

## 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 federal, state, city, and tribe only when referring to a specific state, city or tribe or as part of an agency specific name; otherwise these terms should be lower case. 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]

## [Solicitation or Invitation to Apply]

### Solicitation Release Date

This solicitation was released on, or about [insert date].

### Eligibility

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

### Deadlines

**Application:** All applications are due by 11:59 p.m. Eastern Time (E.T.) on [Insert date].  
(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 [Insert [Grants Management System \(GMS\)](#) or [Grants.gov](#)] immediately, but no later than [insert date – (Internal note: 3 weeks before the application deadline)]  
(See "[Registration](#)")

**Letter of Registration:** Applicants are strongly encouraged to submit a letter of registration to **[insert email address]** by **[insert date – (Internal note: 3 weeks + 1 day before the application deadline)]**. 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](#)”)

**[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 “[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](#). **[Internal note: Change this to the Office of Justice Programs GMS for formula programs and all programs seeking non-competitive, continuation only application]**. For technical assistance with [Grants.gov](#), **[GMS, contact OVW GMS Support at 1-866-655-4482]** contact the Grants.gov Customer Support Hotline at 1-800-518-4726.

**[Internal note: Remove this section if using OJP’s GMS]** [Grants.gov](#) Number assigned to announcement OVW-**[Insert number]**

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

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## OVW [Insert Program] (CFDA [Insert #])

### 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 [Insert program]

This program was authorized by [insert authorizing statute].  
[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].

#### 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 DOJ Financial Guide, any updates to the DOJ Financial Guide, and the conditions of the recipient's award.

**Purpose Areas [Internal note: any decision to narrow/exclude statutory purpose area(s), it must be discussed with the appropriate Associate Director, and included as part of the units' FY 2015 Program Plan submitted to the Director for approval.]**

In FY 2015, 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 meet and are not optional. Failure to include these requirements in the application might not remove an application from consideration. If failing to include a requirement would remove an application from consideration, then the solicitation must say that. Otherwise, the solicitation should say that applications 'might' be removed from consideration; and if not removed will be required to meet the requirements as an award condition. 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 that fails to include these required elements in its application, and is chosen for funding, will be required to incorporate all of these activities into its project.

**[Insert program requirements]**

**OVW Priority Areas** [Internal note: The unit should identify priority areas included in conjunction with their approved FY 2015 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:

1. **[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:

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;<sup>1</sup>
2. Procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services;
3. **[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:

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 [FY 2014 Solicitation Companion Guide](#)).
2. **[Insert program information]**

***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

<sup>1</sup>If an award is made, the recipient will also be subject to statutory prohibitions on discrimination. For further information on these civil rights requirements, see the section on "[Violence Against Women Act Non-Discrimination Provision](#)" under "[E. Federal Award Administration Information](#)".



federal funding through the **[Insert program name]** 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 **[Insert number]** months. Budgets must reflect **[Insert number]** months of project activity, and the total “estimated funding” on the SF-424 must reflect **[Insert number]** 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. **[Internal Note: for programs that use a cap]**. Awards under the **[Insert program]** for FY 2015 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: Campus and Disability]** Funding levels under the **[Insert program name]** for FY 2015 is as follows:

1. **[Insert applicant type, sub-type and funding level]**
2. **[Insert applicant type, sub-type and funding level]**
3. **[Insert additional as necessary]**

The **[Insert Program]** typically makes awards in the range of **[insert range of awards]**. OVW estimates that it will make up to **[insert number]** awards for an estimated total of **[insert amount of funds]**.

Awards will be made as **[insert “grants” or “cooperative agreements”]**. If **“cooperative agreements”** then provide an explanation of the federal involvement. And the following sentence **“Cooperative agreements are a form of award when OVW expects to have ongoing substantial involvement in award activities. For this program, the substantial involvement includes...”**.

For more information on budgets, and things that must be included, please see [Budget Detail Worksheet](#) and [Narrative](#).

**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, or Continuation applications only]**.

In FY 2015, OVW will accept applications for the **[Insert program name]** from the following:

**New:** applicants that have never received funding under the **[Insert program name]**. **[use if applicable...or whose previous funding has expired more than 12 months ago.]**

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

Grant recipients that 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 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](#) of the solicitation for further information about this requirement.

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

### **C. Eligibility Information**

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

Eligible entities for this program are:

1. **[Insert program specific information]**

**Nonprofit Organization Requirements** **[NOTE- use this for Tribal Coalitions, Underserved, TSASP, SASP CSS, Arrest, Disability, Elder, JFF, and LAV (but specify only for tribal nonprofits)]**

Any entity that is eligible for the **[Insert program name]** based on its status as a nonprofit organization must be an organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of that Code. See 42 U.S.C. § 13925(b)(16)(B). Any nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code is not eligible for a grant from the **[Insert program name]**.

**Cost Sharing or Match Requirement** **[NOTE- STOP language is different]**

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 **[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 2015 solicitation.

**[Internal note: This section should be edited as appropriate for each program.]**

Certification of Eligibility **[Internal note: If applicable, Arrest, JSRF, 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: Campus, LAV]**  
**[Insert program information]**

Eligible Coalitions **[Internal note: State Coalitions and Tribal 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]**

Delivery of Legal Assistance **[Use this language only for LAV, STOP, Rural, Tribal Governments, JSRF, and Consolidated Youth]**

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

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. **[Internal note: for all programs except LAV, include the next sentence]** If this certification is not included, any proposed legal assistance will be removed from the application. **[Internal note: for LAV]** Failure to provide a letter certifying to these requirements will disqualify an application from further consideration.

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

**Additional Requirements [Internal note: insert additional requirements related to eligibility if necessary, but only include those that, if not met, would remove the application entirely from consideration. All other requirements should be in Program Scope. Put in alphabetical order. ]**

#### **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](http://www.grants.gov) [use **GMS** as appropriate] or at the OVW website at <http://www.justice.gov/ovw>. Applicants wishing to request a paper copy of the application materials should contact [Insert contact information].

#### **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](http://www.grants.gov). The letter should be submitted to OVW at [Insert program email address] by [Insert date – (Internal note: 3 weeks before the application deadline)]. 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](#) [Internal note: make sure this is the correct Appendix Letter] for a sample Letter of Registration.

##### **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 is optional.

The conference calls are scheduled for [Insert time and dates]:

1. [Insert time and date & specify if for a particular group (e.g. new or continuation)]
2. [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]. 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**

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 **[Insert number]** 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, MOE, EMOU, 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 - BMR]**

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

**Summary Data Sheet (XX Points)**

**[Internal note: point values per section are flexible, but must equal a total of 100 points. Points should be eliminated for non-competitive applications.]**

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:

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 E 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. **[Insert program information]**
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;
  - E. **[Insert program specific issue area if appropriate, such as immigration for LAV].**
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 (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:

1. [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, minimum requirements (if appropriate), 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.

1. [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.

1. **[Insert program information]**

**Proposal Abstract**

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

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

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 [Internal note: make sure this is consistent with the information listed in Award Period and Award Amounts]**

1. **[Insert program information]**

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 DOJ Financial Guide.

1. **[Insert program information]**

**Memorandum of Understanding (MOU) (XX Points Total)**

**[EMOU, IMOU, MOI, and MOE can also be included here if appropriate.]**

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. **[Insert program information]**

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

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

1. **[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.

**Proof of 501(c)(3) Status (Nonprofit Organizations Only) [use this for Tribal Coalitions, Underserved, TSASP, SASP CSS, Arrest, Disability, Elder, JFF, and LAV (but specify only for tribal nonprofits)]**

As noted under Eligible Entities, an entity that is eligible for the **[insert program]** based on its status as a nonprofit organization must be an organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of the Code. All such applicants are required to submit a determination letter from the Internal Revenue Service recognizing their tax-exempt status.

**Disclosures Related to Executive Compensation**

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

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

**Confidentiality Notice Form**

All applicants are required to acknowledge that they have received notice that grantees and subgrantees must comply with the confidentiality and privacy requirements of the Violence Against Women Act, as amended. The [Acknowledgement of Notice of Statutory Requirement to Comply with the Confidentiality and Privacy Provisions of the Violence Against Women Act, as Amended](#) is available on the OVW website and must be signed by the authorized representative and uploaded to the application on **[Grants.gov or GMS]**.

### **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](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 [\[GMS or Grants.gov\]](#).

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

**Financial Capability Questionnaire (if applicable)**

All nonprofit, nongovernmental organizations that apply for funding from OVW and have not previously (or within the last three years) received funding from OVW or OJP must complete a Financial Capability Questionnaire, and submit it online. Additionally, the applicant may be required to submit their current year's audit report at a later time. The form is 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 [\[GMS or Grants.gov.\]](#)

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 awards 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](mailto: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 [\[Insert GMS or Grants.gov\]](#) immediately, but no later than **[insert date – (Internal note: 3 weeks before the application deadline)]**.

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 [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 Unforeseeable Technical Issues](#) section of this solicitation.

**[Internal note: use for Grants.gov]** 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.

**[Internal note: use for GMS]** Applicants must be registered and current with the SAM registration and with [GMS](#) prior to submitting an application. It is strongly recommended that applicants begin the registration process immediately, but no later than **[insert date – (Internal note: 3 weeks before the application deadline)]** in order to ensure that the registration process is completed and any difficulties are resolved well in advance of the application deadline. **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.**

**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.

#### **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 **[insert date – (Internal note: 3 weeks prior to application deadline)]**. 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 **[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](mailto: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 **[Insert program name]** at **[Insert telephone number]** or at **[insert email address]** 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 **[Insert program name]** at **[insert telephone number]** or **[Insert email address]** 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 **[GMS or 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](http://GMS) or [Grants.gov](http://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](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 DOJ Financial Guide. The DOJ 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 DOJ 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 [Internal note for program using cooperative agreements only: 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:

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 DOJ Financial Guide.

Training and Technical Assistance **[Internal note: Programs should reevaluate the amount of money set aside for TA travel and decrease where appropriate to maximize funds for services while retaining necessary funds for TA.]**

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 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 DOJ 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 **[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.

1. Lobbying **[Internal note: add the following for STOP, Arrest, Tribal Governments, Tribal Coalitions, and JSRF - (except with explicit statutory authorization).]**
2. Fundraising
3. Purchase of real property
4. Construction
5. Physical modifications to buildings, including minor renovations (such as painting or carpeting) **[Leave out for Disabilities and JSRF.]**

#### **Other Submission Requirements**

As discussed in the "[Submission Dates and Times](#)" section above, applications must be submitted electronically via **[insert GMS or 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](#) **[Internal note: remove if using GMS]**

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 <http://www.Grants.gov/>. **The registration process can take between three and five business days or as long as four weeks if all steps are not completed in a timely manner.** Please note that [Grants.gov](#) is not the Office of Justice Programs' (OJP) [Grants Management System](#) (GMS) through which OVW discretionary program applicants have submitted applications in previous years. If applicants experience difficulties at any point during this process, they may call the Grants.gov Customer Support Hotline at **1-800-518-4726**.

**Note: [Grants.gov](#) limits the use of specific characters in names of attachment files.** Valid file names may 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 "&amp;" format.		

**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. GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip." Please visit the [Grants.gov](#) website to review the most up-to-date guidelines about the use of specific characters.

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

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](http://www.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](http://www.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](http://www.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](http://www.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](http://www.grants.gov) about a possible failed submission. The AOR will receive a minimum of two emails from [Grants.gov](http://www.grants.gov).

A confirmation screen will appear once the submission is complete. A [Grants.gov](http://www.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](http://www.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 that is seeking new, competitive applications.]** Applicants are required to submit applications through the Office of Justice Programs' [Grants Management System](http://www.grants.gov) (GMS) instead of [Grants.gov](http://www.grants.gov). In order to apply for a grant through [GMS](http://www.grants.gov), go to <https://grants.ojp.usdoj.gov/> and either sign in using the applicant's current [GMS](http://www.grants.gov) ID and password or register as a new user. Once the applicant has logged into [GMS](http://www.grants.gov), they should select the program that they intend to apply for and follow the instructions. Training materials are available on the main [GMS](http://www.grants.gov) homepage.

## ***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 [insert program], scoring will be as follows:

1. Summary data sheet: xxx points
2. Project narrative: xxx points, of which
  - A. Purpose of the project: xxx points
  - B. What will be done: xxx points
  - C. Who will implement: xxx points
3. Budget narrative and detail: xxx points
4. MOU/IMOU: xxx points
5. Possible programmatic point deductions
  - A. Formatting and Technical Requirements: up to 5 points
  - B. Activities that compromise victim safety & recovery: up to 10 points
  - C. Out-of-scope activities: up to 10 points
  - D. Past performance review: up to 25 points
6. [other program specific]

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.
11. **[Insert program information]**

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 DOJ 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 [FY 2014 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

Terms and conditions for OVW awards, including awards under the [\[insert program\]](#) are available at [xxx](#). These terms are subject to change prior to the issuance of the awards.

### **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 FY 2015 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 DOJ 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 [insert program] Unit at (202) 307-6026 or [insert unit email].

For technical assistance with [Grants.gov](#), [GMS, contact OVW GMS Support at 1-866-655-4482] 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. Proposal Abstract	
9. Budget Detail Worksheet and Narrative [Internal note: if applicable]	
10. MOU/MOE, Etc. [Internal note: if applicable]	
11. Application for Federal Assistance: SF 424	
12. Standard Assurances and Certifications	

<b>13. Proof of 501(c)(3) Status (Nonprofit Organizations Only)</b> <b>[use this for Tribal Coalitions, Underserved, TSASP, SASP CSS, Arrest, Disabilities, Elder, JFF, and LAV (but specify only for tribal nonprofits)]</b>	
<b>14. Disclosures Related to Executive Compensation</b>	
<b>15. Confidentiality Notice Form</b>	
<b>16. Letter of Nonsupplanting</b>	
<b>17. Financial Accounting Practices</b>	
<b>18. Financial Capability Questionnaire (nonprofits only)</b>	
<b>19. Indirect Cost Rate Agreement (only if the applicant has a current Federally-approved rate)</b>	
<b>20. Other Program Specific item</b>	

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.

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## **APPENDIX A**

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

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## 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 DOJ 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.

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## Budget Detail Worksheet

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

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

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

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
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.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
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
<b>TOTAL FRINGE BENEFITS:</b>		<b>\$ 32,481</b>

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

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

**C. Travel** – Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X 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.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
(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.

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
Office Supplies (paper, printer, toner, pens, etc.)	\$150/month x 36 months	\$5,400
Postage	\$ 50/month x 36 months	\$1,800
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.

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
----------------	----------------------------	-------------

**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.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
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.).

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
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
		<b>Subtotal OVW-Mandated Training:</b>		<b>\$ 8,000</b>
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
<b>Subtotal Sexual Assault Training:</b>		<b>\$ 705</b>		

**Subtotal Consultant Travel: \$ 8,705**



\$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.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
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.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
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 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.

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

## **APPENDIX B**

### **Sample Letter of Registration**

## [Applicant Letterhead]

[Date]

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

Dear Director:

This letter serves to certify that [Insert Applicant Name] is registered and current with the System for Award Management (SAM) 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 [Insert Grant Program Name], [Insert Applicant Name] must be registered with [Grants.gov](#). I certify that [Insert Organization Name] began the registration process with [Grants.gov](#) on [Insert Registration Date].

**OR**

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

Sincerely,

[Authorized Organization Representative]

## **APPENDIX C**

### **Disclosures Related to Executive Compensation**

## Disclosures Related to Executive Compensation Sample Cover Letter

**[Applicant Letterhead]**

**[Date]**

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

Dear Director:

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

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

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

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

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

Sincerely,

**[Applicant's Authorizing Official]**

Attachments

## **APPENDIX D**

### **Summary of Current and Recent OVW Projects**



### 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	<b>TOTAL: \$250,000</b> A. Personnel: <u>\$200,000</u> B. Fringe: <u>\$50,000</u> C. Travel: <u>\$0</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$0</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$0</u> H. Other Costs: <u>\$0</u> I. Indirect Costs: <u>\$0</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No		2FT DV/SA Advocates: John Doe (25%) and Jane Doe (35%)	
2013-XX-XX-XXXX	12/31/2014	2011 CTAS	\$932,000	<b>TOTAL: \$467,850</b> A. Personnel: <u>\$250,000</u> B. Fringe: <u>\$100,000</u> C. Travel: <u>\$0</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$0</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$100,000</u> H. Other Costs: <u>\$0</u> I. Indirect Costs: <u>\$17,850</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No		1FT DV Advocate: Janet Doe (20%); 2FT Shelter Advocates: Jay Doe (10%) and Jan Doe (30%); 1FT Victim Liaison: John Doe (50%)	
			<b>TOTAL:</b>	<b>TOTAL:</b>				
			\$1,232,000	\$717,850				

## **APPENDIX E**

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

**Summary of Current and Pending Non-OVW**

[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	<b>TOTAL: \$250,000</b> A. Personnel: <u>\$200,000</u> B. Fringe: <u>\$50,000</u> C. Travel: <u>\$0</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$0</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$0</u> H. Other Costs: <u>\$0</u> I. Indirect Costs: <u>\$0</u>	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	<b>TOTAL: \$300,000</b> A. Personnel: <u>\$200,000</u> B. Fringe: <u>\$50,000</u> C. Travel: <u>\$0</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$50,000</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$0</u> H. Other Costs: <u>\$0</u> I. Indirect Costs: <u>\$0</u>	1FT DV Advocate: Janet Doe (20%); 1FT Shelter Advocate: Jay Doe (10%); 1FT Victim Liaison: John Doe (50%)	[Insert description.]

**Federal Grants to do the Same or Similar Work**