



OVW Fiscal Year 2017 Transitional Housing Assistance Grants for Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking

Solicitation

Release Date: on or about January 4, 2017

Eligibility

Eligible applicants are limited to: states, units of local government, Indian tribes, and other organizations, including sexual assault and domestic violence victim service providers, sexual assault and domestic violence coalitions, other nonprofit, nongovernmental organizations, or community-based and culturally specific organizations, that have a documented history of effective work concerning sexual assault, domestic violence, dating violence, or stalking.

To be qualified for funding under this program, an application: (1) must have been submitted by an eligible applicant, (2) must not propose prohibited activities, including mandatory services for victims, (3) must not propose any activities that may compromise victim safety, including background checks of victims or clinical evaluations to determine eligibility for services, and (4) must reflect an understanding of the dynamics of sexual assault, domestic violence, dating violence, or stalking.

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

Deadlines

Applications are due by 11:59 p.m. Eastern Time (E.T.) on February 16, 2017.

(See "[Submission Dates and Times](#)")

Registration Information: To submit an application, all applicants must obtain a Data Universal Number System (DUNS) Number, and register online with the System for Award Management (SAM) and with Grants.gov. To ensure sufficient time to complete the registration process, applicants must obtain a DUNS Number, and register online with SAM and with Grants.gov immediately, but no later than, January 12, 2017.

(See "[Registration](#)")

Letter of Registration: Applicants are strongly encouraged to submit a letter of registration to ovw.transitionalhousing@usdoj.gov by January 12, 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 Pre-Application Information Sessions for eligible entities interested in submitting an application for Transitional Housing Assistance Grants for Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking. Participation in these sessions 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) 307-6026 or email ovw.transitionalhousing@usdoj.gov.

Submission and Notification Information

Submission: Applications for Transitional Housing Assistance Grants for Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking will be submitted through Grants.gov. For technical assistance with Grants.gov, contact the Grants.gov Customer Support Line at 1-800-518-4726.

The Grants.gov number assigned to this announcement is OVW-2017-11820.

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

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OVW Transitional Housing Assistance Grants for Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking

(CFDA 16.736)

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 OVW Transitional Housing Assistance Grants for Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking

Transitional Housing Assistance Grants for Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking (Transitional Housing Program) are authorized by 42 U.S.C. § 13975. The Transitional Housing Program makes grants to programs to provide 6-24 months of transitional housing with support services for victims who are homeless, or in need of transitional housing, as a result of a situation of sexual assault, domestic violence, dating violence, or stalking; and for whom emergency shelter services or other crisis intervention services are unavailable or insufficient. OVW is interested in programs with a holistic, victim-centered approach to providing transitional housing services that move survivors into permanent housing.

Transitional housing can be provided in facilities that are owned by the applicant, in units that are leased by the applicant, or by providing rental assistance for units leased directly to victims. Support services offered should help transitional housing participants locate and secure permanent housing, secure employment, and integrate into a community. Examples of support services include employment counseling, occupational training, transportation, counseling, child care services, safety planning, case management, and other assistance. Support services must be offered to survivors on a voluntary basis. Voluntary support services are designed with survivor-input to meet the individual needs of each survivor. When implementing a voluntary services model through a trauma-informed approach, effective transitional housing supports the self-determination of survivors and adapts services to their individual needs. Staff who have been trained in working with victims of sexual assault, domestic violence, dating violence, or stalking may also be funded to support transitional housing participants.

For additional information on the Transitional Housing Program, including what past Transitional Housing Program grantees have accomplished with their grant funds and to view the Transitional Housing Program performance measures and reporting data, see <http://muskie.usm.maine.edu/vawamei/thousingmain.htm>.

Program Scope

Activities supported by the Transitional Housing 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

As further described below, the purpose of the Transitional Housing Program is to provide transitional housing (purpose areas 1 and/or 2) with voluntary support services (purpose area 3). In FY 2017, funds under the Transitional Housing Program may be used for the following:

- 1) Transitional housing, including funding for the operating expenses of newly developed or existing transitional housing;
- 2) Short-term housing assistance, including rental or utilities payment assistance and assistance with related expenses such as payment of security deposits and other costs incidental to relocation to transitional housing; and
- 3) Support services designed to enable a minor, an adult, or a dependent of such minor or adult, who is fleeing a situation of sexual assault, domestic violence, dating violence, or stalking to:
 - (a) locate and secure permanent housing;
 - (b) secure employment, including obtaining employment counseling, occupational training, job retention counseling, and counseling concerning re-entry in to the workforce; and
 - (c) integrate into a community by providing that minor, adult, or dependent with services, such as transportation, counseling, child care services, case management, and other assistance.

For the purposes of the OVW Transitional Housing Program, please note:

Transitional housing is temporary housing offered to victims of sexual assault, domestic violence, dating violence or stalking for at least 6 months and no more than 24 months and helps victims transition into permanent, affordable housing. Transitional housing is not an extended shelter stay.

Short-term housing assistance is the provision of transitional housing through rental assistance and/or other financial assistance (e.g. security deposits, utility assistance, relocation costs, etc.) connected to the provision of transitional housing. Short-term housing assistance is not emergency shelter, rental assistance that is offered for less than 6 months, or financial assistance for victims who are not being provided transitional housing.

Pursuant to the authorizing statute, OVW-funded transitional housing projects cannot mandate that recipients participate in support services as a condition of receiving housing.

Mandatory Program Requirements

Applicants that receive funding under the Transitional Housing Program are required to:

1. Submit the policies, procedures, and rules governing the provision of the transitional housing and related support services for review and approval (post award). Grant recipients will be required to revise anything that OVW determines may compromise victim safety, is unallowable, or does not conform to best practices for providing

transitional housing to victims of sexual assault, domestic violence, dating violence, or stalking.

2. Offer transitional housing and services for at least 6 months and no more than 24 months.
3. Offer follow-up support services for transitional housing clients who secure permanent housing. Follow-up services are limited to: advocacy, support groups, case management, and minimal financial assistance (e.g., security deposit or first month's rent for permanent housing) and must be provided for at least 3 months but no more than a year.
4. Significantly involve a victim service provider in the implementation of the project, including the development and review of all policies and procedures and the provision of support services.
5. Ensure that any staff, partner staff or service provider working with transitional housing survivors are trained to work with victims of sexual assault, domestic violence, dating violence, or stalking.
6. Send the project coordinator and one other key staff to an in-person OVW grantee orientation.
7. Send key staff to an in-person OVW-sponsored training on voluntary services.
8. Agree to provide transitional housing to their clients without requiring participation in support services.
9. Identify the source of funds being used to provide the housing part of the transitional housing if it is not being provided with OVW Transitional Housing Program funds, and notify OVW of any changes to this arrangement that occur during the project period.

OVW Priority Areas

In FY 2017, OVW is interested in supporting the priority areas identified below. Applications proposing activities in the following areas will be given additional points and/or special consideration, as appropriate, during the recommendation process.

1. Meaningfully increase access to OVW programming for specific underserved populations (based on race, ethnicity, sexual orientation, gender identity, disability, age, etc.).

OVW has determined that serving underserved populations is a priority of the office. Applicants must identify if their application addresses this priority in the Summary Data Sheet and then complete the section in the Project Narrative that focuses specifically on underserved populations. During programmatic review, OVW will determine which applications are responsive to this priority and are addressing the underserved population(s) in a thoughtful and strategic manner. Applications determined to meaningfully address this priority during the programmatic review processes may be provided special consideration, as appropriate, during the OVW recommendation process.

2. Transitional Housing for Women Veterans

OVW recognizes that women veterans have unique risk factors for experiencing intimate partner violence, including high rates of pre-military trauma, as well as military sexual trauma and posttraumatic stress disorder. Connections of intimate partner violence, traumatic brain injury and homelessness are reportedly common among this group. In an effort to address the housing needs of homeless female veterans, OVW encourages applicants to consider the provision of housing and support services to female veterans who are homeless as a result of a situation of sexual assault, domestic violence, dating violence, or stalking in a thoughtful and

strategic manner. Applicants must identify if their application meets this priority in the Summary Data Sheet and also complete the section in the Project Narrative that focuses specifically on women veterans. This section is assigned an additional 5 points and will be assessed during peer review. During programmatic review, OVW will determine which applications are responsive to this priority and are addressing women veterans in a thoughtful and strategic manner. Applications determined to meaningfully address this priority during the programmatic review processes may also be provided special consideration, as appropriate, during the OVW recommendation process.

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 or housing, advocacy services, counseling, and other assistance based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;¹
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. Requiring transitional housing participants have income to be eligible to be served;
7. Requiring survivors to meet restrictive conditions in order to receive services (e.g. background checks of victims; clinical evaluations to determine eligibility for services; etc.); and
8. Enforcing or promoting nuisance abatement ordinances, crime-free housing ordinances, or crime-free lease addenda (often associated with crime-free housing programs) that require or encourage the eviction of tenants or residents who may be victims of domestic violence, sexual assault, dating violence or stalking.²

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 Transitional Housing Program funding.

¹If 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."

² See also the U.S. Department of Housing and Urban Development for guidance on how such ordinances and addenda may violate the Fair Housing Act, <https://portal.hud.gov/hudportal/documents/huddoc?id=FinalNuisanceOrdGdnce.pdf>.

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. Prevention - Grant funds may not be used for prevention activities (e.g., outreach to elementary and secondary schools, implementation of educational programs regarding domestic and dating violence intervention, and public awareness campaigns). Outreach activities are limited to informing potential survivors about the availability of services.
3. Family violence - Grant funds may not be used to directly address child abuse, or other family violence issues such as violence perpetrated by a child against a parent, or violence perpetrated by a sibling against another sibling or neglect or exploitation. Grant funds may not be used for caregiver abuse of elders and other vulnerable adults.
4. Children – Grant funds may not be used to provide direct services to children, including children who witness domestic violence or are survivors of child abuse, except where such services are an ancillary part of providing services to the child's parent who is a victim of sexual assault, domestic violence, dating violence or stalking, such as providing child care services while the victim receives services.
5. Mandatory participation in services - Participation by survivors in all support services shall be voluntary, and must not be made a condition for receiving transitional housing. Projects requiring participation in any support services, including case management, will also be considered unqualified.
6. Grant funds cannot be used to keep victims in their home or to prevent them from losing their current housing.
7. Emergency shelter or short-term housing assistance that is offered for less than 6 months.

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

Unallowable Activities

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

1. Lobbying;
2. Fundraising;
3. Purchase of real property;
4. Physical modifications to buildings, including minor renovations (such as painting or carpeting);
5. Construction;
6. Payment of mortgage, property taxes or other expenses that would prevent foreclosure or eviction;
7. Payment of bills/utilities in arrears;
8. Drug and/or alcohol testing; and
9. Using federal funds for savings accounts for survivors.

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

B. Federal Award Information

Availability of Funds

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. There is no guarantee that funds will be available in the future. Therefore, OVW encourages applicants to develop a plan to sustain project activities if federal funding through this program ceases to be available. Also, please note that OVW may elect to make awards for applications submitted under this solicitation in future fiscal years, depending on the merits of the applications and on the availability of funding.

Award Period

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

Award Amounts

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

Awards under the Transitional Housing Program for FY 2017 will be made for up to \$350,000.

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 Transitional Housing Program typically makes awards in the range of \$300,000-\$350,000. OVW estimates that it will make up to 65 awards for an estimated \$20,000,000.

Awards will be made as grants.

Types of Applicants

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

New: applicants that have never received funding under the Transitional Housing Program or whose previous funding expired more than 12 months ago.

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

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

MOU partners of grant recipients that received new or supplemental/continuation funding for 36 months in FY 2015 or FY 2016 are also NOT eligible to apply.

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

C. Eligibility Information

Eligible Applicants

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

Eligible entities for this program are:

1. States;
2. Units of local government;
3. Indian tribal governments or tribal organizations; and
4. Other organizations, including sexual assault and domestic violence victim service providers, sexual assault and domestic violence coalitions, other nonprofit, nongovernmental organizations, or community-based and culturally specific organizations, that have a documented history of effective work concerning sexual assault, domestic violence, dating violence, or stalking.

Qualified Applications

To be qualified for funding under this program, applications must meet the following statutory definition of “qualified application:” An application is deemed qualified if it:

1. has been submitted by an eligible applicant;
2. does not propose any activities that may compromise victim safety, including background checks of victims or clinical evaluations to determine eligibility for services;
3. reflects an understanding of the dynamics of sexual assault, domestic violence, dating violence, and stalking; and
4. does not propose prohibited activities, including mandatory services for victims.

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 Transitional Housing 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 Transitional Housing Program must also meet the requirements below. All certification and other eligibility related documents must be current and developed in accordance with this solicitation. Applications that do not meet all of the program eligibility requirements below will not be considered for funding under the Transitional Housing Program.

Required Partnerships

An application must include both a victim service provider and at least one other organization (e.g., a housing provider, local homelessness coalition, or other social service provider serving low-income households, including community colleges, workforce centers, community action agencies and public assistance departments).

An application from a tribe, state or unit of local government must include both a victim service provider and a housing provider.

Role of Victim Service Provider

The victim service provider must play an active role in the development and implementation of the project. Applications must demonstrate that the victim service provider is significantly involved in the design of the project, development and review of all policies and procedures, and ensuring that anyone working with transitional housing survivors is trained in working with victims of sexual assault, domestic violence, dating violence, and stalking.

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

Transitional Housing and Support Services

Grant recipients must provide both transitional housing (purpose areas one or two) and support services (purpose area three). OVW funds can be used to provide transitional housing, support services, or both. If OVW funds are only used to provide either transitional housing or support services, then the other services must be provided by a project partner and/or another funding source. The applicant must include this information on the [Summary Data Sheet](#) making clear what funding source is supporting the housing and the support services.

Length of Stay

Transitional housing with voluntary support services must be offered for at least six months and no more than 24 months. Victims may request a waiver for up to an additional six months if the victim has made a good faith effort to acquire permanent housing but has not been able to do so.

Support Services for Transitional Housing Participants Only

Support services using OVW grant funds (other than follow-up services described below) may only be provided to individuals residing in transitional housing.

Follow-Up Services

The grant recipient must develop a plan to provide follow-up services for a minimum of 3 months, and no more than 12 months, for transitional housing clients who have secured permanent housing. Follow-up services should be limited to: advocacy, support groups, case management, and minimal financial assistance (e.g., security deposit or first month's rent for permanent housing).

Voluntary Services

All services (support and follow-up) provided to recipients of transitional housing either while in transitional housing or when establishing permanent housing must be voluntary.

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.

D. Application and Submission Information

Address to Request Application Package

The complete application package is available on [Grants.gov](https://www.grants.gov) or at the [OVW website](https://www.ovw.justice.gov) at <https://www.justice.gov/ovw/how-apply>. Applicants wishing to request a paper copy of the application materials should contact ovw.transitionalhousing@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](https://www.grants.gov). The letter should be submitted to OVW at ovw.transitionalhousing@usdoj.gov by January 12, 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](#) a sample Letter of Registration.

Pre-Application Information Sessions

OVW will conduct two (2) Pre-Application Information Sessions. During these sessions, OVW staff will review the Transitional Housing Program requirements, review the solicitation, and allow for a brief question and answer session. Participation in these sessions is optional. The sessions are tentatively scheduled for:

1. January 25, 2017 at 1:00 pm E.T.
2. January 26, 2017 at 1:00 pm E.T.

Anyone interested in submitting an application to the Transitional Housing Program may register to participate in a pre-application information session. The total number of participants for each session is limited to 100 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 ovw.transitionalhousing@usdoj.gov. Registration must be received at least one (1) day prior to the start of the session. Translation services are available upon request. If translation services are needed, please notify the Transitional Housing unit at ovw.transitionalhousing@usdoj.gov at least 5 days prior to the session.

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 25 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 (MOU)
4. Letter of Experience (LOE)

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

Summary Data Sheet (5 Points 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 25 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 federal grant programs from which the applicant organization currently receives funding or for which it has applied for funding in FY 2017 to do similar work. Please provide this information in a table using the format found in [APPENDIX E](#).
6. 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 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.
7. 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.
8. 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 of Process Related to Executive Compensation](#)" section.
9. The percentage of grant activities, should the application be funded, that will address each of the following issues:
 - Sexual assault;
 - Domestic violence;
 - Dating violence; and/or
 - Stalking.The total percentage of grant activities should not exceed 100%.
10. Statement as to whether the applicant will: (a) provide both housing and support services with Transitional Housing Program funds; or (b) limit its use of Transitional Housing Program funds for either housing or support services (select one). If (b), applicant must specify the source of non-OVW Transitional Housing Program funds for the other purpose area and confirm the availability of these funds for the duration of the award.
11. List: (a) the applicant organization, (b) all project partners, and (c) identify the victim service provider in the proposal and state whether it is the applicant organization or a project partner. This information must be consistent with the rest of the proposal, including the MOU.
12. Statement as to whether or not the applicant organization is an MOU partner on any other OVW Transitional Housing grant or pending application. If the applicant organization is an MOU partner on a grant, include what year the grant was awarded.
13. Identify if the application addresses a priority area and which one(s) – underserved populations and/or women veterans.

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, 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 25 pages in length, double-spaced. The Project Narrative must include the following sections:

Purpose of Application (20 points)

This section must:

1. Describe the service area;
2. 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/ to obtain this information;
3. Describe the problem to be addressed;
4. Describe current services and gaps; and
5. Describe how the funding will alleviate the problem.

What Will Be Done (30 points)

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

This section must:

1. Describe 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 goals and objectives, describing in detail the specific tasks and activities necessary for accomplishing each.
3. Include a timeline that identifies when all the tasks and activities will be accomplished.
4. Describe the transitional housing or housing assistance/subsidy that will be provided, including, but not limited to:
 - a. type of transitional housing (e.g. model, location, etc.),
 - b. how it will be provided (owned, rented, landlord/tenant relationship, etc.),
 - c. method for determining client eligibility (e.g., screening tools, eligibility requirements if any, etc.),
 - d. facility rules and regulations,
 - e. facility safety planning, and
 - f. fee schedule (if applicable).
5. Describe the support services that will be offered, including, but not limited to:
 - a. what will be offered,
 - b. who will provide them, and
 - c. where they will be provided/how they will be accessed.
6. Describe the plan for follow-up services, including, but not limited to:
 - a. what will be offered, and

- b. how long it will be offered.
7. Describe how the applicant plans to address victim safety and autonomy in the project.
8. Describe how the applicant will maintain confidentiality, especially if working with homeless providers and/or HMIS, etc.

Who Will Implement the Project (10 points)

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

This section must:

1. Describe the applicant organization and key staff, specifying their respective roles and responsibilities;
2. Identify and describe all project partners and key staff, specifying their respective roles and responsibilities;
3. Demonstrate the capacity and expertise of the lead applicant and all project partners to serve victims of sexual assault, domestic violence, dating violence, and/or stalking;
4. Make clear in this section who will be implementing the activities as described in the What Will Be Done section (e.g. what organization and staff will do intake, find housing, work with participants, provide services, etc.) and working with transitional housing participants; and
5. Clearly demonstrate that any partnerships required by the solicitation (see “Required Partnership” in the “[Program Eligibility Requirements](#)” section) have been developed.

How Underserved Populations Will Be Addressed (Optional Section) (0 points)

This section is optional. Applications that meet this priority area must include the information below. To do so, the applicant must explain who the underserved population in their service area is and describe how it will provide services that are fully reflective of that underserved population. This section should:

1. Identify the specific underserved population(s) within the proposed service area;
2. Provide an explanation as to why this population(s) is underserved; a
3. Describe the current availability of and gaps in services to address the identified underserved population(s); and
4. Provide a detailed plan for how the project will provide specific services to sexual assault, domestic violence, dating violence or stalking victims from underserved populations within the proposed project service area.

This information should be intrinsically linked to the rest of the project as set forth in the Purpose of the Application, What Will Be Done, and Who Will Implement sections.

How Women Veterans Will Be Addressed (Optional Section) (Additional 5 points)

This section is optional. Applications that meet this priority area must include the information below and will be eligible for an additional 5 points. To do so, the applicant must explain how it will provide services that are sensitive to the unique needs of women veterans. This section should:

1. Provide an estimate of the number of homeless female veterans in the service area;

2. Describe how this population will be identified, including outreach strategies;
3. Provide a detailed plan for how services will be provided that shows an understanding of the challenges faced by homeless female veterans; and
4. Demonstrate partners with expertise in assisting homeless female veterans have been included.

This information should be intrinsically linked to the rest of the project as set forth in the Purpose of the Application, What Will Be Done, and Who Will Implement sections.

Budget Detail Worksheet and Narrative (10 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

- Applicants may submit budgets up to \$350,000 for a 36 month period.

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. Please see "[Accessibility](#)" under "F. Federal Award Administration Information."
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. Factor in the requirement to attend an in-person new grantee orientation and an in-person voluntary services training. Additionally, if there are changes during the grant period to the grant point of contact or key person providing transitional housing, they will need to attend the next orientation and/or voluntary services training as well. These costs should be part of the amount allocated for OVW-sponsored training and technical assistance.

3. Include a statement as to whether or not the transitional housing is owned by the applicant.
4. Include as program income any fees that transitional housing participants are charged if the transitional housing unit is owned by the applicant.
5. Compensate at least one partner.

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

Memorandum of Understanding (MOU) (15 Points Total)

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

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. Directly mirror the project as described in the “What Will Be Done” section of the project narrative (goals, objectives and activities) and corresponding Budget;
4. Make clear who will be implementing the activities as described in the “What Will Be Done” section and working with transitional housing participants (e.g. what organization and staff will do intake, find housing, work with participants, provide services, etc.);
5. Adequately demonstrate the capacity of the organization, partners and key staff to achieve the goals of the proposed project;
6. Demonstrate a commitment on the part of all project partners to work together to achieve stated project goals;
7. Describe the applicant’s financial commitment to at least one if not all, project partners for their participation in project-related activities, including, but not limited to, compensation for time and travel expenses to participate in project development, training, and implementation;
8. Describe the resources each partner will contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, and training);
9. Indicate approval of the proposed project budget by all signing parties; and
10. Include the signatures of the Authorized Representative of the applicant and all partnering agencies/organizations, including title and agencies under their respective signatures.

All applicants (new and continuation) must submit a *new* MOU with the application as described above. Continuation applicants should describe any changes in the collaboration, including an explanation or description of any new or additional partners that have been added.

The application will be removed from consideration if the MOU is not a single document, is not current, or if signatures are missing for any of the project partners.

Letter of Experience (LOE) (10 Points Total)

All applicants must submit a letter that demonstrates the applicant organization's experience and capacity to serve survivors of sexual assault, domestic violence, dating violence, or stalking. The letter must:

1. Describe the applicant organization's history of providing assistance to survivors of sexual assault, domestic violence, dating violence, or stalking;
2. Demonstrate a history of effective work serving victims of sexual assault, domestic violence, dating violence or stalking by showing the number of years the agency has provided direct victim and/or housing services;
3. Describe the services provided to victims; and
4. Describe the qualifications or skills of staff assigned to the grant, and the training they have obtained/will obtain and/or provided/will be provided.

Applications from a tribe, state or unit of local government must include a letter of experience from their victim service provider partner. In addition to the above information, the letter must make clear how the victim service provider will be involved in the implementation of the proposed project.

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.

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. This form must be signed by the authorized representative and uploaded with the application on 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 for a sample letter. This should be a separate attachment to the application in 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.

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 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.

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 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 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 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.**

DUNS	DUNS	January 12, 2017
SAM	SAM	January 12, 2017
Grants.gov	Grants.gov	January 12, 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 immediately, but no later than January 12, 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 February 16, 2017

Application Action	Contact Information	Date
Solicitation	Grants.gov and OVW Website	Once the solicitation is released (January 4, 2017 – February 16, 2017)
Request Permission to Submit a Hardcopy Application Due to Lack of Internet Access.	For applicants who cannot submit an application electronically, please contact Transitional Housing Program at 202-307-6026 or ovw.transitionalhousing@usdoj.gov	January 12, 2017
Confirmation of Application	Grants.gov 1. The Authorized Organization Representative (AOR) should closely monitor their email for any notification from	February 16, 2017 *Applicants are strongly encouraged to

	<p>Grants.gov about a possible failed submission. The Authorized Organization Representative (AOR) is a user role within Grants.gov for a user that is authorized to submit applications on behalf of the organization.</p> <p>2. The Authorized Organization Representative (AOR) will receive a minimum of two emails from Grants.gov. One will confirm receipt of the application package. The other will either notify the Authorized Organization Representative (AOR) that the application was successfully submitted, or it will notify the Authorized Organization Representative (AOR) 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>begin the application submission process at least 48 hours but no later than 24 hours before the deadline.</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 February 16, 2017**. Applications submitted after **11:59 p.m. E.T. on February 16, 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	Prior to the application deadline, the applicant must contact the Grants.gov Customer Support Hotline at 1-800-518-4726, or support@grants.gov , 24 hours a day, 7 days a	Prior to the application deadline February 16, 2017

Application Submission	<p>week, except on Federal holidays.</p> <p>Contact the Transitional Housing Program at 202-307-6026 or at ovw.transitionalhousing@usdoj.gov prior to the application deadline stating that the applicant is experiencing unforeseeable technical issues and provide a phone number and/or email address where the applicant can be reached.</p>	
Request Permission to Submit a Late Application.	<p>Within 24 hours after the application deadline, the applicant must email the following information to the Transitional Housing Program at ovw.transitionalhousing@usdoj.gov to request permission to submit a late application. The request should include the complete grant application, DUNS number, and the Grants.gov Help Desk tracking number(s).</p>	<p>Within 24 hours after the deadline February 16, 2017</p>
OVW Review and Late Application Submission Decision	<p>OVW will review and verify, with the Grants.gov 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 Transitional Housing Program at 202-307-6026 or at ovw.transitionalhousing@usdoj.gov for information on the request.</p>	<p>It is anticipated that decisions will be made within 1-2 weeks from the application deadline.</p>
Extraordinary Natural or Manmade Disasters	<p>In cases of extraordinary natural or manmade disasters, such as extreme weather emergencies or terrorist acts, applicants may request to submit late applications to the ovw.transitionalhousing@usdoj.gov. The request should specify the nature of the disaster and how it affected the applicant's ability to submit an application on time. OVW may request additional documentation from the applicant verifying the extraordinary natural or manmade disaster.</p>	<p>Up to 7 calendar days after the application deadline.</p>

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 by January 12, 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_spoc.

Funding Restrictions

Federal assistance awards are governed by the provisions of 2 CFR Part 200. Additionally, OVW awards are covered by the [DOJ Financial Guide](#). The [DOJ Financial Guide](#) includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document also outlines the successful administration of grant funds.

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

Food and Beverage/Costs for Refreshments and Meals

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

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

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

Conference Planning and Expenditure Limitations

Applicants should be aware of all applicable laws, regulations, policies and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (which is defined to include meetings,

retreats, seminars, symposiums, training and other similar events), including the provision of food and/or beverages at such events, and costs of attendance at such events. Information on pertinent laws, regulations, policies and guidance is available at <http://www.justice.gov/ovw/grantees>. Applicants should also be aware of the following specific restrictions on conference planning and expenditure limitations:

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

Updated Department of Justice and OVW guidance on conference planning, minimization of costs, and conference cost reporting is available on the OVW website at <http://www.justice.gov/ovw/grantees>. For additional information regarding food and beverage regulations, please refer to the [DOJ Financial Guide](#).

Training and Technical Assistance

All applicants are required to allocate funds in the amount of \$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 one 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.

Characters	Special Characters		
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 “&” 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](http://www.grants.gov).

Downloading a Grant Application Package

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

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

Instructions on how to open and use the forms in the package are on the application package cover sheet. Agency-specific instructions are available for download when the application package is downloaded. The instructions identify the required information for a complete application.

Completing the Grant Application Package

The applicant must manually save changes to the grant application. [Grants.gov](http://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](http://www.grants.gov) should closely monitor their email for any notification from [Grants.gov](http://www.grants.gov) about a possible failed submission. The [AOR](http://www.grants.gov) will receive a minimum of two emails from [Grants.gov](http://www.grants.gov). Log on to [Grants.gov](http://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](http://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](http://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](http://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 Transitional Housing 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: (30) points
 - C. Who will implement: (10) points
3. How Underserved Populations Will Be Addressed (Optional Section) (0 points)
4. How Women Veterans Will Be Addressed (Optional Section) (Additional 5 points)
5. Budget narrative and detail worksheet: (10) points
6. MOU: (15) points
7. LOE: (10) points

Review and Selection Process

Peer Review

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

Programmatic Review

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

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

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

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

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

9. Adherence to the Office of Management and Budget single-audit requirement
10. Timely expenditure of grant funds
11. Adherence to the requirements of the [DOJ Financial Guide](#)

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

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the OVW Director, who also may give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards. All award decisions are final and not subject to appeal.

High Risk Grantees

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

Anticipated Announcement and Federal Award Dates

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

F. Federal Award Administration Information

Federal Award Notices

Successful applications will receive OVW award notifications electronically from the OJP Grants Management System (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 Transitional Housing 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, including Deaf or hard of hearing individuals. 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 Transitional Housing Unit at (202) 307-6026 or ovw.transitionalhousing@usdoj.gov.

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).

Application Document	Date Completed
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. How Underserved Populations Will Be Addressed (Optional)	
8. How Women Veterans Will Be Addressed (Optional)	
9. Proposal Abstract	
10. Budget Detail Worksheet and Narrative	
11. Memorandum of Understanding	
12. Letter of Experience	
13. Application for Federal Assistance: SF 424	
14. Standard Assurances and Certifications	
15. Disclosures of Process Related to Executive Compensation	
16. Confidentiality Notice Form	
17. Letter of Nonsupplanting	
18. Financial Accounting Practices	
19. Applicant Financial Capability Questionnaire (new nonprofits only)	
20. Indirect Cost Rate Agreement (only if the applicant has a current federally-approved rate)	

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 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
TOTAL FRINGE BENEFITS:		\$ 32,481

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>
TOTAL CONSTRUCTION:		<u>\$ 0</u>

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
		Subtotal OVW-Mandated Training:		
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
Subtotal Sexual Assault Training:			<u>\$ 705</u>	

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
Subtotal Contracts:		<u>\$ 13,500</u>

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

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.

Budget Category	Amount
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
Total Direct Costs	\$412,811
I. Indirect Costs	\$ 28,183
 TOTAL PROJECT COSTS	 <u>\$ 440,994</u>
 Federal Share Requested	 \$ 440,994
Non-Federal (Match) Amount	\$ 0

APPENDIX B

Sample Letter of Registration

[Applicant Letterhead]

[Date]

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

Dear Director:

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

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

OR

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

Sincerely,

[Authorized Organization Representative]

APPENDIX C

Disclosures of Process Related to Executive Compensation

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

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

Dear Director:

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

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

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

Sincerely,

[Applicant's Authorizing Official]

Attachments

APPENDIX D

Summary of Current and Recent OVW Projects

Summary of Current and Recent OVW Projects

Applicant Name								
Service Area: Size of Service Area: Size of Target Population:								
Award Number	Award End Date	Program	Award Amount	Amount Remaining	Extension Needed?	Extension Needed: Timeframe	Grant-Individual(s) and Job Title(s)	Justification for Remaining Funds
2012-XX-XX-XXXX	7/31/2015	2014 CLSSP	\$300,000	TOTAL: \$250,000 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	TOTAL: \$467,850 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)	
			TOTAL:	TOTAL:				
			\$1,232,000	\$717,850				

APPENDIX E

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

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

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

APPENDIX F

Transitional Housing Models & Rent Structures

Transitional Housing Models & Rent Structures

Transitional Housing is often a critical service for survivors of violence, allowing them to escape an abusive partner safely. There are a variety of housing models and rent structures being used by transitional housing programs across the country. This document highlights the three most common transitional housing models being used by the OVW Transitional Housing Grant program grantees. Additionally, there are a variety of rent structures that are being used by these programs which are noted here as well. There is no one correct way to structure your transitional housing model or rent process. These things will vary based on your program's mission, the way in which you are funded, and the population of survivors you are serving. Below is a list of the various housing models that exist and some of the pros and cons of each.

Transitional Housing Models

Scattered Site

- Survivors live in an apartment in the community in a full market rental unit.
- Survivor holds a lease in his or her own name.
 - On rare occasions the program holds the lease and subleases to the survivor.
- Program is not in the role of the landlord (Unless subleasing to survivor).
- Increasingly the most common model. This model may allow the survivor to remain in the unit once the financial assistance has ended therefore eliminating the need to relocate again.

Clustered Site

- Program owns a building with multiple units or rents a group of apartments in a common location.
- Program is landlord and service provider.
- Survivor lives in program-owned building or one of the program-rented units for a specific period of time while looking for permanent housing.

Communal Living

- Similar to shelter design. May have separate/private bedrooms but share common space such as living room, dining room, kitchen, etc.
- Least common of the 3 models used.

It is important that communal living models for anyone that will be served with OVW Transitional Housing funds be sufficiently separate from any other communal housing offered by the grant recipient to allow for separate and distinct policies governing each type of housing. For example, the transitional housing units could be on a specific floor or section within a building or in a separate building on the same property.

**Transitional Housing is not an extended shelter stay.* Transitional housing is not intended to be an extended shelter stay and must be offered for a minimum of 6 months. Regardless of the model used, transitional housing programs should be providing a longer-term housing option for survivors while helping them to obtain and maintain permanent housing.

Transitional Housing Rent Structures

Subsidized

- Survivor enters into lease. Program provides rental assistance which is paid directly to the landlord.

Rent and Sublet

- Lease is in program's name and sub-leased to survivor.

Own

- Program owned and operated. Grant funds can be used for operation of building.

As a best practice, it is recommended that survivors never be required to pay more than 30% of their income in rent.

Pros and Cons to Housing Models and Rent Structures

Subsidized

- Pros:
 - Program is not responsible for unit. Allows the program to instead focus on being a service provider and ally.
 - Survivor may be able to remain in the unit once the financial assistance has ended therefore eliminating the need to relocate again.
- Cons:
 - Not all survivors are eligible for a lease. (For example; undocumented survivors, survivors with low to no income and/or survivors with poor or no credit).
 - Not ideal for survivors who prefer a more supportive transitional environment since there is typically no staff on hand in a scattered site model.

Rent and Sublet

- Pros:
 - Program can increase access for survivors otherwise not eligible for a lease by holding the lease in the programs name.
- Cons:
 - Program is responsible for unit and must act as landlord as well as service provider. *It is a recommended best practice that programs using this model designate separate staff to perform duties related to managing the property and collection of rent (Landlord role) and staff to provide support and advocacy services. By doing this, programs maximize the ability for staff to provide trauma informed services.

Own

- Pros:
 - Program is in control of all aspects of housing and can create a housing program with minimal barriers for survivors.
- Cons:
 - Program is responsible for all maintenance, upkeep, and repairs. Program acts as landlord as well as service provider.