

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



OVW Fiscal Year 2014 Enhanced Training And Services To End Abuse In Later Life Program Solicitation

Solicitation Release Date

This solicitation was released on, or about December 11, 2013.

Eligibility

Applicants are limited to states, units of local government, tribal governments or tribal organizations, population specific organizations with demonstrated experience in assisting individuals over 50 years of age, victim service providers with demonstrated experience in addressing domestic violence, dating violence, sexual assault, and stalking, and state, tribal, or territorial domestic violence or sexual assault coalitions.
(See "Eligibility," page 6)

Deadlines

Application: All applications are due by 11:59 p.m. Eastern Time (E.T.) on February 5, 2014.
(See "Deadlines: Application," page 4)

Registration: To ensure all applicants have ample time to complete the registration process, applicants must obtain a Data Universal Number System (DUNS) Number, register online with the System for Award Management (SAM) and with Grants.gov immediately, but no later than **January 15, 2014**.
(See "Deadlines: Registration," page 5)

Letter of Registration: Applicants are strongly encouraged to submit a letter of registration to OVW.Elder@usdoj.gov by **January 16, 2014**. This will ensure that applicants are well-positioned to successfully submit an application by the deadline. This letter will not obligate potential applicants to submit an application. Interested applicants who do not submit a Letter of Registration are still eligible to apply.
(See “**Deadlines: Letter of Registration,**” page 5)

Pre-Application Conference Calls: OVW will conduct Pre-Application Conference Calls for anyone interested in submitting an application for the Enhanced Training and Services to End Abuse in Later in Life Program. Participation in these calls is optional. Interested applicants who do not participate are still eligible to apply.

(See “**Pre-Application Conference Calls**” page 5)

Contact Information

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

In Fiscal Year 2014, 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-2014-3697

It is anticipated that all applicants will be notified of the outcome of their applications by September 30, 2014.

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OVW Enhanced Training And Services To End Abuse In Later Life Program (CFDA 16.528)

Overview

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

About the OVW Enhanced Training and Services to End Abuse in Later Life Program

Recognizing that individuals who are 50 years of age or older who are victims of elder abuse, neglect, and exploitation, including sexual assault, domestic violence, dating violence, or stalking, face unique barriers to receiving assistance, Congress created the Enhanced Training and Services to End Abuse in Later Life Program (Abuse in Later Life Program). In Fiscal Year 2014, OVW plans to fund projects that will support a comprehensive approach to addressing elder abuse in their communities. These projects will provide training to criminal justice professionals to enhance their ability to address elder abuse, neglect and exploitation in their communities; provide cross training opportunities to professionals working with older victims; establish or support a coordinated community response to elder abuse; and provide or enhance services for victims who are 50 years of age or older (hereinafter "older victims").

Elder Abuse

The term "elder abuse" means any action against a person who is 50 years of age or older that constitutes the willful infliction of injury, unreasonable confinement, intimidation, or cruel punishment with resulting physical harm, pain, or mental anguish, or deprivation by a person, including a caregiver, of goods or services with the intent to cause physical harm, mental anguish, or mental illness.

Elder abuse victims face unique obstacles in getting the help and services that they need. Age or disability may increase the isolation of older individuals. Victims may refrain from seeking help or calling the police due to shame or embarrassment because the abuse was committed by a family member, friend or caregiver. Victims may also be intimidated by threats of being placed in a nursing home. Abuse may be dismissed due to claims that the older person is confused or minimized by claims that the abuse was the result of caregiver stress. Professionals may perceive

a victim's injuries as arising from aging, illness, or disability instead of recognizing that the injuries may be attributed to violence in the home or other care facility. A lack of services designed to meet the needs of older victims may leave them with no community resources to rely upon for assistance. A comprehensive approach to addressing elder abuse should address these barriers and improve systemic responses to older victims.

Older Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking

While sexual assault, domestic violence, dating violence, and stalking affect victims in all age groups, older victims face additional challenges in accessing services to enhance their safety. Appropriate interventions may be compromised by misconceptions about older individuals. Some may think that domestic violence does not occur or lessens in later life, or that older persons are not victims of dating violence. Myths about sexual assault coupled with a failure to see older individuals as sexual beings can hinder professionals from recognizing indicators of sexual assault when dealing with older victims. Older victims may not be believed if they report stalking, particularly if the victim has dementia or psychiatric disabilities. An appropriate response to older victims of these crimes must take into account the unique challenges they face.

For additional information on the Abuse in Later Life Program, including what Abuse in Later Life Program grantees have accomplished with their grant funds and to view the Abuse in Later Life Program performance measures, see <http://muskie.usm.maine.edu/vawamei/abuselatermain.htm>.

Deadlines

Application

All applications will be submitted electronically. The deadline for submitting applications in response to this solicitation is **11:59 p.m. E.T. on February 5, 2014**. Applications submitted after **11:59 p.m. E.T. on February 5, 2014** will not be considered for funding. Applicants experiencing difficulties submitting an application should refer to the Experiencing Unforeseen Technical Issues section on page 17 of this solicitation.

Failure to begin the registration or application submission process in sufficient time is not an acceptable reason for a late application submission. It is important that applicants do not wait until the day of the application deadline to begin the application submission process. To ensure a successful application submission, OVW strongly encourages applicants to submit their applications at least 48, but no less than 24, hours before the deadline. After application submission, Authorized Organization Representatives (AOR) should closely monitor their email for any notification from Grants.gov about a possible failed submission. The AOR will receive a minimum of two emails from Grants.gov. One will confirm receipt of the application package. The other will either notify the AOR that the application was successfully submitted, or it will notify the AOR that there was an error with the application submission.

Note: For applicants without Internet access, who cannot submit an application electronically, please contact the Abuse in Later Life Grant Program Specialist at (202) 616-6728 no later than **January 22, 2014** to request permission to submit an application by alternative means.

Registration

Applicants must follow the registration process outlined below. **There is no fee associated with the registration process. Additionally, the registration process cannot be expedited.** OVW strongly discourages applicants from paying a third party to register on their behalf in an attempt to expedite the registration process. To ensure all applicants have ample time to complete the registration process, applicants must obtain a Data Universal Number System (DUNS) Number, register online with the System for Award Management (SAM) and with Grants.gov immediately, but no later than **January 15, 2014**.

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.

In Fiscal Year (FY) 2012, the System for Award Management (SAM) replaced the Central Contractor Registration (CCR) as the government-wide registry for vendors doing business with the federal government. **All applicants must register w/SAM and renew their registration annually.** 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 begin the registration process no later than **January 15, 2014** 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 14.

Letter of Registration

Applicants intending to apply for FY 2014 funding under this program, are strongly encouraged to submit a letter of registration. The letter should state that the applying organization is registered and current with the SAM and with Grants.gov. The letter should be submitted to OVW at OVW.Elder@usdoj.gov by **January 15, 2014**. This will ensure that the applicant is well-positioned to successfully submit a proposal by the application deadline. This letter will not obligate the applicant to submit an application. See Appendix B for a sample Letter of Registration.

Pre-Application Conference Calls

OVW will conduct a total of two Pre-Application Conference Calls. During these calls, OVW staff will review the Abuse in Later Life Program requirements, review the solicitation, and allow for a brief question and answer session. Participation in these calls is optional. The conference calls are scheduled for:

- **December 18, 2013; 2 – 4 p.m. E.T.**
- **January 8, 2014; 2 – 4 p.m. E.T.**

Anyone who is interested in submitting an application to the Abuse in Later Life 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 or 202-616-3255. Registration must be received at least two hours prior to the start of the call.

Eligibility

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

Eligible Entities

Eligible entities for this program are:

- States;
- Units of local government;
- Tribal governments or tribal organizations;
- Population specific organizations with demonstrated experience in assisting individuals over 50 years of age;
- Victim service providers with demonstrated experience in addressing domestic violence, dating violence, sexual assault, and stalking; and
- State, tribal, or territorial domestic violence or sexual assault coalitions.

State

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.

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.

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

- Police departments;
- Pre-trial service agencies;
- District or city attorneys' offices;
- Sheriffs' departments;
- Probation and parole departments; and
- Universities.

The above non-eligible entities are typically not units of local government for the purposes of this grant program. These agencies or organizations 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 tribal government; or a unit of local government.

Tribal Government

For the purposes of this program, tribal government is defined as the governing body of an Indian tribe or 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.

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)(16)).

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) (38)).

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 application¹.

Population Specific Organization

For purposes of this program, a population specific organization is a nonprofit, nongovernmental organization that primarily serves members of a specific underserved population and has demonstrated experience and expertise providing targeted services to members of that specific underserved population.

Victim Service Provider

For purposes of this program, a victim service provider is a nonprofit, nongovernmental or tribal organization or rape crisis center, including a state or tribal coalition, that assists or advocates for domestic violence, dating violence, sexual assault, or stalking victims, including domestic violence shelters, faith-based organizations, and other organizations, with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.

¹ 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.

Tribal Coalition

For purposes of this program, a tribal coalition is an established nonprofit, nongovernmental Indian organization, Alaska Native organization, or a Native Hawaiian organization that--

'(A) provides education, support, and technical assistance to member Indian service providers in a manner that enables those member providers to establish and maintain culturally appropriate services, including shelter and rape crisis services, designed to assist Indian women and the dependents of those women who are victims of domestic violence, dating violence, sexual assault, and stalking; and

'(B) is comprised of board and general members that are representative of--

'(i) the member service providers described in subparagraph (A); and

'(ii) the tribal communities in which the services are being provided.

Nonprofit Organization Requirement

Except for state domestic violence and sexual assault coalitions, as identified by the United States Department of Health and Human Services or the Centers for Disease Control and Prevention, any entity applying for an Abuse in Later Life Program grant or serving as a mandatory partner based on its status as a nonprofit organization must be an organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of that Code. See 42 U.S.C. § 13925(b)(16)(B). Any nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code is not eligible for a grant from the Abuse in Later Life Program.

Additional Eligibility Requirements

In addition to meeting the eligible entity requirements outlined above, applications for the Abuse in Later Life Program must also meet the partnership requirement below. All certification and other eligibility related documents must be current and developed in accordance with the FY 2014 application.

Required Partnerships:

Each applicant must demonstrate that it is part of a multidisciplinary partnership. This required partnership must be detailed in a Memorandum of Understanding (MOU) that is signed by the Authorized Representative of, at a minimum, the following four required partners:

- a) At least one law enforcement agency;
- b) At least one prosecutor's office;
- c) At least one victim service provider; and
- d) At least one nonprofit program or government agency with demonstrated experience in assisting individuals in later life.

Types of Applicants

In FY 2014, OVW will accept applications for the Abuse in Later Life Program from new applicants that have never received funding under the Abuse in Later Life Program or that received funding in FY 2002 through FY 2004. Grant recipients who received new or supplemental funding in FY 2005 through FY 2013 are NOT eligible to apply.

Award Information

Applicants that receive an award are bound by statute, federal regulations, the provisions of this solicitation, the OVW Financial Guide, any updates to the Financial Guide, and any conditions of the recipient's 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 Abuse in Later Life Program becomes no longer available.

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 Abuse in Later Life Program for FY 2014 will be made for up to \$400,000.

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 Abuse in Later Life 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, any updates to the Financial Guide, and the conditions of the recipient's award.

Purpose Areas

In FY 2014, funds under the Abuse in Later Life Program must be used for the following purposes²:

- a) providing training programs to assist law enforcement agencies, prosecutors, agencies of states or units of local government, population specific organizations, victim service providers, victim advocates, and relevant officers in federal, tribal, state, territorial, and local courts in recognizing and addressing instances of elder abuse;
- b) providing or enhancing services for victims of abuse in later life, including domestic violence, dating violence, sexual assault, stalking, exploitation, and neglect;

² Successful applicants must engage in activities outlined in each of the four mandatory purpose areas. In limited circumstances and after a determination by OVW, OVW may waive one or more of the mandatory purpose area activities upon a showing by the applicant that using grant funds for the specified activities would duplicate services already available in the community.

- c) establishing or supporting multidisciplinary collaborative community responses to victims of abuse in later life, including domestic violence, dating violence, sexual assault, stalking, exploitation, and neglect; and
- d) conducting cross-training for law enforcement agencies, prosecutors, agencies of states or units of local government, attorneys, health care providers, population specific organizations, faith-based advocates, victim service providers, and courts to better serve victims of abuse in later life, including domestic violence, dating violence, sexual assault, stalking, exploitation, and neglect.

Mandatory Program Requirements

An applicant who fails to include these requirements in its application and is chosen for funding will be required to incorporate all of these activities into their project.

1) Grantee Orientation: Each grantee must send representatives from its four required Memorandum of Understanding (MOU) partners and the project coordinator to attend a three-day grantee orientation. Attendance at orientation will require participants to travel to this OVW-sponsored event. Applicants must include funds in their budget to send five participants to this event. The orientation will provide participants with an overview of the Abuse in Later Life Program and grant and financial management information.

2) Law Enforcement "Training of Trainers" (TOT) Training: Each grantee must send a multidisciplinary training team to a three-day training of trainers. Attendance at this training will require participants to travel to this OVW-sponsored event. Applicants must include funds in their budget to send participants to this training. MOU partner organizations must agree to send the following representatives: a law enforcement officer, a prosecutor, an advocate from the designated victim service provider, and a representative from the program or agency with demonstrated experience in assisting individuals in later life. This commitment must be detailed in the MOU. It is highly recommended that grantees send two additional persons to the training as back-up trainers. A maximum of seven individuals may attend this event: six team members who will actively participate in the training and the project coordinator who may attend this event as an observer. This OVW-sponsored training event will enhance participants' subject matter expertise and develop or enhance the skills necessary to redeliver training to law enforcement officers on the local level.

3) Law Enforcement Training: Each grantee must have its multidisciplinary training team provide (one-day eight-hour) local trainings for law enforcement. The training uses a curriculum that has been developed by national organizations and experts and approved by OVW. The number of trainings that will be held and a commitment from MOU partner organizations to provide trainers for these events must be detailed in the MOU. Due to the interactive nature of the training, the maximum recommended class size is 30 participants per class. The grantee must receive commitment(s) from law enforcement agency(ies) to send personnel to attend these local law enforcement trainings. Each law enforcement agency(ies) must detail this commitment in the required letter(s) of commitment (see section on Letters of Commitment on page 27) that must be submitted with the application.

4) Advanced Law Enforcement Training: Applicants must include funds in their budget to bring national expert(s) to their communities to provide advanced training locally for detectives and investigators. Each applicant must receive commitment(s) from law enforcement agency(ies) to send personnel to participate in this local training. Each law enforcement agency agreeing to have

its personnel attend the local advanced training for detectives and investigators must detail this commitment in the required letter(s) of commitment (see section on Letters of Commitment on page 27) that must be submitted with the application. If a law enforcement agency is committing to send personnel to both the local eight-hour and local advanced law enforcement training events, this commitment may be detailed in a single letter.

5) Prosecutors' Course: Each applicant must receive commitment(s) from prosecutor's office(s) in its jurisdiction to have prosecutors attend a four-day national prosecutors' course on elder abuse. Attendance at this course will require participants to travel to this OVW-sponsored training event. Applicants must include funds in their budget to send prosecutors to this course. This commitment must be shown in the required letter(s) of commitment from participating prosecutors' offices agreeing to have their personnel attend these trainings (see section on Letters of Commitment on page 27) that must be submitted with the application. This course will focus on prosecution of cases involving elder abuse, neglect, and exploitation.

6) Judicial Institute: Each applicant must agree to encourage judges in its jurisdiction to attend a four-day national judicial institute on elder abuse, neglect, and exploitation. This agreement must be detailed in the MOU. Attendance at this institute will require participants to travel to this OVW-sponsored training event. Applicants must include funds in their budget to send judges to this institute. The faculty for this judicial education event will be judges and national experts and attendance is restricted to judges. While this activity is not mandatory, applicants are strongly encouraged to have judges/magistrates attend the institute to develop a better understanding of the role of the criminal justice system in addressing elder abuse in their community.

7) Direct Services "Training of Trainers" Training: Each applicant must agree to send representatives from two MOU partners (one from the victim service provider and one from the program or agency with demonstrated experience in assisting individuals in later life) and the project coordinator to a three-day training of trainers on providing services to older victims. This agreement must be detailed in the MOU. Attendance will require participants to travel to this OVW-sponsored training event. Applicants must include funds in their budget to send participants to this training. This OVW-sponsored training event will enhance the participants' subject matter expertise and assist them in conducting training for their peers on the local level.

8) Direct Services Cross-Training: Each grantee must have trainers from two MOU partners (one from the victim service provider and one from the organization that serves older victims) provide local one-day cross-trainings to agencies of states or units of local government, attorneys, health care providers, population specific organizations, faith-based advocates, and victim service providers. The number of trainings that will be held and the commitment from the organizations providing trainers for these events must be detailed in the MOU. The one-day cross-training uses a curriculum that has been developed by national organizations and experts and approved by OVW. The grantee must receive commitment(s) from agencies of states or units of local government, attorneys, health care providers, population specific organizations, faith-based advocates, and/or victim service providers to these local one-day direct services cross-trainings. Each organization/agency must detail this commitment in the required letter(s) of commitment (see section on Letters of Commitment on page 27) that must be submitted with the application.

9) Cross-Training "Kickoff" Event: Each applicant and its project partners must agree to conduct a local half-day cross training event. This "Kickoff" event for law enforcement agencies, prosecutors, agencies of states or units of local government, attorneys, health care providers, population specific organizations, faith-based advocates, victim service providers, and courts working with

older victims will focus on helping each discipline develop a better understanding of the role each one plays in addressing elder abuse in their community. The trainers (including travel costs) for this event will be provided by the OVW Abuse in Later Life Program's Technical Assistance Provider. Grantees will be responsible for providing the venue for this local event.

10) Collaborative Community Responses (CCR): Each partner must agree to establish or support a multidisciplinary collaborative community response to abuse in later life, including domestic violence, dating violence, sexual assault, stalking, exploitation, and neglect and provide details about these efforts in the MOU. OVW will provide intensive and comprehensive technical assistance to successful applicants to assist them in this effort. Each project partner will engage in a review of its own policies and protocols to determine the extent to which they are designed to aid in improving the identification, investigation, prosecution and adjudication of cases of elder abuse, exploitation and neglect, including sexual assault, domestic violence, dating violence, and stalking. A list of stakeholders that would be invited to participate in the CCR must be included in the MOU.

11) Providing or Enhancing Services for Older Victims: Each applicant must agree to engage in a two-phase effort to provide services to older victims and detail these efforts in the MOU. All applicants are required to allocate funds for outreach and direct services for older victims (a minimum of 25% of the proposed budget).

a) Planning Phase: Grantees will work with OVW and Abuse in Later Life Program Technical Assistance providers to establish the groundwork for developing or enhancing outreach and services to older victims. The planning phase will be for 12-18 months. The planning phase must include, but is not limited to, the following activities:

- conducting a community needs assessment;
- reviewing agency policies and protocols to ensure that they are inclusive of older victims;
- providing training to staff; and
- developing a strategic plan for outreach and service delivery which will be submitted to OVW for review and approval prior to release of funds for the implementation phase.

b) Implementation Phase: Upon successfully completing the planning phase and upon receipt of OVW approval of the implementation plan for outreach and service delivery, grantees will begin outreach and the delivery of services to older victims. Funds included in the budget for the implementation phase will be placed on hold through a special condition of the award. These funds will not be released for access by a grantee until OVW determines that the grantee has successfully completed the planning phase and has an acceptable implementation plan in place. During this phase, grantees will continue working with OVW and OVW Technical Assistance providers to successfully execute their implementation plan.

12) Evaluation: Each applicant must commit to fully participate in an evaluation of Abuse in Later Life Program supported by OVW.

OVW Priority Areas

Applications proposing activities in the following areas will be given special consideration during the review process:

- Underserved Populations
OVW recognizes that older victims from underserved populations frequently confront unique challenges when seeking assistance. As such, OVW is encouraging applicants to submit proposals that increase support for underserved populations, particularly communities of color, in a culturally appropriate manner, with a special emphasis on African-American, tribal and LGBT communities, as well as individuals with disabilities and Deaf individuals. By statute, priority shall be given to proposals providing services to culturally specific and underserved populations.

Activities that Compromise Victim Safety and Recovery

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

- Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;³
- Procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services;
- Family counseling as a systemic response to elder abuse;
- Mediation or counseling for couples as a systemic response to domestic violence;
- Failing to develop policies around confidentiality and information sharing for stakeholders developing or enhancing a multidisciplinary collaborative community response; and
- Requiring or forcing victims of elder abuse or domestic violence to testify against their abusers or imposing other sanctions on the victims.

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 Abuse in Later Life Program will not be considered for funding. The following activities are out of scope and will not be supported by Abuse in Later Life Program grant funding:

- Research projects (This does not include program assessments conducted only for internal improvement purposes. See section on Research and Protection of Human Subjects in the FY 2014 Solicitation Companion Guide at <http://www.ovw.usdoj.gov/grantees.html#s1>).

³ If an award is made, the recipient will also be subject to statutory prohibitions on discrimination. For further information on these civil rights requirements, see the section on "VAWA Non-Discrimination Provision" under "Post-Award Requirements" on page 32.

Supporting criminal justice/investigative positions. Personnel costs for criminal justice/investigative professionals are permitted only to cover time spent conducting or attending training required by this program. Funds may not be used to compensate personnel for the performance of criminal justice/investigative duties; and

- Curriculum development.

Unallowable Activities

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

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

How to Apply

This section describes how an application should be submitted. Applicants should anticipate that failure to meet all registration and submission deadlines will result in their application being removed from consideration. It is the responsibility of the applicant to ensure that the application is submitted by the deadline.

Applicants must follow the registration process outlined below. **There is no fee associated with the registration process. Additionally, the registration process cannot be expedited.** OVW strongly discourages applicants from paying a third party to register on their behalf, or as an attempt to expedite the registration process. To ensure all applicants have ample time to complete the registration process, applicants must obtain a Data Universal Number System (DUNS) Number, register online with the System for Award Management (SAM) and with Grants.gov immediately, but no later than **January 15, 2014**.

Applicants must be registered and current with the SAM registration and with Grants.gov prior to submitting an application. It is strongly recommended that applicants begin the registration process immediately, but no later than **January 15, 2014** in order to ensure that the registration process is completed and any difficulties are resolved well in advance of the application deadline. **It is important that applicants do not wait until the day of the application deadline to begin the application submission process. To ensure a successful application submission, OVW strongly encourages applicants to submit their applications at least 48, but no less than 24, hours before the deadline. After application submission, AORs should closely monitor their emails for any notification from Grants.gov about a possible failed submission. The AOR will receive a minimum of two emails from Grants.gov. One will confirm receipt of the application package. The other will either notify the AOR that the application was successfully submitted, or it will notify the AOR that there was an error with the application submission.**

Please note that the Grants.gov notification process is automatic. OVW does not send out these notifications, nor does OVW receive a copy of these notifications. It is the responsibility of the applicant to notify OVW of any problems with the application submission process. Please see “Experiencing Unforeseen Technical Issues” on page 17 for information on the steps applicants must follow if corrective action must be taken.

Application Registration Requirements

It is very important that all applicants read this section carefully. Applicants that do not complete all the steps in registering and submitting their application by the due date will not be considered for funding. Applicants are responsible for ensuring their applications are complete at the time of submission. OVW will not contact applicants for missing items.

Each applicant must obtain a Data Universal Numbering System (DUNS) number, be registered in the System for Award Management (SAM) and submit their application online via either Grants.gov or the Grants Management System (GMS) according to the instructions. Applicants are encouraged to submit their applications 48, but no less than 24, hours before the deadline to allow sufficient time to address technical problems. Applicants should ensure that the DUNS number for the application is for an organization that is eligible to apply for the grant program. Also, only the organization that is registered in SAM may use that DUNS number and Grants.gov registration to submit an application.

System for Award Management (SAM)

Applicants for all federal grants are required to register with the System for Award Management (SAM). If the applying organization already has an Employer Identification Number (EIN), the SAM registration will take **up to two weeks to process**. If the applying organization does not have an EIN, then **the applicant should allow two to five weeks for obtaining the information from IRS when requesting the EIN via phone, fax, mail or Internet**. Follow the steps listed below to register in the SAM:

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

Step 2: Access the SAM online registration through the SAM home page at <https://www.sam.gov/> and follow the online instructions for new SAM users.

Step 3: Complete and submit the online registration. If the applying organization already has the necessary information on hand, the online registration takes approximately 30 minutes to complete, depending upon the size and complexity of the business or organization. Once the SAM registration becomes active, the applicant will be able to return to Grants.gov and complete the registration. **Please note that organizations must update or renew their SAM registration at least once a year to maintain an active status. (Applicants formerly used the Central Contractor Registration (CCR) database).**

Grants.Gov

After applicants obtain their DUNS number and register with SAM, they can begin the Grants.Gov registration process. In order to apply for a grant, the applying organization must complete the Grants.gov registration process prior to beginning an application for a federal grant. Complete instructions can be found at www.grants.gov. **The registration process can take between three and five business days or as long as four weeks if all steps are not completed in a timely manner.** Please note that Grants.gov is not the Office of Justice Programs' (OJP) Grants

Management System (GMS) through which OVW discretionary program applicants have submitted applications in previous years. If applicants experience difficulties at any point during this process, they may call the Grants.gov Customer Support Hotline at **1-800-518-4726**.

Note: Grants.gov limits the use of specific characters in names of attachment files. Valid file names may only include the following characters: A-Z, a-z, 0-9, and space. The applicant should ensure that only allowable characters are included. Grants.gov will not accept an application if it includes file names that use disallowable characters. OVW strongly suggests using simple titles for all documents, such as “FY 2014 OVW Project Narrative.” Please note that file names are limited to 50 characters. GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.” Please visit the Grants.gov website to review the most up-to-date guidelines about the use of specific characters.

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

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

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

Downloading a Grant Application Package

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

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

Instructions on how to open and use the forms in the package are on the application package cover sheet. Agency-specific instructions are available for download when the application package is downloaded. The instructions identify the required information for a complete application.

Completing the Grant Application Package

The applicant must manually save changes to the grant application. Grants.gov does NOT automatically save changes. The package cannot be submitted until all required fields have been completed.

Submitting the Completed Grant Application Package

Log on to Grants.gov. After the application is fully completed, errors are corrected, and the application is saved, click the "Save & Submit" button on the cover page. The application package will be automatically uploaded to Grants.gov.

Reminder: To ensure a successful application submission, OVW strongly encourages applicants to submit their applications at least 48, but no less than 24, hours before the deadline. AORs should closely monitor their email for any notification from Grants.gov about a possible failed submission. The AOR will receive a minimum of two emails from Grants.gov. A confirmation screen will appear once the submission is complete. A Grants.gov tracking number will be provided at the bottom of this screen, as well as the official date and time of the submission. Applicants must record the tracking number if technical support is needed. The Grants.gov Help Desk can be reached at 1-800-518-4726, or support@grants.gov, 24 hours a day, 7 days a week, except closed for federal holidays.

Applicants without Internet Access

Applicants without Internet access, who cannot submit an application electronically, must contact the Abuse in Later Life Grant Program Specialist at (202) 616-6728 no later than **February 22, 2014** to request permission to submit an application by alternative means.

OVW Policy on Duplicate Applications

If an applicant submits multiple versions of an application, OVW will review the most recent version submitted.

Experiencing Unforeseen Technical Issues

As previously stated, applicants should begin the **registration process** immediately, but no less than **January 15, 2014**. Furthermore, the applicant should begin the **application submission process** 48, but no less than 24, hours prior to the application deadline. This will allow for sufficient time for the applicant to contact the appropriate individuals and take corrective action, as outlined in this solicitation, should unforeseen technical issues arise. If technical difficulties are experienced at any point during the application process, the applicant must contact the Grants.gov Customer Support Hotline at 1-800-518-4726, or support@grants.gov, 24 hours a day, 7 days a week, except closed for federal holidays.

If an applicant experiences unforeseen technical issues that prevent them from submitting an application by the deadline, they must take the following actions:

- contact the Abuse in Later Life Program at 202-616-6728 or at OVW.Elder@usdoj.gov prior to the application deadline stating that you are experiencing unforeseen technical issues; and
- contact the technical support number above prior to deadline.

Within 24 hours after the deadline, the applicant must again contact the Abuse in Later Life Program at 202-616-6728 or OVW.Elder@usdoj.gov to request approval to submit the application. At that time, the applicant will be required to email the complete grant application and DUNS

number, and provide a Grants.gov Help Desk tracking number(s). After OVW reviews all of the information submitted and verifies the technical issues with the Helpdesk, OVW will contact the applicant to either approve or deny the request to submit a late application. If the technical issues cannot be verified, the application will be rejected as late.

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 register or update information on the SAM website; (3) failure to follow GMS or Grants.gov instructions as posted on its website; and (4) failure to follow all of the instructions in the OVW solicitation.

OVW Policy on Late Submissions

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

Extraordinary Natural or Manmade Disasters

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

Application Contents

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

Do not submit documents in addition to those specified in this solicitation. Please note that any materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.

Formatting and Technical Requirements

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

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

- Word processing documents must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).
- Headings and sub-headings that correspond to the sections identified in the Application Contents section of this solicitation.

Application Requirements

Applications must include the following required documents and demonstrate that the program eligibility requirements have been met. Applications that do not address all of the following components will be considered substantially incomplete and will not be considered for funding:

1. Project Narrative
2. Budget Detail Worksheet and Narrative
3. Memorandum of Understanding (MOU)
4. Letters of Commitment

In addition to the application being scored on the documents listed above, the Summary Data Sheet will also be scored.

Summary Data Sheet (5 Points)

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 Organization Representative (AOR) of the applicant agency (see page 29 for the definition of the AOR).
- Name, title, address, phone number, and e-mail address for the grant point-of-contact, who must be an employee of the applicant agency.
- Statement as to whether the organization applying will serve as a fiscal agent / sponsor for an organization or organizations that will ultimately implement the project. If so, the applicant must include a statement acknowledging that, should an award be made, it would be responsible for all statutory, fiscal and programmatic requirements, as well as all project deliverables. The organization applying for the award must also list all of the entities it will enter into agreements with to perform the work, and should include a description of how these entities intend to accomplish the purposes of the award if such a description is not already provided in a Memorandum of Understanding (MOU) submitted as part of the application.
- Statement as to whether the agency applying has expended \$500,000 in federal funds in the organization's past fiscal year. Please specify the end date of the applicant's fiscal year.
- A list of other federal grant programs from which the applicant organization currently receives funding or for which it has applied for funding in FY 2014 to do similar work.
- Statement as to whether the applicant is a nonprofit organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of that Code.
- Statement as to whether the applicant is a nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code.
- Statement as to whether the applicant is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure to establish a rebuttable presumption that its executives' compensation is reasonable. If the applicant is not a nonprofit

organization or is a nonprofit that does not use the safe-harbor procedure, provide a statement to that effect. For additional information about the safe-harbor procedure, see "Disclosures Related to Executive Compensation" in the Additional Required Information section on page 29.

- The law enforcement agency partnering on this project.
- The prosecutor's office partnering on this project.
- The victim service provider partnering on this project.
- The nonprofit program or government agency with demonstrated experience in assisting individuals in later life partnering on this project
- The regional area(s) (city, town, county, or unincorporated area) where this project will be implemented.
- The population and square mileage of the region to be served.
- 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 the last 12 months from the date this solicitation closes, the information below **must** be included.
 - Identify all grants by OVW program, award number, and project period.
 - Specify the total funding amount for each grant (initial and supplemental amounts, if applicable).
 - Specify the total funds remaining in each grant as of the date of application.
 - Provide the total funds remaining in each budget category (Personnel, Fringe, Travel, Equipment, Supplies, Construction, Contractual, and Other) for each grant.
 - Provide justification for remaining funds.
 - Estimate the amount of grant funds that will be remaining at the end of the current project period.
 - List the number and titles of all full-time and/or part-time positions funded by the award.

Project Narrative (45 Points Total)

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

Purpose of Application (10 points)

This section must include:

- Service area and target population;
- Problem to be addressed;
- Current services for older victims;
- Gaps in services for older victims;
- Existing training and/or educational programs available for those working with older victims (example: law enforcement officers, prosecutors, court officers, advocates, APS workers);
- Why existing training and/or educational programs do not meet current needs;
- How the proposed training and services would address the problems and gaps identified;
- and
- How the project will address confidentiality.

What Will Be Done (20 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.

Training/Cross-Training

- Law enforcement: Provide the name(s) of agency(ies) or department(s) that will send sworn officers to attend the mandatory one-day (eight-hour) training and/or the advanced law enforcement training, size of agencies or departments (sworn), number of sworn personnel who will attend the entire one-day (eight-hour) training, and number of sworn personnel who will attend the advanced law enforcement training;
- Prosecution: Provide the name(s) of office(s) that will be sending prosecutors to attend the mandatory training, size of office (number of prosecutors), and number of prosecutors who will attend the prosecutors' course;
- Judicial: Provide the number and type(s) of court(s) in the project area, number of judges who will attend training, the type of court over which the judges preside and detail efforts MOU partners will engage in to encourage judges in the project area to attend the judicial institute;
- Victim service providers, victim advocates and faith based advocates: Provide the name(s) of organization(s) or agency(ies) that will send personnel to attend the mandatory cross-training and the number of personnel who will attend the mandatory cross-training; and
- Population specific organizations, attorneys, health care providers, and governmental agencies: Provide the name(s) of organization(s) or agency(ies) that will send personnel to attend the mandatory cross-training and the number of personnel who will attend the mandatory cross-training.

Collaborative Community Response

- Detail how the proposed project would assist in establishing or supporting a multidisciplinary collaborative community responses to victims of abuse in later life, including domestic violence, dating violence, sexual assault, stalking, exploitation, and neglect.

Services

Grantees will work with OVW and OVW Technical Assistance providers to develop a strategic plan addressing outreach and direct services to older victims. Based on current knowledge regarding the needs of the service community:

- Describe the outreach and services that the project anticipates providing to older victims during the project. If the applicant does not have sufficient information at this time to address this issue and will rely on data gathered during the planning phase, this should be noted;
- Provide the number of victims over 50 currently receiving services from MOU partners, the victim services program and the nonprofit program or government agency with demonstrated experience in assisting individuals in later life. Detail the types of services provided;
- Describe current outreach efforts focusing on victims over 50 by the MOU partners, victim service program and the nonprofit program or government agency with demonstrated experience in assisting individuals in later life;
- Detail what is currently being done to address victim safety and autonomy; and
- Describe how victim safety and autonomy will be addressed by the project.

Who Will Implement the Project (15 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.

- Identify the victim service provider that will serve as the required MOU partner in the formal collaboration;
- Identify the nonprofit program or government agency with demonstrated experience in assisting individuals in later life that will serve as the required MOU partner in the formal collaboration;
- Provide a list of the key personnel;
- Detail the 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
- Demonstrate a strong commitment to real, meaningful collaboration to develop and implement the project.

A victim service provider and a nonprofit program or government agency with demonstrated experience in assisting individuals in later life must be involved in the **development and implementation** of the project.

A victim service provider should meet all of the following criteria:

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

A nonprofit program or government agency with demonstrated experience in assisting individuals in later life should meet all of the following criteria:

- Provides assistance to older individuals as one of their primary purposes;
- Demonstrates an understanding of the unique obstacles faced by older individuals in seeking the services they need to obtain safety and participate fully in the criminal justice system;
- Addresses a demonstrated need in their communities by providing services that promote the integrity and self sufficiency of older individuals; and
- Does not engage in or promote activities that compromise victim safety.

Proposal Abstract

The Proposal Abstract should provide a short and accurate summary (no more than 2 pages double-spaced) of the proposed project, including who will be involved with the proposed project, what will be done as primary activities, what products will be produced, the service area where the proposed project will take place and who will be impacted by the proposed project. Applicants should not summarize past accomplishments in this section.

Budget Detail Worksheet and Narrative (15 Points)

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

Award Period and Amount

- Applicants should carefully consider the resources needed to implement this project and present a realistic budget that accurately reflects the costs involved. Requests for funding may not exceed \$400,000 for the 36-month project period.
- Outreach and Services: All applicants are required to allocate a minimum of 25% of the proposed budget funds for outreach and direct services for older victims. Applications selected for funding that do not include the required 25% allocation for outreach and services 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. The 25% allocation should be clearly labeled as the “OVW allocation to support outreach and services” and be listed in the Other category.

Sample Timeline

The following project timeline is illustrative and is provided to assist with budget development:

Year 1

- a) Grantee Orientation (three days at a location to be determined)
- b) Training of Trainers for Law Enforcement Training (three days at a location to be determined)
- c) Training of Trainers for Direct Services Cross-Training (three days at a location to be determined)
- d) “Kickoff Event” (cross training)
- e) Development of collaborative community response (local)
- f) Redelivery of one-day Law Enforcement Trainings begins (local)
- g) Redelivery of Direct Services Cross-Trainings begins (local)
- h) Planning Phase for Outreach and Services

Years 2 & 3

- a) Submission of Implementation Plan for outreach and service delivery to OVW for review and approval
- b) Redelivery of one-day Law Enforcement Trainings continues (local)
- c) Redelivery of Direct Services Cross-Trainings continues (local)
- d) Upon approval of Implementation Plan, outreach and services delivery
- e) Advanced Law Enforcement Training (local)
- f) Prosecutors’ Course (four days at a location to be determined)
- g) Judicial Institute (four days at a location to be determined)

Budget Requirements

Applicants must submit reasonable budgets based on the resources needed to implement their projects in their specific geographic location. The budget should display a clear link between the specific project activities and the proposed budget items. Specifically, the budget should not

contain any items that are not detailed in the project narrative. The budget narrative must support all costs included in the budget and explain how the costs of goods and services are determined and how they will fulfill the overall objective of the project.

While OVW discretionary grant programs do not require matching funds, 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.

In some circumstances, the budget and budget narrative will be reviewed separately from the proposed project narrative. Therefore, it is very important that the budget narrative be as comprehensive as possible and describe in a narrative format each line item requested in the budget.

A Sample Budget Detail Worksheet is available in **Appendix A**. When preparing the Budget Detail Worksheet and Narrative, please use the Sample Budget Detail Worksheet as a guide and be sure to include all necessary budget categories as outlined in the Worksheet. The budget must adhere to the OVW Financial Grants Management Guide, which can be found at <http://www.ovw.usdoj.gov/docs/ovw-fgmq.pdf>.

The budget detail worksheet must include:

- Fair compensation for all project partners for their participation in any project-related activities, including but not limited to, compensation for time and travel expenses to attend meetings, attend trainings or to participate in training, project development and implementation;
- Funds for outreach and direct victim services (a minimum of 25% of the proposed budget); and
- Funds to support travel costs associated with technical assistance including, but not limited to the following: grantee orientation, law enforcement training of trainers component, advanced law enforcement training, prosecutors' course, judicial institute, and direct services training of trainers component.

Federal Financial Guidelines

Federal grants are governed by the provisions of the OMB circulars applicable to financial assistance and the OVW Financial Grants Management Guide, which can be found at <http://www.ovw.usdoj.gov/docs/ovw-fgmq.pdf>. The Financial Grants Management Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document outlines the successful administration of grant funds.

Any recipient of an award will be responsible for monitoring subgrants/contracts, including MOU partner activities, 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/partner spending and monitoring specific performance measures and outcomes attributable to the use of OVW funds.

Food and Beverage/Costs for Refreshments and Meals

Generally food and beverage costs are **not** allowable, and under no circumstances may OVW funding be used to supply food and/or beverages during refreshment breaks. OVW may approve the use of OVW funds to provide food and/or beverages for a meal at a meeting, conference, training, or other event, if one of the following applies:

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

Justification for an exception listed above must be included in the budget narrative, and funds may only be used to purchase food and/or beverages for a meal at a meeting, conference, training, or other event if OVW approves the specific expenditures in advance.

Conference Planning and Expenditure Limitations

Applicants should be aware of all applicable laws, regulations, policies and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (which is defined to include meetings, retreats, seminars, symposiums, training and other similar events), including the provision of food and/or beverages at such events, and costs of attendance at such events. Information on pertinent laws, regulations, policies and guidance is available at <http://www.ovw.usdoj.gov/grantees.html>. Applicants should also be aware of the following specific restrictions on conference planning and expenditure limitations:

- Cost of Logistical Conference Planning
- Cost of Programmatic Conference Planning
- Conference Space and Audio-Visual Equipment and Services
- Prohibition on Trinkets at Conferences
- Entertainment at Conferences
- Food and Beverages at Conferences
- Prior Approval Required Before Entering Into Contracts or Expending Funds for Conferences
- Conference Reporting

Updated Department of Justice and OVW guidance on conference planning, minimization of costs, and conference cost reporting is accessible on the OVW website

<http://www.ovw.usdoj.gov/grantees.html>. For additional information regarding food and beverage regulations, please refer to the OVW Financial Grants Management Guide at <http://www.ovw.usdoj.gov/docs/ovw-fgmq.pdf>.

Training and Technical Assistance

All applicants are required to allocate funds to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. These activities must include, but are not limited to, the following:

- **Grantee Orientation:** One representative from each of the four required MOU partners and the project coordinator (total of five) are required to attend this three-day meeting;
- **Law Enforcement “Training of Trainers” Component:** At least one representative with training experience from each of the four required MOU partners is required to attend this three-day training. A maximum of seven individuals may attend this event, six training team members who will actively participate in the training and the project coordinator who may attend this event as an observer;
- **Advanced Law Enforcement Training:** Each applicant must bring at least one national expert to their community to provide advanced training for detectives and/or investigators;
- **Prosecutors’ Course:** Each applicant must send between two to five prosecutors to the four-day prosecutors’ course;
- **Judicial Institute:** Each applicant will agree to encourage two to five judges in their jurisdiction to attend the four-day judicial institute; and
- **Direct Services “Training of Trainers” Component:** One representative from the victim services program, one representative from the organization that serves older victims and the project coordinator (total of three) must attend the three-day training.

The budget must include travel costs for the applicant, required MOU partners, and consultants and must reflect the costs in the appropriate categories. Therefore, an employee’s travel costs must be included in the Travel category, while travel costs for the partner(s) must be included in the Consultants/Contracts category. Include an estimated breakdown for these costs, including the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc. (OVW technical assistance is provided free of charge to grantees, so applicants do not need to include registration fees).

Please note these funds can **only** be used for OVW-designated technical assistance, unless otherwise approved by OVW. Any training and technical assistance funds not used by the end of the grant period may not be reprogrammed and must be returned to OVW. Travel funds should be used to support travel by all project partners including nonprofit, nongovernmental victim service providers. Funds may also be used by persons whose positions are not grant-funded as long as that person’s roles and responsibilities are linked to the project’s overall mission.

Program Assessments

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

Accommodations and Language Access

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

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

Memorandum of Understanding (MOU) (20 Points Total)

For purposes of this application, the MOU is a document containing the terms of the partnership and the roles and responsibilities between two or more parties. The MOU should be a single document and should be signed and dated by the Authorized Organization Representative (AOR) (see page 29) for the definition of the AOR) of each proposed partner agency during the development of the application. In rare circumstances an MOU can include multiple signature pages as long as each page includes the name and title of each signing party.

The MOU must:

- Clearly identify each of the four required MOU partners:
 - At least one law enforcement agency;
 - At least one prosecutor's office;
 - At least one victim service provider; and
 - At least one nonprofit program or government agency with demonstrated experience in assisting individuals in later life.
- 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;
- Clearly demonstrate a meaningful partnership among the required MOU partners and a commitment on the part of all project partners to work together to achieve stated project goals;
- 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;
- Indicate approval of the proposed project budget by all signing parties;
- Describe the resources each partner would contribute to the project through time, or in-kind contributions (e.g., office space, project staff, training);
- Include a commitment from the four required project partners to send a multidisciplinary training team to the mandatory three-day law enforcement training of trainers component;
- Include a commitment to send representatives from two project partners (one from the victim services program and one from the organization that serves elder victims) to a mandatory three-day direct services training of trainers component;
- Include a commitment to conduct the mandatory direct trainings for law enforcement;
- Include a commitment to conduct cross-training for personnel from agencies of states or units of local government, attorneys, health care providers, population specific organizations, faith-based advocates, and victim service providers;
- Include a commitment to conduct a local half-day cross-training "Kickoff" event for law enforcement agencies, prosecutors, agencies of states or units of local government, attorneys, health care providers, population specific organizations, faith-based advocates, victim service providers, and courts working with older victims;
- Include a commitment to encourage judges in its jurisdiction to attend a four-day national judicial institute on elder abuse, neglect, and exploitation;
- Demonstrate a commitment to establish or support a multidisciplinary collaborative community response to abuse in later life, including domestic violence, dating violence, sexual assault, stalking, exploitation and neglect; and

- Include a commitment to engage in a two phase effort (planning and implementation) to provide outreach and direct services to older victims.

Letters of Commitment (Total 15 points)

Applicants must submit a Letter of Commitment from each partner agency and organization committing to sending personnel to the following: the one-day law enforcement training, the advanced law enforcement training, the prosecutors' course, or the direct services training. Each agency and organization must provide a Letter of Commitment to the applicant to be submitted with the application. Letters of Commitment must accompany the application as attachments to the application in Grants.gov. Letters sent separately from the application will not be considered during the review process. Law enforcement agencies committing to sending personnel to both the local one-day and local advanced law enforcement training may provide details of these commitments in a single letter. While Letters of Commitment are not required for judges attending the judicial institute, they may be submitted with the application.

Training is a significant component of the Abuse in Later Life Program. As such, the following will be considered when scoring this section of the application:

- The number of officers/deputies/detectives/investigators law enforcement agencies are committing to send to the one-day law enforcement training and/or the advanced law enforcement training;
- The percentage of the law enforcement agencies' sworn law enforcement personnel who are committing to attend the one-day law enforcement training and/or the advanced law enforcement training; and
- The number of individuals whom agencies and organizations are committing to send to the prosecutors' course and the direct services cross-training.

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

Letters of Commitment must:

- Provide the name of the agency/organization sending appropriate personnel to receive training;
- Include a clear and direct statement that the agency/organization is committed to sending its personnel to receive training;
- Identify the type of personnel (law enforcement officers, prosecutors, victim service providers, government personnel) who will attend training;
- Include an estimate of the number of personnel who will be sent to receive training;
- Law enforcement agency(ies) must include a commitment that officers/detectives/investigators will complete the entire local one-day (eight-hour) training and/or the local advanced law enforcement training;
- Prosecutor's office(s) must include a commitment that prosecutors will travel to and complete the four-day prosecutors' course; and
- Agencies/organizations must include a commitment that personnel will complete the one-day cross-training that would be held in their community.

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. OVW will be unable to make an award to any nonprofit organization that does not submit a 501(c)(3) determination letter from the Internal Revenue Service.

Proof of 501(c)(3) Status (*Nonprofit Organizations Only*)

As noted under Eligible Entities, except for state domestic violence and sexual assault coalitions, as identified by the United States Department of Health and Human Services or the Centers for Disease Control and Prevention, any entity applying for an Abuse in Later Life Program grant or serving as a mandatory partner based on its status as a nonprofit organization must be an organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of that Code. All such applicants are required to submit a determination letter from the Internal Revenue Service recognizing their tax-exempt status. State and tribal coalitions are identified in the statute as eligible applicants under this grant program; therefore, an applicant who is a state or tribal coalition does not need to provide proof of 501(c)(3) status.

Disclosures Related to Executive Compensation

Any applicant that is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure for establishing a rebuttable presumption that its executives' compensation is reasonable, must provide the following: (1) a brief description of the process used for determining the compensation of its officers, directors, trustees, and key employees, including the independent persons involved in reviewing and approving such compensation (in lieu of a description, an applicant may submit its written compensation policy); (2) the comparability data used in establishing executive compensation; and (3) contemporaneous substantiation of the deliberation and decision regarding executive compensation. This third element can usually be addressed by submitting minutes from board meetings where compensation was considered and approved.

Applicants that want to learn about best practices for establishing compensation for their executives and the IRS's safe-harbor procedures can find more information through the National Council of Nonprofits, <http://www.councilofnonprofits.org/nonprofit-executive-compensation-policy>.

Confidentiality Notice Form

All applicants are required to acknowledge that they have received notice that grantees and subgrantees must comply with the confidentiality and privacy requirements of the Violence Against Women Act, as amended. The acknowledgement form is available on the OVW website at <http://www.ovw.usdoj.gov/docs/conf-acknowledgement.pdf> and must be signed by the authorized representative and uploaded to the application on Grants.gov.

Application for Federal Assistance (SF-424)

Applicants must complete the SF-424 online. In block 7 (Type of Applicant), please do not select "other." Please pay careful attention to the amount of federal funding requested in box 15 of this form. This amount must match the amount of federal funding requested in the budget section of the application package. Only include values in box 16 ("Recipient") if the program solicitation

requires a match. The individual who is listed in box 18 must be the AOR for the applicant agency. The AOR is an individual who has the authority to apply for and accept grant awards on behalf of the organization or jurisdiction.

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

Please carefully review the assurances and certification forms online. These forms will be completed online at a later time during the application process. All applicants must complete the *Disclosure of Lobbying Activities* (SF-LLL) form. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form. Applicants that do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.

Letter of Nonsupplanting

Applicants must submit a letter to OVW's Director, signed by the AOR, 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 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 applicants' 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 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. Additionally, the applicant may be required to submit their current year's audit report at a later time. The form can be found at 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 an applicant needs additional information on this requirement, they may go to <http://www.ovw.usdoj.gov/docs/ovw-fgmg.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 or 1-888-514-8556 for more information.

Single Point of Contact Review

Executive Order 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the [state Single Point of Contact \(SPOC\)](#) if one exists and if the state has selected this program for review. Applicants must contact their state SPOCs to determine whether their programs have been selected for state review. The applicant should enter the date that the application was sent to the SPOC or the reason such submission is not required in Block 3 of the Overview section of the GMS application.

Selection Criteria

Applications will be subject to a peer review and a programmatic review. 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.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the OVW Director, who also may give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards. All award decisions are final and not subject to appeal.

Peer Review

OVW will subject all applications to a peer 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.

Programmatic Review

All applications that are considered for funding will be subject to a programmatic review. The programmatic review consists of assessing for scope, activities that compromise victim safety and,

if applicable, past performance. OVW reserves the right to deduct points for applications that propose the following:

- Activities that compromise victim safety and recovery (Up to 10 points.)
- Out-of-scope activities (Up to 10 points)
- Past performance review (Up to 30 points)

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

As a part of the programmatic review process described above, applicants with current or recent (closed within the calendar year) OVW awards and/or cooperative agreements will be reviewed for past performance based on the elements listed below.

- 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;
- Demonstration that past activities supported with OVW grant funds have been limited to program purpose areas;
- Adherence to all special conditions of existing grant award(s) from OVW;
- Adherence to programmatic and financial reporting requirements, including timely submission of required reports;
- Completion of close-out of prior awards in a timely manner;
- Appropriate utilization and active participation in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current or recent award;
- Receipt of financial clearances on all current or recent grants from OVW;
- Timely resolution of issues identified in any audit or on-site financial or programmatic monitoring visit;
- Adherence to the Office of Management and Budget single-audit requirement; and
- Timely expenditure of grant funds.

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

Compliance with OVW Financial Requirements

Each OVW grantee agrees to follow the financial and administrative requirements in the OVW Financial Grants Management Guide at <http://www.ovw.usdoj.gov/docs/ovw-fgmg.pdf> as a condition of receiving grant funding. If OVW determines that a current grantee has violated any of the requirements of the Guide, the grantee may be denied continuation funding.

High Risk Grantees

Based on DOJ's assessment of each grantee with regard to current or previous funding, unresolved audit issues, delinquent programmatic and fiscal reporting, and prior performance, a grantee may be designated "high risk." Awards to high-risk grantees may carry special conditions such as increased monitoring and/or prohibitions on drawing funds until certain requirements are met. High-risk grantees with substantial or persistent performance or compliance issues, long-standing open audits, or open criminal investigations will likely not receive an additional OVW award until all issues are resolved.

Post-Award Requirements

Violence Against Women Act Non-Discrimination Provision

The Violence Against Women Reauthorization Act of 2013 added a new civil rights provision that applies to all FY 2014 OVW grants. This provision prohibits OVW grantees from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW. More guidance on this provision will be forth coming and made available on the OVW website. Additional information on the civil rights obligations of OVW funding recipients can be found in the FY 2014 Solicitation Companion Guide under "Civil Rights Compliance."

Reporting Requirements

All OVW grantees receiving awards are required to submit a semi-annual progress report and quarterly Federal Financial Reports. Appropriate forms will be provided to all applicants selected for an award.

Information for All Federal Award Grantees

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 FY 2014 Solicitation Companion Guide at <http://www.ovw.usdoj.gov/grantees.html#s1>.

- Civil Rights Compliance
- Funding to Faith-Based Organizations
- Confidentiality and Privacy Protections
- Research and the Protection of Human Subjects (if applicable)
- Anti-Lobbying Act
- Reporting Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Reporting Fraud, Waste, Error, and Abuse
- 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 SAM 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. OVW will not contact applicants for missing items. Additionally, if an applicant plans to submit an application under any other OVW grant program this fiscal year, please ensure that only documents pertinent to this solicitation are included with this application. OVW will not redirect documents that are inadvertently submitted with the wrong application (e.g. a Legal Assistance for Victims Certification Letter submitted with a Transitional Housing Program Application).

Application Document	Date Completed
1. Letter of Registration	
2. Summary of Current OVW Projects, If Applicable	
3. Summary Data Sheet	
4. Project Narrative	
5. Purpose of the Application	
6. What Will Be Done	
7. Who Will Implement	
8. Proposal Abstract	
9. Budget Detail Worksheet and Narrative	
10. MOU	
11. Letters of Commitment	
12. Application for Federal Assistance: SF 424	
13. Standard Assurances and Certifications	
14. Proof of 501(c)(3) Status (<i>Nonprofit Organizations Only</i>)	
15. Disclosures Related to Executive Compensation	
16. Confidentiality Notice Form	
17. Letter of Nonsupplanting	
18. Financial Accounting Practices	
19. Financial Capability Questionnaire (nonprofits only)	
20. Indirect Cost Rate Agreement (only if the applicant has a current federally-approved rate)	

Do not submit documents in addition to those specified in this solicitation. Please note that any materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.

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/ovw-fgmg.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 nonprofit, 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.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Project Coordinator	\$40,000 x 100% x 3 years	\$ 120,000
Administrative Assistant	\$10/hr. x 20 hrs/month x 36 months	\$ 7,200

The Project Coordinator will coordinate the Abuse in Later Life Program project by organizing regular coordinated community response meetings between all project partners, planning and scheduling trainings, ensuring compliance with program requirements, and serving as the central point of contact for all project activities.

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 Abuse in Later Life Program project.

TOTAL PERSONNEL: \$127,200

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

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Project Coordinator		
Employer's FICA	\$120,000 x 7.65%	\$ 9,180
Health Insurance	\$120,000 x 6.12%	\$ 7,344
Worker's Compensation	\$120,000 x 1.00%	\$ 1,200
Unemployment Compensation	\$120,000 x 0.50%	\$ 600

Administrative Assistant

Employer's FICA	\$ 7,200 x 7.65%	\$ 551
Health Insurance	\$ 7,200 x 6.12%	\$ 441
Worker's Compensation	\$ 7,200 x 1.00%	\$ 72
Unemployment Compensation	\$ 7,200 x 0.50%	\$ 36

TOTAL FRINGE BENEFITS: \$ 19,424

TOTAL PERSONNEL AND FRINGE BENEFITS: \$ 146,624

The applicant is requesting fringe benefits for the Project Coordinator and the Administrative Assistant.

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

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
OVW-New Grantee Orientation (3 day conference)	TBD	Airfare	\$500 (avg.) x 2 staff x 1 trip	\$ 1,000
		Lodging	\$ 224 (avg.) 3 nights x 2 staff	\$ 1,344
		Per diem	\$ 71 (avg.)/ 4 days x 2 staff	\$ 568
		Local travel	\$100 (avg.) x 2 staff	\$ 200
			Subtotal OVW-NGO Training:	<u>\$ 3,112</u>
Law Enforcement TOT Training (4 day conference)	TBD	Airfare	\$500 (avg.) x 1 staff x 1 trip	\$ 500
		Lodging	\$ 224 (avg.) 4 nights x 1 staff	\$ 896
		Per diem	\$ 71 (avg.)/ 5 days x 1 staff	\$ 355
		Local travel	\$100 (avg.) x 1 staff	\$ 100
			Subtotal Law Enforcement TOT Training:	<u>\$ 1,851</u>

Direct Service TOT Training (3 day conference)	TBD	Airfare	\$500 (avg.) x 1 staff x 1 trip	\$ 500
		Lodging	\$ 224 (avg.) 3 nights x 1 staff	\$ 672
		Per diem	\$ 71 (avg.)/ 4 days x 1 staff	\$ 284
		Local travel	\$100 (avg.) x 1 staff	\$ 100
		Subtotal Direct Service TOT Training:		
Subtotal Travel:			<u>\$6,519</u>	

Funds have been included in the budget for the project coordinator to attend the mandated program trainings (new grantee orientation, law enforcement TOT, victim services TOT) and for a representative from the grantee organization to attend new grantee organization as an MOU partner.

TOTAL TRAVEL: \$ 6,519

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

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Laptop Computer	\$1,000 x 1 computer	\$ 1,000
Projector	\$1,000 x 1 projector	\$ 1,000
Speakers	\$200 x 1pr speakers	\$ 200

The computer will be used by the project coordinator. Projector and speakers will be used at the local trainings and will be used in years 2 and 3 of the grant for outreach events.

TOTAL EQUIPMENT: \$ 2,200

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.

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
Office Supplies (paper, printer, toner, pens, etc.)	\$150/month x 36 months	\$5,400

Postage \$ 50/month x 36 months \$1,800

Office supplies and postage are needed for the general operation of the program.

TOTAL SUPPLIES: \$ 7,200

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

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

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

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$650 per day or \$81.25 per hour require additional justification and prior approval from the Office on Violence Against Women.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
Consultant /Trainer	Advance Law Enforcement Training	\$650/day x 3 days (2 training days + 1 day of prep) + 1 travel day at \$400.	\$ 2,350
LE Officer	Training	\$30/hr. x 100 hrs.	\$ 3,000
Prosecutor	Training	\$30/hr. x 100 hrs.	\$ 3,000
DV/SA Advocate	Training	\$30/hr. x 150 hrs.	\$ 4,500
Aging Agency	Training	\$30/hr. x 150 hrs.	\$ 4,500

Consultant/Trainer: A national expert on elder abuse will provide a two day on-site training on advanced elder abuse investigation related issues for detectives and investigators. A day of prep is included to tailor the training to our jurisdiction along with a travel day.

Project partners are being compensated for staff time spent serving as trainers for the local law enforcement and direct services trainings and to localize the training materials so they are relevant for our jurisdiction.

Subtotal Consultant Fees: \$ 17,350

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.).

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
OVW-New Grantee Orientation (3 day conference)	TBD	Airfare	\$500 (avg.) x 3 contract staff x 1 trip	\$ 1,500
		Lodging	\$ 224 (avg.) 3 nights x 3 contract staff	\$ 2,016
		Per diem	\$ 71 (avg.)/ 4 days x 3 contract staff	\$ 852
		Local travel	\$100 (avg.) x 3 contract staff	\$ 300
		Subtotal OVW-Mandated Training:		
Law Enforcement TOT Training (4 day conference)	TBD	Airfare	\$500 (avg.) x 6 contract staff x 1 trip	\$ 3,000
		Lodging	\$ 224 (avg.) 4 nights x 6 contract staff	\$ 5,376
		Per diem	\$ 71 (avg.)/ 5 days x 6 contract staff	\$ 2,130
		Local travel	\$100 (avg.) x 6 contract staff	\$ 600
		Subtotal Law Enforcement TOT Training:		
Direct Service TOT Training (3 day conference)	TBD	Airfare	\$500 (avg.) x 3 contract staff x 1 trip	\$ 1,500
		Lodging	\$ 224 (avg.) 3 nights x 3 contract staff	\$ 2,016
		Per diem	\$ 71 (avg.)/ 4 days x 3 contract staff	\$ 852
		Local travel	\$100 (avg.) x 3 contract staff	\$ 300
		Subtotal Direct Service TOT Training:		
Prosecutors Training (4 day conference)	TBD	Airfare	\$500 (avg.) x 3 prosecutors x 1 trip	\$ 1,500
		Lodging	\$ 224 (avg.) 4 nights x 3 prosecutors	\$ 2,688
		Per diem	\$ 71 (avg.)/ 5 days x 3 prosecutors	\$ 1,065
		Local travel	\$100 (avg.) x 3 prosecutors	\$ 300
		Subtotal Prosecutors Training:		

Judicial Education (4 day conference)	TBD	Airfare	\$500 (avg.) x 3 judges x 1 trip	\$ 1,500
		Lodging	\$ 224 (avg.) 4 nights x 3 judges	\$ 2,688
		Per diem	\$ 71 (avg.)/ 5 days x 3 judges	\$ 1,065
		Local travel	\$100 (avg.) x 3 judges	\$ 300
			Subtotal Prosecutors Training:	<u>\$5,553</u>
Advance Law Enforcement Training	TBD	Airfare	\$500 (avg.) x 1 trainer x 1 trip	\$ 500
		Lodging	\$ 150 (avg.) 3 nights x 1 trainer	\$ 450
		Per diem	\$ 71 (avg.)/ 4 days x 1 trainer	\$ 284
		Local travel	\$100 (avg.) x 1 trainer	\$ 100
			Subtotal Advance Law Enforcement Training:	<u>\$1,334</u>
			Subtotal Consultant Travel:	<u>\$ 32,882</u>

Funds have been allocated to cover the cost of travel for project partners and other individuals to attend mandated national trainings 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 project site to conduct advance training for law enforcement.

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.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Cell Phone Service	\$ 75/month x 36 months	\$ 2,700
Subtotal Contracts:		<u>\$ 2,700</u>

The project coordinator will need a cellular phone so she/he may be contacted by project partners and stakeholders as they plan and attend meetings and trainings locally and nationally.

TOTAL CONTRACTS AND CONSULTANTS: \$ 52,932

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

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Outreach and Direct Services	35% of total budget	\$127,000
Printing Costs	500 (est.) participants x \$5 each	\$ 2,500

Outreach and direct services will be determined from the results of the needs assessment.

Printing expenses are included to cover costs of training materials to be distributed to participants at the various mandatory local training sessions.

TOTAL OTHER COSTS: \$ 129,500

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.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
13.25% of Direct Salaries (Excluding Fringe Benefits)	\$127,200 x 13.25%	\$16,854

TOTAL INDIRECT COSTS: \$ 16,854

The Indirect Cost Rate Agreement was approved by the Department of Health and Human Services, the applicant's cognizant federal agency on January 1, 2013. (A copy of the fully executed, negotiated agreement is attached).

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

Budget Category	Amount
A. Personnel	\$127,200
B. Fringe Benefits	\$ 19,424
C. Travel	\$ 6,519
D. Equipment	\$ 2,200
E. Supplies	\$ 7,200
F. Construction	\$ 0
G. Consultants and Contracts	\$ 52,932
H. Other Costs	\$129,500
	Total Direct Costs \$344,975
I. Indirect Costs	\$ 16,854
	TOTAL PROJECT COSTS \$ 361,829
Federal Share Requested	\$ 361,829
Non-Federal (Match) Amount	\$ 0

APPENDIX B

Sample Letter of Registration

SAMPLE

[Applicant Letterhead]

[Date]

Director
Office on Violence Against Women
145 N Street NE
Suite 10W.121
Washington, DC 20530

Dear Director:

This letter serves to certify that [Insert Applicant Name] is registered and current with the System for Award Management (SAM). [Insert Applicant Name] registered/verified registration on [Insert Verification Date]. The SAM registration for [Insert Applicant Name] will expire on [Insert Expiration Date].

[Internal Note: For Grants.gov application submission, please include the two paragraph's below. For GMS application submission, please delete these two paragraphs.]

First Time Grants.gov Users ONLY - I understand that in order to submit an application for the FY 2014 Abuse in Later Life, [Insert Applicant Name] must be registered with Grants.gov. I certify that [Insert Organization Name] began the registration process with Grants.gov on [Insert Registration Date].

OR

Repeat Grants.gov Users ONLY – I understand that upon application submission in Grants.gov the Authorized Organization Representative (AOR) will receive a minimum of two email messages. One will confirm receipt of the application package. The other will either notify the AOR that the application was successfully submitted, or it will notify the AOR that there was an error with the application submission. In order to successfully receive notifications from Grants.gov, all information listed in Grants.gov must be current and active. [Insert Applicant Name] verified that all information listed in Grants.gov (Name and contact information for the AOR, organization address, etc.) is current and active on [Insert Date].

Sincerely,

[Authorized Organization Representative]

APPENDIX C

Disclosures Related to Executive Compensation

SAMPLE

Disclosures Related to Executive Compensation
Sample Cover Letter
[Applicant Letterhead]
[Date]

Director
Office on Violence Against Women
145 N Street, NE
Suite 10 W.
Washington, DC 20530

Dear Director:

The **[Applicant]** is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure for establishing a rebuttable presumption that our executives' compensation is reasonable. Therefore, I am submitting the following information to you, as required by the Violence Against Women Reauthorization Act of 2013:

(1) a brief description of the process used for determining the compensation of our officers, directors, trustees, and key employees, including the independent persons involved in reviewing and approving such compensation;

[or, if relevant]: (1) a copy of our written policy for determining the compensation of our officers, directors, trustees, and key employees, which includes the independent persons involved in reviewing and approving such compensation;]

(2) the comparability data used in establishing executive compensation; and

(3) contemporaneous substantiation of the deliberation and decision regarding executive compensation.

Sincerely,

[Applicant's Authorizing Official]

Attachments