



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

OVW Fiscal Year 2015 Justice for Families Program Solicitation

Release Date

This solicitation was released on or about December 30, 2014.

Eligibility

Applicants are limited to states, units of local government, courts (including juvenile courts), Indian tribal governments, nonprofit organizations, legal services providers, and victim service providers.

(See [Eligibility](#))

Deadlines

Application: All applications are due by 11:59 p.m. Eastern Time (E.T.) on February 11, 2015.

(See [Submission Dates and Times](#))

Registration: To ensure all applicants have ample time to complete the registration process, applicants must obtain a Data Universal Number System (DUNS) Number, register online with the System for Award Management (SAM) and with [Grants.gov](#) no later than January 21, 2015).

(See [Registration](#))

Letter of Registration: Applicants are strongly encouraged to submit a letter of registration to OVW.JFF@usdoj.gov by January 21, 2015. This will ensure that applicants are well-positioned to successfully submit an application by the deadline. This letter will not obligate potential applicants to submit an application. Interested applicants who do not submit a Letter of Registration are still eligible to apply.

(See [Letter of Registration](#))

Pre-application Conference Call: OVW will conduct one pre-application conference call for potential applicants. Participation is optional. Interested applicants who do not participate are still eligible to apply. The conference call is scheduled for:

- Tuesday, January 6, 2015, at 12 p.m. E.T.

To register, please e-mail OVW.JFF@usdoj.gov. Registration must be received at least two hours before the start of the call.

(See [Content and Form of Application Submission](#))

Contact Information

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

In Fiscal Year 2015, OVW applications will be submitted through [Grants.gov](#). For technical assistance with [Grants.gov](#), contact the [Grants.gov](#) Customer Support Hotline at 1-800-518-4726.

[Grants.gov](#) Number assigned to announcement: OVW-2015-4035.

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

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OVW Justice for Families Program (CFDA 16.021)

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 Justice for Families Program

The Grants to Support Families in the Justice System program (referred to as the Justice for Families Program) was authorized in the Violence Against Women Reauthorization Act (VAWA) of 2013 to improve the response of all aspects of the civil and criminal justice system to families with a history of domestic violence, dating violence, sexual assault, and stalking, or in cases involving allegations of child sexual abuse. The program includes purpose areas previously authorized under the Safe Havens: Supervised Visitation and Safe Exchange Grant Program (Supervised Visitation) and the Court Training and Improvements Program (Courts), along with new purpose areas and applicant requirements.

For additional information on the Justice for Families Program, including what past Supervised Visitation and Courts grantees have accomplished with their grant funds and to view the programs' performance measures, see <http://muskie.usm.maine.edu/vawamei/safehavensmain.htm>, and <http://muskie.usm.maine.edu/vawamei/courtsmain.htm>, respectively.

Program Scope

Activities supported by the Justice for Families Program are determined by statute, federal regulations, and OVW policies. If an applicant receives an award, the funded project is bound by the provisions of this solicitation, the [Financial Guide](#), any updates to the Financial Guide, and the conditions of the recipient's award.

Purpose Areas

In FY 2015, funds under the Justice for Families Program may be used for the purposes listed below. With the exception of purpose area 5 (court and court-based programs and services), applicants **must** propose activities under **at least two purpose areas**. Applicants can address purpose area 5 in isolation or in combination with additional purpose area(s).

- **(Purpose area 1) Supervised visitation and safe exchange:** Provide supervised visitation and safe visitation exchange of children and youth by and between parents in situations involving domestic violence, dating violence, child sexual abuse, sexual assault, or stalking.

- **(Purpose area 3) Training for court-based and court-related personnel:** Educate court-based and court-related personnel and court-appointed personnel (including custody evaluators and guardians ad litem) and child protective services workers on the dynamics of domestic violence, dating violence, sexual assault, and stalking, including information on perpetrator behavior, evidence-based risk factors for domestic and dating violence homicide, and on issues relating to the needs of victims, including safety, security, privacy, and confidentiality, including cases in which the victim proceeds pro se.
- **(Purpose area 4) Juvenile court resources:** Provide appropriate resources in juvenile court matters to respond to dating violence, domestic violence, sexual assault (including child sexual abuse), and stalking and ensure necessary services dealing with the health and mental health of victims are available.
- **(Purpose area 5) Court and court-based programs and services:** Enable courts or court-based or court-related programs to develop or enhance a) court infrastructure (such as specialized courts, consolidated courts, dockets, intake centers, or interpreter services); b) community-based initiatives within the court system (such as court watch programs, victim assistants, pro se victim assistance programs, or community-based supplementary services); c) offender management, monitoring, and accountability programs; d) safe and confidential information-storage and information-sharing databases within and between court systems; e) education and outreach programs to improve community access, including enhanced access for underserved populations; and f) other projects likely to improve court responses to domestic violence, dating violence, sexual assault, and stalking.
- **(Purpose area 6) Civil legal assistance:** Provide civil legal assistance and advocacy services, including legal information and resources in cases in which the victim proceeds pro se, to (a) victims of domestic violence; and (b) nonoffending parents in matters that involve allegations of child sexual abuse; that relate to family matters, including civil protection orders, custody, and divorce; and in which the other parent is represented by counsel.

Note that VAWA 2013 includes eight distinct purpose areas for the Justice for Families Program. However, in FY 2015, OVW is limiting applicants to addressing only purpose areas 1, 3, 4, 5, and 6.

OVW is interested in funding projects that take a coordinated approach to helping families victimized by domestic violence, sexual assault, dating violence, and stalking as they navigate the justice system.

OVW Priority Areas

Applications proposing activities that meaningfully address any of the following priorities may be given special consideration during the review process:

1. Meaningfully increase access to OVW programming for specific underserved populations (which may be based on race, ethnicity, sexual orientation, gender identity, disability, and age).
2. Increase the use of promising or evidence-building practices, where available.

Whether an applicant addresses a priority area to the extent that the application warrants special consideration will be determined by OVW. If addressing the first priority area, applicants should

include a description of the underserved population that they intend to serve and explain how their particular services will increase access to OVW's programming. Not all applicants that state their intent to address a priority area will be favorably considered over other applicants. *Meaningful responses to OVW's priority areas should demonstrate an authentic commitment to addressing the priority area(s) and should clearly show that the applicant has the capacity to address the priority effectively.*

Additionally, applicants from communities with rates of domestic violence or sexual assault that are higher than the national average are encouraged to apply to the Justice for Families Program and other OVW programs to support their efforts, as appropriate, to reduce rates of domestic and sexual violence, ensure services for victims, and hold offenders accountable. Information on OVW's grant programs can be found at: <http://www.justice.gov/ovw/grant-programs>.

Activities that Compromise Victim Safety

The activities listed below 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.

For all applicants:

- 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;¹
- Procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services;
- Referring victims to Child Protection Services (CPS) solely for failure to protect their minor child when witnessing domestic violence except if required under state law;
- Failing to conduct safety planning with victims; and
- Intake and other forms that place an unnecessary or undue burden on anyone receiving OVW-funded services, such as those that include questions about immigration status, gender identity, sexual orientation, disability, physical or mental health, and work or criminal history that the service provider does not need to know about to provide services safely.

For applicants proposing supervised visitation and/or safe exchange services:

- Failure to align supervised visitation and safe exchange services with the Guiding Principles of the Supervised Visitation Program, which can be found here: <http://www.ovw.usdoj.gov/docs/guiding-principles032608.pdf>;
- Requiring adult victims to participate in mediation or counseling as a condition for receiving supervised visitation and safe exchange services;²

¹ 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 F. Federal Award Administration Information.

² OVW Justice for Families Program funds **cannot** be used to support individual, group, and family counseling. Furthermore, grantees are strongly discouraged from requiring adult victims to participate in mediation or family counseling.

- Charging fees to either parent for OVW-funded supervised visitation and exchange services;³
- Providing visitation or exchange services that do not account for the safety of adult victims;
- Requiring a court order to access visitation and/or exchange services; and
- Providing custody evaluations or court reports based on subjective information and opinions of center staff and volunteers.

For applicants proposing court programs and services:

- Requiring victims of sexual assault, domestic violence, dating violence or stalking to file for a protection order, cooperate in an investigation or file criminal charges against their abuser as a condition of receiving services;
- Internet publication of registration, issuance, or filing of a petition for a protection order, restraining order, or injunction in either the issuing or enforcing state, tribal or territorial jurisdiction if such publication would reveal the identity of the party protected by such order;
- Crafting policies that deny individuals access to services based on their relationship to the perpetrator; and
- Procedures that would penalize victims of violence for failing to testify against their abusers or impose other sanctions on victims.

For applicants proposing civil legal assistance:

- Policies or practices that discourage accepting cases for victims who do not have physical evidence;
- Refusal to represent victims who are also respondents/defendants;
- Mediation,⁴ alternative dispute resolution, or joint counseling, involving offenders and victims being physically present in the same place, as a response to sexual assault, domestic violence, dating violence, and stalking; and
- Representation on the condition that victims seek protection orders, counseling, or some other course of action with which they disagree.

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 Justice for Families Program will not be considered for funding. The following activities are out of scope and will not be supported:

³ Although the statute allows for sliding scale fees, grantees providing supervised visitation and safe exchange services are not allowed to charge fees to parents served with OVW funds, to ensure accessibility of OVW-funded services.

⁴ Applicants in states and/or jurisdictions where mediation is required, and/or mediation does not require the parties to be physically present in the same space, may be exempt from this requirement when such is stated as justification for engaging in this practice.

For all applicants:

- Research projects (not including program assessments conducted only for internal improvement purposes. See section on Research and Protection of Human Subjects in the Solicitation Companion Guide at: <http://www.justice.gov/sites/default/files/ovw/legacy/2013/12/16/companion-guide-fy2014.pdf>);
- Mandatory mediation in cases where sexual assault, domestic violence, dating violence, or stalking is an issue;
- Therapeutic visitation;
- Parent education/batterer intervention programs;
- Individual, group, and family counseling;
- Telephone and/or virtual (e.g., Skype) monitoring; and
- Supervised visitation and exchange services unrelated to domestic violence, sexual assault, dating violence, or stalking.

For applicants proposing civil legal assistance:

- Tort cases;
- Child sexual abuse cases and cases involving the child protection system, except those in which the legal services are provided to nonoffending parents and relate to family matters, including civil protection orders, custody, and divorce, and in which the other parent is represented by counsel;
- Criminal defense of victims charged with crimes; and
- Support of law reform initiatives, including but not limited to litigation.

B. Federal Award Information

Availability of Funds

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. There is no guarantee that funds will be available in the future. Therefore, OVW encourages applicants to develop a plan to sustain project activities if federal funding for the project is no longer available. Also, please note that OVW may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on the merits of the applications and on the availability of appropriations.

Award Period

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

Award Amounts

Applicants should carefully consider the resources needed to implement the proposed project and present a realistic budget that accurately reflects project costs. Reasonableness of the budget will be a factor assessed during application review. Awards under the Justice for Families Program in FY 2015 will be made for up to \$500,000. Awards will be made as grants.

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.

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

Types of Applicants

In FY 2015, OVW will accept applications for the Justice for Families Program from new applicants. Current and former Safe Havens and Courts grantees are considered new applicants. Justice for Families grant recipients that received funding for 24 months in FY 2014 are not eligible to apply.

C. Eligibility Information

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 Applicants

Eligible entities for this program are:

- **States**, meaning any of the states and the District of Columbia, and except as otherwise provided, the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands, and the Northern Mariana Islands.
- **Units of local government**, meaning any city, county, township, town, borough, parish, village, or other general purpose political subdivision of a state.
- **Courts (including juvenile courts)**, meaning any civil or criminal, tribal, and Alaska Native village, federal, state, local or territorial court having jurisdiction to address domestic violence, dating violence, sexual assault or stalking, including immigration, family, juvenile, and dependency courts.
- **Indian tribal governments**, meaning a tribe, band, pueblo, nation, or other organized group or community of Indians, including any Alaska Native village or regional or village corporation (as defined in, or established pursuant to, the Alaska Native Claims Settlement Act (43 U.S.C. 1601 et seq.)), that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.
- **Nonprofit organizations**, meaning 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 such Code.
- **Legal services providers**, meaning entities that provide legal assistance to victims of domestic violence, dating violence, sexual assault, and stalking; including private nonprofit entities, law schools, bar associations, and organizations that receive Legal Service Corporation funding. This does *not* include for-profit organizations.
- **Victim service providers**, meaning nonprofit, nongovernmental or tribal organizations or rape crisis centers, including state or tribal coalitions, that assist or advocate for domestic violence, dating violence, sexual assault, or stalking victims, including domestic violence shelters, faith-based organizations, and other organizations, with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.

Eligibility Requirements for Current Grantees

Current Safe Havens and Courts grantees may apply under this solicitation, provided they meet all other eligibility criteria. Applicants whose current Safe Havens or Courts award ends on or before September 30, 2015 may apply to continue that work under the Justice for Families Program, as long as their applications meet all other requirements set forth in this solicitation, including the requirement that applicants address more than one purpose area. Safe Havens or Courts grantees whose awards end *after* September 30, 2015 may apply under purpose areas other than what their current Safe Havens or Courts award supports, provided their applications meet all criteria set forth in this solicitation.

Any grantee that received a Justice for Families award in FY 2014 may not apply for FY 2015 Justice for Families funding.

Nonprofit Organization Requirements

Any entity that is eligible for the Justice for Families 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 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 Justice for Families Program.

Program Eligibility Requirements

In addition to meeting the eligible entity requirements outlined above, applicants 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.

IMPORTANT:

Applicants must certify their compliance with all statutory requirements at the time the application is submitted. OVW will not make an award to any applicant that has not provided the requisite certification(s).

Applicant Requirements

Under 42 USC §10420(d), all applicants for the Justice for Families Program must:

- Certify that the organizational policies of the applicant do not require mediation or counseling involving offenders and victims being physically present in the same place, in cases where domestic violence, dating violence, sexual assault, or stalking is alleged.

For a court-based program, applicants must also:

- Certify that victims of domestic violence, dating violence, sexual assault, or stalking are not charged fees or any other costs related to the filing, petitioning, modifying, issuance, registration, enforcement, withdrawal, or dismissal of matters relating to the domestic violence, dating violence, sexual assault, or stalking.

Applicants proposing to operate supervised visitation programs and services or safe visitation exchange must also:

- Demonstrate that adequate security measures, including adequate facilities, procedures, and personnel capable of preventing violence, and adequate standards are, or will be, in place (including the development of protocols or policies to ensure that confidential information is not shared with courts, law enforcement agencies, or child welfare agencies unless necessary to ensure the safety of any child or adult using the services of a program funded by OVW).

For applicants proposing to support custody evaluation and/or guardian ad litem (GAL) services with Justice for Families funding:

- Certifies that any person providing custody evaluation or guardian ad litem services through a program funded under this program has completed or will complete training 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 on the dynamics of domestic violence and sexual assault, including child sexual abuse, that includes training on how to review evidence of past abuse and the use of evidenced-based theories to make recommendations on custody and visitation.

Applicants proposing to provide legal assistance must also certify in writing to the following:

- (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) is partnered with an entity or person that has demonstrated expertise described in subparagraph (A);
- (2) any person providing legal assistance through this program has completed, or will complete, training in connection with domestic violence, dating violence, sexual assault, and stalking, including child sexual abuse, and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide;
- (3) 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;
- (4) 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
- (5) 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, stalking, or child sexual abuse is an issue.

See Appendix I for a chart identifying which types of applicants require which statutory certifications, and see the appendices for sample certification letters.

Cost Sharing or Match Requirement

This program has no matching or cost sharing requirement.

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 Grants.gov or at the OVW website at <http://www.justice.gov/ovw>. Applicants can contact (202) 307-6026 to request a paper copy of the application materials.

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 OVW.JFF@usdoj.gov by January 21, 2015. This will ensure that the applicant is well-positioned to successfully submit a proposal by the application deadline. This letter will not obligate the applicant to submit an application. See Appendix B for a sample Letter of Registration.

Pre-application Conference Call

OVW will conduct one pre-application conference call. During the call, OVW staff will review the FY 2015 Justice for Families requirements and solicitation, and answer questions. Participation is optional, and applicants are strongly encouraged to contact OVW at OVW.JFF@usdoj.gov or (202) 305-2093 as questions arise and prior to the conference call. The conference call is scheduled for:

- **Tuesday, January 6, 2015, at 12 p.m. E.T.**

The call will be held at 12 noon Eastern time, which is 11 a.m. Central, 10 a.m. Mountain, and 9 a.m. Pacific. OVW is not responsible for an applicant missing the call due to a failure to account for time zone differences, or for any other reason. Anyone who is interested in submitting an application to the FY 2015 Justice for Families Program may register to participate in the call.

To register, please e-mail OVW.JFF@usdoj.gov. Registration must be received at least two hours before the start of the call.

Application Contents

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

conditions. It is the responsibility of the applicant to ensure that a complete application is submitted by the deadline. OVW will not contact applicants for missing items.

Do not submit documents in addition to those specified in this solicitation. Please note that any materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.

Formatting and Technical Requirements

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

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

- Project Narrative
- Budget Detail Worksheet and Narrative
- Memorandum of Understanding or Letters of Support

In addition to the application being scored on the documents listed above, the Summary Data Sheet will also be scored. **Certification letter(s), as appropriate for the activities the applicant is proposing, must also be submitted with the application.**

Summary Data Sheet (5 points)

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

- 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).
- Name, title, address, phone number, and e-mail address for the grant point-of-contact, who must be an employee of the applicant agency.
- Statement as to whether the organization applying will serve as a fiscal agent / sponsor for an organization or organizations that will ultimately implement the project. If so, the

applicant must include a statement acknowledging that, should an award be made, it would be responsible for all statutory, fiscal and programmatic requirements, as well as all project deliverables. The organization applying for the award must also list all of the entities it will enter into agreements with to perform the work, and should include a description of how these entities intend to accomplish the purposes of the award if such a description is not already provided in a Memorandum of Understanding (MOU) or letters submitted as part of the application.

- Statement as to whether the agency applying has expended \$500,000 in Federal funds in the organization's past fiscal year. Please specify the end date of the applicant's fiscal year.
- A list of other Federal grant programs from which the applicant organization currently receives funding or for which it has applied for funding in FY 2015 to do similar work (see [Appendix E: Summary of Current and Pending Non-OVW Grants to do the same or Similar Work](#)).
- Statement as to whether the applicant is a nonprofit organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of that Code.
- Statement as to whether the applicant is a nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code.
- Statement as to whether the applicant is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure to establish a rebuttable presumption that its executives' compensation is reasonable. If the applicant is not a nonprofit organization or is a nonprofit that does not use the safe-harbor procedure, provide a statement to that effect. For additional information about the safe-harbor procedure, see [Disclosures Related to Executive Compensation](#) section.
- The purpose areas the application addresses.
 - If the application addresses purpose areas 4 and/or 5, answer yes or no as to whether the applicant is proposing to use OVW grant funds to support custody evaluation and/or guardian ad litem (GAL) services.
- The percentage of grant activities, should the application be funded, that will address each of the following issues:
 - Sexual assault;
 - Domestic violence;
 - Dating/teen dating violence;
 - Stalking; and
 - Child sexual abuse (if applicable).
- Summary of Current and Recent OVW Projects (if applicable; see Appendix D for a template)
 - 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.

Safe Havens or Courts grantees that have a substantial amount of remaining funds at the time of application submission may not be considered for Justice for Families funding in FY 2015, unless they are applying under different purpose areas than they are currently funded to address or can provide adequate justification for submitting an application for FY 2015 funding.

Project Narrative (65 points total)

The Project Narrative may not exceed 20 pages in length, double-spaced. The Project Narrative comprises the following sections:

Purpose of the Application (10 points)

This section must:

- Identify the purpose area(s) the applicant is proposing to address;
- State the problem(s) the project will address;
- Describe the need for the project in the community;
- Identify gaps in services and explain how the proposed project will complement and not duplicate existing services, including any services provided through the state's STOP Violence Against Women Formula Grant Program; and
- Describe any previous or current efforts (OVW-funded or not) to address the problem(s) the proposed project targets, and the effectiveness of those efforts.

What Will be Done (45 points)

This section must include the information below. The applicant must provide a clear link between the proposed activities and the needs identified in the Purpose of the Application section.

- Describe the safety needs of victims of domestic violence, dating violence, sexual assault, and stalking, and the applicant's commitment to addressing those needs through the proposed project;
- Identify barriers to accessing the project's services, and the applicant's plan to ensure that individuals who are eligible to be served by the project—particularly those from underserved and marginalized populations—will have access to OVW-funded services;

- Identify project goals, objectives, activities, and products (if applicable), and provide a corresponding 36-month timeline that accounts for any planning and implementation activities⁵ and ensures adequate time and resources for planning and implementation; and
- Describe why the applicant anticipates that the project will be successful, including whether it involves an evidence-based approach;⁶ and describe how the applicant will determine if it accomplished its goals for the project.

For applicants proposing supervised visitation and/or safe exchange services:

- Using *concrete* examples, describe the extent to which the applicant's or partner's supervised visitation and/or safe exchange services align—or will be aligned—with OVW's [Guiding Principles](#);
- If applicable, describe the applicant's or partner's previous experience providing supervised visitation and exchange services to families affected by domestic violence, sexual assault, dating violence, and stalking; and
- Provide a detailed statement of how the applicant will ensure that adequate security measures, including adequate facilities, procedures, and personnel capable of preventing violence, and adequate standards are, or will be, in place. Describe the layout and security features of the facility and where in the community the facility is located. Describe how the applicant will develop protocols or policies to ensure that confidential information is not shared with courts, law enforcement agencies, or child welfare agencies unless necessary to ensure the safety of any child or adult using the services of a program funded by OVW.

For applicants proposing court projects:

- Describe any specialized docket or court infrastructure that is currently in place or will be established as part of this project;
- Describe how the project will improve the judicial handling of sexual assault, domestic violence, dating violence, stalking, and cases involving allegations of child sexual abuse; ensure offender accountability; and promote informed judicial decision-making; and
- If the applicant is proposing to use any technology (e.g., security systems, GPS, hotlines, and databases), the applicant must explain how it plans to address any victim safety concerns that could arise from the use of the technology, such as confidentiality, safety planning, and informed consent.

For applicants proposing civil legal assistance:

- Describe the extent to which the applicant will provide legal services to sexual assault, domestic violence, dating violence, and/or stalking victims; and/or nonoffending parents in matters that involve allegations of child sexual abuse, relate to family matters, including civil protection orders, custody, and divorce; and in which the other parent is represented by counsel;

⁵ For a court-based project, planning activities might include but are not limited to: hiring a case manager or docket coordinator, establishing an advisory committee comprising project partners, obtaining training and technical assistance, participating in site visits to other courts identified by OVW, and developing specialized policies and procedures. For supervised visitation/safe exchange, planning activities might include a process of aligning the applicant's or partner's approach to providing services, including policies and procedures, with OVW's [Guiding Principles](#).

⁶ "Evidence-based" for the purposes of this solicitation can be defined by the applicant.

- Describe how the applicant or project partner will provide a supervision and mentoring plan for attorney staff supported by this project; and
- If the applicant is not a nongovernmental sexual assault and/or domestic violence program, explain how it will coordinate with a local nongovernmental sexual assault and/or domestic violence program.

Who Will Implement the Project (10 points)

This section must include the information below. The applicant must justify who will be involved in the project and demonstrate that it and its project partners have the capacity to address the stated need and that the applicant and partners can successfully implement the proposed activities.

- Per the statutory applicant requirements, describe the *applicant's* expertise in the areas of domestic violence, dating violence, sexual assault, and stalking, as appropriate;
- Describe project *partners'* expertise in the areas of domestic violence, dating violence, sexual assault, and stalking, as appropriate;
- Describe the experience and qualifications of any organization or agency that will be directly involved in implementing the project;
- Describe the history of the collaborative partnership(s); and
- Identify key personnel responsible for implementing the project, including position descriptions, roles, and responsibilities.

Proposal Abstract

The Proposal Abstract should be a short and accurate summary (no more than two 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 affected by the proposed project. Applicants should not summarize past accomplishments in this section.

Budget Detail Worksheet and Narrative (15 points)

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

Award Period and Amount

Budgets should cover a project period of 36 months, or three years, starting on October 1, 2015 and ending on September 30, 2018. Budget requests should not exceed \$500,000.

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 OVW Grants Financial Management Guide. In addition, the budget should:

- Allocate a minimum of \$25,000 (\$30,000 for Alaska, Hawaii, and territories) to use towards travel and technical assistance over the three-year period;
- For applicants that anticipate using OVW funds to cover only a portion of a particular service they provide (e.g., supervised visitation or civil legal assistance), the budget should prorate operational costs like rent and phone service accordingly; and
- Ensure that the budget clearly distinguishes between planning and implementation activities, as appropriate. The application budget should allow for sufficient planning time and resources, as determined by the applicant and its project partners.

Memorandum of Understanding (MOU) or Letters of Support (for court applicants only) (15 points)

For purposes of this application, the MOU is a document containing the terms of the partnership and the roles and responsibilities between two or more parties. Court applicants that are precluded from signing onto an MOU may submit letters of support in lieu of an MOU. The MOU should be a single, current document and should be signed and dated by the Authorized Organization Representative (AOR) (see [Application for Federal Assistance](#) section 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:

- 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;
- Demonstrate meaningful coordination with a state, tribal, or local court system and a nonprofit domestic violence and/or sexual assault victim services organization;
- Demonstrate a meaningful partnership among all signing parties;
- Specify the extent of each partner's participation in developing the application;
- Clearly state the roles and responsibilities each partner will assume to ensure the success of the proposed project;
- Identify the people who will be responsible for developing and implementing project activities and describe how they will work together and with project staff;
- Indicate approval of the proposed project budget by all signing parties; and
- Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, and training).

Note that letters of support submitted in lieu of an MOU by any entity besides a court applicant will **not** be accepted.

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)

As noted in Eligible Entities section, an entity that is eligible for the Justice for Families 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 at:

<http://www.justice.gov/sites/default/files/ovw/legacy/2013/09/24/conf-acknowledgement.pdf>, and must be signed by the authorized representative and uploaded to the application on Grants.gov.

Application for Federal Assistance (SF-424)

Applicants must complete the SF-424 online. For "Type of Applicant", please do not select "other." Please pay careful attention to the amount of Federal funding requested in the "Estimated Funding" section of this form. This amount must match the amount of Federal funding requested in the budget section of the application package. Only include values for "Applicant" if the program solicitation requires a match. The individual who is listed in "Authorized Representative" must be the AOR for the applicant agency. The AOR is an individual who has the authority to apply for and accept grant awards on behalf of the organization or jurisdiction.

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

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

Letter of Nonsupplanting

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

Financial Accounting Practices

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

1. Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding? Please provide a brief description of the organization's policies and procedures that ensure funds will be tracked appropriately.
2. Does the applicant have written accounting policies and procedures? How often are these policies and procedures updated? Please provide a brief list of the topics covered in the organization's policies and procedures. OVW may request a copy for review during the application/award process or as part of the grant monitoring process.
3. Is the applicants' financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant? Please provide a brief summary of the organization's process for tracking expenditures.
4. Does the applicant have procedures in place for minimizing the time elapsing between transfer of funds from the United States Treasury and disbursement for project activities? Please provide a short summary of the organization's policy for requesting payments for grant awards.
5. Does the applicant have effective internal controls in place to adequately safeguard grant assets and to ensure that they are used solely for authorized purposes? Please provide a brief description.
6. Does the applicant have a documented records retention policy? If so, briefly describe the policy.
7. Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations including the new Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) issued on December 26, 2103? Please provide a short list of the individual's qualifications/experience. If the individual is not familiar with the applicable rules and regulations, the applicant must contact OVW's Grants Financial

Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 immediately after the organization is notified of their award to coordinate training.

Financial Capability Questionnaire (if applicable)

All nonprofit, nongovernmental organizations that apply for funding from OVW and have not previously (or within the last three years) received funding from OVW or OJP must complete a Financial Capability Questionnaire, and submit it online. Additionally, the applicant may be required to submit their current year's audit report at a later time. The form is found at: <http://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf>.

Indirect Cost Rate Agreement (if applicable)

Applicants that intend to charge indirect costs through the use of an indirect cost rate must have a Federally-approved indirect cost agreement. Please include a copy of a current, signed Federally-approved indirect cost rate agreement. This should be a separate attachment to the application in Grants.gov.

Non-federal entities, other than state and local governments and Indian tribes, that have never received a federally-approved indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. If chosen, this methodology once elected must be used consistently for all federal 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 or 1-888-514-8556 for more information.

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

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

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

Registration

There is no fee associated with the registration process. Additionally, the registration process cannot be expedited. OVW strongly discourages applicants from paying a third party to register on their behalf in an attempt to expedite the registration process. To ensure all applicants have ample time to complete the registration process, applicants must obtain a Data Universal Number System

(DUNS) Number, register online with the System for Award Management (SAM) and with Grants.gov immediately, and no later than January 21, 2015.

Each applicant must obtain a Data Universal Numbering System (DUNS) number, be registered in the System for Award Management (SAM) and submit their application online via Grants.gov 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 SAM 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 February 11, 2015. Applications submitted after **11:59 p.m. E.T. on February 11, 2015** will **not** be considered for funding. Applicants experiencing difficulties submitting an application should refer to the [Unforeseeable Technical Issues](#) section of this solicitation.

Failure to begin the registration or application submission process in sufficient time is not an acceptable reason for a late application submission. It is important that applicants do not wait until

the day of the application deadline to begin the application submission process. To ensure a successful application submission, OVW strongly encourages applicants to submit their applications at least 48 hours, and 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 "[Unforeseeable Technical Issues](#)" for information on the steps applicants must follow if corrective action must be taken.

Note: For applicants without Internet access, who cannot submit an application electronically, please contact OVW.JFF@usdoj.gov no later than January 21, 2015 to request permission to submit an application by alternative means.

Unforeseeable Technical Issues

As previously stated, applicants should begin the registration process immediately, and no later than January 21, 2015. Furthermore, the applicant should begin the application submission process at least 48 hours and no less than 24 hours prior to the application deadline. This will allow for sufficient time for the applicant to contact the appropriate individuals and take corrective action, as outlined in this solicitation, should unforeseeable technical issues arise. If technical difficulties are experienced at any point during the application process, the applicant must contact the Grants.gov Customer Support Hotline at 1-800-518-4726, or support@grants.gov, 24 hours a day, seven 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 Justice for Families Program at (202) 305-2093 or at OVW.JFF@usdoj.gov prior to the application deadline stating that it is 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.
3. *Within 24 hours after the deadline*, the applicant must again contact the Justice for Families Program at (202) 305-2093 or at OVW.JFF@usdoj.gov to request permission to submit the application. At that time, the applicant will be required to email the complete grant application and DUNS number, and provide a Grants.gov Help Desk tracking number(s). After OVW reviews all of the information submitted and verifies the technical issues were unforeseeable with the Help Desk, OVW will contact the applicant to either approve or deny the request to submit a late application. If the technical issues cannot be verified as unforeseeable, the application will be rejected as late.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to register or update information on the SAM website; (3) failure to follow GMS or

Grants.gov instructions as posted on its website; and (4) failure to follow all of the instructions in the OVW solicitation.

OVW Policy on Late Submissions

OVW offers several options for applicants to provide advance notice to OVW if receipt of their application will be delayed due to a temporary lack of Internet access, unforeseeable technical difficulties, or geographic isolation. If applicants do not provide advance notice to OVW about an issue that may cause a delay in the submission of the application, the application will not be considered for funding. If applicants follow the steps outlined above, OVW will consider an applicant's request for late submission. Extension of deadlines is not guaranteed and late submission does not automatically result in an award. Late submission only allows an application to be considered for funding. If late submission is approved, the application will be reviewed for registration information and completeness, and to ensure that the applicant meets the basic eligibility requirements (BMR) as defined in the solicitation. If the applicant meets BMR the application will be subject to both peer review and programmatic review before any funding decision is made.

OVW Policy on Duplicate Applications

If an applicant submits multiple versions of an application, OVW will review the most recent version submitted.

Extraordinary Natural or Manmade Disasters

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

Intergovernmental Review

Single Point of Contact Review

Executive Order 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the [state Single Point of Contact \(SPOC\)](#) if one exists and if the program has been selected for review. Applicants must contact their state SPOCs to determine whether their programs have been selected for state review. The applicant should enter the date that the application was sent to the SPOC or the reason such submission is not required in the section of the SF 424 which refers to EO 12372. Applicants can find a list of SPOCs on the Office of Management and Budget website at http://www.whitehouse.gov/omb/grants_spoc.

Funding Restrictions

Federal grants are governed by the provisions of the OMB circulars applicable to financial assistance and the Financial Guide. The Financial Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document outlines the successful administration of grant funds.

Any recipient of an award will be responsible for monitoring subgrants/contracts, including MOU partner activities, under the grant in accordance with all applicable statutes, regulations, OMB

circulars and guidelines, and the Financial Guide. Primary recipients will be responsible for oversight of subgrantee/partner spending and monitoring specific performance measures and outcomes attributable to the use of OVW funds.

Food and Beverage/Costs for Refreshments and Meals

Generally food and beverage costs are **not** allowable, and under no circumstances may OVW funding be used to supply food and/or beverages during refreshment breaks. OVW may approve the use of OVW funds to provide food and/or beverages for a meal at a meeting, conference, training, or other event, if one of the following applies:

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

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

Conference Planning and Expenditure Limitations

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

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

Updated Department of Justice and OVW guidance on conference planning, minimization of costs, and conference cost reporting is accessible on the OVW website at:

<http://www.ovw.usdoj.gov/grantees.html>. For additional information regarding food and beverage regulations, please refer to the Financial Guide.

Training and Technical Assistance

All applicants are required to allocate funds in the amount of **\$25,000** to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Applicants from Alaska, Hawaii, and United States Territories should allocate **\$30,000** to account for higher travel costs. These specific applicants may exceed the budget caps to account for this increased travel amount. The required set-aside amount may be shared between the applicant and any partnering agency(ies), but the budget must reflect the costs in the appropriate categories. Therefore, an employee's travel costs should be included in the "Travel" category, while travel costs for the partner(s) must be included in the "Consultants/Contracts" category. Label both costs as "OVW Technical Assistance." Include an estimated breakdown for these costs, including the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc. (OVW technical assistance is provided free of charge to grantees, so applicants do not need to include registration fees). This amount should equal the full, required set-aside amount listed above.

Please note these funds can **only** be used for OVW-designated technical assistance, unless otherwise approved by OVW. Any training and technical assistance funds not used by the end of the grant period may not be reprogrammed and must be returned to OVW. Travel funds should be used to support travel by all project partners including nonprofit, nongovernmental victim service providers. Funds may also be used by persons whose positions are not grant-funded as long as that person's roles and responsibilities are linked to the project's overall mission.

Program Assessments

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

Accommodations and Language Access

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

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

Pre-Agreement Cost Approval

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

Program Income

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

Applicants that anticipate earning program income must include in the budget how the income will be expended. If approved, the program income will be in addition to the award amount and must be used for allowable activities of 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 Justice for Families grant funding. Applications that propose unallowable activities may receive a point deduction during the review process. Applications that include substantial unallowable activities will not be considered for funding.

1. Lobbying
2. Fundraising
3. Purchase of real property
4. Construction

Other Submission Requirements

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

Grants.Gov

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

Note: Grants.gov limits the use of special characters in names of attachment files. Valid file names may only include the following characters: A-Z, a-z, and 0-9. The applicant should ensure that only allowable characters are included. Grants.gov is designed to automatically reject any application that includes an attachment(s) with a file name that contains **any** special characters.

OVW strongly suggests using simple titles for all documents, such as "FY2015OVWProjectNarrative." Please note that file names are limited to 50 characters and cannot include spaces. **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](http://www.grants.gov). Mouse over the "APPLICANTS" drop down and click the "Organization Registration Link".
2. *Step 2:* Register with SAM
3. [Step 3: Username & Password](#)
4. [Step 4: AOR Authorization](#)
5. [Step 5: TRACK AOR STATUS](#)

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

Downloading a Grant Application Package

An applicant may download the application package to complete it offline and route it through the applying organization for review before final submission.

Applicants must use the correct version of Adobe software in order to download the grant application. To verify if the Adobe software version is compatible with Grants.gov, visit the following link: <http://www.grants.gov/web/grants/support/technical-support/software/adobe-reader-compatibility.html>.

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

Completing the Grant Application Package

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

Submitting the Completed Grant Application Package

Log on to Grants.gov. After the application is fully completed, errors are corrected, and the application is saved, click the "Save & Submit" button on the cover page. The application package will be automatically uploaded to Grants.gov.

Reminder: To ensure a successful application submission, OVW strongly encourages applicants to submit their applications at least 48 hours, and no less than 24 hours, before the deadline. AORs should closely monitor their email for any notification from Grants.gov about a possible failed submission. The AOR will receive a minimum of two emails from Grants.gov.

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

E. Application Review Information

Criteria

Applications will be subject to a peer review and a programmatic review. Applications will be scored based on the degree to which the applicant responds to each section and addresses each element contained within the corresponding section. Furthermore, applications will be scored based upon the quality of the response and the level of detail provided. Each element **must** be addressed in the section in which it is requested. Points may be deducted if the applicant does not include the information in the appropriate section even if it is included elsewhere within the application. Each section will be reviewed as a separate document and will be scored as such. Specifically for the FY 2015 Justice for Families Program, scoring will be as follows:

1. Summary data sheet: 5 points
2. Project narrative: 65 points, distributed as follows:
 - A. Need for the project: 10 points
 - B. What will be done: 45 points
 - C. Who will implement: 10 points
3. Budget narrative and detail: 15 points
4. MOU (or Letters of Support in lieu of MOU, for court applicants only): 15 points
5. Possible programmatic point *deductions*:
 - D. Formatting and technical requirements: up to 5 points
 - E. Activities that compromise victim safety: up to 10 points
 - F. Out-of-scope activities: up to 10 points
 - G. Past performance review: up to 20 points

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

Review and Selection Process

Peer Review

OVW will subject all applications to a peer review process that is fair and based on the criteria outlined in this solicitation. OVW may use 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.

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

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

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

Compliance with OVW Financial Requirements

Each OVW grantee agrees to follow the financial and administrative requirements in the Financial Guide as a condition of receiving grant funding. If OVW determines that a current grantee has violated any of the requirements of the Guide, the grantee may be denied continuation funding.

High Risk Grantees

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

Anticipated Announcement and Federal Award Dates

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

F. Federal Award Administration Information

Federal Award Notice

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

Administrative and National Policy Requirements

Information for All Federal Award Grantees

Applicants selected for awards must agree to comply with additional legal, administrative, and national policy requirements upon acceptance of an award. OVW strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found in the Solicitation Companion Guide at: <http://www.justice.gov/sites/default/files/ovw/legacy/2013/12/16/companion-guide-fy2014.pdf>.

- [Civil Rights Compliance](#)
- Funding to Faith-Based Organizations
- Confidentiality and Privacy Protections
- Research and the Protection of Human Subjects (if applicable)
- Anti-Lobbying Act
- Reporting Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Reporting Fraud, Waste, Error, and Abuse
- Suspension or Termination of Funding
- Nonprofit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active SAM Registration

Awards under this program will be made as grants. Standard terms and conditions applied to all OVW grants can be found at:

http://www.justice.gov/sites/default/files/ovw/pages/attachments/2014/12/17/standard_special_conditions_grants.pdf. Each OVW grant program has additional specific conditions that will be included in the award document immediately following the standard special conditions. Some

awards will also have project-specific special conditions to ensure compliance with the statutory scope of the Justice for Families Program.

Violence Against Women Act Non-Discrimination Provision

The Violence Against Women Reauthorization Act of 2013 added a new civil rights provision that applies to all FY 2015 OVW grants. This provision prohibits OVW grantees from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW. For more information on this prohibition, see <http://www.justice.gov/ovw/docs/fags-ngc-vawa.pdf>.

Compliance with OVW Financial Requirements

Each OVW grantee agrees to follow the financial and administrative requirements in the Financial Guide as a condition of receiving grant funding. If OVW determines that a current grantee has violated any of the requirements of the Guide, the grantee's award may be frozen or terminated and the grantee may be denied continuation funding.

Reporting

Reporting Requirements

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

Public Reporting Burden - Paperwork Reduction Act Notice

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

G. Federal Awarding Agency Contact(s)

For assistance with the requirements of this solicitation, contact the OVW Justice for Families staff at (202) 307-6026, (202) 305-2093, or OVW.JFF@usdoj.gov.

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

H. Other Information

Application Checklist

Applicants must submit a fully executed application to OVW, including all required supporting documentation. OVW will not contact applicants for missing items. Additionally, if an applicant plans to submit an application under any other OVW grant program this fiscal year, please ensure that only documents pertinent to these application guidelines 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	Page numbers	Date completed
1. Letter of Registration	13	
2. Certification Letter(s)	11-12, and Appendices F, G, and H	
3. Summary Data Sheet	14-15	
4. Summary of Current OVW Projects, if applicable	15	
5. Summary of Current and Pending Non-OVW Grants to do the same or Similar Work	15, and Appendix E	
6. Project Narrative	16	
a. Purpose of the Application	16	
b. What Will Be Done	16	
c. Who Will Implement	17	
7. Abstract	18	
8. Budget Detail Worksheet and Narrative	18	
9. Memorandum of Understanding (MOU) or Letters of Support	19	
10. Application for Federal Assistance: SF 424	20	
11. Standard Assurances and Certifications	20	
12. Proof of 501(c)(3) Status (nonprofits only)	19	
13. Disclosures Related to Executive Compensation	19	
14. Confidentiality Notice Form	20	
15. Letter of Nonsupplanting	20	
16. Financial Accounting Practices	20	
17. Financial Capability Questionnaire (nonprofits only)	21	
18. Indirect Cost Rate Agreement (only if the applicant has a current federally-approved rate)	21	

Do not submit documents in addition to those specified in these application guidelines. Please note that any materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.

Appendix A
Budget Guidance & Sample Budget Detail Worksheet

Budget Guidance

Cost guidance for selected items is provided below to assist applicants in preparing the budget detail worksheet. In developing your budget detail worksheet please refer to the [Financial Guide](#).

Consultants/Contracts

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

Applicants should also include all costs associated with consultants/contracts in the "Consultants/Contracts" category, including travel-related costs. These costs should not be reflected in the Personnel or Travel categories.

Applicants should follow the same established procurement policies with Federal funds as they would with non-federal funds. All procurement transactions should be awarded in a manner that provides maximum open, free and fair competition, and must follow 2 CFR Part 200.317-326. All sole-source procurements (those not awarded competitively) in excess of \$150,000 require prior approval from OVW. This applies to procurements of goods and services, but not to selection of subrecipients. MOU project partners are generally considered subrecipients for time spent working on program objectives. For additional information on determining whether the recipient of the pass-through funds is a subrecipient or a contractor, please refer to 2 CFR Part 200.330.

Rent

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

Audit Costs

Costs for audits not required or performed in accordance with the Office of Management and Budget (OMB) Circular A-133 or 2 CFR Part 200 Subpart F – Audit Requirement are unallowable. If the applicant agency did not meet the applicable expenditure threshold during the organization's fiscal year, the cost of any audit performed may not be charged to the grant.

Indirect Costs

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

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

Purchase and/or Lease of Vehicles

The purchase and/or lease of vehicles is prohibited under most OVW grant programs, although some programs allow for purchasing vehicles on a case-by-case basis. Please refer to the solicitation for which you are applying to determine whether vehicles can be purchased or leased. If requesting a vehicle, a lease/purchase analysis must be submitted with the application.

Compensation for Partners

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

Non-Federal contributions

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

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

Budget Detail Worksheet

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

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

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

<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
TOTAL FRINGE BENEFITS:		\$ 32,481

TOTAL PERSONNEL AND FRINGE BENEFITS: \$ 245,181

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

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

<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	\$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:		<u>\$ 0</u>

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

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$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
			Subtotal OVW-Mandated Training:	<u>\$ 8,000</u>
Delivery of Sexual Assault Training	Tribe's Reservation	Airfare	\$500 (avg.) x 1 person x 1 trip	\$ 500
		Lodging	\$ 50 (avg.)/night x 2 nights	\$ 100
		Per diem	\$ 35 (avg.)/day x 3 days	\$ 105
			Subtotal Sexual Assault Training:	<u>\$ 705</u>

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:		<u>\$ 13,500</u>

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.

Budget Category	Amount
A. Personnel	\$212,700
B. Fringe Benefits	\$ 32,481
C. Travel	\$ 12,000
D. Equipment	\$ 1,500
E. Supplies	\$ 9,075
F. Construction	\$ 0
G. Consultants and Contracts	\$ 60,155
H. Other Costs	\$ 84,900
	Total Direct Costs \$412,811
I. Indirect Costs	\$ 28,183
	TOTAL PROJECT COSTS <u>\$ 440,994</u>
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 [Applicant Name] is registered and current with the System for Award Management (SAM) under DUNS number [DUNS number]. [Applicant Name] registered/verified registration on [Insert Verification Date]. The SAM registration for [Applicant Name] will expire on [Expiration Date].

First Time [Grants.gov](#) Users ONLY - I understand that in order to submit an application for the FY 2015 [Grant Program Name], [Applicant Name] must be registered with [Grants.gov](#). I certify that [Organization Name] began the registration process with [Grants.gov](#) on [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. [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) and Job Title(s)	Justification for Remaining Funds
2012-XX-XX-XXXX	7/31/2015	2014 CLSSP	\$300,000	TOTAL: \$250,000 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 and Jane Doe	
2013-XX-XX-XXXX	12/31/2014	2011 CTAS	\$932,000	TOTAL: \$467,850 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 (Anne Tyler); 2FT Shelter Advocates (Jane Doe and Jane Doe); 1FT Victim Liaison (John Doe)	
			TOTAL:	TOTAL:				
			\$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 Federal Grants to do the Same or Similar Work

[Applicant Name]							
Current Awards							
Service Area:							
Federal Awarding Agency	Award Number	Program	Award End Date	Award Amount	Amount Remaining	Grant-Individual(s), Job Title(s), and Percentages	Please describe how this project differs from the application for OVW funding.
OJP	XXX-XXX-XXXX	OVC	9/30/2017	\$300,000	TOTAL: \$250,000 A. Personnel: <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	TOTAL: \$300,000 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.]

Appendix F
Sample Certification Letter for Applicants Proposing to Provide Legal Services

Sample Certification Letter

[Applicant Letterhead]

[Date]

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

Dear Director:

This letter serves to certify that [Applicant] is in compliance with the following statutory requirements:

- (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) is partnered with an entity or person that has demonstrated expertise described in subparagraph (A);
- (2) any person providing legal assistance through this program has completed, or will complete, training in connection with domestic violence, dating violence, sexual assault, and stalking, including child sexual abuse, and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide;
- (3) 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;
- (4) 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
- (5) 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, stalking, or child sexual abuse is an issue.

Sincerely,
[Applicant's Authorizing Official]

Appendix G
**Sample Certification Letter for Applicants Proposing to Provide Supervised
Visitation and Safe Exchange Services**

Sample Certification Letter

[Applicant Letterhead]
[Date]

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

Dear Director:

This letter serves to certify that, in fulfillment of the statutory applicant requirement, [Applicant] will:

Demonstrate that adequate security measures, including adequate facilities, procedures, and personnel capable of preventing violence, and adequate standards are, or will be, in place (including the development of protocols or policies to ensure that confidential information is not shared with courts, law enforcement agencies, or child welfare agencies unless necessary to ensure the safety of any child or adult using the services of a program funded by OVW), if the applicant proposes to operate supervised visitation programs and services or safe visitation exchange.

Sincerely,

[Applicant's Authorizing Official]

Appendix H
Sample Certification Letter for Applicants Proposing to use OVW Grant Funds to Support Custody Evaluation and/or Guardian ad Litem (GAL) Services

Sample Certification Letter

[Applicant Letterhead]
[Date]

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

Dear Director:

This letter serves to certify that, in fulfillment of the statutory applicant requirement, [Applicant] will:

Ensure that any person providing custody evaluation or guardian ad litem services through a program funded under this program has completed or will complete training 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 on the dynamics of domestic violence and sexual assault, including child sexual abuse, that includes training on how to review evidence of past abuse and the use of evidenced-based theories to make recommendations on custody and visitation.

Sincerely,

[Applicant's Authorizing Official]

Appendix I
Required Certifications by Application Type

This chart identifies which statutory applicant requirements are needed for each type of applicant. “Letter” indicates that an applicant must provide a letter with its application to certify the requirement. “Narrative” indicates that the applicant must address the requirement in the Project Narrative. Questions about applicant requirements should be sent to OVW.JFF@usdoj.gov.

	Purpose Area				
	1	3	4	5	6
Certify that the organizational policies of the applicant do not require mediation or counseling involving offenders and victims being physically present in the same place, in cases where domestic violence, dating violence, sexual assault, or stalking is alleged.	Letter	Letter	Letter	Letter	Letter
Certify that victims of domestic violence, dating violence, sexual assault, or stalking are not charged fees or any other costs related to the filing, petitioning, modifying, issuance, registration, enforcement, withdrawal, or dismissal of matters relating to the domestic violence, dating violence, sexual assault, or stalking.		Letter	Letter	Letter	
Demonstrate that adequate security measures, including adequate facilities, procedures, and personnel capable of preventing violence, and adequate standards are, or will be, in place (including the development of protocols or policies to ensure that confidential information is not shared with courts, law enforcement agencies, or child welfare agencies unless necessary to ensure the safety of any child or adult using the services of a program funded by OVW), if the applicant proposes to operate supervised visitation programs and services or safe visitation exchange.	Letter & Narrative				
Certifies that any person providing custody evaluation or guardian ad litem services through a program funded under this program has completed or will complete training 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 on the dynamics of domestic violence and sexual assault, including child sexual abuse, that includes training on how to review evidence of past abuse and the use of evidenced-based theories to make recommendations on custody and visitation.			Letter, if applicable	Letter, if applicable	
Delivery of Legal Assistance certifications. See page 12 and Appendix F for a sample certification letter.					Letter
Demonstrate expertise in the areas of domestic violence, dating violence, sexual assault, stalking, or child sexual abuse, as appropriate.	Narrative	Narrative	Narrative	Narrative	Narrative