

OVW TEMPLATE STYLE GUIDE

Margins: one-inch all around
Font: Arial
Font (regular text): 11 point
Font Size/style for Headings:

Announcement title:	26 point, bold
Other cover page headings:	
"Eligibility"	16 point, bold
"Deadline"	16 point, bold
"Contact Information"	16 point, bold
Header for "Contents" (page 3)	20 point, bold
Program title (page 3)	20 point, bold
CFDA (page 3)	16 point, bold
Section headings	16 point, bold
Subheadings	11 point, bold
Sub, subheadings	11 point, underlined (not bold)

Bullet format: Bullet left-justified, text indented one quarter inch, bullets 11 point font.

Page numbers should be on the bottom, center of the page. All numbers used in text that are less than 10 should be spelled out.

Spacing:

There should be an extra line space before and after a section heading, but there should be no extra space after a sub-heading or sub, subheading.

Each space between paragraphs should be no larger than Arial, 11 point font.

Appendices should each have a separate title page with the word "Appendix" and the letter of the appendix in 15 point bold in a box and the title of the appendix in 14 point bold below the box.

Capitalize State, Federal, Tribal, and Territorial (except when they are adverbs). Always spell out United States, do not use U.S.

Use the following order for the four crimes: sexual assault, domestic violence, dating violence, and stalking.

Always double check for spelling, formatting and grammatical errors prior to passing your draft on to the next levels of review. Please make every effort to use plain language.

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



OVW Fiscal Year [Insert Date] [Insert Program Name]

Eligibility

Applicants are limited to [Insert eligible applicants].
(See "Eligibility," page [Insert page #])

Deadlines

Application: All applications are due by 11:59 p.m. Eastern Time (E.T.) on [Insert date].
(See "Deadlines: Application," page [Insert page #])

Registration: To ensure all applicants have ample time to obtain a Data Universal Number System (DUNS) Number and complete the registration processes, applicants should register online with the System for Award Management (SAM) and with [Insert GMS or Grants.gov] well in advance of the application deadline.

(See "Deadlines: Registration," page [Insert page #])

[Internal note: optional]: Letters of Intent: To assist OVW in planning for the independent peer review process, letters of intent to apply should be submitted to [Insert email address] by [Insert date]. Please note that letters of intent are optional. Interested applicants who do not submit a letter of intent by the deadline are still eligible to apply.

(See "Deadlines: Letter of Intent," page [Insert page #])

[Internal note: optional] Pre-Application Conference Calls: OVW will conduct Pre-Application Conference Calls for anyone interested in submitting an application for the [Insert program name]. Participation in these calls is optional. Interested applicants who do not participate are still eligible to apply.

(See "Pre-Application Conference Calls" page [Insert page #])

Contact Information

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

In Fiscal Year 2013, OVW applications will be submitted through Grants.gov. [Note: Change this to the Office of Justice Programs Grants Management System (GMS) for formula programs]. For technical assistance with the Grants.gov [GMS contact OVW GMS Support at 1-866-655-4482] contact the Grants.gov Customer Support Hotline at 1-800-518-4726. Grants.gov Number assigned to announcement OVW-[Insert number] [Internal note: Not needed for formula programs]

It is anticipated that all applicants will be notified of the outcome of their applications by September 30, 2013.

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OVW [Insert Program]

(CFDA [Insert #])

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 [Insert program]

[Insert program information] [Internal Note: this section should be brief: 1 – 2 short paragraphs]

For additional information on the [Insert program name], including what past [Insert program name] grantees have accomplished with their grant funds and to view the [Insert program name] performance measures, see [Insert Muskie link for the grant program].

Deadlines

Application

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

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

Note: For applicants without Internet access, who cannot submit an application electronically, please contact [Insert contact information] no later than [Insert date] to request permission to submit an application by alternative means.

Registration

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

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

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

Letter of Intent **[Internal Note: This is optional. Programs should only use this section if the information provided is actually used by the program (most commonly for new programs).]**

If you intend to apply for FY 2013 funding under this program, we encourage you to submit a letter stating your intent to apply. OVW will use this information to predict the number of panels needed to review applications. The letter should be submitted to OVW at **[Insert program email address]** by **[Insert date]**. **This letter will not obligate you to submit an application.** You may submit an application for funding even if you do not submit a Letter of Intent.

Pre-Application Conference Calls **[Internal Note: this is optional]**

OVW will conduct a total of **[Insert # of calls]** Pre-Application Conference Calls. **[Insert program specific information if applicable. For example, will there be a call for new recipients and a call for continuation?]** During these calls, OVW staff will review the **[Insert program name]** requirements, review the solicitation, and allow for a brief question and answer session. **[Internal Note: question and answer session is optional]**. Participation in these calls are optional. The conference calls are all scheduled for **[Insert time and dates]**:

- **[Insert time and date & specify if for a particular group (e.g. new or continuation)]**
- **[Insert additional sessions if necessary]**

Anyone who is interested in submitting an application to the **[Insert program]** may register to participate in the calls. The total number of participants for each call is limited to **[Insert number]** individuals.

To register, please e-mail or call **[Insert name, email and telephone number of contact person]**. Your registration must be received at least two hours prior to the start of the call.

Eligibility

[Internal Note: This section should include requirements that the applicant must meet in order to be considered eligible for funding. It should not include requirements that can be addressed after the review process. This section is reserved for requirements that would remove an application from eligibility for funding if missing. All other requirements should be included in the Program Scope section].

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

Eligible Entities [Internal note: definitions should be included in the text of the solicitation and NOT in a footnote]

Eligible entities for this program are:

- **[Insert program specific information]**

Program Eligibility Requirements

In addition to meeting the eligible entity requirements outlined above, applications for the **[Insert program name]** must also meet the requirement(s) below. All certification and other eligibility related documents must be current and developed in accordance with the FY 2013 application. **[Internal note: This section should be edited as appropriate for each program.]**

Certification of Eligibility **[Internal note: If applicable, Arrest, STEP, Courts, and Campus, STOP Certification Requirement, etc]**
[Insert program information]

Other Certifications **[Internal note: If applicable, HIV Cert/Arrest, etc]**
[Insert program information]

Certification of Minimum Requirements **[Internal note: If applicable. supervised visitation, Campus, LAV]**
[Insert program information]

Eligible Coalitions **[Internal note: State Coalitions]**
[Insert program information]

Eligible Service Area **[Internal note: Rural]**
[Insert program information]

Required Partnerships **[Internal note: If applicable, Elder, Disability, etc]**

[Insert program information]

Additional Requirements [Internal note: insert additional requirements related to eligibility if necessary. Put in alphabetical order]

Types of Applicants [Internal note: this section can be modified to fit the needs of the program. For example, there may only be New applicants].

In FY2013, OVW will accept applications for the **[Insert program name]** from the following:

New: applicants who have never received funding under the **[Insert program name]** and/or **[Insert program information]**.

Continuation: applicants who received funding under **[Insert program name]** and/or **[Insert program information]**. Continuation funding is not guaranteed.

Grant recipients who received new or supplemental funding for **[Insert number]** months in FY **[Insert year]** are NOT eligible to apply.

Sub-Type **[Internal Note: this section is optional. It should be brief and not detail the requirements or definition for each sub-type in this section. May be used for Courts, Campus, Disability.]**

In addition to new and continuation applications, OVW has determined that applicants for the **[Insert program name]** must also identify as one of the sub-types listed below. Please refer to the Program Scope on page **[Insert page #]** of the solicitation for further information about this requirement.

- **[Insert sub-type #1]**
- **[Insert sub-type #2]**
- **[Insert additional sub-types as necessary]**

Award Information

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

Availability of Funds

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

Award Period

The grant award period is **[Insert number]** months. Budgets must reflect **[Insert number]** months of project activity, and the total "estimated funding" (block 15) on the SF-424 must reflect **[Insert number]** months.

Award Amounts

Applicants should carefully consider the resources needed to successfully implement the proposed project and present a realistic budget that accurately reflects project costs. **[Internal Note: for**

programs that use a cap]. Awards under the **[Insert program]** for FY 2013 will be made for up to **[Insert amount].**

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.

[Internal Note: for different levels of funding for different types of applicants: Courts, Campus, and Disability] Funding levels under the **[Insert program name]** for FY 2013 is as follows:

- **[Insert applicant type, sub-type and funding level]**
- **[Insert applicant type, sub-type and funding level]**
- **[Insert additional as necessary]**

[Internal Note: for STOP]

By statute, OVW will award a base amount of **[Insert amount]** to each State and Territory. Funds remaining after the allocated base amount will be distributed among the States and Territories according to population. The most accurate and complete data compiled by the United States Bureau of the Census are used to determine the populations.

[Insert Match Requirement if applicable]

[Internal Note: for SASP]

By statute, OVW will award a base amount (**not less than 65 percent of the total SASP appropriation**) to each State and Territory. Funds remaining after the allocated base amount will be distributed among the States and Territories according to the population. The most accurate and complete data compiled by the United States Bureau of the Census are used to determine the populations.

[Internal Note: for Coalitions]

Sexual Assault Coalitions

[Insert language]

Dual Sexual Assault and Domestic Violence Coalitions

[Insert language]

Domestic Violence Coalitions

[Insert language]

Program Scope

Activities supported by the **[Insert program name]** are determined by statute, Federal Regulations, and OVW policies. If an applicant receives an award, the funded project is bound by the provisions of this solicitation, the OVW Financial Guide, and the conditions of the recipient's award.

Purpose Areas [Internal note: in order to narrow/exclude statutory purpose area(s), it must be discussed with the appropriate Associate Director, and included as part of the units' FY 2013 Program Plan submitted to the Director for approval.]

In FY 2013, funds under the [Insert program name] may be used for the following purposes:

[Insert purpose areas]

Mandatory Program Requirements [Internal note: these are for requirements that the grantee must engage in and not activities that are optional. Failure to include these activities in the application would not remove it from consideration. Rather, it would be addressed at a later time if the application was to be funded. Examples in this section may include specific activities that the grantee must complete, % of time or funds dedicated toward a specific activity, etc].

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

[Insert program requirements]

OVW Priority Areas [Internal Note: The unit should identify priority areas in conjunction with their approved FY 2013 Program Plan. All special interest areas, program priority areas, statutory priority areas, OVW areas of interest, etc should be listed here.]

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

- [Insert program information]

Activities that Compromise Victim Safety and Recovery

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

- Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;
- Procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services.
- [insert program information]

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 [Insert program name] will not be considered for funding. The following activities are out of scope and will not be supported by [Insert program name] grant funding:

- Research projects (This does not include program assessments conducted only for internal improvement purposes. See section on Research and Protection of Human Subjects on page [Insert page #] of the FY 2013 Solicitation Companion Guide - Insert hyperlink.
- [Insert program information]

Unallowable Activities

The following is a list of activities that are unallowable and cannot be supported by **[Insert program name]** grant funding. Applications that propose unallowable activities may receive a point deduction during the review process. Applications that include substantial unallowable activities will not be considered for funding.

- Lobbying
- Fundraising
- Purchase of real property
- Construction
- Physical modifications to buildings, including minor renovations (such as painting or carpeting) **[Leave out for Disabilities and Supervised Visitation]**

How To Apply

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

Application Registration Requirements

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

Each applicant must obtain a Data Universal Numbering System (DUNS) number, be registered in the System for Award Management (SAM) and submit their application online via either Grants.gov or the Grants Management System (GMS) according to the instructions. Applicants are encouraged to submit their applications well in advance (a minimum of 6 hours) of the deadline to allow sufficient time to address technical problems. Applicants should ensure DUNS number for the application is for an organization that is eligible to apply for the grant program. Also, only the organization that is registered in SAM may use that DUNS number and Grants.gov registration to submit an application.

System for Award Management (SAM)

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

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

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

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

Grants.Gov **[Internal note: remove Grants.gov section if your solicitation is formula program]**

After you obtain your DUNS number and register with SAM, you can begin the Grants.Gov registration process. In order to apply for a grant your organization must complete the Grants.gov registration process prior to beginning an application for a federal grant. Complete instructions can be found at [Grants.gov](http://www.grants.gov). **The registration process can take between three and five business days or as long as four weeks if all steps are not completed in a timely manner.** Please note that Grants.gov is not the Office of Justice Programs' (OJP) Grants Management System (GMS) through which OJV 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 will forward the application to OJP's Grants Management System (GMS). GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

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 Authorized Organizational Representatives (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. For additional information regarding the responsibilities of the AOR please go to the following link <http://www.grants.gov/assets/AORRegCheck.pdf>.

- *Step 1:* Go to [Grants.gov](http://www.grants.gov). Select the "Get Registered" button and click the "Register as an Organization" link.
- *Step 2:* Register with SAM
- [Step 3: Username & Password](#)
- [Step 4: AOR Authorization](#)
- [Step 5: TRACK AOR STATUS](#)

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

Downloading a Grant Application Package

You may download the application package to complete it offline and route it through your 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 and follow the instructions on the page:
<http://www.grants.gov/applicants/AdobeVersioningTestOnly.jsp>.

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.

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. Record the tracking number if you need technical support. 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.

Grants Management System **[Internal Note: remove GMS section if your solicitation is a discretionary program]**

Applicants are required to submit their applications through the Office of Justice Programs' Grants Management System (GMS) instead of Grants.gov. In order to apply for a grant through GMS, go to <https://grants.ojp.usdoj.gov/> and either sign in using your current GMS ID and password or register as a new user. Once you have logged in to GMS, you should select the program that you intend to apply for and follow the instructions. Training materials are available on the main GMS homepage.

Applicants without Internet Access

For applicants without Internet access, who cannot submit an application electronically, please contact **[Insert contact information]** no later than **[Insert date]** to request permission to submit an application by alternative means.

OVW Policy on Late Submissions

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

Experiencing Unforeseen Technical Issues

Applicants are advised to attempt to submit the application well in advance of the 11:59 p.m. E.T. deadline. If you experience technical difficulties at any point during the application process, please contact **[OVW GMS Support at 1-866-655-4482, Monday through Friday, 9:00 a.m. to 5:00 p.m. E.T. or 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 you experience unforeseen technical issues that prevent you from submitting your application by the deadline, you must take the following actions:

- contact the [Insert program name] at [Insert telephone number] or at [insert email address] prior to the application deadline stating that you are experiencing unforeseen technical issues; and
- contact the technical support number above prior to deadline.

Within 24 hours after the deadline you must again contact the [Insert program name] at [insert telephone number] or [Insert email address] to request approval to submit your application. At that time, you will be required to email the complete grant application, your DUNS number, and provide a [GMS or Grants.gov] Help Desk tracking number(s). After OVW reviews all of the information submitted and verifies your technical issues with the Helpdesk, OVW will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be verified, your application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to 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.

Extraordinary Natural or Manmade Disasters

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

Application Contents

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

Formatting and Technical Requirements

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

- Double spaced (Project Abstract, Summary Data Sheet and charts may be single space)
- 8½ x 11 inch paper
- One-inch margins
- Type no smaller than 12 point, Times New Roman font
- Page numbers
- No more than [Insert number] pages for the Project Narrative
- Word processing documents must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).

- Headings and sub-headings that correspond to the sections identified in the Application Contents section of this solicitation.

Application Requirements

Applications must include the following required documents and demonstrate that the program eligibility requirements have been met. Applications that do not address any 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, MOE, IMOU, MOI, Letters of Commitment)
4. **[Insert program-specific requirements] [Internal note: edit the list above as appropriate and add any additional requirements that will keep an application from being reviewed]**

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

[Internal note: point values per section are flexible, but must equal a total of 100 points]

Summary Data Sheet (XX 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 **[insert number]** page limit for the Project Narrative. Please provide the following information:

- Name, title, address, phone number, and e-mail address for the authorized representative (see page XX for the definition of the A.R.).
- Name, title, address, phone number, and e-mail address for the grant point-of-contact.
- Statement as to whether the agency applying has expended \$500,000 in Federal funds in the past fiscal year of the applicant. Please specify the end date of the applicants fiscal year.
- A list of other Federal grant programs from what the applicant organization currently receives funding or for which it has applied in Federal Fiscal Year 2013 to do similar work.
- **[Insert program information]**
- The percentage of grant activities, should the application be funded, that will address each of the following issues:
 - o Sexual assault;
 - o Domestic violence;
 - o **[Insert program specific issue area if appropriate, such as immigration for LAV];**
 - o Dating/teen dating violence; and/or
 - o Stalking.
- Summary of Current and Recent OVW Projects (if applicable)
 - o If the applicant has a current grant award or cooperative agreement under **any** OVW program, or received an award that has been closed within one calendar year, the information below **must** be included.
 - Identify all grants by OVW program, award number, and project period.
 - Specify the total funding amount for each grant (initial and supplemental amounts, if applicable).
 - Specify the total funds remaining in each grant as of the date of application.

- Provide the total funds remaining in each budget category (Personnel, Fringe, Travel, Equipment, Supplies, Construction, Contractual, and Other) for each grant.
- Provide justification for remaining funds.
- Estimate the amount of grant funds that will be remaining at the end of the current project period.
- List the number and titles of all full-time and/or part-time positions funded by the award.

Continuation applicants who have a substantial amount of remaining funds at the time of application submission without adequate justification may not be considered for funding in FY 2013.

Project Narrative (XX Points Total)

The Project Narrative may not exceed [Insert number] pages in length, double-spaced. The Project Narrative comprises the following [Insert number] sections:

Purpose of Application (XX points) [Internal Note: bullets in this section should be crafted to elicit the information that is most relevant to the program. Bullets should/may ask about the need to be addressed, current services, gaps in services, service area, target population, etc.]

This section must include:

- [Insert program information]

What Will Be Done (XX points) [Internal Note: bullets in this section should be crafted to elicit the information that is most relevant to each program. Bullets should/may ask about goals and objectives, tasks and activities, possible outcomes, etc]

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.

- [Insert program information]

Who Will Implement the Project (XX points) [Internal note: bullets in this section should be crafted to elicit the information that is most relevant to each program. Bullets should/may ask about key personnel, qualifications of key personnel, identify partnerships, capacity of the organization, etc]

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.

- [Insert program information]

Proposal Abstract

The Proposal Abstract should provide a short and accurate summary 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. Please do not summarize past accomplishments in this section.

Budget Detail Worksheet and Narrative (XX Points) [Internal note: discretionary programs only]

All applicants, except for those applying for formula grant programs, 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 [Internal note: make sure this is consistent with the information listed in Award Period and Award Amounts]

- **[Insert program information]**

Budget Requirements [Internal note: remove section for STOP Formula Solicitation]

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.

Only the STOP Violence Against Women Formula Grant Program requires matching funds. However, applicants to other programs are encouraged to maximize the impact of federal dollars by contributing to the costs of their projects. Supplemental contributions may be cash, in-kind services, or a combination of both. Any non-Federal contributions can be discussed in the project narrative or Memorandum of Understanding (if required). Applicants should not include supplemental contributions in the budget, budget narrative, or SF-424.

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

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

[Insert program information]

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/gfmd-financial-grants-management-guide.pdf>. The Financial Grants Management Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document outlines the successful administration of grant funds.

Any recipient of an award will be responsible for monitoring subgrants/contracts under the grant in accordance with all applicable statutes, regulations, OMB Circulars and guidelines, and the OVW Financial Grants Management Guide. Primary recipients will be responsible for oversight of

subgrantee spending and monitoring specific performance measures and outcomes attributable to the use of OVW funds.

Food and Beverage/Costs for Refreshments and Meals **[Internal note: Budget clearance does not constitute prior approval of food and beverage costs for cooperative agreement recipients. Cooperative agreement recipients must seek approval of these costs through the conference approval process.]** Generally food and beverage costs are **not** allowable, and under no circumstances may OVW funding be used to supply food and/or beverages during refreshment breaks. OVW may approve the use of OVW funds to provide food and/or beverages for a meal at a meeting, conference, training, or other event, if one of the following applies:

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

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

Cooperative agreement recipients must seek approval of these costs through the conference approval process. Approval of the budget is not an approval of food and beverage expenditures. For cooperative agreement recipients, food and beverage is not allowed until a conference request approval form has been submitted and approved by OVW.

Conference Planning and Expenditure Limitations

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

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

Updated Department of Justice and OVW guidance on conference planning, minimization of costs, and conference cost reporting is accessible on the OVW website **[Insert link]**. For additional

information regarding food and beverage regulations, please refer to the OVW Financial Grants Management Guide at <http://www.ovw.usdoj.gov/docs/gfmd-financial-grants-management-guide.pdf>.

Training and Technical Assistance

All applicants are required to allocate funds in the amount of **[Insert \$]** 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 **[Insert \$]** 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 Evaluations

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

Accommodations and Language Access

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

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

Memorandum of Understanding (MOU) (XX Points Total)

[EMOU, IMOU, and MOE can also be included here if appropriate. Leave this out for STOP and Tribal Coalitions]

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 Representative (see page XX for the definition of the A.R.) of each proposed partner agency during the development of the application.

In rare circumstances an MOU can include multiple signature pages as long as each page includes the name and title of each signing party.

The MOU must:

- Clearly identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- Clearly state the roles and responsibilities each partner will assume to ensure the success of the proposed project;
- **[Insert program information]**

[Internal Note: Include EMOU/IMOU Information here if appropriate]

The **[EMOU/IMOU]** must:

- **[Insert program information]**

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.

Application for Federal Assistance (SF-424)

Applicants must complete the SF-424 online. In block 7 (Type of Applicant), please do not select "other." Please pay careful attention to the amount of Federal funding requested in box 15 of this form. This amount must match the amount of Federal funding requested in the budget section of the application package. Only include values in box 16 ("Recipient") if the program solicitation requires a match. The individual who is listed in box 18 must be the Authorized Representative for the applicant agency. The Authorized Representative 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.

Letter of Nonsupplanting

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

- Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding?
- Does the applicant have written accounting policies and procedures? OVW may request a copy for review during the application/award process or as part of the grant monitoring process.
- Is the applicant's financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant?
- Does the applicant have procedures in place for minimizing the time elapsing between transfer of funds from the United States Treasury and disbursement for project activities?
- Does the applicant have effective internal controls in place to adequately safeguard grant assets and to ensure that they are used solely for authorized purposes? Please provide a brief description.
- Does the applicant have a documented records retention policy? If so, briefly describe the policy.
- Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations? If not, the applicant must contact OVW's Grants Financial Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 immediately after the organization is notified of their award to coordinate training.

Financial Capability Questionnaire (if applicable)

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

Indirect Cost Rate Agreement (if applicable) [Internal note: leave out for STOP]

Applicants that intend to charge indirect costs through the use of an indirect cost rate must have a Federally-approved indirect cost agreement. Please include a copy of a current, signed Federally-approved indirect cost rate agreement. If you need additional information on this requirement, you may go to <http://www.ovw.usdoj.gov/docs/gfmd-financial-grants-management-guide.pdf>. This should be a separate attachment to the application in **[GMS or Grants.gov]**. Applicants that do not have a Federally-approved indirect cost rate should budget all project related costs in the direct cost categories. Organizations that wish to negotiate an indirect cost rate may contact OVW's Grants Financial Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 for more information.

Single Point of Contact Review

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

Selection Criteria

Applications will be scored based on the degree to which the applicant responds to each section and addresses each element contained within the corresponding section. Furthermore, applications will be scored based upon the quality of the response and the level of detail provided. Each element **must** be addressed in the section in which it is requested. Points may be deducted if the applicant does not include the information in the appropriate section even if it is included elsewhere within the application. Each section will be reviewed as a separate document and will be scored as such.

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

OVW reserves the right to deduct points for applications that are partially out of scope, including unallowable activities, for applicants who are out of compliance with a current OVW grant award or cooperative agreement, and for any activities that compromise victim safety or confidentiality.

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.

Review Process

OVW will subject all applications to a review process that is fair and based on the criteria outlined in this solicitation. OVW may utilize internal review, external review, or a combination of both.

Past Performance Review

In addition to the review process described above, applicants with current or recent (closed within the calendar year) OVW awards and/or cooperative agreements will be reviewed based on the elements listed below. Please note that if the applicant has not met or completed any one of the following, up to 25 points may be deducted from the application.

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

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

Compliance with OVW Financial Requirements

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

High Risk Grantees

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

Post Award Information Requirements

Reporting Requirements

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

Information for All Federal Award Grantees

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OVW strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found in the [FY 2013 Solicitation Companion Guide at \[Insert link\]](#)

- Civil Rights Compliance
- Funding to Faith-Based Organizations
- Confidentiality and Privacy Protections
- Research and the Protection of Human Subjects (if applicable)
- Anti-Lobbying Act
- Reporting Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements

- Reporting Fraud, Waste, Error, and Abuse
- Suspension or Termination of Funding
- Nonprofit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active SAM Registration

Public Reporting Burden

Paperwork Reduction Act Notice

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this form is 30 hours. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street, NE, Washington, DC 20530.

Application Checklist

Applicants must submit a fully executed application to OVW, including all required supporting documentation.

Application Document	Completed?
1. Summary Data Sheet	
Summary of Current OVW Projects	
2. Project Narrative.	
Purpose of the Application	
What Will Be Done	
Who Will Implement	
Proposal Abstract	
3. Budget Detail Worksheet and Narrative [Internal note: if applicable]	
4. MOU/MOE, Etc. [Internal note: if applicable]	
5. Application for Federal Assistance: SF 424	
6. Standard Assurances and Certifications	
7. Letter of Nonsupplanting	
8. Financial Accounting Practices	
9. Financial Capability Questionnaire (nonprofits only)	
10. Indirect Cost Rate Agreement (only if the applicant has a current Federally-approved rate)	
11. Other Program Specific item	
12. Other Program Specific item	

APPENDIX A

Budget Guidance & Sample Budget Detail Worksheet

Budget Guidance

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

Consultants/Contracts

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

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

Rent

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

Audit Costs

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

Indirect Costs

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

Purchase and/or Lease of Vehicles

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

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

Compensation for Partners

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

Non-Federal contributions

Applicants are encouraged to maximize the impact of federal dollars by contributing to the costs of their projects. Supplemental contributions may be cash, in-kind services, or a combination of both. Any non-federal contributions can be discussed in the project narrative or Memorandum of Understanding (if required). **Applicants should not include supplemental contributions in the budget, budget narrative, or SF-424.**

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

Budget Detail Worksheet

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

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

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

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

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

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

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

TOTAL PERSONNEL: \$212,700

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

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
Workmen'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
Workmen'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
Workmen'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: <u>\$245,181</u>

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

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

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 sites of the training sessions are unknown at this time. Travel estimates are based upon the tribe's formal written travel policy.

TOTAL TRAVEL: \$12,000

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

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

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

TOTAL EQUIPMENT: \$1,500

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

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

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

TOTAL SUPPLIES: \$9,075

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

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

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

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from the Office on Violence Against Women.

SAMPLE

Name of Consultant	Service Provided	Computation	Cost
Consultant /Trainer	Sexual Assault Training	\$450/day x 3 days	\$ 1,350
Part-Time Prosecutor	Prosecution	\$50/hr. x 20 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: \$37,350

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

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

Subtotal Consultant Travel: \$8,305

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

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

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

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

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

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

Subtotal \$13,500

TOTAL CONTRACTS AND CONSULTANTS: \$59,155

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

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

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

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

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

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

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

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

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

TOTAL OTHER COSTS: \$84,900

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

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

The Indirect Cost Rate Agreement was approved by the Department of the Interior, the applicant's cognizant Federal agency on January 1, 2009. (A copy of the fully executed, negotiated agreement is attached).

TOTAL INDIRECT COSTS: \$28,183

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

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	\$59,155
H. Other Costs	\$84,900
Total Direct Costs	\$411,811
I. Indirect Costs	\$28,183
TOTAL PROJECT COSTS	\$439,994
Federal Share Requested	\$439,994
Non-Federal (Match) Amount	\$0