

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



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# OVW Fiscal Year 2012 Rural Sexual Assault, Domestic Violence, Dating Violence and Stalking Assistance Program

## Eligibility

Applicants are limited to States, Territories, Indian Tribes, Local Governments and nonprofit, public or private entities, including Tribal nonprofit organizations.

**Eligibility for the FY 2012 Rural Program Grant is open to continuation applicants only (See "Eligibility," page 5).**

## Deadline

**All applications are due by 11:59 p.m. E.T. on March 29, 2012.  
(See "Deadline: Application," page 5)**

To ensure all applicants have ample time to complete the registration process through **Grants.gov**, applicants should register online with **Grants.gov** by **March 15, 2012**.

## Contact Information

**For assistance with the requirements of this solicitation, contact OVW at (202) 307-6026.**

**In Fiscal Year 2012, OVW applications will be submitted through Grants.gov. For technical assistance with grants.gov, contact the Grants.gov Customer Support Hotline at 1-800-518-4726.**

**Grants.gov Number assigned to announcement OVW-2012-3135**

**It is anticipated that all applicants will be notified of the outcome of their applications by September 30, 2012.**

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# **OVW FY2012 Rural Sexual Assault, Domestic Violence, Dating Violence and Stalking Assistance Program (CFDA 16.589)**

## **Overview**

The Office on Violence Against Women (OVW) is a component of the United States Department of Justice (DOJ). Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership on issues of sexual assault, domestic violence, dating violence, and stalking. Since its inception, OVW has supported a multifaceted approach to responding to these crimes through implementation of grant programs authorized by VAWA. By forging State, local and tribal partnerships among police, prosecutors, judges, victim advocates, health care providers, faith leaders, 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. For general information on OVW grant programs, please see the OVW Fiscal Year 2012 Grant Program Solicitation Reference Guide (Reference Guide) at <http://www.ovw.usdoj.gov/docs/resource-guidebook.pdf>.

## **About the OVW Rural Program**

Victims of sexual assault, domestic violence, dating violence, and stalking in rural communities face unique challenges and barriers to receiving assistance rarely encountered in urban areas. The geographic isolation, economic structure, particularly strong social and cultural pressures, and lack of available services in rural jurisdictions significantly compound the problems confronted by those seeking support and services to end the violence in their lives. These factors also complicate the ability of the criminal justice system to investigate and prosecute sexual assault, domestic violence, dating violence, and stalking cases. In addition, socio-cultural, economic, and geographic barriers create difficulties for victim services providers to identify and assist victims of these crimes.

Recognizing this, Congress established the Rural Domestic Violence and Child Victimization Enforcement Grant Program (Rural Program) with the passage of the Violence Against Women Act (VAWA) in 1994 and reauthorized it in the Violence Against Women Act of 2000. The Violence Against Women and Department of Justice Reauthorization Act of 2005 (VAWA 2005) expanded the scope of the Rural Program to include sexual assault and stalking, and modified the eligibility criteria, as well as the statutory purpose areas under which projects must be implemented. The title of the program was revised to reflect these changes. The primary purpose of the Rural Program is to enhance the safety of rural victims of sexual assault, domestic violence, dating violence and stalking and support projects uniquely designed to address and prevent these crimes in rural areas. The Rural Program welcomes applications that propose innovative solutions to achieving this goal and encourages collaboration among criminal justice agencies, victim services providers, social services agencies, health professionals, and other community organizations to overcome the problem of sexual assault,

domestic violence, dating violence, and stalking and ensure that victim safety is paramount while providing services to victims.

By statute, at least 75% of the total amount of funding made available for this program shall be allocated to eligible entities located in rural states. A *rural state* is 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 decennial census of 2010. **Applicants from statutorily defined rural states must also submit the eligibility and service area documentation as identified below.**<sup>1</sup>

In addition, by statute, no less than 25% of Federal Fiscal Year 2012 appropriated funds shall be allocated to activities that meaningfully address sexual assault in rural communities.

## Deadlines

### Application

The deadline for applying for funding under this grant announcement is **11:59 p.m. E.T.** on **March 29, 2012**. Applications submitted after **March 29, 2012 11:59 p.m. E.T.** will not be considered for funding.

Note: For applicants without Internet access, who cannot submit an application electronically, please contact Charlotte Turpin, Grant Program Specialist, at (202) 514-8680 or [charlotte.turpin@usdoj.gov](mailto:charlotte.turpin@usdoj.gov), no later than **March 15, 2012** to request permission to submit an application by alternative means.

### Registration

The **Grants.gov** registration deadline is **March 15, 2012**. It is strongly encouraged that applicants begin the registration process well in advance of the deadline. For more information on the process of registering with **Grants.gov**, please see the [Reference Guide](#).

## Eligibility

It is very important that you review this information carefully. Applications that are submitted by ineligible entities will not be considered for funding. For Fiscal Year 2012, the Rural Program is open to continuation applicants only (see “Types of Applicants” below for additional explanation).

### Eligible Entities

Eligible entities for this program are:

- [States](#);
- [Indian Tribes](#);
- [Territories](#);
- [Local governments](#); and
- [Nonprofit \(public or private\) entities, including Tribal nonprofit organizations](#).

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<sup>1</sup> The following states are designated as “rural” based on the 2010 Census: Alaska, Colorado, Idaho, Kansas, Maine, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, and Wyoming.

### Program Eligibility Requirements

In addition to meeting the eligible entity requirement outlined above, applications for the Rural Program must also meet the following requirement(s):

#### Eligible Service Area

- Propose to serve a *rural area* or *rural community*, as defined by 42 U.S.C., § 13925(a)(21) to mean (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. Please note that all service areas outside of this definition are ineligible; and
- Applicants located in non-rural areas and/or in agencies serving both rural and non-rural areas must demonstrate how the requested funding and proposed project benefits the rural area(s) and/or rural community(ies).

#### Eligible Service Area Documentation

***Every application (whether from an applicant in a rural or non-rural State) must include documentation that the proposed area to be served, in fact, meets the rural eligibility requirements. The requirements include printed documentation of the service area. Instructions to complete the documentation process can be found in Appendix A.***

Applicants proposing to serve rural areas of a county that is partially eligible as a rural community must include a print-out of the proper documentation for the rural community(ies) or area(s) to be served.

***Note: Applications that do not include adequate documentation for each and every county to be served will not be considered for funding.***

***Please see Appendix A for instructions on how to document these requirements.***

#### Required Partnerships

- Eligible applications must include a nonprofit, nongovernmental or tribal, sexual assault, domestic violence, dating violence, or stalking victim service organization as the lead applicant and/or a formal *project* partner, as demonstrated through a required Memorandum of Understanding (MOU).
- Eligible applications must include at least one partner, and should include agencies and organizations necessary to implement the proposed project.<sup>2</sup>
- Project partners must be involved in the development *and* implementation of the project.
- The MOU should be a **single document** that includes current signatures and current dates from all partners. Signatories should be sure to include their titles and agencies under their signatures. A sample MOU is available at <http://www.ovw.usdoj.gov/docs/sample-mou.pdf>.
- Victim services organizations should meet all of 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;

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<sup>2</sup> These partners or agencies may include the following: providers addressing sexual assault, domestic violence, dating violence, and stalking; law enforcement agencies; prosecutors; courts; other criminal justice service providers; human and community service providers, educational institutions; and health care providers. See 42 U.S.C. §13971 (a)(1)(A-H).

- 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.

### **Types of Applicants**

In FY 2012, OVW will accept applications for the Rural Program *only* from the following:

Continuation applicants: OVW Rural Program grantees that most recently received their awards in either FY 2009 or FY 2010.

Grant recipients who received new or supplemental funding for **36** months in FY **2011** are NOT eligible to apply.

Additionally, OVW will only accept one application per eligible entity for the Rural Program.

Even though applications are restricted to continuation projects, the process is very competitive given the large number of applications anticipated. Continuation funding is not guaranteed.

## **Award Information**

### **Award Period**

The grant award period is **36** months. Budgets must reflect **36** months of project activity, and the total "estimated funding" (block 15) on the SF-424 must reflect **36** months.

### **Award Amounts**

Applicants should carefully consider the resources needed to successfully implement the proposed project and present a realistic budget that accurately reflects project costs. Funding levels under the Rural Program for FY 2012 are as follows:

- There is no maximum award amount; and
- Although there are no budget caps this fiscal year, it is unlikely that grant awards will exceed \$1 million in funding.

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

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. Funding is not guaranteed.

## **Program Scope**

Activities supported by the Rural Program are determined by federal statute/regulations and OVW policies.

### **Purpose Areas**

In FY 2012, funds under the Rural Program must be used for at least one of the following purposes:

- To identify, assess, and appropriately respond to child, youth, and adult victims of sexual assault, domestic violence, dating violence, and stalking in rural areas or rural communities, by encouraging collaboration among sexual assault, domestic violence, dating violence and stalking victim service providers; law enforcement agencies; prosecutors; courts; other criminal justice service providers; human and community service providers; educational institutions; and health care providers;
- To establish and expand nonprofit, nongovernmental, State, Tribal, Territorial, and local government victim services in rural areas or rural communities to child, youth, and adult victims; and
- To increase the safety and well-being of women and children in rural areas or rural communities by dealing directly and immediately with sexual assault, domestic violence, dating violence and stalking occurring in rural areas or rural communities; and creating and implementing strategies to increase awareness and prevent sexual assault, domestic violence, dating violence and/or stalking.

Applicants must also use at least one of the following strategies in the implementation of all proposed project activities:

- Implementing, expanding, and establishing cooperative efforts and projects among law enforcement officers, prosecutors, victim advocacy groups, and other related parties to investigate and prosecute incidents of sexual assault, domestic violence, dating violence and/or stalking;
- Providing treatment, counseling, advocacy, and other long- and short-term assistance to adult and minor victims of sexual assault, domestic violence, dating violence and stalking in rural areas or rural communities, including assistance in immigration matters; or
- Working in cooperation with rural areas and rural communities to develop education and prevention strategies directed toward such issues.

### **OVW Priority Areas**

Applications proposing activities within the context of the purpose areas described above will be given special consideration during the review process:

- Projects that focus primarily (80% or more) on a multi-disciplinary effort to improve the criminal justice system's response to sexual assault, including programs that encourage and support the development or enhancement of investigative and prosecutorial efforts; or
- Projects that focus primarily (80% or more) on enhancing the capacity of organizations to provide services to populations that have historically been underrepresented within rural areas or rural communities, such as serving individuals in communities of color; gay, lesbian, bisexual, transgender and questioning (GLBTQ) individuals; individuals with disabilities; and individuals experiencing abuse in later life. Applicants applying under this priority area must demonstrate that they have partnered with organizations that have the unique knowledge of and expertise in working with the proposed target population, and will provide an appropriate level of compensation to their partners for this work.

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

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

- Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;
- Practices that fail to conduct safety planning with victims;
- Facility procedures and policies that fail to account for physical safety issues;
- Practices that fail to maintain the confidentiality of victims, such as failing to address the confidentiality of the victims' identity in case management and/or data collection systems;
- Requiring alternative dispute resolution, mediation or couples counseling as a systemic response to sexual assault, domestic violence, dating violence, and/or stalking;
- Offering perpetrators the option of entering pre-trial diversion programs;
- Requiring victims to seek legal sanctions against their perpetrator or offender (e.g., seek a protection order, file formal complaint, forcing the victim to testify against their perpetrator or offender);
- Imposing restrictive conditions on victims in order to receive services (e.g., requiring a sexual assault victim to report the offense to law enforcement to receive a medical forensic examination, counseling or advocacy services; requiring a domestic violence victim to seek a protection order or counseling as a precondition to services);
- Procedures that indicate criminal record background checks are performed on individuals presenting for services prior to receiving services;
- Policies or practices that discourage prosecutors from accepting cases for victims who do not have physical evidence of domestic violence or sexual assault;
- Batterer's Intervention Programs that are voluntary and not court-mandated; and
- Offering anger management classes as a substitute for Batterer's Intervention Programs for offenders.

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

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

OVW has determined the activities listed below to be out of the program scope. Applications that propose out-of-scope activities may receive a point deduction during the review process. Applications that are determined to be substantially outside the scope of the Rural Program will not be considered for funding. The following activities are out of scope and will not be supported by Rural Program grant funding:

- Research projects (This does not include program assessments conducted only for internal improvement purposes. For background on activities that would constitute "research," please see "Additional Requirements" Section of the [Reference Guide](#) addressing "Research and Protection of Human Subjects.");
- Supervised visitation programs;
- Legal services in civil and criminal matters, such as family law cases (divorce, custody, visitation and child support), housing cases, consumer law cases and other legal services

for victims of sexual assault, domestic violence, dating violence, and stalking, beyond assistance in seeking protection orders and limited immigration matters (i.e., U-visas). Legal representation may be provided to victims of sexual assault, domestic violence, dating violence, and stalking in the context of protection order proceedings and limited immigration matters;

- Services to children for anything other than child sexual assault or services beyond ancillary services provided to a victim's child when there is an inextricable link between the child's need for services and a parent's victimization and as a direct result of providing victim services for the parent. For example, funds may support services for children of battered clients residing in a shelter;
- Broad-scoped education and prevention for students, not specifically related to sexual assault, domestic violence, dating violence and/or stalking, such as "bullying" or "character building" educational programs. However, developing prevention, education and outreach programs and materials for sexual assault, domestic violence, dating violence and/or stalking are encouraged; and
- Grant funds may not be used to directly address child abuse, or family violence issues such as violence perpetrated by a child against a parent, or violence perpetrated by a sibling against another sibling.

### **Unallowable Activities**

The following is a list of activities that are unallowable and cannot be supported by Rural Program grant funding. Applications that propose unallowable activities may receive a point deduction during the review process. Applications that include substantial unallowable activities will not be considered for funding.

- Lobbying
- Fundraising
- Research projects
- Purchase of real property
- Construction
- Physical modifications to building, including minor renovations (such as painting or carpeting).

## **How To Apply**

This section describes what an application should include. Applicants should anticipate that failure to submit an application that contains all of the specified elements will negatively affect the review of the application and may result in the application not being considered for funding; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

It is the responsibility of the applicant to ensure that the application is complete and submitted by the deadline.

### **Formatting and Technical Requirements**

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

- Double spaced (Project Abstract, Summary Data Sheet and charts may be single space)

- 8½ x 11 inch paper
- One inch margins
- Type no smaller than 12 point, Times New Roman font
- Page numbers
- No more than **20 double spaced** pages for the Project Narrative
- Word processing documents must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt)
- Headings and sub-headings that correspond to the sections identified in How to Apply

### **Experiencing Unforeseen Technical Issues**

If you experience technical difficulties at any point during the application process, please contact the Grants.gov Customer Support Hotline at 1-800-518-4726.

If you experience unforeseen technical issues that prevent you from submitting your application by the deadline, you must contact the technical support number above prior to the deadline AND contact Charlotte Turpin, Grant Program Specialist, Rural Program at **202-514-8680 within 24 hours after the deadline** to request approval to submit your application. At that time, you will be required to email the complete grant application, your DUNS number, and provide a grants.gov Help Desk tracking number(s). After OVW reviews all of the information submitted and verifies your technical issues with the Help Desk, OVW will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be verified, your 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 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.

### **Application Requirements**

Applications must include the following sections in order for the application to be forwarded for further review. Applications that do not include these sections will not be considered.

1. Project Narrative
2. Budget Detail Worksheet and Narrative
3. Memorandum of Understanding (MOU)
4. Eligible Service Area Documentation **[Please see Appendix A for instructions on how to document these requirements]**

Applications forwarded for review will be scored on the following:

1. Summary Data Sheet
2. Project Narrative
3. Budget Detail Worksheet and Narrative
4. Memorandum of Understanding (MOU)

Applications must address each section and include the detailed information outlined below in the specified section of their application.

### Summary Data Sheet (5 Points)

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

- Name, title, address, phone number, and e-mail address for the authorized representative. Please see the [Reference Guide](#) to determine who can be an authorized representative;
- Name, title, address, phone number, and e-mail address for the grant point-of-contact;
- Statement as to whether the agency has expended \$500,000 in Federal funds in the past fiscal year for the applicant. Please specify the end date of the fiscal year;
- A list of all rural areas or rural communities within the targeted service area, defined by county (if fully rural) and census tract (if partially rural). This must be the accurate proposed service area and reflected throughout the rest of the application. This information will be used when verifying service area documentation;
- List the names, dates, and locations of all OVW-sponsored training and technical assistance events in which project staff or project partners participated during the current grant award period;
- The percentage of grant activities, should the application be approved, that will address each of the following issues:
  - Sexual assault;
  - Domestic violence;
  - Dating/Teen dating violence; and/or
  - Stalking.
- Summary of Current and Recent OVW Projects. If the applicant has a current grant award or cooperative agreement under **any** OVW program, or received an award that has been closed within one calendar year, the information below **must** be included.
  - Identify grant by OVW program, award number, and project period.
  - Specify the total funds remaining in each grant as of the date of application.
  - Provide the total funds remaining in each grant in the Personnel, Contracts/Consultants and Travel (OVW sponsored TA events) categories as of the date of application.
  - List the number and titles of all full-time and/or part-time positions funded by the award.

### Project Narrative 60 Points Total

The Project Narrative may not exceed **20** pages in length, double-spaced. The Project Narrative comprises the following **four** sections:

#### Purpose of Application (10 points)

This section must include:

- Targeted service area(s) and population within the rural service area(s);
- Problem to be addressed;
- Current services available to victims of sexual assault, domestic violence, dating violence and stalking in the targeted rural service area(s);
- Gaps in services for victims of sexual assault, domestic violence, dating violence and stalking within the targeted rural service area(s);
- Describe how grant funding will address the identified problem and how the proposed project will help alleviate the gaps in services;

- If the project is to serve more than one county and/or census tract, specifically describe how services and/or activities will be accessed and/or implemented in each county and/or census tract; and
- Describe how the proposed project will complement other current OVW-funded projects (if applicable), and not duplicate efforts.

**What Will Be Done (35 points)**

This section must include the information below. In doing so, the applicant must provide a clear link between the proposed activities and the need identified in the “Purpose of Application” section.

- Goals and objectives, describing the specific tasks and activities necessary to accomplish each;
- Prepare a timeline that identifies when the tasks and activities will be accomplished;
- Describe any tangible products (brochures, posters, curriculum, etc) proposed to be developed with grant funds. If no tangible products are proposed, please so indicate;
- Detail what the applicant is currently doing to address victim safety and autonomy;
- Describe how the applicant plans to address victim safety and autonomy in the project;
- Describe any proposed training or educational course content; and
- Describe the expected outcomes.

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

This section must include the information below. In doing so, the applicant must justify who will be involved in the project and demonstrate that they have the capacity to address the stated need and that they can successfully implement the stated project activities.

- Key personnel;
- Experience and expertise of the organization **and** key personnel who will be directly involved with the project;
- Clearly demonstrate that any partnerships required by the solicitation have been met;
- List of the agency (ies) or office(s) responsible for carrying out the activities included within the proposed project;
- Experience and expertise of all key personnel from partner organizations who will be involved in the implementation of the project not otherwise addressed above.

**Sustainability Plan (5 points)**

As this is a competitive, discretionary program, there is no guarantee of continuation funding. Applicants are required to include a plan describing how they would sustain project activities if Federal funding through the **Rural Program** were no longer available.

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

OVW has the discretion to award grants for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to award of a grant. For guidance on budget requirements please see the [Reference Guide](#). A Sample Budget Detail Worksheet is available at <http://www.ovw.usdoj.gov/docs/budget-detail-worksheet.pdf>. When preparing the Budget Detail Worksheet and Narrative, please use the Sample Budget Detail Worksheet as a guide and be sure to include all necessary budget categories as outlined in the Worksheet.

### Award Period and Amount

- The FY 2012 Rural Program award period is 36 months beginning October 1, 2012.
- Funding levels under the Rural Program for FY 2012 are as follows:
  - There is no maximum award amount;
  - Although there are no budget caps this fiscal year, it is unlikely that grant awards will exceed \$1 million in funding.

### Budget Requirements

Applicants are required to submit a budget detail worksheet that is reasonable and cost effective. The budget must adhere to the [OVW Financial Grants Management Guide](#). The budget detail worksheet must:

- Include a budget narrative that supports and justifies all proposed costs and provides a clear link between specific project activities and proposed budget items; and
- Include a budget that reflects all costs related to implementing the proposed project and provides calculations for all costs.
- Applicants are strongly discouraged from requesting consultant rates in excess of \$650 per day.

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

OVW funding cannot be used to purchase food and/or beverages for any meeting, conference, training, or other event, except if one of the following applies:

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

Justification for an exception listed above must be included in the budget narrative.

If an exception is made for food/beverages or refreshments, the cost of any individual meal, plus taxes and any hotel service costs (e.g., labor cost for room setup), cannot exceed 150 percent of the General Services Administration (GSA) Meals and Incidental Expenses (M&IE) rate for that meal in that locality per attendee. OVW strongly encourages costs to stay at or below 100% of the applicable per diem rate for any meal provided, including any service costs. The current GSA M&IE rate breakdown by meal and by locality can be found at

<http://www.gsa.gov/portal/content/101518>. If OVW funds are used to provide breaks/refreshments, they can only be provided once per day, and any related expenses (food, beverages, plus taxes and any hotel service costs) cannot exceed 11.5% of the current GSA M&IE rate per attendee per day. OVW prefers that such costs fall well below 11.5%. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

Updated Department of Justice and OVW guidance on conference planning, minimization of costs, and conference cost reporting will be forthcoming and will be accessible on the OVW website.

#### Training and Technical Assistance

All applicants are required to allocate funds in the amount of **\$15,000** to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Applicants from Alaska, Hawaii, and United States Territories should allocate **\$20,000** to account for higher travel costs. These specific applicants may exceed the budget caps to account for this increased travel amount.

#### Accommodations and Language Access

Applicants are encouraged to allocate grant funds to support activities that help to ensure individuals with disabilities and deaf individuals and persons with limited English proficiency have meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) Interpreter services, language interpretation and translation services, or the purchase of adaptive equipment.

Applicants proposing to use grant funds to create websites, videos and other materials must ensure that they are accessible to persons with disabilities. Grant funds must be allocated for these purposes.

### **Memorandum of Understanding (MOU) (20 Points Total)**

For purposes of this application, the MOU is a document containing the terms of the partnership, and the roles and responsibilities between two or more parties. The MOU should be a single document and it should be signed and dated by the Authorized Representative of each proposed partner agency during the development of the application.

The MOU must:

- Clearly identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- Clearly state the roles and responsibilities each partner will assume to ensure the success of the proposed project;
- Specify the extent of each partner's participation in developing the application;
- Demonstrate a commitment on the part of all project partners to work together to achieve stated project goals;
- Indicate approval of the proposed project budget by all signing parties;
- Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, and training);
- The applicant organization and all project partners, including: Nonprofit, nongovernmental sexual assault, domestic violence, dating violence, and/or stalking programs, or other nonprofit, nongovernmental organizations or tribal organizations, must adequately demonstrate their history and expertise in working with victims of sexual assault, domestic violence, dating violence, and/or stalking. Additionally, the organization should appropriately correspond to sufficiently meeting the goals, objectives and activities included within the proposed project. For example, if an application focuses mainly on sexual assault, then the nonprofit partner should have demonstrated expertise in sexual assault. **Applicants must demonstrate the correlation between the issue to be addressed and the expertise of proposed staff in their MOUs;**

- All relevant criminal justice agencies participating in the project development and implementation of goals, objectives and activities included within the proposed project (e.g., law enforcement, prosecution, the courts, and probation); and
- Any other agencies or organizations that will collaborate to implement the goals, objectives or activities included within the proposed project.

Applicants, although previously funded under this program, **must** develop a new MOU that reflects the continuation of project activities and includes current dates and signatures from all project partners.

All applications must involve a **nonprofit, nongovernmental or tribal sexual assault, domestic violence, dating violence, or stalking victim service organization in the development and implementation of the project**. Victim services organizations should meet all of 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.

A sample MOU is available at <http://www.ovw.usdoj.gov/docs/sample-mou.pdf>.

Letters of support **may not** be submitted in lieu of the MOU.

## **Additional Required Information**

The following documents will not be scored during the review process but they should be included with your submission. Failure to include any of the information may result in the inability to access funds if your application is selected for funding.

### **Proposal Abstract**

The Proposal Abstract should provide a short and accurate summary of your proposed project including who will be involved with the proposed project, what will be done, the service area where the proposed project will take place and who will be impacted by the proposed project. Please do not summarize past accomplishments in this section.

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

Applicants will complete the SF-424 online.

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

Forms will be completed online during the submission process. For further information on the Standard Assurances and Certifications please see the [Reference Guide](#).

### **Letter of Nonsupplanting**

Applicants must submit a letter to OVW's Director, signed by the Authorized Representative, certifying that Federal funds will not be used to supplant State or local funds should a grant

award be made. Please refer to [http://www.ovw.usdoj.gov/docs/nonsup\\_letter.pdf](http://www.ovw.usdoj.gov/docs/nonsup_letter.pdf) for a sample letter. This should be a separate attachment to the application in **Grants.gov**.

### **Financial Accounting Practices**

Each applicant must prepare a response to the following questions. OVW will review the applicant's responses to assist in evaluating the adequacy of the organization's financial management system and to identify areas of need for training and technical assistance. This section of your application should be no more than two pages and should be a separate attachment to the online application in **Grants.gov**.

- Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding?
- Does the applicant have written accounting policies and procedures? OVW may request a copy for review during the application/award process or as part of the grant monitoring process.
- Is the applicant's financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant?
- Does the applicant have procedures in place for minimizing the time elapsing between transfer of funds from the United States Treasury and disbursement for project activities?
- Does the applicant have effective internal controls in place to adequately safeguard grant assets and to ensure that they are used solely for authorized purposes? Please provide a brief description.
- Does the applicant have a documented records retention policy? If so, briefly describe the policy.
- Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations? If not, the applicant must contact OVW's Grants Financial Management Division at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov) or 1-888-514-8556 immediately after the organization is notified of their award to coordinate training.

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

Applicants that intend to charge indirect costs through the use of an indirect cost rate must have a Federally-approved indirect cost agreement. Please include a copy of a current, signed Federally-approved indirect cost rate agreement. If you need additional information on this requirement, you may go to <http://www.ovw.usdoj.gov/docs/OVW-FGMG-Version-2-7-12-conf-cost-updates-revised-2.pdf>. This should be a separate attachment to the application in Grants.gov. Applicants that do not have a Federally-approved indirect cost rate should budget all project related costs in the direct cost categories. Organizations that wish to negotiate an indirect cost rate may contact OVW's Grants Financial Management Division at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov) or 1-888-514-8556 for more information.

### **Proof of Non-Profit Status (if applicable)**

For further information on how an applicant (if applicable) can demonstrate its non-profit status please see [Reference Guide](#).

This should be a separate attachment to the application in Grants.gov or a separate section in the hard copy [if applicable].

## Selection Criteria

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

OVW reserves the right to deduct points for applications that are partially out of scope, that include unallowable activities, for applicants who are out of compliance with a current OVW grant award or cooperative agreement, and/or for any activities that compromise victim safety or confidentiality.

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

### Review Process

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

### Past Performance Review

OVW awards that are current or have been closed within the past 12 months will be reviewed based on the elements listed below. Up to 25 points may be deducted from the application based on this review.

- Progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the project, indicating timely progress toward meeting project goals and objectives;
- Timely submission of progress reports;
- The grantee has demonstrated that past activities supported with OVW grant funds have been limited to program purpose areas;
- The grantee has complied with all special conditions;
- The grantee has adhered to programmatic and financial reporting requirements, including timely submission of required reports;
- The grantee has closed-out prior awards in a timely manner;
- The grantee appropriately utilized and actively participated in OVW-sponsored workshops and other technical assistance events as required;
- The grantee has received financial clearances on all current grants from OVW;
- The grantee has acted in a timely manner to resolve issues identified in an audit or an on-site financial or programmatic monitoring visit;
- The grantee has complied with the Office of Management and Budget single-audit requirement; and
- Grant funds have been spent in a timely manner.

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

## Other Requirements

### Federal Financial Guidelines and Reporting Requirements

Federal grants are governed by the provisions of the OMB circulars applicable to financial assistance and [OVW's Financial Grants Management Guide](#). The Financial Grants Management Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document outlines the successful administration of grant funds.

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

### Performance Measures

All OVW grantees are required to submit annual and/or semi-annual progress reports, which will be provided to you should you be selected for an award. For more information, please see the [Reference Guide](#).

### Additional Requirements

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

- [Civil Rights Compliance](#)
- Funding to Faith-Based Organizations
- Confidentiality
- Research and the Protection of Human Subjects (if applicable)
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements

- Compliance with [OVW Financial Grants Management Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active CCR Registration

## Public Reporting Burden

### Paperwork Reduction Act Notice

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this form is 30 hours. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street, NE, Washington, DC 20530.

## Application Checklist

Applicants must submit a fully executed application to OVW, including all required supporting documentation.

<b>Application Documents</b>	<b>Completed?</b>
<b>1. Summary Data Sheet</b>	
<b>Summary of Current OVW Projects</b>	
<b>2. Project Narrative.</b>	
<b>Purpose of the Application</b>	
<b>What Will Be Done</b>	
<b>Who Will Implement</b>	
<b>Sustainability Plan</b>	
<b>3. Budget Detail Worksheet and Narrative</b>	
<b>4. MOU</b>	
<b>5. Proposal Abstract</b>	
<b>6. Application for Federal Assistance: SF 424</b>	
<b>7. Standard Assurances and Certifications</b>	
<b>8. Letter of Nonsupplanting</b>	
<b>9. Financial Accounting Practices</b>	
<b>10. Indirect Cost Rate Agreement (only if the applicant has a current Federally-approved rate)</b>	
<b>11. Proof of Non-Profit Status (if applicable)</b>	
<b>12. Documentation of Eligibility</b>	

**APPENDIX A**

**Rural Eligibility Determination and Documentation Process**

## Rural Eligibility Determination and Documentation Process

For the purpose of the Rural Program, a rural area or community is defined as (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 grant funds *may not* be used to serve victims residing in census tracts that are not rural.

**The following instructions will assist potential applicants in determining whether the areas which they are proposing to serve are designated as “rural” using the definitions above. Once eligibility is determined, the below instructions outline the necessary documentation confirming service area eligibility, which is required to be included with your application. Applications not including the documentation of service area eligibility for the rural area(s) or rural community(ies) to be served will not be considered for funding.**

The Rural Program will use the ***List of Rural Counties and Designated Eligible Census Tracts in Metropolitan Counties***, developed by the U.S. Department of Health and Human Services, Health Resources and Services Administration (HRSA).

### Determining Eligibility

The following is a step-by-step guide to determine the eligibility of your service area.

1. Identify the county(ies) to be served by this project.
2. Click on the following link: <ftp://ftp.hrsa.gov/ruralhealth/Eligibility2005.pdf> , which will take you to the document entitled, *List of Rural Counties and Designated Eligible Census Tracts in Metropolitan Counties*.
3. Check to see if the county is listed in Section I. Section I is a list of fully rural counties arranged by State. Any one of these counties is eligible to be served, in its entirety, under the OVW Rural Program.
4. If not listed in Section 1, check to see if the county is listed in Section II. Section II is a list of counties in which HRSA has identified certain census tracts that are considered rural. This Section II list also can be used for the purpose of the OVW Rural Program. The names of the states, counties and eligible census tracts within each county are listed. The census tracts in these counties are the only areas eligible to be served under the OVW Rural Program.

If the county and/or census tract is not listed in either Section, it is ineligible and cannot be served under the OVW Rural Program. Reminder, the list has two sections. Please check the lists carefully.

**Section I** is a list of fully rural counties arranged by State. Any one of these counties is eligible to be served, in its entirety, under the OVW Rural Program.

**Section II** is a list of counties in which HRSA has identified certain census tracts that are considered rural, which will also be used for the purpose of the OVW Rural Program. The names of the states, counties, and eligible census tracts within each county are listed. The application may propose to serve rural areas and rural communities listed in Section II.

### **Documenting Eligibility**

The following is a step-by-step guide to documenting the eligibility of your service area. **The documentation confirming service area eligibility is required to be included with your online application. Applications that do not include the documentation of service area eligibility for the rural area(s) or community(ies) to be served will not be considered for funding.**

For all counties found fully eligible:

1. Please print out the web page(s) from Section I documenting that the county is fully eligible.
2. Indicate on the printout(s) the proposed county (ies) in your state that you intend to serve by either circling them or entering a check next to them. (Please note that OVW may make copies of applications; and color and other highlights will not show).
3. Attach to your online application as Exhibit A.

For all counties partially eligible:

1. Please print out the web page(s) from Section II documenting the eligibility of the census tracts that the project proposes to serve.
2. Indicate on the printout(s) which are the proposed census tracts that you intend to serve by either circling them or entering a check next to them.
3. Attach to your online application as Exhibit A.

### **Please note the following:**

- ❖ OVW may make copies of applications; color and highlights will not show.
- ❖ The documentation must correspond exactly to the service area described in the application's Summary Data Sheet; it must also be reflected throughout the entire application.
- ❖ Applications that fail to submit the proper documentation for each and every area to be served will not be considered for funding.
- ❖ This year, OVW is not requiring maps of the proposed service area.
- ❖ All documentation must be attached to your online application.