

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



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# OVW Fiscal Year 2012 Transitional Housing Assistance Grants for Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking Program

## Eligibility

Applicants are limited to States, units of local government, Indian tribes, and non-profit organizations, including community-based organizations, that have a documented history of effective work concerning sexual assault, domestic violence, dating violence, and stalking.

(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-2012-3139.**

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

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# **OVW Transitional Housing Assistance Grants for Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking Program (CFDA 16.736)**

## **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 survivors 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 Transitional Housing Assistance Grants for Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking Program**

The OVW Transitional Housing Assistance Grants for Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking Program focuses on a holistic, victim-centered approach to providing transitional housing services that move survivors into permanent housing. Grants made under this grant program support programs that provide assistance to victims of sexual assault, domestic violence, dating violence, and/or stalking who are in need of transitional housing, short-term housing assistance, and related support services. Successful transitional housing programs provide a wide range of flexible and optional services that reflect the differences and individual needs of victims and that allow victims to choose the course of action that is best for them. Transitional housing programs may offer individualized services

such as counseling, support groups, safety planning, and advocacy services as well as practical services such as licensed child care, employment services, transportation vouchers, telephones, and referrals to other agencies. Trained staff and case managers may also be available to work with survivors to help them determine and reach their goals of permanent housing.

## 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 **11:59 p.m. E.T. on March 29, 2012** will not be considered for funding.

Note: For applicants without Internet access, who cannot submit an application electronically, please contact the **OVW Transitional Housing Unit at 202-307-6026** 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 at <http://www.ovw.usdoj.gov/docs/resource-guidebook.pdf>.

## Eligibility

It is very important that you review this information carefully. Applications that are submitted by non-eligible entities will not be considered for funding.

### Eligible Entities

Eligible entities for this program are:

- [States](#);
- [Units of local government](#);
- [Indian Tribal Governments or Tribal organizations](#);
- Other organizations, including domestic violence and sexual assault victim service providers, domestic violence and sexual assault coalitions, and other nonprofit, nongovernmental organizations, including community-based and culturally specific organizations, **that have a documented history of effectively serving victims of sexual assault, domestic violence, dating violence, and/or stalking.**

Based on past experience, applications from universities have not proposed activities that focus on the statutory purpose and scope of this program. Therefore, universities are discouraged

from applying unless they are proposing activities clearly focused on the purpose and scope of this program.

An organization can demonstrate a history of effective work serving victims of sexual assault, domestic violence, dating violence and/or stalking by showing the number of years the agency has provided direct victim and/or housing services, the qualifications or skills of staff assigned to the grant, and the training they have obtained and/or provided.

### **Program Eligibility Requirements**

In addition to meeting the eligible entity requirement outline above, applications for the Transitional Housing Assistance Grant Program must also meet the following requirement(s):

#### Letter of Certification for Housing and Supportive Services

For FY 2012, applicants must certify that they will provide both housing and supportive services (i.e., purpose areas one or two, and three; see pages 9-10), but may limit their use of OVW funds to one purpose area provided they can document availability and source of non-OVW funds for the other purpose area, for the duration of the award. To meet this requirement, applicants must include a letter to OVW's Director, signed by the Authorized Representative, certifying that either: a) the applicant proposes to provide both housing and supportive services with OVW Transitional Housing Assistance Grant Program funds; or b) the applicant will limit their use of OVW funds to either housing or supportive services (select one) and certifies the availability and source of non-OVW funds for the other purpose area, for the duration of the award.

This letter of certification should be a separate attachment to the application in Grants.gov.

#### Required Partnerships

All applicants are required to enter into a formal collaboration with nonprofit, nongovernmental or Tribal organizations serving survivors of sexual assault, domestic violence, dating violence, and/or stalking. Nonprofit, nongovernmental or Tribal sexual assault, domestic violence, dating violence, and/or stalking victim service organizations must be involved in the development and implementation of the project. All applicants that are nonprofit, nongovernmental or Tribal organizations serving survivors of sexual assault, domestic violence, dating violence, and/or stalking must collaborate with at least one other organization (e.g., job training organization, housing authority, or legal services agency).

#### Partner Compensation

Applicants must include compensation for at least one if not all of their project partners for time and travel expenses to participate in project development, training, and implementation. If a partner is a state or local governmental agency and their partnership duties are conducted within the course of the agency's "regular" scope of work, the applicant does 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.

### **Types of Applicants**

In FY 2012, OVW will accept applications for the Transitional Housing Assistance Grant Program from continuation applicants and new applicants that have an **existing** transitional housing program or have partnered with an organization with an existing transitional housing program.

New: applicants who have neither an open Transitional Housing Assistance award nor an award that was closed within the last 12 months.

Continuation: applicants who have an open Transitional Housing Assistance award and/or Transitional Housing Award that was closed within the past 12 months.

Grant recipients who received new or supplemental funding for 36 months in FY 2010 or FY 2011 are NOT eligible to apply.

Please note, Recovery Act Transitional Housing Assistance Grant Program grantees who meet all other applicant requirements are eligible to apply in for FY 2012. Further, all Recovery Act grant funding must continue to be tracked, accounted for, and reported on separately from all other funds (including DOJ grant funds from non-Recovery Act grants awarded for the same or similar purposes or programs). All FY 2012 recipients of Transitional Housing Assistance Grant Program funding must be prepared to track and report on the specific outcomes and benefits attributable to use of grant funds separately from the specific outcomes and benefits attributable to use of Recovery Act funds.

## **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. Awards under the Transitional Housing Assistance Grant Program for FY 2012 will be made for up to \$300,000 for a 36-month period.

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.

## **Program Scope**

Activities supported by the Transitional Housing Assistance Grant Program are determined by statute, Federal regulations, and OVW policies.

Under 42 U.S.C. § 13975, grants under this program may be used to provide transitional housing, or rental assistance, and supportive services only to survivors of sexual assault, domestic violence, dating violence, and/or stalking and their children and dependents. Services may only be provided to survivors: (1) who are homeless, or in need of transitional housing or other housing assistance, as a result of fleeing a situation of sexual assault, domestic violence, dating violence, or stalking; and (2) for whom emergency shelter services or other crisis intervention services are unavailable or insufficient.

### **Purpose Areas**

In FY 2012, funds under the Transitional Housing Assistance Grant Program may be used for the following purposes:

- Programs that provide transitional housing, including funding for the operating expenses of existing transitional housing;
- Programs that provide short-term housing assistance, including rental or utilities payments assistance and assistance with related expenses such as payment of security deposits and other costs incidental to relocation to transitional housing; and
- Programs that provide supportive services designed to enable survivors who are fleeing sexual assault, domestic violence, dating violence, and/or stalking to locate and secure permanent housing and integrate into a community by providing those survivors with services such as transportation, counseling, child care services, case management, employment counseling, and other assistance.

### **Mandatory Program Requirements**

In FY 2012, applicants must provide both housing and supportive services, (i.e., purpose areas one or two, and three), but may limit their use of OVW funds to one or the other provided they can document availability of non-OVW funds for the duration of the award (see page 7).

For survivors to receive supportive services, they must either (1) reside in a transitional housing unit; or (2) receive short-term housing assistance (rental assistance). Grant funds may not be used to provide supportive services beyond this scope unless they are supporting follow-up services to a survivor who has recently exited the transitional housing program.

All projects must offer housing services and/or supportive services for an anticipated minimum length of stay of six months and a maximum length of stay of 24 months. Additionally, all projects must include a plan to provide follow-up support services for a minimum of three months after a victim has secured permanent housing. Follow-up services should be limited to: advocacy, support groups, case management, minimal financial assistance (e.g., security deposit, first month's rent, one voucher for child care) when survivor is establishing permanent housing.

### **OVW Priority Areas**

Applicants are encouraged to consider the following in the development of their application:

- Creating innovative partnerships that improve the overall value and effectiveness of transitional housing by bringing together victim service providers, housing and homelessness organizations, and faith-based and community organizations to provide a broad spectrum of support services that promote self-sufficiency for survivors of domestic violence, sexual assault, dating violence, or stalking, such as mentoring, job training, childcare, and literacy education;
- Designing projects that promote economic independence and financial empowerment strategies for survivors;

- Implementing partnerships that assist survivors in obtaining employment that will enable survivors to afford basic expenses and remain economically independent including non-traditional employment opportunities for women;
- Developing innovative programs to provide transitional housing and supportive services to older survivors (defined as survivors of intimate partner abuse, sexual assault, dating violence, and stalking who are also 50 or older) by addressing the unique barriers to receiving assistance that these survivors face;
- Addressing the complex needs of survivors with disabilities by providing transitional housing assistance that will enhance the accessibility of services, resources, communication, and outreach to survivors with disabilities;
- Providing transitional housing in rural jurisdictions while addressing the lack of available resources in those jurisdictions, social and cultural challenges, and geographic isolation; or
- Developing an innovative approach to improve transitional housing program accessibility and culturally sensitive services to immigrants while addressing barriers that immigrants experience such as the lack of knowledge about resources, language barriers, and issues surrounding immigration.

#### **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 survivors, or allow offenders to escape responsibility for their actions:

- Procedures or policies that exclude survivors 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;
- Promoting policies and practices that fail to encourage ongoing safety planning with all survivors;
- Promoting policies and procedures that fail to protect the confidentiality of survivors;
- Promoting policies and procedures that fail to account for physical safety issues;
- Sponsoring alternative dispute resolution or joint counseling as a response to sexual assault, domestic violence, dating violence, and/or stalking; and
- Requiring survivors to meet restrictive conditions in order to receive services (e.g., the decision to seek a protection order or counseling is a choice that should be reserved to the victim, and should not be a precondition to services).
- If applicants are proposing to use any technology (including, but not limited to, security systems, GPS, hotlines, and databases), they should explain how they plan to address any victim safety concerns that may arise from the use of the technology, such as confidentiality, safety planning, and informed consent.

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 Transitional Housing Assistance Grant Program will not be considered for funding. The following activities are out of scope and will not be supported by the Transitional Housing Assistance 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.”);
- Limited Use of Funds for Legal Services  
Grant funds for legal services will be limited to those legal services that are necessary to assist a victim of sexual assault, domestic violence, dating violence, and/or stalking to locate and secure permanent housing, and to integrate into a community, such as legal services regarding housing, protection orders, and limited immigration matters that may affect a victim’s ability to obtain housing (such as U-visas). Funds under this grant program may not be used for comprehensive, long-term legal assistance, such as divorce or child custody.  
*(Note: Applicants who are interested in providing more comprehensive legal services to survivors may wish to consider OVW’s FY2012 Legal Assistance for Victims program funding opportunity.)*
- Elder Abuse  
Grant funds may be used to provide only transitional housing, rental assistance, and/or supportive services for survivors of intimate partner abuse, sexual assault, dating violence, and stalking committed against an individual age 50 or older. **All activities addressing elder neglect or elder caregiver abuse will be considered out of scope.**  
*(Note: Applicants who are interested in serving this population may wish to consider OVW’s FY2012 Abuse of Women in Later Life program funding opportunity.)*
- Sanctions Against Survivors  
Participation by survivors in support services shall be **voluntary, and must not be made a condition for receiving transitional housing and/or rental assistance.** Survivors should not be ordered to attend therapy or other specific services or be penalized for choosing not to participate in the criminal justice system. **All activities specifying mandatory participation in support services will be considered out-of-scope.**
- Prevention Activities  
**Grant funds may not be used for addressing prevention activities (e.g., outreach to elementary and secondary schools, implementation of educational programs regarding domestic and dating violence intervention, and public awareness campaigns).** Grantees are only permitted to engage in outreach activities to inform potential survivors about the availability of services. In addition, grant funds may not be used to prevent homelessness by payment of mortgage, property taxes or other expenses that would prevent foreclosure or eviction.
- Purchase and/or Lease of Vehicles  
Grant funds may be considered for the purchase and/or lease of a vehicle by the grantee or its partner organization on a case-by-case basis. If requesting a vehicle, a lease/purchase analysis must be submitted in the application. Grant funds may not be

used for the purchase and/or down payment of a vehicle for private ownership by a victim in a transitional housing program.

- Family Violence  
Grant funds may not be used to directly address child abuse, or other family violence issues such as violence perpetrated by a child against a parent, or violence perpetrated by a sibling against another sibling.
- Children  
Applicants may not use grant funds to provide direct services to children, including children who witness domestic violence or are survivors of child abuse, except where such services are an ancillary part of providing services to the child's parent who is a victim of sexual assault, domestic violence, dating violence or stalking, such as providing child care services while the victim receives services.

### **Unallowable Activities**

The following is a list of activities that are unallowable and cannot be supported by Transitional Housing Assistance 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
- 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:

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

7. Word processing documents must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).
8. Headings and sub-headings that correspond to the sections identified in How to Apply.

### **Experiencing Unforeseen Technical Issues**

If you experience technical difficulties at any point during the application process, please contact 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 the Transitional Housing Assistance Grant Program at 202-307-6026 **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 Helpdesk tracking number(s). After OVW reviews all of the information submitted and verifies your technical issues with the Helpdesk, 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 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.

### **Application Requirements**

Applications must include the required documents and demonstrate that the program eligibility requirements have been met. Applications that do not address the following sections will not be considered for funding.

1. Project Narrative
2. Budget Detail Worksheet and Narrative
3. Memorandum of Understanding (MOU must specifically address partner compensation. Applicant budget must reflect the same as applicable)
4. Summary Data Sheet
5. Letter of Certification for Housing and Supportive Services
6. Proof of Non-profit Status (if applicable)

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 must specifically address partner compensation. Applicant budget must reflect the same as applicable)
5. Summary of Current OVW Projects
6. Letter of Certification for Housing and Supportive Services

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 at <http://www.ovw.usdoj.gov/docs/resource-guidebook.pdf> 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.
- Whether this is a new or continuation application.
- A list of all organizations collaborating on the project, including faith-based and community organizations. For applicants seeking continuation funding, please indicate any partners that are new to the project as well as partners mentioned in the previous grant that are no longer collaborating on the project.
- Whether this project is a local, Tribal, or multi-jurisdiction project.
- The communities or regional area(s) (city, town, tribal area, parish) where this project will be implemented.
- The Transitional Housing Assistance Program Purposes addressed by this application.
- Whether the applicant is a Recovery Act Transitional Housing Assistance Grant Program grantee.
- Summary of Current and Recent OVW Projects (if applicable)
  - 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)

The Project Narrative may not exceed 20 pages in length, double-spaced. **Please number the pages of your narrative.** The Project Narrative comprises the following four (4) sections:

#### Purpose of Application (10 points)

This section must include:

- Service area and target population;
- Problem to be addressed;
- Current services;
- Gaps in services;

- If the applicant is a Recovery Act Transitional Housing Assistance Program grantee or is applying for multiple OVW grants, describe how this project complements such other projects without duplicating efforts;
- The distinction between current services available within the community to address the needs identified and the gaps in services that currently exist to meet these needs;
- How the proposed services and activities will meet the need that exists; and
- How the proposed project complements the priorities included within the State's STOP Violence Against Women Implementation Plan (this is not required for applications from Tribal governments or nonprofit organizations).

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.

- Describe the goals and objectives of the project, including a description of the specific tasks and activities necessary for accomplishing each;
- Identify the expected outcomes of the project;
- Include a timeline for all project activities (i.e., tasks and activities);
- Describe the applicant's method for determining victim eligibility (e.g., screening tools), services offered (including safety planning), facility rules and regulations, facility safety measures, and a fee schedule (if applicable); and
- Describe how you plan to address victim safety and autonomy in the project.

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; and,
- Identify **all** project partners specifying their respective roles and responsibilities in the implementation of the project.

Victim service organizations (applicants and/or MOU partners) should meet all of the following criteria:

- Provide services to survivors 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 survivors, improve their access to resources, and create options for survivors seeking safety from perpetrator violence; and
- Do not engage in or promote activities that compromise victim safety. OVW reserves the right to deduct points if the application includes any activity that will compromise victim safety (see page 10).

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 Transitional Housing Assistance Grant Program were no longer available. Applicants are always encouraged to seek additional means of support to sustain their current projects. Applicants must also describe at least one locally, private, State, or Federally funded project that the applicant has sustained in the past.

**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 at <http://www.ovw.usdoj.gov/docs/resource-guidebook.pdf>. 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 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.**
- All applicants may apply for up to \$300,000 for a 36-month period.

Because funds are limited, applicants should carefully consider the resources needed to implement the project and present a realistic budget that accurately reflects the costs involved for a 36-month budget. Applicants should use the anticipated project start date of October 1, 2012.

Applicants may submit budgets up to \$300,000 for a 36 month period, not per year. Budgets should include personnel positions that are vital to the success of the program (e.g., advocates or case managers). All applicants may request funding for personnel positions up to 100% for the duration of project.

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;
- Include a budget that reflects all costs related to implementing the proposed project and provides calculations for all costs.
- In developing the budget, **applicants should financially compensate at least one, if not 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, as mentioned above, for services rendered by project partners, including nonprofit, nongovernmental sexual assault and/or domestic violence victim services programs and State and Tribal sexual assault and/or domestic violence 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, the applicant does 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.

The following is a short list of budgetary guidelines and requirements:

- Applicants are strongly discouraged from requesting consultant rates in excess of \$650 per day.
- Applicants **may not** allocate any grant funds for building renovations. This includes such seemingly minor activities as painting or carpeting.
- Applicants may not use any OVW funds for conducting research. However, up to 1% 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 victim satisfaction surveys. In conducting such testing or surveys, grantees may not collect, analyze, or disseminate any information identifiable to a private person during the course of assessing the effectiveness of funded activities.
- A contribution of non-Federal dollars ("match") is not required for this program, but applicants 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; however, these supplemental contributions should **not** be included in the budget or budget narrative.
- Access to current research and practice on violence against women through training and technical assistance can reduce staff burn-out, improve project performance, and impact project sustainability. Therefore, OVW offers a wide range of training and technical assistance opportunities to all of its grantees. These offerings are specifically designed to assist grantees in meeting their goals and objectives and in complying with all relevant statutory and programmatic requirements. Applications selected for funding that do not include the entire required technical assistance set-aside, as described in "Training and Technical Assistance" (see page 20), will not receive additional funds for this purpose, but will be required to adjust their budgets to cover these costs prior to final approval of the proposal. If the person attending the technical assistance offering is an employee of the applicant, the amount should be included in the "*Travel*" category; if the attendee is a partner of the applicant, the amount should be included in the "*Consultants/Contracts*" category. Be sure to label costs for this purpose as "OVW Technical Assistance." Please provide an estimated breakdown for this amount (include 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 funds for registration fees. These funds are to be used **only** 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 partners, including nonprofit, nongovernmental victim services providers. Up to two individuals may attend each training.

#### 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 reasonable prices 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 a 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.

**Note:** In addition to the requirements above, cooperative agreement or contract recipients, must complete and submit the Conference and Events Approval Form to OVW for review and approval prior to entering into a contract for any meeting, conference, training, or other event.

If an exception is made for food/beverages or refreshments, the cost of any individual meal, plus taxes and 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.

#### 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 survivors with disabilities and Deaf survivors and persons with limited English proficiency to 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;
- Demonstrate the applicant's commitment to financially compensate, at least one if not 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;
- Specify the extent of each partner's participation in developing the application;
- Include relevant local government agencies participating in project development or implementation (e.g. social services, the courts, or housing authority);
- Identify other community agencies or organizations that will collaborate to implement the project;
- Identify the representatives of the planning and development team who will be responsible for developing and implementing project activities and describe how they will work together and with project staff;
- 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);
- Describe the history of providing housing assistance to survivors of sexual assault, domestic violence, dating violence, and/or stalking; and
- For applicants seeking continuation OVV Transitional Housing Assistance Grant Program funding, please describe any changes in the collaboration, including an explanation or description of any new or additional partners that have been added.

The MOU must:

- Contain signature of the chief executive officers and/or directors of:
  - Nonprofit, nongovernmental organizations serving survivors of sexual assault, domestic violence, dating violence, and/or stalking, or other nonprofit, nongovernmental organizations that adequately demonstrate history and expertise in working with survivors of sexual assault, domestic violence, dating violence, and/or stalking. Additionally, the organization should appropriately correspond with 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 describe this correlation in their MOU.

Signatories should be sure to include their titles and agencies under their signatures.

Applicants that have previously been funded under this program must develop a new MOU that reflects the continuation of project activities and include current dates and signatures from all relevant project partners.

## **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.

### **Status of Current Project (if applicable)**

Applicants applying for continuation funding under the Transitional Housing Assistance Grant Program should describe the status of achieving the goals and objectives identified in your most recent application. This section should be clear and succinct and a separate attachment to the application in Grants.gov.

### **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 <http://www.ovw.usdoj.gov/docs/resource-guidebook.pdf>.

### **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.

**Financial Capability Questionnaire (if applicable)**

All nonprofit, nongovernmental organizations that apply for funding from OVW and have not previously (or within the last three years) received funding from OVW or OJP must complete a Financial Capability Questionnaire, and submit it online along with their current year's audit report. The form can be found at [http://www.ojp.gov/funding/forms/financial\\_capability.pdf](http://www.ojp.gov/funding/forms/financial_capability.pdf).

**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/gfmd-financial-grants-management-guide.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**

An applicant can provide proof of nonprofit status by submitting one of the following documents:

- (1) Proof that the Internal Revenue Service currently recognizes the applicant as an organization to which contributions are tax deductible under section 501(c)(3) of the Internal Revenue Code;
- (2) A statement from a State taxing body or the State secretary of state certifying that:
  - (i) The organization is a nonprofit organization operating within the State; and
  - (ii) No part of its net earnings may lawfully benefit any private shareholder or individual;
- (3) A certified copy of the applicant's certificate of incorporation or similar document that clearly establishes the nonprofit status of the applicant; or

(4) Any item described in 1 - 3 of this section 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.

This should be a separate attachment to the application in Grants.gov.

## 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 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 current 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 <http://www.ovw.usdoj.gov/docs/gfmd-financial-grants-management-guide.pdf>. The Financial Grants Management Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document will outline 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 at <http://www.ovw.usdoj.gov/docs/resource-guidebook.pdf>.

### 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 at <http://www.ovw.usdoj.gov/docs/resource-guidebook.pdf>.

- [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 Document</b>                                                                           | <b>Completed?</b> |
|-------------------------------------------------------------------------------------------------------|-------------------|
| <b>1. Summary Data Sheet</b>                                                                          |                   |
| <b>Summary of Current OVW Projects</b>                                                                |                   |
| <b>Proposal Abstract</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. Status of Current Project (if applicable)</b>                                                   |                   |
| <b>6. Application for Federal Assistance: SF 424</b>                                                  |                   |
| <b>7. Standard Assurances and Certifications</b>                                                      |                   |
| <b>8. Letter of Non-supplanting</b>                                                                   |                   |
| <b>9. Financial Accounting Practices</b>                                                              |                   |
| <b>10. Financial Capability Questionnaire (nonprofits only)</b>                                       |                   |
| <b>11. Indirect Cost Rate Agreement (only if the applicant has a current Federally-approved rate)</b> |                   |
| <b>12. Letter of Certification for Housing and Supportive Services</b>                                |                   |
| <b>13. Proof of Non-Profit Status (use only if a non-profit organization)</b>                         |                   |