











## Deadlines

### Application

All applications will be submitted electronically. The deadline for submitting applications in response to this grant announcement is **11:59 p.m. E.T. on February 26, 2013**. Applications submitted after **11:59 p.m. E.T. on February 26, 2013** will not be considered for funding. Applicants experiencing difficulties submitting an application should refer to the Experiencing Unforeseen Technical Issues section on page 14 of this solicitation.

**Failure to begin the registration or application submission process in sufficient time is not a suitable reason for a late application submission. It is important that applicants do not wait until the day of the application deadline to submit applications. To ensure a successful application submission, OVW strongly encourages applicants to submit their applications at least a minimum 6 hours before the deadline.**

Note: For applicants without Internet access, who cannot submit an application electronically, please contact the Disability Grant Program Specialist at (202) 307-6026 no later than **February 12, 2013** to request permission to submit an application by alternative means.

### Registration

Applicants for Federal grants and cooperative agreements are required to have a Data Universal Number System (DUNS) Number to submit an application. A DUNS Number is a unique nine-character identification number provided by the commercial company **Dun & Bradstreet (D&B)**. Once you have completed the D&B registration, your DUNS Number should be available the next business day.

A new Fiscal Year (FY) 2013 requirement for registering with Grants.gov is that your organization must register with the System for Award Management (SAM). Please note that applicants formerly used the Central Contractor Registration (CCR) database for this purpose. SAM is a government-wide registry for vendors doing business with the federal government which requires annual renewal. The SAM centralizes information about grant recipients and also provides a central location for grant recipients to change organizational information. Grants.gov uses SAM to establish roles and IDs for electronic grant applicants.

Applicants must be registered and current with the SAM registration and with Grants.gov prior to submitting an application. Applicants should begin the process immediately to meet the Grants.gov registration deadline, especially if this is the first time using these systems. It is strongly recommended that applicants register by **February 12, 2013** in order to ensure that the registration process is completed and any difficulties are resolved well in advance of the application deadline. For more information on the process of registering with SAM and Grants.gov, please see the How To Apply section on page 11.

## Pre-Application Conference Calls

OVW will conduct a total of four Pre-Application Conference Calls. Three calls will be for New Applicants and one call will be for Continuation Applicants. During these calls, OVW staff will review the Disability Grant Program requirements, review the solicitation, and allow for a brief question and answer session. Participation in these calls is optional.

The conference calls are all scheduled for:

- New applicants **January 22, 2012; 2 – 4 p.m. E.T.**
- New applicants **January 24, 2012; 2 – 4 p.m. E.T.**
- New applicants **January 29, 2012; 2 – 4 p.m. E.T.**
- Continuation applications **January 31, 2012; 2 – 4 p.m. E.T.**

Anyone who is interested in submitting an application to the Disability Grant Program may register to participate in the calls. The total number of participants for each call is limited to 30 individuals.

To register, please e-mail or call Tameka Smith at [Tameka.M.Smith@usdoj.gov](mailto:Tameka.M.Smith@usdoj.gov) or at 202-616-0016. Your registration must be received at least two hours prior to the start of the call. Please write "Registration for the Disability Grant Program Pre-Application Call" in the subject line if you choose to email.

## Eligibility

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

### Eligible Entities

Eligible entities for this program are:

- States;
- Units of local Governments;
- Indian Tribal Governments or Tribal organizations; and
- Nonprofit, nongovernmental victim services organizations, such as state domestic violence or sexual assault coalitions, or Tribal domestic violence or sexual assault coalitions or nonprofit, nongovernmental organizations serving individuals with disabilities.

### States

For the purposes of this grant program, a state is defined to include all states, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, American Samoa, Guam, and the Commonwealth of the Northern Mariana Islands.

OVW does not consider public universities as "States" for purposes of eligibility for the Disability Grant Program. However, some universities have affiliated nonprofit organizations that may qualify under the statute. Please contact the Disability Grant Program Specialist at (202) 307-6026 if you need further information regarding this eligibility requirement.

### Unit of Local Government

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

Non-eligible entities generally include, but are not limited to:

- County department or office (Department of Health & Human Services, Office of Health Services);
- Universities (except in cases where the university has an affiliated nonprofit that qualifies under the Disability Grant Program statute.);
- Police departments;
- Sheriff's departments; and
- District or city attorneys' offices.

The above non-eligible entities are typically not units of local government for the purposes of this grant program unless they meet the definition of "unit of local government" set forth in 42 U.S.C. § 3791. Applications from typically "non-eligible" entities that want to assert "unit of local government" status under 42 U.S.C. § 3791 must include in their application proof of such status. If these agencies or organizations do not meet the definition of "unit of local government", they are not eligible to apply directly for funding, but may assume responsibility for the development and implementation of the project. They must apply, however, through a State; a State, local, Territorial or Tribal court; an Indian Tribal government; or a unit of local government.

#### Indian Tribal Government

For the purposes of this program, Indian Tribal government is defined as the governing body of an Indian Tribe.

#### Indian Tribe

For purposes of this program, Indian Tribe is defined as a Tribe, band, pueblo, nation, or other organized group or community of Indians, including any Alaska Native village or regional or village corporation (as defined in, or established pursuant to, the Alaska Native Claims Settlement Act (43 U.S.C. 1601 et seq.)), that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians (42 U.S.C. 13925 (a)(30)).

#### Tribal Organization

For the purposes of this program, Tribal organization is defined as the governing body of any Indian Tribe; any legally established organization of Indians which is controlled, sanctioned, or chartered by such governing body of a Tribe or Tribes to be served, or which is democratically elected by the adult members of the Indian community to be served by such organization and which includes the maximum participation of Indians in all phases of its activities; or any Tribal nonprofit organization. (42 U.S.C. 13925 (a) (32)).

Any applicant representing a consortium of Tribal governments and/or organizations must submit a resolution or legal equivalent from the constituent Tribal governments and/or organizations supporting the application<sup>1</sup>.

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<sup>1</sup> Regarding a Tribal consortium application, the applicant must submit documentation of authority as described above from each Tribal consortium member, unless existing consortium bylaws or other tribal governance documents allow action without explicit authorization from the member Tribes in the consortium. In that case, the Tribal consortium must submit a resolution, a letter, affidavit, or other documentation, as appropriate, that certifies that the Tribal consortium has the legal authority to apply for grants on behalf of the consortium. **This documentation must be current, sufficient to demonstrate authority for the application, contain authorizing signature(s), and submitted by the application's due date.** In addition, a copy of the bylaws or other governance documents that allow the Tribal consortium's action without support from all consortium members must be included with this documentation.



### Victim Services Organization

For the purposes of this program, nonprofit and nongovernmental victim services organizations will be considered eligible only if they provide direct victim services; have demonstrated experience in serving individuals with disabilities or demonstrated experience in addressing sexual assault, domestic violence, dating violence, and stalking

### **Program Eligibility Requirements**

In addition to meeting the eligible entity requirements outlined above, applications for the Disability Grant Program must also meet the requirements below. All certification and other eligibility related documents must be current and developed in accordance with the FY 2013 application.

### Multidisciplinary Collaborative Team

Every applicant must identify and support, as evidenced in the Memorandum of Understanding, a multidisciplinary collaborative team comprised of, at a minimum, the following:

- At least one nonprofit, nongovernmental victim services organization or Tribal organization serving victims, such as a state or Tribal domestic violence or sexual assault coalition; **and**
- At least one nonprofit, nongovernmental organization or Tribal organization serving individuals with disabilities.

Furthermore, every applicant must identify whether the multidisciplinary collaborative team will have a state focus or a local focus. Under the Disability Grant Program, state or local focused projects are defined as follows:

- A state focused project is a multidisciplinary collaborative team comprised **solely** of organizations that operate at a state level (e.g., state independent living council, state or Tribal sexual assault and/or domestic violence coalition). A state focused project will concentrate efforts in either one to two communities within the State, or the organizations that operate at a state level themselves will be the focus of grant activities.
- A local focused project is a multidisciplinary collaborative team comprised **solely** of local or community based organizations (e.g., center for independent living, community mental health, rape crisis center, or domestic violence shelter/program). Grant activities will focus within and between the local or community based organizations represented on the multidisciplinary collaborative team.

Please note, applications that propose multidisciplinary collaborative teams that do not meet the requirements outlined above will not be considered for funding. Furthermore, applications that propose activities covering an entire State, multiple States, regional, or nation-wide activities will not be considered for funding.

### **Types of Applicants**

In FY2013, OVW will accept applications for the Disability Grant Program from the following:

New: applicants who have never received funding under the Disability Grant Program or who received funding prior to FY 2006.

Continuation: applicants who received funding under the Disability Grant Program after FY 2006. Continuation funding is not guaranteed.

Grant recipients who received new funding for 36 months in FY 2011 or FY 2012 or continuation funding for 24 months in FY 2012 are NOT eligible to apply.

Applicants funded in FY 2009 or FY 2010 that have not completed a significant portion of implementation phase activities, or who have a substantial amount of remaining funds at the time of application submission, will not be considered for funding in FY 2013.

## **Award Information**

Applicants that receive an award are bound by the provisions of this solicitation, the OVW Financial Grants Management Guide, and any updates to the Guide, and any conditions of the recipients' award.

### **Availability of Funds**

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. There is no guarantee that funds will be available in the future. Therefore, OVW encourages applicants to develop a plan to sustain project activities if Federal funding through the Disability Grant Program were no longer available.

### **Cooperative Agreement**

Applicants should be aware that awards will be made as cooperative agreements, and OVW will play a substantial role in shaping and monitoring the project.

### **Award Period**

The grant award period is 36 months for new applicants and 24 months for continuation applicants. Budgets must reflect 36 or 24 months of project activity, and the total "estimated funding" (block 15) on the SF-424 must reflect 36 or 24 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.

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.

Funding levels under the Disability Grant Program for FY 2013 are as follows:

- New, local-focused project \$500,000
- New, state-focused project \$600,000
- Continuation, local-focused \$400,000
- Continuation, state-focused \$450,000

## **Program Scope**

Activities supported by the Disability Grant Program are determined by statute, Federal Regulations, and OVW policies. If an applicant receives an award, the funded project is bound by the provisions of this solicitation, the OVW Financial Guide, and the conditions of the recipient's award.









































## 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>2. Project Narrative</b>	
<b>Purpose of the Application</b>	
<b>What Will Be Done (for continuation applicants only)</b>	
<b>Who Will Implement</b>	
<b>Proposal Abstract</b>	
<b>3. Budget Detail Worksheet and Narrative</b>	
<b>4. MOU</b>	
<b>5. Application for Federal Assistance: SF 424</b>	
<b>6. Standard Assurances and Certifications</b>	
<b>7. Letter of Nonsupplanting</b>	
<b>8. Financial Accounting Practices</b>	
<b>9. Financial Capability Questionnaire (nonprofits only)</b>	
<b>10. Indirect Cost Rate Agreement (only if the applicant has a current Federally-approved rate)</b>	

## **APPENDIX A**

### **Budget Guidance & Sample Budget Detail Worksheet**

## Budget Guidance

*Cost guidance for selected items is provided below to assist applicants in preparing the budget detail worksheet. In developing your budget detail worksheet please refer to the OVW Financial Grants Management Guide at <http://www.ovw.usdoj.gov/docs/gfmd-financial-grants-management-guide.pdf>.*

### Consultants/Contracts

Compensation for services by an individual consultant should be reasonable and consistent with that paid for similar services in the marketplace. Applicants should consider the type of services provided and the experience and expertise of the individual consultant when deciding if a consultant's rate is reasonable. Applicants are strongly discouraged from requesting consultant rates in excess of \$650 per day. Please note that this does not mean that the rate can or should be as high as \$650 for all consultants. If a project is ultimately selected for funding with a budget allocating more than \$650 per day to a consultant, the applicant must provide additional information to OVW for review and approval before consultant costs are incurred.

Applicants should also include all costs associated with consultants/contracts in the "Consultants/Contracts" category, including travel-related costs. These costs should not be reflected in the Personnel or Travel categories.

Applicants should follow the same established procurement policies with Federal funds as they would with non-federal funds. All procurement transactions should be awarded in a manner that provides maximum open, free and fair competition, and must follow 28 C.F.R. §66.36 (if a State or local government) and 28 C.F.R. §§ 70.40-70.49 (if a non-profit, or an institution of higher education). All sole-source procurements (those not awarded competitively) in excess of \$100,000 require prior approval from OVW. This applies to procurements of goods and services, but not to compensation for MOU project partners for time spent working on program objectives.

### Rent

Rental costs are generally allowable under OVW programs. Applicants should list square footage and cost per square foot in the budget. The amount must be based on the space that will be allocated to implement the OVW project, not the costs of the entire rental space. **Rental costs are not allowable for property owned by the applicant or if the applicant has a financial interest in the property.** In this case only the costs of ownership, including maintenance costs, insurance, depreciation, utilities, etc., are allowable costs. The applicant must indicate in the budget narrative whether or not they own the space that will be rented.

### Audit Costs

Costs for audits not required or performed in accordance with the Office of Management and Budget (OMB) Circular A-133 are unallowable. If the applicant agency did not expend \$500,000 or more in federal funds during the organization's fiscal year, the cost of any audit performed may not be charged to the grant.

### Indirect Costs

Applicants that have current, federally-approved, indirect cost rates may seek to claim indirect costs and must submit a copy of their current Federally-approved indirect cost rate agreement with the application. Applicants may choose to waive indirect costs.

### Purchase and/or Lease of Vehicles

The purchase and/or lease of vehicles is prohibited under most OVW grant programs, although some programs allow for purchasing vehicles on a case-by-case basis. Please refer to the

solicitation for which you are applying to determine whether vehicles can be purchased or leased. If requesting a vehicle, a lease/purchase analysis must be submitted with the application.

#### Compensation for Partners

In developing the budget, applicants should compensate all project partners for their participation in any project-related activities, including but not limited to, compensation for time and travel expenses to participate in project development, training, and implementation. The budget **must** include compensation for all services rendered by project partners, including nonprofit, nongovernmental domestic violence and/or sexual assault victim services programs and state and tribal domestic violence and/or sexual assault coalitions. If a partner is a State or local governmental agency and the partnership duties are conducted within the course of the agency's "regular" scope of work, applicants do not need to compensate the partner if the partner a) offers this arrangement; and b) an explanation of this arrangement is included in the application.

#### Non-Federal contributions

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 or Memorandum of Understanding (if required). **Applicants should not include supplemental contributions in the budget, budget narrative, or SF-424.**

Applicants are advised that if they voluntarily decide to provide matching funds through the use of in-kind contributions, and include this information in the budget or budget narrative, the voluntary contributions will become a mandatory requirement under the grant award. Grantees that fail to provide sufficient mandatory matching funds through cash or in-kind contributions during the award period may be required to meet their obligation by making a cash payment to the Office on Violence Against Women in order to close out the grant award.



## Budget Detail Worksheet

**Purpose:** The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

**Please Note:** The following budget is an example intended to assist you in preparing your application budget.

**A. Personnel** - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
Program Coordinator	\$23,500 x 100% x 3 years	\$ 70,500
Investigator	\$45,000 x 100% x 3 years	\$135,000
Administrative Assistant	\$10/hr. x 20 hrs/month x 36 months	\$ 7,200

The Program Coordinator will coordinate the tribe's Tribal Governments Program project by organizing regular coordinating council meetings between all partner organizations, ensuring compliance with program requirements, and serving as the central point of contact for all project activities.

The Investigator is an investigator with the tribal law enforcement agency. She/he will dedicate 100% of their time to investigating cases of domestic violence, sexual assault, dating violence and stalking that occur on tribal lands.

The Administrative Assistant for the project will be a part-time employee. She/he will be compensated at a rate of \$10/hour. The designated time spent on the project will be 20 hours each month providing administrative and clerical support to the staff of the Victim Services Program.

**TOTAL PERSONNEL: \$212,700**

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**B. Fringe Benefits** - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

<b>Name/Position</b>	<b>Computation</b>	<b>Cost</b>
<b>Program Coordinator</b>		
Employer's FICA	\$70,500 x 7.65%	\$ 5,393
Health Insurance	\$70,500 x 6.12%	\$ 4,315
Workmen's Compensation	\$70,500 x 1.00%	\$ 705
Unemployment Compensation	\$70,500 x 0.50%	\$ 353
<b>Investigator</b>		
Employer's FICA	\$135,000 x 7.65%	\$10,328
Health Insurance	\$135,000 x 6.12%	\$ 8,262
Workmen's Compensation	\$135,000 x 1.00%	\$ 1,350
Unemployment Compensation	\$135,000 x 0.50%	\$ 675
<b>Administrative Assistant</b>		
Employer's FICA	\$ 7,200 x 7.65%	\$ 551
Health Insurance	\$ 7,200 x 6.12%	\$ 441
Workmen's Compensation	\$ 7,200 x 1.00%	\$ 72
Unemployment Compensation	\$ 7,200 x 0.50%	\$ 36
<b>TOTAL FRINGE BENEFITS:</b>		<b>\$32,481</b>

**TOTAL PERSONNEL AND FRINGE BENEFITS: \$245,181**

The tribe is requesting fringe benefits for the Program Coordinator, the Investigator, and the Administrative Assistant.

**C. Travel** - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

<b>Purpose of Travel</b>	<b>Location</b>	<b>Item</b>	<b>Computation</b>	<b>Cost</b>
OVW-Mandated	TBD	Airfare	\$500 (avg.) x 3 people x 4 trips	\$6,000
Training and Technical Assistance		Lodging	\$ 100 (avg.) x 3 nights x 3 people x 4 trips	\$3,600
		Per diem	\$ 50 (avg.) x 4 days x 3 people x 4 trips	\$2,400

\$12,000 of the required \$20,000 in OVW mandated technical assistance and training funds has been allocated to cover the cost of travel for staff of the tribe in accordance with program guidelines. The sites of the training sessions are unknown at this time. Travel estimates are based upon the tribe's formal written travel policy.

**TOTAL TRAVEL: \$12,000**

**D. Equipment** - List non-expendable items that are to be purchased. (Note: Organization's own capitalization policy for classification of equipment should be used.) Expendable items should be included either in the 'Supplies' category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the 'Contractual' category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
(2) Video Cameras	\$750/camera x 2 cameras	\$1,500

The video cameras will be used during the interviews of alleged offenders, as well as to record witness testimony in preparation for trial in cases of domestic violence, dating violence, sexual assault, and stalking.

**TOTAL EQUIPMENT: \$1,500**

**E. Supplies** - List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
Office Supplies (paper, computer discs, pens, etc.)	\$150/month x 36 months	\$5,400
Postage	\$ 50/month x 36 months	\$1,800
75 Victim Assistance Kits	\$ 25/kit x 75 kits	\$1,875

Office supplies and postage are needed for the general operation of the program. The Victim Assistance Kits will be provided to victims of domestic violence, dating violence, sexual assault, and stalking who seek assistance from the program. The kits contain toiletries and other necessities. The estimated cost is based on previous kit prices from other programs. We estimate that at least 75 kits will be needed.

**TOTAL SUPPLIES: \$9,075**

**F. Construction** - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.

Purpose	Description of Work	Cost
		<b>TOTAL CONSTRUCTION: <u>\$0</u></b>

**G. Consultants/Contracts** - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

**Consultant Fees:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$650 per day require additional justification and prior approval from the Office on Violence Against Women.

Name of Consultant	Service Provided	Computation	Cost
Consultant/Trainer	Sexual Assault Training	\$450/day x 3 days	\$1,350
Part-Time Prosecutor	Prosecution	\$50/hr. x 20 hr s./month x 36 months	\$36,000

A Consultant/Trainer will provide a three day on-site training on sexual assault and related issues to tribal leaders, law enforcement, prosecution, court personnel, and medical and social services personnel. The training will focus on the challenges of providing support and advocacy services to Indian victims of sexual assault, dating violence, and elder abuse.

The tribe will hire a Part-Time Prosecutor. The Part-Time Prosecutor will be compensated at an hourly rate of \$50/hour. The Part-Time Prosecutor will spend 20 hours each month prosecuting crimes related to domestic violence, dating violence, sexual assault, and stalking.

**Subtotal Consultant Fees: \$37,350**

**Consultant Travel:** List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging etc.).

Purpose of Travel	Location	Item	Computation	Cost
OVW Mandated Training and Technical Assistance	TBD	Airfare	\$500 (avg.) x 2 people x 4 trips	\$4,000
		Lodging	\$100 (avg.) x 3 nights x 2 people x 4 trips	\$2,400
		Per diem	\$50 (avg.) x 3 days x 2 people x 4 trips	\$1,200
			<b>Subtotal OVW Mandated Training:</b>	\$7,600
Delivery of Sexual Assault Training	Tribes Reservation	Airfare	\$500 (avg.) x 1 person x 1 trip	\$500
	Local Hotel	Lodging	\$50 (avg.)/night x 2 nights	\$100
	Local Area	Per diem	\$35 (avg.)/day x 3 days	\$105
			<b>Subtotal Sexual Assault Training:</b>	\$705

**Subtotal Consultant Travel: \$8,305**

\$8,000 of the required \$20,000 in OVW mandated technical assistance and training funds has been allocated to cover the cost of travel for staff of the tribe in accordance with program guidelines. The sites of the training sessions are unknown at this time.

Funds have also been allocated to pay for the Consultant/Trainer to travel to the reservation to provide sexual assault training.

**Contracts:** Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item	Computation	Cost
Cell Phone Service	\$ 75/month x 36 months	\$ 2,700
GSA Vehicle Lease	\$300/month x 36 months	\$10,800

The Shelter Advocates will share a cellular phone so that they may be contacted 24 hours/day, 7 days a week to provide emergency services and transportation to victims in need.

A vehicle is needed for use by the Shelter Advocates, and other program staff to transport victims to and from the tribe's shelter, court, and other agencies and resources. After doing a comparison, the tribe has concluded that it would be more cost-effective to lease a vehicle than to purchase a vehicle for this purpose. (Lease vs. purchase analysis submitted separately).

**Subtotal \$13,500**

**TOTAL CONTRACTS AND CONSULTANTS: \$59,155**

**H. Other Costs** - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

Description	Computation	Cost
Sexual Assault Training Manual	\$ 25/manual x 25 manuals	\$ 625
Resource Manual	\$ 25/manual x 75 manuals	\$ 1,875
Crisis Hotline	\$ 75/month x 36 months	\$ 2,700
Brochures	\$ .25/brochure x 1,000 copies x 2 Titles	\$ 500
Rent	\$1.50/sq. foot x 1,000 sq. feet x 36 months	\$54,000
Utilities	\$200/month x 36 months	\$ 7,200
Housing Assistance	\$500/family x 12 families/year x 3 years	\$18,000

The Sexual Assault Training manuals will be purchased from the Sexual Assault Resource Center and will be used in conjunction with the on-site training that will be provided by the Consultant/Trainer.

The Project Coordinator will develop and produce a Resource Manual for services both on and off the Reservation for victims of domestic violence, sexual assault, and stalking. Copies of the manual will be provided to all units of Tribal government and to victim services and social services agencies in the local community.

Many victims in the more geographically remote areas of the Reservation do not have long distance service, and it is a long distance call for most of them to the program office. The project will continue to operate an 800 hotline for victims. It will be staffed by volunteers on a daily basis.

The program has previously developed brochures explaining the dynamics of domestic violence and sexual assault and detailing the services offered by the program. Additional copies of the brochures need to be reproduced. Based on previous distribution patterns, it is anticipated that the program will distribute

1,000 copies of each brochure during the 36 month grant period.

The Victim Services Program rents a safe house that is located off-reservation in the local community. The house is used to provide temporary housing to victims of domestic violence and their minor children who are in need of a safe place to stay after fleeing an abusive situation. The rent is consistent with the fair market rate for similar properties in the local community.

The cost of utilities (i.e., gas, electric, and water service) averages \$200/month. The services are necessary to ensure that the house is suitable for occupancy.

Funds have been budgeted to provide transitional housing assistance to at least one victim of domestic violence, dating violence, sexual assault or stalking each month. Each victim and her dependents will receive up to \$500 to assist with rent and utility payments or security deposits.

**TOTAL OTHER COSTS: \$84,900**

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**I. Indirect Costs** - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval (a fully executed, negotiated agreement) must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

<b>Description</b>	<b>Computation</b>	<b>Cost</b>
13.25% of Direct Salaries (Excluding Fringe Benefits)	\$212,700 x 13.25%	\$28,183

The Indirect Cost Rate Agreement was approved by the Department of the Interior, the applicant's cognizant Federal agency on January 1, 2012. (A copy of the fully executed, negotiated agreement is attached).

**TOTAL INDIRECT COSTS: \$28,183**

**Budget Summary-** When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal funds requested and the amount of non-Federal funds that will support the project.

<b>Budget Category</b>	<b>Amount</b>
A. Personnel	\$212,700
B. Fringe Benefits	\$32,481
C. Travel	\$12,000
D. Equipment	\$1,500
E. Supplies	\$9,075
F. Construction	\$0
G. Consultants and Contracts	\$59,155
H. Other Costs	\$84,900
Total Direct Costs	\$411,811
I. Indirect Costs	\$28,183
<b>TOTAL PROJECT COSTS</b>	<b>\$439,994</b>
Federal Share Requested	\$439,994
Non-Federal (Match) Amount	\$0

# **APPENDIX B**

## **Physical Modification Guidelines**



## Physical Modification

To honor the goal of the Disability Grant Program and build the capacity of organizations working as a multidisciplinary team to provide services to women with disabilities and/or Deaf women who are victims of violence and abuse, OVW requires that funds designated for physical modifications should not exceed 2% of the total award.

As of Fiscal Year 2007, applicants who are proposing to use 2% of Disability Grant Program funds for physical modifications must follow the following guidelines outlined in this solicitation.

Under the Disability Grant Program, OVW will consider the following to be physical modifications: building ramps, widening doorways, making a bathroom accessible, painting or carpeting and other seemingly insignificant modifications.

All OVW awards that involve physical modifications must comply with the National Environmental Policy Act (NEPA) (42 USC section 4321 et seq.) and the National Historic Preservation Act (NHPA), and any other applicable environmental statutes or regulations. DOJ has established procedures to implement NEPA at 28 CFR Part 61. Applicable NHPA regulations can be found at 36 CFR Part 800.

For OVW to undertake the necessary review under the NEPA and NHPA, those applicants proposing to use grant funds for any type of physical modifications must include the following information as an attachment to the application:

- A precise description of the proposed modification. The description must include the following information: the location of the facility; the age of the facility; an explanation of the prior and current use of the facility; a complete and detailed description of the planned modifications and the materials to be used; a statement as to whether the proposed modifications will change or materially alter the basic prior use of the building, or its size; a statement as to whether the facility is located on a 100-year floodplain or a wetland; and an explanation of the need for the proposed modifications;
- A letter from the State Historic Preservation Officer (SHPO), or Tribal Historic Preservation Office (THPO) indicating whether the building is listed, or eligible for listing, on the National Registry of Historic Places, and also certifying that no historic building will be affected by the proposed modifications;
- A statement by the applicant that the applicant has notified a representative of the local government with jurisdiction over the area potentially affected by the project, and made such official aware of the option to be consulted during the NHPA process; and
- A statement by the applicant as to whether there are any other known environmental concerns regarding the proposed modifications.

Applicants whose proposals do not include the aforementioned materials will be prohibited from using cooperative agreement funds to support physical modifications. Please note that applicants should submit to the SHPO the precise location of the facility, the age of the facility and the

detailed plans for the modifications, and should allow 30 days for the SHPO to respond as to whether any historic buildings will be affected.

Upon receipt of the information listed above, OVW will make a determination under both the NEPA and the NHPA as to whether further review is required. Specifically, after review of the proposed modifications, OVW will determine whether the NEPA requires completion of an Environmental Assessment (EA) before proceeding with an award that includes the proposed modifications. At a minimum, proposed modifications that involve new construction, change the basic prior use of a facility or change its size, or that otherwise may affect the environment will require further review and the completion of an EA by the applicant before OVW will be able to make an award.

Additionally, OVW will make any necessary further determination under the NHPA, and will then make that further determination available to the relevant Tribal Historic Preservation Office (THPO) or SHPO, and must allow 30 days for response, as required by the NHPA regulations. Depending on the need for further review under the NHPA or the NEPA, the applicant should be aware that there may be a delay in the ability of OVW to make an award that includes the proposed modifications.