



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

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# **OVW Fiscal Year 2017 Grants for Outreach and Services to Underserved Populations**

## **Solicitation**

**Release Date: on or about December 15, 2016**

### **Eligibility**

Eligible applicants are limited to: Deaf programs; Lesbian, Gay, Bisexual, and Transgender organizations; religious minority organizations; nonprofit organizations that received an award under the Enhanced Training and Services to End Abuse in Later Life Program in FY 2010 - FY 2013; nonprofit organizations that have received two continuation awards under the Training and Services to End Violence Against Women with Disabilities Grant Program; and culturally specific organizations for which the primary purpose of the organization as a whole is to provide culturally specific services to American Indians (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians and other Pacific Islanders, Blacks, or Hispanics that propose projects focusing solely on sexual assault.

(See "[Eligibility Information](#)")

### **Deadlines**

**Applications are due by 11:59 p.m. Eastern Time (E.T.) on January 26, 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](http://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](http://Grants.gov) immediately, but no later than, January 5, 2017.

(See "[Registration](#)")

**Letter of Registration:** Applicants are strongly encouraged to submit a letter of registration to [OVW.Underserved@usdoj.gov](mailto:OVW.Underserved@usdoj.gov) by January 5, 2017. 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 conduct web-based Pre-Application Information Session(s) for eligible entities interested in submitting an application for the Grants for Outreach and Services to Underserved Populations. Participation in these session(s) is optional. Interested applicants who do not participate 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) 305-1271 or email [Melissa.Schmisek@usdoj.gov](mailto:Melissa.Schmisek@usdoj.gov).

## Submission and Notification Information

**Submission:** Applications for the Grants for Outreach and Services to Underserved Populations program will be submitted through [Grants.gov](http://Grants.gov). For technical assistance with [Grants.gov](http://Grants.gov), contact the [Grants.gov](http://Grants.gov) Customer Support Line at 1-800-518-4726.

The [Grants.gov](http://Grants.gov) number assigned to this announcement is OVW-2017-11922.

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

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# OVW Grants for Outreach and Services to Underserved Populations (CFDA 16.889)

## ***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 Grants for Outreach and Services to Underserved Populations**

This program is authorized by 42 U.S.C. § 14045 to develop and implement outreach strategies targeted at, and provide victim services to, adult and youth victims of domestic violence, dating violence, sexual assault, or stalking in underserved populations.<sup>1</sup> Grant funds are used to provide enhanced services to underserved populations; build the capacity of both mainstream organizations and organizations serving underserved populations to provide culturally appropriate and inclusive services; and to increase training and outreach activities targeted at organizations providing services to underserved populations.

For additional information on the Grants for Outreach and Services to Underserved Populations (Underserved Program), including what past Underserved Program grantees have accomplished with their grant funds and to view the Underserved Program performance measures and reporting data, see <http://muskie.usm.maine.edu/vawamei/underservedmain.htm>.

### **Program Scope**

Activities supported by the Underserved 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**

1. Working with federal, state, tribal, territorial and local governments, agencies, and organizations to develop or enhance population specific services;
2. Strengthening the capacity of underserved populations to provide population specific services;

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<sup>1</sup> The term "underserved populations" means populations who face barriers in accessing and using victim services, and includes populations underserved because of geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age), and any other population determined to be underserved by the Attorney General or by the Secretary of Health and Human Services, as appropriate. See 42 U.S.C. § 13925(a)(39).

3. Strengthening the capacity of traditional victim service providers to provide population specific services;
4. Strengthening the effectiveness of criminal and civil justice interventions by providing training for law enforcement, prosecutors, judges and other court personnel on domestic violence, dating violence, sexual assault, or stalking in underserved populations; or
5. Working in cooperation with an underserved population to develop and implement outreach, education, prevention, and intervention strategies that highlight available resources and the specific issues faced by victims of domestic violence, dating violence, sexual assault, or stalking from underserved populations.

### **OVW Priority Areas**

In FY 2017, OVW will prioritize applications from former Enhanced Training and Services to End Abuse in Later Life (ALL) Program grantees, Training and Services to End Violence Against Women with Disabilities (Disability) Grant Program grantees, as well as applications from Lesbian, Gay, Bisexual, and Transgender (LGBT) organizations, religious minority organizations, and Deaf programs that propose projects where a minimum of 75% of goals/objectives/activities focus on sexual assault victim services and/or training. These applications will be given special consideration during the review process.

In order to meet the sexual assault priority, an applicant **must** propose activities that address more than intimate partner sexual violence. Applicants **must** include services to and training on how to respond to a broad range of survivors (e.g., youth survivors, adults sexually assaulted by those other than an intimate partner such as a stranger, neighbor, family member, coworker, community leader, clergy/spiritual leader, etc.). Applicants may limit project activities to victims within a certain age range.

#### *Types of Sexual Assault Services*

Any applicant proposing to provide sexual assault victim services must refer to the “Types of Sexual Assault Services” in [Appendix C](#) when designing its project activities. Applicants do not need to provide all of the services as part of the grant project. However, the proposed goals, objectives, and activities should generally reflect the types of services listed. This guidance is intended to describe the broad range of services that advocacy agencies may provide, but is not exhaustive. Services made available to survivors of sexual assault should be representative of cultural and individual needs.<sup>2</sup>

### **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:

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

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<sup>2</sup> Information about core and comprehensive services was taken from the “Building Comprehensive Sexual Assault Services Programs” publication created by the National Sexual Assault Coalition Resource Sharing Project and the National Sexual Violence Resource Center. The resource was developed as part of the OVW Sexual Assault Demonstration Initiative and supported by Grant No. 2009-TA-AX-K011.

condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;<sup>3</sup>

2. Procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services;
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.);
4. Procedures or policies that fail to include conducting 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;
6. Procedures or policies that deny victims access to services based on their involvement with the perpetrator;
7. Except if required by state law, procedures or policies that require automatic reporting to child protective services, regardless of the circumstances of an incident, including situations that may implicate victims of domestic violence solely for failure to protect a minor child from witnessing domestic violence;
8. Materials that are not tailored to the dynamics of sexual assault or the specific populations to be addressed by the grant;
9. Establishment or enhancement of a multidisciplinary collaborative community response without developing appropriate policies regarding confidentiality and information sharing for the members; and
10. Products or program services that are not accessible to individuals with disabilities or Deaf individuals or to individuals with limited English proficiency.

Applications that propose activities that compromise victim safety and recovery may receive a deduction in points 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 Underserved Program funding.

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. Services to children under the age of 11 for anything beyond ancillary services provided to a victim's child when there is an inextricable link between a parent's victimization and the child's need for services and in connection to providing victim services for the parent. For example, funds may be used to provide services to children of battered clients residing in a shelter.
3. Sexual Assault Forensic Medical Examiner programs.
4. Public service campaigns.

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<sup>3</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".



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 out unallowable, and they will not be supported by Underserved Program funding.

1. Lobbying;
2. Fundraising;
3. Purchase of real property;
4. Physical modifications to buildings, including minor renovations (such as painting or carpeting); and
5. 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 24 months. Budgets must reflect 24 months of project activity, and the total "estimated funding" on the SF-424 must reflect 24 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.

Awards under the Underserved Program for FY 2017 will be made for up to \$300,000. 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 Underserved Program typically makes awards in the range of \$290,000 to \$300,000. OVW estimates that it will make up to 16 awards for an estimated \$4,200,000.

Awards will be made as grants.

### **Types of Applicants**

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

New: applicants that have never received funding under the Underserved Program.

Continuation: applicants that have an existing or recently closed (within the last 12 months) award under the Underserved Program. Continuation funding is not guaranteed.

Grant recipients that received new or supplemental/continuation funding under the Underserved Program for 36 months in FY 2015 or funding for 24 months in FY 2016 are NOT eligible to apply.

Additionally, continuation applicants with a substantial amount, 50 percent or more, of remaining funds 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 nonprofit organizations that are:**

1. Deaf programs. For the purpose of this program, a Deaf program is a program that is run by and for Deaf individuals. The program may be a stand-alone Deaf domestic violence and/or sexual violence organization, a general Deaf services organization, or a Deaf domestic violence and/or sexual violence program administratively housed in a hearing victim service provider, as defined in the Violence Against Women Act.
2. LGBT organizations. For the purpose of this program, an LGBT organization is an organization for which the primary purpose of the organization as a whole is to provide services to LGBT individuals.
3. Religious minority organizations. For the purpose of this program, a religious minority organization is an organization for which the primary purpose of the organization as a whole is to serve members of a religious minority who face barriers accessing and using victim services.
4. Organizations that have received an award under the ALL Program in FY 2010, FY 2011, FY 2012, or FY 2013.
5. Organizations that have received two continuation awards under the Disability Grant Program.
6. Culturally specific organizations for which the primary purpose of the organization as a whole is to provide culturally specific services to American Indians (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians and other Pacific Islanders, Blacks, or Hispanics that propose a project that focuses solely on serving sexual assault victims.

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

Any entity that is eligible for the Underserved 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 Underserved 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 Underserved 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. Applications that do not meet all of the program eligibility requirements below will not be considered for funding under the Underserved Program.

#### Required Partnerships

OVW believes a partnership between organizations strengthens the network of services available to survivors. Therefore, every applicant will be required to partner with at least one organization to meet the goals of the proposed project. A Memorandum of Understanding (MOU) must be submitted with every application. If significant training activities are proposed, a Letter of Commitment (LOC) must be submitted during application submission. See the Memorandum of Understanding and Letter of Commitment section to determine what type of documentation is required.

Additionally, applicants that are former ALL Program grantees or Disability Grant Program grantees must meet the partnership requirements listed below.

1. ALL Program applicants

Must demonstrate that it is part of a multidisciplinary partnership. This required partnership must be detailed in a MOU that is signed by the Authorized Representative of, at a minimum, the following four required partners:

- a) At least one law enforcement agency;
- b) At least one prosecutor's office;
- c) At least one victim service provider; and
- d) At least one nonprofit program or government agency with demonstrated experience in assisting individuals in later life.

2. Disability Grant Program applicants

Must identify whether the multidisciplinary partnership will have a state focus or a local focus. Additionally, every applicant must identify and support, as evidenced in the MOU that is signed by the Authorized Representative, a multidisciplinary partnership comprised of, at a minimum, the following:

- a) At least one victim services provider or tribal organization serving victims of sexual assault, domestic violence, dating violence and/or stalking; and
- b) At least one nonprofit, nongovernmental organization or tribal organization serving individuals with disabilities and/or Deaf individuals.

### **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 before the deadline.

**NOTE:** Applicants may choose to submit an identical or significantly similar application to **another** OVW grant program(s) (e.g., Grants to Enhance Culturally Specific Services to Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking Program). However, should the applicant prove successful under multiple grant programs, OVW will issue no more than one award.

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

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

The complete application package is available on [Grants.gov](http://www.justice.gov/grants) 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 [OVW.Underserved@usdoj.gov](mailto:OVW.Underserved@usdoj.gov).

### **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://www.justice.gov/grants). The letter should be submitted to OVW at [OVW.Underserved@usdoj.gov](mailto:OVW.Underserved@usdoj.gov) by January 5, 2017. 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 conduct two web-based Pre-Application Information Sessions. During these sessions, OVW staff will review the Underserved Program requirements, review the solicitation, and allow for a brief question and answer session. Participation in these calls is optional.

The sessions are tentatively scheduled for:

1. **January 11, 2017, 2 – 4 pm ET**
2. **January 12, 2017, 3 – 5 pm ET**

Anyone interested in submitting an application to the Underserved Program may register to participate in a pre-application information session. The total number of participants for each session is limited to 75 participants. Registration is on a first-come-first-serve basis, and space is not guaranteed. Interested participants from the same agency/jurisdiction are strongly encouraged to participate together so that as many communities as possible may join the session. OVW reserves the right to deny multiple registrations from a single agency/jurisdiction.

To register, please contact Jocelyn Harris at [OVW.Underserved@usdoj.gov](mailto:OVW.Underserved@usdoj.gov). Registration must be received at least 2 days prior to the start of the session. **ASL Interpreters will be available at both information sessions.**

### **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. OVW will not contact applicants for missing items.

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
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 and/or Letters of Commitment

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

<p><b>Former ALL Program Applicants – See <a href="#">Appendix B</a> for Summary Data Sheet, Proposal Abstract, Project Narrative, Budget, and MOU/LOC Requirements</b></p>
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**For Deaf Programs, LGBT, Religious Minority, Former Disability Grant Program, and Culturally Specific Applicants ONLY**

**Summary Data Sheet (5 Points Total)**

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 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 OVW grant programs that the applicant is applying for in FY 2017.
6. 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](#).
7. 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.
8. 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.
9. 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.
10. 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.
11. The percentage of grant activities, should the application be funded, that will address each of the following issues: The total percentage of grant activities should not exceed 100%.
  - Sexual assault;
  - Domestic violence;

- Dating/teen dating violence; and/or
  - Stalking.
12. Statement on whether the proposed project intends to address the sexual assault priority area.
  13. Identification of the type of eligible entity for which the organization qualifies to apply for the Underserved Program (e.g., LGBT organization, religious minority organization, etc.).
  14. Identification of the specific underserved population(s) to be served by the grant project, if funded. If serving people with disabilities, please specify the disability focus.
  15. The service area (city, town, county, unincorporated area, or state).
  16. List of all organizations participating on the project, including the name and type of organization.

### **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 (60 Points Total)**

The Project Narrative may not exceed 20 pages in length, double-spaced. The Project Narrative must include the following 3 sections:

#### **Purpose of Application (20 Points)**

This section must:

1. Describe 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 target population for the proposed project. If people with disabilities, then please address:
  - A. The type of disability the project will focus on (may be disability in general or a specific type of disability). Demographic information must be provided for the disability focus in the service area; and
  - B. The rationale for the disability focus.
3. Identify and describe the service area where the project will be implemented;
4. To the extent available, provide statistical information for the crimes of sexual assault, domestic violence, dating violence, and/or stalking in the proposed service area, in addition to any available statistics specific to the proposed underserved population to be served;
5. Describe the available services specific to the target population (other than sexual or domestic violence victim services) in the proposed service area;
6. Describe the current response to violence against the target population area as it relates to the target population. This section must identify available services, and gaps and barriers in service provision
7. Describe in detail the problem to be addressed (e.g., gaps in services, barriers faced by survivors in accessing services; challenges in delivering services);

8. Identify any organizational capacity or individual staff training needs related to sexual assault, domestic violence, dating violence, or stalking; and
9. Provide a description of how the target population will benefit from the proposed project.

### **What Will Be Done (20 Points)**

Accessibility is a priority for all OVW grant programs. Recipients of OVW funds must comply with applicable federal civil rights laws, which among other things prohibit recipients from discriminating on the basis of national origin and disability. This includes taking reasonable steps to ensure meaningful access to grantees' programs and activities for individuals with disabilities, Deaf individuals, and persons with limited English proficiency. To meet this priority, applications must include activities designed to ensure accessibility and costs to support those activities. More information on meeting these obligations, including links to helpful guidance and resources, is available in the [Solicitation Companion Guide](#).

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

In this section, applicants must:

1. Describe how the proposed project will be accessible to individuals with disabilities, individuals who are Deaf or hard of hearing, and persons with limited English proficiency.
2. Describe the proposed activities. The activities must correspond to the stated need. Culturally specific applicants and other applicants proposing to provide sexual assault victim services should refer to the "Types of Sexual Assault Services" chart in [Appendix C](#) for further guidance;
3. Detail how the proposed activities will address the problem as identified in the Purpose of the Application section;
4. Detail the goals and objectives for each proposed activity;
5. Illustrate how the proposed activities are tailored to and reflective of the identified underserved population;
6. Detail how proposed activities will ensure victim safety and confidentiality;
7. Detail expected outcomes;
8. Include a tentative time line for the implementation of the proposed activities; and

A. Applicants that are eligible Disability Grant Program grantees must also:

1. Illustrate how the proposed activities and initiatives will build upon and/or enhance previously funded activities;
2. Describe the responsibilities of each multidisciplinary collaborative team member, as they correspond to the proposed activities; and
3. Demonstrate the capacity of the multidisciplinary collaborative team to successfully implement project activities.

### **Who Will Implement the Project (20 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.



In this section, applicants must:

1. Describe the mission and services provided by the applicant organization;
2. Detail whether the primary focus of the applicant organization is to serve a specific community;
3. Identify each organization that is involved with the project. The application must demonstrate a direct relationship to the stated need and must clearly demonstrate that all partnership/team requirements have been met;
4. Describe the resources and skills each organization involved in the project will bring to the project. In doing so, this section must detail the capacity of each organization to achieve the project goals;
5. Identify all individuals (organization and position) involved with the project;
6. Detail the roles and responsibilities of each grant-funded staff person. The application must detail the capacity of each individual to achieve their assigned responsibility and the overall project goals; and
7. Describe how the various services provided are reflective of and responsive to the target community and needs of survivors.

A. Applicants that are eligible Disability Grant Program grantees must also:

1. Detail activities or strategies the multidisciplinary collaborative team will engage in to strengthen the collaborative relationship and work; and
2. Detail the ability of each multidisciplinary collaborative team member to engage in organizational capacity building and, if applicable, among their member programs and affiliated groups. Examples must be provided.

### **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

1. The grant award period is 24 months. Budgets must reflect 24 months of project activity.
2. Awards for FY 2017 will be made for up to \$300,000.

### 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 or include other resources available to support activities to ensure access for individuals with disabilities, Deaf/hard of hearing individuals, and persons with limited English proficiency. For example, American Sign Language interpreters, printing in alternative formats, adaptive equipment, spoken language interpretation, etc. Please see "[Accessibility](#)" under "F. Federal Award Administration Information."

The budget also must:

1. Include funds to attend OVW-sponsored training and technical assistance in the amount of \$15,000 for states and \$20,000 for territories, Hawaii and Alaska. Please see "[Training and Technical Assistance](#)" in the Funding Restrictions section of the solicitation.
2. Include a budget narrative that supports and justifies all proposed costs and provides a clear link between specific project activities and proposed budget items;
3. Include a budget that reflects all costs related to implementing the proposed project and provides calculations for all costs; and
4. Fairly compensate all project/team partners for their participation in any project-related activities, including but not limited to, compensation for time and travel expenses to attend meetings, attend trainings or to participate in training, project development and implementation.

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

### **Memorandum of Understanding and Letters of Commitment (20 Points Total)**

Applicants are required to partner with at least one organization to meet the goals of the proposed project. A MOU must be submitted with every application. A LOC may be required as part of an application depending on the activities proposed. Refer to the information below to determine what type of documentation is required.

1. MOU – Required. Applicants propose activities involving the provision of services.
2. MOU and an LOC - required if an applicant proposes activities that include a combination of the provision of direct services and significant levels of training. An applicant is required to obtain LOC from organizations that will receive training from the applicant.

### Memorandum of Understanding

For purposes of this solicitation, the MOU is a **single** document containing the terms of the partnership and the roles and responsibilities between two or more parties. 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.

**NOTE:** The MOU must be a single document. Applicants submitting applications with separate MOUs for each partner may be removed from funding consideration or receive a significant point deduction.

For applicants, 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 the capacity of the grant-funded staff and key project partners to successfully implement project activities;
4. Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds;
5. Demonstrate a commitment to work together to achieve stated project goals and objectives;
6. Specify the extent of each partner's participation in developing the application; and
7. Indicate approval of the proposed project budget by all signing parties.

A. Applicants that are eligible Disability Grant Program grantees must also:

1. Clearly demonstrate the ability and willingness of each multidisciplinary team member to engage in organizational capacity building within their own organizations and, if applicable, among their member programs or affiliated groups; and
2. Clearly demonstrate the participation of decision-makers from each of the organizations that comprise the multidisciplinary team.

#### Letters of Commitment

Letters of Commitment are required when an applicant proposes to focus a significant amount of project activities on training to: 1) law enforcement; 2) prosecutors; 3) court personnel; 4) secondary schools (e.g. middle school/high school); 5) university/college personnel; or 6) medical personnel.

Letters of Commitment must accompany the application as attachments to the application in [Grants.gov](http://Grants.gov). Letters of Commitment sent separately from the application will not be considered during the review process. Letters of Commitment that do not clearly specify the number of personnel that will attend trainings will not be considered during the review process.

**NOTE:** Letters of support **may not** be submitted in lieu of the Letters of Commitment. Applications failing to include Letters of Commitment, when applicable, may be removed from funding consideration or receive a significant point deduction.

The Letters of Commitment must:

1. Provide the name of the agency/organization sending appropriate personnel to receive training;
2. Include a clear and direct statement that the agency/organization is committed to sending its personnel to receive training;
3. Provide the type of training the organization is committing to participate in (i.e., law enforcement training on abuse later in life, culturally appropriate responses to sexual assault, Deaf culture, or law enforcement training on working with LGBT victims);
4. Identify the type of personnel (law enforcement officers, prosecutors, victim service providers, government personnel, etc.) who will attend training; and

5. Include an estimate of the number of personnel who will be sent to receive training. This must be shown as a number and the percentage of staff for the organization.

### **For All Eligible Applicants**

#### **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 Underserved 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 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](https://www.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 **Duns & 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.**

Registration	Where to Register	Deadline
DUNS	<a href="#">DUNS</a>	January 5, 2017
SAM	<a href="#">SAM</a>	January 5, 2017
Grants.gov	<a href="#">Grants.gov</a>	January 5, 2017

**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 January 5, 2017.

#### 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 26, 2017.**

Application Action	Contact Information	Date
Solicitation	<a href="http://Grants.gov">Grants.gov</a> and <a href="#">OVW Website</a>	Once the solicitation is released: December 15, 2016 – January 26, 2017
Request Permission to Submit a Hardcopy Application Due to Lack of Internet Access.	For applicants who cannot submit an application electronically, please contact the Underserved Program at 202-305-1271 or <a href="mailto:OVW.Underserved@usdoj.gov">OVW.Underserved@usdoj.gov</a>	January 5, 2017
Confirmation of Application	<a href="http://Grants.gov">Grants.gov</a>  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.	January 26, 2017  <b>*Applicants are strongly encouraged to begin the application submission process</b>



	<p>2. The <a href="#">Authorized Organization Representative</a> will receive a minimum of two emails from <a href="#">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.</p> <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><b>at least 48 hours but no later than 24 hours before the deadline.</b></p>
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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 26, 2017**. Applications submitted after **11:59 p.m. E.T. on January 26, 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.

Step	Timeline	Action
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 Underserved Program at 202-305-1271 or at <a href="mailto:OVW.Underserved@usdoj.gov">OVW.Underserved@usdoj.gov</a> prior to the application deadline stating that the</p>	<p>Prior to the application deadline January 26, 2017</p>

	applicant is experiencing unforeseeable technical issues and provide a phone number and/or email address where the applicant can be reached.	
Request Permission to Submit a Late Application.	Within 24 hours after the application deadline, the applicant must email the following information to the Underserved Program, <a href="mailto:OVW.Underserved@usdoj.gov">OVW.Underserved@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="http://Grants.gov">Grants.gov</a> Help Desk tracking number(s).	Within 24 hours after the deadline January 26, 2017
OVW Review and Late Application Submission Decision	<p>OVW will review and verify, with the <a href="http://Grants.gov">Grants.gov</a> Customer Support Hotline, all information submitted related to the technical difficulties experienced by the applicant.</p> <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 Underserved Program at 202-305-1271 or <a href="mailto:OVW.Underserved@usdoj.gov">OVW.Underserved@usdoj.gov</a> for information on the request.</p> <p>It is anticipated that decisions will be made within two weeks from the application deadline.</p>
Extraordinary Natural or Manmade Disasters	In cases of extraordinary natural or manmade disasters, such as extreme weather emergencies or terrorist acts, applicants may request to submit applications up to seven calendar days after the application deadline by sending an e-mail to the Underserved Program at 202-305-1271 or <a href="mailto:OVW.Underserved@usdoj.gov">OVW.Underserved@usdoj.gov</a> . 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.	In cases of extraordinary or natural manmade disasters contact the Underserved Program at 202-305-1271 or <a href="mailto:OVW.Underserved@usdoj.gov">OVW.Underserved@usdoj.gov</a>

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 January 5, 2017. 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](https://www.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\\_spo](http://www.whitehouse.gov/omb/grants_spo).

### **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 \$15,000 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 \$20,000 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 agency(ies), 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](#) Customer Support Hotline at **1-800-518-4726**.

**Note:** [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](#) 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.

<b>Characters</b>	<b>Special Characters</b>		
Upper case (A – Z)	Parentheses ( )	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](#) 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](#). The E-Biz POC oversees the organization's [Grants.gov](#) transactions and assigns the [AOR](#). The [AOR](#) submits the application to [Grants.gov](#) and must register with [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](#). 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](https://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](https://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](https://www.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 Underserved Program, scoring will be as follows:

1. Summary data sheet: 5 points
2. Project narrative: 60 points, of which
  - A. Purpose of the project: 20 points
  - B. What will be done: 20 points
  - C. Who will implement: 20 points
3. Budget narrative and detail worksheet: 15 points
4. MOU and/or Letters of Commitment: 20 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 add up to 10 points to applications fully addressing OVW priority areas and to deduct points from applications for the following reasons:

1. Activities that compromise victim safety and recovery (deduct up to 15 points.)
2. Out-of-scope activities (deduct up to 10 points)
3. Past performance (deduct up to 25 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 (GMS) (not grants.gov). 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 Underserved 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 persons with limited English proficiency (LEP) have meaningful access to recipients' programs and activities and ensuring that these programs and activities are readily accessible to qualified individuals with disabilities. More information on these obligations is available in the [Solicitation Companion Guide](#). Applicants must allocate grant funds or other available resources 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 OVW [OVW.Underserved@usdoj.gov](mailto:OVW.Underserved@usdoj.gov) Unit 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 and/or Letters of Commitment	
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 Nonprofit Status (nonprofits only)	

**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 lease of vehicles are prohibited under most OVW 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>	<b><u>\$ 8,000</u></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.

<b><u>Description</u></b>	<b><u>Computation</u></b>	<b><u>Cost</u></b>
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**

**Former ALL Program Applicants ONLY: Application Requirements for  
Summary Data Sheet, Proposal Abstract, Project Narrative, Budget,  
and MOU/LOC**

### Summary Data Sheet (5 Points Total)

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 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 OVW grant programs that the applicant is applying for in FY 2017.
6. 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](#).
7. 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.
8. 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.
9. 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.
10. 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.
11. The percentage of grant activities, should the application be funded, that will address each of the following issues: The total percentage of grant activities should not exceed 100%.
  - Sexual assault;
  - Domestic violence;
  - Dating/teen dating violence; and/or
  - Stalking.

12. Statement on whether the proposed project intends to address the sexual assault priority area.
13. Identification of the type of eligible entity for which the organization qualifies to apply for the Underserved Program (e.g., LGBT organization, religious minority organization, etc.).
14. Identification of the specific underserved population(s) to be served by the grant project, if funded. If serving people with disabilities, please specify the disability focus.
15. The service area (city, town, county, unincorporated area, or state).
16. List of all organizations participating on the project, including the name and type of organization.

### **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 (60 Points Total)**

The Project Narrative may not exceed 20 pages in length, double-spaced. The Project Narrative must include the following 3 sections:

#### **Purpose of Application (20 Points)**

In this section applicants must:

1. Describe 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 target population for the proposed project;
3. Identify and describe the service area where the project will be implemented;
4. To the extent available, provide statistical information for the crimes of sexual assault, domestic violence, dating violence, and/or stalking in the proposed service area, in addition to any available statistics specific to the proposed underserved population to be served;
5. Describe the available services specific to the target population (other than sexual or domestic violence victim services) in the proposed service area;
6. Describe the current response to violence against the target population area as it relates to the target population. This section must identify available services, and gaps and barriers in service provision
7. Describe in detail the problem to be addressed (e.g., gaps in services, barriers faced by survivors in accessing services; challenges in delivering services);
8. Identify any organizational capacity or individual staff training needs related to sexual assault, domestic violence, dating violence, or stalking; and
9. Provide a description of how the target population will benefit from the proposed project.

#### **What Will Be Done (20 Points)**

Accessibility is a priority for all OVW grant programs. Recipients of OVW funds must comply with applicable federal civil rights laws, which among other things prohibit recipients from



discriminating on the basis of national origin and disability. This includes taking reasonable steps to ensure meaningful access to grantees' programs and activities for individuals with disabilities, Deaf individuals, and persons with limited English proficiency. To meet this priority, applications must include activities designed to ensure accessibility and costs to support those activities. More information on meeting these obligations, including links to helpful guidance and resources, is available in the [Solicitation Companion Guide](#).

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

In this section, applicants must:

1. Describe how the proposed project will be accessible to individuals with disabilities, individuals who are Deaf or hard of hearing, and persons with limited English proficiency.
2. Describe the proposed activities. The activities must correspond to the stated need. If proposing to provide sexual assault victim services, please refer to the "Types of Sexual Assault Services" chart in [Appendix C](#) for further guidance;
3. Detail how the proposed activities will address the problem as identified in the Purpose of the Application section;
4. Detail the goals and objectives for each proposed activity;
5. Illustrate how the proposed activities are tailored to and reflective of the identified underserved population;
6. Detail how proposed activities will ensure victim safety and confidentiality;
7. Detail expected outcomes;
8. Include a tentative time line for the implementation of the proposed activities; and
9. **Services:** ALL grantees were required to develop and implement an outreach and services strategic plan. Detail the status of services provided through the ALL grant and how Underserved Program funding would be used to continue existing services or implement additional direct services.
  - a. Provide the number of victims over 50 currently receiving services from the Memorandum of Understanding (MOU) partners that are the victim services program and the nonprofit program or government agency with demonstrated experience in assisting individuals in later life. Detail the types of services provided;
  - b. Describe current outreach efforts focusing on victims over 50 by the MOU partners that are the victim services program and the nonprofit program or government agency with demonstrated experience in assisting individuals in later life;
  - c. Detail what is currently being done to address victim safety and autonomy; and
  - d. Describe how victim safety and autonomy will be addressed by the project.
10. **Collaborative Community Response (CCR):** Provide details about the CCR created or enhanced through the initial ALL award.
  - a. State how often the CCR meets;
  - b. Identify key participants of the CCR; and
  - c. Detail work completed by the CCR.
11. **Training:** If the applicant plans to use award funds to do additional training, provide details regarding the need for additional training, including who would receive training and the extent to which funding provided under the ALL award has been institutionalized.
  - a. Provide the number of law enforcement officers who committed to training (both law enforcement and advanced law enforcement training) and the number of officers who completed the trainings;

- b. Provide the number of prosecutors who committed to sending to the national training and the number of prosecutors who completed the trainings;
- c. Provide the number of judges who attended the national judicial institute; and
- d. Provide the number of individuals who committed to attending the mandatory cross-training and the number of individuals who completed the cross-trainings.

#### **Who Will Implement the Project (20 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.

In this section, applicants must:

1. Identify each organization that is involved with the project. The application must demonstrate a direct relationship to the stated need and must clearly demonstrate that all partnership/team requirements have been met;
2. Describe the resources and skills each organization involved in the project will bring to the project. In doing so, this section must detail the capacity of each organization to achieve the project goals;
3. Identify all individuals (organization and position) involved with the project; and
4. Detail the roles and responsibilities of each grant-funded staff person. The application must detail the capacity of each individual to achieve their assigned responsibility and the overall project goals.
5. Detail experience and expertise of project partners in providing direct victim services to victims of elder abuse, neglect, exploitation, domestic violence, sexual assault, dating violence and/or stalking (see program eligibility requirements/required partnerships); and
6. Demonstrate a strong commitment to meaningful collaboration to develop and implement the project.

#### **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**

1. The grant award period is 24 months. Budgets must reflect 24 months of project activity.
2. Awards for FY 2017 will be made for up to \$300,000.

#### **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 or include other resources available to support activities to ensure access for individuals with disabilities, Deaf/hard of hearing individuals, and persons with limited English proficiency. For example, American Sign Language interpreters, printing in alternative formats, adaptive equipment, spoken language interpretation, etc. Please see "[Accessibility](#)" under "F. Federal Award Administration Information."

The budget also must:

2. Include funds to attend OVW-sponsored training and technical assistance in the amount of \$15,000 for states and \$20,000 for territories, Hawaii and Alaska. Please see "[Training and Technical Assistance](#)" in the Funding Restrictions section of the solicitation.
3. Include a budget narrative that supports and justifies all proposed costs and provides a clear link between specific project activities and proposed budget items;
4. Include a budget that reflects all costs related to implementing the proposed project and provides calculations for all costs; and
5. Fairly compensate all project/team partners for their participation in any project-related activities, including but not limited to, compensation for time and travel expenses to attend meetings, attend trainings or to participate in training, project development and implementation.

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

### **Memorandum of Understanding and Letters of Commitment (20 Points Total)**

Applicants are required to partner with at least one organization to meet the goals of the proposed project. A Memorandum of Understanding (MOU) must be submitted with every application. Letters of Commitment (LOC) may be required as part of an application depending on the activities proposed. Refer to the information below to determine what type of documentation is required.

- a. MOU – Required. Applicants propose activities involving the provision of services.
- b. MOU and an LOC - required if an applicant proposes activities that include a combination of the provision of direct services and significant levels of training. An applicant is required to obtain LOC from organizations that will receive training from the applicant.

### Memorandum of Understanding

For purposes of this solicitation, the MOU is a **single** document containing the terms of the partnership and the roles and responsibilities between two or more parties. 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.

**NOTE:** The MOU must be a single document. Applicants submitting applications with separate MOUs for each partner may be removed from funding consideration or receive a significant point deduction.

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 the capacity of the grant-funded staff and key project partners to successfully implement project activities;
4. Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds;
5. Demonstrate a commitment to work together to achieve stated project goals and objectives;
6. Specify the extent of each partner's participation in developing the application;
7. Indicate approval of the proposed project budget by all signing parties;
8. Clearly identify each of the four required MOU partners:
  - a. At least one law enforcement agency;
  - b. At least one prosecutor's office;
  - c. At least one victim service provider; and
  - d. At least one nonprofit program or government agency with demonstrated experience in assisting individuals in later life.

To ensure that services are available to older individuals through the proposed project:

- i. The victim service provider should provide services to victims of sexual assault, domestic violence, dating violence, or stalking as one of its primary purposes; and
  - ii. The nonprofit program or government agency with demonstrated experience in assisting individuals in later life should provide services to victims of elder abuse, neglect or exploitation as one of its primary purposes.
9. Indicate if additional 8 hour direct trainings for law enforcement will be held and if so, include a commitment to conduct these trainings;
10. Indicate if additional advanced trainings for law enforcement will be held and if so, include a commitment to conduct these trainings;
11. Indicate if additional cross-trainings for personnel from agencies of states or units of local government, attorneys, health care providers, population specific organizations, faith-based advocates, and victim service providers will be held, and if so, include a commitment to conduct these cross-trainings;
12. Include a commitment to encourage judges in the jurisdiction to attend a four-day national judicial institute on elder abuse, neglect, and exploitation;
13. Demonstrate a commitment to support the multidisciplinary collaborative community response to abuse in later life, including domestic violence, dating violence, sexual assault, stalking, exploitation and neglect; and
14. Include a commitment to provide outreach and services for victims 50 years of age or older of abuse in later life, including domestic violence, dating violence, sexual assault, stalking, exploitation, and neglect.

### Letters of Commitment

Letters of Commitment are required when an applicant proposes to focus a significant amount of project activities on training to: 1) law enforcement; 2) prosecutors; 3) court personnel; 4) secondary schools (e.g. middle school/high school); 5) university/college personnel; or 6) medical personnel.

Letters of Commitment must accompany the application as attachments to the application in [Grants.gov](https://www.grants.gov). Letters of Commitment sent separately from the application will not be considered during the review process. Letters of Commitment that do not clearly specify the number of personnel that will attend trainings will not be considered during the review process.

**NOTE:** Letters of support **may not** be submitted in lieu of the Letters of Commitment. Applications failing to include Letters of Commitment, when applicable, may be removed from funding consideration or receive a significant point deduction.

**NOTE:** While Letters of Commitment are not required for judges attending the judicial institute, they may be submitted with the application.

The Letters of Commitment must:

1. Provide the name of the agency/organization sending appropriate personnel to receive training;
2. Include a clear and direct statement that the agency/organization is committed to sending its personnel to receive training;
3. Provide the type of training the organization is committing to participate in (i.e., law enforcement training on abuse later in life, culturally appropriate responses to sexual assault, Deaf culture, or law enforcement training on working with LGBT victims);
4. Identify the type of personnel (law enforcement officers, prosecutors, victim service providers, government personnel, etc.) who will attend training; and
5. Include an estimate of the number of personnel who will be sent to receive training. This must be shown as a number and the percentage of staff for the organization;
6. Include the number and percentage of personnel from the agency/organization that were trained under the original ALL grant. The letters must also indicate which of the following trainings personnel will attend:
  - a. The local one-day law enforcement training;
  - b. The local advanced law enforcement training;
  - c. The national prosecutors' institute; and/or
  - d. The local direct services cross-training.

## **APPENDIX C**

### **Types of Sexual Assault Services**

<b>Types of Sexual Assault Services</b>		
<b>Types of Services</b>	<b>Core Services*</b>	<b>Comprehensive Services** <i>Core services plus...</i></b>
<b>Crisis Intervention</b>	Available 24 hours a day/7 days a week; Active listening and empathy; Reinforcement of coping skills	Consistency in crisis intervention for survivors who frequently access support; Face-to-face options available for support on an ongoing basis (distinct from professional therapy); Staff and volunteers trained in and use techniques to help reduce trauma
<b>Advocacy</b>	Education about medical options; Medical accompaniment and advocacy during forensic exam or other emergency care; Education about justice and safety options; Legal accompaniment and advocacy during reporting and through prosecution; Legal accompaniment and advocacy provided for orders of protection; Advocacy as requested by survivor for basic needs	Medical accompaniment and advocacy provided for non-emergency medical services (e.g., OB/GYN care, dental care, etc.); Legal accompaniment and advocacy provided for civil law cases; Advocacy provided for other impacts on survivor (e.g., with employers, schools, etc.); Ongoing evaluation of advocacy needs and delivery
<b>Information and Referral</b>	Referrals to other service providers that can support survivors (e.g., therapists, social services, housing, legal assistance, holistic healing services, etc.)	Screening of agencies and service providers on referral list; Referrals for a wide range of health care (e.g., OB/GYN, chiropractors, massage therapists, acupuncturists, etc.); Ongoing evaluation of new information and referral needs
<b>Counseling and Therapy</b>	Psychoeducation about effects of trauma; Supportive listening, validation, and empowerment; Assistance with coping skills and trigger plans	Planned interventions and goals; Ongoing evaluation of counseling and therapy delivery and outcomes; Use of specific modalities; Provided by trained and/or licensed counselor or therapist
<b>Support Groups</b>	Groups exchange information, share techniques for problem-solving, and explore feelings; May be run by advocates or counselors; Peer-led support groups; May be curriculum-based, open or closed, short-term or ongoing; Culturally-relevant groups/Talking Circles; Sexual violence specific groups	Groups for adult survivors of child sexual abuse; Groups for male survivors; Groups for parents of child survivors; Groups for LGBTQ survivors; Groups for age-specific groups; Groups for survivors with disabilities; Groups in multiple languages (determined by community needs); Ongoing evaluation of delivery/outcomes

## Types of Sexual Assault Services

<b>Holistic Healing</b>		Healing arts opportunities (e.g., art therapy, music therapy); Creative arts opportunities (e.g., knitting circles, writing groups, etc.); Movement and exercise groups and classes; Meditation and mindfulness classes and groups; Yoga; Nutritional education; Somatic (body) based approaches; Outdoor-based healing activities; Culturally-based approaches to healing; Ongoing evaluation of survivor interests and delivery and outcomes of holistic opportunities
<b>Institutional/Systems Advocacy</b>	Professional training; Community task forces (SARTs, etc.); Media advocacy	Regular review and improvements of protocols and policies; Creation/integration of roles relevant to sexual assault intervention and prevention; Regular communication with medical and legal partners; Regular communication with other social services; Ongoing evaluation of systems coordination and community change
<b>Support for Significant Others</b>	Information and referrals; Crisis intervention	Advocacy; Support groups; Counseling/therapy; Child care
<b>Survivor Activism and Involvement</b>		Survivor participation in program advisory board; Volunteer opportunities; Survivor-led philanthropic events; Survivor political action committees; Opportunities for survivors to speak publicly about their experiences (e.g., Speak Outs, Clothesline Project, art exhibits, publications, speakers' bureau, etc.); Peer-led groups; Recruitment strategies when hiring to ensure survivors can and are encouraged to apply; Support for and empowerment of staff who are survivors

**\*Core Services** are the basic services sexual assault service agencies provide to sexual violence survivors and the community. They are the essential services that meet the immediate needs of survivors. In many states and territories, state coalitions or state agencies define these core services by setting minimum standards of practice: the types of services that must be offered and the way services must be provided. These often include services such as 24-hour crisis intervention, hospital and legal accompaniment, and information and referrals for other needs.

**\*\*Comprehensive Services** provide the core services as well as additional opportunities for survivors to heal and communities to prevent violence. These include additional services that address the physical, social, emotional, and spiritual needs of sexual assault survivors and their allies. These services go beyond the most immediate, pressing needs to support more in-depth healing, empowerment and integration.



## **APPENDIX D**

### **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](https://www.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](https://www.grants.gov). I certify that **[Insert Organization Name]** began the registration process with [Grants.gov](https://www.grants.gov) on **[Insert Registration Date]**.

**OR**

**Repeat [Grants.gov](https://www.grants.gov) Users ONLY** – I understand that upon application submission in [Grants.gov](https://www.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](https://www.grants.gov), all information listed in [Grants.gov](https://www.grants.gov) must be current and active. **[Insert Applicant Name]** verified that all information listed in [Grants.gov](https://www.grants.gov) (Name and contact information for the AOR, organization address, etc.) is current and active on **[Insert Date]**.

Sincerely,

**[Authorized Organization Representative]**

## **APPENDIX E**

### **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 F**

### **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 G**

### **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**

[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.]



