



OVW Fiscal Year 2012

Grant Program Solicitation Reference Guide

CONTENTS

| | |
|--|-------|
| Overview of the Office on Violence Against Women | p. 3 |
| Deadlines | p. 3 |
| Eligibility | p. 4 |
| How to Apply | p. 8 |
| Application Contents | p. 11 |
| Additional Requirements | p. 15 |
| Types of Awards | p. 26 |
| Monitoring Grant Awards | p. 26 |
| Reporting Fraud, Waste, Error, and Abuse | p. 27 |
| Appendix A – Guidelines for Successful Writing of OVW Grants | p. 28 |
| Appendix B – Glossary of Terms | p. 31 |

Overview of the Office on Violence Against Women

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 domestic violence, dating violence, sexual assault 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, and others, OVW grants help provide victims with the protection and services they need to pursue safe and healthy lives, while improving communities' capacity to hold offenders accountable for their crimes.

OVW has developed this Grant Program Solicitation Reference Guide to help potential grantees apply for all current OVW programs. Please keep in mind, however, that this Guide is not a substitute for any of OVW's program-specific solicitations or any of the applicable statutes, regulations, or policies that govern OVW's programs. Applicants are responsible for reading each solicitation in its entirety and for following the instructions set forth in each solicitation.

Deadlines, Project Periods, and Budget Caps

Please refer to the current solicitations posted on OVW's website, www.ovw.usdoj.gov, for the most up-to-date information on deadlines, project periods and budget caps.

| Solicitation Release Dates | | | | |
|---|---------------------|----------------------|---|---|
| | Anticipated Release | Anticipated Deadline | Project Period | Budget Caps |
| <i>OVW Grant Program</i> | | | | |
| Abuse in Later Life Program | TBD | TBD | 3 years | \$400,000 |
| Campus Grant Program | TBD | TBD | 3 years | \$300,000 for single campus; \$500,000 for consortia |
| Culturally and Linguistically Specific Services for Victims Program | TBD | TBD | 2 years | \$150,000-\$300,000 |
| Disability Grant Program | TBD | TBD | 3 years for new; 2 years for continuation | New: State - \$700,000 Local - \$550,000 Continuation: State - \$550,000 Local - \$400,000 |
| Grants to Encourage Arrest Policies and Enforcement of Protection Orders | TBD | TBD | 2 years | \$400,000- \$1,000,000 depending on the population of the service area |
| Legal Assistance for Victims Grant Program | TBD | TBD | 2 years | \$400,000-\$600,000 depending on the number of counties served |
| Rural Grant Program | TBD | TBD | 3 years | None |
| Sexual Assault Services Program (SASP): Formula Grants to States and Territories | TBD | TBD | 2 years | N/A |

| | | | | |
|---|-----|-----|--|--|
| SASP: Grants to Culturally Specific Programs | TBD | TBD | 3 years | \$300,000 |
| Tribal SASP¹ | TBD | TBD | 3 years | \$300,000 |
| State Coalitions Grant Program | TBD | TBD | 1 year | N/A |
| STOP Grant Program | TBD | TBD | 2 years | N/A |
| Safe Havens: Supervised Visitation Grant Program | TBD | TBD | 3 years | New applicants- \$400,000 Previous grantees- \$350,000-\$650,000 depending on the number of sites |
| Transitional Housing Grant Program | TBD | TBD | 3 years | \$250,000 |
| Grants to Tribal Domestic Violence and Sexual Assault Coalitions Program | TBD | TBD | 2 years | \$150,000-\$300,000 |
| Grants to Indian Tribal Governments Program¹ | TBD | TBD | 3 years | \$450,000-\$900,000 |
| Court Training and Improvements Program | TBD | TBD | 2 or 3 years depending on type of project | \$50,000-\$450,000 depending on the type of project as outlined in the solicitation |
| A grant program that will provide services to advocate for and respond to youth victims of domestic violence, dating violence, sexual assault, and stalking; assistance to children and youth exposed to such violence; programs to engage men and youth in preventing such violence; and assistance to middle and high school students through education and other services related to such violence. | TBD | TBD | TBD | TBD |

Eligibility

The chart below provides an overview of program eligibility. Each program's solicitation will have the most current eligibility for the relevant fiscal year. Applications that are submitted by non-eligible entities will be removed from further consideration during an initial review process. With the exception of tribal coalitions, individuals are **not** eligible to apply for any OVW Programs.

¹ Solicitation released as part of the Coordinated Tribal Assistance Solicitation.

Eligible Applicants

| OVW Grant Program | States and Territories | Indian Tribal Governments | Units of Local Government | Courts | Nonprofit, Victim Services Organizations | State and Territorial Coalitions | Tribal Coalitions | Community Based Organizations² | Other |
|---|-------------------------------|----------------------------------|----------------------------------|---------------|---|---|--------------------------|--|---|
| Abuse in Later Life Program | X | X | X | | X | X | X | | |
| Campus Grant Program | | | | | | | | | Institutions of higher education |
| Culturally and Linguistically Specific Services for Victims Program | | | | | | | | X | Community-based non-profit organizations whose primary purpose is providing culturally and linguistically specific services |
| Disability Grant Program | X | X | X | | X | X | X | | |
| Grants to Encourage Arrest Policies and Enforcement of Protection Orders | X | X | X | X | | | | | |
| Legal Assistance for Victims Grant Program | | X | | | X | X | X | | Organizations not acting in a governmental capacity (e.g., law schools) |
| Rural Grant | X | X | X | | X | X | X | | Must propose to serve a statutorily |

² As defined in 42 U.S.C. 13925.

| OVW Grant Program | States and Territories | Indian Tribal Governments | Units of Local Government | Courts | Nonprofit, Victim Services Organizations | State and Territorial Coalitions | Tribal Coalitions | Community Based Organizations² | Other |
|---|-------------------------------|----------------------------------|----------------------------------|---------------|---|---|--------------------------|--|---|
| Program | | | | | | | | | defined rural area |
| Sexual Assault Services Program (SASP): Formula Grants to States and Territories | X | | | | | | | | |
| SASP: Grants to Culturally Specific Programs | | | | | X | | | | |
| Tribal SASP | | X | | | | | | | |
| State Coalitions Grant Program | | | | | | X | | | |
| STOP Formula Grant Program | X | | | | | | | | |
| Safe Havens: Supervised Visitation Grant Program | X | X | X | | | | | | |
| Transitional Housing Grant Program | X | X | X | | X | X | X | | |
| Grants to Tribal Domestic Violence and Sexual Assault Coalitions Program | | | | | | | X | | Individuals and organizations proposing to create tribal coalitions |

| OVW Grant Program | States and Territories | Indian Tribal Governments | Units of Local Government | Courts | Nonprofit, Victim Services Organizations | State and Territorial Coalitions | Tribal Coalitions | Community Based Organizations ² | Other |
|---|------------------------|---------------------------|---------------------------|--------|--|----------------------------------|-------------------|--|---------------------------------|
| Grants to Indian Tribal Governments and Sexual Assault Services Program | | X | | | | | | | Designees of Tribal governments |
| Court Training and Improvements Program | | | | X | | | | | Court-based programs |
| A grant program that will provide services to advocate for and respond to youth victims of domestic violence, dating violence, sexual assault, and stalking; assistance to children and youth exposed to such violence; programs to engage men and youth in preventing such violence; and assistance to middle and high school students through education and other services related to such violence. | TBD | TBD | TBD | TBD | TBD | TBD | TBD | TBD | TBD |

How to Apply

An application submission is complete if it has been submitted through the online method specified in the solicitation on or before the deadline. Applicants are responsible for ensuring their applications are complete at the time of submission. OVW will not contact applicants for missing items.

Each applicant must obtain a Data Universal Numbering System (DUNS) number, be registered in the Central Contractor Registration (CCR) and submit their application online via either Grants.gov or the Grants Management System (GMS) according to the instructions in the solicitation for the program. Applicants are encouraged to submit their applications at least 48 hours prior to the due date of the application to allow sufficient time to address technical problems.

Central Contractor Registration (CCR)

Applicants for all federal grants are required to register with the Central Contractor Registration (CCR). If your organization already has an Employer Identification Number (EIN), your CCR registration will take one to two business days to process. If your organization does not have an EIN, then you 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 CCR:

Step 1: Obtain a DUNS number at the following website <http://www.dnb.com/us/> or call (866) 705-5711.

Step 2: Access the CCR online registration through the CCR home page at <https://www.bpn.gov/ccr/default.aspx> and click on "Start New Registration."

Step 3: Complete and submit the online registration. If you already have the necessary information on hand, the online registration takes approximately one hour to complete, depending upon the size and complexity of your business or organization. Please note that applicants must update or renew their CCR at least once a year to maintain an active status.

Grants.Gov

After you obtain your DUNS number and register with CCR, you can begin the Grants.Gov registration process. In order to apply for a grant your 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) through which OVW discretionary program applicants have submitted applications in previous years. If applicants experience difficulties at any point during this process, they may call the Grants.gov Customer Support Hotline at **1-800-518-4726**.

Note: Grants.gov does not support the Microsoft Vista Operating system. The PureEdge software used by Grants.gov for forms is not compatible with Vista.

The E-Business Point of Contact (E-Biz POC) within the applicant's organization must register the organization with Grants.gov. The E-Biz POC oversees the organization's Grants.gov transactions and assigns the Authorized Organizational Representatives (AOR). The AOR

submits the application to Grants.gov and must register with Grants.gov as well. In some cases the E-Biz POC is also the AOR for an organization. For additional information regarding the responsibilities of the AOR please go to the following link <http://www.grants.gov/assets/AORRegCheck.pdf>.

- *Step 1:* Go to [Grants.gov](http://www.grants.gov). Select the “Get Registered” button and click the “Register as an Organization” link.
- *Step 2:* Register with CCR
- *Step 3: Username & Password*
- *Step 4: AOR Authorization*
- *Step 5: TRACK AOR STATUS*

The application process can move forward once the organization successfully registers with Grants.gov.

Downloading a Grant Application Package

You may download the application package to complete it offline and route it through your organization for review before final submission.

Applicants must use the correct version of Adobe software in order to download the grant application. To verify if the Adobe software version is compatible with Grants.gov, visit the following link and follow the instructions on the page: <http://www.grants.gov/applicants/AdobeVersioningTestOnly.jsp>.

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 does NOT automatically save changes. The package cannot be submitted until all required fields have been completed.

Submitting the Completed Grant Application Package

Log in to 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.

A confirmation screen will appear once the submission is complete. A Grants.gov tracking number will be provided at the bottom of this screen, as well as the official date and time of the submission. Record the tracking number if you need technical support. The 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.

It is important that applicants do not wait until the day of the application deadline to submit applications. In the past, Grants.gov has experienced technical delays on deadline days that have prevented applications from being submitted on time. Applicants should submit their application well in advance of the deadline. Late applications will not be accepted by OVW or Grants.gov except under a few rare circumstances described below.

Grants Management System

Some solicitations will require applicants to submit their applications through the Office of Justice Programs' Grants Management System (GMS) instead of Grants.gov. In order to apply for a grant through GMS, go to <https://grants.ojp.usdoj.gov/> and either sign in using your current GMS ID and password or register as a new user. Once you have logged in to GMS, you should select the program that you intend to apply for and follow the instructions. Training materials are available on the main GMS homepage.

Note: The Office of Justice Programs (OJP) Grants Management System (GMS) does not accept executable file types as application attachments. GMS downloads applications from Grants.gov and is the system in which OVW reviews applications and manages awarded grants. These disallowed file types include, but are not limited to, the following extensions: ".com", ".bat", ".exe", ".vbs", ".cfg", ".dat", ".db", ".dbf", ".dll", ".ini", ".log", ".ora", ".sys", and ".zip".

OVW Policy on Late Submissions

OVW offers several options for applicants to provide advance notice to OVW if receipt of their application will be delayed due to a lack of Internet access, technical difficulties, or geographic isolation. If applicants do not provide advance notice to OVW about an issue that may cause a delay in the submission of the application, then the application will not be considered for funding. If applicants follow the steps outlined below, late submission may be considered. Extension of deadlines is not guaranteed.

Applicants without Internet Access

For applicants without Internet access, who cannot submit an application electronically, please contact a member of the grant program unit using the contact information listed in the solicitation no later than March 15 to request permission to submit an application by alternative means.

Applicants that Cannot Submit the Application Online on Time Due to Technical Difficulties

Applicants are responsible for submitting the application through the online system specified in the solicitation. Applicants are advised to attempt to submit the application well in advance of the 11:59 p.m. E.T. deadline. Applicants should contact the Grants.gov or GMS Help Desk as soon as they are aware of a problem. The Grants.gov Help Desk can be reached at 1-800-518-4726, Monday through Friday, 7:00 a.m. to 9:00 p.m. E.T. Applicants can contact the GMS Help Desk at 866-655-4482, Monday through Friday, 9:00 a.m. to 5:00 p.m. E.T. If applicants continue to experience technical difficulties beyond their control, and are unable to submit the application online by 11:59 p.m. E.T. on the date the application is due, they must contact the technical support numbers above prior to the deadline AND contact **a member of the grant program unit using the contact information listed in the solicitation within 24 hours after the deadline** to request approval to submit the application. At that time, applicants will be required to email the complete grant application, along with the entity's DUNS number, and the **GMS or Grants.gov** Help Desk tracking number(s) associated with the application(s). After OVW reviews all of the information submitted and verifies the applicant's technical issues with the Help Desk, OVW will contact the applicant to either approve or deny the request to submit a

late application. If the reported technical issues cannot be verified, the application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to follow GMS or Grants.gov instructions on how to register and apply as posted on its website; and (3) failure to follow all of the instructions in the OVW solicitation.

Applicants that Cannot Submit the Application on Time Due to Extraordinary Natural or Manmade Disasters

In cases of extraordinary natural or manmade disasters, such as extreme weather emergencies or terrorist acts, applicants may request to submit applications up to seven calendar days late, by sending an e-mail to the contact listed in the solicitation. The message should specify the nature of the disaster and how it affected the applicant's ability to submit an application on time.

Application Contents

As discussed below on pages 11-15, a complete application must be submitted electronically. Electronic submissions are submitted either through Grants.gov or the Grants Management System (GMS), as specified in the program solicitation.

Each solicitation will have different requirements for a complete application. The solicitation will also specify which documents are scored as part of the application.

Applicants should follow all of the instructions in the program solicitation about what to include in the application and how to format it. The following information is relevant to most OVW solicitations:

Application for Federal Assistance (SF-424)

Applicants will complete the SF-424 online. In block 7 (Type of Applicant), please do not select "other." Please pay careful attention to the amount of Federal funding requested in box 15 of this form. This amount must match the amount of Federal funding requested in the budget section of the application package. Only include values in box 16 ('Recipient') if the program solicitation requires a match. The individual who is listed in box 18 must be the Authorized Representative for the applicant agency. To determine who the Authorized Representative is for your agency, please see the Glossary of Key Terms in Appendix B.

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. These forms will be completed online during the submission process.

Summary of Current or Recent OVW Projects

Review of the Summary of Current or Recent OVW Projects

OVW assesses current grantees' performance when deciding whether to award additional funding. Applicants that are current OVW grantees and have failed to meet grant deadlines, failed to comply with financial requirements, or failed to comply with special conditions of previous grants may not be considered for funding.

OVW evaluates grantee performance based on:

- The progress made in accomplishing the goals and objectives of the current project;
- Compliance with the special conditions of the current grant award agreement;
- Timely submission of required program progress reports and financial status reports;
- Compliance with financial guidelines and allowable expenditures;
- Whether the grantee has received final approval on the budgets for any OVW grant awards that received conditional clearances;
- If the grantee has spent the funds from its current OVW grant awards in a timely manner;
- If the grantee has met grant deadlines for each of its current awards;
- Whether the grantee has submitted its A-133 audit to the Federal Audit Clearinghouse on time; and
- Whether the grantee has responded to audit findings from either an Office of the Chief Financial Officer monitoring site visit, or an audit conducted by the United States Department of Justice's Office of the Inspector General.

Meeting Grant Award Deadlines

Some OVW grant programs give grantees deadlines to accomplish certain activities. These deadlines are outlined in the program solicitation and in the special conditions of the grant award itself. If a current OVW grantee has not met the deadlines of its current OVW grant award, OVW may deny the grantee continuation funding.

Progress Expending Current Grant Award Funding

OVW staff will examine the unobligated balance of funds remaining on a current grant award as of the date that Federal Fiscal Year 2012 applications are due. A current grantee that has not made adequate progress on spending funds from its grant award and has not provided sufficient justification may not receive continuation funding.

Compliance with OVW Financial Requirements

Each OVW grantee agrees to follow the financial and administrative requirements in the OVW Financial Grants Management Guide as a condition of receiving grant funding. If OVW determines that a current grantee has violated any of the requirements of the Guide, the grantee may be denied continuation funding.

OMB A-133 Audit Requirement

All non-Federal entities that expend \$500,000 or more in Federal funding during their Fiscal Year are required to have a single or program-specific audit performed in accordance with OMB Circular A-133. This audit must be submitted to the Federal Audit Clearinghouse. A grantee that is overdue in submitting its required audit may be denied additional Federal funding.

Unresolved Audit Findings

Unresolved issues related to a current grantee's financial accounting practices and policies raise questions about the grantee's willingness or ability to properly account for grant funds. A current OVW grantee that has not made an attempt to respond to, or resolve, findings made during an audit or an on-site monitoring visit from OJP's Office of the Chief Financial Officer may be denied continuation funding.

High Risk Grantees

Based on OVW'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 be eligible to receive an additional OVW award until all issues are resolved.

Budget and Budget Narrative

All applicants, except for applicants to the STOP or SASP Formula programs, are required to submit a detailed budget and supporting budget narrative. Budgetary requirements vary slightly among programs, and applicants must read the solicitation closely to determine the requirements of the budget and budget narrative for each OVW program. 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. Specifically, the budget 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.

Sample budgets are available on OVW's website: <http://www.ovw.usdoj.gov/how-to-apply.html>. Applicants must use the established formats and budget categories as outlined in the budget samples.

Training and Technical Assistance

All applicants are required to set aside funds to attend OVW-funded training and technical assistance. This amount varies by program and will be detailed in each specific solicitation.

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 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 outlined in the solicitation. *The set-aside amount should be calculated as part of the entire budget and should be within the budget limits set forth by each OVW program-specific solicitation.*

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.

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 paying 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 28 C.F.R. §66.36 (if a State or local government) and 28 C.F.R. §§ 70.40-70.49 (if a non-profit, or an institution of higher education). All sole-source procurements (those not awarded competitively) in excess of \$100,000 require prior approval from OVW. This applies to procurements of goods and services, but not to compensation for MOU project partners for time spent working on program objectives.

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 are unallowable. If the applicant agency did not expend \$500,000 or more in federal funds 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.

Purchase and/or Lease of Vehicles

The purchase and/or lease of vehicles is 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. 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

Only the STOP Violence Against Women Formula Grant Program requires matching funds. However, applicants to other programs are encouraged to maximize the impact of federal dollars by contributing to the costs of their projects. Supplemental contributions may be cash, in-kind services, or a combination of both. 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.

Program Evaluations

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

Additional Requirements

Successful applicants must agree to comply with additional requirements prior to receiving grant funding, including:

Civil Rights Compliance

As a condition for receiving funding from OVW, recipients must comply with applicable federal civil rights laws, including Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Department of Justice (DOJ) regulation for the Equal Treatment of Faith-Based Organizations. Depending on the funding source, a recipient must also comply with the nondiscrimination provisions within the applicable program statutes, which may include the Omnibus Crime Control and Safe Streets Act of 1968 ("the Omnibus Crime Control and Safe Streets Act"). Collectively, these federal laws prohibit a recipient of OVW funding from discriminating either in *employment* (subject to the exemption for certain faith-

based organizations discussed below) or in the *delivery of services or benefits* on the basis of race, color, national origin, sex, religion, or disability. In addition, recipients of OVW funding may not discriminate on the basis of age in the delivery of services or benefits.

Compliance with Title VI of the Civil Rights Act of 1964, which prohibits recipients from discriminating on the basis of national origin in the delivery of services or benefits, entails taking reasonable steps to ensure that persons with limited English proficiency (LEP) have meaningful access to funded programs or activities. An LEP person is one whose first language is not English and who has a limited ability to read, write, speak, or understand English. To assist recipients in meeting their obligation to serve LEP persons, the DOJ has published a guidance document, which is available at <http://www.lep.gov>. OVW encourages applicants and recipients to include within their program budgets the costs for providing interpretation and translation services to eligible LEP service populations.

For technical assistance on complying with the civil rights laws linked to the receipt of federal financial assistance from OVW, please contact the:

Office of Justice Programs
[Office for Civil Rights](#)
810 7th Street NW
Washington, DC 20531
202-307-0690
Fax: 202-616-9865
TTY: 202-307-2027

Funding to Faith-Based Organizations

In 2002, President George W. Bush issued Executive Order 13279 and in 2004, DOJ issued the regulation, Equal Treatment for Faith-Based Organizations, 28 CFR Part 38. In general, the Executive Order and regulation require funding organizations to treat faith-based organizations (FBOs) the same as any other applicant or recipient of DOJ funding, neither favoring nor discriminating against FBOs in making and administering grant awards, and require that FBOs be allowed to retain their independence, autonomy, expression, and religious character when competing for DOJ financial assistance used to support social service programs and participating in the social service programs supported with DOJ financial assistance.

The Executive Order and regulation also prohibit recipient FBOs from using Justice Department funding to engage in inherently religious activities, such as proselytizing, scripture study, or worship. Funded FBOs may, of course, engage in inherently religious activities; however, these activities must be separate in time or location from the federally-assisted program. Moreover, funded FBOs must not compel program beneficiaries to participate in inherently religious activities. Funded faith-based organizations must also not discriminate on the basis of religion in the delivery of services or benefits.

Some program statutes, including the Omnibus Crime Control and Safe Streets Act, contain express nondiscrimination provisions that prohibit all recipients of funding under these statutes from discriminating on the basis of religion in employment. Despite these nondiscrimination provisions, DOJ has concluded that the Religious Freedom Restoration Act (RFRA) is reasonably construed, on a case-by-case basis, to require that its funding agencies permit FBOs applying for funding under the applicable program statutes both to receive DOJ funds and to continue considering religion when hiring staff, even if the statute that authorizes the funding program generally forbids considering of religion in employment decisions by grantees.

If the statute that authorizes a DOJ funding program generally forbids consideration of religion in employment decisions by grantees, an FBO may receive DOJ funds and continue to consider religion when hiring staff if it meets the following criteria:

1. The FBO demonstrates that its program for which it seeks federal funding is an exercise of religion;
2. The FBO demonstrates that requiring it to either forgo its religious preference in hiring or forgo the federal funding would substantially burden its exercise of religion; and
3. The funding entity is unable to demonstrate that applying the nondiscrimination provision to this FBO would both further a compelling government interest and be the least restrictive means of furthering this interest.

DOJ awarding agencies will grant exemptions to the prohibition against hiring discrimination on the basis of religion in the program statutes on a case-by-case basis to FBOs that certify to the following, unless there is good reason to question its truthfulness:

1. The FBO will offer all federally-funded services to all qualified beneficiaries without regard for the religious or non-religious beliefs of those individuals; and
2. Any activities of the FBO that contain inherently religious content will be kept separate in time or location from any services supported by direct federal funding, and if provided under such conditions, will be offered only on a voluntary basis; and
3. The FBO is a religious organization that sincerely believes that providing the services in question is an expression of its religious beliefs; that employing individuals of particular religious belief is important to its religious exercise; and that having to abandon its religious hiring practice to receive federal funding would substantially burden its religious exercise.

FBOs that are seeking federal financial assistance under the Omnibus Crime Control and Safe Streets Act, the Victims of Crime Act, and the Juvenile Justice and Delinquency Prevention Act as well as an exemption to their prohibition against religious discrimination in hiring, must complete and retain **an original, signed document for their records** (see sample Certificate of Exemption for Hiring Practices on the Basis of Religion at http://www.ojp.usdoj.gov/funding/forms/fbo_sample.pdf), certifying to the three provisions set forth above, **and then, must work with DOJ to attach it to the grant file, after receipt of an award**. For more information, please consult the Office for Civil Rights at <http://www.ojp.usdoj.gov/about/offices/ocr.htm>.

Confidentiality and Privacy Protections

In accordance with 42 U.S.C. 13925(b)(2), applicants receiving OVW funding, and their subgrantees, must protect the confidentiality and privacy of persons receiving OVW-funded services to support victims' safety. OVW grantees and their subgrantees are prohibited from disclosing personally identifying information collected in connection with services requested, utilized, or denied through the grantee and their subgrantee's programs, to any third party or third party database without informed, written, reasonably time-limited, consent of the person, unless compelled by statutory or court mandate. In this case, grantees and subgrantees must make reasonable attempts to provide notice to victims affected by the disclosure of information. They must also take necessary steps to protect the privacy and safety of the persons affected by the release of the information. Regarding unemancipated minors or persons with disabilities lacking capacity to consent, a parent or guardian may consent to the disclosure; however, an

abuser of a minor, person with disabilities, or the minor's other parent is prohibited from giving consent to the disclosure.

In addition, grantees and subgrantees may share aggregate information regarding their services and demographics for certain purposes if this information does not identify specific individuals or reveal personally identifying information. They may share such information with appropriate agencies to comply with Federal, State, Tribal, or Territorial reporting, evaluation, and data collection requirements. For protection order purposes, they may also share court and law enforcement generated information contained in secure, governmental registries. Moreover, they may share law enforcement and prosecution generated information necessary for law enforcement and prosecution purposes.

DOJ regulations (28 CFR Part 22) also require recipients of OVW funding to submit a Privacy Certificate as a condition of approval of any grant application or contract proposal that contains a research or statistical component under which "information identifiable to a private person" will be collected, analyzed, used, or disclosed. These regulations define research or statistical project as "any program, project, or component thereof ... whose purpose is to develop, measure, evaluate, or otherwise advance the state of knowledge in a particular area." 28 C.F.R. 22.2(c).

See this guide's related section dealing with research involving human subject protections. As stated in that section, with limited exceptions, research is an out-of-scope activity that cannot be supported with OVW funding. As appropriate, OVW will provide the applicant/grantee with additional guidance regarding the Privacy Certificate.

Research and Protection of Human Subjects

Although research is typically an out-of-scope activity that cannot be supported with OVW funding, it is still important for applicants for OVW funding to be aware of DOJ guidance on research involving protection of human subjects so that they do not propose activities that encompass such research. The Department of Justice's Office of Justice Programs (OJP) has developed a "[decision tree](http://www.ojp.usdoj.gov/funding/pdfs/decision_tree.pdf)" at http://www.ojp.usdoj.gov/funding/pdfs/decision_tree.pdf to assist applicants/grantees in determining whether an activity they plan to undertake with federal funds constitutes research involving human subjects. If research involving human subjects is involved, DOJ regulations as described below are applicable. OVW strongly encourages applicants to use this decision-tree to ensure that proposed activities can be supported with OVW funding. See also related "Confidentiality and Privacy Protections" section of this Reference Guide.

Please note that "research" does not include program assessments conducted only for internal improvement purposes. If an OVW program solicitation asks for a more comprehensive program evaluation or other type of activity that constitutes research implicating human subject research and confidentiality/privacy protections, the solicitation will so state.

DOJ regulations (28 CFR Part 46) protect the human subjects of federally funded research. In brief, 28 CFR Part 46 requires that most research involving human subjects that is conducted or supported by a Federal department or agency be reviewed and approved by an Institutional Review Board (IRB), in accordance with the regulations, before Federal funds are expended for that research. As a rule, persons who participate in Federally-funded research must provide their "informed consent" and must be permitted to terminate their participation at any time. For additional information on this topic, please see <http://www.nij.gov/nij/funding/humansubjects>.

Anti-Lobbying Act

The Anti-Lobbying Act (18 U.S.C. § 1913) was amended to expand significantly the restriction on use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 per each individual occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. § 1352.

The Office of Management and Budget (OMB) is in the process of amending the OMB cost circulars and the common rule (codified at 28 C.F.R. Part 69 for U.S. Department of Justice grantees) to reflect these modifications. However, in the interest of full disclosure, no federally appropriated funding made available under this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government, without the express approval by OVW. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

Financial and Government Audit Requirements

Federal grants are governed by the provisions of the OMB circulars applicable to financial assistance and the OVW Financial Grants Management Guide, which includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document will govern how all successful applicants administer funds.

Audits of state and local units of government, institutions of higher education, and other nonprofit institutions must comply with the organizational audit requirements of OMB circular A-133, which states that recipients who expend \$500,000 or more of federal funds during their fiscal year are required to submit a single organization wide financial and compliance audit report to the **Federal Audit Clearinghouse** within nine months after the close of each fiscal year during the term of the award.

Grantees must comply with the following OVW reporting requirements:

- **Federal Financial Report (SF-425)**
OVW grantees are required to file a Federal Financial Report (FFR) quarterly via the FFR module in the web-based Grants Management System (GMS). OVW grantees are required to designate and approve at least one Financial Point of Contact (FPOC) in GMS before they can file the FFR. An FPOC must be registered and approved by the Grant Point of Contact through GMS at <https://grants.ojp.usdoj.gov>.

The FFR is used to track actual expenditures and unliquidated obligations, and is due no later than 30 days after the calendar quarter ends. The final FFR is due 90 days after the grant end date. Grantees are encouraged to submit the FFR as soon as the quarter ends to avoid delays in processing and access to grant funds.

The schedule for submitting Federal Financial Reports is as follows:

| Reporting quarter: | Due no later than: |
|--------------------|--------------------|
| January 1–March 31 | April 30 |

| | |
|-----------------------|------------|
| April 1–June 30 | July 30 |
| July 1–September 30 | October 30 |
| October 1–December 31 | January 30 |

Failure by a recipient to submit the SF-425 on time will result in an automatic freeze on funds, may affect future awards, will cause a Grant Adjustment Notices (GANs) to withhold funds, and may lead to the suspension and/or termination of the award. If an SF-425 is delinquent, GMS will automatically send an email message notifying the recipient that funds have been frozen. Once the recipient submits the overdue financial report, GMS will automatically generate a GAN to release funds. Please note that the release of funds can take several days to process through the grant and financial systems.

- **Progress Reports**

Under the Government Performance and Results Act (GRPA) and Violence Against Women Act (VAWA 2000), grantees are required to collect and maintain data that measure the effectiveness of their grant-funded activities.

Each grant program’s progress reporting form reflects the different statutorily authorized activities that grantees perform, and collects uniform information on victims served, demographics, and common activities that occur across grant programs. These progress report forms provide OVW with comprehensive data regarding grantee activities and are used for Congressional reporting, OVW’s Outreach strategy, and other performance-related data reporting.

OVW grantees are required to submit semi-annual or annual progress reports through the Grants Management System (GMS). Under the GPRA section below are program-specific performance measurement requirements that are collected through the progress reports, although programs are not limited to these performance measures. If selected for funding, the applicant will have a special condition on their award requiring compliancy with the submission of these progress reports.

National Environmental Policy Act (if applicable)

All OVW awards are subject to the National Environmental Policy Act (NEPA) and other related Federal laws, if applicable. 42 USC Section 4321 et seq. DOJ has established procedures to implement NEPA. See 28 CFR Part 61. The regulations state that "all federal agencies are required to give appropriate consideration to the environmental effects of their proposed actions in their decision-making and to prepare detailed environmental statements on . . . major federal actions significantly affecting the quality of the human environment." 28 CFR section 61.2. Under the regulations, DOJ, among other things, is required to "[c]onsider from the earliest possible point in the process all relevant environmental documents in evaluating proposals for Department action[.]" 28 CFR Section 61.6.

OVW has responsibility to ensure compliance with NEPA and 28 CFR Part 61, including Appendix D (included in Part 61 - Office of Justice Assistance, Research, and Statistics Procedures Relating to the Implementation of the National Environmental Policy Act). For many projects that are funded by OVW, NEPA may have no applicability. However, if OVW funds will be used, for example, to pay for renovation projects or new construction, programs involving the use of chemicals, or any other activity, including research and technology development, that

may have an effect on the environment, at a minimum, the funding recipient must provide a full description of proposed project activities to OVW, and an Environmental Assessment must be prepared. Prior to allowing a recipient to spend OVW funds for such a project, OVW must make a finding that the project does not significantly affect the human environment and that further environmental assessment is not necessary.

DOJ Information Technology Standards (if applicable)

As appropriate, all equipment and software developed under awards that result from this solicitation must be compliant with DOJ information technology interface standards, including the National Criminal Intelligence Sharing Plan at http://it.ojp.gov/documents/National_Criminal_Intelligence_Sharing_Plan.pdf, the Global Justice XML Data Model at <http://it.ojp.gov/jxdm/>], and the Law Enforcement Information Sharing Plan. A list of additional standards can be found at the OJP Standards Clearinghouse at <http://it.ojp.gov/default.aspx?area=implementationAssistance&page=1017>.

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 state has selected this program 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 Block 3 of the Overview section of the GMS application.

Non-Supplanting of State and Local Funds

Grantees must use federal funds to supplement existing funds for program activities and may not replace (supplant) nonfederal funds that they have appropriated for the same purpose. Potential supplanting will be the subject of monitoring and an audit. Violations can result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Criminal Penalty for False Statements

False statements or claims made in connection with OVW grants may result in fines, imprisonment, and debarment from participating in federal grants or contracts, and/or other remedy available by law.

Compliance with the Office on Violence Against Women's Financial Grants Management Guide

The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the OVW Financial Grants Management Guide.

Suspension or Termination of Funding

OVW may suspend funding in whole or in part, terminate funding, or impose other sanctions on a recipient for the following reasons:

- Failing to comply substantially with the requirements or statutory objectives of the appropriate Act, program guidelines issued thereunder, or other provisions of federal law.
- Failing to make satisfactory progress toward the goals, objectives, or strategies set forth in the application.
- Failing to adhere to the requirements in the agreement, standard conditions, or special conditions.
- Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- Failing to submit reports.
- Filing a false certification in this application or other report or document.

Before imposing sanctions, OVW will provide reasonable notice to the recipient of its intent to impose sanctions and will attempt to resolve the problem informally. Hearing and appeal procedures will follow those in DOJ regulations in 28 CFR Part 18.

Non-Profit Organizations

In all OVW funded programs for which non-profit organizations are eligible subrecipients, DOJ's policy is that an organization can demonstrate its non-profit status (if applicable) in any one of four methods:

1. Submission of proof of 501(c)(3) status from the Internal Revenue Service;
2. Submission of a statement from the state or tribal taxing authority or state Secretary of State, or other similar official certifying that the organization is a non-profit operating within the state, and that no part of its net earnings may lawfully benefit any private shareholder or individual;
3. Submission of a certified copy of the applicant's certificate of incorporation or similar document; or
4. Submission of any item above, if that item applies to a state or national parent organization, together with a statement by the state or parent organization that the applicant is a local nonprofit affiliate.

Government Performance and Results Act (GPRA)

The funding recipient agrees to collect data (on a quarterly, semi-annually, or annual basis, as requested) appropriate for facilitating reporting requirements established by Public Law 103-62 for GPRA. The funding recipient will ensure that valid and auditable source documentation is available to support all data collected for each performance measure specified in the program solicitation.

Performance Measures

| | Quantitative Performance Measure | | | | | | | | | |
|--|----------------------------------|--------------------------------------|----------------|--------------------------|----------------------------|--------------------------------|---|--|----------------------------|--|
| <i>OVW Grant Program</i> | Advocates (FTE) funded | Victims receiving requested services | People trained | Protection orders issued | Policies developed/revised | Communities with improved CCRs | Grant funded multi-disciplinary training events | Percent of victims requesting services who received them | Number of community events | Number of public awareness/education campaigns developed |
| Abuse in Later Life Program | | X | X | X | X | X | X | X | | |
| Campus Grant Program | | X | X | X | X | X | X | X | | |
| Culturally and Linguistically Specific Services for Victims Program | | X | X | X | X | X | X | X | | |
| Disability Grant Program | | X | X | X | X | X | X | X | | |
| Grants to Encourage Arrest | | X | X | X | X | X | X | X | | |
| Legal Assistance for Victims Grant Program | | X | X | | | X | X | X | | |
| Rural Grant Program | | X | X | X | X | X | X | X | | |
| Sexual Assault Services Program (SASP): Formula Grants to States and Territories | | X | | X | | | | X | | |
| SASP: Grants to Culturally Specific Programs | | X | | X | X | X | | X | | |

| <i>OVW Grant Program</i> | Advocates (FTE) funded | Victims receiving requested services | People trained | Protection orders issued | Policies developed/revised | Communities with improved CCRs | Grant funded multi-disciplinary training events | Percent of victims requesting services who received them | Number of community events | Number of public awareness/education campaigns developed |
|--|------------------------|--------------------------------------|----------------|--------------------------|----------------------------|--------------------------------|---|--|----------------------------|--|
| Tribal SASP | | X | | X | X | X | | X | | |
| State Coalitions Grant Program | | | X | | | | X | | | |
| STOP Grant Program | X | X | X | X | X | X | X | X | | |
| Safe Havens: Supervised Visitation Grant Program | | | X | | X | X | X | | | |
| Transitional Housing Grant Program | | X | | | X | X | | X | | |
| Grants to Tribal Domestic Violence and Sexual Assault Coalitions Program | | | X | | X | | X | | | |
| Grants to Indian Tribal Governments | | X | X | X | X | X | X | X | | |
| Court Training and Improvements Program | | X | X | | | | | | | |
| A grant program that will provide services to advocate for and respond to youth victims of domestic violence, dating violence, sexual assault, and stalking; assistance to children and youth exposed to such violence; programs to engage men and youth in preventing such violence; and assistance to middle | TBD | TBD | TBD | TBD | TBD | TBD | TBD | TBD | TBD | TBD |

| OVW Grant Program | Advocates (FTE) funded | Victims receiving requested services | People trained | Protection orders issued | Policies developed/revised | Communities with improved CCRs | Grant funded multi-disciplinary training events | Percent of victims requesting services who received them | Number of community events | Number of public awareness/education campaigns developed |
|---|------------------------|--------------------------------------|----------------|--------------------------|----------------------------|--------------------------------|---|--|----------------------------|--|
| and high school students through education and other services related to such violence. | | | | | | | | | | |

For more information on progress reporting and sample reporting forms, please visit the VAWA Measuring Effectiveness Initiative website: <http://muskie.usm.maine.edu/vawamei/index.htm>

Rights in Intellectual Property

DOJ reserves certain rights with respect to data, patentable inventions, works subject to copyright, and other intellectual property associated with an award of Federal funds. See 28 CFR §§ 66.34, 70.36, and 37 CFR Part 401.

Federal Funding Accountability and Transparency Act of 2006 (FFATA)

Applicants receiving an OVW award should be aware of the requirements of the Federal Funding Accountability and Transparency Act of 2006 (FFATA), which calls for the establishment of a single searchable website (www.USASpending.gov) that is accessible by the public and includes the following information for each Federal award:

- The name of the entity receiving the award;
- The amount of the award;
- Information on the award including the transaction type, funding agency, the North American Industry Classification System code or Catalog of Federal Domestic Assistance number (where applicable), program source, and an award title descriptive of the purpose of each funding action;
- The location of the entity receiving the award and primary location of performance under the award, including the city, state, congressional district, and country;
- A unique identifier of the entity receiving the award and of the parent entity of the recipient, should the entity be owned by another entity; and
- Any other relevant information specified by OMB.

DOJ awarding agencies will be responsible for collecting grantee information and providing it to the public website, using data provided by grantees through the Grants Management System. Additional information regarding these requirements will be provided when available. For more information, visit the USASpending.gov web site.

Applicants should note that all recipients of awards of \$25,000 or more under this solicitation, consistent with FFATA, will be required to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. If applicable, the FFATA Subaward Reporting System (FSRS), accessible via the Internet at www.fsr.gov, is the reporting tool recipients under this solicitation that will use to capture and report subaward information and any executive compensation data required by FFATA. The subaward information entered in FSRS will then be displayed on www.USASpending.gov associated with the prime award, furthering Federal spending transparency.

Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the applicable reporting requirements should it receive funding.

For additional information regarding the executive compensation and subaward reporting requirements, please see Vol. 75, No. 177 (September 14, 2010) of the Federal Register, www.gpo.gov/fdsys/pkg/FR-2010-09-14/pdf/2010-22705.pdf.

Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement

A prospective recipient of an award in excess of \$5,000,000 may be required to submit a detailed certification concerning filing of federal tax returns, criminal convictions under the Internal Revenue Code, and unpaid federal tax assessments.

Active CCR Registration

Grant recipients (other than individuals) must maintain current registrations in the Central Contractor Registration (CCR) database. Recipients must review and update information at least annually to satisfy this requirement. For additional information, please review the "Central Contractor Registration and Universal Identifier Requirements" at <http://www.ojp.usdoj.gov/funding/ccr.htm>.

Types of Awards

OVW makes awards as either grants or cooperative agreements to accomplish a public purpose of support or stimulation. The difference between a grant and a cooperative agreement is that for a cooperative agreement, OVW will have substantial involvement with the recipient in carrying out the activities outlined in the agreement including input, guidance and direction in the day-to-day planning, development and implementation of the project.

Monitoring Grant Awards

OVW ensures the fiscal and programmatic integrity and accountability of its grantees through proactive monitoring and helps grantees implement approved programs that comply with a framework of relevant statutes, regulations, policies, and guidelines.

Monitoring is an integral part of managing grant programs and is performed periodically throughout the life of the grant to ensure that all grantees adhere to administrative and programmatic guidelines in a manner that is consistent with the grantee's approved award.

OVW Program Specialists will provide guidance to grantees on OVW policies and procedures, grant program requirements, general federal regulations, and basic programmatic, administrative, and financial reporting requirements.

Monitoring includes a thorough review of the grantee's progress reports, completing risk-based assessments on an annual basis, and in some instances, conducting on-site visits or office-based reviews. OVW monitoring plans may also include referrals to the Office of the Inspector General (OIG) and/or the Office of the Chief Financial Officer, Office of Justice Programs, as appropriate.

It is extremely important that current grantees communicate regularly with their assigned OVW Program Specialist. Circumstances may prevent current grantees from completing their project goals and objectives on time or technical difficulties may prevent them from submitting their required reports in a timely manner. Your OVW Program Specialist may not be aware of these challenges unless you inform him or her.

Reporting Fraud, Waste, Error, and Abuse

Each grantee or subgrantee awarded funds through OVW must promptly refer to an appropriate inspector general any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has submitted a false claim under the False Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving OVW funds.

The Office of the Inspector General (OIG) conducts independent investigations, audits, inspections, and special reviews of U.S. Department of Justice personnel and programs to detect and deter waste, fraud, abuse, and misconduct, and to promote integrity, economy, efficiency, and effectiveness in U.S. Department of Justice operations.

You should report potential fraud, waste, abuse, or misconduct to the U.S. Department of Justice, Office of the Inspector General (OIG) by:

Mail: Office of the Inspector General
U.S. Department of Justice
Investigations Division
950 Pennsylvania Avenue, N.W.
Room 4706
Washington, DC 20530

Email: oig.hotline@usdoj.gov

Hotline: (contact information in English and Spanish): (800) 869-4499

Or Hotline fax: (202) 616-9881

Additional information is available from the DOJ OIG website at www.justice.gov/oig.

APPENDIX A
GUIDELINES FOR SUCESSFUL WRITING OF OVW GRANTS

Grant Writing Guidelines

The Office on Violence Against Women (OVW) offers the guidance below to all potential applicants to help them prepare successful grant applications. While funding is never guaranteed, following these recommendations will enhance the quality of your application.

1) Read the program solicitation in its entirety **before** writing your application. You should make sure that you understand the program's eligibility guidelines, statutory purpose areas, unallowable activities, and application content requirements before you attempt to draft an application. This tip applies equally to new applicants and current grantees. The program requirements may have changed since the last time current grantees applied for funding.

2) Call or email OVW if you have questions about the program's eligibility requirements, allowable activities, application content, or application submission requirements. OVW staff will not be able to help you write your application, but can answer your technical questions, including whether specific activities are allowable under the grant program.

3) Follow OVW's standard application formatting guidelines for ease of review. All applicants are strongly encouraged to:

- Use the Project Narrative section headings that are specified in the program solicitation;
- Use correct page numbers on each page of the application; and
- Use a 12-point font, such as Times New Roman.

4) All applicants are strongly encouraged to prepare itemized budgets using the recommended budget format.

- Include the required budget summary page.
- Submit a single, integrated budget that covers the entire award period, not multiple, separate 12-month budgets.
- Include the required OVW-sponsored travel set-aside. OVW will not offer funded applicants additional funds to pay for these costs if they fail to include the required amount in their original budget, but will require the applicant to remove other costs from their budgets to create the set-aside.
- Make sure that calculations are detailed and accurate and demonstrate how you have calculated the cost of a specific item.
- There is no such thing as "miscellaneous" costs. Every single item of cost in your budget must be properly itemized and categorized using the DOJ-approved budget categories.

5) Do not include activities that have been specifically identified as unallowable in the program solicitation as part of your application.

6) If your application includes information-sharing activities that could potentially disclose any personally identifying information about victims, be sure to adequately describe safeguards or precautions that you will use to ensure victim confidentiality.

7) Make sure that your submitted application is complete. Please remember: it is **your** responsibility to ensure that you submit a complete application.

8) Carefully review your SF-424 and Summary Data Sheet before submitting your application. Be sure that you have provided the name, phone number, fax number, and email addresses for both the Point of Contact and the Authorized Representative. Applicants are strongly encouraged to identify two separate individuals to serve in these roles to ensure that OVW will not experience any unnecessary delay or difficulty in contacting someone with questions about your application.

9) Unless the program solicitation states otherwise, all applicants are required to follow each of the program's application requirements. The program solicitation will specifically indicate when certain types of applicants are exempt from a particular application requirement. OVW strongly encourages all applicants to call or email OVW prior to the application submission deadline if they have questions about application content requirements.

10) Please limit the number of attachments that you submit as part of your application to those specifically requested in the program solicitation. Information submitted beyond what is required in the solicitation may not be read by OVW staff or peer reviewers.

11) If the program requires that applicants submit a Memorandum of Understanding (MOU), you must submit a single MOU that has been signed by the applicant and each of its project partners. The purpose of the MOU is for applicants to demonstrate that their proposed projects will be developed by a team of collaborative partners. Applicants that submit more than one MOU may trigger concerns about whether or not their proposed project will be developed through the mutual cooperation of a team of partners.

12) Choose partner organizations very carefully. Most of OVW's discretionary grant programs have a collaborative partnership requirement. Each applicant must demonstrate that it has partnered with organizations or agencies that meet the minimum partnership requirements outlined in the program solicitation. Applicants are strongly encouraged to contact OVW prior to the application submission deadline if they have questions or concerns regarding collaborative partnership requirements.

Appendix B
GLOSSARY OF KEY TERMS

Authorized Representative

An individual who has the authority to apply for and accept grant awards on behalf of the organization or jurisdiction.

Child Abuse and Neglect

The term "child abuse and neglect" means any recent act or failure to act on the part of a parent or caregiver with intent to cause death, serious physical or emotional harm, sexual abuse, or exploitation, or an act or failure to act which presents an imminent risk of serious harm. This definition shall not be construed to mean that failure to leave an abusive relationship, in the absence of other action constituting abuse or neglect, is itself abuse or neglect. 42 U.S.C. 13925(a)(2).

Community-based Organization

The term "community-based organization" means an organization that--

- (A) focuses primarily on domestic violence, dating violence, sexual assault, or stalking;
- (B) has established a specialized culturally specific program that addresses domestic violence, dating violence, sexual assault, or stalking;
- (C) has a primary focus on underserved populations (and includes representatives of these populations) and domestic violence, dating violence, sexual assault, or stalking; or
- (D) obtains expertise, or shows demonstrated capacity to work effectively, on domestic violence, dating violence, sexual assault, and stalking through collaboration.

Court-based and Court-related Personnel

The term "court-based" and "court-related personnel" mean persons working in the court, whether paid or volunteer, including--

- (A) clerks, special masters, domestic relations officers, administrators, mediators, custody evaluators, guardians ad litem, lawyers, negotiators, probation, parole, interpreters, victim assistants, victim advocates, and administrative, or any other professionals or personnel similarly involved in the legal process;
- (B) court security personnel;
- (C) personnel working in related, supplementary offices or programs (such as child support enforcement); and
- (D) any other court-based or community-based personnel having responsibility or authority to address domestic violence, dating violence, sexual assault, or stalking in the court system.

Courts

The term "courts" means any civil or criminal, Tribal and Alaska Native Village, Federal, State, local or territorial court having jurisdiction to address sexual assault, domestic violence, dating violence or stalking, including immigration, family, juvenile, and dependency courts, and the judicial officers serving in those courts, including judges, commissioners, justices of the peace, or any other person with decision-making authority.

Current OVW Award

A current OVW award is defined as a grant or cooperative agreement that is still open as of the date of this application or that has been closed for less than one calendar year.

Dating Violence

The term "dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of

such a relationship shall be determined based on a consideration of the following factors: a) the length of the relationship; b) the type of relationship; and c) the frequency of interaction between the persons involved in the relationship.

Dedicated Civil Protection Order Docket Model

“CPOs” (Civil Protection Orders), “PPOs” (Personal Protection Orders), or “TROs” (Temporary Restraining Orders) are statutorily-enabled court restraining orders which serve to prevent an abuser from having contact with the petitioning victim. The petitions upon which the orders are based, and the hearings alleging violations of protection orders, comprise much of a court’s domestic violence docket. In larger jurisdictions, these cases are assigned to one judge who only handles protection orders. In smaller jurisdictions, the assigned judge may also have other types of caseloads; however, the protection order caseload is maintained separately as a specialized docket. The above description reflects the most common model used by court systems nationwide. See also definition below of “Protection/Restraining Order.”

DOJ High Risk Grantee

Under the DOJ High Risk Grantee Designation Program, a grantee can be designated as high risk if it:

- Has a history of unsatisfactory performance;
- Is not financially stable;
- Has an accounting system that does not meet the standards set forth in [Title 28 CFR §66.20 \[PDF - 144 Kb\]](#) (which details standards for financial management systems);
- Has not conformed to the terms and conditions of previous awards;
- Is otherwise not responsible;
- Has open a single audit report or Office of the Inspector General (OIG) audit report recommendations that have been open for more than a year, whereby an adequate corrective action plan has not been submitted by the grantee to OVW;
- Does not respond to requests from OVW, the Office of Justice Programs or the Community Oriented Policing Office to address open single audit or OIG audit report recommendations;
- Has significant noncompliance issues that were identified through the normal award administration process (i.e., financial or programmatic monitoring);
- Is subject to an OIG investigation where award noncompliance issues were noted that require corrective action;
- Is included on the list of grantees currently prohibited from receiving funding from the Office of Community Oriented Policing Services; and/or
- Was referred to the U.S. Department of Treasury (the Treasury) under the Treasury Offset Program for collection of award funds owed to OVW.

The DOJ may also impose additional restrictions on awards to grant recipients designated as high risk in accordance with [Title 28 CFR §66.12 \[PDF - 142 Kb\]](#) and [Title 28 CFR §70.14 \[PDF - 127 Kb\]](#).

Domestic Violence

The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

Domestic Violence Court

This type of court uses specialized structures, processes, and practices to address not only rising domestic violence caseloads but also the distinct nature of these cases and the need to give them special attention. These specialized approaches have collectively come to be called domestic violence courts. However, great variation exists among these courts and in their specialized processes.

Domestic violence courts focus primarily on the safety of the battered women and any children who are involved rather than the offender. While rehabilitation may be a byproduct of the domestic violence court process, the initial emphasis is on the accountability of the offender for his own misconduct.

Criminal Model – This model is a common form of a domestic violence specialized court. It separates criminal cases involving domestic violence for specialized handling by a particular judge or judges. Many states have defined domestic violence as a separate crime, either as a misdemeanor or felony or both. (For example, in Michigan the statute creates a special category of misdemeanor assault for domestic assaults and allows the prosecutor to charge repeated offenses as a felony.)

Many courts have created specialized misdemeanor domestic violence dockets, while others have criminal dockets that handle both misdemeanors and felonies.

Domestic Violence Courts with Related Caseloads

This model merges civil proceedings related to divorce/custody cases and protection orders with related criminal proceedings such as domestic assault. This model has at least three separate forms:

Unified Family Court – In the Unified Family Court model, the court handles matters that are in civil court involving the same family, including domestic violence cases. With this model, domestic violence does not have to be the central case or an issue at all.

Coordinated Court – A Coordinated Court handles both criminal domestic violence cases and related civil matters within the same court division. With this model, different judges hear various cases regarding the same parties.

Integrated Domestic Violence Court – Based on the one-family one-judge concept, the Integrated Domestic Violence Court model handles both criminal domestic violence

cases and related civil matters involving the same parties. (See description of “domestic violence court” above).

Indian

The term “Indian” means a member of an Indian Tribe.

Indian Country

The term “Indian country” has the same meaning given such terms in section 1151 of Title 18.

Indian Housing

The term “Indian housing” means housing assistance described in the Native American Housing Assistance and Self-Determination Act of 1996 (25 U.S.C. § 4101 et seq., as amended).

Indian Law Enforcement

The term “Indian law enforcement” means the departments or individuals under the direction of the Indian Tribe that maintain public order.

Indian Tribe

The term “Indian Tribe” means a tribe, band, pueblo, nation, or other organized group or community of Indians, including any Alaska Native village or regional or village corporation (as defined in or established pursuant to the Alaska Native Claims Settlement Act, 43 U.S.C. §1601 et seq.), that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians (25 U.S.C. § 450b(e)).

Additional Definitions Relevant to Tribes

See following definitions below: “Tribal Coalition,” “Tribal Government,” “Tribal Nonprofit Organization,” and “Tribal Organization.”

Linguistically and Culturally Specific Services

The term “linguistically and culturally specific services” means community-based services that offer full linguistic access and culturally specific services and resources, including outreach, collaboration, and support mechanisms primarily directed toward underserved communities.

Problem Solving Courts

“Problem-solving courts use their authority to forge new responses to chronic social, legal and human problems – including problems like family dysfunction, addiction, delinquency and domestic violence – that have proven resistant to conventional solutions. They seek to broaden the focus of legal proceedings, from simply adjudicating past facts and legal issues to changing the future behavior of litigants and ensuring the future well-being of communities. And they attempt to fix broken systems, making courts (and their partners) more accountable and responsive to their primary customers – the citizens who use courts every day, either as victims, jurors, witnesses, litigants or defendants.”

While domestic violence courts are properly characterized as a “specialized” court, they do not follow the therapeutic or problem-solving premise. Most specialized courts follow a therapeutic model in which the emphasis is on rehabilitation of the offender.

Protection or Restraining Order

The terms “protection order” or “restraining order” includes (A) any injunction, restraining order, or any other order issued by a civil or criminal court for purpose of preventing violent or threatening acts or harassment against, sexual violence or contact or communication with or

physical proximity to, another person, including any temporary or final orders issued by civil or criminal courts whether obtained by filing an independent action or as a pendente lite order in another proceeding so long as any civil order was issued in response to a complaint, petition, or motion filed by or on behalf of a person seeking protection; and (B)_any support, child custody or visitation provisions, orders, remedies, or relief issued as part of a protection order, restraining order, or stay away injunction, pursuant to State, tribal , territorial, or local law authorizing the issuance of protection orders, restraining orders, or injunctions for the protection of victims of domestic violence, dating violence, sexual assault, or stalking.

Research

See sections in this Guide’s Additional Requirements on “Research and Protection of Human Subjects” and “Confidentiality and Privacy Protections.”

Rural Area or Rural Community

The term “rural area” or “rural community” means: (a) any area or community, respectively, no part of which is within an area designated as a standard metropolitan statistical area by the Office of Management and Budget; or (b) any area or community, respectively, that is (i) within an area designated as a metropolitan statistical area or considered part of a metropolitan statistical area; and (ii) located in a rural census tract.

Rural State

The term “rural State” means a State that has a population density of 52 or fewer persons per square mile or a State in which the largest county has fewer than 150,000 people, based on the most recent decennial census.

Sex Offender Courts

Specialized sex offender courts are generally based upon the therapeutic jurisprudence approach used in drug courts and other problem-solving courts. Also, they tend to address sex offenders’ underlying addictions through treatment and graduated levels of community supervision.

These courts primarily handle cases involving felony sex offense charges and generally promote a comprehensive approach to the disposition of these sensitive cases. For maximum continuity and accountability, one judge handles all the cases, tracking them through to disposition, including probation supervision and offender registration if appropriate. The judge is assisted by a specially trained team of prosecutors, defense attorneys, victim agencies, probation officers, treatment providers and court personnel who undergo a comprehensive training program and participate in regular interagency meetings to ensure best practices in timely case resolution, victim safety, post-conviction accountability and public safety.

Sexual Assault

As defined in the Violence Against Women Act (VAWA)(2005), the term “sexual assault” means any conduct proscribed by chapter 109A of Title 18, whether or not the conduct occurs in the special maritime and territorial jurisdiction of the United States or in a Federal prison and includes both assaults committed by offenders who are strangers to the victim and assaults committed by offenders who are known or related by blood or marriage to the victim. Generally, chapter 109A prohibits any type of sexual contact or behavior that occurs without the consent of the victim, including forced sexual intercourse, forcible sodomy, child molestation, fondling, and attempted rape.

Sexual Assault Victim Services Organization

The term “sexual assault victim services organization” means a State sexual assault coalition, rape crisis center, or a dual victim services program that has a demonstrated history of providing appropriate services to rape and sexual assault victims. See definition of “State Sexual Assault Coalition” below.

Specialized Civil or Criminal Sexual Assault Courts

Not to be confused with “Sex Offender” or “Sex Offense” courts, this model addresses the handling of sexual assault cases where the perpetrator may be a relative, acquaintance (e.g., boyfriend/girlfriend, friend, coworker, neighbor), or a stranger. This court’s premise is based upon victims’ safety and holistic needs.

Specialized Criminal Domestic Violence Court Procedures

The decision to combine civil and criminal jurisdiction in a single specialized domestic violence court is even more complex than the decision to create a specialized domestic violence criminal court. Specialized procedures for handling domestic violence cases in criminal courts are modeled as follows:

Pretrial Conference - This is the court appearance in which the prosecutor and defense attorney (or defendant) attempt to plea-bargain a case before it is scheduled for trial. Some courts choose to specialize by having all pretrial conferences involving domestic violence crimes docketed on a separate court calendar. Other court appearances, such as arraignment hearings and trials, are handled on the same calendar as any other crime.

Non-Evidentiary Appearances – In this model, criminal courts only preside over all non-evidentiary hearings for felony and misdemeanor domestic violence cases. The court makes legal decisions after arguments by opposing counsel and does not require witnesses to testify. Non-evidentiary appearances include arraignment (where the court determines the custody and bail status of the defendant), pretrial conferences (where the attorneys attempt to plea-bargain a resolution to the case without a trial), and hearings involving the taking of guilty pleas and sentencing.

All Appearances in Specialized Court - Some criminal courts choose to specialize so that every appearance of a criminal domestic abuse case is held in one court from arraignment to trial and sentencing. As only judges of the specialized court handle domestic abuse cases, this type of court promotes consistency of case disposition and expertise in domestic abuse on the part of judges. It also requires extensive resources and community support in its development and implementation. A court system (from probation officers to court clerks to judges) needs to be prepared to adjust existing resources accordingly.

Combined Civil and Criminal Jurisdiction - Some courts elect to combine civil and criminal jurisdiction in a single domestic violence court. The same court hears petitions for protection or restraining orders and all appearances for criminal misdemeanor domestic abuse cases. This approach ensures that the judge is well informed about the entire situation and provides consistency in the court's orders.

Stalking

The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

State

The term "State" means each of the several States and the District of Columbia, and except as otherwise provided, the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands, and the Commonwealth of Northern Mariana Islands.

State Sexual Assault Coalition

The term “State sexual assault coalition” means a program determined by the Center for Injury Prevention and Control of the Centers for Disease Control and Prevention under the Public Health Service Act (42 U.S.C. § 280b et. seq.).

Tribal Coalition

The term "tribal coalition" means--

- (A) an established nonprofit, nongovernmental tribal coalition addressing domestic violence and sexual assault against American Indian or Alaskan Native women; or
- (B) individuals or organizations that propose to incorporate as nonprofit, nongovernmental tribal coalitions to address domestic violence and sexual assault against American Indian or Alaska Native women.

Tribal Government

The term "tribal government" means--

- (A) the governing body of an Indian tribe; or
- (B) a tribe, band, pueblo, nation, or other organized group or community of Indians, including any Alaska Native village or regional or village corporation (as defined in, or established pursuant to, the Alaska Native Claims Settlement Act ([43 U.S.C. 1601](#) et seq.)), that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Tribal Nonprofit Organization

The term "tribal nonprofit organization" means--

- (A) a victim services provider that has as its primary purpose to assist Native victims of domestic violence, dating violence, sexual assault, or stalking; and
- (B) staff and leadership of the organization must include persons with a demonstrated history of assisting American Indian or Alaska Native victims of domestic violence, dating violence, sexual assault, or stalking.

Tribal Organization

The term "tribal organization" means--

- (A) the governing body of any Indian tribe;
- (B) any legally established organization of Indians which is controlled, sanctioned, or chartered by such governing body of a tribe or tribes to be served, or which is democratically elected by the adult members of the Indian community to be served by such organization and which includes the maximum participation of Indians in all phases of its activities; or
- (C) any tribal nonprofit organization.

Underserved populations

The term “underserved populations” includes populations underserved because of geographic location, underserved racial and ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age), and any other population determined to be underserved by the Attorney General. (42 U.S.C. § 13925(a)(33))

Unit of Local Government

The term “unit of local government” means any city, county, township, town, borough, parish, village, or other general-purpose political subdivision of a state; an Indian tribe that performs law enforcement functions as determined by the Secretary of the Interior; or, for the purpose of assistance eligibility, any agency of the District of Columbia government or the United States Government performing law enforcement functions in and for the District of Columbia or any Trust Territory of the United States.

Local courts, police departments, pre-trial service agencies, district or city attorneys’ offices, sheriffs’ departments, probation and parole departments, shelters, nonprofit, nongovernmental victim services agencies, and universities are **not** considered units of local government for the purposes of this grant program unless they meet the “unit of local government” definition under 42 U.S.C. § 3791.

As defined in 42 U.S.C. § 3791(a)(3), “unit of local government” also includes any law enforcement district or judicial enforcement district that is established under applicable state law and has the authority to, in a manner independent of other state entities, establish a budget and impose taxes.

Victim Services Organization

Victim services organizations meet the following criteria:

- Provide services to victims of sexual assault, domestic violence, dating violence, or stalking as one of their primary purposes and have a demonstrated history of effective work in this field;
- Address a demonstrated need in their communities by providing services that promote the dignity and self-sufficiency of victims, improve their access to resources, and create options for victims seeking safety from perpetrator violence; and
- Do not engage in or promote activities that compromise victim safety.