

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



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# OVW Fiscal Year 2014 Consolidated Grant Program to Address Children and Youth Experiencing Domestic and Sexual Assault and Engage Men and Boys as Allies Solicitation

## Solicitation Release Date

This solicitation was released on, or about **December 16, 2013**.

## Eligibility

Applicants are limited to previously funded OVW grantees under the following grant programs:

- FY 2011 Grants to Assist Children and Youth Exposed to Violence Program;
- FY 2010 and FY 2011 Services to Advocate for and Respond to Youth Program;
- FY 2011 Services, Training, Education and Policies to Reduce Sexual Assault, Domestic Violence, Dating Violence, and Stalking in Secondary Schools Grant Program; and
- FY 2010 and FY 2011 Engaging Men and Boys in Preventing Sexual Assault, Domestic Violence, Dating Violence, and Stalking Program.

(See "Eligibility," page 6)

## Deadlines

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

**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 14, 2014**.  
(See “Deadlines: Registration,” page 4)

**Letter of Registration:** Applicants are strongly encouraged to submit a letter of registration to [ovw.consolyouth@usdoj.gov](mailto:ovw.consolyouth@usdoj.gov) by **January 14, 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 **Consolidated Youth 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- OVW-2014-3686

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

# CONTENTS

Overview	p.3
About the OVW Consolidated Youth Program	p.3
Deadlines	p.4
• Application	p.4
• Registration	p.5
• Letter of Registration	p.5
Pre-Application Conference Calls	p.5
Eligibility	p.6
• Eligible Entities	p.6
• Nonprofit Organization Requirement	p.6
• Program Eligibility Requirements	p.6
• Type of Applicant	p.8
Award Information	p.8
• Availability of Funds	p.8
• Award Period	p.8
• Award Amounts	p.8
Program Scope	p.8
• Purpose Areas	p.8
• Additional Mandatory Program Requirements	p.10
• OVW Priority Areas	p.10
• Activities that Compromise Victim Safety and Recovery	p.11
• Out-of-Scope Activities	p.12
• Unallowable Activities	p.12
How to Apply	p.13
• Application Registration Requirements	p.13
• Applicants without Internet Access	p.16
• OVW Policy on Duplicate Applications	p.16
• Experiencing Unforeseen Technical Issues	p.16
• OVW Policy on Late Submission	p.16
• Extraordinary Natural or Manmade Disasters	p.17
Application Contents	p.17
• Formatting and Technical Requirements	p.17

• Application Requirements	p.17
• Summary Data Sheet	p.18
• Project Narrative	p.20
• Proposal Abstract	p.22
• Budget Detail Worksheet and Narrative	p.22
• Memorandum of Understanding (MOU)	p.25
 Additional Required Information	 p.26
• Proof of 501(c)(3) Status	p.26
• Disclosures Related to Executive Compensation	p.26
• Confidentiality Notice Form	p.27
• Application for Federal Assistance (SF-424)	p.27
• Standard Assurances and Certifications	p.27
• Letter of Nonsupplanting	p.27
• Financial Accounting Practices	p.27
• Financial Capability Questionnaire (if applicable)	p.28
• Indirect Cost Rate Agreement (if applicable)	p.28
• Single Point of Contact Review	p.28
 Selection Criteria	 p.28
• Peer Review	p.29
• Programmatic Review	p.29
• Compliance with OVW Financial Requirements	p.30
• High Risk Grantees	p.30
 Post-Award Requirements	 p.30
• Violence Against Women Act Non-Discrimination Provision	p.30
• Reporting Requirements	p.30
• Information for all Federal Grantees	p.30
 Public Reporting Burden	 p.31
 Application Checklist	 p.32
 Appendix A	 p.33
• Budget Guidance	p.34
• Sample Comprehensive Project Budget Detail Worksheet	p.36
• Sample Engaging Men Project Budget Detail Worksheet	p.44
 Appendix B: Sample Letter of Registration	 p.51
 Appendix C: Disclosures Related to Executive Compensation	 p.53

# **OVW Consolidated Grant Program to Address Children and Youth Experiencing Domestic and Sexual Assault and Engage Men and Boys as Allies (CFDA 16.888)**

## **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 Consolidated Youth Program**

The Consolidated Grant Program to Address Children and Youth Experiencing Domestic and Sexual Assault and Engage Men and Boys as Allies, hereafter referred to as the Consolidated Youth Program, supports activities that were previously funded under the following four OVW grant programs: Grants to Assist Children and Youth Exposed to Violence Program (CEV); Services to Advocate for and Respond to Youth Program (Youth Services); Services, Training, Education and Policies to Reduce Sexual Assault, Domestic Violence, Dating Violence, and Stalking in Secondary Schools Grant Program (STEP); and the Engaging Men and Boys in Preventing Sexual Assault, Domestic Violence, Dating Violence, and Stalking Program (Engaging Men).

The Consolidated Youth Program creates a unique opportunity for communities to increase collaboration among non-profit victim service providers: violence prevention and children (0-10), youth (11-18), young adult (19-24) and men-serving organizations; tribes and tribal governments; local government agencies; schools; and programs that support men's role in combating domestic violence, sexual assault, dating violence and stalking. This Grant Program will make awards to two different type of projects: 1) Comprehensive; and 2) Engaging Men.

First, the Consolidated Youth Program supports "Comprehensive" Projects that fund child- and youth-centered prevention and intervention activities that maximize community-based efforts and

evidence-informed practices to address domestic violence, dating violence, sexual assault, or stalking. “Comprehensive” Projects must focus on a full spectrum of strategies; specifically, prevention, intervention, treatment and response. These strategies include victim services to children and youth exposed to violence, training for professionals to improve interventions and responses, coordinated school-based strategies, supportive services for non-offending parents, and coordinated community responses to violence targeting children and youth. Second, the Consolidated Youth Program supports “Engaging Men” Projects which fund multi-faceted prevention strategies that involve community organizing, outreach, public education and mobilization. These efforts engage men as leaders and role models- to develop, maintain or enhance programs that work with men to prevent domestic violence, dating violence, sexual assault, or stalking by helping men serve as role models and social influencers of other men and youth at the individual, school or community levels.

For additional information about the type of grant-funded activities supported by the Consolidated Grant Program, including what grantees have accomplished with grant funds from the programs that were merged to create this program (the CEV, Youth Services, STEP and Engaging Men Programs) and to view relevant performance measures, see <http://muskie.usm.maine.edu/vawamei/cevmain.htm>; <http://muskie.usm.maine.edu/vawamei/youthservmain.htm>; <http://muskie.usm.maine.edu/vawamei/stepmain.htm>; <http://muskie.usm.maine.edu/vawamei/engagmenmain.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 4, 2014**. Applications submitted after **11:59 p.m. E.T. on February 4, 2014** will not be considered for funding. Applicants experiencing difficulties submitting an application should refer to the Experiencing Unforeseen Technical Issues section on page 16 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 (see “Application for Federal Assistance” section on p. 27 for the definition of the AOR). 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 **Darla Sims** at [Darla.sims@usdoj.gov](mailto:Darla.sims@usdoj.gov) no later than **January 28, 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 14, 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 with 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 14, 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 13 page.

## 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.consolyouth@usdoj.gov](mailto:ovw.consolyouth@usdoj.gov) by **January 14, 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 Consolidated Youth 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:

- Monday, January 6, 2014 from 2 p.m. - 4 p.m. E.T.
- Friday, January 10, 2014 from 2 p.m. - 4 p.m. E.T.

Anyone who is interested in submitting an application to the Consolidated Youth Program may register to participate in the calls. The total number of participants for each call is limited to 50 individuals. To register, please e-mail [ovw.consolyouth@usdoj.gov](mailto:ovw.consolyouth@usdoj.gov) or call Kimberly Shamberger at 202-514-7998. Registration must be received at least two days prior to the start of the call to allow time for scheduling, receipt of confirmation and to provide call information which will be sent to all registrants.

## **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 applicants in FY 2014 are limited to those applicants that have previously received OVW funding under the following grant programs:

- FY 2011 CEV Program;
- FY 2010 or FY 2011 Engaging Men Program;
- FY 2011 STEP Program; and
- FY 2010 or FY 2011 Youth Services Program.

### **Nonprofit Organization Requirements**

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 Consolidated Youth Program.

### **Program Eligibility Requirements**

In addition to meeting the eligible entity requirements outlined above, applications for the Consolidated Youth Program must also meet the eligibility requirement(s) below. All certification and other eligibility related documents must be current and developed in accordance with the FY 2014 solicitation.

### **Eligible Service Area**

All applicants must ensure that proposed projects support community-specific strategies only, and do not include regional or statewide efforts.

### **Required Partnerships**

All applicants must establish meaningful partnerships with community organizations and/or agencies that possess the appropriate expertise and experience to adequately address domestic violence, dating violence, sexual assault, or stalking, including experience in intervention, prevention, treatment and response for children, youth, young adults and nonabusing parents. All applicants must document these partnerships in a Memorandum of Understanding (MOU) that must be submitted with the application. Applicants must demonstrate that their organization or a partner organization meet the requirements outlined below for the selected type of Consolidated Youth project (i.e., Comprehensive or Engaging Men). Applications that do not include partners



that meet these requirements in the Summary Data Sheet and MOU sections **will be removed from further consideration**.

**Note:** Applicants proposing to implement “Comprehensive” Projects that also include activities outlined in purpose area (5) on page 9 **must also fully meet** the requirements for the “Engaging Men” Projects.

**Applicants for “Comprehensive” Projects Must:**

1. Demonstrate that the primary goal of the applicant or one of the partners is to provide victim services, including counseling or mental health services, for the relevant age range (children/youth/young adults);
2. Demonstrate that the primary goal of the applicant or one of the partners is to provide services to adult victims of domestic violence, dating violence, sexual assault, or stalking;
3. Demonstrate that the applicant or one of the partners has a history of conducting prevention education or community awareness activities;
4. Demonstrate that the applicant or a partnering agency has a primary goal to provide culturally-specific services to the specific community identified in the application (This excludes children and youth as a population);
5. Demonstrate that a partnership is established with a local school or school district; and
6. Demonstrate that a partnership is established with a local law enforcement agency, such as the Sheriff’s Office, juvenile probation department or parole department (This excludes school district law enforcement agencies and district attorney’s offices).

**Applicants for “Engaging Men” Projects Must:**

1. Demonstrate that the primary goal of the applicant or one of the partners is to provide victim services, including counseling or mental health services, for the relevant age range (children/youth/young adults);
2. Demonstrate that the primary goal of the applicant or one of the partners is to provide services to adult victims of domestic violence, dating violence, sexual assault, or stalking;
3. Demonstrate that the applicant or one of the partners has a history of conducting prevention education or community awareness activities;
4. Demonstrate that the applicant or a partnering agency has a primary goal to provide culturally-specific services to the specific community identified in the application (This excludes children and youth as a population); and
5. Demonstrate that the primary goal of the applicant or one of the partners is to provide services or programs for men (this excludes Batterer Intervention Programs).

**Type of Applicant**

In FY 2014, OVW will accept applications for the Consolidated Youth Program from previously funded grantees from the CEV, Engaging Men, STEP, and Youth Services Programs.

Grant recipients that received funding from the **FY 2012/2013 Consolidated Youth Program** 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 Consolidated Youth 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 Consolidated Youth Program for FY 2014 will be made for up to:

- \$1,000,000 to implement a "Comprehensive" Project; or
- \$350,000 to implement an "Engaging Men" Project.

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 Consolidated Youth 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 Consolidated Youth Program may be used for the following purposes:

"Comprehensive" Projects must engage in the mandatory activities in purpose areas 1-4 outlined below, and may also choose to engage in activities outlined in purpose area 5.

"Engaging Men" Projects may only engage in activities outlined in purpose area 5.

Purpose Areas:

1. Develop, expand, and strengthen services that primarily target children and youth who are victims of and/or exposed, either directly or indirectly, to domestic violence<sup>1</sup>, dating violence, sexual assault, or stalking, including support for non-abusing parents and caretakers. Services may include, but are not limited to: victim services, home visitation, emergency shelter, transitional housing, counseling and mental health services, legal advocacy, childcare support, mentoring, educational support, and transportation.
2. Provide training for school and after-school personnel, victim service providers, men's organizations including fatherhood programs, community based organizations, child protective workers, law enforcement officers, prosecutors, court personnel, medical and mental health workers, child care workers, and others who serve children and youth in order to improve their ability to appropriately address and respond to the needs of children and youth who are victims of and/or are exposed to domestic violence, dating violence, sexual assault, or stalking;
3. Develop and implement domestic violence, dating violence, sexual assault, or stalking prevention strategies focusing on children, youth, and young adults. Strategies employed may include, but are not limited to:
  - (A) Bystander education;
  - (B) Peer to peer education;
  - (C) Parent/guardian education;
  - (D) Community awareness campaigns and public education; or
  - (E) Gender-separated prevention and education programs;
4. Support improved identification of and response to children and youth who are victims of and/or are exposed to domestic violence, dating violence, sexual assault, or stalking by school and after-school personnel, victim service providers, child protective service workers, law enforcement officers, prosecutors, court personnel, medical and mental health personnel, social workers, child care workers, and workers and others who serve children and youth as well as improve collaboration and coordination among these professionals.
5. Develop and implement public education campaigns, community organizing activities and/or prevention strategies focusing on engaging men as leaders and role models- to develop, maintain or enhance programs that work with men to prevent domestic violence, dating violence, sexual assault, or stalking by helping men serve as role models and social influencers of other men and youth at the individual, school or community levels.

### **Additional Mandatory Program Requirements**

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

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<sup>1</sup> Domestic Violence includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

1. Grantees must ensure linguistically, culturally, and community relevant services are available for underserved communities or that linkages to existing services in the community are tailored to the needs of the proposed underserved population;
2. Grantees must identify the culturally specific population(s) to be served. There should be at least one primary population identified (e.g., homeless/runaway, lesbian, gay, bisexual, transgender, two-spirited, queer/questioning, youth in the sex trade, Latino/Hispanic, African American, Asian, deaf and hard of hearing, Native American/Alaska Native, etc.);
3. Grantees must have in place or develop policies that address confidentiality, information sharing, parental consent, and mandatory reporting (if applicable);
4. Grantees must have in place or develop policies that support or enhance the safety and security of children who have been or are being exposed to violence, including their non-abusing caregiver (if applicable);
5. Grantees must secure background checks or other similar process for any adults working with minors or vulnerable population(s), including employees, potential employees, volunteers, interns, and/or mentors (if applicable);
6. Grantees must consider the positive influences that individuals can have on children, youth and young adults. Positive influential roles may include parents, caregivers, men, mentors, clergy, teachers, coaches, older teens or peers, and young adults. Individuals in these roles must be appropriately engaged in project activities; and
7. Grantees may not engage in grant-funded implementation activities until the completion of their planning phase and OVW has determined that they have successfully completed the planning phase activities, including:
  - A community strengths and needs assessment;
  - A strategic plan or logic model, with all key partners, outlining the implementation of activities (which must be submitted to OVW for review and approval before the implementation phase can begin);
  - A technical assistance plan to support the needs and implementation of the project; and
  - Participation in the new grantee orientation meeting and other designated OVW-sponsored technical assistance events.

### Planning Phase

All grantees must complete a maximum 6 month planning phase. Grantees will work with OVW and the designated Technical Assistance provider(s) to establish the groundwork for developing their projects. During this time, applicants will have access to a portion of their award funding for key planning activities:

- “Comprehensive” Projects will have access to \$100,000 of the award funding; and
- “Engaging Men” Projects will have access to \$50,000 of the award funding.

### **OVW Priority Areas**

OVW encourages applications that propose activities in the following areas:

1. Developing or enhancing trauma-informed care and programs that strengthen the parent-child relationship, accounting for access to services through means such as home visitation or providing services at settings where children are present such as childcare centers or schools;
2. Developing or enhancing relevant services to tribal or African American youth victims of domestic violence, dating violence, sexual assault, or stalking;
3. Developing innovative programs that will provide relevant services to lesbian, gay, bisexual, transgender, two-spirited, queer, and questioning youth victims;

4. Developing innovative programs that will provide relevant services to homeless and runaway youth and young adult victims of domestic violence, dating violence, sexual assault, or stalking;
5. Developing or enhancing services to address the intersection of domestic violence, dating violence, sexual assault, or stalking with other youth issues (e.g. teen pregnancy, gang violence, bullying, sex trafficking)<sup>2</sup>; or
6. Developing or enhancing services to youth victims of sex trafficking and commercial sexual exploitation.

### **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;<sup>3</sup>
- Procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services;
- Procedures or policies that require automatic reporting to child protective services regardless of the circumstances of an incident, including those that may implicate victims of domestic violence for failure to protect, except if required under state law;
- Procedures or policies that deny nonabusing parents or caretakers and their children access to services based on their involvement with the perpetrator;
- Procedures or policies that do not provide student victims with the option of making the final decision to modify their class schedule and/or other arrangements (such as locker locations);
- Procedures or policies that do not provide for information, referral and services for victims who disclose abuse or assaults during a prevention event;
- Dissemination of information or education that places any blame on the victim; or
- Sharing confidential victim information with outside organizations and/or individuals without the documented consent of the victim or their nonabusing parent.

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 Consolidated Youth

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<sup>2</sup> Applicants proposing significant activities that do not clearly address the intersection with domestic violence, dating violence, sexual assault, or stalking will receive a deduction in points during the review process, or may be determined to be substantially outside the scope of the Consolidated Youth Program and will not be considered for funding.

<sup>3</sup> 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 30.

Program will not be considered for funding. The following activities are out of scope and will not be supported by Consolidated Youth 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/docs/companion-guide-10-16-12.pdf>);
- Legal Services-Generally, grant funds may not be used to provide legal representation in civil or criminal matters, such as family law cases (divorce, custody, visitation and child support), housing cases, consumer law cases and others. Grant funds may be used to support legal representation only for matters of stay away or protection order proceedings, immigration issues related to domestic violence, legal advocacy, and court accompaniment;
- Child Protective Service Investigations-Grant funds may not be used to support child protective service investigations of abuse or neglect;
- Child Visitation Services-Grant funds may not be used to support child visitation activities, services, or fees including supervised visitation;
- Certain Counseling Services-Grant funds may not support the provision of direct mental health or counseling services for children and youth by employees or contractors who are **not** in compliance with required local, state, and federal licensure and/or certification requirements;
- Perpetrator Services- Grant funds may not be used to conduct services for perpetrators of domestic violence, dating violence, sexual assault or stalking, such as counseling, batterer intervention, and anger management;
- Sexual Harassment-Grant funds may not be used to develop training, products and policies on sexual harassment;
- Substance Abuse-Grant funds may not be used to implement prevention programs that focus primarily on alcohol and substance abuse;
- Product Development- Grant funds may not be used to develop materials that are not tailored to the targeted populations;
- Prevention Education-Grant funds may not be used to implement prevention education activities that do not clearly identify domestic violence, dating violence, sexual assault, or stalking as the primary focus. For example the focus of an event should not be bullying or relationships in general, but should clearly identify and link to the aforementioned crimes; and
- Performances-Grant funds may not be used to conduct theatre performances that are not specific to domestic violence, dating violence, sexual assault or stalking issues.

### **Unallowable Activities**

The following is a list of activities that are unallowable and cannot be supported by Consolidated Youth 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 14, 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 14, 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 16 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](http://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, Monday through Friday, from 7:00 a.m. to 9:00 p.m. E.T.

### **Applicants without Internet Access**

Applicants without Internet access, who cannot submit an application electronically, must contact **Darla Sims at [Darla.sims@usdoj.gov](mailto:Darla.sims@usdoj.gov) no later than January 27, 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 14, 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 **Grants.gov Customer Support Hotline at 1-800-518-4726, or [support@grants.gov](mailto: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 **Darla Sims at [Darla.sims@usdoj.gov](mailto:Darla.sims@usdoj.gov)** prior to the application deadline stating that they 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 **Darla Sims at [Darla.sims@usdoj.gov](mailto:Darla.sims@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 25 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)

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 25 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 27).
- 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 26;
- List the type of project being implemented in this grant proposal (Comprehensive or Engaging Men);
- Identify the specific underserved population(s) to be served. There should be at least one primary underserved population identified (e.g., homeless/runaway, lesbian, gay, bisexual, transgender, two-spirited, queer/questioning, youth in the sex trade, Latino/Hispanic, African American, Asian, deaf and hard of hearing, Native American/Alaska Native, etc.); and
- State whether the target population for this grant proposal is the same or different from the population served in the current or previous CEV, Youth Services, Engaging Men or STEP grant project, or if this grant proposal will solely focus on a narrower/more specific population within the community;
- For "Comprehensive Projects" identify all the age groups the grant proposal will focus on, children (0-10), youth (11-18), or young adults (19-24). Provide the specific age range(s) to be addressed;

- Identify one organization/agency that meets each “**Required Partnership**” listed below. Concisely describe each organization’s purpose and experience, including the number of years it has been engaged in the work<sup>4</sup>:

“Comprehensive” Required Partnerships:

1. Primary goal is to provide services for the project identified age range AND domestic violence, dating violence, sexual assault or stalking victim services for this population;
2. Primary goal is to provide services to adult victims;
3. History of conducting prevention education or awareness campaigns;
4. Primary goal is to provide culturally-specific services;
5. Local school or school district; and
6. Local law enforcement agency.

**Note:** Applicants proposing to implement “Comprehensive” Projects that will also include activities described in purpose area (5) on page 9 **must also fully meet** the “**Required Partnership**” requirements for the “Engaging Men” Projects as listed below.

“Engaging Men” Required Partnerships:

1. Primary goal is to provide services for the project identified age range AND domestic violence, dating violence, sexual assault or stalking victim services for this population;
  2. Primary goal is to provide services to adult victims;
  3. History of conducting prevention education awareness campaigns;
  4. Primary goal is to provide culturally-specific services; and
  5. Primary goal is to provide programs and services for men.
- List the number of any Priority Areas to be addressed through the proposal (see page 10).
  - State which area(s) the project will focus on; domestic violence, dating violence, sexual assault, or stalking (the project may focus on more than one area);
  - Identify the percentage of grant activities that will address each area selected. For example, if domestic violence is the sole project focus then 100% of grant activities will focus on domestic violence;
  - Summary of Current and Recent OVW Projects
    - If the applicant has a current grant award or cooperative agreement under **any** OVW program, or received an award that has been closed within 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; and

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<sup>4</sup> All applicants must also document these partnerships in a Memorandum of Understanding (MOU) that must be submitted with the application.

- List the number and titles of all full-time and/or part-time positions funded by the award.

Continuation applicants that have a substantial amount of remaining funds at the time of application submission without adequate justification may not be considered for funding in FY 2014.

### **Project Narrative (70 Points Total)**

The Project Narrative may not exceed **25** pages in length, double-spaced. The Project Narrative comprises the following **four** sections:

#### **Purpose of Application (20 Points)**

This section must:

- Describe how this proposal addresses the needs of the identified service area, including target populations to be addressed;
- Describe how this proposal complements the work that is currently or has been previously funded by OVW;
- Describe how the needs of culturally-specific populations are currently being met, describe the impact of previous efforts and how this proposal will continue or enhance these efforts;
- Describe the gaps in existing services and prevention activities; and
- Describe the impact of current or prior prevention and/or community organizing efforts to reduce domestic violence, dating violence, sexual assault, or stalking.

#### **Additionally “Comprehensive” Projects must:**

1. Describe how past efforts and the current proposal address a spectrum of strategies, specifically, prevention, intervention, treatment and response in an effort to meet the community-wide needs and the goals for this proposal; and
2. Describe past or current concerns and successes with prevention efforts and comprehensive services to children, youth and young adults who have been victims of or exposed to domestic violence, dating violence, sexual assault, or stalking.

#### **Additionally “Engaging Men” Projects must:**

3. Describe how past efforts and the current proposal address a spectrum or range of strategies, specifically, prevention, community organizing, outreach, public education, and mentoring in an effort to meet the community-wide needs and the goals for this proposal; and
4. Describe past or current concerns and successes with engaging men and youth in similar efforts.

#### **What Will Be Done (30 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. All applicants must distinguish between the planning and implementation activities.

- Describe the project goals, objectives and tasks of this proposal, if applicable, and demonstrate how they are linked to current similar efforts;
- Provide a planning and implementation detailed timeline that demonstrates how activities will be accomplished within the 36-month grant cycle;
- Explain expected outcomes, including how the project and its impact will be evaluated;

- List any evidence-based/promising practice programs or models that will be used in connection with this project;
- Describe how the project will incorporate the participation and input of positive influential individuals, including, men, nonabusing parents, caregivers, mentors, clergy, teachers, and coaches;
- Provide a description of how the applicant and partners will ensure safety and confidentiality. Please address the following issues: 1) information sharing; 2) parental consent; 3) mandatory reporting; and 4) technology (including, but not limited to databases, social media and networks, etc.). Include a description of the policies in place or that will be developed to address the above issues;
- Describe the applicant screening and/or certification/license processes, for grant funded staff and volunteers, that will be working directly with minors or vulnerable population(s);
- Provide a brief description of all tangible products to be developed with grant funds (e.g., a video, a brochure, a theater piece, PSA, or curriculum) and describe how the products will be distributed to ensure it reaches the targeted audience(s). If a product is developed to meet the needs of a culturally specific population, describe how the product will be tailored; and
- Describe how cultural and linguistically tailored services will be provided.

Additionally “Comprehensive” Projects must:

1. Describe how the project will address the continuum of prevention, intervention, treatment and response. The applicant must delineate which of these will be supported with requested grant funds and if applicable, which of these will be supported through other existing community services and programs; and
2. Describe how this project will identify and refer children and youth in need of services.

Additionally “Engaging Men” Projects must:

1. Describe approaches that will be used to reach targeted populations (i.e. men, youth, boys, etc.), to include identified culturally-specific populations;
2. Describe how the project will incorporate a clear “call to action” message for men to work as allies with youth and men to end violence and how this message will be consistently maintained throughout the project; and
3. Describe how the project will engage men as leaders and role models- to develop, maintain or enhance programs that work with men to prevent domestic violence, dating violence, sexual assault, or stalking by helping men serve as role models and social influencers of other men and youth at the individual, school or community levels.

Who Will Implement the Project (20 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.

- Provide detailed information that demonstrates the applicant and partner organizations have the experience, expertise and capacity to address all project activities;
- Provide a brief description of collaborative teams, advisory boards or committees, and the roles and responsibilities they will have with project planning, development, ongoing activities and sustainability. **Note:** teams or committees should include partner organizations, men, youth, and nonabusing parents, when appropriate;
- Describe anticipated project roles and responsibilities for all key project staff; and
- Demonstrate that a meaningful partnership exists with all partners;

- Describe the staff experience and expertise for individuals that will be directly involved with the planning and/or implementation of the project;
- Identify the organization(s) that will be responsible for responding to victims that may disclose at prevention events and describe the procedures, available services or referrals you have in place or will have in place; and
- Provide at least one example of a previous public education/awareness campaign and/or community organizing effort conducted by the applicant or a project partner, describing the successes and impacts. Describe in what ways this project will benefit from this previous prevention effort.

### **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. Additionally, applicants should limit their proposal abstract to no more than one page.

### **Budget Detail Worksheet and Narrative (10 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 a community-wide project and present a realistic budget that accurately reflects the costs involved for a 36-month budget. Proposed budgets should not exceed the established limits of up to:

- \$1,000,000 to implement a “Comprehensive” Project; or
- \$350,000 to implement an “Engaging Men” Project.

#### 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-fgmg.pdf>.

#### 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-fgmg.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

All applicants are required to allocate funds in the amount of **\$50,000** to support travel, planning, and project implementation costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Applicants from Alaska, Hawaii, and United States Territories should allocate **\$55,000** to account for higher travel costs. These specific applicants may exceed the budget caps to account for this increased travel amount. The required set-aside amount may be shared between the applicant and any partnering agency(ies), but the budget must reflect the costs in the appropriate categories. Therefore, an employee's travel costs should be included in the "Travel" category, while travel costs for the partner(s) must be included in the "Consultants/Contracts" category. Label both costs as "OVW Technical Assistance." Include an estimated breakdown for these costs, including the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc. (OVW technical assistance is provided free of charge to grantees, so applicants do not need to include registration fees). This amount should equal the full, required set-aside amount listed above.

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) (15 Points)**

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 27 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 and acknowledges that they have read and are in agreement with the terms of the MOU.

Proposals should ensure that a broad spectrum of partners are involved to meet the diverse needs of the target population(s), as well as, prevention, intervention, treatment and response programming and activities. In addition to the “Required Partnerships” as stated on page 6, other organizations should be considered to establish a strong collaborative that fully provides for experience and expertise needs. The following list includes examples of organizations to consider including as partners:

- Units of local government or tribal leadership;
- Schools or school districts (mandatory for “Comprehensive” Projects);
- Medical personnel;
- Mental health providers (such as trauma-focused, substance abuse treatment);
- Social services organizations including child welfare, TANF, child support;
- Early childhood education and development programs such as Head Start programs;
- Family and juvenile courts;
- Legal services;
- Men’s or and boy’s organizations;
- Law enforcement, including probation and parole (mandatory for “Comprehensive” Projects);
- Childcare services;
- Faith-based organizations;
- After-school and youth/community programs;
- Sports associations;
- Homeless and runaway youth organizations;
- Organizations serving sexually exploited youth;
- Tribal nonprofit organizations;
- Community-based organizations relevant to the targeted community; and
- Colleges and universities.

The MOU must:

- Clearly identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship. All applicants must establish meaningful partnerships with community organizations that possess the appropriate expertise and experience to adequately address domestic violence, dating violence, sexual assault, or stalking, including experience in intervention, prevention, treatment and response for children, youth, young adults and nonabusing parents. Applicants must demonstrate that their organization or a partner organization meet the requirements as

outlined on page 6. Projects that do not include partners that meet these requirements **will be removed from further consideration**;

- Clearly state the roles and responsibilities each partner will assume to ensure the success of the proposed project;
- Identify the individuals from each agency who will be responsible for implementing project activities and describe how they will work with other project staff;
- Specify the extent of each partner's participation in developing the application. List the individuals involved in planning this proposal;
- Indicate approval of the proposed project budget by all MOU signing parties;
- Include the printed name, title, and agency, for the applicant and all required partners, under each signature at the end of the MOU document; and
- For project partners who are schools or school districts, the following signatures must be included in the MOU:
  - school district-include the signature of the superintendent/chief executive officer; or
  - a single school or group of schools- include the signatures of all participating school principals **and** all relevant superintendent/chief executive officers.

## **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.

### **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](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](mailto:OVW.GFMD@usdoj.gov) or 1-888-514-8556 immediately after the organization is notified of their award to coordinate training.

### **Financial Capability Questionnaire (if applicable)**

All nonprofit, nongovernmental organizations that apply for funding from OVW and have not previously (or within the last three years) received funding from OVW or OJP must complete a Financial Capability Questionnaire, and submit it online. 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](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](mailto: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 forthcoming 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. Application for Federal Assistance: SF 424	
12. Standard Assurances and Certifications	
13. Disclosures Related to Executive Compensation	
14. Confidentiality Notice Form	
15. Letter of Nonsupplanting	
16. Financial Accounting Practices	
17. Financial Capability Questionnaire (nonprofits only)	
18. 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.

## Sample Budget Detail Worksheet – Comprehensive Project

**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.

<b>Name/Position</b>	<b>Planning Phase</b>	<b>Implementation Phase</b>	<b>Total</b>
Executive Director	50% x \$85,000 x 0.5yrs	10% x \$85,000 x 2.5yrs	\$42,500
Program Director	75% x \$65,000 x 0.5yrs	20% x \$65,000 x 2.5yrs	\$56,875
Grant Administrator	65% x \$55,000 x 0.5yrs	10% x \$55,000 x 2.5yrs	\$31,625
Child and Family Advocate		100% x \$37,500 x 2.5yrs	\$93,750
Violence Prevention Coordinator		100% x \$35,000 x 2.5yrs	\$87,500
Case Manager		100% x \$38,200 x 2.5yrs	\$95,500
		Total Planning Phase	\$63,500
		Total Implementation Phase	\$344,250
		<b>Total Personnel</b>	<b>\$407,750</b>

*Executive Director* will be responsible for the oversight of the project and partner integration and activities implementation

*Program Director* will oversee the activities of the project, lead the comprehensive needs assessment, facilitate the multi-disciplinary team meetings, provide direct supervision to program staff, and work with partners and Child and Family Advocate to develop policies that support the safety and security of children exposed to violence

*Grant Administrator* will be responsible for the coordination and implementation of the grant award to ensure Federal compliance

*Child and Family Advocate* will be bi-lingual (fluent in Spanish) and will serve as the liaison between the family, school, and family service partners

*Violence Prevention Coordinator* will be responsible for violence prevention education classes for middle and high school students and will collaborate with partner schools

*Case Manager* will provide safety planning, advocacy, counseling, and case management to mothers who are residents of the partner shelters

*Note: All staff salaries are determined on a case-by-case basis and based on current fair market value for positions. Staff time is tracked using timesheets and activity reports that document direct time worked by staff for each cost center.*

**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

<b>Name/Position</b>	<b>Computation</b>	<b>Total</b>
Executive Director		
Planning Phase	\$21,250 x 15.27%	\$3,245
Implementation Phase	\$21,250 x 15.27%	\$3,245
Program Director		
Planning Phase	\$24,375 x 15.27%	\$3,722

Implementation Phase	\$32,500 x 15.27%	\$4,963
Grant Administrator Planning Phase	\$17,875 x 15.27%	\$2,729
Implementation Phase	\$13,750 x 15.27%	\$2,100
Child and Family Advocate Implementation Phase	\$93,750 x 15.27%	\$14,315
Violence Prevention Coordinator Implementation Phase	\$87,500 x 15.27%	\$13,361
Case Manager Implementation Phase	\$95,500 x 15.27%	\$14,583
	Total Planning Phase	\$9,696
	Total Implementation Phase	\$52,567
	<b>Total Fringe Benefits</b>	<b>\$62,263</b>

We are requesting fringe benefits for the Executive Director, Program Director, Grant Administrator, Child and Family Advocate, Violence Protection Coordinator, and Case Manager at a rate of 15.27% for FICA, health insurance, Worker's Compensation and Unemployment Compensation. These rates are consistent with organizational policies and federal and state requirements.

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

Purpose of Travel	Location	Item	Computation	Total
New Grantee Orientation (Planning Phase)	TBD	Airfare	\$500 x 3 people x 1 trip	\$1,500
		Lodging	\$200 x 3 people x 3 nights	\$1,800
		Per Diem	\$71 x 3 people x 4 days	\$852
OVW-Mandated Technical Assistance and Training (Implementation Phase)	TBD	Airfare	\$500 x 3 people x 3 trips	\$4,500
		Lodging	\$200 x 3 people x 3 nights x 3 trips	\$5,400
		Per Diem	\$71 x 3 people x 4 days x 3 trips	\$2,556
OVW-Mandated Technical Assistance and Training (Implementation Phase)	TBD	Airfare	\$600 x 3 people x 3 trips	\$5,400
		Lodging	\$200 x 3 people x 3 nights x 3 trips	\$5,400
		Per Diem	\$71 x 3 people x 4 days x 3 trips	\$2,556
		Total Planning Phase		\$4,152
		Total Implementation Phase		\$25,812
		<b>Total Travel</b>		<b>\$29,964</b>

\$29,964 of the required \$50,000 in OVW mandated technical assistance and training funds have been allocated to cover the cost of travel for staff in accordance with program guidelines. The remaining funds for the required amount are allocated in the Consultants/Contracts Category for each partner. The sites of the training sessions are unknown at this time. Travel estimates are based upon our organization's formal written travel policy, which uses the GSA Per Diem rates (based on locality).

**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.

<b>Item</b>	<b>Computation</b>	<b>Cost</b>
3 Laptops	3 x \$850	\$2,550
	Total Implementation Phase	\$2,550
	<b>Total Equipment</b>	<b>\$2,550</b>

We are requesting the purchase of three laptops to support the project activities of the Child and Family Advocate, Violence Prevention Coordinator, and the Case Manager, all of which are 100% funded under this application. Since these are new positions within our organization, we do not currently have the technological capabilities to support their activities.

**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.

<b>Item</b>	<b>Computation</b>	<b>Cost</b>
General Office Supplies		
Planning Phase	\$176.25 x 32% x 30 months	\$338
Implementation Phase	\$176.25 x 56% x 30 months	\$2,961
	Total Planning Phase	\$338
	Total Implementation Phase	\$2,961
	<b>Total Travel</b>	<b>\$3,299</b>

Office Supplies are needed for the general operation of the program during the Planning and Implementation Phases. Supply costs are allocated based on our organization’s established Cost Allocation Plan, using an FTE allocation method. Total organizational FTEs allocated to this funding source for the Planning Phase is 32% and for the Implementation Phase is 56%. Current figures based on historical average cost per month. Actual costs and FTE allocations will be used when requesting reimbursement.

**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.

<b>Purpose</b>	<b>Description of Work</b>	<b>Cost</b>
	<b>Total Construction:</b>	<b>\$0</b>

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

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

<b>Purpose</b>	<b>Computation</b>	<b>Cost</b>
<b>Child Advocacy Center, partner during Implementation Phase</b>		
Licensed Therapist	50% x \$46,000 x 2.5yrs	\$57,500
<i>Fringe Benefits</i>	\$57,500 x 15.27%	\$8,780
<i>Travel</i>		



OVW-Mandated	Airfare	\$440 x 1 person x 4 trips	\$1,760
Technical Assistance	Lodging	\$200 x 1 person x 3 nights x 4 trips	\$2,400
and Training	Per Diem	\$71 x 1 person x 3 days x 4 trips	\$852
(Implementation Phase)			
Total Planning Phase			\$0
Total Implementation Phase			\$71,292
<b>Total Partner Cost</b>			<b>\$71,292</b>

The *Licensed Therapist* will provide individual and group counseling and mental health services to children and youth exposed to domestic violence during the Implementation Phase. Fringe rates are based on our organization's internal policies. Travel provided for participation in OVW-mandated Technical Assistance and Training (locations currently unknown), and compensation is estimated using CAC's internal travel policies and procedures.

**Youth Justice Center, partner during Planning and Implementation Phase**

Case Manager		5% x \$35,000 x 0.5yrs (planning)	\$875
		40% x \$35,000 x 2.5yrs (impl.)	\$35,000
<i>Fringe Benefits</i>		\$875 x 15.27%	\$134
		\$35,000 x 15.27%	\$5,345
<i>Travel</i>			
OVW-Mandated	Airfare	\$440 x 1 person x 4 trips	\$1,760
Technical Assistance	Lodging	\$200 x 1 person x 3 nights x 4 trips	\$2,400
and Training	Per Diem	\$71 x 1 person x 3 days x 4 trips	\$852
(Implementation Phase)			
Local Travel (Implementation Phase)		\$0.55/mile x 250 miles/mo x 30 months	\$4,125
Total Planning Phase			\$1,009
Total Implementation Phase			\$49,482
<b>Total Partner Cost</b>			<b>\$50,491</b>

The *Case Manager* will consult as needed during the Planning Phase. Additionally, the partner will provide support, emergency shelter services, and transportation for youth and young adults (non-abusing parents/caretakers) who are victims of domestic violence, dating violence, sexual assault, or stalking during the Implementation Phase. Fringe rates are based on our organization's internal policies. Travel provided for participation in OVW-mandated Technical Assistance and Training (locations currently unknown), and compensation is estimated using our organization's internal travel policies and procedures. Mileage compensation is based on agency's current mileage compensation rate of \$0.55/mile for the Case Manager to transport victims related to project activities. Compensation is based on documented mileage trackers that each employee completes, that include the purpose of travel, funding source, odometer readings, and mileage rate at the time of travel.

**Family Advocacy Center, partner during Planning and Implementation Phase**

Youth and Family Advocate		5% x \$43,200 x 0.5yrs (planning)	\$1,080
		100% x \$43,200 x 2.5yrs (impl.)	\$108,000
<i>Fringe Benefits</i>		\$1,080 x 15.27%	\$165
		\$108,000 x 15.27%	\$16,492
<i>Travel</i>			
OVW-Mandated	Airfare	\$440 x 1 person x 4 trips	\$1,760
Technical Assistance	Lodging	\$200 x 1 person x 3 nights x 4 trips	\$2,400
and Training	Per Diem	\$71 x 1 person x 3 days x 4 trips	\$852
(Implementation Phase)			
<i>Supplies</i>			
Brochures		\$0.50/brochure x 5,000	\$2,500
Training Materials		\$20/training binder x 200	\$4,000
Total Planning Phase			\$1,245
Total Implementation Phase			\$136,004

**Total Partner Cost** **\$137,249**

The *Youth and Family Advocate* will provide on-going in-service training, provide case consultation and referrals on domestic violence exposure and sexual assault cases, and will work directly with Violence Prevention Coordinator during the Planning Phase to provide assistance and support with developing project plans. Advocate will also act as liaison between applicant and partner agencies and lead the meetings with school staff and law enforcement. Training will be provided to local schools, law enforcement, victim service providers, court personnel, and child care workers. Fringe rates are based on our organization's internal policies. Travel provided for participation in OVW-mandated Technical Assistance and Training (locations currently unknown), and compensation is estimated using FAC's internal travel policies and procedures. Supplies will be purchased for direct grant activity to distribute informational brochures for community awareness and materials for training courses (to include binders, inserts, training books, and printing costs).

**LGBT Alliance, partner during Planning and Implementation Phase**

Youth Advocate		5% x \$40,000 x 0.5yrs (planning)	\$1,000
		75% x \$40,000 x 2.5yrs (impl.)	\$75,000
<i>Fringe Benefits</i>		\$1,000 x 15.27%	\$153
		\$75,000 x 15.27%	\$11,453
<i>Travel</i>			
OVW-Mandated	Airfare	\$440 x 1 person x 4 trips	\$1,760
Technical Assistance	Lodging	\$200 x 1 person x 3 nights x 4 trips	\$2,400
and Training	Per Diem	\$71 x 1 person x 3 days x 4 trips	\$852
(Implementation Phase)			
<i>Supplies</i>			
Brochures		\$0.50/brochure x 5,000	\$2,500
		Total Planning Phase	\$1,153
		Total Implementation Phase	\$93,965
		<b>Total Partner Cost</b>	<b>\$95,118</b>

The *Youth Advocate* will consult as needed during the Planning Phase. Additionally, the partner will develop and implement domestic violence, dating violence, sexual assault, or stalking prevention strategies, focusing on children, youth and young adults. The Youth Advocate will also organize annual public education campaigns to address domestic violence, dating violence, sexual assault and stalking prevention strategies (will work with local leaders in the faith community to engage community, specifically male youth). Fringe rates are based on our organization's internal policies. Travel provided for participation in OVW-mandated Technical Assistance and Training (locations currently unknown), and compensation is estimated using our LGBT Alliance internal travel policies and procedures. Supplies will be purchased for direct grant activity to distribute informational brochures for community awareness campaigns and public education during the Implementation Phase.

**Local County School District, partner during Planning and Implementation Phase**

School Staff Travel Compensation			
Planning Phase		\$15/meeting x 2 staff x 6 months	\$180
Implementation Phase		\$15/meeting x 2 staff x 30 months	\$900
		Total Planning Phase	\$180
		Total Implementation Phase	\$900
		<b>Total Partner Cost</b>	<b>\$1,080</b>

Compensation for travel costs for school counselors, school officers, and after-school staff throughout the Whey County School District to participate in monthly meetings during the planning and implementation phase to improve identification and response to children and youth who are victims of domestic violence, dating violence, sexual assault, or stalking. Will also discuss and implement improved collaboration and coordination activities.

**Whey County Police Department, partner during Planning and Implementation Phase**

Law Enforcement Travel Compensation			
Planning Phase		\$15/meeting x 2 staff x 6 months	\$180
Implementation Phase		\$15/meeting x 2 staff x 30 months	\$900

Total Planning Phase	\$180
Total Implementation Phase	\$900
<b>Total Partner Cost</b>	<b>\$1,080</b>

Compensation for travel costs for law enforcement staff with the Whey County Police Department to participate in monthly meetings during the planning and implementation phase to improve identification and response to children and youth who are victims of domestic violence, dating violence, sexual assault, or stalking. Will also discuss and implement improved collaboration and coordination activities.

**Consultant, during Implementation Phase**

Analyst	\$50/hour x 200 hours	\$10,000
	Total Planning Phase	\$0
	Total Implementation Phase	\$10,000
	<b>Total Consultant Cost</b>	<b>\$10,000</b>

The consultant will provide leadership for the needs assessment process and ongoing program evaluation. Additionally, the consultant will conduct an analysis of the community's identification and response to youth who have been sexually assaulted and to assist with the formulating recommendations to improve upon the gaps and short falls. He/she will attend monthly meetings, so compensation will be provided for time to attend meetings and additional hours for analysis and to prepare findings and recommendations. Compensation is currently an estimate; however the actual rate will be based on the current market value for the service and commensurate to compensation provided for similar services to like companies. We understand that rates exceeding the threshold of \$81.25/hour require prior approval from OVW and will not enter into any contract prior to receiving approval if we anticipate exceeding the threshold.

Total Planning Phase Consultants/Contracts	\$3,766
Total Implementation Phase Consultants/Contracts	\$362,542
<b>Total Consultants/Contracts</b>	<b>\$366,308</b>

**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.

Item	Planning Phase	Implementation Phase	Total
Copying		\$100/mo x 30 months	\$3,000
Printing		\$115/mo x 30 months	\$3,450
Office Space	\$2,250 x 32% x 6 months	\$2,250 x 56% x 30 months	\$42,120
Telephone/Internet	\$650 x 32% x 6 months	\$650 x 56% x 30 months	\$12,168
Utilities	\$700 x 32% x 6 months	\$700 x 56% x 30 months	\$13,104
Payroll Services	\$620 x 32% x 6 months	\$620 x 56% x 30 months	\$11,606
A-133 Audit	\$2,000/yr x 0.5yrs	\$2,000/yr x 2.5yrs	\$6,000
Background Checks		\$50/check x 100	\$5,000
Youth Group Supplies	\$55 x 6 months	\$55 x 30 months	\$1,980
	Total Planning Phase		\$9,432
	Total Implementation Phase		\$88,996
	<b>Total Other Costs</b>		<b>\$98,428</b>

*Copying* costs will support expenses incurred for copying flyers, educational materials, and training materials that support the project. This is a direct program cost and only actual costs incurred for copying costs to directly support the project will be charged.

*Printing* costs differ from copying costs, as this will support the cost to print larger materials, such as education workbooks and community awareness pamphlets and brochures. This is a direct program cost and only actual costs incurred for printing materials to directly support the project will be charged.

*Office Space* costs are allocated based on our organization's established Cost Allocation Plan, available upon request. Each staff member shares the same amount of space, at 150 square feet per staff, and the shared space (kitchen, hallway, and conference room) total 600 square feet, at a cost of \$1.50/sqft, for a total of \$2,250/month. Total organizational FTEs allocated to this funding source for the Planning Phase is 32% and for the Implementation Phase is 56%. Our organization has no ownership affiliation with the facility we rent. Current figures based on historical average cost per month. Actual costs and FTE allocations will be used when requesting reimbursement.

*Telephone/Internet* costs are allocated based on our organization's established Cost Allocation Plan, using an FTE allocation method. Total organizational FTEs allocated to this funding source for the Planning Phase is 32% and for the Implementation Phase is 56%. Current figures based on historical average cost per month. Actual costs and FTE allocations will be used when requesting reimbursement.

*Utilities* costs are allocated based on our organization's established Cost Allocation Plan, using an FTE allocation method. Total organizational FTEs allocated to this funding source for the Planning Phase is 32% and for the Implementation Phase is 56%. Current figures based on historical average cost per month. Actual costs and FTE allocations will be used when requesting reimbursement.

*Payroll Services* costs are allocated based on our organization's established Cost Allocation Plan, using an FTE allocation method (each employee incurs the same cost for this service). Total organizational FTEs allocated to this funding source for the Planning Phase is 32% and for the Implementation Phase is 56%. Current figures based on historical average cost per month. Actual costs and FTE allocations will be used when requesting reimbursement.

*A-133 Audit* costs are allocated based on our organization's established Cost Allocation Plan. Each additional program incurs a fee of \$2,000/audit; therefore the cost is based on our actual cost incurred to add this program to our A-133 audit.

*Background Check* costs will support the cost to perform secure checks for any current or potential adult working with minors or vulnerable populations. This is a direct program cost and only actual costs will be charged.

*Youth Group Supplies* will support the Youth Advisory and Focus Groups. During these meetings, youth will meet to discuss program issues and provide input and feedback. The focus groups will gather youth point of view and feedback on various program-related topics to assist with development of the project implementation plans. The meetings and focus groups will be held following students' school day so we will provide snacks and drinks at approximately \$50/event. We estimate roughly 10-15 youth will attend per event, with a total of 4 focus groups during the award and we will host monthly advisory meetings (monthly meetings: \$50 x 36 months = \$1,800 and focus groups: \$50 x 4 sessions = \$200; approx. \$55/mo over the life of the grant).

**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 cost categories.

<b>Description</b>	<b>Computation</b>	<b>Cost</b>
	<b>Total Indirect Costs</b>	<b>\$0</b>

Our organization does not currently have a Federally negotiated Indirect Cost Rate Agreement; therefore no costs are included in this category.

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

<b>Budget Category</b>	<b>Planning Total</b>	<b>Implementation Total</b>	<b>Category Total</b>
A. Personnel	\$63,500	\$344,250	\$407,750
B. Fringe	\$9,696	\$52,567	\$62,263
C. Travel	\$4,152	\$25,812	\$29,964
D. Equipment	\$0	\$2,550	\$2,550
E. Supplies	\$338	\$2,961	\$3,299
F. Construction	\$0	\$0	\$0
G. Consultants/Contracts	\$3,766	\$362,542	\$366,308
H. Other	\$9,432	\$88,996	\$98,428
Total Direct Costs	\$90,884	\$879,678	\$970,562
I. Indirect Costs	\$0	\$0	\$0
<b>TOTAL PROJECT COSTS</b>	<b>\$90,884</b>	<b>\$879,678</b>	<b>\$970,562</b>
<b>Federal Share Requested</b>	<b>\$90,884</b>	<b>\$879,678</b>	<b>\$970,562</b>
<b>Non-Federal (Match) Amount</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## Sample Budget Detail Worksheet – Engaging Men Project

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

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

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

Name/Position	Planning Phase	Implementation Phase	Total
Executive Director	25% x \$85,000 x 0.5yrs	5% x \$85,000 x 2.5yrs	\$21,250
Project Director	30% x \$65,000 x 0.5yrs	15% x \$65,000 x 2.5yrs	\$34,125
Men's Outreach Coordinator	50% x \$55,000 x 0.5yrs	100% x \$55,000 x 2.5yrs	\$151,250
		Total Planning Phase	\$34,125
		Total Implementation Phase	\$172,500
		<b>Total Personnel</b>	<b>\$206,625</b>

*Executive Director* will ensure the programmatic and fiscal integrity of the program, work with staff and partners to complete the planning phase of the project, and lead the implementation of the project

*Program Director* will oversee the activities of the project, facilitate the multi-disciplinary team meetings, provide direct supervision to the Men's Outreach Coordinator, and work with partners and staff to develop and public education campaigns

*Men's Outreach Coordinator* is fluent in Spanish and will develop and implement the public education campaigns and work with community leaders, partners, and staff to address domestic violence, dating violence, sexual assault, and stalking prevention strategies

*Note: All staff salaries are determined on a case-by-case basis and based on current fair market value for positions. Staff time is tracked using timesheets and activity reports that document direct time worked by staff for each cost center.*

**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

Name/Position	Computation	Total
Executive Director		
Planning Phase	\$10,625 x 15.27%	\$1,622
Implementation Phase	\$10,625 x 15.27%	\$1,622
Project Director		
Planning Phase	\$9,750 x 15.27%	\$1,489
Implementation Phase	\$24,375 x 15.27%	\$3,722
Men's Outreach Coordinator		
Planning Phase	\$13,750 x 15.27%	\$2,100
Implementation Phase	\$137,500 x 15.27%	\$20,996
	Total Planning Phase	\$5,211
	Total Implementation Phase	\$26,341
	<b>Total Fringe Benefits</b>	<b>\$31,552</b>

We are requesting fringe benefits for the Executive Director, Project Director, and Men’s Outreach Coordinator at a rate of 15.27% for FICA, health insurance, Worker’s Compensation and Unemployment Compensation. These rates are consistent with organizational policies and federal and state requirements.

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

Purpose of Travel	Location	Item	Computation	Total
New Grantee Orientation (Planning Phase)	TBD	Airfare	\$500 x 3 people x 1 trip	\$1,500
		Lodging	\$200 x 3 people x 3 nights	\$1,800
		Per Diem	\$71 x 3 people x 4 days	\$852
OVW-Mandated Technical Assistance and Training (Implementation Phase)	TBD	Airfare	\$650 x 3 people x 4 trips	\$7,800
		Lodging	\$200 x 3 people x 3 nights x 4 trips	\$7,200
		Per Diem	\$71 x 3 people x 4 days x 4 trips	\$3,408
OVW-Mandated Technical Assistance and Training (Implementation Phase)	TBD	Airfare	\$475 x 3 people x 4 trips	\$5,700
		Lodging	\$200 x 3 people x 3 nights x 4 trips	\$7,200
		Per Diem	\$71 x 3 people x 4 days x 4 trips	\$3,408
			Total Planning Phase	\$4,152
			Total Implementation Phase	\$34,716
			<b>Total Travel</b>	<b>\$38,868</b>

\$38,868 of the required \$50,000 in OVW mandated technical assistance and training funds have been allocated to cover the cost of travel for staff in accordance with program guidelines. The remaining funds for the required amount are allocated in the Consultants/Contracts Category for each partner. The sites of the training sessions are unknown at this time. Travel estimates are based upon our organization’s formal written travel policy, which uses the GSA Per Diem rates (based on locality).

**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 he procurement method to be used.

Item	Computation	Cost
1 Laptop	1 x \$850	\$850
Total Planning Phase		\$0
Total Implementation Phase		\$850
<b>Total Equipment</b>		<b>\$850</b>

We are requesting the purchase of one laptop during the implementation phase to support the project activities of the Men’s Outreach Coordinator, who is 100% funded under this application.

**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.

Item	Computation	Cost
General Office Supplies		
	\$101 x 21% x 6 months	\$127
	\$101 x 27% x 30 months	\$818
	Total Planning Phase	\$127
	Total Implementation Phase	\$818
	<b>Total Supplies</b>	<b>\$945</b>

Office Supplies are needed for the general operation of the program. Supply costs are allocated based on our organization's established Cost Allocation Plan, using an FTE allocation method. Total organizational FTEs allocated to this funding source for the Planning Phase is 21% and the Implementation Phase is 27%. Current figures based on historical average cost per month. Actual costs and FTE allocations will be used when requesting reimbursement.

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

Purpose	Description of Work	Cost
	<b>Total Construction:</b>	<b>\$0</b>

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

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

Purpose	Computation	Cost
<b>YWCA, partner during Implementation Phase</b>		
Community Outreach Coordinator	10% x \$35,000 x 2.5yrs	\$8,750
<i>Fringe Benefits</i>	\$8,750 x 15.27%	\$1,336
<i>Travel</i>		
OVW-Mandated	Airfare	\$600 x 1 person x 4 trips
Technical Assistance	Lodging	\$200 x 1 person x 3 nights x 4 trips
and Training	Per Diem	\$71 x 1 person x 3 days x 4 trips
(Implementation Phase)		\$852
	Total Planning Phase	\$0
	Total Implementation Phase	\$15,738
	<b>Total Partner Cost</b>	<b>\$15,738</b>

The *Community Outreach Coordinator* will work directly with the Men's Outreach Coordinator to develop and implement public education campaigns and organize community in addressing domestic violence, dating violence, sexual assault and stalking prevention strategies. Will attend prevention education and outreach events, and if needed will provide for the needs and referrals of victims that may disclose at these events. Fringe rates are based on our organization's internal policies. Travel provided for participation in OVW-mandated Technical Assistance and Training (locations currently unknown), and compensation is estimated using the YWCA's internal travel policies and procedures.

<b>Alianza, partner during Planning and Implementation Phase</b>		
Case Manager	5% x \$35,000 x 0.5yrs (planning)	\$875
	20% x \$35,000 x 2.5yrs (impl.)	\$17,500
<i>Fringe Benefits</i>	\$875 x 15.27%	\$134
	\$17,500 x 15.27%	\$2,672



<i>Travel</i>			
OVW-Mandated	Airfare	\$600 x 1 person x 4 trips	\$2,400
Technical Assistance	Lodging	\$200 x 1 person x 3 nights x 4 trips	\$2,400
and Training	Per Diem	\$71 x 1 person x 3 days x 4 trips	\$852
(Implementation Phase)			
Total Planning Phase			\$1,009
Total Implementation Phase			\$25,824
<b>Total Partner Cost</b>			<b>\$26,833</b>

The *Youth and Family Advocate* will consult as needed during the Planning Phase. Will work directly with the Men's Outreach Coordinator to develop and implement public education campaigns and organize community in addressing domestic violence, dating violence, sexual assault and stalking prevention strategies. Will coordinate with leaders in the faith communities to engage male youth in participating in community campaigns. Speaks fluent Portuguese and Spanish. Fringe rates are based on our organization's internal policies. Travel provided for participation in OVW-mandated Technical Assistance and Training (locations currently unknown), and compensation is estimated using the Alianza internal travel policies and procedures.

**Faith and Leadership Board, partner during Planning and Implementation Phase**

Faith Leader Travel Compensation			
Planning Phase		\$15/meeting x 5 staff x 6 months	\$450
Implementation Phase		\$15/meeting x 5 staff x 30 months	\$2,250
Total Planning Phase			\$450
Total Implementation Phase			\$2,250
<b>Total Partner Cost</b>			<b>\$2,250</b>

Compensation for travel costs for faith leaders throughout the county to participate in monthly meetings to assist in the development of public education campaigns and provide leadership and gain community involvement during events and campaigns.

**Local Fraternity in Whey County, partner during Planning and Implementation Phase**

Fraternity Member Travel Compensation			
Planning Phase		\$15/meeting x 5 staff x 6 months	\$450
Implementation Phase		\$15/meeting x 5 staff x 30 months	\$2,250
Total Planning Phase			\$450
Total Implementation Phase			\$2,250
<b>Total Partner Cost</b>			<b>\$2,250</b>

Compensation for travel costs for fraternity members who are leaders throughout the community in Whey County to participate in monthly meetings during the planning and implementation phase to assist in the development of public education campaigns and provide leadership and gain community involvement during events and campaigns.

Total Planning Phase Consultants/Contracts	\$1,909
Total Implementation Phase Consultants/Contracts	\$46,062
<b>Total Consultants/Contracts</b>	<b>\$47,971</b>

**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.

Item	Planning Phase	Implementation Phase	Total
Copying		\$25/mo x 30 months	\$750
Printing		\$50/mo x 30 months	\$1,500

Background Checks		\$50/check x 10	\$500
ASL and Translation		\$50/hour x 50 hours	\$2,500
Translation Print Material		\$200/wkbk x 4 wkbks	\$800
Office Space	\$850 x 21% x 6 months	\$850 x 27% x 30 months	\$7,956
Telephone/Internet	\$200 x 21% x 6 months	\$200 x 27% x 30 months	\$1,872
Utilities	\$150 x 21% x 6 months	\$150 x 27% x 30 months	\$1,404
Payroll Services	\$175 x 21% x 6 months	\$175 x 27% x 30 months	\$1,638
A-133 Audit	\$1,000/yr x 0.5yrs	\$1,000/yr x 2.5yrs	\$3,000
Peer Educator Packets	\$8.50 x 20	\$8.50 x 100	\$1,020
		<b>Total Planning Phase Other Costs</b>	<b>\$2,403</b>
		<b>Total Implementation Phase Other Costs</b>	<b>\$20,538</b>
		<b>Total Other Costs</b>	<b>\$22,941</b>

*Copying* costs will support expenses incurred for copying flyers and educational materials that support the project. This is a direct program cost and only actual costs incurred for copying costs to directly support the project will be charged.

*Printing* costs differ from copying costs, as this will support the cost to print larger materials, such as education workbooks and community awareness pamphlets and brochures. This is a direct program cost and only actual costs incurred for printing materials to directly support the project will be charged.

*Background Check* costs will support the cost to perform secure checks for any current or potential adult working with minors or vulnerable populations. This is a direct program cost and only actual costs will be charged.

*ASL and Translation* services will be procured if and when needed during community and public education campaigns. This is a direct program cost and only actual costs will be charged.

*Translation of Print Materials* cost is needed to translate materials into both Spanish and Portuguese. Materials include flyers, brochures, pamphlets, and workbooks. Cost is estimated based on cost to translate each workbook. This is a direct program cost and only actual costs will be charged.

*Office Space* costs are allocated based on our organization's established Cost Allocation Plan, available upon request. Each staff member shares the same amount of space, at 100 square feet per staff (5 total staff), and the shared space (kitchen, hallway, and conference room) total 350 square feet, at a cost of \$1.00/sqft, for a total of \$850/month. Total organizational FTEs allocated to this funding source for the Planning Phase is 21% and for the Implementation Phase is 27%. Our organization has no ownership affiliation with the facility we rent. Current figures based on historical average cost per month. Actual costs and FTE allocations will be used when requesting reimbursement.

*Telephone/Internet* costs are allocated based on our organization's established Cost Allocation Plan, using an FTE allocation method. Total organizational FTEs allocated to this funding source for the Planning Phase is 21% and for the Implementation Phase is 27%. Current figures based on historical average cost per month. Actual costs and FTE allocations will be used when requesting reimbursement.

*Utilities* costs are allocated based on our organization's established Cost Allocation Plan, using an FTE allocation method. Total organizational FTEs allocated to this funding source for the Planning Phase is 21% and for the Implementation Phase is 27%. Current figures based on historical average cost per month. Actual costs and FTE allocations will be used when requesting reimbursement.

*Payroll Services* costs are allocated based on our organization's established Cost Allocation Plan, using an FTE allocation method (each employee incurs the same cost for this service). Total organizational FTEs allocated to this funding source for the Planning Phase is 21% and for the Implementation Phase is 27%. Current figures based on historical average cost per month. Actual costs and FTE allocations will be used when requesting reimbursement.

*A-133 Audit* costs are allocated based on our organization's established Cost Allocation Plan. Each additional program incurs a fee of \$2,000/audit; therefore the cost is based on our actual cost incurred to add this program to our A-133 audit.

*Peer Educator Packets* will support our project to train youth to educate their peers on violence prevention and provide them with a tool kit of materials such as DVD vignettes, PSA's scripts, Frequently Asked Question Guide. The peer educators will use these materials during awareness events and presentations. The cost is estimated at \$8.50 each and we anticipate there will be 120 peer educators during the course of the award.

**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 cost categories.

<b>Description</b>	<b>Computation Total Indirect Costs</b>	<b>Cost \$0</b>
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Our organization does not currently have a Federally negotiated Indirect Cost Rate Agreement; therefore no costs are included in this category.

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

<b>Budget Category</b>	<b>Planning Total</b>	<b>Implementation Total</b>	<b>Category Total</b>
A. Personnel	\$34,125	\$172,500	\$206,625
B. Fringe	\$5,211	\$26,341	\$31,552
C. Travel	\$4,152	\$34,716	\$38,868
D. Equipment	\$0	\$850	\$850
E. Supplies	\$127	\$818	\$945
F. Construction	\$0	\$0	\$0
G. Consultants/Contracts	\$1,909	\$46,062	\$47,971
H. Other	\$2,403	\$20,538	\$22,941
Total Direct Costs	\$47,926	\$301,825	\$349,751
I. Indirect Costs	\$0	\$0	\$0
<b>TOTAL PROJECT COSTS</b>	<b>\$47,926</b>	<b>\$301,825</b>	<b>\$349,751</b>
<b>Federal Share Requested</b>	\$47,926	\$301,825	\$349,751
<b>Non-Federal (Match) Amount</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## **APPENDIX B**

### **Sample Letter of Registration**

# [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].

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**

**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