

U.S. Department of Justice
Office on Violence Against Women



OFFICE ON VIOLENCE AGAINST WOMEN

Fiscal Year 2010

Grant Program Solicitation Reference Guide

CONTENTS

<u>Overview of the Office on Violence Against Women</u>	p. 3
<u>Eligibility</u>	p. 3
<u>Solicitation Timeline, Project Periods, and Budget Caps</u>	p. 5
<u>Application Contents</u>	p. 7
<u>How to Apply</u>	p. 13
<u>Grant Reporting</u>	p. 18
<u>Other Requirements</u>	p. 21
<u>Monitoring Grant Awards</u>	p. 22
<u>Reporting Fraud, Waste, Error, and Abuse</u>	p. 23
<u>Suspension or Termination of Funding</u>	p. 23
<u>Appendix A – Tips for Successful Writing of OVW Grants</u>	p. 24
<u>Appendix B – Sample Budget</u>	p. 28

Overview of the Office on Violence Against Women

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 against domestic violence, dating violence, sexual assault and stalking. Since its inception, OVW has launched a multifaceted approach to responding to these crimes. By forging State, local and tribal partnerships among police, prosecutors, the judiciary, 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 and enable communities to hold offenders accountable.

OVW has developed the Grant Program Reference Guide to assist potential grantees in applying for current OVW programs. The Guide is meant to offer applicants detailed assistance applicable to all OVW Programs. Please keep in mind that this Guide is not a substitute for any of OVW's program-specific solicitations or any of the applicable statutes, regulations, or policies that govern OVW's programs. Applicants are responsible for reading each solicitation in its entirety and for following the instructions set forth in each solicitation.

Applicants who are interested in applying for any of OVW's programs are encouraged to contact OVW's program specialists with questions or concerns about the programs and the application process. Contact information is provided in the individual program solicitations.

Eligibility

The following chart can help potential applicants identify OVW grant programs to which they are eligible to apply. Please review the program solicitations for more specific detail on eligibility. It is very important that applicants review this information carefully. Applications that are submitted by non-eligible entities will be removed from further consideration during an initial review process.

Eligible applicants								
OVW Grant Program	States and Territories	Indian Tribal Government	Unit of Local Government	Courts	Nonprofits, Victim Services Organizations	State and Territorial Coalition	Tribal Coalition	Other
Abuse in Later Life Program	X	X	X		X	X	X	

OVW Grant Program	States and Territories	Indian Tribal Government	Unit of Local Government	Courts	Nonprofits, Victim Services Organizations	State and Territorial Coalition	Tribal Coalition	Other
Campus Grant Program								Institutions of Higher Education
Culturally and Linguistically Specific Services for Victims Program								Community-based programs
Disability Grant Program	X	X	X		X	X	X	
Grants to Encourage Arrest Policies and Enforcement of Protection Orders	X	X	X	X				
Legal Assistance for Victims Grant Program		X			X	X	X	Organizations not acting in a governmental capacity (e.g. law schools)
Rural Grant Program	X	X	X		X	X	X	Must propose to serve a statutorily defined rural area
Sexual Assault Services Program (SASP): Formula Grants to States and Territories	X							
SASP: Grants to Culturally Specific Programs					X			
State Coalitions Grant Program						X		
STOP Formula Grant Program	X							
Safe Havens: Supervised Visitation Grant Program	X	X	X					

OVW Grant Program	States and Territories	Indian Tribal Government	Unit of Local Government	Courts	Nonprofits, Victim Services Organizations	State and Territorial Coalition	Tribal Coalition	Other
Transitional Housing Grant Program	X	X	X		X	X	X	
Grants to Tribal Domestic Violence and Sexual Assault Coalitions Program							X	Individuals and organizations proposing to create tribal coalitions
Grants to Indian Tribal Governments and Sexual Assault Services Program		X						Designees of tribal governments
Children and Youth Exposed to Violence Program	X	X	X		X	X	X	Community-based organizations
Court Training and Improvements Program				X	X			
Engaging Men and Youth Program					X	X	X	Community-based organizations
Services to Advocate for and Respond to Youth Grant Program		X			X			Community-based organizations

Solicitation Timeline, Project Period, and Budget Caps

These are OVW's best estimates, as of the date of publication of this Guide; please refer to the most current solicitations posted on OVW's website, www.ovw.usdoj.gov, for additional details.

Solicitation Release Dates				
	Anticipated Release	Anticipated Deadline	Project Period	Budget Caps
OVW Grant Program				
Abuse in Later Life Program	1/26/2010	3/10/2010	36 months	\$400,000
Campus Grant Program	1/27/2010	3/10/2010	36 months	\$300,000 for single campus; \$500,000 for consortia
Culturally and Linguistically Specific Services for Victims Program	1/20/2010	3/3/2010	24 months	\$150,000-\$300,000
Disability Grant Program	1/29/2010	3/9/2010	continuation- 24 months; new- 36 months	New: State - \$600,000 Local - \$450,000 Continuation: State - \$450,000 Local - \$400,000
Grants to Encourage Arrest Policies and Enforcement of Protection Orders	12/17/2009	2/11/2010	24 months	\$400,000- \$1,000,000 depending on the population of the service area
Legal Assistance for Victims Grant Program	12/15/2009	2/2/2010	24 months	\$450,000-\$650,000 depending on the number of counties served
Rural Grant Program	1/12/2010	2/25/2010	24 months	\$150,000-\$900,000 depending on the number of counties served
Sexual Assault Services Program (SASP): Formula Grants to States and Territories	1/1/2010	1/29/2010	24 months	N/A
SASP: Grants to Culturally Specific Programs	1/20/2010	3/3/2010	36 months	\$300,000
State Coalitions Grant Program	3/3/2010	5/5/2010	12 months	N/A
STOP Grant Program	12/10/2009	1/28/2010	24 months	N/A
Supervised Visitation Grant Program	1/27/2010	3/10/2010	36 months	New applicants- \$400,000 Previous grantees- \$350,000-\$650,000 depending on the number of sites
Transitional Housing Grant Program	12/16/2009	2/3/2010	36 months	\$250,000
Grants to Tribal Domestic Violence and Sexual Assault Coalitions Program	1/7/2010	2/17/2010	24 months	\$150,000-\$300,000
Grants to Indian Tribal Governments and Sexual Assault Services Program	12/10/2009	1/21/2010	36 months	\$450,000-\$900,000
Court Training and Improvements Program	12/17/2009	2/4/2010	24 months for training projects; 36 months for development projects	\$50,000-\$450,000 depending on the type of project as outlined in the solicitation
These next three programs are new so the budget caps, project periods, and dates have not yet been determined, but OVW is planning to release solicitations during Federal Fiscal Year 2010.				
Children and Youth Exposed to Violence Program				
Engaging Men and Youth Program	12/24/2010	4/1/2010		
Services to Advocate for and Respond to Youth Grant Program	2/24/2010	4/1/2010		

Application Contents

Applicants should follow all of the instructions in the program solicitation regarding what items to include in the application and mandatory formatting requirements. The following information is relevant to all or most OVW solicitations:

Application for Federal Assistance (SF-424)

Applicants will fill out the SF-424 online. Applicants must print out a copy of this form and include it in the hard copy of the application that will be sent via overnight delivery. This document serves as the official application for Federal grant funding. In block 7 (Type of Applicant), please do not select "other." Please pay careful attention to the amount of Federal funding requested in box 15 of this form. This amount must match the amount of Federal funding requested in the budget section of the application package. Only include values in box 16 ('Recipient') if the program solicitation requires match. Also pay close attention to the individual who is listed in box 18 as the Authorized Representative for your agency. The individual listed in this box must have the authority to apply for and accept grant awards on behalf of your agency.

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. You will not be able to submit your application online if you do not agree to *all* of the assurances and certifications. These forms will be considered to have been submitted when you submit your application online. Please print these forms and include them in the hard copy of your application.

Financial Accounting Practices

Each applicant must prepare a response to the following questions and submit their responses as a separate attachment to the application:

- (1) Will all funds awarded under this program be maintained in an account that is separate and distinct from other sources of revenue/funding?
- (2) Does the applicant have written accounting procedures?
- (3) What type of inventory system does the applicant have in place?
- (4) Does the applicant's current accounting system allow the applicant to separately track grant draw-downs and expenditures?
- (5) Does the applicant have a management risk assessment process in place to identify and mitigate potential risks?
- (6) What is the applicant's records retention policy?
- (7) Has the individual primarily responsible for fiscal oversight attended a Fiscal Management Training Seminar put on by a U.S. government agency? If yes, when and which government agency?

This information will help OVW assess the applicant's ability to appropriately manage OVW funding. Applicants should provide this information as a separate attachment online and include it in the hard copy of the application.

Summary of Current OVW Projects

OVW will evaluate the past performance of the applicant in all current grants as a factor in the consideration of each application. Please note that applicants that have previously been OVW grantees and have failed to meet grant deadlines, failed to comply with Office of Justice Programs' (OJP) Financial Guide requirements, or failed to comply with special conditions from previous grants may not be considered for funding. **Current projects are defined as OVW grants under any OVW program that are either still open as of the date of the application or OVW grants that have been closed for less than one calendar year.** For each current OVW project as defined above, applicants must provide the following information on each OVW application:

- Identify grant by program, award number, and project period;
- Total funds remaining as of the date of application;
- Total funds remaining in the Personnel, Contracts/Consultants and Travel categories as of the date of application; and
- List the names, dates, and locations of all OVW-sponsored training and technical assistance events in which project staff or project partners participated during the current grant award period.

This section should be clear and succinct.

Review of the Summary of Current Projects Section

OVW evaluates how well its current grantees have performed with the grant funding that they previously received from the Office when deciding whether or not current grantees should receive additional funding. Current grantees can lose up to 25 points from their final application score if they have not performed well on their current grant awards. OVW evaluates the performance of current grantees as part of the OVW internal review process.

Part One: Grantee Performance

During the first part of the evaluation of current grantees, OVW looks at:

- The progress made in accomplishing the goals and objectives of the original project;
- Compliance with the special conditions of the current grant award agreement;
- Timely submission of required program progress reports and financial status reports;
- Compliance with the Office of Justice Programs' (OJP) financial guidelines; and
- Whether the funds from the current grant award have been spent only on allowable expenditures.

It is extremely important that current grantees maintain communication with their assigned OVW Program Specialist. Circumstances may occur that prevent current grantees from completing their project goals and objectives on time; or, current grantees may experience technical difficulties in submitting their required reports in a timely manner. Your OVW Program Specialists will not be aware of these challenges unless you inform them.

Part Two: Financial Considerations

The second part of OVW's evaluation of current grantees focuses on how well the grantee has satisfied financial requirements, including whether the current grantee has:

- Received final approval on the budgets for any OVW grant awards that received conditional clearances on budgets; and

- Spent the funds from its current OVW grant awards in a timely manner.

Part Three: Removal from Funding Consideration

The third part of OVW's evaluation of current grantees involves determining whether the grantee's current performance has been so poor that it may not be considered to receive continuation funding. This part of the evaluation considers whether the grantee has:

- Met grant deadlines for each of its current OVW grant awards;
- Made significant progress in expending current grant award funding;
- Complied with the Office of Justice Programs' financial requirements;
- Complied with the special conditions of its current OVW grant awards;
- Submitted its A-133 audit to the Federal Audit Clearinghouse on time; or
- Failed to respond to audit findings from either an Office of the Chief Financial Officer monitoring site visit, or an audit conducted by the United States Department of Justice's Office of the Inspector General.

Meeting Grant Award Deadlines

Some OVW grant programs make awards that give grantees deadlines to accomplish certain activities. These deadlines are outlined in the program solicitation and in the special conditions of the grant award itself. If a current OVW grantee has not met the deadlines of its current OVW grant award, then OVW may use its discretion to deny the grantee continuation funding.

Progress Expending Current Grant Award Funding

OVW must assess whether current grantees have made adequate progress in expending the funds from their current grant award. OVW staff will look at the unobligated balance of funds that remain on a current grant award as of the date that Federal Fiscal Year 2010 applications are due. A current grantee that has not made adequate progress on spending funds from its grant award and has not provided sufficient justification may not receive continuation funding.

Compliance with Office of Justice Programs' Financial Requirements

Each OVW grantee agrees to follow the financial and administrative requirements in the Office of Justice Programs' *Financial Guide* as a condition of receiving grant funding from OVW. If OVW determines that a current grantee has violated any of the requirements of the *Financial Guide*, then the grantee may be denied continuation funding. (See Chapter 1 of the *Financial Guide*.)

OMB A-133 Audit Requirement

All non-Federal entities that expend \$500,000 or more in Federal funding during their Fiscal Year are required to have a single or program-specific audit performed in accordance with OMB Circular A-133. This audit must be submitted to the Federal Audit Clearinghouse. (See Chapter 19 of the *Financial Guide* for more information on who is required to submit an audit). A grantee who is overdue in submitting its required audit may be denied additional Federal funding. (See Chapter 1 of the *Financial Guide*, "Policy on Making Awards.")

Unresolved Audit Findings

Unresolved issues related to a current grantee's financial accounting practices and policies raise questions about the grantee's willingness or ability to properly account for grant funds. A current OVW grantee that has not made an attempt to respond to, or resolve, findings made during an audit or an on-site monitoring visit from the Office of the Chief Financial Officer may

be denied continuation funding. (See Chapter 1 of the *Financial Guide*, "Policy on Making Awards.")

High Risk Grantees

Based on OVW's assessment of each grantee, which addresses current or previous funding, unresolved audit issues, delinquent programmatic and fiscal reporting, and prior performance, some grantees may be deemed high risk and therefore subject to additional reporting and monitoring requirements. These requirements will be added as Special Conditions if an award is made.

In addition, the Office of Justice Programs' Office of Audit, Assessment, and Management (OAAM) manages a High-Risk Grantee list for the Department of Justice. OAAM will ensure that OVW adds special conditions to awards of funding recipients designated as High-Risk grantees that may necessitate actions 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 be awarded grants only with an exceptionally strong supporting justification.

Budget and Budget Narrative

All applicants, except for applicants to the STOP or SASP Formula programs, are required to submit a detailed budget and supporting budget narrative. Budgetary requirements vary slightly and applicants must read the solicitation closely to determine the requirements of the budget and budget narrative for each OVW program. When developing program budgets, applicants must submit reasonable budgets based on resources needed for project implementation and consider the applicants' geographic location. Items of cost included in budgets must be reasonable, allocable and necessary for the program.

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.

Sample budgets are available on OVW's website: <http://www.ovw.usdoj.gov/applicants.htm>. Applicants should also use the established formats and budget categories as outlined in the budget samples.

The budget narrative should support all costs included in the budget and justify the purpose of the costs in relationship to fulfilling the overall objective of the project. This narrative should state the purpose of the cost and the basis of all costs. The narrative should also include a description of services being performed and how the cost is determined.

Training and Technical Assistance

All applicants are required to set aside funds to attend OVW-funded training and technical assistance. This amount varies by program; refer to the specific solicitation to determine the required training and technical assistance set-aside for the proposed budget.

The required set-aside amount may be shared between the applicant and any partnering agency(ies); however the budget must reflect the costs in the appropriate categories of the budget. Therefore, costs associated with an applicant's employee attending a technical assistance event should be included in the "Travel" category, while travel costs for the partner

must be included in the "Consultants/Contracts" category. Label these costs as "OVW Technical Assistance".

OVW technical assistance is provided free of charge to grantees, so applicants do not need to include registration costs. Include an estimated breakdown for training and technical assistance travel costs, including the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc. This amount should equal the full, required set-aside amount outlined in the solicitation. *The set-aside amount should be calculated as the part of the entire budget, and should be within the budget limits set forth by each OVW program-specific solicitation.*

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 individuals whose positions are not grant funded as long as that individual's roles and responsibilities are linked to the project's overall mission.

Financial Management Training

In addition to the funds required to be set aside for OVW technical assistance, applicants are encouraged include funds in their budgets to attend Financial Management Training Seminars sponsored by the U.S. Department of Justice. This is **required** if the individual primarily responsible for fiscal oversight has not previously attended a Financial Management Training Seminar put on by the U.S. Department of Justice or another U.S. government agency. These seminars instruct participants in the financial administration of OVW grant programs. Applicants should set aside up to \$1,500 to send the individual primarily responsible for fiscal oversight to one of these seminars. A schedule listing the financial training seminars will be distributed to successful applicants.

Only one person from the organization needs to attend this training. If this requirement has been met in connection with a current OVW grant, the applicant need not set aside additional funds for this purpose.

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 on a rate of pay. Applicants are strongly discouraged from requesting consultant rates in excess of \$450 per day. If a project is ultimately selected for funding and the budget supports a consultant receiving more than \$450 per day, the applicant must provide additional information for review and approval before funds can be disbursed.

Applicants should also include all costs associated with consultants/contracts in the "Consultants/Contracts" category including travel-related costs. 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. All sole-source procurements (those not awarded competitively) in excess of \$100,000 require prior approval from OVW. This applies to

procurements of goods and services, not to compensation for MOU project partners for time spent working on program objectives.

Rent

Rental costs are generally allowable costs 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. The budget should not assume 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. Applicants can **not** include rent or depreciation if they own the building. In this case only the costs of ownership, including maintenance costs, insurance, 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

Audit costs for audits not required or performed in accordance with the Office of Management and Budget (OMB) Circular A-133 are unallowable. If the applicant agency did not expend \$500,000 or more in federal funds during the organization's fiscal year, but contracted with a certified public account to perform an audit, these costs may not be charged to the grant.

Indirect Costs

Applicants that have current, Federally-approved, indirect costs rates may seek to claim indirect costs. Such applicants must submit a copy of their current Federally-approved indirect cost rate agreement when submitting the application. Applicants may choose to waive indirect costs. Page 13 provides more information on indirect cost rate agreements.

Unallowable Costs/Activities

OVW grant funds may not be used for the following activities:

- Lobbying
- Fundraising
- Research projects; and
- Physical modifications to buildings, including minor renovations (such as painting or carpeting).

The purchase and/or lease of vehicles is prohibited under most OVW grant programs, however 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. Additional activities may also be prohibited depending on the program.

Compensation for Partners

In developing the budget, applicants should fairly 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.

Non-Federal contributions

Only the STOP Violence Against Women Formula Grant Program requires match. However, applicants to other programs are encouraged to maximize the impact of federal dollars by contributing to the costs of their projects. Supplemental contributions may be cash, in-kind

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

Applicants are advised that if they voluntarily decide to provide matching funds through the use of in-kind contributions in the budget or budget narrative, the voluntary contributions will become a mandatory requirement under the grant award. Grantees who 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.

Program Evaluations

Applicants may not use any OVW funds for conducting research. However, up to 1% 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 victim satisfaction surveys. In conducting such testing or surveys, grantees may not collect, analyze or disseminate any information identifiable to a private person during the course of assessing the effectiveness of funded activities.

Letter of Nonsupplanting

Applicants must submit a letter to OVW's Director, on agency letterhead and signed by the Authorized Representative, certifying that federal funds will not be used to supplant State or local funds should a grant award be made. Please refer to http://www.ovw.usdoj.gov/docs/nonsup_letter.pdf for a sample letter. This should be submitted online and as part of the hard copy original.

Financial Capability Questionnaire

All nonprofit, nongovernmental organizations that apply for funding from OVW and have not previously (or within the last 3 years) received funding from OVW or OJP must complete a Financial Capability Questionnaire. The form can be found at <http://www.ojp.usdoj.gov/oc>. You should also include the cognizant federal audit agency and fiscal year on the first page. In addition, the applicant must submit their current year's audit report with the Financial Capability Questionnaire. This should be submitted online.

Indirect Cost Rate Agreement

If your organization is requesting indirect costs for this project, please include a copy of your current, signed indirect cost rate agreement. Additional information on this requirement is available at <http://www.ojp.usdoj.gov/FinGuide/part3chap17.htm>. If the applicant does not have a current indirect cost rate agreement and wishes to claim administrative costs, such costs must be itemized within budget categories and prorated to the appropriate percentage assigned to the grant project. General miscellaneous line items are unallowable.

How to Apply

An application submission is complete if a hard copy of the entire application, with original signatures, has been submitted via overnight delivery method, postmarked on or before the deadline, and the application has been submitted through the online method specified in the solicitation on or before the deadline. Applicants are responsible for ensuring their applications are complete at the time of submission. OVW will not contact applicants for missing items.

Each applicant must obtain a Data Universal Numbering System (DUNS), be registered in the Central Contracting Registration (CCR) and submit their application online via either Grants.gov or the Grants Management System (GMS) according to the instructions in the solicitation for the program. In addition, the applicant must submit a complete hard copy original via overnight delivery to the address specified in the solicitation. Applicants are encouraged to submit their applications at least 48 hours prior to the due date of the application to allow sufficient time to address any issues or technical problems.

Central Contracting Registration (CCR)

Applicants for all federal grants are required to register with the Central Contractor Registration (CCR). If your organization already has an Employer Identification Number (EIN), your CCR registration will take 1-2 business days to process. If your organization does not have an EIN, then you should allow 2-5 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 CCR:

Step 1: Obtain Data Universal Numbering System (DUNS) number in order to begin the registration process. Applicants that do not have a DUNS number should go to the following website <http://www.dnb.com/us/> or call (866) 705-5711.

Step 2: Access the CCR online registration through the CCR home page at <https://www.bpn.gov/ccr/default.aspx> and click on "Start New Registration."

Step 3: Complete and submit the online registration. If you already have the necessary information on hand, the online registration takes approximately one hour to complete, depending upon the size and complexity of your business or organization. Please note that applicants must update or renew their CCR at least once a year to maintain an active status.

Grants.Gov

After you obtain your DUNS number and register with CCR, you can begin the www.Grants.Gov registration process. In order to apply for a grant your organization must complete the Grants.gov registration process prior to beginning an application for a federal grant. Complete instructions can be found at www.Grants.gov. **The registration process can take between three to 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 does not support the Microsoft Vista Operating system. The PureEdge software used by Grants.gov for forms is not compatible with Vista. Also, Grants.gov cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension ".DOCX." Please ensure the document is saved using "Word 97-2003 Document (*.doc)" format.

The E-Business Point of Contact (E-Biz POC) within the applicant's organization must register the organization with Grants.gov. The E-Biz POC oversees the organization's Grants.gov transactions and assigns the Authorized Organizational Representatives (AOR). The AOR submits the application to Grants.gov and must register with www.Grants.gov as well. In some cases the E-Biz POC is also the AOR for an organization. For additional information regarding

the responsibilities of the AOR please go to the following link
<http://www.grants.gov/assets/AORRegCheck.pdf>.

Step 1: Go to www.Grants.gov. Select the "Get Registered" button and click the "Register as an Organization" link.

Step 2 Username & Password

Step 3: AOR Authorization

Step4: TRACK AOR STATUS

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

Downloading a Grant Application Package

The applicant can download the application package to complete it offline and route it through your organization for review before final submission.

Applicants must use the correct version of Adobe software in order to download the grant application. To verify if the Adobe software version is compatible with Grants.gov, visit the following link and follow the instructions on the page
<http://www.grants.gov/applicants/AdobeVersioningTestOnly.jsp>.

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

Completing the Grant Application Package

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

Submitting the Completed Grant Application Package

Log in to Grants.gov using the username and password. 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 automatically be uploaded to Grants.gov.

A confirmation screen will appear once the submission is complete. A Grants.gov tracking number will be provided at the bottom of this screen, as well as the official date and time of the submission. Record the tracking number in cases when technical support is needed. The Grants.gov Help Desk can be reached at 1-800-518-4726 Monday-Friday, 7:00 a.m. to 9:00 p.m E.T.

It is important that applicants do not wait until the day of the application deadline to submit applications. In the past, Grants.gov has experienced technical delays on deadline days that have prevented applications from being submitted on time. Applicants should submit their application well in advance of the deadline in the event that there are any technical errors. Late applications will not be accepted by OVW or Grants.gov except under a few rare circumstances described below.

Grants Management System

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

Note: The Office of Justice Programs (OJP) Grants Management System (GMS) does not accept executable file types as application attachments. GMS downloads applications from Grants.gov and is the system in which OVW reviews applications and manages awarded grants. 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".

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

Applicants that do not have Internet access

Applicants that do not have Internet access should notify OVW **in writing** no later than one week before the due date for the application that they do not have Internet access, and plan to submit only a hard copy application. The written notification must be in the form of a letter on official letterhead, signed by the authorized representative for the applicant agency, addressed to:

Attn: Catherine Pierce, Acting Director
Office on Violence Against Women
United States Department of Justice
800 K Street, NW, Ste. 920
Washington, DC 20530

The letter must be submitted by fax to (202) 514-5818. This letter must identify to which OVW grant program(s) the applicant plans to apply. The hard copy application must be post-marked by the application due date, and should be sent to the address listed in the program solicitation using an overnight delivery method.

Applicants that do not have access to an overnight delivery service

OVW requires applicants for all of its grant programs to make arrangements to submit a hard copy of their application for funding using an overnight delivery service. OVW has a limited amount of time scheduled to complete the process of reviewing applications for funding. The overnight delivery requirement helps OVW move more quickly to begin the process of reviewing applications for funding.

OVW recognizes that some applicants from isolated rural areas may have limited or no access to many of the popular overnight mail delivery service providers, or that, in some communities, pick-up and delivery of mail through the U.S. Postal Service may be infrequent. If they have

access to the U.S. Postal Service's Express Mail service, then they are expected to use it to submit the hard copy of the application with a post-mark of no later than the application due date. **However, if applicants do not have access to any overnight delivery service, including the U.S. Postal Service's Express Mail service, then they need to submit a letter explaining this to OVW by no later than one week before the application due date.**

The letter should state that you have limited or no access to overnight delivery services, and should state your intent to submit the application by first-class mail. The letter, which should be submitted on agency letterhead and signed by the agency's authorized representative, should be addressed to:

Attn: Catherine Pierce, Acting Director
Office on Violence Against Women
United States Department of Justice
800 K Street, NW, Ste. 920
Washington, DC 20530

The letter must be submitted by fax to (202) 514-5818, or it may be submitted by e-mail to the address specified in the solicitation. The letter must specify to which OVW program(s) the applicant intends to apply. The application must arrive within one week of the due date and must be submitted through the online method on time.

Applicants that cannot submit the application online on time due to technical difficulties

Applicants are responsible for submitting the application through the online system specified in the solicitation. However, please remember that technical difficulties should not prevent on time submission of the hard copy original via overnight delivery. Applicants are advised to attempt to submit the application well in advance of the 8:00 p.m. E.T. deadline. Applicants should contact the Grants.gov or GMS helpdesk as soon as they are aware of a problem. The Grants.gov Help Desk can be reached at 1-800-518-4726 Monday-Friday, 7:00 a.m. to 9:00 p.m. E.T. Applicants can contact the GMS Help Desk at 202-514-2024 Monday-Friday, 7:00 a.m. to 7:00 p.m. E.T. If applicants continue to experience technical difficulties beyond their control, and are unable to submit the application online by 8:00 p.m. E.T. on the date the application is due, they should take the following steps:

1) Send an e-mail to a member of the grant program unit using the e-mail address in the solicitation. The message should state that you were unable to submit your application online through GMS or Grants.gov due to technical difficulties beyond your control. The email should include the grant application number (if available), the applicant's DUNS number, the complete grant application, efforts that have been made to resolve the problem, and the GMS or Grants.gov Help Desk tracking number.

2) Submit a hard copy of your complete application package to the address specified in the program solicitation by the application deadline, using an overnight delivery service.

To ensure fair competition, the following conditions are not valid reasons to permit late submissions: (1) Failure to follow GMS or Grants.gov instructions; (2) Failure to begin the registration process in sufficient time; and (3) Failure to follow all of the instructions included in the OVW solicitation.

Applicants that cannot submit the application on time due to 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 7 calendar days late, depending on circumstances. If applicants experience such disasters, and are unable to submit the application by the date the application is due, they should send an e-mail to a member of the grant program unit using the address in the solicitation. The message should state that you were unable to submit your application online as required in the solicitation either through GMS or at Grants.gov due to a natural or manmade disaster and should specify the nature of the disaster and how it affected your ability to submit your application on time.

The request for such a delay must be submitted to OVW no less than 24 hours before the due date of the application, unless the disaster occurs after that date.

Grant Reporting

Progress Reports

Under the Government Performance and Results Act (GRPA) and VAWA 2000, grantees are required to collect and maintain data that measure the effectiveness of their grant-funded activities.

Each grant program's progress reporting form reflects the different statutorily authorized activities that grantees perform, and collects uniform information on victims served, demographics, and common activities that occur across grant programs. These progress report forms provide OVW with comprehensive data regarding grantee activities and are used for Congressional reporting, OVW's Outreach strategy, and other performance-related data reporting.

OVW grantees are required to submit semi-annual or annual progress reports through the Grants Management System (GMS). Below are program-specific performance measurement requirements that are collected through the progress reports. This is not meant to suggest that a proposed program should be limited to these performance measures. OVW encourages applicants to include additional goals and objectives to ensure all proposed activities included within their proposal are measurable.

Performance Measures

		Quantitative Performance Measure						
<i>OVW Grant Program</i>	Advocates (FTE) funded	Victims receiving requested services	People trained	Protection orders issued	Policies developed/revised	Communities with improved CCRs	Grant funded multi-disciplinary training events	Percent of victims requesting services who received them
Abuse in Later Life Program		X	X	X	X	X	X	X
Campus Grant Program		X	X	X	X	X	X	X
Culturally and Linguistically Specific Services for Victims Program		X	X	X	X	X	X	X
Disability Grant Program		X	X	X	X	X	X	X
Grants to Encourage Arrest Policies and Enforcement of Protection Orders		X	X	X	X	X	X	X
Legal Assistance for Victims Grant Program		X	X			X	X	X
Rural Grant Program		X	X	X	X	X	X	X
Sexual Assault Services Program (SASP): Formula Grants to States and Territories		X		X				X
SASP: Grants to Culturally Specific Programs		X		X	X	X		X

OVW Grant Program	Advocates (FTE) funded	Victims receiving requested services	People trained	Protection orders issued	Policies developed/revised	Communities with improved CCRs	Grant funded multi-disciplinary training events	Percent of victims requesting services who received them
State Coalitions Grant Program			X				X	
STOP Grant Program	X	X	X	X	X	X	X	X
Safe Havens: Supervised Visitation Grant Program		X ¹	X		X	X	X	
Transitional Housing Grant Program		X			X	X		X
Grants to Tribal Domestic Violence and Sexual Assault Coalitions Program			X		X		X	
Grants to Indian Tribal Governments and Sexual Assault Services Program		X	X	X	X	X	X	X
Children and Youth Exposed to Violence Program								
Court Training and Improvements Program								
Engaging Men and Youth Program								
Services to Advocate for and Respond to Youth Grant Program								

¹ The Safe Havens Program counts the number of families receiving requested services.

For more information on progress reporting and sample reporting forms, please visit the VAWA Measuring Effectiveness Initiative website: <http://muskie.usm.maine.edu/vawamei/index.htm>

Federal Financial Report (SF-425)

OVW grantees are required to file a Federal Financial Report (FFR) quarterly via the FFR module in the web-based Grants Management System (GMS). OVW grantees are required to designate and approve at least one Financial Point of Contact (FPOC) in GMS before they can file the FFR. An FPOC must be registered and approved by the Grant Point of Contact through GMS at <https://grants.ojp.usdoj.gov>.

The FFR is used to track actual expenditures and unliquidated obligations, and is due no later than 30 days after the calendar quarter ends. The final FFR is due 90 days after the grant end date. Grantees are encouraged to submit the FFR as soon as the quarter ends to avoid delays in processing and access to grant funds.

The schedule for submitting Federal Financial Reports is as follows:

Reporting quarter:	Due no later than:
January 1–March 31	April 30
April 1–June 30	July 30
July 1–September 30	October 30
October 1–December 31	January 30

Audit Requirements

Audits of state and local units of government, institutions of higher education, and other nonprofit institutions must comply with the organizational audit requirements of OMB circular A-133, which states that recipients who expend \$500,000 or more of federal funds during their fiscal year are required to submit a single organization-wide financial and compliance audit report to the [Federal Audit Clearinghouse](#) within 9 months after the close of each fiscal year during the term of the award.

Other Requirements

Federal Financial Guidelines and Reporting Requirements

Federal grants are governed by the provisions of the OMB circulars applicable to financial assistance and OJP's Financial Guide, which is available from the OJP Web site (www.ojp.usdoj.gov/oc). The Financial Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document will outline the successful administration of grant funds.

Any recipient of an award will be responsible for monitoring subgrants/contracts under the grant in accordance with all applicable statutes, regulations, OMB Circulars and guidelines, and the OJP Financial Guide. Primary recipients will be responsible for oversight of subgrantee spending and monitoring specific performance measures and outcomes attributable to the use of OVW funds.

Additional Requirements

Following are additional requirements that apply to all OVW grants. Additional information for each can be found at http://www.ojp.usdoj.gov/funding/other_requirements.htm. References to OJP and its components are deemed to refer to the OVW, as applicable. We strongly encourage applicants to review the information pertaining to these additional requirements prior to submitting their applications.

- Civil Rights Compliance;
- Confidentiality and Human Subjects Protections Regulations;
- Anti-Lobbying Act;
- Financial and Government Audit Requirements;
- National Environmental Policy Act (NEPA) Compliance;
- DOJ Information Technology Standards;
- Single Point of Contact Review;
- Non-Supplanting of State or Local Funds;
- Criminal Penalty for False Statements;
- Compliance with OJP's Office of the Chief Financial Officer [Financial Guide](#);
- Suspension or Termination of Funding;
- Government Performance and Results Act (GPRA);
- Rights in Intellectual Property; and
- Federal Funding Accountability and Transparency Act (FFATA) of 2006.

Monitoring Grant Awards

OVW ensures the fiscal and programmatic integrity and accountability of its grantees through proactive monitoring and assists grantees in implementing approved programs that comply with a framework of relevant statutes, regulations, policies, and guidelines.

Monitoring is an integral part of managing grant programs and is performed periodically throughout the life of the grant to ensure that all grantees adhere to administrative and programmatic guidelines in a manner that is consistent with the grantee's approved award. OVW Program Specialists will provide guidance to grantees on OVW policies and procedures, grant program requirements, general federal regulations, and basic programmatic, administrative, and financial reporting requirements.

Monitoring includes a thorough review of the grantee's progress reports, desk reviews, and in some instances on-site visits. OVW monitoring plans may also include referrals to the Office of the Inspector General (OIG) and/or the Office of Chief Financial Officer (OCFO) as appropriate.

Reporting Fraud, Waste, Error, and Abuse

Each grantee or subgrantee awarded funds made available through OVW is to promptly refer to an appropriate inspector general any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has submitted false claim under the False Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving OVW funds.

The Office of the Inspector General (OIG) conducts independent investigations, audits, inspections, and special reviews of U.S. Department of Justice personnel and programs to detect and deter waste, fraud, abuse, and misconduct, and to promote integrity, economy, efficiency, and effectiveness in U.S. Department of Justice operations.

You should report potential fraud, waste, abuse, or misconduct to the U.S. Department of Justice, Office of the Inspector General (OIG) by:

Mail: Office of the Inspector General
U.S. Department of Justice
Investigations Division
950 Pennsylvania Avenue, N.W.
Room 4706
Washington, DC 20530

Email: oig.hotline@usdoj.gov

Hotline: (contact information in English and Spanish): (800) 869-4499. Or fax: (202) 616-9881

Additional information is available from the DOJ OIG website at www.usdoj.gov/oig.

Suspension or Termination of Funding

OVW may suspend funding in whole or in part, terminate funding, or impose other sanctions on a recipient for the following reasons:

- Failing to comply substantially with the requirements or statutory objectives of the appropriate Act, program guidelines issued thereunder, or other provisions of federal law.
- Failing to make satisfactory progress toward the goals, objectives, or strategies set forth in the application.
- Failing to adhere to the requirements and standard or special conditions included within the grant award agreement.
- Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- Failing to submit reports.
- Filing a false certification in the application or other report or document.

APPENDIX A

TIPS FOR SUCCESSFUL WRITING OF OVW GRANTS

Grant Writing Tips

The Office on Violence Against Women (OVW) offers the following advice to all potential applicants in order to help them prepare successful grant applications:

- 1) Read the program solicitation in its entirety **before** writing your application. You should make sure that you understand the program's eligibility guidelines, statutory purpose areas, unallowable activities, and application content requirements before you attempt to draft an application. This tip applies equally to both new applicants and current grantees. The program requirements may have changed since the last time current grantees applied for funding.
- 2) Call or e-mail OVW if you have questions about the program's eligibility requirements, allowable activities, application content, or application submission requirements. OVW staff will not be able to help you write your application, but can answer any technical questions that you may have, including whether or not specific activities are allowable under the grant program.
- 3) Follow OVW's standard application formatting guidelines. All applicants are strongly encouraged to:
 - Use the project narrative section headings that are specified in the program solicitation;
 - Use page numbers on each page of the application; and
 - Use a 12 point font, such as Times New Roman to prepare their applications.

If applicants follow these formatting guidelines, their applications are easier to review.

- 4) All applicants are strongly encouraged to prepare their itemized budget using the recommended budget format. This will help ensure that your budget is properly itemized and easier to review. All applicants are also strongly encouraged to:
 - Include a budget summary page as part of their budget submission. The budget summary is a required part of your official budget;
 - Submit a single, integrated budget that covers the entire award period. Multiple, separate 12-month budgets may slow down the budget review and approval process;
 - Include the required OVW-sponsored travel set-aside as a part of their budgets. OVW will not offer applicants who are selected to receive funding additional funds to pay for these costs if they fail to include the required amount in their original budget. Instead, OVW will require the applicant to remove other costs from its budget in order to create the set-aside;

- Make sure that your calculations are detailed and accurate. Budgets that do not demonstrate how the applicant calculated the cost of a specific item, or that include mathematical errors, will take longer for OVW and OJP to review; and
- There is no such thing as “miscellaneous” costs. Every single item of cost in your budget must be properly itemized and categorized using the OJP-approved budget categories.

5) Do not include activities that have been specifically identified as unallowable in the program solicitation as part of your application. OVW may remove your application from funding consideration during the internal review process if it contains unallowable activities. Or, you may receive a reduction of up to 25 points in the overall score assigned to your application based on its inclusion of unallowable activities.

6) If your proposal includes information-sharing activities that could potentially disclose any personally identifying information about victims, be sure to adequately describe safeguards or precautions that you will use to safeguard victim confidentiality.

7) Be sure to include a timeline that adequately describes how you will achieve your proposed goals and objectives over the course of the program's award period.

8) Make sure that your submitted application is complete, particularly your hard copy submission. This will help to decrease the chance that your submission will be removed from funding consideration during the internal review process for being substantially incomplete. Please remember: it is **your** responsibility to ensure that you submit a complete application.

9) Carefully review your SF-424 and Summary Data Sheet before submitting your application. Be sure that you have provided the name, phone number, fax number, and e-mail addresses for both the Point of Contact and the Authorized Representative. Applicants are strongly encouraged to identify two separate individuals to serve in these roles to ensure that OVW will not experience any unnecessary delay or difficulty in contacting someone with questions about your application.

10) Unless the program solicitation states otherwise, all applicants are required to follow each of the program's application requirements. The program solicitation will specifically indicate when certain types of applicants are exempt from a particular application requirement. OVW strongly encourages all applicants to call or e-mail OVW prior to the application submission deadline if they have questions about application content requirements.

11) Please limit the number of attachments that you submit as part of your application to those specifically requested in the program solicitation. Information submitted beyond what is required in the solicitation is not likely to be read by OVW staff or peer reviewers.

12) If the program requires that applicants submit a Memorandum of Understanding (MOU), please submit a single MOU that has been signed by the applicant and each of its project partners. The purpose of the MOU is to allow applicants to demonstrate that their proposed projects will be developed by a team of collaborative partners. Applicants who submit more than one MOU may trigger concerns about whether or not their proposed project will be developed through the mutual cooperation of a team of partners.

13) Choose partner organizations very carefully. Most of OVW's discretionary grant programs have a collaborative partnership requirement. Each applicant must demonstrate that it has partnered with organizations or agencies that meet the minimum partnership requirements outlined in the program solicitation. Applicants are strongly encouraged to contact OVW prior to the application submission deadline if they have questions or concerns regarding collaborative partnership requirements.

APPENDIX B
SAMPLE BUDGET

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, Workman's Compensation, and Unemployment Compensation.

Name/Position	Computation	Cost
<i>Program Coordinator</i>		
Employer's FICA	\$70,500 x 7.65%	\$ 5,393
Health Insurance	\$70,500 x 6.12%	\$ 4,315
Workmen's Compensation	\$70,500 x 1.00%	\$ 705
Unemployment Compensation	\$70,500 x 0.50%	\$ 353
<i>Investigator</i>		
Employer's FICA	\$135,000 x 7.65%	\$10,328
Health Insurance	\$135,000 x 6.12%	\$ 8,262
Workmen's Compensation	\$135,000 x 1.00%	\$ 1,350
Unemployment Compensation	\$135,000 x 0.50%	\$ 675
<i>Administrative Assistant</i>		
Employer's FICA	\$ 7,200 x 7.65%	\$ 551
Health Insurance	\$ 7,200 x 6.12%	\$ 441
Workmen's Compensation	\$ 7,200 x 1.00%	\$ 72
Unemployment Compensation	\$ 7,200 x 0.50%	\$ 36
TOTAL FRINGE BENEFITS:		\$32,481

TOTAL PERSONNEL AND FRINGE BENEFITS: \$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 subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

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

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

TOTAL TRAVEL: \$12,000

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

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

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

TOTAL EQUIPMENT: \$1,500

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

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

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

TOTAL SUPPLIES: \$9,075

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

Purpose	Description of Work	Cost
---------	---------------------	------

TOTAL CONSTRUCTION: \$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 \$450 per day require additional justification and prior approval from the Office on Violence Against Women.

Name of Consultant	Service Provided	Computation	Cost
Consultant /Trainer	Sexual Assault Training	\$450/day x 3 days	\$ 1,350
Part-Time Prosecutor	Prosecution	\$50/hr. x 20 hrs./month x 36 months	\$36,000

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

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

Subtotal Consultant Fees: \$37,350

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

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

Subtotal Consultant Travel: \$8,305

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

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

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

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

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

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

Subtotal \$13,500

TOTAL CONTRACTS AND CONSULTANTS: \$59,155

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

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

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

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

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

The program has previously developed brochures explaining the dynamics of domestic violence and sexual assault and detailing the services offered by the program. Additional copies of the brochures need

to be reproduced. Based on previous distribution patterns, it is anticipated that the program will distribute 1,000 copies of each brochure during the 36 month grant period.

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

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

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

TOTAL OTHER COSTS: \$84,900

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

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

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

TOTAL INDIRECT COSTS: \$28,183

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

Budget Category	Amount
A. Personnel	\$212,700
B. Fringe Benefits	\$32,481
C. Travel	\$12,000
D. Equipment	\$1,500
E. Supplies	\$9,075
F. Construction	\$0
G. Consultants and Contracts	\$59,155
H. Other Costs	\$84,900
Total Direct Costs	\$411,811
I. Indirect Costs	\$28,183
TOTAL PROJECT COSTS	\$439,994
Federal Share Requested	\$439,994
Non-Federal (Match) Amount	\$0