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Expiration Date: 8/31/2015

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

OVW Fiscal Year 2015 Rural Sexual Assault, Domestic Violence, Dating Violence and Stalking Program

Solicitation

Solicitation Release Date

This solicitation was released on or about **January 21, 2015**.

Eligibility

Applicants are limited to states, Indian tribes, territories, local governments and nonprofit, public or private entities, including Tribal nonprofit organizations.
(See "Eligibility")

Deadlines

Application: All applications are due by 11:59 p.m. Eastern Time (E.T.) on March 4, 2015.
(See "Submission Dates and Times")

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 **February 11, 2015**
(See "Registration")

Letter of Registration: Applicants are strongly encouraged to submit a letter of registration to ovw.rural@usdojgov by **February 4, 2015**. 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 "Letter of Registration")

Pre-Application Conference Calls: OVW will conduct Pre-Application Conference Calls for anyone interested in submitting an application for the **Rural Program**. Participation in these calls is optional. Interested applicants who do not participate are still eligible to apply.
(See "Content and Form of Application Submission")

Contact Information

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

In Fiscal Year 2015, 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-2015-4037.

It is anticipated that all applicants will be notified of the outcome of their applications by September 30, 2015.

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OVW Rural Sexual Assault, Domestic Violence, Dating Violence and Stalking Program
(CFDA 16.589)

A. Program Description
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 Rural Sexual Assault, Domestic Violence, Dating Violence and Stalking and Assistance Program (Rural Program)
This program was authorized by 42 U.S.C.A. §13971.

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

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

paramount while providing services to victims. The Rural Program also recognizes the richness of diversity in rural communities and areas across the country, and encourages applicants to implement innovative approaches, through capacity-building and partnerships, to address the critical needs of victims in a manner that affirms a victim's culture, effectively addresses language and communications barriers, and ensures accessible services for all victims.

By statute, at least 75% of the total amount of funding made available for this program must be allocated to eligible entities located in "rural" states. The term "rural" State means a State that has a population density of 57 or fewer persons per square mile or a State in which the largest county has fewer than 250,000 people, based on the most recent decennial census.[1)]

However, regardless of whether an application is submitted by an entity from a rural state or a non-rural state, all applicants must target services in a rural area or community. The statute defines the terms "rural area" and "rural community" as:

"**(A)** any area or community, respectively, no part of which is within an area designated as a standard metropolitan statistical area by the Office of Management and Budget;

(B) any area or community, respectively, that is--

> **(i)** within an area designated as a metropolitan statistical area or considered as part of a metropolitan statistical area; and
>
> **(ii)** located in a rural census tract; or

(C) any federally recognized Indian tribe."

All applicants, whether from statutorily defined rural States[2)] or non-rural States, must submit the eligibility and service area documentation as identified in Appendix E.

The VAWA also requires that no less than 25% of the funds appropriated for the Rural Program be allocated to activities that meaningfully address sexual assault in rural communities.

For additional information on the Rural Program, including what past Rural Program grantees have accomplished with their grant funds and to view the Rural Program performance measures, see http://muskie.usm.maine.edu/vawamei/ruralgraphs.htm.

Program Scope

Activities supported by the Rural 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 Financial Guide, any updates to the Financial Guide, and the conditions of the recipient's award.

Purpose Areas

In FY 2015, funds under the Rural Program may be used for the following purposes:

1. To identify, assess, and appropriately respond to child, youth, and adult victims of sexual assault, domestic violence, dating violence, and stalking in rural communities, by

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[1)] The following States are designated as "rural" based on the definition of "rural state" within the VAWA 2013 statute and the 2010 Census: Alaska, Arizona, Arkansas, Colorado, Idaho, Iowa, Kansas, Maine, Mississippi, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Utah, Vermont, West Virginia, Wyoming and the U.S. Territories: American Samoa, Guam, Northern Mariana Islands, Puerto Rico, and Virgin Islands.
[2)] Ibid.

encouraging collaboration among sexual assault, domestic violence, dating violence and stalking victim service providers; law enforcement agencies; prosecutors; courts; other criminal justice service providers; human and community service providers; educational institutions; and health care providers, including sexual assault forensic examiners;

2. To establish and expand nonprofit, nongovernmental, state, tribal, territorial, and local government victim services in rural communities to child, youth, and adult victims; and/or
3. To increase the safety and well-being of women and children in rural communities by:
    A. dealing directly and immediately with sexual assault, domestic violence, dating violence and stalking occurring in rural communities; and
    B. creating and implementing strategies to increase awareness and prevent sexual assault, domestic violence, dating violence and/or stalking.

For many applicants, the Rural Program is one of the few sources of funding to support the provision of core services for victims of sexual assault, domestic violence, dating violence, and stalking. For this reason, OVW will only fund applications that propose projects that implement a collaborative response, support victim services and/or create a direct response to these crimes in rural communities. Proposed projects must devote at least 70% of their project activities and budget to Rural Program purpose areas 1, 2 and/or 3(A). Applicants may apply to address purpose area 3(B), but no more that 30% of the project budget and activities may be dedicated to prevention and awareness activities.

In addition to these purpose areas, Rural Program grantees must implement one or more strategies as outlined in the authorizing statute:

1. Implementing, expanding, and establishing cooperative efforts and projects among law enforcement officers, prosecutors, victim service providers, and other related parties to investigate and prosecute incidents of domestic violence, dating violence, sexual assault, and stalking, including developing multidisciplinary teams focusing on high risk cases with the goal of preventing domestic and dating violence homicides;
2. Providing treatment, counseling, advocacy, legal assistance, and other long-term and short-term victim and population specific services to adult and minor victims of domestic violence, dating violence, sexual assault, and stalking in rural communities, including assistance in immigration matters;
3. Working in cooperation with the community to develop education and prevention strategies directed toward such issues;
4. Developing, enlarging, or strengthening programs addressing sexual assault, including sexual assault forensic examiner programs, Sexual Assault Response Teams, law enforcement training, and programs addressing rape kit backlogs; and
5. Developing programs and strategies that focus on the specific needs of victims of domestic violence, dating violence, sexual assault, and stalking who reside in remote rural and geographically isolated areas, including addressing the challenges posed by the lack of access to shelters and victims services, and limited law enforcement resources and training, and providing training and resources to Community Health Aides involved in the delivery of Indian Health Service programs.

OVW Priority Areas

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

Strengthen and revitalize coordinated community response and multi-disciplinary teams
The first of the three statutory purpose areas within the Rural Program addresses the important role a coordinated community response (CCR) or multi-disciplinary team plays in identifying, assessing, and appropriately responding to child, youth, and adult victims of sexual assault, domestic violence, dating violence, and stalking in rural communities. While many communities implemented the coordinated community response model in the 1990's; many of these teams are in need of a jump start to insure that they remain aware of emerging promising practices and best practices for responding to their changing communities. Additionally, original leaders of multi-disciplinary teams may have moved on and new members may not understand the purpose of the team or their role. The gaps that initially led a community to form a CCR or multi-disciplinary team might have been resolved; but the team might not have assessed new challenges, such as those presented by emerging technology.

Consequently, the Rural Program strongly encourages applicants to consider ways in which they could strengthen their domestic violence coordinated community response or sexual assault multi-disciplinary response team. This may include, but is not limited to, implementing a system-wide safety audit or conducting an assessment of their current multi-disciplinary team. Applicants should include dedicated funds within their proposed budget to complete these activities. One option for applicants interested in addressing the OVW priority of "strengthening or revitalizing their domestic violence coordinated community response" is to apply for grant funds to implement the "Blueprint for Safety." Developed by Praxis International (an OVW Training and Technical Assistance Provider), the Blueprint for Safety is a comprehensive, inter-agency strategy designed to engage criminal justice system agencies, from 911 emergency calls to case disposition, in a collaborative process with community-based advocates to review their domestic violence goals and ensure that policies and procedures support those goals, and address any gap in meeting their shared objectives. Interested Rural Program grantees that apply and are selected for support to implement the Blueprint will receive specialized technical assistance to adapt the Blueprint strategy in their local jurisdictions and enhance their criminal justice response to domestic violence cases.

Additional information on the Blueprint for Safety can be found at http://praxisinternational.org/praxis_bp_becoming_bp_community.aspx. Applicants interested in implementing the Blueprint Process should set aside $450,000 in the Training and Technical Assistance category for Blueprint implementation. Applicants must also include information regarding the current state of their local CCR efforts and what gaps they think the Blueprint can assist them in addressing.

Increase support for sexual assault, including services, law enforcement response and prosecution;

1. Since the reauthorization of the Violence Against Women Act in 2005, the Rural Program has included a statutory mandate that 25% of projects meaningfully address sexual assault. Subsequently, the following sexual assault-specific priorities are identified: Prioritizing projects that focus primarily (75% or more) on developing, enlarging, or strengthening

programs addressing sexual assault, including sexual assault forensic examiner programs, Sexual Assault Response Teams, law enforcement training, programs addressing rape kit backlogs, and programs that involve implementation of the Prison Rape Elimination Act of 2012 (PREA) standards in working with incarcerated victims; and

2. Prioritizing law enforcement applicants who desire to implement a definitional change in their reporting systems, including training, to reflect the FBI's new [effective January 2013] UCR definition of "rape".

Applicants that propose to meaningfully address the sexual assault priority area, by including priorities (1) or (2) above, will be provided with an additional 5 points during the programmatic review process (see "Programmatic Review" section).

Meaningfully increase access to OVW programming for specific underserved populations
While mass media often portrays rural America as a homogenous community, those who live and work in rural areas know that this is not the case. Additionally, just as the country as a whole has become more racially, ethnically, linguistically, and culturally diverse; so too have rural communities. OVW recognizes that diversity within the population in rural areas and communities and the existing gaps among current Rural Program grantees in providing services that fully reflect the rural communities that they serve. For example, data reported by grantees[3)] highlight two populations that are not being adequately addressed by Rural grantees. First, grantees reported that 2-4% of all sexual assault, domestic violence, dating violence and stalking victims served are African American, while 8.2% of the population in rural America is African American.[4)] Second, only 3% of all victims served by Rural grantees are age 60 or over, while the 2010 Census data revealed that 17.2% of all Americans age 65 or older reside outside of metropolitan areas.[5)]

OVW encourages applicants to support underserved and/or culturally-specific populations that are within their rural service areas in a thoughtful and strategic way. Applicants should provide the demographic breakdown of the proposed service area; identify which underserved community they would like to reach as part of this project; indicate any population specific services that exist currently for the selected underserved population; and describe the strategies for proposed outreach to increase the availability of relevant services for those culturally-specific and/or underserved populations(s). Applicants that propose to meaningfully address increased accessibility to specific underserved populations will be granted up to 5 additional points.

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:

1. 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;[6)]
2. Procedures or policies that compromise the confidentiality of information and privacy of

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3) Data as reported by grantees for the reporting periods October 1, 2011 through September 30, 2013.
4) Rural Research Brief: Race & Ethnicity in Rural America, Housing Assistance Council, April 2012.
5) U.S. Census Bureau, 2011, The Older Population: 2010, by Carrie Werner, 2010 Census Briefs, C2010BR-09, available at: http://www.census.gov/prod/cen2010/briefs/c2010br-09.pdf.
6) 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 "Violence Against Women Act Non-Discrimination Provision" in "F. Federal Award Administration Information".

persons receiving OVW-funded services;
3. Failure to conduct safety planning with victims;
4. Facility procedures and policies that fail to account for physical safety issues;
5. Requiring victims to seek legal sanctions against their perpetrator or offender (e.g., seek a protection order, file formal complaint, forcing the victim to testify against their perpetrator or offender);
6. Imposing restrictive conditions on victims in order for them to receive services (e.g., requiring a sexual assault victim to report the offense to law enforcement to receive a medical forensic examination, counseling or advocacy services; requiring a domestic violence victim to seek a protection order or counseling as a precondition to services);
7. Procedures that indicate criminal record background checks are performed on individuals presenting for services prior to providing those individuals with services;
8. Policies or practices that discourage prosecutors from accepting cases for victims who do not have physical evidence of domestic violence or sexual assault;
9. Requiring alternative dispute resolution, mediation or couples counseling as a systemic response to sexual assault, domestic violence, dating violence, and/or stalking;[7)]
10. Offering perpetrators the option of entering pre-trial diversion programs;
11. Batterer's Intervention Programs that are voluntary and not court-mandated; and
12. Offering anger management classes as a substitute for Batterer's Intervention Programs for offenders.

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

Out-of-Scope Activities

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

1. 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 Solicitation Companion Guide.)
2. Supervised visitation programs;
3. Child abuse or family violence issues such as violence perpetrated by a child against a parent, or violence perpetrated by a sibling against another sibling;
4. Services to children for anything other than child sexual assault or services beyond ancillary services provided to a victim's child when there is an inextricable link between a parent's victimization and the child's need for services and in connection to providing victim services for the parent. For example, funds may be used to provide services to children of battered clients residing in a shelter; and

[7)] Applicants in States and/or jurisdictions where mediation is required may be exempt from this requirement when such is stated as justification for engaging in this practice.

5. Education and prevention for students not specifically related to sexual assault, domestic violence, dating violence and/or stalking, such as "bullying" or "character building" educational programs.

B. Federal Award Information

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 Rural Program becomes no longer available. Also, please note that OVW may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on the merits of the applications and on the availability of appropriations.

Award Period

The grant award period is **36** months. Budgets must reflect **36** months of project activity, and the total "estimated funding" on the SF-424 must reflect **36** months. The award period will start on October 1, 2015.

Award Amounts

Applicants should carefully consider the resources needed to successfully implement the proposed project and present a realistic budget that accurately reflects project costs. Funding levels under the Rural Program for FY 2015 are as follows:

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

OVW has the discretion to 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.

The Rural Program typically makes awards in the range of $175,000 - $1,000,000. OVW estimates that it will make up to 40 awards for an estimated total $33,000,000.

Awards will be made as grants.

For more information on budgets, and things that must be included, please see Budget Detail Worksheet and Narrative.

Types of Applicants

In FY 2015, OVW will accept applications for the Rural Program from the following:

New: applicants that have never received funding under the Rural Program or whose previous Rural Program funding expired more than 12 months ago.

Continuation: applicants that received funding under the Rural Program in **FY 2012 or earlier that does not qualify as a new applicant as defined above.** Continuation funding is not guaranteed.

Grant recipients that received new or supplemental funding for **36** months in **FY 2013 and FY**

2014 are NOT eligible to apply.

C. Eligibility Information

Eligible Applicants

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

Eligible Entities

Eligible entities for this program are:

1. States;
2. Indian Tribes;
3. Territories;
4. Local governments; and
5. Nonprofit (public or private) entities, including Tribal nonprofit organizations.

Cost Sharing or Match Requirement

This program has no matching or cost sharing requirement.

Other

Program Eligibility Requirements

In addition to meeting the eligible entity requirements outlined above, applications for the Rural Program must also meet the requirement(s) below.[8)] All certification and other eligibility related documents must be current and developed in accordance with the FY 2015 solicitation.

Eligible Service Area

To be eligible to receive Rural Program funding, an applicant *must* demonstrate that it proposes to serve a *rural* area or *rural* community. Every application (other than Federally Recognized Indian Tribes) must include the proper printed documentation demonstrating that the proposed service area meets this eligibility requirement. Instructions to complete the documentation process can be found in Appendix E.

1. Applications must propose to serve a rural area or *rural community*, as defined by 42 U.S.C. §13925(a)(26) to mean (a) any area or community, respectively, no part of which is within an area designated as a standard metropolitan statistical area by the Office of Management and Budget; (b) any area or community, respectively, that is (i) within an area designated as a metropolitan statistical area or considered part of a metropolitan statistical area; and (ii) located in a rural census tract; or (c) any federally recognized Indian tribe. Please note that all areas outside of this definition cannot be served with funding from this Program.
2. Please carefully read the directions outlined in Appendix E and submit documentation for *all* areas the application proposes to serve, i.e. every county and/or census tract. If

[8)] Federally Recognized Indian Tribes are automatically eligible for Rural Program funding and do not need to submit documentation for the proposed service area.

proposing to serve a town or city or area within a county, the application must clearly identify which census tract(s) in that county those communities are in and include corresponding documentation that demonstrates they are eligible rural census tracts.

3. The only documentation that will be accepted is described in Appendix E. Other types of documentation (from other sources, showing different information, etc.) will NOT be accepted.

Required Partnerships

1. Eligible applications must include a victim service provider as the lead applicant and/or a formal project partner, as demonstrated through a required Memorandum of Understanding (MOU). A victim service provider is a nonprofit, nongovernmental organization, tribal organization, or rape crisis center,[9)] including a state or tribal domestic violence and/or sexual assault coalition, domestic violence shelter, faith-based organization, or other organization, with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking. Victim service providers should meet all of the following criteria: 1) provide direct services to victims of sexual assault, domestic violence, dating violence, or stalking as one of their primary purposes and have a demonstrated history of effective work in this field; 2) address a demonstrated need in their communities by providing services that promote the dignity and self-sufficiency of victims, improve their access to resources, and create options for victims seeking safety from perpetrator violence; and 3) do not engage in or promote activities that compromise victim safety.
2. Eligible applications, including those submitted by a victim service provider, must include at least one project partner, and should include agencies and organizations necessary to implement the proposed project. These partners may include victim service providers addressing sexual assault, domestic violence, dating violence, and/or stalking; law enforcement agencies; prosecutors; courts; other criminal justice service providers; human and community service providers, educational institutions; and/or health care providers. See 42 U.S.C. §13971(a)(1).

For the purposes of this grant program, a rape crisis center means a nonprofit, nongovernmental, or tribal organization, or governmental entity in a State other than a Territory that provides intervention and related assistance, as specified in section 14043g (b)(2)(C) of this title, to victims of sexual assault without regard to their age. In the case of a governmental entity, the entity may not be part of the criminal justice system (such as a law enforcement agency) and must be able to offer a comparable level of confidentiality as a nonprofit entity that provides similar victim services.

Delivery of Legal Assistance

Any grantee or subgrantee providing legal assistance with funds awarded under this program shall certify in writing that:

[9)] For the purposes of this grant program, a rape crisis center means a nonprofit, nongovernmental, or tribal organization, or governmental entity in a State other than a Territory that provides intervention and related assistance, as specified in section 14043g (b)(2)(C) of this title, to victims of sexual assault without regard to their age. In the case of a governmental entity, the entity may not be part of the criminal justice system (such as a law enforcement agency) and must be able to offer a comparable level of confidentiality as a nonprofit entity that provides similar victim services.

1. any person providing legal assistance with funds through this program
   A. has demonstrated expertise in providing legal assistance to victims of domestic violence, dating violence, sexual assault, or stalking in the targeted population; or
   B.
      i. is partnered with an entity or person that has demonstrated expertise described in subparagraph (A); and
      ii. has completed, or will complete, training in connection with domestic violence, dating violence, sexual assault or stalking and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide;
2. any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a tribal, state, territorial, or local domestic violence, dating violence, sexual assault or stalking victim service provider or coalition, as well as appropriate tribal, state, territorial, and local law enforcement officials;
3. any person or organization providing legal assistance with funds through this program has informed and will continue to inform state, local, or tribal domestic violence, dating violence, sexual assault or stalking programs and coalitions, as well as appropriate state and local law enforcement officials of their work; and
4. the grantee's organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, domestic violence, dating violence, or child sexual abuse is an issue.

This certification shall take the form of a letter, on letterhead, signed and dated by the authorizing official. If this certification is not included, any proposed legal assistance will be removed from the application.

For a sample letter, see http://www.ovw.usdoj.gov/docs/sample-cert-letter.pdf.

Limit on Number of Application Submissions

If an applicant submits multiple versions of the same application, OVW will review only the most recent system-validated version submitted.

D. Application and Submission Information

Address to Request Application Package

The complete application package is available on www.grants.gov or at the OVW website at http://www.justice.gov/ovw . Applicants wishing to request a paper copy of the application materials should contact **Charlotte Turpin at 202 532-4629 or charlotte.turpin@usdoj.gov**.

Content and Form of Application Submission

Letter of Registration

Applicants intending to apply for FY 2015 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.Rural@usdoj.gov** by **February 11, 2015**. 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 three Pre-Application Conference Calls. During these calls, OVW staff will review the Rural 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 **February 3, 5, and 10, 2015 from 2 –4 p.m. E.T.**

Anyone who is interested in submitting an application to the Rural Program may register to participate in the calls. The total number of participants for each call is limited to 80 individuals.

To register, please e-mail or call **Tosha Preston at tosha.preston@usdoj.gov or 202 353-7446**. Registration must be received at least two hours prior to the start of the call.

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:

1. Double spaced (Project Abstract, Summary Data Sheet and charts may be single space)
2. 8½ x 11 inch paper
3. One-inch margins
4. Type no smaller than 12 point, Times New Roman font
5. Page numbers
6. No more than 20 pages for the Project Narrative
7. Word documents must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).
8. Headings and sub-headings that correspond to the sections identified in this section of the solicitation.

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

1. Project Narrative
2. Budget Detail Worksheet and Narrative

3. Memorandum of Understanding (MOU)
4. Eligible Service Area Documentation

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

Summary Data Sheet (5 Points)
The Summary Data Sheet should be one to four pages in length and may be single or double spaced. The Summary Data Sheet does not count toward the 20 page limit for the Project Narrative. Please provide the following information:

1. Name, title, address, phone number, and e-mail address for the Authorized Organization Representative (AOR) of the applicant agency (see "Application for Federal Assistance (SF-424)" for the definition of the AOR).
2. Name, title, address, phone number, and e-mail address for the grant point-of-contact, who must be an employee of the applicant agency.
3. 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.
4. 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.
5. 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 (see "Appendix F Summary of Current and Pending Non-OVW Grants to do the Same or Similar Work").
6. 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.
7. 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.
8. 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" section.
9. A list of all rural areas or rural communities within the targeted service area, defined by county (if fully rural) and census tract (if county is partially rural). *This information must identify the proposed service area and correspond with the project service area described*

throughout the rest of the application. This information will be used when verifying service area documentation.

10. The percentage of grant activities, should the application be funded, that will address each of the following issues:
    A. Sexual assault;
    B. Domestic violence;
    C. Dating/teen dating violence; and/or
    D. Stalking;
11. Summary of Current and Recent OVW Projects (if applicable) in Appendix D.
    A. 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.
        i. Identify all grants by OVW program, award number, and project period.
        ii. Specify the total funding amount for each grant (initial and supplemental amounts, if applicable).
        iii. Specify the total funds remaining in each grant as of the date of application.
        iv. Provide the total funds remaining in each budget category (Personnel, Fringe, Travel, Equipment, Supplies, Construction, Contractual, and Other) for each grant.
        v. Provide justification for remaining funds.
        vi. Estimate the amount of grant funds that will be remaining at the end of the current project period.
        vii. 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 2015.

Project Narrative (60 Points Total)
The Project Narrative may not exceed **20** pages in length, double-spaced. The Project Narrative comprises the following **four** sections:

Purpose of Application **(10 Points)**
This section must include:

1. Describe the targeted service area(s) and population within the rural service area(s);
2. Describe the problem to be addressed;
3. Identify current services available to victims in the targeted rural service area(s);
4. Identify any gaps in services for victims of sexual assault, domestic violence, dating violence and/or stalking within the targeted rural service area(s);
5. Describe how grant funding will address the identified problem and how the proposed project will help alleviate service gaps;
6. If the project is to serve more than one county and/or census tract, specifically describe how services and/or activities will be accessed and/or implemented within each county and/or

census tract;

7. Clearly identify where the applicant organization is located in relationship to the service area, and specifically describe where all grant funded positions (for both the applicant and any partner organizations) will be located in terms of the project service area;
8. If the applicant is located in a non-rural area and/or is an agency serving both rural and non-rural areas, demonstrate how the proposed project and requested funding, including all proposed activities and costs, *directly* benefit *only* the rural area(s) and/or rural community(ies); and
9. Describe how the proposed project will complement other current OVW-funded projects (if applicable), and not duplicate efforts.

What Will Be Done **(35 Points)**
This section must include the information below. In doing so, the applicant must provide a clear link between the proposed activities and the need identified in the "Purpose of Application" section.

1. Describe the project goals and objectives;
2. Describe in detail the specific tasks and activities necessary to accomplish each goal and objective;
3. Include a timeline that identifies when the tasks and activities will be accomplished;
4. Describe the expected outcomes;
5. Describe how the applicant plans to address victim safety and autonomy in the project;
6. Describe any proposed training or educational course content; and
7. Describe any tangible products (brochures, posters, curricula, etc.) proposed to be developed with grant funds. If no tangible products are proposed, please indicate.

Who Will Implement the Project **(10 Points**)
This section must include the information below. In doing so, the applicant must justify who will be involved in the project and demonstrate that they have the capacity to address the stated need and that they can successfully implement the stated project activities.

1. Identify and describe the qualifications of key personnel, including all grant-funded positions, and those from partner agencies;
2. Describe the experience and expertise of the organizations that will be directly involved with the project;
3. Clearly demonstrate that any partnerships required by the solicitation (see "Required Partnership" in the "Program Eligibility Requirements" section) have been developed;
4. Clearly demonstrate that staff, partners and consultants carrying our project activities and/or providing services that are culturally specific are reflective of the communities to be served through their knowledge or experience relevant to the targeted communities; and
5. Describe all the agency(ies) or office(s) responsible for carrying out the activities included within the proposed project;

How Underserved Populations, Including Culturally-Specific Populations, Will Be Addressed **(5 Points)**
This section must include the information below. In doing so, the applicant must describe how it will provide services that fully reflect the population in their rural service areas. This section should:

1. Identify any underserved populations, including culturally specific populations, in the proposed service area;

2. Describe the current availability of and gaps in culturally appropriate services to address the identified underserved population(s); and
3. Describe how the project will provide culturally-specific services to sexual assault, domestic violence, dating violence and stalking victims within the proposed project service area.

"Underserved populations" is defined in VAWA as "populations who face barriers in accessing and using victim services, and includes populations underserved because of geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age), and any other population determined to be underserved by the Attorney General. 42 USC § 13925(a)(39). Examples of underserved populations include the African American, Latino/Hispanic, Native American/Alaska Native, Asian/Pacific Islander, African immigrant, Arab, Deaf and Hard of Hearing, Lesbian Gay Bisexual and Transgender (LGBT), Orthodox Jewish, and Portuguese-speaking communities.

Proposal Abstract

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

Budget Detail Worksheet and Narrative (15 Points)

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

Award Period and Amount

1. The FY 2015 Rural Program award period is 36 months and will begin October 1, 2015.
2. There is no minimum or maximum award amount; and
3. Although there are no budget caps this fiscal year, it is unlikely that grant awards will exceed $1 million in funding.

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.

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 Financial Guide.

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.

Memorandum of Understanding (MOU) (20 Points Total)
For purposes of this application, the MOU is a document containing the terms of the partnership and the roles and responsibilities between two or more parties. The MOU should be a single document and should be signed and dated by the Authorized Organization Representative (AOR) (see "Application for Federal Assistance (SF-424)" for the definition of the AOR) of each proposed partner agency during the development of the application. In rare circumstances an MOU can include multiple signature pages as long as each page includes the name and title of each signing party.
The MOU must:

1. 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;
2. Clearly state the roles and responsibilities each partner will assume to ensure the success of the proposed project;
3. Directly mirror the project as described in the "What Will Be Done" in the "Application Requirements" section and corresponding Budget;
4. Include all relevant agencies or organizations that are necessary and will collaborate to implement the goals, objectives or activities included within the proposed project;
5. Specify the extent of each partner's participation in developing the application;
6. Demonstrate a commitment on the part of all project partners to work together to achieve stated project goals;
7. Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, and training);
8. Adequately demonstrate the correlation between the issue(s) to be addressed and the expertise of proposed organizations and key staff/positions;
9. Signatories should include their titles and agencies under their signatures. A sample MOU is available at http://www.ovw.usdoj.gov/docs/sample-mou.pdf;
10. Indicate approval of the proposed project budget by all signing parties.

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.

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 of Notice of Statutory Requirement to Comply with the Confidentiality and Privacy Provisions of the Violence Against Women Act, as Amended is available at the OVW website 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. For "Type of Applicant," please do not select "other." Please pay careful attention to the amount of Federal funding requested in the "Estimated Funding" section of this form. This amount must match the amount of Federal funding requested in the budget section of the application package. Only include values for "Applicant" if the program solicitation requires a match. The individual who is listed in "Authorized Representative" must be the AOR for the applicant agency. The AOR is an individual who has the authority to apply for and accept grant awards on behalf of the organization or jurisdiction.

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

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

Letter of Nonsupplanting

Applicants must submit a letter to OVW's Director, signed by the AOR, certifying that Federal funds will not be used to supplant state or local funds should a grant award be made. Please refer to http://www.ovw.usdoj.gov/docs/nonsup_letter.pdf for a sample letter. This should be a separate attachment to the application in Grants.gov.

Financial Accounting Practices

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

1. 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? Please provide a brief description of the organization's policies and procedures that ensure funds will be tracked appropriately.
2. Does the applicant have written accounting policies and procedures? How often are these policies and procedures updated? Please provide a brief list of the topics covered in the organization's policies and procedures. OVW may request a copy for review during the application/award process or as part of the grant monitoring process.
3. Is the applicants' financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant? Please provide a brief summary of the organization's process for tracking expenditures.
4. 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? Please provide a short summary of the organization's policy for requesting payments for grant awards.
5. 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.
6. Does the applicant have a documented records retention policy? If so, briefly describe the policy.
7. Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations including the new Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) issued on December 26, 2103? Please provide a short list of the individual's qualifications/experience. If the individual is not familiar with the applicable rules and regulations, the applicant must contact OVW's Grants Financial Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 immediately after the organization is notified of their award to coordinate training.

Financial Capability Questionnaire (if applicable)

All nonprofit, nongovernmental organizations that apply for funding from OVW and have not previously (or within the last three years) received funding from OVW or OJP must complete a Financial Capability Questionnaire, and submit it online. Additionally, the applicant may be required

to submit their current year's audit report at a later time. The form can be found at Accounting System and Financial Capability Questionnaire.

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

Non-federal entities, other than State and local governments and Indian tribes that have never received a Federally-approved indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. If chosen, this methodology once elected must be used consistently for all Federal wards until such time as a non-federal entity chooses to negotiate for a rate.

Organizations that wish to negotiate an indirect cost rate may contact OVW's Grants Financial Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 for more information.

Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM)

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.

Federal guidelines require that applicant organizations must (1) be registered in SAM prior to submitting an application; (2) provide a valid DUNS number in its application; and (3) continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application under consideration by a Federal awarding agency. Also, Federal agencies may not make an award to an applicant until that applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time that OVW is ready to make an award, then OVW may make the determination that the applicant is not qualified to receive an award and use that determination as a basis for making the award to another applicant.

Registration

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 **February 11, 2015.**

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.

The SAM centralizes information about grant recipients and also provides a central location for grant recipients to change organizational information. **Organizations must update/renew their registration annually in order to maintain a current registration status.** Grants.gov uses SAM to establish roles and IDs for electronic grant applicants.

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:

1. Obtain a DUNS number at the following website http://www.dnb.com/us/ or call (866) 705-5711.
2. Access the SAM online registration through the SAM homepage at https://www.sam.gov/ and follow the online instructions for new SAM users.
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.**

Submission Dates and Times

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. 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.

All applications will be submitted electronically. The deadline for submitting applications in response to this solicitation is **11:59 p.m. E.T.** on **March 4, 2015**. Applications submitted after **11:59 p.m. E.T. on March 4, 2015** will not be considered for funding. Applicants experiencing difficulties submitting an application should refer to the Experiencing Unforeseeable Technical Issues section of this solicitation.

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

package. The other will either notify the AOR that the application was successfully submitted, or it will notify the AOR that there was an error with the application submission.

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 Unforeseeable Technical Issues" for information on the steps applicants must follow if corrective action must be taken.

> **Note:** For applicants without Internet access, who cannot submit an application electronically, please contact **Charlotte Turpin at charlotte.turpin@usdoj.gov or 202 532-4629** no later than **February 11, 2015** 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 Unforeseeable Technical Issues

As previously stated, applicants should begin the **registration process** immediately, but no less than **February 11, 2015.** 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 unforeseeable technical issues arise. If technical difficulties are experienced at any point during the application process, the applicant must contact the **Grants.gov Customer Support Hotline at 1-800-518-4726, or** support@grants.gov**, 24 hours a day, 7 days a week, except closed for federal holidays.]**

If an applicant experiences unforeseeable technical issues that prevent submission of an application by the deadline, the applicant must take the following actions:

1. contact the Rural Program at 202 532-4629 or at charlotte.turpin@usdoj.gov prior to the application deadline stating that they are experiencing unforeseeable technical issues and provide a phone number and/or email address where the applicant can be reached; and
2. contact the technical support number above prior to the application submission deadline.

Within 24 hours after the deadline, the applicant must again contact the Rural Program at **202 532-4629 or charlotte.turpin@usdoj.gov** to request permission 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 were unforeseeable with the Help Desk, OVW will contact the applicant to either approve or deny the request to submit a late application. If the technical issues cannot be verified as unforeseeable, 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, unforeseeable 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, the application will not be considered for funding. If applicants follow the steps outlined above, OVW will consider an applicant's request for late submission. Extension of deadlines is not guaranteed and late submission does not automatically result in an award. Late submission only allows an application to be considered for funding. If late submission is approved, the application will be reviewed for registration information and completeness, and to ensure that the applicant meets the basic eligibility requirements (BMR) as defined in the solicitation. If the applicant meets BMR the application will be subject to both peer review and programmatic review before any funding decision is made.

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 request should specify the nature of the disaster and how it affected the applicant's ability to submit an application on time. OVW may request additional documentation from the applicant verifying the extraordinary natural or manmade disaster.

Intergovernmental Review

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 program has been selected 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 the section of the SF 424 which refers to EO 12372. Applicants can find a list of SPOCs on the Office of Management and Budget website at http://www.whitehouse.gov/omb/grants_spoc.

Funding Restrictions

Federal grants are governed by the provisions of the OMB circulars applicable to financial assistance and the Financial Guide. The Financial 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 Financial 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:

1. 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.
2. Not serving food will significantly lengthen the day or necessitate extending the meeting to achieve meeting outcomes.
3. A special presentation at a conference requires a plenary address where there is no other time for food to be obtained.
4. 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:

1. Cost of Logistical Conference Planning
2. Cost of Programmatic Conference Planning
3. Conference Space and Audio-Visual Equipment and Services
4. Prohibition on Trinkets at Conferences
5. Entertainment at Conferences
6. Food and Beverages at Conferences
7. Prior Approval Required Before Entering Into Contracts or Expending Funds for Conferences
8. 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 Financial Guide.

Training and Technical Assistance

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

Pre-Agreement Cost Approval
Please be aware that costs incurred prior to the start date of the award may not be charged to the project unless the recipient receives prior approval from OVW. Please see the Financial Guide for more information on pre-award costs.

Program Income
Program income is income generated from the Federally-supported activities or earned as a result of the award and requires prior approval from OVW. Program income is not a requirement for this program.

Applicants that anticipate earning program income must include in the budget how the income will be expended. If approved, the program income will be in addition to the award amount and must be used for allowable activities or the program. Recipients that earn program income but did not anticipate earning program income at the time of the award must use the income generated for allowable activities of the program and reduce the award amount (rather than increase funds available for the program.)

Unallowable Activities

The following is a list of activities that are unallowable and cannot be supported by Rural Program

grant funding. Applications that propose unallowable activities may receive a point deduction during the review process. Applications that include substantial unallowable activities will not be considered for funding.

1. Lobbying
2. Fundraising
3. Purchase of real property
4. Construction
5. Physical modifications to buildings, including minor renovations (such as painting or carpeting)

Other Submission Requirements

As discussed in the "Submission Dates and Times" section above, applications must be submitted electronically via Grants.gov. Applicants that are unable to submit electronically must follow the instructions contained in the "Note" in the "Submission Dates and Times" section above.

Grants.Gov

After applicants obtain their DUNS number and register with SAM, they can begin the Grants.Gov registration process. In order to apply for a grant, the applying organization must complete the Grants.gov registration process prior to beginning an application for a federal grant. Complete instructions can be found at www.grants.gov. **The registration process can take between three and five business days or as long as four weeks if all steps are not completed in a timely manner.** Please note that Grants.gov is not the Office of Justice Programs' (OJP) Grants Management System (GMS) through which OVW discretionary program applicants have submitted applications in previous years. If applicants experience difficulties at any point during this process, they may call the Grants.gov Customer Support Hotline at **1-800-518-4726**.

Note: Grants.gov limits the use of specific characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below.

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ( )	Curly braces { }	Square brackets [ ]
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore (_)	Comma (,)	Semicolon (;)	Apostrophe (')
Hyphen (-)	At sign (@)	Number sign (#)	Dollar sign ($)
Space	Percent sign (%)	Plus sign (+)	Equal sign (=)
Period (.)	When using the ampersand (&) in XML, applicants must use the "&" format.		

Note: Grants.gov continues to update guidance regarding file naming convention. As such, OVW strongly encourages applicants to include only the following characters in file names: A-Z, a-z, 0-9, and space. The applicant should ensure that only allowable characters are included in file names. Any application rejected by Grants.gov due to the inclusion of unsupported special characters is not a valid reason for OVW to consider late submission of an application. OVW strongly suggests using simple titles for all documents, such as "FY 2015 OVW Project Narrative." Please note that file names are limited to 50 characters. Further, although Grants.gov accepts executable files, these types of files are not supported by OVW's operating system. These unsupported 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."

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.

1. *Step 1:* Go to Grants.gov. Mouse over the "APPLICANTS" drop down and click the "Organization Registration Link".
2. *Step 2:* Register with SAM
3. *Step 3:* Username & Password
4. *Step 4*: AOR Authorization
5. *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.

E. Application Review Information

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. Specifically for the Rural Program, scoring will be as follows:

1. Summary data sheet: 5 points
2. Project narrative: 60 points, of which
    A. Purpose of the project: 10 points
    B. What will be done: 30 points
    C. Who will implement: 15 points
    D. Underserved Populations 5 points
3. Budget narrative and detail: 15 points
4. MOU/IMOU: 20 points
5. Possible programmatic point deductions
    A. Formatting and technical requirements: up to 5 points
    B. Activities that compromise victim safety and recovery: up to 10 points
    C. Out-of-scope activities: up to 10 points
    D. Past performance review: up to 25 points
6. Optional: Additional points for applications addressing OVW priority areas (see the "OVW Priority Areas "section:
    A. Sexual assault: 5 points
    B. Underserved Populations: 5 points

While cost sharing or match-funding are not required, in the case of a tie OVW will assess the extent and viability of cost sharing to break the tie, as well as other factors such as geographic distribution of funding.

Review and Selection Process

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.

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.

1. 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;
2. Demonstration that past activities supported with OVW grant funds have been limited to program purpose areas;
3. Adherence to all special conditions of existing grant award(s) from OVW;
4. Adherence to programmatic and financial reporting requirements, including timely submission of required reports;
5. Completion of close-out of prior awards in a timely manner;
6. 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;
7. Receipt of financial clearances on all current or recent grants from OVW;
8. Timely resolution of issues identified in any audit or on-site financial or programmatic monitoring visit;
9. Adherence to the Office of Management and Budget single-audit requirement; and
10. Timely expenditure of grant funds.

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

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.

Compliance with OVW Financial Requirements

Each OVW grantee agrees to follow the financial and administrative requirements in the Financial Guide 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.

Anticipated Announcement and Federal Award Dates

It is anticipated that all applicants will be notified of the outcome of their applications by September 30, 2015.

F. Federal Award Administration Information

Federal Award Notice

Successful applications will receive OVW award notifications electronically from the OJP Grants Management System. This award notification will be sent to the individuals listed as the Authorized Representation and the Point of Contact in GMS for the application that was selected for funding and will include instructions on accepting the award. Recipients will be required to login; accept any outstanding assurances and certifications on the award; designate financial points of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document and terms and conditions by the authorized representative and the scanning of the fully-executed award document to OVW.

Administrative and National Policy Requirements

Information for All Federal Award Grantees

Applicants selected for awards must agree to comply with additional legal, administrative, and national policy 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 Solicitation Companion Guide.

1. Civil Rights Compliance
2. Funding to Faith-Based Organizations
3. Confidentiality and Privacy Protections
4. Research and the Protection of Human Subjects (if applicable)
5. Anti-Lobbying Act
6. Reporting Requirements
7. National Environmental Policy Act (NEPA) (if applicable)
8. DOJ Information Technology Standards (if applicable)
9. Non-Supplanting of State or Local Funds
10. Criminal Penalty for False Statements
11. Reporting Fraud, Waste, Error, and Abuse
12. Suspension or Termination of Funding
13. Nonprofit Organizations
14. Government Performance and Results Act (GPRA)
15. Rights in Intellectual Property
16. Federal Funding Accountability and Transparency Act (FFATA) of 2006
17. Awards in Excess of $5,000,000 –Federal Taxes Certification Requirement
18. Active SAM Registration

Awards under this program will be made as either grants or cooperative agreements. General terms and conditions applied to all OVW grants and cooperative agreements, including awards

made by this program, are available at Standard Special Conditions-Grants and Standard Special Conditions-Cooperative Agreements. Each OVW grant program has additional program specific conditions that are included in the award document immediately following the standard special condition. Some awards will also have project-specific special conditions to ensure compliance with the statutory scope of the Rural Program.

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 2015 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. For more information on this prohibition, see http://www.justice.gov/ovw/docs/faqs-ngc-vawa.pdf. Additional information on the civil rights obligations of OVW funding recipients can be found in the Solicitation Companion Guide under "Civil Rights Compliance."

Compliance with OVW Financial Requirements

Each OVW grantee agrees to follow the financial and administrative requirements in the Financial Guide 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's award may be frozen or terminated and the grantee may be denied continuation funding.

Reporting

Reporting Requirements

All OVW grantees receiving awards are required to submit a semi-annual progress report and quarterly Federal Financial Reports (SF 425). Appropriate progress report forms will be provided to all applicants selected for an award. Forms will be submitted electronically via GMS. Future awards and fund drawdowns may be withheld if forms are delinquent.

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.

G. Federal Awarding Agency Contact(s)

For assistance with the requirements of this solicitation, contact the OVW Rural Unit at (202) 307-6026 or OVW.Rural@usdoj.gov.

For technical assistance with Grants.gov, contact the Grants.gov Customer Support Hotline at 1-800-518-4726.

H. Other Information

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. How Underserved Populations, including Culturally-Specific Populations, Will Be Addressed	
9. Proposal Abstract	
10. Budget Detail Worksheet and Narrative	
11. MOU	
12. Application for Federal Assistance: SF 424	
13. Standard Assurances and Certifications	
14. Disclosures Related to Executive Compensation	
15. Confidentiality Notice Form	
16. Letter of Nonsupplanting	
17. Financial Accounting Practices	
18. Financial Capability Questionnaire (nonprofits only)	
19. Indirect Cost Rate Agreement (only if the applicant has a current Federally-approved rate)	
20. Service Area Documentation	
21. Legal Assistance for Victims Certification Letter, If Applicable	

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 Financial Guide.

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 2 CFR Part 200.317-326. All sole-source procurements (those not awarded competitively) in excess of $150,000 require prior approval from OVW. This applies to procurements of goods and services, but not to selection of subrecipients. MOU project partners are generally considered subrecipients for time spent working on program objectives. For additional information on determining whether the recipient of the pass-through funds is a subrecipient or a contractor, please refer to 2 CFR Part 200.330.

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 or 2 CFR Part 200 Subpart F – Audit Requirement are unallowable. If the applicant agency did not meet the applicable expenditure threshold 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.

Non-federal entities, other than State and local governments and Indian tribes, which have never received a Federally-approved indirect cost rate, may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely.

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

Any non-federal contributions can be discussed in the project narrative or Memorandum of Understanding (if required). **Applicants should not include supplemental contributions in the budget, budget narrative, or SF-424.**

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

Budget Detail Worksheet

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

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

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

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

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

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

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

TOTAL PERSONNEL: $ 212,700

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	Cost
Program Coordinator		
Employer's FICA	$70,500 x 7.65%	$ 5,393
Health Insurance	$70,500 x 6.12%	$ 4,315

Worker's Compensation	$70,500 x 1.00%	$ 705
Unemployment Compensation	$70,500 x 0.50%	$ 353
Investigator		
Employer's FICA	$135,000 x 7.65%	$10,328
Health Insurance	$135,000 x 6.12%	$ 8,262
Worker's Compensation	$135,000 x 1.00%	$ 1,350
Unemployment Compensation	$135,000 x 0.50%	$ 675
Administrative Assistant		
Employer's FICA	$ 7,200 x 7.65%	$ 551
Health Insurance	$ 7,200 x 6.12%	$ 441
Worker's Compensation	$ 7,200 x 1.00%	$ 72
Unemployment Compensation	$ 7,200 x 0.50%	$ 36
	TOTAL FRINGE BENEFITS:	**$ 32,481**

TOTAL PERSONNEL AND FRINGE BENEFITS: $ 245,181

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

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

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

$12,000 of the required $20,000 in OVW mandated technical assistance and training funds has been allocated to cover the cost of travel for staff of the tribe in accordance with program guidelines. The remaining amount of $8,000 has been allocated for partner travel and can be found in Section G of this form. The sites of the training sessions are unknown at this time. Travel estimates are based upon the tribe's formal written travel policy.

TOTAL TRAVEL: $ 12,000

D. Equipment – List non-expendable items that are to be purchased. (Note: Organization's

own capitalization policy for classification of equipment should be used.) Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

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

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

TOTAL EQUIPMENT: $ 1,500

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

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

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

TOTAL SUPPLIES: $ 9,075

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

Purpose	Description of Work	Cost

TOTAL CONSTRUCTION: $ 0

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

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly

or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of $650 per day or $81.25 per hour require additional justification and prior approval from the Office on Violence Against Women.

Name of Consultant	Service Provided	Computation	Cost
Consultant /Trainer	Sexual Assault Training	$650/day x 3 days	$ 1,950
Part-Time Prosecutor	Prosecution	$50/hr. x 20 hrs./month x 36 months	$ 36,000

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

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

Subtotal Consultant Fees: $ 37,950

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

Purpose of Travel	Location	Item	Computation	Cost
OVW-Mandated Training and Technical Assistance	TBD	Airfare	$550 (avg.) x 2 people x 4 trips	$ 4,400
		Lodging	$100 (avg.) x 3 nights x2 people x 4 trips	$ 2,400
		Per diem	$ 50 (avg.) x 3 days x 2 people x 4 trips	$ 1,200
			Subtotal OVW-Mandated Training:	**$ 8,000**
Delivery of Sexual Assault Training	Tribe's Reservation	Airfare	$500 (avg.) x 1 person x 1 trip	$ 500
		Lodging	$ 50 (avg.)/night x 2 nights	$ 100
		Per diem	$ 35 (avg.)/day x 3 days	$ 105
			Subtotal Sexual Assault Training:	**$ 705**

Subtotal Consultant Travel: $ 8,705

SAMPLE

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

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

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of $150,000.

Item	Computation	Cost
Cell Phone Service	$75/month x 36 months	$ 2,700
Equipment and Rental Lease	$300/month x 36 months	$10,800
	Subtotal Contracts:	**$ 13,500**

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

Equipment to be rented and/or leased includes the copier and printer. The copier and printer costs are allocated based on historical usage

TOTAL CONTRACTS AND CONSULTANTS: $ 60,155

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

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

The Sexual Assault Training manuals will be purchased from the Sexual Assault Resource

Center and will be used in conjunction with the on-site training that will be provided by the Consultant/Trainer.

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

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

The program has previously developed brochures explaining the dynamics of domestic violence and sexual assault and detailing the services offered by the program. Additional copies of the brochures need to be reproduced. Based on previous distribution patterns, it is anticipated that the program will distribute 1,000 copies of each brochure during the 36 month grant period.

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

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

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

TOTAL OTHER COSTS: $ 84,900

I. Indirect Costs – Indirect costs are allowed if the applicant has a Federally approved indirect cost rate. A copy of the rate approval (a fully executed, negotiated agreement) must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories. Non-federal entities, other than State and local governments and Indian tribes, which have never received a Federally-approved indirect cost rate, may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely

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

TOTAL INDIRECT COSTS: $ 28,183

The Indirect Cost Rate Agreement was approved by the Department of the Interior, the

applicant's cognizant Federal agency on January 1, 2013. (A copy of the fully executed, negotiated agreement is attached).

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

Budget Category	**Amount**
A. Personnel	$212,700
B. Fringe Benefits	$ 32,481
C. Travel	$ 12,000
D. Equipment	$ 1,500
E. Supplies	$ 9,075
F. Construction	$ 0
G. Consultants and Contracts	$ 60,155
H. Other Costs	$ 84, 900
Total Direct Costs	**$412,811**
I. Indirect Costs	$ 28,183
TOTAL PROJECT COSTS	**$ 440,994**
Federal Share Requested	$ 440,994
Non-Federal (Match) Amount	$ 0

SAMPLE

APPENDIX B

Sample Letter of Registration

SAMPLE

[Applicant Letterhead]

[Date]

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

Dear Director:

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

First Time Grants.gov Users ONLY - I understand that in order to submit an application for the FY 2015 Rural Sexual Assault, Domestic Violence and Stalking Program, [Insert Applicant Name] must be registered with Grants.gov. I certify that [Insert Organization Name] began the registration process with Grants.gov on [Insert Registration Date].

OR

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

[If you will be incorporating legal services in your application please acknowledge in a sentence here].

Sincerely,

[Authorized Organization Representative]

SAMPLE

APPENDIX C

Disclosures Related to Executive Compensation

SAMPLE

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

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

SAMPLE

APPENDIX D

Summary of Current and Recent OVW Projects

SAMPLE

SAMPLE

OMB Number: 1122-0020
Expiration Date: 8/31/2015

Summary of Current and Recent OVW Projects

Applicant Name								
Service Area: Size of Service Area: Size of Target Population:								
Award Number	**Award End Date**	**Program**	**Award Amount**	**Amount Remaining**	**Extension Needed?**	**Extension Needed: Timeframe**	**Grant-Individual(s), Job Title(s), and Percentages**	**Justification for Remaining Funds**
2012-XX-XX-XXXX	7/31/2015	2014 CLSSP	$300,000	**TOTAL: $250,000** A. Personnel: $200,000 B. Fringe: $50,000 C. Travel: $0 D. Equipment: $0 E. Supplies: $0 F. Construction: $0 G. Consultants and Contracts: $0 H. Other Costs: $0 I. Indirect Costs: $0	o Yes o No		2FT DV/SA Advocates: John Doe (25%) and Jane Doe (35%)	
2013-XX-XX-XXXX	12/31/2014	2011 CTAS	$932,000	**TOTAL: $467,850** A. Personnel: $250,000 B. Fringe: $100,000 C. Travel: $0 D. Equipment: $0 E. Supplies: $0 F. Construction: $0 G. Consultants and Contracts: $100,000 H. Other Costs: $0 I. Indirect Costs: $17,850	o Yes o No		1FT DV Advocate: Janet Doe (20%); 2FT Shelter Advocates: Jay Doe (10%) and Jan Doe (30%); 1FT Victim Liaison: John Doe (50%)	
			TOTAL:	**TOTAL:**				
			$1,232,000	$717,850				

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APPENDIX E

Rural Eligibility Determination and Documentation Process

SAMPLE

Rural Eligibility Determination and Documentation Process

All eligible applicants must demonstrate that the targeted area to be served is a rural area or community, as defined by Statute. For the purpose of the Rural Program, a rural area or community is defined as: (a) any area or community, respectively, no part of which is within an area designated as a standard metropolitan statistical area by the Office of Management and Budget; or (b) any area or community, respectively, that is (i) within an area designated as a metropolitan statistical area or considered part of a metropolitan statistical area; and (ii) located in a rural census tract. Rural grant funds ***may not*** be used to serve victims residing in census tracts that are not rural.

The following instructions will assist applicants in determining whether the areas in which they are proposing to serve is designated as "rural" using the definitions above. Once eligibility is determined, the following instructions describe how to obtain the necessary documentation confirming your eligibility which is required to be included with your application. Applications that do not provide the required documentation supporting the rural eligibility determination will not be considered for funding. If multiple service areas are proposed, supporting documentation is required for all proposed service areas.

If the application is proposing to serve a fully rural county, it must include the one-page print out from HRSA that identifies that county is fully eligible. If the application is proposing to serve a county that is partially rural, it must include a printout from the Census factfinder that shows the rural and urban population for each and every census tract in that county, and note which census tracts the project will serve. NO OTHER FORMS OF DOCUMENTATION WILL BE ACCEPTED.

Determining Eligibility

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

1. Identify the county(ies) to be served by this project.
2. Click on the following link: http://datawarehouse.hrsa.gov/RuralAdvisor/
3. Select the State or Territory in the drop down menu.
4. Select the county in the drop down menu.
5. One of three messages will appear (Example 1: Yes! All locations in this county are eligible, Example 2: Some parts of this county are eligible, or Example 3: No location in this county is eligible).

EXAMPLE 1
Yes! All locations in this county (Charles Mix County, South Dakota) are eligible for Rural Health Grants.

Your eligibility has been determined for this county.

Documenting Eligibility for Example 1:
For all counties found fully eligible at this point, please print out this web page documenting eligibility (displaying the above message in green) and attach to your application as Rural Service Area Documentation. No further information is needed for this county.

This process needs to be completed for each and every service area. If you have additional service areas, go back to Step 1 and complete the same process for each area.

SAMPLE

EXAMPLE 2

Some parts of this county (Pennington County, South Dakota) are eligible for Rural Health Grants. Please use the hyperlink above to check by specific address.

[Note] *For this message, applicants must go to the Census FactFinder website. DO NOT attempt to document the service area by clicking on the referenced hyperlink and entering an address. Using the HRSA website to demonstrate an "address" is considered rural by this site DOES NOT meet the documentation requirements for OVW.*

EXAMPLE 3

No location in this county (Minnehaha County, South Dakota) is eligible for Rural Health Grants.

Documenting Eligibility for Examples 2 and 3:

Although this county has been determined (in whole or in part) as ineligible as a service area through the initial tool, there may be census tracts within the county that are eligible. To determine eligibility of census tracts, complete the following:

1. For all counties found partially eligible or ineligible (Examples 2 and 3), please proceed to the following: http://factfinder2.census.gov/ -
2. **Click on "Advanced Search" Tab above**
3. Click on "Show Me All" tab
4. On the left column click on "Geographies"
5. Under "Select a geographic type" select "census tract" (140)
6. Under "Select a state" select your state
7. Under "Select a county" select your county
8. Under "Select one or more geographic areas," and click "Add to Your Selections," select "All census tracts"
9. Close ("x") that screen and Search "rural" under "Refine Your Search Results"
10. Select "P2" "Urban and Rural"
11. Click "View"

    The resulting information will show the following for each census tract within that county:
    a. total population
    b. urban population
    c. rural population

12. **Print out all the pages** from this website that identify the total population, urban population, and rural population to document this information for all census tracts within this county. This documentation must be attached to your application.[10)]
13. Any census tracts in which more than 50% of the total population is listed as "rural" are eligible service areas.

[10)] Include the printouts for all census tracts within a county so it is clear how many census tracts within a county are being targeted by the proposed project.

APPENDIX F

Summary of Current and Pending Non-OVW Federal Grants to do the Same or Similar Work

SAMPLE

SAMPLE

OMB Number: 1122-0020
Expiration Date: 8/31/2015

Summary of Current and Pending Non-OVW Federal Grants to do the Same or Similar Work

[Applicant Name]							
Current Awards							
Service Area:							
Federal Awarding Agency	**Award Number**	**Program**	**Award End Date**	**Award Amount**	**Amount Remaining**	**Grant-Individual(s), Job Title(s), and Percentages**	**Please describe how this project differs from the application for OVW funding.**
OJP	XXX-XXX-XXXX	OVC	9/30/2017	$300,000	**TOTAL: $250,000** A. Personnel: $200,000 B. Fringe: $50,000 C. Travel: $0 D. Equipment: $0 E. Supplies: $0 F. Construction: $0 G. Consultants and Contracts: $0 H. Other Costs: $0 I. Indirect Costs: $0	2FT DV/SA Advocates: John Doe (25%) and Jane Doe (35%)	[Insert description.]
Pending Applications							
Service Area:							
Federal Awarding Agency	**Application Number (if known)**	**Program**	**Project Period**	**Total Requested Amount**	**Amount Requested**	**Grant-Individual(s), Job Title(s), and Percentages**	**Please describe how this project differs from the application for OVW funding.**
COPS	XXX-XXX-XXXX	CAMP	36 months	$300,000	**TOTAL: $300,000** A. Personnel: $200,000 B. Fringe: $50,000 C. Travel: $0 D. Equipment: $0 E. Supplies: $50,000 F. Construction: $0 G. Consultants and Contracts: $0 H. Other Costs: $0 I. Indirect Costs: $0	1FT DV Advocate: Janet Doe (20%); 1FT Shelter Advocate: Jay Doe (10%); 1FT Victim Liaison: John Doe (50%)	[Insert description.]

SAMPLE

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