



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

OVW Fiscal Year 2017 Training and Technical Assistance Initiative Solicitation

Release Date: on or about January 30, 2017

Eligibility

Eligible applicants are limited to: **national, tribal, statewide or other nonprofit organizations, and in limited circumstances institutions of higher education, with the capacity to provide nationwide training and technical assistance.**

(See “[Eligibility Information](#)”)

Deadlines

Applications are due by 11:59 p.m. Eastern Time (E.T.) on March 14, 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, February 24, 2017.

(See “[Registration](#)”)

Letter of Registration: Applicants are strongly encouraged to submit a letter of registration to OVW.TechAssistance@usdoj.gov by February, 24, 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 a Pre-Application Information Session by conference call for eligible entities interested in submitting an application for the OVW Training and Technical Assistance Initiative. Participation in this session 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.TechAssistance@usdoj.gov.

Submission and Notification Information

Submission: Applications for the Training and Technical Assistance Initiative 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-2017-11880.

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

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OVW Training and Technical Assistance Initiative (CFDA 16.526)

A. Program Description

Overview

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

About the OVW Training and Technical Assistance Initiative

This program is authorized by 42 U.S.C.13925 (b)(11). The primary purpose of the OVW Training and Technical Assistance (TA) Initiative is to provide direct TA to existing and potential grantees and sub-grantees to enhance and support their efforts to successfully implement projects supported by OVW grant funds. OVW's TA is designed to build and enhance the national capacity of civil and criminal justice system professionals and victim services organizations to respond effectively to sexual assault, domestic violence, dating violence and stalking and foster partnerships among organizations that have not traditionally worked together to address violence against women.

For additional information on the TA Initiative including what past TA cooperative agreements have accomplished with their grant funds and to view the TA Initiative performance measures and reporting data, see: <http://muskie.usm.maine.edu/vawamei/taprovidermain.htm>, http://muskie.usm.maine.edu/vawamei/attachments/graphicreports/taprovider/TA_GR_JJ14.pdf, and http://muskie.usm.maine.edu/vawamei/attachments/graphicreports/taprovider/TA%20Providers_GR_JD13.pdf.

Program Scope

Activities supported by the TA Initiative 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. All applicants must propose to predominantly serve the grant or sub-grant recipients or potential grant or sub-grant recipients of one or more OVW grant programs. OVW cannot support projects focusing on a group not eligible to receive funding through any of OVW's grant programs.

Purpose Areas

In FY 2017, funds under the TA Initiative may be used for the purposes identified in this solicitation. There are three categories of training and TA in FY 2017: [Targeted](#); [Competitive Comprehensive](#); and [Non-Competitive Comprehensive](#).

Applicants must submit separate and distinct applications for each purpose area for which they are applying. For example, an applicant interested in applying to provide training and technical assistance on culturally relevant services for communities of color should apply separately if it also wants to provide trial advocacy and/or litigation skills training for attorneys.

1. Targeted TA

The vast majority of OVW's training and technical assistance awards fall under the "targeted" category. These targeted purpose areas are typically discrete issue areas intended to provide OVW grantees with training and technical assistance related to a specific knowledge gap or promising practice. Targeted TA purpose areas are intended to provide in-depth TA on a narrow topic within one or more of the four crimes. In FY 2017, all Targeted TA awards are competitive and, as such, these applications will be subject to peer review and programmatic review. OVW may make awards to multiple organizations for a targeted purpose area, or may determine not to make an award for a targeted purpose area if there are no applications that effectively meet the purpose area or if there are not sufficient funds to fully support the purpose area.

2. Comprehensive TA

To promote the consistent delivery of TA for certain grant programs, professions, and core/critical areas, OVW has identified some projects as comprehensive. If OVW designates a project as comprehensive, it is eligible for an initial competitive award and non-competitive supplemental funding for a total award period of up to 5 years, provided there is acceptable performance by the TA provider. Demonstration initiative comprehensive awards are for the life of the demonstration initiative, provided the TA provider has demonstrated acceptable performance.

Each OVW Comprehensive TA award is competed every 5 years. Non-competitive supplemental funding for comprehensive technical assistance projects for the limited duration of 5 years balances OVW's need to maintain a continuity of core technical assistance with the need for fair and open competition. If sufficient funding remains in an active comprehensive award to extend the project's award beyond 5 years without supplemental funding, OVW may elect to extend the award period. However, the next anticipated funding cycle will be competitive. The projects listed on the [Non-Competitive Comprehensive Technical Assistance Awards](#) chart are still within their 5 year non-competitive award period.

Those applicants that have been identified as eligible for non-competitive comprehensive continuation funding will receive an e-mail invitation from OVW to apply for supplemental funding through the FY 2017 TA Initiative. Applications must be submitted by the March 14, 2017 deadline. The scope of each non-competitive comprehensive award will be based on the need to continue and/or enhance the project's goals and objectives. Additionally, [applicants submitting applications for a non-competitive comprehensive award must follow the same application requirements laid out below.](#)

OVW has identified some projects as effectively functioning as "resource centers" for certain topic areas (e.g. stalking). These projects do not focus on a specific grant program or profession but instead provide training and technical assistance across all OVW grant programs, disciplines, and potential grantees and sub-grantees. OVW-supported TA Resource Centers are expected to maintain robust websites with up-to-date information and resources on promising practices and implementation tools. Resource Center staff must be well-versed on the relevant

issues for the topic area and able to deliver effective subject matter training and technical assistance at the local, tribal, state, and national levels. Resource Centers should, at a minimum, provide OVW with a biennial report on progress to improve the nation’s handling of their subject area.

Note: OVW will support only the Comprehensive training and technical assistance projects identified in this solicitation. Applicants requesting to develop comprehensive technical assistance projects for issues other than those listed below will be removed from consideration. OVW also requests that applicants applying to provide targeted TA refrain from using the word “comprehensive” in their project titles.

For each FY 2017 purpose area, OVW has identified the amount of funding available to support TA efforts under that purpose area and the proposed project period. Applicants should **not** exceed the stated budget cap. OVW reserves the right to make awards for greater or lesser amounts and to make multiple awards addressing a single purpose area. Additionally, OVW reserves the right to not make an award for a specific purpose area.

Note: Applicants must be willing to work closely with OVW on the implementation of their projects, including the possibility of modifying project activities at OVW’s request in order to address an emerging issue.

FY 2017 Technical Assistance Initiative Targeted Purpose Areas

FY 2017 Targeted Training and Technical Assistance Purpose Areas			
Purpose Area	Purpose Area Content	Budget Cap	Required Minimum 3 Month Planning Period
1. Education and Training Development and Adult Learning	Provide training and technical assistance to OVW grantees to enhance their ability to design and deliver interactive education and training programs utilizing adult learning methods.	\$425,000/ 24 months	Yes
2. Serving LGBT survivors	Provide training and technical assistance to grantees and sub grantees on serving Lesbian, Gay, Bisexual, and Transgender (LGBT) victims (domestic violence, dating violence, sexual assault, or stalking).	\$150,000/ 12 months	No
3. Communities of Color	Providing training and technical assistance on culturally relevant services to STOP Administrators to enhance outreach and services to communities of color.	\$400,000/ 24 months	Yes
4. Training and TA focused on Sexual Assault in the Asian & Pacific Island Community	Provide training and technical assistance on sexual assault services to organizations currently serving and planning to serve victims/survivors of sexual assault from the Asian and Pacific Islander communities.	\$400,000/ 24 months	Yes

5. Language Access	Provide training and technical assistance to OVW grantees regarding Title VI of the Civil Rights Act, which requires OVW grantees to take reasonable steps to ensure that limited English proficiency (LEP) persons have meaningful access to their programs. This includes training and technical assistance on developing language access plans and the use and training of interpreters and translators in providing services to victims.	\$650,000/ 36 months	Yes
6. Immigration Law for Non-Lawyers	Provide training and technical assistance to enhance and expand the capacity of non-lawyer legal advocates, new immigration attorneys, and victim service organizations to assist victims with immigration issues, including training and technical assistance regarding Board of Immigration Appeals accreditation and recognition for non-lawyer legal advocates.	\$350,000/ 24 months	Yes
7. Basic and Advanced Immigration Technical Assistance	Provide basic and/or Intermediate training and technical assistance for advocates, attorneys, law enforcement, prosecution, law school clinics and judges on serving immigrant survivors, including the dynamics of domestic violence and sexual assault against immigrants; family law and immigration, benefits and other services available to immigrant victims; and the legal options for immigrant victims.	\$650,000/ 36 months	Yes
8. Advanced Immigration Law for Attorneys	Provide advanced training and technical assistance to immigration attorneys on complex immigration cases and remedies in the context of domestic violence and sexual assault.	\$400,000/ 24 months	Yes
9. LAV Technical Assistance	Provide OVW Legal Assistance for Victims (LAV) grantees wide-ranging, victim-centered training and technical assistance relevant to attorneys and advocates working with survivors of domestic violence, sexual assault, dating violence, and stalking. Training and technical assistance should include, but not be limited to: beginning and advanced trial skills institutes; in-person and web-based training on beginning and advanced custody litigation; training for attorneys on The Hague Convention on the Civil Aspects of International Child Abduction; training on utilizing expert witness testimony and/or serving as an expert witness; and providing individualized technical assistance to LAV grantees. It is expected that the applicant would need to partner with other organizations or experts to cover the breadth of the training and technical assistance that would be included in the project. The selected organization must	\$800,000/ 36 months	Yes

	have experience in conference planning and may be asked to coordinate annual new grantee orientations.		
10. Confidentiality and Privacy	Provide training and technical assistance to OVW grantees on the confidentiality and privacy needs of victims of domestic violence, dating violence, sexual assault, and stalking. Technical assistance should include the development of resources and tools, as well as individual consultations with grantees. The project must include a focus on addressing privacy issues for minor victims and victims on college campuses.	\$500,000/ 36 months	Yes
11. Nuisance Ordinances	Provide training and technical assistance around issues pertaining to the impact of nuisance ordinances on victims. Training and technical assistance should help attorneys, legal advocates, domestic violence advocates, and law enforcement improve knowledge and application of, and response to, the impact of nuisance ordinances in cases involving housing and domestic violence, sexual assault, dating violence, and stalking victims.	\$300,000/ 36 months	Yes
12. Economic Justice	Provide training and technical assistance to OVW grantees serving survivors of domestic violence, sexual assault, stalking, and dating violence regarding the issues of safety and economic security, to include but not limited to, legal advocacy, job development and the development of model job readiness and training programs, sustainability of employment, credit issues, identity security, and self-sufficiency.	\$400,000/ 24 months	Yes
13. Relocation and Identity	Provide targeted training and technical assistance on the issues of survivor relocation privacy and identity protection.	\$550,000/ 24 months	Yes
14. CPO Guide	Provide training and technical assistance for communities and targeted professionals, including judges, law enforcement officers, advocates, civil attorneys, and prosecutors, on implementing the provisions of the Civil Protection Orders: A Guide for Improving Practice (CPO Guidebook). Applicants interested in addressing this purpose area can contact OVW for a copy of the CPO Guidebook.	\$500,000/ 24 months	Yes
15. Training and Technical Assistance on How to Provide Effective Training to Courts	Provide training and technical assistance to Justice for Families grantees to enhance their ability to design and deliver education and training programs to court-based staff and those within the civil justice system utilizing adult learning methods.	\$200,000/ 24 months	Yes

16. Develop a Model Code on Custody and Domestic Violence	Convene a multi-disciplinary national working group to develop and draft a model code addressing custody and visitation as it relates to domestic violence. The technical assistance provider will be responsible for assisting with the drafting of the model code.	\$350,000/ 24 months	No
17. Custody Evaluator Training	Provide training for a research-based train-the-trainer curriculum for custody evaluators on working with families that might have a history of domestic violence, including those in which there are allegations of child sexual abuse.	\$250,000/ 24 months	No
18. Cultural Competency in Courts	Provide cultural competency training for courts that handle sexual assault, domestic violence, dating violence and stalking issues.	\$250,000/ 24 months	Yes
19. Improving Court Technology	Provide training and TA to Justice for Families grantees on implementing or improving technology and/or database systems with an emphasis on protecting victim confidentiality, and/or encouraging collaboration between court systems and supervised visitation/safe exchange centers.	\$250,000/ 24 months	Yes
20. Training for Courts on Dating Violence	Provide specialized training and technical assistance for judges and court personnel on teen dating violence that addresses: identifying teen dating violence in the courts, understanding risk and dangerousness, issuing effective orders of protection for teen victims, “Sexting” and electronic evidence, and holding teen offenders accountable while promoting rehabilitation and prioritizing victim safety.	\$450,000/ 24 months	Yes
21. Training for Judges and Prosecutors on Elder Abuse	Provide training and technical assistance for law enforcement, prosecutors or relevant officers of federal, state, tribal, territorial and local courts on elder abuse, neglect and exploitation, including sexual assault, domestic violence, dating violence and stalking for older adults.	\$500,000/ 24 months	Yes
22. Domestic Violence Court	Provide training and technical assistance to assist courts in establishing dedicated domestic violence courts and/or domestic violence dockets. Applicants should target the following OVW grant programs for this purpose area: Rural, Tribal, Improving Criminal Justice Response, and STOP sub grantees.	\$300,000/ 24 months	Yes
23. Supervised Visitation	Provide training and technical assistance to OVW Justice for Families and Tribal Government grantees providing supervised visitation and safe exchange services. Training and TA must include assisting	\$350,000/ 24 months	Yes

	grantees in enhancing collaboration between local, state and/or Tribal governments, courts, victim service organizations, and Supervised Visitation and/or Safe Exchange centers and aligning supervised visitation and safe exchange services with the Guiding Principles of the Supervised Visitation Program, which can be found here: https://www.justice.gov/sites/default/files/ovw/legacy/2008/08/06/guiding-principles032608.pdf .		
24. Supervised Visitation Center In-Depth Training	Provide intensive training to grantees on working in a supervised visitation setting with families that have a history of domestic violence.	\$250,000/ 24 months	Yes
25. Training and TA on Domestic and Sexual Violence and Military Personnel	Provide specialized training and technical assistance to prevent domestic violence homicides and suicides in the families of military personnel and veterans and to improve outcomes for individual military-related sexual assault and domestic violence victims and their families.	\$375,000/ 24 months	Yes
26. Corrections, Probation and Parole Officer TA	Provide specialized training and technical assistance to develop community correction strategies and enhance probation and parole officers' response to sexual assault, domestic violence, dating violence and stalking.	\$450,000/ 24 months	Yes
27. Domestic Violence Homicide Reduction	Provide specialized training and technical assistance on the implementation of a multi-disciplinary model designed to address high risk sexual assault, domestic violence, dating violence and stalking cases as a way to reduce and prevent homicide.	\$450,000/ 24 months	Yes
28. Immigration for Law Enforcement	Provide basic and advanced training and technical assistance for law enforcement officers and other first responders on immigration issues, to include a focus on U visa certifications and language access.	\$600,000/ 36 months	Yes
29. Law Enforcement – Sexual Assault	Provide training on sexual assault for law enforcement officers nationally, and that of providing technical assistance to communities/relevant professionals in assessing and improving policies, procedures and practices related to the investigation of and response to sexual assault, in order to improve law enforcement response.	\$500,000/ 36 months	Yes
30. Rural Law Enforcement	Provide basic and advanced training and technical assistance for law enforcement officers and other first responders serving rural communities on improving the response to and the investigation of sexual assault, domestic violence, dating violence and/or stalking.	\$450,000/ 24 months	Yes

	Technical assistance and training should address the needs of law enforcement officers, investigators and/or supervisors. Applicants should focus on the recipients and potential recipients of Rural, Improving Criminal Justice Response, and Tribal grantees and STOP subgrantees.		
31. Rural – Sexual Assault Services	Develop and enhance the capacity of rural communities to provide sexual assault services.	\$450,000/24 months	Yes
32. Rural – Child Sexual Assault Services	Provide training and technical assistance to develop and/or enhance the capacity of rural communities on providing direct services to child sexual assault victims.	\$300,000/24 months	Yes
33. Rural – Coordinated Community Response (CCR)	Provide basic and/or advanced training and technical assistance on a coordinated community response (CCR) to children, youth and adult victims of sexual assault, domestic violence, dating violence and/or stalking in rural areas or rural communities, including but not limited to developing, increasing and building partnerships, implementing a CCR or SART team and providing individual and system advocacy. NOTE: OVV may make multiple awards for this purpose area.	\$400,000/24 months	Yes
34. Coordinated Community Response	Conduct basic and/or advanced training and TA on innovative coordinated community response strategies (such as community assessments, safety and accountability audits, and institutional analyses) to assess and reform institutions' (e.g., law enforcement agencies, child protection services, courts, advocacy) responses to sexual assault, domestic violence, dating violence and stalking.	\$600,000/24 months	Yes
35. Blueprint for Safety	Provide advanced training and technical assistance on implementing the St. Paul Model Blueprint for Safety Program, a collaborative approach to confronting the issues of domestic violence in communities by providing individual and system advocacy within criminal justice agencies, which may include but is not limited to developing, increasing and building partnerships and implementing a coordinated community response team within the criminal justice system.	\$450,000/24 months	Yes
36. STOP – Sexual Assault	Provide training, technical assistance, and resources to STOP Administrators on sexual assault.	\$350,000/24 months	Yes
37. Forensics Exams	Provide training and technical assistance (TA) to states, localities, and health care providers to improve	\$500,000/24	Yes

	access to, and payment for, forensic exams for victims of sexual assault, including those who do not wish to report the crime at the time of the exam. The project should include a focus on how states can coordinate with health care providers to notify victims of the availability of forensic exams and processes around billing and payment that ensure victims do not bear out of pocket costs.	months	
38. National Protocol for Domestic Violence Medical Forensics Examination	Assist OVW with the development of a National Protocol for Domestic Violence (including strangulation) Medical Forensic Examinations. Assistance will include proposing a plan to get national input from relevant experts, organizing and hosting focus groups, drafting a proposed protocol, coordinating review of the draft protocol, and editing the protocol at OVW's direction.	\$400,000/ 18 months	Yes
39. Collaboration with Faith Based Organizations	Provide training and technical assistance on how to work with the faith communities and how to support the role of faith-based organizations to participate in a coordinated community response to domestic violence, sexual assault, stalking and dating violence.	\$500,000/ 24 months	
40. Campus Assessment and Strategic Planning	Provide training and TA to institutions of higher education on strategies to strengthen their evaluation and assessment of their respective violence against women programs and assist the campus program technical assistance providers based on the existing grant program TA model with tools and strategies to support effective TA delivery.	\$400,000/ 24 months	Yes
41. Tribal - Children and Youth	Provide culturally specific training and technical assistance to federally recognized tribes and tribal nonprofit organizations to effectively implement projects supported by OVW grant funds that address the needs of Native American Indian and Alaska Native children and youth.	\$300,000/ 24 months	Yes
42. Tribal - Transitional Housing	Provide training and technical assistance to enhance the capacity of Transitional Housing Programs in Indian country and supportive services for domestic violence and sexual assault survivors and/or to establish partnerships and other alliances for the provision of services to survivors, to include economic stability.	\$450,000/ 24 months	No
43. National Sexual Assault Conference	Provide training and resources at the National Sexual Assault Conference by supporting costs associated with plenary sessions, workshops and workshop tracks, and promote attendance by advocates from across the country, with priority on underserved communities,	\$285,000/ 36 Months	No

	through scholarships focused on covering travel related expenses.		
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Non-OVW Identified Targeted Purpose Area

OVW has made every attempt to include purpose areas addressing the range of training and technical assistance needs of OVW grantees. In FY 2017, in addition to the targeted training and technical assistance purpose areas identified above, OVW will accept applications for non-OVW Identified Targeted projects from previously funded OVW TA projects that meet the one of the following criteria: 1) neither the original recipient nor its project partner received a FY 2015 (36 month award) or a FY 2016 OVW TA award to perform similar work; 2) the current award has expired or will expire on or before September 30, 2017; or 3) the recipient does not have sufficient funds remaining to continue the project until April 30, 2018. Please note that this purpose area is not for new TA ideas and cannot be merged with any other purpose area into a single project. Given the limited funding available, applicants should carefully consider the need to utilize this option and are encouraged to review the TA2TA website (www.ta2ta.org) to ascertain whether or not OVW currently supports an active award addressing proposed project before expending time developing a proposal.

Applicants interested in addressing a Targeted Training and Technical Assistance purpose area not identified by OVW must adhere to the standard application requirements as well as the additional guidance below.

FY 2017 Non-OVW Identified Targeted Technical Assistance Purpose Areas			
Purpose Area	Purpose Area Content	Budget Cap	Required Minimum 3 Month Planning Period
44. Non-OVW Identified Targeted Technical Assistance Purpose Area	Applicants interested in submitting proposals for targeted training and technical assistance areas not identified above (#1-#43) must provide the following information in their proposals: a) additional strong justification regarding the need for the project, including how the project relates to an OVW grant program, special initiative, or priority; and b) how the need for the project was determined.	\$450,000/ 24 months	Yes

FY 2017 Competitive Comprehensive Technical Assistance Purpose Areas

Due to limited funding availability, some OVW grant award programs can support only one-year Competitive Comprehensive Technical Assistance awards while others can support multiple year awards.

OVW will support ONLY applications addressing the Competitive Comprehensive purpose areas below. Applicants requesting to provide technical assistance for purpose areas other than those listed below will be removed from consideration. OVW will make only one award for each Competitive Comprehensive purpose area.

FY 2017 Competitive Comprehensive Technical Assistance Purpose Areas		
Purpose Area	Purpose Area Content	Budget Cap
45. Transitional Housing Grant Program	To provide the following technical assistance for transitional housing grantees: convene new grantee orientations and voluntary services training (basic and advanced), review and provide technical assistance on transitional housing policies and procedures, and provide various options to proactively respond to technical assistance request (conference calls, on-site visits etc.)	\$600,000/ 24 months
46. Sexual Assault Services Culturally Specific Grant Program (SAS CSP)	Provide training and technical assistance to culturally specific nonprofit organizations in the implementation of their SAS CSP awards. Proposals must include training and technical assistance addressing all SAS CSP statutory purpose areas.	\$275,000/ 24 months
47. Tribal Sexual Assault Services Grant Program (TSASP)	Provide training and technical assistance to federally recognized tribes and tribal nonprofits in the implementation of their Tribal SASP awards. Proposals must include training and technical assistance addressing all Tribal SASP statutory purpose areas.	\$200,000/ 24 months
48. National Stalking Resource Center	Operate a national stalking resource center including offering training and technical assistance to build the capacity of service providers and civil and criminal justice system practitioners to address stalking. The project must also develop and disseminate resource materials and/or publications to expand the capacity of criminal justice systems	\$1,200,000/ 24 months

	and non-profit organizations to identify and respond to stalking cases. Additionally, the project should include the creation and management of a robust on-line resource related to stalking.	
49. National Clearinghouse for Domestic Violence Fatality Reviews	Develop a national clearinghouse for the collection, tracking, and analysis of reviews of domestic violence fatalities from fatality review teams nationally to inform policy developments regarding violence against women. Additionally, intense training and technical assistance should be provided to assist communities with developing and implementing domestic violence fatality reviews.	\$900,000/ 24 months
50. Student Conduct	Provide training and TA to institutions of higher education for student conduct personnel on trauma informed strategies to address campus sexual assault, domestic violence, dating violence and stalking in order to strengthen policy and develop protocols, training and core competencies for effective student conduct response.	\$600,000/ 24 months
51. Clery Act	Provide training and technical assistance to institutions of higher education to improve Clery Act reporting and record keeping for the crimes of sexual assault, domestic violence, dating violence and stalking on campus.	\$200,000/ 24 month
52. Campus Prevention	Provide basic and advanced training and TA to institutions of higher education on effective comprehensive prevention strategies based on demonstrated experience providing national expertise on research informed or evidence based campus VAW prevention strategies.	\$600,000/ 36 months
53. Campus CCR	Provide training and TA to diverse institutions of higher education on establishing and implementing an	\$500,000/ 36 months

	effective coordinated community response approach to campus sexual assault, domestic violence, dating violence and stalking.	
54. Advocacy	Provide training and technical assistance to advocacy programs addressing violence against women. The project must be comprehensive in scope, supporting advocates from all OVW grant programs. The project should include in-person and remote training and technical assistance opportunities, as well as a forum for advocates to learn from each other. The project should focus not only on strengthening skills for advocates, but also on understanding the role of advocacy in a coordinated community response and in the lives of victims. Proposed budgets must include scholarships to support travel for approximately 20% of participants.	\$1,000,000/ 24 months
55. Prosecution	Prosecution specific comprehensive training and technical assistance related to sexual assault, domestic violence, dating violence, and stalking.	\$500,000/ 12 months
56. Tribal Institute	Establish basic and/or advanced training for tribal communities, including court personnel, advocates, prosecutors, judges, and law enforcement officers who work in Indian country. Applicants will develop and implement culturally specific training and technical assistance addressing the challenges tribal criminal justice systems and communities face when addressing domestic violence, sexual assault, dating violence, stalking, and sex trafficking.	\$500,000/ 24 months

Non-Competitive Comprehensive TA

For continuation of the following Non-Competitive Comprehensive Technical Assistance projects, the amount of funding available is determined by the “source” program(s), the statutory cap on the amount that can be set-aside from the source program(s), and the expected scope of work. Applicants should work with their OVW program specialist to determine the budget amount and project period.

FY 2017 Non-Competitive Comprehensive TA
Consolidated Youth Grant Program
Tribal Governments Grant Program
Disability Grant Program
Improving Criminal Justice Responses to Sexual Assault, Domestic Violence, Dating Violence, and Stalking Grant Program
Training and Technical Assistance to Technical Assistance Providers
Family Court Demonstration Initiative
Domestic Violence Homicide Prevention Demonstration Initiative

Mandatory Program Requirements

Unless otherwise noted in the [Targeted Technical Assistance purpose areas](#) chart, all applicants for the FY 2017 TA Initiative must include a minimum of a 3 month planning period with their OVW Program Specialist and project partners. A planning period is required of all Competitive Comprehensive applicants. The planning period must be incorporated in the project timeline under the Project Narrative "[What Will Be Done](#)" section and should include a description of the activities proposed during the planning period.

Activities that Compromise Victim Safety and Recovery

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

1. Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health 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. Partnering with individuals or organizations that support/promote practices that compromise victim safety and/or minimize offender accountability;
7. Training and technical assistance that does not reflect an understanding of violence against women, and the experiences of survivors;
8. Training and technical assistance that fails to incorporate the experiences and unique needs of underserved communities; and
9. Training and technical assistance that includes/promotes practices that re-victimize survivors.

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."

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 of the program scope, and they will not be supported by TA Initiative funding.

1. Research projects (This does not include program assessments conducted only for internal improvement purposes. See “Research and Protection of Human Subjects” in the [Solicitation Companion Guide](#)).
2. Direct victim services and justice system interventions: OVW’s TA Initiative funds are intended to support educational opportunities, advice, and guidance for OVW grantees and potential grantees. They are not meant to support law enforcement activities, legal representation, direct services, or other interventions.

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

Unallowable Activities

OVW has determined the activities listed below to be out unallowable, and they will not be supported by TA Initiative funding.

1. Lobbying;
2. Fundraising;
3. Purchase of real property;
4. Physical modifications to buildings, including minor renovations (such as painting or carpeting); and
5. Construction.

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

B. Federal Award Information

Availability of Funds

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. There is no guarantee that funds will be available in the future. [Targeted and Comprehensive Technical Assistance](#) proposals that require continuation funding in order to complete project activities may receive a deduction in points or be removed from further consideration during programmatic review. 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

FY 2017 Targeted Technical Assistance Purpose Areas

Award periods for these cooperative agreements will generally be 12, 24, or 36 months. Budgets must reflect 12, 24, or 36 months of project activity, and the total “estimated funding” on the SF-424 must reflect 12, 24, or 36 months. Generally, the award period will start on October 1, 2017.

Note: Please refer to the [FY 2017 Targeted Technical Assistance Purpose Areas](#) chart for guidance on the award period for each purpose area.

FY 2017 Competitive Comprehensive Technical Assistance Purpose Areas

Award periods for these cooperative agreements will generally be 12, 24, or 36 months. Budgets must reflect 12, 24, or 36 months of project activity, and the total “estimated funding” on the SF-424 must reflect 12, 24, or 36 months. Generally, the award period will start on October 1, 2017.

OVW-designated comprehensive technical assistance projects may receive up to a total of 5 years of funding. Applicants selected to serve as comprehensive TA providers are eligible to receive an initial award for up to 24 months (depending on available funding) with the understanding that they can apply non-competitively for supplemental funding to support the remainder of the 5 year period and that future non-competitive awards will be made at the discretion of the OVW Director and are dependent on successful performance and available funding from the source programs. Note: while most comprehensive training and technical assistance awards will be made for 24 months, some comprehensive technical assistance awards will be made for shorter or longer duration(s) depending on the amount of TA funding available under the source program(s).

Note: Please refer to the [FY 2017 Competitive Comprehensive Technical Assistance Purpose Areas](#) chart for guidance on the award period for each purpose area.

FY 2017 Non-Competitive Comprehensive Technical Assistance Purpose Areas

Technical assistance projects designated by OVW as eligible for non-competitive supplemental funding in FY 2017 will receive a separate email invitation from OVW to apply for a supplemental award. Non-Competitive Comprehensive applications must be submitted through this solicitation by the deadline of March 14, 2017. Award periods will range from 12 to 36 months and will depend on the number of months remaining in the organization’s 5-year comprehensive TA provider designation, the availability of funding from the source program(s), and the applicant’s past performance as a comprehensive TA Provider.

Note: Each comprehensive provider should work with its OVW program specialist to determine the length of their supplemental award.

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.

In FY 2017, OVW has identified the funding available for each purpose area. Applicants should adjust their funding requests accordingly. Proposals exceeding the identified budget cap for an individual purpose area may receive point deductions during the review process.

Applicants should carefully consider the resources needed to successfully implement the proposed project and present a realistic budget that accurately reflects project costs. OVW has limited funds available to support technical assistance, and therefore, **all applicants should be mindful and carefully consider all costs when developing their proposed budgets.** 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 TA Initiative typically makes awards in the range of \$150,000 - \$800,000 for targeted technical assistance and in the range of \$250,000 - \$1,200,000 for comprehensive technical assistance depending on the funding source program(s). OVW estimates that it will make up to 62 awards for an estimated \$31,000,000.

Awards will be made as cooperative agreements. Cooperative agreements are a form of award when OVW expects to have ongoing substantial involvement in award activities. For this program, the substantial involvement includes, but is not limited to, participating in the development of agendas and approving final agendas; reviewing and approving faculty, products and curriculum; and identifying participants for training and technical assistance activities.

Note: OVW strives to deliver training and technical assistance that reflects current research on effectively responding to domestic violence, sexual assault, dating violence, human trafficking, and stalking, and the needs of OVW grantees and sub-grantees. Applicants should be prepared to exercise flexibility in project implementation and direction throughout their awards.

Types of Applicants

In FY 2017, OVW will accept applications for the TA Initiative from the following:

New: applicants that have never received funding under the TA Initiative or current recipients of training and technical assistance awards that propose to address a new purpose area included in the FY 2017 TA Initiative solicitation.

Continuation: applicants that have an existing or recently closed (within the last 12 months) award under the TA Initiative for a purpose area included in the FY 2017 TA Initiative solicitation, including applicants submitting a proposal for non-competitive comprehensive awards.

Additionally, continuation applicants with a substantial amount (over 60%) of remaining funds at the time of application submission for the specific purpose area and without adequate justification for the substantial amount of funds remaining 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

Eligible Entities for this program are national, tribal, statewide or other nonprofit organizations, and in limited circumstances institutions of higher education, with the capacity to provide national training and technical assistance. Eligible applicants must have the capacity to provide training and technical assistance on a national level. In rare circumstances, OVW will support state, local or tribal governments or governmental agencies (e.g., police departments, prosecutor's offices, or probation departments), or local non-profit organizations. However, in such circumstances, those entities must describe in detail their demonstrated history of providing training and technical assistance, and documentation that they have delivered training and TA to a national audience.

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 TA Initiative.

Cost Sharing or Match Requirement

This program has no match or cost sharing requirement.

Other Program Eligibility Requirements

There are no additional eligibility requirements for the TA Initiative. All certification and other eligibility-related documents must be current and developed in accordance with the FY 2017 TA Initiative solicitation.

Limit on Number of Applications Submissions

An applicant can only submit one application per organization in response to each purpose area. If an applicant submits multiple versions of the same application for a purpose area, OVW will review only the most recent system-validated version submitted before the deadline. Applicants submitting multiple applications should clearly distinguish the purpose area for each application and use distinguishable project titles for each application. It is not the responsibility of OVW to match submitted applications to the purpose area.

D. Application and Submission Information

Address to Request Application Package

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

Content and Form of Application Submission

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

Letter of Registration

Applicants intending to apply for FY 2017 funding under this program are strongly encouraged to submit a letter of registration. The letter should state that the applying organization is registered and current with SAM and with [Grants.gov](http://www.justice.gov/ovw). The letter should be submitted to OVW at OVW.TechAssistance@usdoj.gov by February 24, 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. Applicants should include in the Letter of Registration the number of the specific Targeted and Competitive Comprehensive purpose

area(s) their organization anticipate submitting an application for in FY 2017. See [Appendix B](#) for a sample Letter of Registration.

Pre-Application Information Session

OVW will conduct one Pre-Application Information Session. During this session, OVW staff will review the TA Initiative solicitation requirements, review the solicitation, and will address questions submitted via email prior to and during the conference call. Participation in this session is optional. The session is tentatively scheduled for:

- Monday, February 13, 2017 from 2:00 p.m. – 3:30 p.m. ET

Anyone interested in submitting an application to the TA Initiative may register to participate in a pre-application information session. Interested participants from the same agency/jurisdiction are strongly encouraged to participate together so that as many organizations as possible may join the session. OVW reserves the right to deny multiple registrations from a single agency/jurisdiction. After the completion of the Pre-Application Information call, the transcript will be posted on the OVW website with the FY 2017 TA Initiative solicitation.

To register, please contact email OVW.TechAssistance@usdoj.gov. Registration must be received at least 3 days prior to the start of the session. Please email any questions to prior and during the pre-application call to OVW.TechAssistance@usdoj.gov.

Application Contents

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

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

Formatting and Technical Requirements

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

1. Double spaced (Project Abstract, Summary Data Sheet and charts may be single space)
2. 8½ x 11 inch paper
3. One-inch margins
4. Type no smaller than 12 point, Times New Roman font
5. Page numbers
6. No more than 20 pages for the Targeted Technical Assistance Project Narrative and no more than 25 pages for the Competitive Comprehensive 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. Letters of Support

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 20 or 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](#). Submission of the required table does not count toward the page limit for the Summary Data Sheet
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 below must be provided in a table using the format found in [APPENDIX D](#). Failure to provide the required table will result in a loss of points. Submission of the required table does not count toward the page limit for the Summary Data Sheet.
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 Related to Executive Compensation](#)" section. The percentage of grant activities, should the application be funded, that will address each of the following issues:

- Sexual assault;
- Domestic violence;
- Dating/teen dating violence; and/or
- Stalking;

The total percentage of grant activities should not exceed 100%.

9. The title of the proposed project.
10. Indicate whether the application is addressing a Targeted or a Comprehensive purpose area. Identify the specific purpose area by number and purpose area title. Applicants should address only one technical assistance purpose area in a single application and should not modify a purpose area.
11. The intended audience (include which grant program recipients or disciplines will be the focus of the project's training and technical assistance).
12. Duration of the project (i.e., 12, 24, 36 months).
13. The award amount requested. For Competitive Comprehensive Purpose Area applicants, please include projected 5-year costs, as well as funding being requested for the initial award period (12 or 24 months as stated in the purpose area section).
14. List all project partners (organization names and/or individual consultants).

Continuation applicants that have a substantial amount of remaining funds at the time of the application submission without adequate justification may not be considered for funding in FY 2017.

Proposal Abstract

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

Status of Current Project

Applicants applying for continuation of a Targeted, Competitive, and Non-Competitive purpose area should provide a short summary (no more than 5 pages double spaced; this will not count toward the 20 or 25 page limit for the Project Narrative) of the status of the current project, including the goals of the current project, the activities that were conducted during the current project period (including trainings and webinars), list of deliverables completed or in review process, and the estimated number of individuals and organizations that the project has provided TA and training to during this project period. This document will not be scored; however, it may be reviewed as additional background during the review process.

Project Narrative (65 Points Total)

The Project Narrative may not exceed 20 pages for targeted technical assistance applications and 25 pages for comprehensive technical assistance applications in length, double-spaced. The Project Narrative must include the following three sections: Purpose of the Application,

What Will Be Done, and Who Will Implement. Please address in each section the criteria set forth below.

Purpose of Application (10 points)

This section must:

1. Identify the targeted or comprehensive technical assistance purpose area the project addresses.
2. Describe the need for the technical assistance, including the gaps in service provision and/or the justice system response that will be addressed by the training and technical assistance.
3. Describe the intended audience for the technical assistance, including the grant program, audience, or profession. Please explain the relationship between the intended audience and the stated area of need.
4. Describe the populations that may be served, 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.
5. Estimate of the number of individuals, agencies, and/or jurisdictions that would receive training and technical assistance under this project.
6. Describe the expected impact that the proposed technical assistance will have on the identified gaps and the target audience.
7. Describe a practice that compromises victim safety, relevant to the purpose area being addressed. Include an explanation of how the proposed training and technical assistance will address the specific victim safety issue.
8. Explain the expected impact or outcome of the project.

What Will Be Done (30 points)

Targeted and Comprehensive applications must provide a clear link between the proposed activities and the need identified in the "[Purpose of Application](#)" section.

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. Provide a detailed description of the activities that will be undertaken to accomplish the project goals and objectives and how these activities clearly address the training and technical assistance purpose area identified.
2. For each gap identified under the "[Purpose of Application](#)" section describe the impact of current or previous efforts to address the gap, including lessons learned and promising practices identified.
3. For each gap identified, provide a detailed description of the strategies, including technical assistance delivery methodologies that will be undertaken to address the gap and explain why that strategy has been selected. If the applicant proposes on-site assistance with OVW grantees, describe the capacity and experience to do so.
4. Explain why a particular delivery method is appropriate for the target audience or profession and for the proposed purpose area.
5. Provide examples of experience the applicant or its project partners have had using each proposed technical assistance delivery method in the last 5 years.

6. Describe and justify any and all products that will be developed, including a timeline and plan for the development and dissemination of each product. The justification must explain the correlation between each proposed product and the gaps identified in the purpose of the application.
7. 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. The plan must be responsive to the proposed technical assistance delivery methods identified in the application. The applicant and OVW will work together to ensure that the appropriate accommodations are made and to ensure that sufficient funds have been budgeted for this purpose.
8. Provide a corresponding timeline for the completion of each activity. Include in the timeline the estimated number of each deliverable (e.g. number of focus groups, webinars, and on-site technical assistance opportunities). An applicant applying for a Competitive Comprehensive Technical Assistance purpose area must provide a detailed timeline for the initial project period included in the [Competitive Comprehensive Technical Assistance purpose area chart](#) and a general timeline for the remainder of the 5 years of the proposed project. Unless otherwise noted in the Targeted Training and Technical Assistance purpose areas chart, all applicants for the FY 2017 TA Initiative must include in their timeline a minimum of a 3-month planning period with their OVW Program Specialist and project partners. A planning period is required of all Competitive Comprehensive applicants.

Who Will Implement the Project (25 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. Provide the lead applicant's mission statement.
2. Describe the organization's philosophy concerning violence against women, including its understanding of emerging issues, best practices, and activities that compromise victim safety.
3. Describe the capacity of the organization/s to undertake the project including the number of staff, applicants, and project partner(s) that will be devoted to the project.
4. Identify the organizations and individuals who will implement the project and describe the role of each. Provide the percentage of time each individual will devote to the project, and the specific activities in which each individual will participate.
5. Provide the qualifications and experience of proposed staff/consultants.
6. If an applicant proposes to hold any in-person meetings which necessitate logistical planning, the application must indicate if an outside planner will be hired. If no outside planner will be hired, the application must document that the applicant or a project partner is the most cost-effective means of obtaining conference logistical services.

Budget Detail Worksheet and Narrative (15 Points)

All applications must include a detailed budget and budget narrative. A sample Budget Detail Worksheet is available in [Appendix A](#). When preparing the Budget Detail Worksheet and Narrative, please use the Sample Budget Detail Worksheet as a guide and be sure to include all necessary budget categories as outlined in the Worksheet. Also, keep in mind that budgetary

requirements vary slightly among programs. Applicants must read the solicitation closely to determine the requirements of the budget and budget narrative for each OVW program. Additionally, the budget must adhere to the [DOJ Financial Guide](#).

Award Period and Amount

Applicants should carefully consider the resources needed to successfully implement the project and present a realistic budget that accurately reflects project costs. OVW has limited funds available to support technical assistance, and therefore, all applicants should be mindful and carefully consider all costs when developing their proposed budgets. Funding levels under the Training and Technical Assistance Initiative for FY 2017 are provided with each purpose area.

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

Note: Please refer to the [Targeted Training and Technical Assistance purpose areas](#) and the Competitive Comprehensive Technical Assistance purpose areas charts for guidance on the award period and amount. [Non-Competitive Comprehensive](#) applicants should work with their OVW program specialist to determine the budget amount and project 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.

Budgets for projects that include STOP Formula Program grantees and subgrantees in the intended audience must include scholarship funds to support participant travel.

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. The budget must adhere to the DOJ Financial Guide.

Note: All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. Funding is not guaranteed. Applicants should be aware that the amount of technical assistance funding available under each program does vary and should take this under consideration when developing their technical assistance proposal (e.g., larger programs may have more technical assistance funds available to serve a larger number of grantees).

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."

The budget also must:

1. Include funds to attend OVW-sponsored training and technical assistance in the amount of \$7,500 for states and \$10,000 for territories, Hawaii and Alaska. Please see "[Training and Technical Assistance](#)" in the Funding Restrictions section of the solicitation.
2. Include a budget narrative that supports and justifies all proposed costs and provides a clear link between specific project activities and proposed budget items.
3. Include a budget that reflects all costs related to implementing the proposed project and provides calculations for all costs.
4. Provide an explanation of proposed expenses that is detailed, complete, reasonable and within established limits.
5. Exclude any unrelated or out-of-scope costs for the proposed project.

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

Memorandum of Understanding (MOU) (10 Points Total)

For the purposes of this solicitation, the Memorandum of Understanding (MOU) is a document containing the terms of the partnership and the roles and responsibilities between the applicant and one or more organizations or individuals to ensure the appropriate expertise is available to implement the project successfully. OVW believes that appropriate collaborations enhance the effectiveness of training and technical assistance projects just as they enhance local interventions. OVW also believes that effective partnerships can enhance the diversity and depth of overall TA delivery. Therefore, OVW requires all potential TA providers to enter into an MOU with key project partners who will bring the necessary substantive expertise to the project. Key partners include any partners that will play a significant role in the development and/or implementation of the project, regardless of compensation. Any project partner receiving funds under the proposal is considered a key partner in the implementation of the project. Proposals without any key project partners may provide an explanation for foregoing an MOU; however, such applications run the risk of losing all or some of the 10 points assigned to the MOU. Letters of support or commitment will not be considered in place of an MOU or an explanation for foregoing an MOU.

The MOU should be a single document and should be signed and dated by the Authorized Representative of each proposed partner agency and/or individual contractor/consultant during the development of the application. If necessary, an MOU can include multiple signature pages so long as each page includes the names and titles of all signatories on each signature page. For example, a project with eight partners might submit an MOU with eight signature pages. Each signature page would include the names and titles of the authorized representative of the eight partners. However, each page might have the signature of only one partner. The key point is to ensure that all partners are aware of all other partners and that the application includes a signed sheet from each partner.

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. Include any key project partners and all project partners receiving funds from this proposal.
3. Clearly state the roles and responsibilities each partner will assume to ensure the success of the proposed project.
4. Describe the expertise each partner brings to the project, and each of their commitment to the collaboration.
5. Describe how this project intersects with at least one other OVW or Non-OVW training and technical assistance project the lead applicant and/or MOU partners have or are applying for in FY 2017.

Letters of Support (5 Points Total)

Applicants must include at least one but no more than two letters of support from a previous recipient(s) of their training and/or TA.

A Letter of Support must:

1. Identify the purpose of the training and/or technical assistance that the letter's writer received from the applicant and/or key project partner of the applicant.
2. Include the date on which the most recent training and/or TA was provided to the letter's writer.
3. The extent to which the training and/or TA was helpful in improving and/or enhancing their services to victims.

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.**

Registration	Where to Register	Deadline
DUNS	DUNS	February 24, 2017
SAM	SAM	February 24, 2017
Grants.gov	Grants.gov	February 24, 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 February 24, 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 March 14, 2017.

Application Action	Contact Information	Date
Solicitation	Grants.gov and OVW Website	Once the solicitation is released January 30 – March 14, 2017
Request Permission to Submit a Hardcopy Application Due to Lack of Internet	For applicants who cannot submit an application electronically, please contact the TA Initiative Program at 202-307-6026 or at OVW.TechAssistance@usdoj.gov .	February 24, 2017

Access.		
Confirmation of Application	<p>Grants.gov</p> <ol style="list-style-type: none"> 1. The Authorized Organization Representative (AOR) should closely monitor their email for any notification from 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. 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>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>March 14, 2017</p> <p>*Applicants are strongly encouraged to begin the application submission process at least 48 hours but no later than 24 hours before the deadline.</p>

All applications will be submitted electronically. The deadline for submitting applications in response to this solicitation is **11:59 p.m. E.T. on March 14, 2017**. Applications submitted after **11:59 p.m. E.T. on March 14, 2017** will not be considered for funding. Applicants experiencing difficulties submitting an application should refer [Experiencing Technical Difficulties During Submission](#) in the chart below.

OVW Policy on Duplicate Applications

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

OVW Policy on Late Submissions

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

Step	Timeline	Action
Experiencing Technical Difficulties Prior to or During Application Submission	<p>Prior to the application deadline, the applicant must contact the Grants.gov Customer Support Hotline at 1-800-518-4726, or support@grants.gov, 24 hours a day, 7 days a week, except on Federal holidays. OR the [OVW GMS Support at 1-866-655-4482, or OVW.GMSSupport@usdoj.gov if the application is being submitted through GMS].</p> <p>Contact the TA Initiative Program at 202-307-6026 or at OVW.TechAssistance@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>	Prior to the application deadline March 14, 2017
Request Permission to Submit a Late Application.	<p>Within 24 hours after the application deadline, the applicant must email the following information to the TA Initiative Program at OVW.TechAssistance@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>	Within 24 hours after the deadline March 14, 2017
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 TA Initiative Program at</p>	It is anticipated that decisions will be made within two weeks from the application deadline.

	202-307-6026 or OVW.TechAssistance@usdoj.gov for information on the request.	
Extraordinary Natural or Manmade Disasters	In cases of extraordinary natural or manmade disasters, such as extreme weather emergencies or terrorist acts, applicants may request to submit applications to the TA Initiative Program at 202-307-6026 or OVW.TechAssistance@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.	Up to 7 calendar days after the application deadline.

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 February 24, 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 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.

Budget clearance does not constitute prior approval to hold a conference. Recipients must seek approval of these costs through the conference approval process.

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

Budget clearance does not constitute prior approval of food and beverage costs. Recipients must seek approval of these costs through the conference approval process.

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 \$7,500 to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers, as well as to support travel costs to OVW directed meetings, roundtables, and orientations. Applicants are encouraged to allocate more funding for travel based on the number of proposed staff and project partners, as well as consideration for the length of the proposed project period. Applicants from Alaska, Hawaii, and United States Territories should allocate \$10,000 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. Grantees may use funds to assess their work for quality assurance and program improvement purposes only. This could include surveying training participants about the quality of training content and delivery or convening discussion forums with key stakeholders. Grantees may not collect, analyze, or disseminate any information that would disclose the identity of an individual. To determine if an activity is considered human subjects research, which is not a permitted use of grant funds, applicants can refer to the OJP decision tree:

<http://ojp.gov/funding/Apply/Resources/ResearchDecisionTree.pdf>.

Pre-Agreement Cost Approval

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

Other Submission Requirements

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

After applicants obtain their DUNS number and register with SAM, they can begin the [Grants.gov](#) registration process. In order to apply for a grant, the applying organization must complete the [Grants.gov](#) registration process prior to beginning an application for a federal grant. Complete instructions can be found at [Grants.gov](#). **The registration process can take**

between three and five business days or as long as four weeks if all steps are not completed in a timely manner. Please note that Grants.gov is not the Office of Justice Programs' (OJP) Grants Management System (GMS). If applicants experience difficulties at any point during this process, they should call the [Grants.gov](http://www.grants.gov) Customer Support Hotline at **1-800-518-4726**.

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

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

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

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

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

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

Downloading a Grant Application Package

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

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

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

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

Completing the Grant Application Package

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

Submitting the Completed Grant Application Package

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

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

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

E. Application Review Information

Criteria

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

1. Summary data sheet: (5) points
2. Project narrative: (65) points, of which
 - A. Purpose of the project: (10) points
 - B. What will be done: (30) points
 - C. Who will implement: (25) points
3. Budget narrative and detail worksheet: (15) points
4. MOU: (10) points
5. Letters of Support: (5) points

Review and Selection Process

Peer Review

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

Programmatic Review

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

1. Activities that compromise victim safety and recovery (deduct up to 15 points)
2. Out-of-scope activities (deduct up to 10 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 TA Initiative 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 TA Initiative Unit at OVW.TechAssistance@usdoj.gov or (202) 307-6026.

H. Other Information

Application Checklist

Applicants must submit a fully executed application to OVW, including all required supporting documentation. OVW will not contact applicants for missing items. Additionally, if an applicant plans to submit an application under any other OVW grant program this fiscal year, please ensure that only documents pertinent to this solicitation are included with this application. OVW will not redirect documents that are inadvertently submitted with the wrong application (e.g. a Rural letter submitted with a Transitional Housing Program Application will not be transferred to the Rural application)

Application Document	Date Completed
1. Letter of Registration	
2. Summary Data Sheet	
3. Status of Current Project	
4. Project Narrative	
5. Purpose of the Application	
6. What Will Be Done	
7. Who Will Implement	
8. Proposal Abstract	
9. Budget Detail Worksheet and Narrative	
10. Memorandum of Understanding (MOU)	
11. Letters of Support	
12. Application for Federal Assistance: SF 424	
13. Standard Assurances and Certifications	
14. Disclosures of Process Related to Executive Compensation	
15. Confidentiality Notice Form	
16. Letter of Nonsupplanting	
17. Financial Accounting Practices	
18. Applicant Financial Capability Questionnaire (new nonprofits only)	
19. 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: \$ 0

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].

Additionally, [Insert Applicant Name] anticipates submitting applications for the following FY 2017 Technical Assistance Initiative Targeted and Competitive Comprehensive purpose areas: [insert the assigned number as listed in the solicitation of the purpose areas you anticipate applying for].

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 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.]