more than 50% of the project activities and budget is allocated for civil legal assistance would be better suited to the OVW Legal Assistance for Victims Program, for which applications are solicited annually.

- **(Purpose Area 8) Training within civil justice system:** Improve training and education to assist judges, judicial personnel, attorneys, child welfare personnel, and legal advocates in the civil justice system. ***Applicants proposing activities under this purpose area must also propose activities under purpose area 1 and/or 5.***

***Standard Project:*** Applicants **must** propose activities under **purpose area number 1 or 5**. If an applicant is proposing to provide supervised visitation/safe exchange services (purpose area 1), the applicant **must** also propose activities under at least one additional purpose area. The Courts purpose area (purpose area 5) can be addressed on its own, or in combination with another purpose area.

***Comprehensive Project:*** Applicants **must** propose activities under **purpose areas 1 (supervised visitation), 5 (courts), and 6 (civil legal services)**.

### **OVW Priority Areas**

In FY 2017, OVW is interested in supporting the priority areas identified below. Applications proposing activities in the following areas will be given special consideration during the review process:

1. Strengthen and revitalize coordinated community response and multi-disciplinary teams, prioritizing those that meaningfully involve organizations and programs that focus on marginalized communities.
2. Meaningfully increase access to OVW programming for specific underserved populations (based on race, ethnicity, sexual orientation, gender identity, disability, age, etc.).
3. Increase the use of promising or evidence-building practices, where available.

### **Activities that Compromise Victim Safety and Recovery**

The following activities have been found to jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions:

#### ***For all applicants:***

1. Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;<sup>2</sup>
2. Procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services;

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<sup>2</sup>If an award is made, the recipient will also be subject to statutory prohibitions on discrimination. For further information on these civil rights requirements, see the section "Violence Against Women Act Non-Discrimination Provision" under "F. Federal Award Administration Information."



3. Procedures or policies that impose requirements on victims in order to receive services (e.g. seek an order of protection, receive counseling, participate in couples counseling or mediation, report to law enforcement, seek civil or criminal remedies, etc.);<sup>3</sup>
4. Procedures or policies that fail to conduct safety planning with victims;
5. Project design and budget that fail to account for the access needs of participants with disabilities and participants who have limited English proficiency or who are Deaf or hard of hearing.

***For applicants proposing projects under Purpose Area 1 - supervised visitation and/or safe exchange services:***

1. Failure to align supervised visitation and safe exchange services with the Guiding Principles of the Supervised Visitation Program, which can be found here: <http://www.justice.gov/sites/default/files/ovw/legacy/2008/08/06/guiding-principles032608.pdf>
2. Charging fees to either parent for OVW-funded supervised visitation and exchange services;<sup>4</sup>
3. Providing visitation or exchange services that do not account for the safety of adult victims;
4. Requiring a court order to access visitation and/or exchange services; and
5. Providing custody evaluations or court reports based on subjective information and opinions of center staff and volunteers.

***For applicants proposing projects under Purpose Area 4 or 5 - court and court-based programs and services:***

1. Internet publication of registration, issuance, or filing of a petition for a protection order, restraining order, or injunction in either the issuing or enforcing state, tribal or territorial jurisdiction if such publication would reveal the identity or location of the party protected by such order;
2. Crafting policies that deny individuals access to services based on their relationship to the perpetrator; and
3. Procedures that would penalize victims of violence for failing to testify against their abusers or impose other sanctions on victims.

***For applicants proposing projects under Purpose Area 6 - civil legal assistance:***

1. Policies or practices that discourage accepting cases for victims who do not have physical evidence;
2. Refusal to represent victims who are also respondents/defendants;
3. Mediation,<sup>5</sup> alternative dispute resolution, or joint counseling, involving offenders and victims being physically present in the same place, as a response to sexual assault, domestic violence, dating violence, and stalking.

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<sup>3</sup> OVW Justice for Families Program funds **cannot** be used to support individual, group, and family counseling. Furthermore, grantees are strongly discouraged from requiring adult victims to participate in mediation or family counseling.

<sup>4</sup> Although the statute allows for sliding scale fees, grantees providing supervised visitation and safe exchange services are not allowed to charge fees to parents served with OVW funds, to ensure accessibility of OVW-funded services.

<sup>5</sup> Applicants in states and/or jurisdictions where mediation is required, and/or mediation does not require the parties to be physically present in the same space, may be exempt from this prohibition if justified by the applicant.

Applications that propose activities that compromise victim safety and recovery may receive a deduction in point during the review process or may be eliminated from further consideration entirely.

### **Out-of-Scope Activities**

OVW has determined the activities listed below to be out of the program scope and they will not be supported by Justice for Families Program funding.

#### ***For all applicants:***

1. Research projects (This does not include program assessments conducted only for internal improvement purposes. See “Research and Protection of Human Subjects” in the [Solicitation Companion Guide](#)).
2. Mandatory mediation in cases where sexual assault, domestic violence, dating violence, or stalking is an issue;
3. Therapeutic visitation;
4. Parent education programs;
5. Individual, group, and family counseling;
6. Telephone and/or virtual (e.g., Skype) monitoring;
7. Supervised visitation and exchange services unrelated to domestic violence, sexual assault, dating violence, or stalking;
8. Tort cases;
9. Child sexual abuse cases and cases involving the child protection system, except those in which the legal services are provided to nonoffending parents and relate to family matters, including civil protection orders, custody, and divorce, and in which the other parent is represented by counsel;
10. Criminal defense of victims charged with crimes; and
11. Support of law reform initiatives, including but not limited to litigation.

An application that is deemed to be substantially out-of-scope, proposes a substantial number of activities that are unallowable, or proposes activities that pose a significant threat to victim safety or a serious breach of confidentiality will not be considered for funding.

### **Unallowable Activities**

OVW has determined the activities listed below to be unallowable, and they will not be supported by Justice for Families Program funding.

1. Lobbying except with explicit statutory authorization;
2. Fundraising;
3. Purchase of real property; and
4. Construction.

Applications that propose unallowable activities may receive a point deduction during the review process or may be eliminated from further consideration entirely.

## ***B. Federal Award Information***

### **Availability of Funds**

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. There is no guarantee that funds will be available in the future. Therefore, OVW encourages applicants to develop a plan to sustain

project activities if federal funding through this program ceases to be available. Also, please note that OVW may elect to make awards for applications submitted under this solicitation in future fiscal years, depending on the merits of the applications and on the availability of funding.

### **Award Period**

The grant award period is 36 months. Budgets must reflect 36 months of project activity, and the total "estimated funding" on the SF-424 must reflect 36 months. Generally, the award period will start on October 1, 2017.

### **Award Amounts**

Applicants should not exceed the award amounts listed in this solicitation and should carefully consider the resources needed to successfully implement the proposed project.

Funding levels under the Justice for Families Program for FY 2017 are as follows:

1. Standard projects: up to \$550,000
2. Comprehensive projects: up to \$700,000

OVW has the discretion to award grants for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to award of a grant.

The Justice for Families Program typically makes awards in the range of \$500,000-\$700,000 based on the scope and purpose areas of the proposed project. OVW estimates that it will make up to 18 standard awards and 3-5 comprehensive awards for an estimated \$11,000,000.

Awards will be made as grants.

### **Types of Applicants**

In FY 2017, OVW will accept applications for the Justice for Families Program from the following:

New: applicants that have never received funding under the Justice for Families Program, including current and former Safe Havens and Courts grantees.

Continuation: applicants that have an existing or recently closed (within the last 12 months) award under the Justice for Families Program (i.e. FY 2014 Justice for Families grantees) and meet the eligibility requirements. Continuation funding is not guaranteed.

Grant recipients that received new or supplemental/continuation Justice for Families Program funding for 36 months in FY 2015 or FY 2016 are NOT eligible to apply.

Additionally, continuation applicants with a substantial amount, more than 50%, of funds remaining at the time of application submission without adequate justification may not be considered for funding in FY 2017.

## ***C. Eligibility Information***

### **Eligible Applicants**

It is very important that applicants review this information carefully. Applications that are submitted by ineligible entities or that do not meet all program eligibility requirements will not be considered for funding.

### **Eligible entities for this program are:**

1. **States**, meaning any of the states and the District of Columbia, and except as otherwise provided, the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands, and the Northern Mariana Islands.
2. **Units of local government**, meaning any city, county, township, town, borough, parish, village, or other general purpose political subdivision of a state.
3. **Courts (including juvenile courts)**, meaning any civil or criminal, tribal, and Alaska Native village, federal, state, local or territorial court having jurisdiction to address domestic violence, dating violence, sexual assault or stalking, including immigration, family, juvenile, and dependency courts.
4. **Indian tribal governments**, meaning a tribe, band, pueblo, nation, or other organized group or community of Indians, including any Alaska Native village or regional or village corporation (as defined in, or established pursuant to, the Alaska Native Claims Settlement Act (43 U.S.C. 1601 et seq.)), that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.
5. **Nonprofit organizations**, meaning an organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of such Code.
6. **Legal services providers**, meaning entities that provide legal assistance to victims of domestic violence, dating violence, sexual assault, and stalking; including private nonprofit entities, law schools, bar associations, and organizations that receive Legal Service Corporation funding. This does *not* include for-profit organizations.
7. **Victim service providers**, meaning nonprofit, nongovernmental or tribal organizations or rape crisis centers, including state or tribal coalitions, that assist or advocate for domestic violence, dating violence, sexual assault, or stalking victims, including domestic violence shelters, faith-based organizations, and other organizations, with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.

### **Nonprofit Organization Requirement – 501(c)(3) Status**

Any entity that is eligible for the Justice for Families Program based on its status as a nonprofit organization must be an organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of that Code. See 42 U.S.C. § 13925(b)(16)(B).

### **Nonprofit Organization Requirement – Offshore Accounts**

Any nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code is not eligible for a grant from the Justice for Families Program.

### **Cost Sharing or Match Requirement**

This program has no match or cost sharing requirement.

### **Other Program Eligibility Requirements**

In addition to meeting the eligible entity requirements outlined above, applications for the Justice for Families Program must also meet the requirements below. All certification and other

eligibility related documents must be current and developed in accordance with the FY 2017 solicitation.

**IMPORTANT:**

**Applicants must certify their compliance with all statutory requirements at the time the application is submitted. OVW will not make an award to any applicant that has not provided the requisite certification(s). Each certification must take the form of a letter, on letterhead, signed and dated by the authorizing official. Failure to provide a letter/s certifying to these requirements may disqualify an application from further consideration. At a minimum, an application missing the required certification letter/s will be required to submit the certification letter/s prior to receiving an award. Please see Appendices G, H, I, J and K for sample certification letters.**

Certification of Eligibility

*Under 42 USC §10420(d), **all** applicants for the Justice for Families Program must:*

- Certify that the organizational policies of the applicant do not require mediation or counseling involving offenders and victims being physically present in the same place, in cases where sexual assault, domestic violence, dating violence, and stalking is alleged. ([APPENDIX J](#))

*Applicants proposing projects under Purpose Area 1 (supervised visitation and/or safe exchange services) must also:*

- Demonstrate that adequate security measures, including adequate facilities, procedures, and personnel capable of preventing violence, and adequate standards are, or will be, in place (including the development of protocols or policies to ensure that confidential information is not shared with courts, law enforcement agencies, or child welfare agencies unless necessary to ensure the safety of any child or adult using the services of a program funded by OVW). ([APPENDIX G](#))

*Applicants proposing projects under Purpose Area 4 or 5 (court and court-based programs and services) must also:*

- Certify that victims of domestic violence, dating violence, sexual assault, or stalking are not charged fees or any other costs related to the filing, petitioning, modifying, issuance, registration, enforcement, withdrawal, or dismissal of matters relating to the sexual assault, domestic violence, dating violence, and stalking. ([APPENDIX K](#))

*Applicants proposing projects under Purpose Area 5 to support custody evaluation and/or guardian ad litem (GAL) services must also:*

- Certify that any person providing custody evaluation or guardian ad litem services through a program funded under this program has completed or will complete training developed with input from and in collaboration with a tribal, state, territorial, or local sexual assault, domestic violence, dating violence, and stalking victim service provider or coalition on the dynamics of domestic violence and sexual assault, including child

sexual abuse, that includes training on how to review evidence of past abuse and the use of evidenced-based theories to make recommendations on custody and visitation. ([APPENDIX H](#))

*Applicants proposing projects under Purpose Area 6 (civil legal assistance) must also certify in writing to the following:*

1. any person providing legal assistance with funds through this program
  - (A) has demonstrated expertise in providing legal assistance to victims of sexual assault, domestic violence, dating violence, and stalking, in the targeted population; or
  - (B) is partnered with an entity or person that has demonstrated expertise described in subparagraph (A);
2. any person providing legal assistance through this program has completed, or will complete training in connection with sexual assault, domestic violence, dating violence and stalking, including child sexual abuse, and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide;
3. any training program conducted in satisfaction of the requirement of paragraph (2) has been or will be developed with input from and in collaboration with a tribal, state, territorial, or local sexual assault, domestic violence, dating violence, and stalking victim service provider or coalition, as well as appropriate tribal, state, territorial, and local law enforcement officials;
4. any person or organization providing legal assistance with funds through this program has informed and will continue to inform state, local, or tribal sexual assault, domestic violence, dating violence, and stalking programs and coalitions, as well as appropriate state and local law enforcement officials of their work; and
5. the grantee's organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, domestic violence, dating violence, or child sexual abuse is an issue. ([APPENDIX I](#))

See [Appendix F](#) for a chart identifying which types of projects require which statutory certifications, and see the Appendices for sample certification letters.

#### Required Partnerships

All applicants for the Justice for Families Program must include formal partnerships with both 1) a nonprofit domestic violence or sexual assault victim services provider and 2) a court. Applications that do not include a victim services provider and a court, either as the lead applicant or as partners, will not be eligible for Justice for Families Program funding.

#### Organization Definition

A victim service provider is a nonprofit, nongovernmental organization, tribal organization, or rape crisis center, including a state or tribal domestic violence and/or sexual assault coalition, domestic violence shelter, faith-based organization, or other organization, with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking. Victim service providers should meet all of the following criteria: 1) provide direct services to victims of sexual assault, domestic violence, dating violence, or stalking as one of their primary purposes and have a demonstrated history of effective work in this field; 2) address a demonstrated need in their communities by providing services that promote the dignity and self-sufficiency of victims, improve their access to resources, and create options for victims seeking safety from perpetrator violence; and 3) do not engage in or promote activities that compromise victim safety.

### **Limit on Number of Applications Submissions**

An applicant can only submit one application per organization in response to this solicitation. If an applicant submits multiple versions of the same application, OVW will review only the most recent system-validated version submitted.

## ***D. Application and Submission Information***

### **Address to Request Application Package**

The complete application package is available on [Grants.gov](http://Grants.gov) or at the [OVW website](http://www.justice.gov/ovw) at <http://www.justice.gov/ovw>. Applicants wishing to request a paper copy of the application materials should contact the Justice for Families Program at 202-307-6026.

### **Content and Form of Application Submission**

The information below (“**Letter of Registration**” through “**Additional Required Information**”) describes the full content and form of application submission.

#### **Letter of Registration**

Applicants intending to apply for FY 2017 funding under this program are strongly encouraged to submit a letter of registration. The letter should state that the applying organization is registered and current with SAM and with [Grants.gov](http://Grants.gov). The letter should be submitted to OVW at [OVW.JFF@USDOJ.GOV](mailto:OVW.JFF@USDOJ.GOV) by December 22, 2016. This will ensure that the applicant is well-positioned to successfully submit a proposal by the application deadline. This letter will not obligate the applicant to submit an application. See [Appendix B](#) for a sample Letter of Registration.

#### **Pre-Application Information Sessions**

OVW will pre-record a Pre-Application Information Session and post it on its [website](#). During this session, OVW staff will review the Justice for Families Program requirements, review the solicitation, and address frequently asked questions. Listening to this session is optional.

The session is tentatively scheduled to be available by Monday, December 10, 2016.

Anyone interested in submitting an application to the Justice for Families Program is encouraged to listen to the recorded Pre-Application Information Session and contact the Justice for Families program at (202) 307-6026 or [OVW.JFF@USDOJ.GOV](mailto:OVW.JFF@USDOJ.GOV) for any additional questions. A transcript of the session can be made available upon request.

#### **Application Contents**

This section describes what is included in a complete application package. Applicants should anticipate that failure to submit an application that contains all of the specified elements will negatively affect the review of the application and may result in the application not being considered for funding. Should a decision be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions. It is the responsibility of the applicant to ensure that a complete application is submitted by the deadline.

Applicants should not submit documents that were not specifically asked for in the solicitation. Providing information that was not requested will not increase the likelihood that an application will be selected for funding. All materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.

## **Formatting and Technical Requirements**

Applications must follow the requirements below. Points may be deducted for applications that do not adhere to the following requirements:

1. Double spaced (Project Abstract, Summary Data Sheet and charts may be single space)
2. 8½ x 11 inch paper
3. One-inch margins
4. Type no smaller than 12 point, Times New Roman font
5. Page numbers
6. No more than 20 pages for the Project Narrative for standard projects and no more than 25 pages for comprehensive projects
7. Word documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).
8. Headings and sub-headings that correspond to the sections identified in this section of the solicitation.

## **Application Requirements**

Applications must include the following required documents and demonstrate that the program eligibility requirements have been met. Applications that do not address all of the following components will be considered substantially incomplete and will not be considered for funding:

1. Project Narrative
2. Budget Detail Worksheet and Narrative
3. Memorandum of Understanding (MOU) or Letters of Commitment in lieu of an MOU

In addition to the application being scored on the documents listed above, the Summary Data Sheet will also be scored.

## **Summary Data Sheet (5 points)**

The Summary Data Sheet should be one to four pages in length and may be single or double spaced. The Summary Data Sheet does not count toward the 20 page (standard projects) or 25 page (comprehensive projects) limit for the Project Narrative. Please provide the following information:

1. Name, title, address, phone number, and e-mail address of the individual with authority to accept grants on behalf of the agency.
2. Name, title, address, phone number, and e-mail address for the grant point-of-contact. This person must be an employee of the applicant agency.
3. Statement as to whether the organization applying will serve as a "pass through entity" (fiscal agent/sponsor) for an organization, or organizations that will ultimately implement the project. If so, the applicant must include a statement acknowledging that, should an award be made, it would be responsible for all statutory, fiscal and programmatic requirements, including those of 2 CFR Part 200, as well as all project deliverables. The organization applying for the award must also list all of the entities it will enter into agreements with to perform the work, and should include a description of how these entities intend to accomplish the purposes of the award if such a description is not already provided in a Memorandum of Understanding (MOU) submitted as part of the application.
4. Statement as to whether the agency applying has expended \$750,000 in federal funds in the organization's past fiscal year. If yes, please also specify the end date of the applicant's fiscal year.



5. A list of other federal grant programs from which the applicant organization currently receives funding or for which it has applied for funding in FY 2017 to do similar work. Please provide this information in a table using the format found in [APPENDIX E](#).
6. Statement as to whether the applicant is a nonprofit organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of that Code.
7. Summary of Current and Recent OVW Projects (if applicable). If the applicant has a current grant or cooperative agreement under any OVW grant program or an award that has been closed within the last 12 months from the date this solicitation closes, the information below must be provided in a table using the format found in [APPENDIX D](#). Failure to provide the required table will result in a loss of points.
8. Statement as to whether the applicant is a nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code.
9. Statement as to whether the applicant is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure to establish a rebuttable presumption that its executives' compensation is reasonable. If the applicant is not a nonprofit organization or is a nonprofit that does not use the safe-harbor procedure, provide a statement to that effect. For additional information about the safe-harbor procedure, see "[Disclosures Related to Executive Compensation](#)" section.
10. The percentage of grant activities, should the application be funded, that will address each of the following issues:
  - Sexual assault;
  - Domestic violence;
  - Dating/teen dating violence; and/or
  - StalkingThe total percentage of grant activities should not exceed 100%.
11. The purpose areas the application addresses and whether the application is standard or comprehensive. If purpose area 6, Civil Legal Assistance, is being addressed, state the percentage of activities and funds of the project that will support civil legal assistance.
12. Name of the nonprofit domestic violence or sexual assault victim services program partnering on the project (not applicable if the lead applicant is such an entity).
13. Name of the court partner on the project (not applicable if the lead applicant is such an entity).

### **Proposal Abstract**

The Proposal Abstract should provide a short and accurate summary (no more than two pages double-spaced) of the proposed project, including who will be involved with the proposed project, what will be done as primary activities, what products will be produced, the service area where the proposed project will take place and who will be impacted by the proposed project. Applicants should not summarize past accomplishments in this section.

### **Project Narrative (65 Points Total)**

The Project Narrative may not exceed 20 pages (standard projects) or 25 pages (comprehensive projects) in length, double-spaced. The Project Narrative comprises the following three sections:

### Purpose of Application (10 points)

This section must:

1. Describe the community to be served including the geographic location and the populations in the service area, including individuals with disabilities, individuals who are Deaf or hard of hearing, and persons with limited English proficiency. Applicants should use U.S. Census and other government data, as well as the Limited English Proficient Mapping Tool, available at [www.lep.gov/maps/](http://www.lep.gov/maps/) to obtain this information;
2. Identify the purpose area(s) the applicant is proposing to address;
3. State the problem(s) the project will address;
4. Identify the population to be served, including any underserved or marginalized populations;
5. Describe the need for the project in the community;
6. Identify gaps in services and explain how the proposed project will complement and not duplicate existing services, including any services provided through the state's STOP Violence Against Women Formula Grant Program; and
7. Describe any previous or current efforts (OVW-funded or not) to address the problem(s) the proposed project targets, and the effectiveness of those efforts.

### What Will Be Done (45 points)

The application must provide a clear link between the proposed activities and the need identified in the "Purpose of Application" section above.

This section must:

1. Describe the safety needs of victims of sexual assault, domestic violence, dating violence, and stalking, and the applicant's commitment to addressing those needs through the proposed project;
2. Identify barriers to accessing the project's services, and the applicant's plan to ensure that individuals who are eligible to be served by the project—particularly those from underserved and marginalized populations, including, but not limited to individuals with disabilities, Deaf individuals, and persons with limited English proficiency—will have access to OVW-funded services;
3. Identify project goals, objectives, activities, and products (if applicable), and provide a corresponding 36-month timeline; and
4. Describe why the applicant anticipates that the project will be successful, including whether it involves an evidence-informed approach or a promising practice; and describe how the applicant will determine if it accomplished its goals for the project.

### ***For applicants proposing projects under Purpose Area 1 - supervised visitation and/or safe exchange services:***

1. Using *concrete* examples, describe the extent to which the applicant's or a project partner's supervised visitation and/or safe exchange services align—or will be aligned—with OVW's Supervised Visitation [Guiding Principles](#);
2. If applicable, describe the applicant's or a partner's previous experience providing supervised visitation and exchange services to families affected by sexual assault, domestic violence, dating violence, and stalking; and
3. Provide a detailed statement of how the applicant will ensure that adequate security measures, including adequate facilities, procedures, and personnel capable of preventing violence, and adequate standards are, or will be, in place. Describe the layout and security features of the facility and where in the community the facility is

located. Describe how the applicant will develop protocols or policies to ensure that confidential information is not shared with courts, law enforcement agencies, or child welfare agencies unless necessary to ensure the safety of any child or adult using the services of a program funded by OVW.

***For applicants proposing projects under Purpose Area 4 or 5 - court program and services:***

1. Describe any specialized docket or court infrastructure that is currently in place or will be established as part of this project;
2. Describe how the project will improve the judicial handling of sexual assault, domestic violence, dating violence, stalking, and cases involving allegations of child sexual abuse; ensure offender accountability; and promote informed judicial decision-making; and
3. If the applicant is proposing to use any technology (e.g., security systems, GPS, hotlines, and databases), the applicant must explain how it plans to address any victim safety concerns that could arise from the use of the technology, such as confidentiality, safety planning, and informed consent.

***For applicants proposing projects under Purpose Area 6 - civil legal assistance:***

1. Describe the extent to which the applicant will provide legal services to domestic violence; and/or nonoffending parents in matters that involve allegations of child sexual abuse, relate to family matters, including civil protection orders, custody, and divorce; and in which the other parent is represented by counsel<sup>6</sup>;
2. Describe how the applicant or project partner will provide a supervision and mentoring plan for attorney staff supported by this project; and
3. If the applicant is not a nongovernmental sexual assault and/or domestic violence program, explain how it will coordinate with a local nongovernmental sexual assault and/or domestic violence program.

***For applicants proposing projects under Purpose Area 3 or 8 – training:***

1. Describe any training program or curriculum that is currently in place or will be established as part of this project;
2. Describe how the project will improve training and education for court-based and court-related personnel on the dynamics of domestic violence, dating violence, sexual assault, and stalking and/or improve training and education for those within the civil justice system; and
3. Provide a detailed statement of how the applicant will reach the intended audience for training and education.

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<sup>6</sup> For example legal services could include representing a nonoffending parent in a custody case to protect a child from sexual abuse by advocating for the non-offending parent to receive custody, where the other parent is represented by counsel. Legal services are for the nonoffending parent and not the child.

### Who Will Implement the Project (10 points)

The application must identify the key individuals and organizations involved in the proposed project. This section must demonstrate that the individuals and organizations identified have the capacity to address the stated need and can successfully implement the proposed project activities.

This section must:

1. Describe the *applicant's* expertise in the areas of sexual assault, domestic violence, dating violence, and stalking, as appropriate;
2. Describe project *partners'* expertise in the areas of domestic violence, dating violence, sexual assault, and stalking, as appropriate;
3. Demonstrate that the applicant and/or project partner(s) include a domestic violence and/or sexual assault victim services provider and a court;
4. Describe the experience and qualifications of any organization or agency that will be directly involved in implementing the project;
5. Describe the history of the collaborative partnership(s); and
6. Identify key personnel responsible for implementing the project, including position descriptions, roles, and responsibilities.

### **Budget Detail Worksheet and Narrative (15 Points)**

All applications must include a detailed budget and budget narrative. A sample Budget Detail Worksheet is available in [Appendix A](#). When preparing the Budget Detail Worksheet and Narrative, please use the Sample Budget Detail Worksheet as a guide and be sure to include all necessary budget categories as outlined in the Worksheet. Also, keep in mind that budgetary requirements vary slightly among programs. Applicants must read the solicitation closely to determine the requirements of the budget and budget narrative for each OVW program. Additionally, the budget must adhere to the guidelines contained in the [DOJ Financial Guide](#).

### Award Period and Amount

Budgets should cover a project period of 36 months, or three years, starting on October 1, 2017 and ending on September 30, 2020. Budget requests should not exceed \$550,000 for standard projects and \$700,000 for comprehensive projects.

### Budget Requirements

Applicants must submit reasonable budgets based on the resources needed to implement their projects in their specific geographic location. The budget should display a clear link between the specific project activities and the proposed budget items. It should not contain any items that are not detailed in the project narrative. The budget narrative must support all costs included in the budget and explain how the costs of goods and services are determined and how they will fulfill the overall objective of the project.

In some circumstances, the budget and budget narrative will be reviewed separately from the proposed project narrative. Therefore, it is very important that the budget narrative be as comprehensive as possible and describe in a narrative format each line item requested in the budget.

The budget must:

1. Include funds (minimum of \$5,000) or include other resources available to support activities to ensure access for individuals with disabilities, Deaf individuals, and persons with limited English proficiency. Please see "[Accessibility](#)".
2. Include funds to attend OVW-sponsored training and technical assistance in the amount of \$20,000 for standard projects and \$25,000 for comprehensive projects for states and \$25,000 for standard projects and \$30,000 for comprehensive projects for territories, Hawaii and Alaska. Please see "[Training and Technical Assistance](#)" in the Funding Restrictions section of the solicitation.
3. For applicants that anticipate using OVW funds to cover only a portion of a particular service they provide (e.g., supervised visitation or civil legal assistance), the budget should prorate operational costs like rent and phone service accordingly.

For additional guidance please go to the [Funding Restrictions](#) section of the solicitation.

**Memorandum of Understanding (MOU) or Letters of Commitment (for courts only) (15 Points Total)**

For purposes of this solicitation, the MOU is a document containing the terms of the partnership and the roles and responsibilities between two or more parties. Courts that are precluded from signing onto an MOU may submit letters of commitment in lieu of an MOU. If the court is the lead applicant, all project partners may submit letters of commitment. If the lead applicant is not the court, the court may submit a letter of commitment but all other project partners should sign an MOU. The MOU should be a single document and should be signed and dated by the Authorized Representative of each proposed partner agency during the development of the application. If necessary, an MOU can include multiple signature pages so long as each page includes the name and title on each signature page.

As previously stated, OVW is interested in funding projects that take a coordinated approach to helping families victimized sexual assault, domestic violence, dating violence, and stalking as they navigate the justice system. Therefore, applicants must have formal partnerships, delineated in the MOU (or letters of commitment) with both 1) a domestic violence and/or sexual assault victim services provider and 2) a court. If a court is the lead applicant, it must have a domestic violence and/or sexual assault victim services provider as a project partner. If a domestic violence and/or sexual assault victim services provider is the lead applicant, it must have a court as a partner. If the lead applicant is neither a domestic violence and/or sexual assault victim service provider nor a court, it must have a partnership with both a domestic violence and/or sexual assault victim services provider and a court. Applications without the required partnerships may be eliminated from consideration for funding.

The MOU must:

1. Clearly identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
2. Clearly state the roles and responsibilities each partner will assume to ensure the success of the proposed project;
3. Demonstrate meaningful collaboration with a state, tribal, or local court system and a nonprofit domestic violence and/or sexual assault victim services organization;
4. Demonstrate a meaningful partnership among all signing parties;
5. Specify the extent of each partner's participation in developing the application;

6. Identify the people who will be responsible for developing and implementing project activities and describe how they will work together and with project staff;
7. Indicate approval of the proposed project budget by all signing parties;
8. Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, and training);
9. Include a current (i.e., signed and dated during the development of the proposal), single MOU signed by the chief executive officer, director, court administrator or other person authorized to sign on behalf of each partner; and
10. Demonstrate that the project has commitments from entities that will receive training if the applicant proposes training under purpose area 3 or 8 (training for court-based, court-related personnel, or those within the civil justice system).

The Letters of Commitment must (only for court lead applicants, including their partners, and courts as a partner precluded from signing an MOU):

1. Clearly identify the name of the organization;
2. Highlight the expertise of the individual or organization's staff that will be affiliated with this project;
3. Provide a description of the collaborative relationship with the applicant;
4. Specify the extent of the agency or organization's participation in developing the application;
5. Clearly state the roles and responsibilities the organization or agency would assume to ensure the success of the proposed project;
6. Demonstrate a commitment to work with the applicant and its partners to achieve the stated project goals;
7. Describe the resources that would be contributed to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, and training); and
8. Demonstrate that the project has commitments from entities that will receive training if the applicant proposes training under purpose area 3 or 8 (training for court-based, court-related or those in the civil justice system).

Note that letters of commitment submitted in lieu of an MOU by any entity besides a court as the lead applicant, project partners if the court is the lead applicant, or the court as a partner will **not** be accepted.

### **Additional Required Information**

The following documents will not be scored during the review process but they should be included with your application. Failure to include any of the information may result in your application being removed from consideration from funding.

#### Proof of 501(c)(3) Status (Nonprofit Organizations Only)

As noted under Eligible Entities, an entity that is eligible for the Justice for Families Program based on its status as a nonprofit organization must be an organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of the Code. All such applicants are required to submit a determination letter from the Internal Revenue Service recognizing their tax-exempt status. OVW will be unable to make an award to any nonprofit organization that does not submit a 501(c)(3) determination letter from the Internal Revenue Service.

### Disclosure of Process Related to Executive Compensation

An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees.

Under certain circumstances, a nonprofit organization that provides unreasonably high compensation to certain persons may subject both the organization's managers and those who receive the compensation to additional federal taxes. A rebuttable presumption of the reasonableness of a nonprofit organization's compensation arrangements, however, may be available if the nonprofit organization satisfied certain rules set out in Internal Revenue Service regulations with regard to its compensation decisions.

Each applicant nonprofit organization must state at the time of its application (in the "Summary Data Sheet" mentioned earlier) whether the applicant is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure to establish a rebuttable presumption that its executives' compensation is reasonable.

A nonprofit organization that states on the Summary Data Sheet that it uses the safe-harbor procedure must then disclose, in an attachment to its application (to be titled "Disclosure of Process related to Executive Compensation"), the process used by the applicant nonprofit organization to determine the compensation of its officers, directors, trustees, and key employees (together, "covered persons").

At a minimum, the disclosure must **describe** in pertinent detail: (1) the composition of the body that reviews and approves compensation arrangements for covered persons; (2) the methods and practices used by the applicant nonprofit organization to ensure that no individual with a conflict of interest participates as a member of the body that reviews and approves a compensation arrangement for a covered person; (3) the appropriate data as to comparability of compensation that is obtained in advance and relied upon by the body that reviews and approves compensation arrangements for covered persons; and (4) the written or electronic records that the applicant organization maintains as concurrent documentation of the decisions with respect to compensation of covered persons made by the body that reviews and approves such compensation arrangements, including records of deliberations and of the basis for decisions.

For purposes of the required disclosure, the following terms and phrases have the meanings set out by the Internal Revenue Service for use in connection with 26 C.F.R. 53.4958-6: officers, directors, trustees, key employees, compensation, conflict of interest, appropriate data as to comparability, adequate documentation, and concurrent documentation.

Applicant nonprofit organizations should note that following receipt of an appropriate request, OVW may be authorized or required by law to make information submitted to satisfy this requirement available for public inspection. Also, a recipient may be required to make a prompt supplemental disclosure after the award in certain circumstances (e.g., changes in the way the organization determines compensation).

### Confidentiality Notice Form

All applicants are required to acknowledge that they have received notice that grantees and subgrantees must comply with the confidentiality and privacy requirements of the Violence Against Women Act, as amended. Applicants must submit the acknowledgement form available on the OVW website at

[http://www.justice.gov/sites/default/files/ovw/pages/attachments/2015/01/20/confidentiality\\_acknowledgement\\_form\\_42015.pdf](http://www.justice.gov/sites/default/files/ovw/pages/attachments/2015/01/20/confidentiality_acknowledgement_form_42015.pdf). This form must be signed by the authorized representative and uploaded with the application on [Grants.gov](http://Grants.gov).

#### Application for Federal Assistance (SF-424)

Applicants must complete the SF-424 online. For “Type of Applicant,” please do not select “other.” Please pay careful attention to the amount of federal funding requested in the “Estimated Funding” section of this form. This amount must match the amount of federal funding requested in the budget section of the application package. Only include values for “Applicant” if the program solicitation requires a match. The individual who is listed in “Authorized Representative” must be an individual who has the authority to apply for and accept grant awards on behalf of the organization or jurisdiction.

#### Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)

Please carefully review the assurances and certification forms online. Applicants will receive a request to compile these forms online during the application submission process.

All applicants must complete the *Disclosure of Lobbying Activities* (SF-LLL) form. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form. Applicants that do not expend any funds for lobbying activities should enter “N/A” in the required highlighted fields.

#### Letter of Nonsupplanting

Applicants must submit a letter to OVW’s Director, signed by the [Authorized Representative](#), certifying that federal funds will not be used to supplant state or local funds should a grant award be made. Please refer to [http://www.justice.gov/sites/default/files/ovw/legacy/2012/10/09/nonsup\\_letter.pdf](http://www.justice.gov/sites/default/files/ovw/legacy/2012/10/09/nonsup_letter.pdf) for a sample letter. This should be a separate attachment to the application in [Grants.gov](http://Grants.gov).

#### Financial Accounting Practices

Each applicant must prepare a response to the following questions. Please be sure to provide complete responses that address all questions included for each numbered item. OVW will review the applicant’s responses to assist in evaluating the adequacy of the organization’s financial management system and to identify areas of need for training and technical assistance. This section of your application should be no more than two pages and should be a separate attachment to the online application in [Grants.gov](http://Grants.gov).

1. Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding? Please provide a brief description of the organization’s policies and procedures that ensure funds will be tracked appropriately.
2. Does the applicant have written accounting policies and procedures? How often are these policies and procedures updated? Please provide a brief list of the topics covered in the organization’s policies and procedures. OVW may request a copy for review during the application/award process or as part of the grant monitoring process.
3. Is the applicant’s financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant? Please provide a brief summary of the organization’s process for tracking expenditures, including tracking budgeted versus actual amounts.
4. Does the applicant have procedures in place for minimizing the time between transfer of funds from the United States Treasury and disbursement for project activities? Please



provide a short summary of the organization's policy for requesting payments for grant awards.

5. Does the applicant have effective internal controls in place to ensure that federal funds are used solely for authorized purposes? Please provide a brief description of the applicant organization's internal controls that will provide reasonable assurance that the award funds will be managed properly.
6. Does the applicant have a documented records retention policy? If so, briefly describe the policy.
7. Does the applicant organization or any of its employees have any potential personal or organizational conflicts of interest related to the possible receipt of OVW award funds? Organizations are required to disclose in writing any potential conflicts of interest to their awarding agency. See 2 CFR 200.112 of the Uniform Guidance and Chapter 3.20 Grant Fraud, Waste and Abuse of the DOJ Financial Guide for additional information.
8. Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, (2 CFR Part 200)? Please provide a short list of the individual's qualifications/experience. If the individual is not familiar with the applicable rules and regulations, the applicant must contact OVW's Grants Financial Management Division at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov) or 1-888-514-8556 immediately after the organization is notified of its award to coordinate training.

This information will be used for a mandatory pre-award risk assessment. Failure to provide this information or to respond to questions from OVW regarding this information in a timely manner could result in the applicant being removed from consideration or a delay in funds.

#### Applicant Financial Capability Questionnaire (if applicable)

All nonprofit, nongovernmental organizations that apply for funding from OVW and have not previously (or within the last three years) received funding from OVW must complete an Applicant Financial Capability Questionnaire, and submit it as a separate attachment with their application. Additionally, applicants may be required to submit their current year's audit report at a later time. The form can be found at <http://www.justice.gov/ovw/how-apply>.

#### Indirect Cost Rate Agreement (if applicable)

Applicants that intend to charge indirect costs through the use of an indirect cost rate must have a federally-approved indirect cost rate agreement. Please include a copy of a current, signed federally-approved indirect cost rate agreement. This should be a separate attachment to the application in [Grants.gov](http://Grants.gov).

Non-federal entities that have never received a federally-approved indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs which may be used indefinitely. This includes state and local governments that have never negotiated an indirect cost rate with the federal government and receive less than \$35 million in direct federal funding per year. Tribes that have never negotiated an indirect cost rate with the federal government may also use the 10% de minimis rate.

Organizations that wish to negotiate an indirect cost rate may contact OVW's Grants Financial Management Division at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov) or 1-888-514-8556 for more information.

### **Unique Entity Identifier (DUNS Number) and System for Award Management (SAM)**

Applicants for federal grants and cooperative agreements are required to have a Data Universal Number System (DUNS) Number to submit an application. A DUNS Number is a unique nine-character identification number provided by the commercial company **Dun & Bradstreet (D&B)**. Once an applicant has completed the D&B registration, its DUNS Number should be available within two business days.

Federal guidelines require that applicant organizations must (1) be registered in SAM.gov prior to submitting an application; (2) provide a valid DUNS number in its application; and (3) continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application under consideration by a federal awarding agency. Also, federal agencies may not make an award to an applicant until that applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time that OVW is ready to make an award, then OVW may make the determination that the applicant is not qualified to receive an award and use that determination as a basis for making the award to another applicant.

The SAM centralizes information about grant recipients and also provides a central location for grant recipients to change organizational information. [Grants.gov](http://Grants.gov) uses SAM to establish roles and IDs for electronic grant applicants.

If the applying organization already has an Employer Identification Number (EIN), the SAM registration will take **up to two weeks to process**. If the applying organization does not have an EIN, then **the applicant should allow two to five weeks for obtaining the information from IRS when requesting the EIN via phone, fax, mail or Internet**. Follow the steps listed below to register in the SAM:

1. Obtain a DUNS number at the following website <http://www.dnb.com/us/> or call (866) 705-5711.
2. Access the SAM online registration through the SAM homepage at <https://www.sam.gov/> and follow the online instructions for new SAM users.
3. Complete and submit the online registration. If the applying organization already has the necessary information on hand, the online registration takes approximately 30 minutes to complete, depending upon the size and complexity of the business or organization. Once the SAM registration becomes active, the applicant will be able to return to [Grants.gov](http://Grants.gov) and complete the registration. **Please note that organizations must update or renew their SAM registration at least once a year to maintain an active status.**

<b>Registration</b>	<b>Where to Register</b>	<b>Deadline</b>
DUNS	<a href="http://www.dnb.com/us/">DUNS</a>	December 22, 2016
SAM	<a href="https://www.sam.gov/">SAM</a>	December 22, 2016
Grants.gov	<a href="http://Grants.gov">Grants.gov</a>	December 22, 2016

**There is no fee associated with the registration process. Additionally, the registration process cannot be expedited.** OVW strongly discourages applicants from paying a third party to register on their behalf in an attempt to expedite the registration process. To ensure all applicants have ample time to complete the registration process, applicants must obtain a DUNS number, register online with the SAM and with [Grants.gov](http://Grants.gov) immediately, but no later than December 22, 2016.

### Submission Dates and Times

It is very important that applicants read this section carefully. It is the responsibility of the applicant to ensure that the application is complete and submitted by the deadline. OVW will not contact applicants for missing items. Applicants should anticipate that failure to meet all registration and submission deadlines will result in their application being removed from consideration. Applicants should refer to the chart below to ensure that all required steps and deadlines are met.

**Applicants are strongly encouraged to begin the application submission process at least 48 hours but no later than 24 hours before January 12, 2017.**

Application Action	Contact Information	Date
Solicitation	<a href="http://Grants.gov">Grants.gov</a> and <a href="http://OVW.Website">OVW Website</a>	Once the solicitation is released (December 1, 2016 – January 12, 2017)
Request Permission to Submit a Hardcopy Application Due to Lack of Internet Access.	For applicants who cannot submit an application electronically, please contact Justice for Families at (202) 307-6026 or OVW.JFF@USDOJ.GOV	December 22, 2016
Confirmation of Application	<p><a href="http://Grants.gov">Grants.gov</a></p> <ol style="list-style-type: none"> <li>1. The <a href="#">Authorized Organization Representative</a> should closely monitor their email for any notification from <a href="http://Grants.gov">Grants.gov</a> about a possible failed submission. The Authorized Organization Representative (AOR) is a user role within Grants.gov for a user that is authorized to submit application on behalf of the organization.</li> <li>2. The <a href="#">Authorized Organization Representative</a> will receive a minimum of two emails from <a href="http://Grants.gov">Grants.gov</a>. One will confirm receipt of the application package. The other will either notify the <a href="#">Authorized Organization Representative</a> that the application was successfully submitted, or it will notify the <a href="#">Authorized Organization Representative</a> that there was an error with the application submission.</li> </ol> <p>OVW does not send out these notifications, nor does OVW receive a copy of these notifications. It is the responsibility of the applicant to notify OVW of any problems with the application submission process.</p>	<p>January 12, 2017</p> <p><b>*Applicants are strongly encouraged to begin the application submission process at least 48 hours but no later than 24 hours before the deadline.</b></p>

All applications will be submitted electronically. The deadline for submitting applications in response to this solicitation is **11:59 p.m. E.T. on January 12, 2017**. Applications submitted after **11:59 p.m. E.T. on January 12, 2017** will not be considered for funding. Applicants experiencing difficulties submitting an application should refer [Experiencing Technical Difficulties During Submission](#) in the chart below.

**OVW Policy on Duplicate Applications**

An applicant should submit one application for the same project per program. If an applicant submits multiple versions of an application, OVW will review the most recent version submitted.

**OVW Policy on Late Submissions**

OVW offers several options for an applicant to provide advance notice to OVW if receipt of its application will be delayed. Applicants should refer to the chart below for the various scenarios. Applicants should thoroughly familiarize themselves with the requirements as outlined by OVW in the chart below. An applicant’s request to submit an application after the deadline will be considered by OVW if all of the steps below are followed. Only in rare circumstances are extensions granted. For applicants that receive permission to submit an application after the deadline, those applications will be reviewed to ensure that the application meets the basic minimum eligibility requirements (BMR) and will be subject to the review process as outlined in this solicitation.

Issue	Action	Timing
Experiencing Technical Difficulties Prior to or During Application Submission	<p>Prior to the application deadline, the applicant must contact the <a href="#">Grants.gov</a> Customer Support Hotline at 1-800-518-4726, or <a href="mailto:support@grants.gov">support@grants.gov</a>, 24 hours a day, 7 days a week, except on Federal holidays.</p> <p>Contact the Justice for Families Program at (202) 307-6026 or at <a href="mailto:OVW.JFF@USDOJ.GOV">OVW.JFF@USDOJ.GOV</a> prior to the application deadline stating that the applicant is experiencing unforeseeable technical issues and provide a phone number and/or email address where the applicant can be reached.</p>	Prior to the application deadline of January 12, 2017
Requesting Permission to Submit a Late Application.	Within 24 hours after the application deadline, the applicant must email the following information to the Justice for Families program at <a href="mailto:OVW.JFF@USDOJ.GOV">OVW.JFF@USDOJ.GOV</a> to request permission to submit a late application. The request should include the complete grant application, DUNS number, and the <a href="#">Grants.gov</a> Help Desk tracking number(s).	Within 24 hours after the deadline of January 12, 2017
OVW Review and Late Application Submission Decision	OVW will review and verify, with the <a href="#">Grants.gov</a> Customer Support Hotline, all information submitted related to the technical difficulties experienced by the applicant.	It is anticipated that decisions will be made within three weeks from the

	<p>OVW will contact the applicant to either approve or deny the request to submit a late application. If the technical issues cannot be verified as unforeseeable, the application will be rejected as late.</p> <p>Applicant may contact the Justice of Families program at (202) 307-6026 or <a href="mailto:OVW.JFF@USDOJ.GOV">OVW.JFF@USDOJ.GOV</a> for information on the request.</p>	application deadline.
Extraordinary Natural or Manmade Disasters	<p>In cases of extraordinary natural or manmade disasters, such as extreme weather emergencies or terrorist acts, applicants may request to submit late applications by sending an e-mail to the Justice for Families program at (202) 307-6026 or <a href="mailto:OVW.JFF@USDOJ.GOV">OVW.JFF@USDOJ.GOV</a>.</p> <p>The request should specify the nature of the disaster and how it affected the applicant's ability to submit an application on time. OVW may request additional documentation from the applicant verifying the extraordinary natural or manmade disaster.</p>	Up to 7 calendar days after the application deadline of January 12, 2017. Therefore no later than January 19, 2017.

Failure to begin the registration or application submission process in sufficient time is not an acceptable reason for a late application submission. Applicants should register with SAM and [Grants.gov](http://Grants.gov) by December 22, 2016. To ensure a successful application submission, OVW strongly encourages applicants to submit their applications at least 48, but no less than 24, hours before the deadline.

Please note that the [Grants.gov](http://Grants.gov) notification process is automatic. OVW does not send out these notifications, nor does OVW receive a copy of these notifications. It is the responsibility of the applicant to notify OVW of any problems with the application submission process. Please see "[Experiencing Unforeseeable Technical Issues](#)" for information on the steps applicants must follow if corrective action is required.

**Intergovernmental Review - Single Point of Contact Review**

Executive Order 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the [state Single Point of Contact \(SPOC\)](#) if one exists and if the program has been selected for review. Applicants must contact their state SPOCs to determine whether their programs have been selected for state review. The applicant should enter the date that the application was sent to the SPOC or the reason such submission is not required in the section of the SF 424 which refers to EO 12372. Applicants can find a list of SPOCs on the Office of Management and Budget website at [http://www.whitehouse.gov/omb/grants\\_spoc](http://www.whitehouse.gov/omb/grants_spoc).

**Funding Restrictions**

Federal assistance awards are governed by the provisions of 2 CFR Part 200. Additionally, OVW awards are covered by the [DOJ Financial Guide](#). The [DOJ Financial Guide](#) includes

information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document also outlines the successful administration of grant funds.

Any recipient of an award will be responsible for monitoring subgrants/contracts, including MOU partner activities, under the grant in accordance with all applicable statutes, regulations, guidelines, and the [DOJ Financial Guide](#). Primary recipients will be responsible for oversight of subgrantee/partner spending and monitoring specific performance measures and outcomes attributable to the use of OVW funds.

#### Food and Beverage/Costs for Refreshments and Meals

Generally, food and beverage costs are **not** allowable, and under no circumstances may OVW funding be used to supply food and/or beverages during refreshment breaks. OVW may approve the use of OVW funds to provide food and/or beverages for a meal at a meeting, conference, training, or other event, if one of the following applies:

1. The location of the event is not in close proximity to food establishments. It should be a priority to try to secure a location near reasonably priced and accessible commercial food establishments.
2. Not serving food will significantly lengthen the day or necessitate extending the meeting to achieve meeting outcomes.
3. A special presentation at a conference requires a plenary address where there is no other time for food to be obtained.
4. Other extenuating circumstances necessitate the provision of food.

Justification for an exception listed above must be included in the budget narrative, and funds may only be used to purchase food and/or beverages for a meal at a meeting, conference, training, or other event if OVW approves the specific expenditures in advance.

#### Conference Planning and Expenditure Limitations

Applicants should be aware of all applicable laws, regulations, policies and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (which is defined to include meetings, retreats, seminars, symposiums, training and other similar events), including the provision of food and/or beverages at such events, and costs of attendance at such events. Information on pertinent laws, regulations, policies and guidance is available at <http://www.justice.gov/ovw/grantees>. Applicants should also be aware of the following specific restrictions on conference planning and expenditure limitations:

1. Cost of Logistical Conference Planning
2. Cost of Programmatic Conference Planning
3. Conference Space and Audio-Visual Equipment and Services
4. Prohibition on Trinkets at Conferences
5. Entertainment at Conferences
6. Food and Beverages at Conferences
7. Prior Approval Required Before Entering Into Contracts or Expending Funds for Conferences
8. Conference Reporting

Updated Department of Justice and OVW guidance on conference planning, minimization of costs, and conference cost reporting is available on the OVW website at

<http://www.justice.gov/ovw/grantees>. For additional information regarding food and beverage regulations, please refer to the [DOJ Financial Guide](#).

#### Training and Technical Assistance

All applicants are required to allocate funds in the amount of \$20,000 for standard projects and \$25,000 for comprehensive projects to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Applicants from Alaska, Hawaii, and United States Territories should allocate \$25,000 for standard projects and \$30,000 for comprehensive projects to account for higher travel costs. These specific applicants may exceed the budget caps to account for this increased travel amount. The required set-aside amount may be shared between the applicant and any partnering agencies, but the budget must reflect the costs in the appropriate categories. Therefore, an employee's travel costs should be included in the "Travel" category, while travel costs for the project partner(s) must be included in the "Consultants/Contracts" category. Label both costs as "OVW Technical Assistance." Include an estimated breakdown for these costs, including the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc. (OVW technical assistance is provided free of charge to grantees, so applicants do not need to include registration fees). This amount should equal the full, required set-aside amount listed above.

Please note these funds can **only** be used for OVW-designated technical assistance, unless otherwise approved by OVW. Any training and technical assistance funds not used by the end of the grant period may not be reprogrammed and must be returned to OVW. Travel funds should be used to support travel by all project partners including nonprofit, nongovernmental victim service providers. Funds may also be used by persons whose positions are not grant-funded as long as that person's roles and responsibilities are linked to the project's overall mission.

#### Program Assessments

Applicants may not use any OVW funds to conduct research. However, up to three percent of the budget may be allocated for the purpose of assessing the effectiveness of funded activities. For example, funds may be used to conduct pre- and post-testing of training recipients or for victim satisfaction surveys. In conducting such testing or surveys, grantees may not collect, analyze or disseminate any information that would disclose the identity of an individual.

#### Pre-Agreement Cost Approval

OVW generally does not allow pre-award costs. Please be aware that costs incurred prior to the start date of the award may not be charged to the project unless the recipient receives prior approval from OVW. Please see the [DOJ Financial Guide](#) for more information on pre-award costs.

#### **Other Submission Requirements**

As discussed in the "[Submission Dates and Times](#)" section above, applications must be submitted electronically via [Grants.gov](#). Applicants that are unable to submit electronically must follow the instructions in the [OVW Policy on Late Submission](#) section above.

After applicants obtain their DUNS number and register with SAM, they can begin the [Grants.gov](#) registration process. In order to apply for a grant, the applying organization must complete the [Grants.gov](#) registration process prior to beginning an application for a federal grant. Complete instructions can be found at [Grants.gov](#). **The registration process can take between three and five business days or as long as four weeks if all steps are not**

**completed in a timely manner.** Please note that Grants.gov is not the Office of Justice Programs' (OJP) Grants Management System (GMS). If applicants experience difficulties at any point during this process, they should call the [Grants.gov](http://www.grants.gov) Customer Support Hotline at **1-800-518-4726**.

**Note:** [Grants.gov](http://www.grants.gov) **limits the use of specific characters in names of attachment files.** Valid file names include only the characters shown in the table below. [Grants.gov](http://www.grants.gov) is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below.

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ( )	Curly braces { }	Square brackets [ ]
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Numbers (0-9)	Comma ( , )	Semicolon ( ; )	Apostrophe ( ' )
Underscore ( _ )	At sign ( @ )	Number sign ( # )	Dollar sign ( \$ )
Hyphen ( - )	Percent sign ( % )	Plus sign ( + )	Equal sign ( = )
Space	When using the ampersand (&) in XML, applicants must use the “&#amp;” format.		
Period ( . )			

**OVW strongly suggests using simple titles for all documents, such as “FY 2017 OVW Project Narrative.” Please visit the [Grants.gov](http://www.grants.gov) website to review the most up-to-date guidelines about the use of specific characters.**

The E-Business Point of Contact (E-Biz POC) within the applicant’s organization must register the organization with [Grants.gov](http://www.grants.gov). The E-Biz POC oversees the organization's [Grants.gov](http://www.grants.gov) transactions and assigns the [AOR](#). The [AOR](#) submits the application to [Grants.gov](http://www.grants.gov) and must register with [Grants.gov](http://www.grants.gov) as well. In some cases the E-Biz POC is also the [AOR](#) for an organization.

1. *Step 1:* Go to [Grants.gov](http://www.grants.gov). Scroll over the “APPLICANTS” drop down and click the “Organization Registration Link”.
2. *Step 2:* Register with [SAM](#)
3. [Step 3: Username & Password](#)
4. [Step 4: AOR Authorization](#)
5. [Step 5: TRACK AOR STATUS](#)

**The application process can move forward once the organization successfully registers with [Grants.gov](http://www.grants.gov).**

### **Downloading a Grant Application Package**

An applicant may download the application package to complete it offline and route it through the applying organization for review before final submission.

Applicants must use the correct version of Adobe software in order to download the grant application package. To verify if the Adobe software version is compatible with [Grants.gov](http://www.grants.gov), visit the following link: <http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>.

Instructions on how to open and use the forms in the package are on the application package cover sheet. Agency-specific instructions are available for download when the application



package is downloaded. The instructions identify the required information for a complete application.

### **Completing the Grant Application Package**

The applicant must manually save changes to the grant application. [Grants.gov](https://www.grants.gov) does NOT automatically save changes. The package cannot be submitted until all required fields have been completed.

### **Submitting the Completed Grant Application Package**

[AORs](https://www.grants.gov) should closely monitor their email for any notification from Grants.gov about a possible failed submission. The [AOR](https://www.grants.gov) will receive a minimum of two emails from [Grants.gov](https://www.grants.gov). Log on to [Grants.gov](https://www.grants.gov). After the application is fully completed, errors are corrected, and the application is saved, click the “Save & Submit” button on the cover page. The application package will be automatically uploaded to [Grants.gov](https://www.grants.gov).

To ensure a successful application submission, OVW strongly encourages applicants to start their applications at least 48, but no less than 24, hours before the deadline.

A confirmation screen will appear once the submission is complete. A [Grants.gov](https://www.grants.gov) tracking number will be provided at the bottom of this screen, as well as the official date and time of the submission. Applicants must record the tracking number if technical support is needed. The [Grants.gov](https://www.grants.gov) Help Desk can be reached at 1-800-518-4726, Monday through Friday, from 7:00 a.m. to 9:00 p.m. E.T; except federal holidays.

## ***E. Application Review Information***

### **Criteria**

Applications will be subject to a peer review and a programmatic review. Applications will be scored based on the degree to which the application responds to each section and addresses each element in the section. Furthermore, applications will be scored based upon the quality of the response and the level of detail provided. Each element **must** be addressed in the section in which it is requested. Points may be deducted if the applicant does not include the information in the appropriate section even if it is included elsewhere within the application. Each section will be reviewed as a separate document and will be scored as such. Specifically, for the Justice for Families Program, scoring will be as follows:

1. Summary data sheet: (5) points
2. Project narrative: (65) points, of which
  - A. Purpose of the project: (10) points
  - B. What will be done: (45) points
  - C. Who will implement: (10) points
3. Budget narrative and detail worksheet: (15) points
4. MOU (or Letters of Commitment in lieu of MOU, for courts only): (15) points
5. Possible programmatic point *deductions*:
  - A. Activities that compromise victim safety: up to 15 points
  - B. Out-of-scope activities: up to 10 points
  - C. Past performance review: up to 25 points
  - D. Formatting and Technical Requirements (deduct up to 5 points)

## **Review and Selection Process**

### Peer Review

OVW will subject all eligible applications to a peer review process that is fair and based on the criteria outlined in this solicitation. OVW may use internal reviewers, external reviewers, or a combination of both.

### Programmatic Review

All applications that are considered for funding will be subject to a programmatic review. An applicant with considerable past performance issues may be removed from consideration. The programmatic review consists of assessing the application for compliance with the program's scope, activities that compromise victim safety and, if applicable, past performance and priority review. OVW reserves the right to deduct points from applications for the following reasons:

1. Activities that compromise victim safety and recovery (up to 15 points.)
2. Out-of-scope activities (up to 10 points)
3. Past performance (up to 25 points)
4. Formatting and Technical Requirements (deduct up to 5 points)

An application that is deemed to be substantially out of scope, proposes a substantial number of activities that are unallowable, or proposes activities that pose a significant threat to victim safety or a serious breach of confidentiality will not be considered for funding.

As a part of the programmatic review process described above, applicants with current or recently closed OVW awards and/or cooperative agreements will be reviewed for past performance based on the elements listed below.

1. Progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the current project, indicating timely progress toward meeting project goals and objectives
2. Demonstration that past activities supported with OVW grant funds have been limited to program purpose areas
3. Adherence to all special conditions of existing grant award(s) from OVW
4. Adherence to programmatic and financial reporting requirements, including timely submission of required reports
5. Completion of close-out of prior awards in a timely manner
6. Appropriate use of and active participation in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current or recent award
7. Receipt of financial clearances on all current or recent grants from OVW
8. Timely resolution of issues identified in any audit or on-site financial or programmatic monitoring visit
9. Adherence to the Office of Management and Budget single-audit requirement
10. Timely expenditure of grant funds
11. Adherence to the requirements of the [DOJ Financial Guide](#)

OVW grantees with significant past performance issues may not be considered for funding.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the OVW Director, who also may give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities,

past performance, and available funding when making awards. All award decisions are final and not subject to appeal.

#### High Risk Grantees

Based on DOJ's assessment of each grantee with regard to current or previous funding, unresolved audit issues, delinquent programmatic and fiscal reporting, and prior performance, a grantee may be designated "high risk." Awards to high-risk grantees may carry special conditions such as increased monitoring and/or prohibitions on drawing funds until certain requirements are met. High-risk grantees with substantial or persistent performance or compliance issues, long-standing open audits, or open criminal investigations will likely not receive an additional OVW award until all issues are resolved.

#### **Anticipated Announcement and Federal Award Dates**

It is anticipated that all applicants will be notified of the outcome of their applications by October 1, 2017.

### ***F. Federal Award Administration Information***

#### **Federal Award Notices**

Successful applications will receive OVW award notifications electronically from the OJP Grants Management System. This award notification will be sent to the individuals listed as the Authorized Representative and the Point of Contact on the SF-424 for the application that was selected for funding and will include instructions on accepting the award. Recipients will be required to login; accept any outstanding assurances and certifications on the award; designate financial points of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document and terms and conditions by the [Authorized Representative](#) and the scanning of the fully-executed award document to OVW.

#### **Administrative and National Policy Requirements**

##### Information for All Federal Award Grantees

Applicants selected for awards must agree to comply with additional legal, administrative, and national policy requirements upon acceptance of an award. OVW strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found in the [Solicitation Companion Guide](#).

1. Civil Rights Compliance
2. Funding to Faith-Based Organizations
3. Confidentiality and Privacy Protections
4. Research and the Protection of Human Subjects (if applicable)
5. Anti-Lobbying Act
6. Reporting Requirements
7. National Environmental Policy Act (NEPA) (if applicable)
8. National Historic Preservation Act (NHPA) (if applicable)
9. DOJ Information Technology Standards (if applicable)
10. Non-Supplanting of State or Local Funds
11. Criminal Penalty for False Statements
12. Reporting Fraud, Waste, Error, and Abuse
13. Suspension or Termination of Funding
14. Nonprofit Organizations
15. Government Performance and Results Act (GPRA)

16. Rights in Intellectual Property
17. Federal Funding Accountability and Transparency Act (FFATA) of 2006
18. Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
19. Active SAM Registration and Unique Identifier Requirements
20. Whistleblower Protections for Employees of OVW Grantees
21. Prohibited Conduct by Recipients Related to Trafficking in Persons
22. General Appropriations Law Restrictions on Use of Federal Funds
23. Recipient Integrity and Performance Matters Including Recipient Reporting to FAPIIS

Terms and conditions for OVW awards, including awards under this Justice for Families program are available at <http://www.justice.gov/ovw/grantees>. These terms are subject to change prior to the issuance of the awards.

#### Violence Against Women Act Non-Discrimination Provision

The Violence Against Women Reauthorization Act of 2013 added a new civil rights provision that applies to all FY 2017 OVW grants. This provision prohibits OVW grantees from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW. For more information on this prohibition, see <http://www.justice.gov/ovw/docs/faqs-ngc-vawa.pdf>. Additional information on the civil rights obligations of OVW funding recipients can be found in the [Solicitation Companion Guide](#) under "Civil Rights Compliance".

#### Accessibility

Recipients of OVW funds must comply with applicable federal civil rights laws, which, among other things, prohibit discrimination on the basis of disability and national origin. This includes taking reasonable steps to ensure that individuals with disabilities, Deaf individuals, and persons with limited English proficiency (LEP) have meaningful access to recipients' programs and activities. More information on these obligations is available in the [Solicitation Companion Guide](#). Applicants must allocate grant funds to support activities that help to ensure meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services, language interpretation and translation services, or the purchase of adaptive equipment.

#### **Reporting**

##### Reporting Requirements

OVW grantees are required to submit semi-annual progress reports and quarterly Federal Financial Reports (SF 425). Appropriate progress report forms will be provided to all applicants selected for an award. Forms will be submitted electronically via GMS. Future awards and fund drawdowns may be withheld if forms are delinquent.

#### ***G. Federal Awarding Agency Contact(s)***

For assistance with the requirements of this solicitation, contact the Justice for Families Unit at OVW.JFF@USDOJ.GOV or (202) 307-6026.

#### ***H. Other Information***

##### **Application Checklist**

Applicants must submit a fully executed application to OVW, including all required supporting documentation. OVW will not contact applicants for missing items. Additionally, if an applicant plans to submit an application under any other OVW grant program this fiscal year, please

ensure that only documents pertinent to this solicitation are included with this application. OVW will not redirect documents that are inadvertently submitted with the wrong application (e.g. a Rural letter submitted with a Transitional Housing Program Application will not be transferred to the Rural application).

<b>Application Document</b>	<b>Date Completed</b>
1. Letter of Registration	
2. Summary Data Sheet	
3. Project Narrative	
4. Purpose of the Application	
5. What Will Be Done	
6. Who Will Implement	
7. Proposal Abstract	
8. Budget Detail Worksheet and Narrative	
9. Memorandum of Understanding (MOU) or Letters of Commitment (only for court lead applicants, including their partners, and courts as a partner precluded from signing an MOU) that includes documentation of collaboration with a domestic violence and/or sexual assault victim services provider and a court.	
10. Application for Federal Assistance: SF 424	
11. Standard Assurances and Certifications	
12. Disclosures of Process Related to Executive Compensation	
13. Confidentiality Notice Form	
14. Letter of Nonsupplanting	
15. Financial Accounting Practices	
16. Applicant Financial Capability Questionnaire (new nonprofits only)	
17. Indirect Cost Rate Agreement (only if the applicant has a current federally-approved rate)	
18. Proof of 501(c)(3) status (Nonprofit Organizations Only)	
19. Certification Regarding Mediation or Counseling (all applicants)	
20. Letter Demonstrating Safe Operation of Supervised Visitation or Safe Exchange (only applicants proposing activities under Purpose Area 1 to operate supervised visitation programs and services or safe visitation exchange)	
21. Certification Regarding Filing and Other Fees (only applicants proposing activities under Purpose Area 4 or 5 that are court-based programs)	
22. Certification Regarding Custody Evaluation and Guardian Ad Litem Services (only applicants proposing activities under Purpose Area 4 or 5 to support custody evaluation and/or guardian ad litem (GAL) services)	
23. Delivery of Legal Assistance Certification Letter (only applicants proposing activities under Purpose Area 6 to provide legal assistance)	

**Do not submit documents in addition to those specified in this solicitation. Please note that any materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.**

**Public Reporting Burden - Paperwork Reduction Act Notice**

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. OVW tries to create forms and instructions that are accurate, can be easily understood, and impose the least possible burden on applicants. The estimated average time to complete and file this form is 30 hours. Comments regarding the accuracy of this estimate or suggestions for simplifying this form, it can be submitted to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street, NE, Washington, DC 20530.

## **APPENDIX A**

### **Budget Guidance & Sample Budget Detail Worksheet**



## Budget Guidance

Cost guidance for selected items is provided below to assist applicants in preparing the budget detail worksheet. In developing your budget detail worksheet please refer to the [DOJ Financial Guide](#).

### Consultants/Contracts

Compensation for services by an individual consultant should be reasonable and consistent with that paid for similar services in the marketplace. Applicants should consider the type of services provided and the experience and expertise of the individual consultant when deciding if a consultant's rate is reasonable. Applicants are strongly discouraged from requesting consultant rates in excess of \$650 per day. Please note that this does not mean that the rate can or should be as high as \$650 for all consultants. If a project is ultimately selected for funding with a budget allocating more than \$650 per day to a consultant, the applicant must provide additional information to OVW for review and approval before consultant costs are incurred. Applicants should also include all costs associated with consultants/contracts in the "Consultants/Contracts" category, including travel-related costs. These costs should not be reflected in the Personnel or Travel categories.

Applicants should follow the same established procurement policies with federal funds as they would with non-federal funds. All procurement transactions should be awarded in a manner that provides maximum open, free and fair competition, and must follow 2 CFR Part 200.317-326. All sole-source procurements (those not awarded competitively) in excess of \$150,000 require prior approval from OVW. This applies to procurements of goods and services, but not to selection of sub recipients. MOU project partners are generally considered subrecipients for time spent working on program objectives. For additional information on determining whether the recipient of the pass-through funds is a subrecipient or a contractor, please refer to [2 CFR Part 200.330](#).

### Rent

Rental costs are generally allowable under OVW programs. Applicants should list square footage and cost per square foot in the budget. The amount must be based on the space that will be allocated to implement the OVW project, not the costs of the entire rental space. **Rental costs are not allowable for property owned by the applicant or if the applicant has a financial interest in the property.** In this case only the costs of ownership, including maintenance costs, insurance, depreciation, utilities, etc., are allowable costs. The applicant must indicate in the budget narrative whether or not they own the space that will be rented.

### Audit Costs

Costs for audits not required or performed in accordance with the Office of Management and Budget (OMB) Circular A-133 or 2 CFR Part 200 Subpart F – Audit Requirement are unallowable. If the applicant agency did not meet the applicable expenditure threshold during the organization's fiscal year, the cost of any audit performed may not be charged to the grant.

### Indirect Costs

Applicants that have current, federally-approved, indirect cost rates may seek to claim indirect costs and must submit a copy of their current federally-approved indirect cost rate agreement with the application. Applicants may choose to waive indirect costs.

Non-federal entities that have never received a federally-approved indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs which may be used indefinitely. This includes state and local governments that have never negotiated an indirect cost

#### Purchase and/or Lease of Vehicles

The purchase and/or lease of vehicles is prohibited under most OWW grant programs, although some programs allow for purchasing vehicles on a case-by-case basis. Please refer to the solicitation for which you are applying to determine whether vehicles can be purchased or leased. If requesting a vehicle, a lease/purchase analysis must be submitted with the application.

#### Compensation for Partners

In developing the budget, applicants should compensate all project partners for their participation in any project-related activities, including but not limited to, compensation for time and travel expenses to participate in project development, training, and implementation. The budget **must** include compensation for all services rendered by project partners, including nonprofit, nongovernmental domestic violence and/or sexual assault victim services programs and state and tribal domestic violence and/or sexual assault coalitions. Keep in mind that partners are generally considered a subrecipient and would be reimbursed for their actual costs incurred for the project rather than a fee for service. If a partner is a state or local governmental agency and the partnership duties are conducted within the course of the agency's "regular" scope of work, applicants do not need to compensate the partner if the partner a) offers this arrangement; and b) an explanation of this arrangement is included in the application.

#### Non-Federal contributions

Any non-federal contributions can be discussed in the project narrative or Memorandum of Understanding (if required). **Applicants should not include supplemental contributions in the budget, budget narrative, or SF-424.**

Applicants are advised that if they voluntarily decide to provide matching funds through the use of in-kind contributions, and include this information in the budget or budget narrative, the voluntary contributions will become a mandatory requirement under the grant award. Grantees that fail to provide sufficient mandatory matching funds through cash or in-kind contributions during the award period may be required to meet their obligation by making a cash payment to the Office on Violence Against Women in order to close out the grant award.

## Budget Detail Worksheet

**Purpose:** The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

**Please Note:** The following budget is an example intended to assist you in preparing your application budget.

**A. Personnel** – List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Program Coordinator	\$23,500 x 100% x 3 years	\$ 70,500
Investigator	\$45,000 x 100% x 3 years	\$135,000
Administrative Assistant	\$10/hr. x 20 hrs/month x 36 months	\$ 7,200

The Program Coordinator will coordinate the tribe's Tribal Governments Program project by organizing regular coordinating council meetings between all partner organizations, ensuring compliance with program requirements, and serving as the central point of contact for all project activities.

The Investigator is an investigator with the tribal law enforcement agency. She/he will dedicate 100% of their time to investigating cases of domestic violence, sexual assault, dating violence and stalking that occur on tribal lands.

The Administrative Assistant for the project will be a part-time employee. She/he will be compensated at a rate of \$10/hour. The designated time spent on the project will be 20 hours each month providing administrative and clerical support to the staff of the Victim Services Program.

**TOTAL PERSONNEL:     \$ 212,700**

**B. Fringe Benefits** – Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Worker's Compensation, and Unemployment Compensation.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Program Coordinator		
Employer's FICA	\$70,500 x 7.65%	\$ 5,393
Health Insurance	\$70,500 x 6.12%	\$ 4,315

Worker's Compensation	\$70,500 x 1.00%	\$ 705
Unemployment Compensation	\$70,500 x 0.50%	\$ 353
Investigator		
Employer's FICA	\$135,000 x 7.65%	\$10,328
Health Insurance	\$135,000 x 6.12%	\$ 8,262
Worker's Compensation	\$135,000 x 1.00%	\$ 1,350
Unemployment Compensation	\$135,000 x 0.50%	\$ 675
Administrative Assistant		
Employer's FICA	\$ 7,200 x 7.65%	\$ 551
Health Insurance	\$ 7,200 x 6.12%	\$ 441
Worker's Compensation	\$ 7,200 x 1.00%	\$ 72
Unemployment Compensation	\$ 7,200 x 0.50%	\$ 36
<b>TOTAL FRINGE BENEFITS:</b>		<b>\$ 32,481</b>

**TOTAL PERSONNEL AND FRINGE BENEFITS: \$ 245,181**

The tribe is requesting fringe benefits for the Program Coordinator, the Investigator, and the Administrative Assistant.

**C. Travel** – Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X per diem). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
OVW-Mandated Training and Technical Assistance	TBD	Airfare	\$500 (avg.) x 3 people x 4 trips	\$ 6,000
		Lodging	\$100 (avg.) x 3 nights x 3 people x 4 trips	\$ 3,600
		Per diem	\$ 50 (avg.) x 4 days x 3 people x 4 trips	\$ 2,400

\$12,000 of the required \$20,000 in OVW mandated technical assistance and training funds has been allocated to cover the cost of travel for staff of the tribe in accordance with program guidelines. The remaining amount of \$8,000 has been allocated for partner travel and can be found in Section G of this form. The sites of the training sessions are unknown at this time. Travel estimates are based upon the tribe's formal written travel policy.

**TOTAL TRAVEL: \$ 12,000**

**D. Equipment** – List non-expendable items that are to be purchased. (Note: Organization’s own capitalization policy for classification of equipment should be used.) Expendable items should be included in the “Supplies” category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the “Contractual” category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
(2) Video Cameras	\$750/camera x 2 cameras	\$ 1,500

The video cameras will be used during the interviews of alleged offenders, as well as to record witness testimony in preparation for trial in cases of domestic violence, dating violence, sexual assault, and stalking.

**TOTAL EQUIPMENT: \$ 1,500**

**E. Supplies** – List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, thumb drives, and flash drives) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
Office Supplies (paper, printer, toner, pens, etc.)	\$150/month x 36 months	\$5,400
Postage	\$ 50/month x 36 months	\$1,800
75 Victim Assistance Kits	\$ 25/kit x 75 kits	\$1,875

Office supplies and postage are needed for the general operation of the program. The Victim Assistance Kits will be provided to victims of domestic violence, dating violence, sexual assault, and stalking who seek assistance from the program. The kits contain toiletries and other necessities. The estimated cost is based on previous kit prices from other programs. We estimate that at least 75 kits will be needed.

**TOTAL SUPPLIES: \$ 9,075**

**F. Construction** – As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
<b>TOTAL CONSTRUCTION:</b>		<b><u>\$ 0</u></b>

**G. Consultants/Contracts** – Indicate whether applicant’s formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$650 per day or \$81.25 per hour require additional justification and prior approval from the Office on Violence Against Women.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
Consultant /Trainer	Sexual Assault Training	\$650/day x 3 days	\$ 1,950
Part-Time Prosecutor	Prosecution	\$50/hr. x 20 hrs./month x 36 months	\$ 36,000

A Consultant/Trainer will provide a three day on-site training on sexual assault and related issues to tribal leaders, law enforcement, prosecution, court personnel, and medical and social services personnel. The training will focus on the challenges of providing support and advocacy services to Indian victims of sexual assault, dating violence, and elder abuse.

The tribe will hire a Part-Time Prosecutor. The Part-Time Prosecutor will be compensated at an hourly rate of \$50/hour. The Part-Time Prosecutor will spend 20 hours each month prosecuting crimes related to domestic violence, dating violence, sexual assault, and stalking.

**Subtotal Consultant Fees: \$ 37,950**

Consultant Travel: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging etc.).

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
OVW-Mandated Training and Technical Assistance	TBD	Airfare	\$550 (avg.) x 2 people x 4 trips	\$ 4,400
		Lodging	\$100 (avg.) x 3 nights x2 people x 4 trips	\$ 2,400
		Per diem	\$ 50 (avg.) x 3 days x 2 people x 4 trips	\$ 1,200
		<b>Subtotal OVW-Mandated Training:</b>		
Delivery of Sexual Assault Training	Tribe's Reservation	Airfare	\$500 (avg.) x 1 person x 1 trip	\$ 500
		Lodging	\$ 50 (avg.)/night x 2 nights	\$ 100
		Per diem	\$ 35 (avg.)/day x 3 days	\$ 105
<b>Subtotal Sexual Assault Training:</b>			<b><u>\$ 705</u></b>	

**Subtotal Consultant Travel: \$ 8,705**

\$8,000 of the required \$20,000 in OVW mandated technical assistance and training funds has been allocated to cover the cost of travel for staff of the tribe in accordance with program guidelines. The sites of the training sessions are unknown at this time.

Funds have also been allocated to pay for the Consultant/Trainer to travel to the reservation to provide sexual assault training.

**Contracts:** Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$150,000.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Cell Phone Service	\$75/month x 36 months	\$ 2,700
Equipment and Rental Lease	\$300/month x 36 months	\$10,800
<b>Subtotal Contracts:</b>		<b><u>\$ 13,500</u></b>

The Shelter Advocates will share a cellular phone so that they may be contacted 24 hours/day, 7 days a week to provide emergency services and transportation to victims in need.

Equipment to be rented and/or leased includes the copier and printer. The copier and printer costs are allocated based on historical usage

**TOTAL CONTRACTS AND CONSULTANTS:      \$ 60,155**

**H. Other Costs** – List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Sexual Assault Training Manual	\$ 25/manual x 25 manuals	\$ 625
Resource Manual	\$ 25/manual x 75 manuals	\$ 1,875
Crisis Hotline	\$ 75/month x 36 months	\$ 2,700
Brochures	\$ .25/brochure x 1,000 copies x 2 Titles	\$ 500
Rent	\$1.50/sq. foot x 1,000 sq. feet x 36 months	\$54,000
Utilities	\$200/month x 36 months	\$ 7,200
Housing Assistance	\$500/family x 12 families/year x 3 years	\$18,000

The Sexual Assault Training manuals will be purchased from the Sexual Assault Resource Center and will be used in conjunction with the on-site training that will be provided by the Consultant/Trainer.

The Project Coordinator will develop and produce a Resource Manual for services both on and off the Reservation for victims of domestic violence, sexual assault, dating violence, and stalking. Copies of the manual will be provided to all units of Tribal government and to victim services and social services agencies in the local community.

Many victims in the more geographically remote areas of the Reservation do not have long distance service, and it is a long distance call for most of them to reach the program office. The project will continue to operate an 800 hotline for victims. It will be staffed by volunteers on a daily basis.

The program has previously developed brochures explaining the dynamics of domestic violence and sexual assault and detailing the services offered by the program. Additional copies of the brochures need to be reproduced. Based on previous distribution patterns, it is anticipated that the program will distribute 1,000 copies of each brochure during the 36 month grant period.

The Victim Services Program rents a safe house that is located off-reservation in the local community. The house is used to provide temporary housing to victims of domestic violence and their minor children who are in need of a safe place to stay after fleeing an abusive situation. The rent is consistent with the fair market rate for similar properties in the local community.

The cost of utilities (i.e., gas, electric, and water service) averages \$200/month. The services are necessary to ensure that the house is suitable for occupancy.

Funds have been budgeted to provide transitional housing assistance to at least one victim of domestic violence, dating violence, sexual assault or stalking each month. Each victim and her dependents will receive up to \$500 to assist with rent and utility payments or security deposits.

**TOTAL OTHER COSTS: \$ 84,900**

**I. Indirect Costs** – Indirect costs are allowed if the applicant has a federally approved indirect cost rate. A copy of the rate approval (a fully executed, negotiated agreement) must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant’s cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant’s accounting system permits, costs may be allocated in the direct costs categories. Non-federal entities that have never received a federally-approved indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. This includes state and local governments that have never negotiated an indirect cost rate with the Federal government and receive less than \$35 million in direct Federal funding per year. Tribes that have never negotiated an indirect cost rate with the Federal government may also use the 10% de minimis rate.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
13.25% of Direct Salaries (Excluding Fringe Benefits)	\$212,700 x 13.25%	\$28,183



**TOTAL INDIRECT COSTS:                    \$ 28,183**

The Indirect Cost Rate Agreement was approved by the Department of the Interior, the applicant's cognizant federal agency on January 1, 2015. (A copy of the fully executed, negotiated agreement is attached).

**Budget Summary** – When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of federal funds requested and the amount of non-federal funds that will support the project.

<b>Budget Category</b>	<b>Amount</b>
A. Personnel	\$212,700
B. Fringe Benefits	\$ 32,481
C. Travel	\$ 12,000
D. Equipment	\$ 1,500
E. Supplies	\$ 9,075
F. Construction	\$ 0
G. Consultants and Contracts	\$ 60,155
H. Other Costs	\$ 84,900
<b>Total Direct Costs</b>	<b>\$412,811</b>
I. Indirect Costs	\$ 28,183
 <b>TOTAL PROJECT COSTS</b>	 <b><u>\$ 440,994</u></b>
 Federal Share Requested	 \$ 440,994
Non-Federal (Match) Amount	\$ 0

## **APPENDIX B**

### **Sample Letter of Registration**

**[Applicant Letterhead]**

[Date]

Director  
Office on Violence Against Women  
145 N Street NE  
Suite 10W.121  
Washington, DC 20530

Dear Director:

This letter serves to certify that [Insert Applicant Name] is registered and current with the System for Award Management (SAM) under DUNS number [insert DUNS number]. [Insert Applicant Name] registered/verified registration on [Insert Verification Date]. The SAM registration for [Insert Applicant Name] will expire on [Insert Expiration Date].

**First Time [Grants.gov](#) Users ONLY** - I understand that in order to submit an application for the FY 2017 [Insert Grant Program Name], [Insert Applicant Name] must be registered with [Grants.gov](#). I certify that [Insert Organization Name] began the registration process with [Grants.gov](#) on [Insert Registration Date].

**OR**

**Repeat [Grants.gov](#) Users ONLY** – I understand that upon application submission in [Grants.gov](#) the Authorized Organization Representative (AOR) will receive a minimum of two email messages. One will confirm receipt of the application package. The other will either notify the AOR that the application was successfully submitted, or it will notify the AOR that there was an error with the application submission. In order to successfully receive notifications from [Grants.gov](#), all information listed in [Grants.gov](#) must be current and active. [Insert Applicant Name] verified that all information listed in [Grants.gov](#) (Name and contact information for the AOR, organization address, etc.) is current and active on [Insert Date].

Sincerely,

[Authorized Organization Representative]

## **APPENDIX C**

### **Disclosures of Process Related to Executive Compensation**

**Disclosures of Process Related to Executive Compensation**  
**Sample Cover Letter**  
**[Applicant Letterhead]**  
**[Date]**

Director  
Office on Violence Against Women  
145 N Street, NE  
Suite 10 W.  
Washington, DC 20530

Dear Director:

The **[Applicant]** is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure for establishing a rebuttable presumption that our executives' compensation is reasonable. Therefore, I am submitting the following information to you, as required by the Violence Against Women Reauthorization Act of 2013:

Following is the process used to determine the compensation of officers, directors, trustees, and key employees (together, "covered persons"):

The text of the letter should include the following: (1) the composition of the body that reviews and approves compensation arrangements for covered persons; (2) the methods and practices used by the applicant nonprofit organization to ensure that no individual with a conflict of interest participates as a member of the body that reviews and approves a compensation arrangement for a covered person; (3) the appropriate data as to comparability of compensation that is obtained in advance and relied upon by the body that reviews and approves compensation arrangements for covered persons; and (4) the written or electronic records that the applicant organization maintains as concurrent documentation of the decisions with respect to compensation of covered persons made by the body that reviews and approves such compensation arrangements, including records of deliberations and of the basis for decisions.

Sincerely,

**[Applicant's Authorizing Official]**

Attachments

## **APPENDIX D**

### **Summary of Current and Recent OVW Projects**

### Summary of Current and Recent OVW Projects

Applicant Name								
Service Area: Size of Service Area: Size of Target Population:								
Award Number	Award End Date	Program	Award Amount	Amount Remaining	Extension Needed?	Extension Needed: Timeframe	Grant-Individual(s) and Job Title(s)	Justification for Remaining Funds
2012-XX-XX-XXXX	7/31/2015	2014 CLSSP	\$300,000	<b>TOTAL: \$250,000</b> A. Personnel: <u>\$200,000</u> B. Fringe: <u>\$50,000</u> C. Travel: <u>\$0</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$0</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$0</u> H. Other Costs: <u>\$0</u> I. Indirect Costs: <u>\$0</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No		2FT DV/SA Advocates: John Doe and Jane Doe	
2013-XX-XX-XXXX	12/31/2014	2011 CTAS	\$932,000	<b>TOTAL: \$467,850</b> A. Personnel: <u>\$250,000</u> B. Fringe: <u>\$100,000</u> C. Travel: <u>\$0</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$0</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$100,000</u> H. Other Costs: <u>\$0</u> I. Indirect Costs: <u>\$17,850</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No		1FT DV Advocate (Anne Tyler); 2FT Shelter Advocates (Jane Doe and Jane Doe); 1FT Victim Liaison (John Doe)	
<b>TOTAL:</b>			<b>\$1,232,000</b>	<b>\$717,850</b>				
			\$1,232,000	\$717,850				

## **APPENDIX E**

### **Summary of Current and Pending Non-OVW Grants to do the Same or Similar Work**



**Summary of Current and Pending Non-OVW  
Federal Grants to do the Same or Similar Work**

[Applicant Name]							
Current Awards							
Service Area:							
Federal Awarding Agency	Award Number	Program	Award End Date	Award Amount	Amount Remaining	Grant-Individual(s), Job Title(s), and Percentages	Please describe how this project differs from the application for OVW funding.
OJP	XXX-XXX-XXXX	OVC	9/30/2017	\$300,000	<b>TOTAL: \$250,000</b> A. Personnel: <u>\$200,000</u> B. Fringe: <u>\$50,000</u> C. Travel: <u>\$0</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$0</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$0</u> H. Other Costs: <u>\$0</u> I. Indirect Costs: <u>\$0</u>	2FT DV/SA Advocates: John Doe (25%) and Jane Doe (35%)	[Insert description.]
Pending Applications							
Service Area:							
Federal Awarding Agency	Application Number (if known)	Program	Project Period	Total Requested Amount	Amount Requested	Grant-Individual(s), Job Title(s), and Percentages	Please describe how this project differs from the application for OVW funding.
COPS	XXX-XXX-XXXX	CAMP	36 months	\$300,000	<b>TOTAL: \$300,000</b> A. Personnel: <u>\$200,000</u> B. Fringe: <u>\$50,000</u> C. Travel: <u>\$0</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$50,000</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$0</u> H. Other Costs: <u>\$0</u> I. Indirect Costs: <u>\$0</u>	1FT DV Advocate: Janet Doe (20%); 1FT Shelter Advocate: Jay Doe (10%); 1FT Victim Liaison: John Doe (50%)	[Insert description.]

## **APPENDIX F**

### **Required Certifications by Application Type**

This chart identifies which statutory applicant requirements are needed for each type of project. “Letter” indicates that an applicant must provide a letter with its application to certify the requirement. “Narrative” indicates that the applicant must address the requirement in the Project Narrative. Questions about applicant requirements should be sent to [OVW.JFF@usdoj.gov](mailto:OVW.JFF@usdoj.gov).

	Purpose Area					
	1	3	4	5	6	8
Certify that the organizational policies of the applicant do not require mediation or counseling involving offenders and victims being physically present in the same place, in cases where sexual assault, domestic violence, dating violence, and stalking is alleged. <i>See Appendix J for a sample certification letter.</i>	Letter	Letter	Letter	Letter	Letter	Letter
Certify that victims of domestic violence, dating violence, sexual assault, or stalking are not charged fees or any other costs related to the filing, petitioning, modifying, issuance, registration, enforcement, withdrawal, or dismissal of matters relating to the sexual assault, domestic violence, dating violence, and stalking. <i>See Appendix K for a sample certification letter.</i>			Letter	Letter		
Demonstrate that adequate security measures, including adequate facilities, procedures, and personnel capable of preventing violence, and adequate standards are, or will be, in place (including the development of protocols or policies to ensure that confidential information is not shared with courts, law enforcement agencies, or child welfare agencies unless necessary to ensure the safety of any child or adult using the services of a program funded by OVW), if the applicant proposes to operate supervised visitation programs and services or safe visitation exchange. <i>See Appendix G for a sample certification letter.</i>	Letter & Narrative					
Certifies that any person providing custody evaluation or guardian ad litem services through a program funded under this program has completed or will complete training developed with input from and in collaboration with a tribal, state, territorial, or local sexual assault, domestic violence, dating violence, and stalking victim service provider or coalition on the dynamics of domestic violence and sexual assault, including child sexual abuse, that includes training on how to review evidence of past abuse and the use of evidenced-based theories to make recommendations on custody and visitation. <i>See Appendix H for a sample certification letter.</i>				Letter, if applicable		
Delivery of Legal Assistance certifications. <i>See page 12 and Appendix F for a sample certification letter.</i>					Letter	
Demonstrate expertise in the areas of sexual assault, domestic violence, dating violence, and stalking, or child sexual abuse, as appropriate.	Narrative	Narrative	Narrative	Narrative	Narrative	Narrative

## **APPENDIX G**

### **Sample Certification Letter for Applicants Proposing activities under Purpose Area 1 to Provide Supervised Visitation and Safe Exchange Services**

**[Applicant Letterhead]**

[Date]

Director  
Office on Violence Against Women  
145 N Street, NE  
Suite 10 W.100  
Washington, DC 20530

Dear Director:

This letter serves to certify that, in fulfillment of the statutory applicant requirement, [Applicant] will:

Demonstrate that adequate security measures, including adequate facilities, procedures, and personnel capable of preventing violence, and adequate standards are, or will be, in place (including the development of protocols or policies to ensure that confidential information is not shared with courts, law enforcement agencies, or child welfare agencies unless necessary to ensure the safety of any child or adult using the services of a program funded by OVW), if the applicant proposes to operate supervised visitation programs and services or safe visitation exchange.

Sincerely,

[Applicant's Authorizing Official]

*See page 53*

## **APPENDIX H**

**Sample Certification Letter for Applicants Proposing activities under Purpose areas 4 and/or 5 to use OVW Grant Funds to Support Custody Evaluation and/or Guardian ad Litem (GAL) Services**

**[Applicant Letterhead]**

[Date]

Director  
Office on Violence Against Women  
145 N Street, NE  
Suite 10 W.100  
Washington, DC 20530

Dear Director:

This letter serves to certify that, in fulfillment of the statutory applicant requirement, [Applicant] will:

Ensure that any person providing custody evaluation or guardian ad litem services through a program funded under this program has completed or will complete training developed with input from and in collaboration with a tribal, state, territorial, or local sexual assault, domestic violence, dating violence, and stalking victim service provider or coalition on the dynamics of domestic violence and sexual assault, including child sexual abuse, that includes training on how to review evidence of past abuse and the use of evidenced-based theories to make recommendations on custody and visitation.

Sincerely,

[Applicant's Authorizing Official]

*See page 53*

## **APPENDIX I**

### **Sample Certification Letter for Applicants Proposing activities under Purpose Area 6 to Provide Legal Services**



**[Applicant Letterhead] [Date]**

Director  
Office on Violence Against Women  
145 N Street, NE Suite  
10 W. Washington, DC  
20530

Dear Director:

This letter serves to certify that **[Applicant]** is in compliance with the following statutory requirements:

- (1) Any person providing legal assistance through a program funded under the LAV Program
  - (A) has demonstrated expertise in providing legal assistance to victims of sexual assault, domestic violence, dating violence, or stalking in the targeted population; or
  - (B) is partnered with an entity or person that has demonstrated expertise described in subparagraph (A);
- (2) Any person providing legal assistance through this program has completed, or will complete training in connection with sexual assault, domestic violence, dating violence and stalking, including child sexual abuse, and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide.
- (3) Any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a state, local, territorial, or tribal sexual assault, domestic violence, dating violence, and stalking victim service provider or coalition, as well as appropriate tribal, State, territorial, and local law enforcement officials.
- (4) Any person or organization providing legal assistance through a program funded under this Program has informed and will continue to inform state, local, or tribal domestic violence, dating violence, sexual assault, or stalking programs and coalitions, as well as appropriate State and local law enforcement officials of their work.
- (5) The grantee's organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, domestic violence, dating violence, or child sexual abuse is an issue.

Sincerely,

**[Applicant's Authorizing Official]**

*See page 53*

## **APPENDIX J**

### **Required Sample Certification Letter Regarding Mediation or Counseling (All Applicants)**

**[Applicant Letterhead]**

[Date]

Director  
Office on Violence Against Women  
145 N Street, NE  
Suite 10 W.100  
Washington, DC 20530

Dear Director:

This letter serves to certify that, in fulfillment of the statutory applicant requirement, [Applicant] will:

Ensure that the organizational policies of the applicant do not require mediation or counseling involving offenders and victims being physically present in the same place, in cases where sexual assault, domestic violence, dating violence, or stalking is alleged.

Sincerely,

[Applicant's Authorizing Official]

*See page 53*

## **APPENDIX K**

**Sample Certification Letter for Applicants Proposing activities under Purpose Area 4 and/or 5 for court-based programs Regarding Filing and Other Fees**

**[Applicant Letterhead]**

[Date]

Director  
Office on Violence Against Women  
145 N Street, NE  
Suite 10 W.100  
Washington, DC 20530

Dear Director:

This letter serves to certify that, in fulfillment of the statutory applicant requirement, [Applicant] will:

Ensure that victims of domestic violence, dating violence, sexual assault, or stalking are not charged fees or any other costs related to the filing, petitioning, modifying, issuance, registration, enforcement, withdrawal, or dismissal of matters relating to the sexual assault, domestic violence, dating violence, or stalking.

Sincerely,

[Applicant's Authorizing Official]

*See page 53*