

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



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# OVW Fiscal Year 2011 Enhanced Training and Services to End Violence Against and Abuse of Women Later in Life Program

## Eligibility

Applicants are limited to States, units of local government, Indian Tribal governments or Tribal organizations, and nonprofit, nongovernmental victim services organizations with demonstrated experience in assisting elderly women or demonstrated experience in addressing sexual assault, domestic violence, dating violence, and stalking.  
(See "Eligibility," page 5)

## Deadline

To ensure all applicants have ample time to complete the registration process through Grants.Gov, applicants should register online with Grants.gov by March 2, 2011.  
All applications are due by **11:59 p.m. E.T. on March 30, 2011**  
(See "Deadline: Application," page 5)

## Contact Information

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

**In Fiscal Year 2011, OVW applications will be submitted through Grants.gov.** For further information and assistance, please see the OVW Grant Program Solicitation Reference Guide at <http://www.ovw.usdoj.gov/docs/resource-guidebook.pdf>.

**Grants.gov Number assigned to announcement OVW-2011-2912**

**All applicants will be notified of the outcome of their applications by September 30, 2011.**

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# **OVW Enhanced Training and Services to End Violence Against and Abuse of Women Later in Life Program (CFDA 16.528)**

## **Overview**

This solicitation contains information on how to apply for the Enhanced Training and Services to End Violence Against and Abuse of Women Later in Life Program (Abuse in Later Life Program). For general information on applying for all OVW grant programs, please see the OVW Fiscal Year 2011 Grant Program Solicitation Reference Guide (Reference Guide) at <http://www.ovw.usdoj.gov/docs/resource-guidebook.pdf>. All applicants should read carefully both this solicitation and the Reference Guide before beginning the application process.

### **About the OVW Enhanced Training and Services to End Violence Against and Abuse of Women Later in Life Program**

Recognizing that individuals who are 50 years of age or older who are victims of elder abuse, neglect, and exploitation, including sexual assault, domestic violence, dating violence, or stalking, face unique barriers to receiving assistance, Congress created the Enhanced Training and Services to End Violence Against and Abuse of Women Later in Life Program. In Federal Fiscal Year 2011, OVW plans to fund projects that will support a comprehensive approach to addressing elder abuse in their communities. These projects will provide training to criminal justice professionals, governmental agency staff and victim assistants to enhance their ability to address elder abuse, neglect and exploitation in their communities; provide cross training opportunities to professionals working with older victims; develop or enhance a coordinated community response to elder abuse; and provide or enhance services for victims who are 50 years of age or older (hereinafter "older victims").

#### Elder Abuse

The term "elder abuse" means any action against a person who is 50 years of age or older that constitutes the willful infliction of injury, unreasonable confinement, intimidation, or cruel punishment with resulting physical harm, pain, or mental anguish, or deprivation by a person, including a caregiver, of goods or services with the intent to cause physical harm, mental anguish, or mental illness.

Elder abuse victims face unique obstacles in getting the help and services that they need. Age or disability may increase the isolation of older individuals. Victims may refrain from seeking help or calling the police due to shame or embarrassment because the abuse was committed by a family member, friend or caregiver. Victims may also be intimidated by threats of being placed in a nursing home. Abuse may be explained away or the abuse may be dismissed by claims that the older person is confused or it may be diminished as an expression of stress associated with caring for an aging individual. Professionals may perceive a victim's injuries as arising from aging, illness, or disability instead of recognizing that the injuries may be attributed to violence in the home or other care facility. A lack of services designed to meet the needs of older victims may leave them with no community resources to rely upon for assistance. A comprehensive

approach to addressing elder abuse should address these barriers and improve systemic responses to older victims.

#### Older Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking

While sexual assault, domestic violence, dating violence, and stalking affect victims in all age groups, older victims also face additional challenges in accessing services to enhance their safety. Appropriate interventions may be compromised by misconceptions about older individuals. Some may think that domestic violence does not occur or lessens in later life, or that older persons are not victims of dating violence. Myths about sexual assault coupled with a failure to see older individuals as sexual beings can hinder professionals from recognizing indicators of sexual assault when dealing with older victims. Older victims may not be believed if they report stalking, particularly if the victim has dementia or psychiatric disabilities. An appropriate response to older victims of these crimes must take into account the unique challenges they face.

#### **Civil Rights Compliance**

All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office for Civil Rights of OJP. All applicants should consult the Assurances required with the application funds to understand the applicable legal and administrative requirements.

#### **Services to Limited-English-Proficient (LEP) Persons:**

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI of the Civil Rights Act and the Omnibus Crime Control and Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including interpretation and translation services, where necessary. Grantees are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs. The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at [www.lep.gov](http://www.lep.gov) or by contacting the OJP's Office for Civil Rights at (202) 307-0690, or by writing to the following address:

Office for Civil Rights  
Office of Justice Programs  
U.S. Department of Justice  
810 7th Street, N.W., 8th Floor  
Washington, DC 20531

## **Deadline: Registration**

The Grants.gov registration deadline is March 2, 2011. For more information on the process of registering and applying in Grants.gov, please see the Reference Guide at pages 15-19.

## Deadline: Application

An application submission is complete if (a) a hard copy of the entire application, with original signatures, has been submitted via overnight delivery on or before the deadline and (b) the application has been submitted through Grants.gov. Both electronic and hard copy submissions are required.

The deadline for applying for funding under this announcement is **March 30, 2011, 11:59 p.m. E.T.** A hard copy must be sent via an overnight delivery method, date stamped by the shipping company on or before March 30, 2011 to:

**The Office on Violence Against Women  
c/o Lockheed Martin Aspen Systems Corporation  
Abuse in Later Life Program  
Mail Stop 2K  
2277 Research Boulevard  
Rockville, MD 20850  
(301) 519-5000**

Applicants are strongly encouraged to submit their applications well in advance of the deadline to ensure a successful submission through Grants.gov. For information on OVW's policy for late applications, please see the [Reference Guide](#) at pages 17-19.

## Eligibility

**It is very important that you review this information carefully. Applications that are submitted by non-eligible entities will be screened out during an initial review process and omitted from further review.**

By statute, eligible entities for this program are:

- States<sup>1</sup>;
- Units of local government<sup>2</sup>;
- Indian Tribal governments or Tribal organizations; and
- Nonprofit, nongovernmental victim services organizations with demonstrated experience in assisting elderly women or demonstrated experience in addressing sexual assault, domestic violence, dating violence, and stalking, including faith- and community-based organizations.

### Unit of Local Government

For the purposes of this program, a unit of local government is any city, county, township, town, borough, parish, village, or other general-purpose political subdivision of a State; an Indian Tribe that performs law enforcement functions as determined by the Secretary of the Interior; or, for the purpose of assistance eligibility, any agency of the District of Columbia government or

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<sup>1</sup> For the purposes of this grant program, a state is defined to include all states, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, American Samoa, Guam and the Northern Mariana Islands.

<sup>2</sup> As defined in 42 U.S.C. § 3791, "unit of local government" also includes any law enforcement district or judicial enforcement district that is established under applicable State law and has the authority to, in a manner independent of other State entities, establish a budget and impose taxes.

the United States Government performing law enforcement functions in and for the District of Columbia or any Trust Territory of the United States. (An applicant applying as a unit of local government will typically apply as “The City of X”, “The County of Y Board of Commissioners”, “Z Township”.)

Agencies or departments of a unit of local government (i.e., a county court, a township police department, a district or city attorney’s office, a county sheriffs’ department, a parish probation and parole department, a city department of human services) are not considered units of local government for the purposes of this grant program and may not serve as the applicant for funding, unless they meet the “unit of local government” definition under 42 U.S.C. § 3791 (see footnote 2 below). While agencies or departments of a unit of local government may not serve as applicants for funding, a unit of local government may designate an agency or department to administer grant funds and assume responsibility for the development and implementation of the project. This designation must be detailed in the Memorandum of Understanding (see page 19). If an applicant that is typically a “non eligible” entity wants to assert “unit of local government” status under 42 U.S.C. § 3791, the applicant must include clear and convincing proof of such status with their application. Any applicant with questions regarding their status as a unit of local government should contact OVW at 202-307-6026 for assistance prior to submitting an application.

### **Indian Tribal Government**

For the purposes of this program, Indian Tribal government is defined as the governing body of an Indian Tribe; or 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 (42 U.S.C. 13925 (a) 30.)

### **Tribal Organization**

For the purposes of this program, Tribal organization is defined as the governing body of any Indian Tribe; any legally established organization of Indians which is controlled, sanctioned, or chartered by such governing body of a Tribe or Tribes to be served, or which is democratically elected by the adult members of the Indian community to be served by such organization and which includes the maximum participation of Indians in all phases of its activities; or any Tribal nonprofit organization. (42 U.S.C. 13925 (a) (32.)) Any applicant representing a consortium of Tribal governments and/or organizations must submit a resolution from the constituent Tribal governments and/or organizations supporting the application.

### **Nonprofit, Nongovernmental Victim Services Organizations**

For the purposes of this program, nonprofit, nongovernmental victim services organizations will be considered eligible only if they: **provide direct victim services**; have demonstrated experience in assisting elderly women or demonstrated experience in addressing sexual assault, domestic violence, dating violence, and stalking; and address a demonstrated need in their communities by providing direct victim services that create options for victims seeking accountability and safety from perpetrator violence, promote the dignity and self sufficiency of victims, and improve their access to resources. Domestic violence and/or sexual assault coalitions that do not provide direct services, therefore, will not be considered eligible for funding.

## OVW Abuse in Later Life Program – Specific Information

### Types of Applicants

In FY 2011, OVW will accept applications for the Abuse in Later Life Program from applicants that have not previously received funding under this program or that received funding in FY 2002 through FY 2004. Grantees that received new or supplemental funding in FY 2006 through FY 2010 are not eligible to apply.

### 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. Funding is not guaranteed.

### Award Period

The award period for these grants will be 36 months. **Budgets must reflect 36 months of project activity, and the total “estimated funding” (block 15) on the SF-424 must reflect 36 months.**

### Award Amounts

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs. Requests should be tied to a specific project or proposal. Awards will be made as cooperative agreements for a 36 month period in the amounts of up to \$400,000. Due to the substantial role OVW will play in shaping and monitoring the project, award recipients should be aware that they will be required to receive and to participate actively in technical assistance throughout the project.

### Program Scope

#### Statutory Program Purposes

By statute, funds under the Abuse in Later Life Program may be used for the following purposes:

- a) training programs to assist law enforcement, prosecutors, governmental agencies, victim assistants, and relevant officers of Federal, State, Tribal, Territorial, and local courts in recognizing, addressing, investigating, and prosecuting instances of elder abuse, neglect, and exploitation, including sexual assault, domestic violence, dating violence, or stalking against victims who are 50 years of age or older;
- b) providing or enhancing services for victims of elder abuse, neglect, and exploitation, including sexual assault, domestic violence, dating violence, or stalking, who are 50 years of age or older;
- c) creating or supporting multidisciplinary collaborative community responses to victims of elder abuse, neglect, and exploitation, including sexual assault, domestic violence, dating violence, and stalking, who are 50 years of age or older; and
- d) conducting cross-training for victim service organizations, governmental agencies, courts, law enforcement, and nonprofit, nongovernmental organizations serving victims of elder abuse, neglect, and exploitation, including sexual assault, domestic violence, dating violence, and stalking, who are 50 years of age or older.

Required Program Activities

Successful applicants for cooperative agreements will be required to implement the following 13 activities.

1) Partnership: Each applicant must develop a multidisciplinary partnership. This required partnership must be detailed in a Memorandum of Understanding (MOU) that is signed by the chief executive officers and/or directors of, at a minimum, the following four required MOU partners:

- a) a law enforcement agency;
- b) a prosecutor's office;
- c) a nonprofit, nongovernmental or tribal domestic violence victim services program or nonprofit, nongovernmental or tribal sexual assault victim services program; and
- d) a nonprofit or tribal program that serves older victims. A governmental agency (for example Adult Protective Services, state or city departments on aging) may serve as the project partner that works with older victims.

Older victims from culturally specific communities frequently confront unique challenges when seeking assistance, such as linguistic and cultural barriers. Culturally specific community-based organizations are more likely to understand the complex, multi-layered challenges and obstacles that victims from their communities face when attempting to access services. In addition, culturally specific community-based organizations have experience forming relationships and engaging their communities and serve a vital role in providing services that are relevant for their community. To provide the most appropriate services to such victims, applicants are encouraged to include culturally specific community-based organizations that have demonstrated experience in assisting elderly women or demonstrated experience in addressing sexual assault, domestic violence, dating violence, and stalking as MOU partners on their projects. In addition to required MOU partners, partnerships may also include additional relevant organizations/agencies including community organizations.

2) Grantee Orientation: Each grantee must send representatives from its four required MOU partners and the Project Coordinator to attend a three day grantee orientation. Attendance at orientation will require participants to travel to this OVW sponsored event. The orientation will provide participants with an overview of the Abuse in Later Life Program and grant and financial management information.

3) Mandatory Law Enforcement "Training of Trainers" (TOT) Component: Each grantee must send a multidisciplinary training team to a mandatory four day training of trainers. Attendance at this training will require participants to travel to this OVW sponsored event. MOU partner organizations must agree to send the following representatives: a law enforcement officer, a prosecutor, an advocate from the designated victim services program, and a representative from the organization that serves older victims. This agreement must be detailed in the MOU. It is highly recommended that grantees send two additional persons to the training as back-up trainers. A maximum of seven individuals may attend this event: six team members who will actively participate in the training and the Project Coordinator who may attend this event as an observer. This OVW sponsored training event will enhance participants' subject matter expertise and develop or enhance the skills necessary to redeliver training to law enforcement officers on the local level.

4) Mandatory Law Enforcement Training: Each grantee must have its multidisciplinary training team provide two-day (13 hour) local trainings for law enforcement. The number of trainings

that will be held and a commitment from MOU partner organizations to provide trainers for these events must be detailed in the MOU. The 13-hour training uses a curriculum that has been developed by national organizations and experts and approved by OVW. It may be taught in two days or broken into four ½ day modules. The training is interactive and based on adult learning principles. Due to the interactive nature of the training, the maximum recommended class size is 30 participants per class. Please see Appendix A, page 28 for a sample agenda. The grantee must receive commitment(s) from law enforcement agency(ies) to send personnel to attend these local law enforcement trainings. Each law enforcement agency(ies) must detail this commitment by submitting the required letter(s) of commitment (see section on Letters of Commitment on page 21).

5) Mandatory Advanced Law Enforcement Training: Applicants must include funds in their budget to bring national expert(s) to their communities to provide advanced training locally for detectives and investigators. Each applicant must receive commitment(s) from law enforcement agencies to send personnel to participate in this local training. Each law enforcement agency agreeing to have its personnel attend the local advanced training for detectives and investigators must detail this commitment by submitting the required letter(s) of commitment (see section on Letters of Commitment on page 21). If a law enforcement agency is committing to send personnel to both the local 13-hour and local advanced law enforcement training events, this commitment may be detailed in a single letter.

6) Mandatory Prosecutors' Course: Each applicant must commit to sending prosecutors in its jurisdiction to attend a two and a half day national prosecutors' course on elder abuse. Attendance at this course will require participants to travel to this OVW sponsored training event. This commitment must be shown in the required letter(s) of commitment from participating prosecutor's offices agreeing to have their personnel attend these trainings (see section on Letters of Commitment on page 21). This course will focus on prosecution of cases involving elder abuse, neglect, and exploitation. Please see Appendix B, page 30 for a sample agenda.

7) Judicial Institute: Each applicant must agree to encourage judges in its jurisdiction to attend a four day national judicial institute on elder abuse, neglect, and exploitation. This agreement must be detailed in the MOU. Attendance at this institute will require participants to travel to this OVW sponsored training event. The faculty for this judicial education event will be judges and national experts and attendance is restricted to judges. Please see Appendix C, page 32 for a sample agenda.

8) Mandatory Direct Services "Training of Trainers" Component: Each applicant must agree to send representatives from two MOU partners (one from the victim services program and one from the organization that serves older victims) and the Project Coordinator to a mandatory two and a half day training of trainers on providing services to older victims. Details about attendance at this event must be included in the MOU. Attendance will require participants to travel to this OVW sponsored training event, which will enhance the participants' subject matter expertise and assist them in conducting training for their peers on the local level.

9) Mandatory Direct Services Training: Each grantee must have one representative from the victim services program and one representative from the organization that serves older victims provide local one and a half day trainings to governmental agency staff, victim assistants, and victim services providers. Details about these local trainings must be addressed in the MOU. The one and a half day training uses a curriculum that has been developed by national organizations and experts and approved by OVW. The curricula may be taught in one and a

half days or broken into three half day modules. The grantee must receive commitment(s) from victim services providers and government agencies to send personnel to these local one and a half day direct services trainings. Each organization/agency must detail this commitment by submitting the required letter(s) of commitment (see section on Letters of Commitment on page 21).

10) Mandatory Cross-Training: Each applicant and its project partners must agree to conduct a local half day cross training event for victim services organizations, governmental agencies, the courts, law enforcement agencies, and organizations working with older victims. The trainers (including travel costs) for this event will be provided by the OVW Abuse in Later Life Program's Technical Assistance Provider. Grantees will be responsible for providing the venue for this local event. This half day cross training will focus on helping each discipline develop a better understanding of the role each one plays in addressing elder abuse in their community. Details about stakeholders that would be invited to attend this cross-training event must be addressed in the MOU.

11) Collaborative Community Responses (CCR): Each partner must agree to create or enhance a multidisciplinary collaborative community response to elder abuse, neglect and exploitation and provide details about these efforts in the MOU. OVW will provide intensive and comprehensive technical assistance to successful applicants to assist them in this effort. Each project partner will engage in a review of its own policies and protocols to determine the extent to which they are designed to aid in improving the identification, investigation, prosecution and adjudication of cases of elder abuse, exploitation and neglect, including sexual assault, domestic violence, dating violence, and stalking.

12) Providing or Enhancing Services for Older Victims: Each applicant must agree to engage in a two phase effort to provide services to older victims and details about these efforts should be included in the MOU. All applicants are required to allocate funds for outreach and direct services for older victims (a minimum of 25% of the proposed budget).

a) Planning Phase: Grantees will work with OVW and Abuse in Later Life Program Technical Assistance providers to establish the groundwork for developing or enhancing outreach and services to older victims. The planning phase will be for 12 months. The planning phase must include, but is not limited to, the following activities:

- conducting a community needs assessment;
- reviewing agency policies and protocols to ensure that they are inclusive of older victims;
- providing training to staff; and
- developing a strategic plan for outreach and service delivery which will be submitted to OVW for review and approval prior to release of funds for the implementation phase.

b) Implementation Phase: Upon successfully completing the planning phase and upon receipt of OVW approval of the strategic plan for outreach and service delivery, grantees will begin implementing outreach and the delivery of services to older victims. Funds included in the budget for the implementation phase will be placed on hold through a special condition to the award. These funds will not be released for access by grantees until they have been determined by OVW to have successfully completed the planning

phase and have an acceptable strategic plan in place. During the implementation phase, grantees will continue working with OVW and OVW Technical Assistance providers to successfully execute their strategic plan.

The following project timeline is tentative and is provided to assist with budget development:

Year 1

October:	Award Start Date
January:	Grantee Orientation (three days in Washington, DC)
March-April:	Training of Trainers for Law Enforcement Training (four days at a location to be determined)
May-June:	Training of Trainers for Direct Services Training (two days at a location to be determined)
July-September:	Participants from Training of Trainers for Law Enforcement Training preparing for redelivery of the two day Law Enforcement training. Redelivery of two day Law Enforcement training begins (local). Project partners engage in cross training and development of collaborative community response.

Years 2 & 3

Strategic Plan for outreach and service delivery submitted to OVW for review and approval. Upon approval, implementation of outreach and services begins.  
Redelivery of Direct Services Training begins (local).  
Advanced Law Enforcement Training held (local).  
Prosecutors attend course (two and a half day at a location to be determined).  
Judges attend judicial institute (four days at a location to be determined).

13) Evaluation: Each applicant must commit to participate fully in an evaluation of the program.

14) Progress Reports: Applicants will report on performance measures and grant-funded activities through the timely submission of complete semi-annual progress reports (see section on Performance Measures on page 25).

Out-of-Scope Activities

Although certain activities may appear to relate to the Statutory Program Purposes listed above, OVW considers these activities to be out of the program scope and cannot be supported by Abuse in Later Life Program grant funding:

- Supporting criminal justice/investigative positions. Personnel costs for criminal justice/investigative professionals are permitted only to cover time spent conducting or attending training required by this program. Funds may not be used to compensate personnel for the performance of criminal justice/investigative duties; and
- Curriculum Development.

### Unallowable Activities

Grant funds under the Abuse in Later Life Program may not be used for any unauthorized purposes, including but not limited to the following activities:

- Lobbying
- Fundraising
- Research projects
- Purchase of real property
- Construction
- Physical modifications to buildings, including minor renovations (such as painting or carpeting)

### Activities That May Compromise Victim Safety and Recovery

During the OVW internal review, applications that include activities that may jeopardize victim safety and recovery will receive up to a 25-point deduction. The following are examples of activities that have been found to jeopardize victim safety, deter or prevent physical and emotional healing for victims, or allow offenders to escape responsibility for their actions. OVW funding may not be used to support these or similar activities:

- Family counseling as a systemic response to elder abuse;
- Mediation or counseling for couples as a systemic response to domestic violence;
- Batterer intervention programs that do not meet state standards or do not hold batterers accountable for their criminal behavior;
- Failing to develop policies around confidentiality and information sharing for stakeholders developing or enhancing a multidisciplinary collaborative community response; and
- Requiring or forcing victims of elder abuse or domestic violence to testify against their abusers or impose other sanctions on the victims.

### Confidentiality

Applicants should be cognizant of the need for victim confidentiality. Please see Reference Guide p. 7 for more information.

## **How To Apply**

See the Reference Guide at pages 15-19 for instructions on “how to apply.”

## **What An Application Must Include**

Applicants must complete each of the following sections as part of their response to this solicitation. **It is the responsibility of the applicant to ensure that its application is complete by the deadline. OVW will remove an application from consideration prior to peer review if the application is substantially incomplete or received after the deadline without prior permission as described in the Reference Guide at pages 17-19.** For each section listed below, please note the corresponding maximum point value that may be assigned during the peer review scoring process. The application should use headings and subheadings in the order below for ease of review. Peer reviewers may not receive any additional materials submitted beyond those required. For example, if an application includes a narrative that is 25 pages, the last five pages may be removed prior to peer review.

Applications must follow the following page format requirements:

- Double spaced (except that any included graphs and charts may be single-spaced)
- 8½ x 11 inch paper
- One inch margins
- Type no smaller than 12 point, Times New Roman font
- Word processing documents must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).

Your application will be scored on the following sections:

- Summary Data Sheet – 5 Points
- Project Narrative – 50 Points
- Budget Detail Worksheet and Narrative – 15 Points
- Memorandum of Understanding (MOU) – 20 Points
- Letters of Commitment – 10 Points

We reserve the right to deduct points if the following materials are missing:

- Proposal Abstract
- Summary of Current OVW Projects (If applicable)
- Application for Federal Assistance (SF-424)
- Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)
- Financial Accounting Practices
- Letter of Nonsupplanting
- Financial Capability Questionnaire [If appropriate]
- Indirect Cost Rate Agreement [If appropriate]
- Proof of Non-profit Status [If appropriate]

Sections I through XIV below describe the specific elements of a complete application.

#### **I. Summary Data Sheet (5 Points)**

Please list the following information on a single page. The Summary Data Sheet should be a separate attachment to the application in Grants.gov and a separate section in the hard copy.

- Name, title, address, phone number, and e-mail address for the authorized representative. (Please see the [Reference Guide](#) at page 8 for more information on who can be an authorized representative.)
- Name, title, address, phone number, and e-mail address for the grant point-of-contact;
- Statement as to whether the agency has expended \$500,000 in Federal funds in the past fiscal year for the applicant. Please specify the end date of the fiscal year;
- The law enforcement agency partnering on this project;
- The prosecutor's office partnering on this project;
- The nonprofit, nongovernmental or tribal victim services program partnering on this project;
- The nonprofit program that serves older victims partnering on this project (Governmental agencies, for example Adult Protective Services, State, tribal or city departments on aging, may serve as the project partner working with older victims);

- The regional area(s) (city, town, county, or unincorporated area) where this project will be implemented; and
- The population and square mileage of the region to be served.

## **II. Project Narrative (Total 50 Points)**

The following narrative should be a separate attachment to the application in Grants.gov and a separate section in the hard copy. The Project Narrative may not exceed 20 pages in length, double-spaced. Please number the pages of your narrative.

### **A. Purpose of Application (10 points)**

- Describe the particular groups that will receive training and services through the project (example: law enforcement officers, prosecutors, court officers, advocates, APS workers, older victims) including the estimated number of individuals who would be trained and the estimated number of individuals who would receive services;
- Describe how the intended audiences would benefit from the proposed training and services;
- Explain why existing training and/or educational programs, services, or materials do not meet current needs;
- Detail how the proposed project complements the priorities included within the State's STOP Violence Against Women Implementation Plan (this is not required for applications from Tribal governments or nonprofit organizations); and
- Explain how the proposed project will complement other OVW-funded projects (if applicable), and not duplicate efforts.

### **B. What Will Be Done (20 points)**

#### **Training**

- Detail how the proposed project would assist in addressing the need for training and cross-training;
- Detail how required program activities 2 through 10 will be completed (See pages 8-10). Applicants should also outline the specific activities to be performed by each partner;
- Describe how members of the multidisciplinary training team will be chosen;
- Law enforcement: Provide the name of agencies or departments that will send sworn officers to attend the mandatory trainings, size of department (sworn), number of sworn personnel who will attend the entire two day (13 hour) training and in what setting (in service, academy), and number of sworn personnel that will attend the advanced law enforcement training;
- Prosecution: Provide the name of office(s) that will be sending prosecutors to attend the mandatory training, size of office (number of prosecutors), and number of prosecutors who will attend the two and a half day prosecutors' course;
- Judicial: Provide the number and types of courts in the project area, number of judges who will attend training and the type of court over which the judges preside;
- Victim assistants: Provide the name of organizations or agency(ies) that will send personnel to attend the mandatory trainings and the number of personnel who will attend the mandatory training; and
- Governmental agencies: Provide the name of agency(ies) that will send personnel to attend the mandatory trainings and the number and type of personnel who will attend the mandatory trainings.

### **Collaborative Community Response**

- Detail how the proposed project would assist in creating or enhancing a multidisciplinary collaborative community response to elder abuse, neglect and exploitation.

### **Services**

Grantees will work with OVW and OVW Technical Assistance providers to develop a plan addressing outreach and direct services to older victims during the first year of the award. Based on current knowledge regarding the needs of the service community:

- Describe the outreach and services that the project anticipates providing to older victims during the second and third years of the project. If the applicant does not have sufficient information at this time to address this issue and will rely on data gathered during the planning phase, this should be noted;
- Provide the number of victims over 50 currently receiving services from the victim services program and the organization that serves older victims; detail the types of services provided;
- Describe current outreach efforts focusing on victims over 50 by the victim services program and the organization that serves older victims;
- Detail what is currently being done to address victim safety and autonomy; and
- Describe how victim safety and autonomy will be addressed by the project.

This section will be rated on the detail with which you provide the above information as well as the quality of the proposed activities plus the following criteria:

- How well the goals and objectives defined directly link to the need described within the Purpose of the Application;
- How well the specific tasks and activities described relate to successfully meeting the goals and objectives described;
- How well the timeline of the specific tasks and activities indicates that the project will be successfully implemented and completed within the timeline provided;
- How well the proposed activities protect victim safety and confidentiality; and
- How measurable the described goals and objectives are.

### **C. Who Will Implement the Project (15 points)**

- Identify all partners responsible for partnering to carry out the project and detail how the partnership would function throughout the project. This section should clearly identify all of the MOU partners, specifying their respective roles and responsibilities;
- Demonstrate a strong commitment to real, meaningful collaboration to develop and implement the project;
- Demonstrate that the partnership is engaged in a working collaboration, or is in the process of developing such a relationship; and
- Include a nonprofit or tribal program that serves older victims and a nonprofit, nongovernmental or tribal organizations serving victims of domestic violence, dating violence, sexual assault, and/or stalking as required project partners in the formal collaboration.

Programs that serve older victims should meet all of the following criteria:

- Provide services to older victims as one of their primary purposes and have a demonstrated history of effective work concerning such issues;
- Demonstrate an understanding of the unique obstacles faced by older individuals in seeking the services they need to obtain safety and participate fully in the criminal justice system;
- Address a demonstrated need in their communities by providing services that promote the integrity and self sufficiency of older individuals; and
- Do not engage in or promote activities that compromise victim safety.

Nonprofit, nongovernmental organizations serving victims of domestic violence, dating violence, sexual assault, and/or stalking should meet all of the following criteria:

- Provide services to victims of sexual assault, domestic violence, dating violence, or stalking as one of their primary purposes and have a demonstrated history of effective work concerning such issues;
- Address a demonstrated need in their communities by providing services that promote the dignity and self sufficiency of victims, improve their access to resources, and create options for victims seeking safety from perpetrator violence; and
- Do not engage in activities that compromise victim safety.

Nonprofit, nongovernmental or tribal sexual assault, domestic violence, dating violence, and/or stalking victim service organizations must be involved in the **development and implementation** of the project. Domestic violence and/or sexual assault coalitions are not considered nonprofit, nongovernmental victim services organizations for the purposes of this grant program unless they provide direct victim services.

In developing an application for the Abuse in Later Life Program, applicants are encouraged to consider some important distinctions among the following:

- Victim assistants who work for government agencies (e.g., the police department or the district or city attorney's office);
- Victim advocates who represent nonprofit, nongovernmental sexual assault, domestic violence, dating violence, or stalking programs (e.g., shelters, rape crisis centers, advocacy groups or coalitions); and
- Legal representatives and advocates (e.g., students from law school clinics, paralegals, attorneys working for legal service agencies or independent attorneys).

While there is an important role for all victim advocates to play in the creation of a coordinated community response/multidisciplinary response to sexual assault, domestic violence, dating violence, and stalking, the participation of nonprofit nongovernmental or tribal sexual assault, domestic violence, dating violence, or stalking programs is required in development and implementation of the project. This does not preclude applicants from requesting support for government agency victim services or legal advocates, but the budget and budget narrative must distinguish between the two and should include compensation for the contributions of nonprofit or tribal victim service agencies. In addition, if funding is requested for both governmental victim assistance and nongovernmental advocacy, the project narrative must explain how these different entities will collaborate.

Victim service providers can provide varying degrees of confidentiality, often depending on State, Tribal, and Federal laws. This may affect what information about victims they can share

with partners. Other partners may have legal limitations as well. Applicants should explain information sharing between partners, including how they will protect information that is confidential or privileged.

This section will be rated on the detail with which you provide the above information as well as the quality of the proposed activities plus the following criteria:

- A clear link is provided to ensure that all specific activities and tasks are linked to a specific agency or organization to ensure that there is accountability;
- A description of the experience and expertise of all key personnel is included;
- Key personnel have expertise relevant to the project; and
- Organizations necessary for successful project implementation are project partners.

D. Sustainability Plan (5 points)

As this is a competitive, discretionary program, there is no guarantee of continuation funding. Applicants are required to include a plan describing their commitment and capacity to continue the project when Federal funding through the Abuse in Later Life Program are no longer available. Applicants must also describe at least one locally, privately, State, or Federally funded project that the applicant has sustained in the past.

**Note: Continuation or supplemental funding is not guaranteed and applicants are always encouraged to seek additional means of support to sustain their current projects.**

This section will be rated on the feasibility of the plan and the demonstration of commitment to continue the project when funds are no longer available.

### III. **Budget Detail Worksheet and Narrative (Total 15 Points)**

**For more information and samples, please see the Reference Guide at pages 11-14.** The Budget Worksheet and Narrative should be one attachment to the application in Grants.gov and a separate section in the hard copy.

In developing the budget, applicants should financially 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 sexual assault and/or domestic violence victim services programs and State and Tribal sexual assault and/or domestic violence 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, the applicant does 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.

#### Budget Limits

Applicants should carefully consider the resources needed to implement this project and present a realistic budget that accurately reflects the costs involved. Requests for funding may not exceed \$400,000 for the 36-month project period.

**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.**

#### Budget Requirements

For budget guidelines, see the Reference Guide at pages 11-14. Additional guidance specific to this program is as follows:

#### *Training and Technical Assistance.*

All applicants are required to allocate funds to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. These activities must include, but are not limited to, the following:

- **Grantee Orientation:** One representative from each of the four required MOU partners and the project coordinator (total of 5) are required to attend this three day meeting;
- **Law Enforcement “Training of Trainers” Component:** At least one representative with training experience from each of the four required MOU partners is required to attend this four day training. A maximum of seven individuals may attend this event, six training team members who will actively participate in the training and the project coordinator who may attend this event as an observer;
- **Advanced Law Enforcement Training:** Each applicant must bring at least one national expert to their community to provide advanced training for detectives and/or investigators;
- **Prosecutors’ Course:** Each applicant must send between two to five prosecutors to the two and a half day prosecutors’ course;
- **Judicial Institute:** Each applicant will agree to encourage two to five judges in their jurisdiction to attend the four day judicial institute; and
- **Direct Services “Training of Trainers” Component:** One representative from the victim services program, one representative from the organization that serves older victims and the project coordinator (total of 3) must attend the two day training.

Applications selected for funding that do not include travel funds for all Abuse in Later Life Program Technical Assistance events will not receive additional funds for this purpose, but will be required to adjust their budgets to cover these costs prior to final approval of the proposal. Applicants from Alaska, Hawaii, and U.S. Territories should allocate sufficient funds to cover higher travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Please see the [Reference Guide](#) at page 10 for more information on this requirement.

#### *Outreach and Services*

All applicants are required to allocate funds for outreach and direct services for older victims (a minimum of 25% of the proposed budget). Applications selected for funding that do not include the required 25% set aside for outreach and services will not receive additional funds for this purpose, but will be required to adjust their budgets to cover these costs prior to final approval of the proposal. The 25% set aside should be clearly labeled as the “set aside to support outreach and services” and be listed in the Other category.

*Services to Limited-English-Proficient (LEP) Persons*

Applicants may allocate grant funds to support activities that help to ensure that LEP persons have meaningful access to their programs. For example, grant funds can be used to support interpretation and translation services.

A Sample Budget Detail Worksheet is available at <http://www.ovw.usdoj.gov/applicants.htm>. When preparing the 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 should clearly describe the proposed amounts and uses of grant funds for the duration of the grant period and how the amounts of the specific budget items were determined. The budget should demonstrate 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 should support all costs included in the budget and justify the purpose of the costs in relationship to fulfilling the overall objective of the project. The narrative should also include a description of services being performed and how the cost is determined.

This section will be rated on the detail in the budget narrative plus the following criteria:

- The extent to which the budget fairly compensates all project partners for their participation in any project-related activities, including but not limited to, compensation for time and travel expenses to attend meetings, attend training or to provide project development, training, and implementation;
- The extent to which the budget includes funds for outreach and direct victim services (a minimum of 25% of the proposed budget); and
- The extent to which the budget allocates funds to support travel costs associated with technical assistance including, but not limited to the following: grantee orientation, law enforcement training of trainers component, advanced law enforcement training, prosecutors' course, judicial institute, and direct services training of trainers component.
- The budget supports all costs related to fulfilling the overall objectives of the project;
- The budget does not include any costs unrelated to support the proposed project;
- The budget is reasonable and cost-effective;
- The budget narrative clearly describes the rationale for all costs proposed; and,
- The budget is consistent and adheres to the OVW Financial Grants Management Guide.

**IV. Memorandum of Understanding (MOU) (Total 20 points)**

Applicants are required to submit an MOU that demonstrates they have consulted and coordinated in a meaningful way with their required multidisciplinary partners. The MOU should be a single attachment to the application in Grants.gov and a separate section in the hard copy.

The MOU must be current (**i.e., signed and dated during the development of the proposal**) and must have been developed and signed by the chief executive officers and/or directors of:

- At least one law enforcement agency;
- At least one prosecutor's office;
- At least one nonprofit, nongovernmental or tribal sexual assault, domestic violence, dating violence, and/or stalking program, or other nonprofit, nongovernmental or tribal organization that adequately demonstrates history and expertise in working with victims of sexual assault, domestic violence, dating violence, and/or stalking. Additionally, the organization should

appropriately correspond with the proposed project. For example, if an application focuses mainly on sexual assault, then the nonprofit partner should have demonstrated expertise in sexual assault. **Applicants must illustrate this correlation in their MOUs;**

- At least one nonprofit or tribal program that serves older victims. Governmental agencies (for example Adult Protective Services, state or city departments on aging), faith-based or community organizations may serve as the project partner that serves older victims. The nonprofit program that serves older victims must be involved in the **development and implementation** of the project.

Signatories should be sure to include their titles and agencies under their signatures.

This section will be rated on the detail with which you provided the above information as well as the quality of that information plus the following criteria:

- The inclusion of a current (i.e., signed and dated during the development of the proposal), single MOU signed by the chief executive officers and/or directors of:
  - Relevant criminal justice agencies participating in project development and/or implementation (e.g., law enforcement, prosecution, the courts, and probation);
  - Relevant nonprofit, nongovernmental domestic violence and/or sexual assault victim services organizations participating in project development and/or implementation;
  - Relevant nonprofit programs that serves older victims participating in project development and/or implementation; and
  - Other community agencies or organizations that will collaborate to implement the project;
- The extent to which the MOU demonstrates a meaningful partnership among the required *MOU partners* (see page 19);
- The extent to which the MOU clearly identifies the partners and provides 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;
- The extent to which the MOU clearly identifies each partner's participation in developing the application;
- The extent to which the MOU clearly states the roles and responsibilities each organization or agency would assume to ensure the success of the proposed project;
- The extent to which the MOU clearly identifies the representatives of the planning and development team who will be responsible for developing and implementing project activities and describes how they will work together and with project staff;
- The extent to which the MOU clearly demonstrates a commitment on the part of all project partners to work together to achieve stated project goals;
- The extent to which the MOU clearly indicates approval of the proposed project budget by all signing parties;
- The extent to which the MOU clearly describes the resources each partner would contribute to the project through time, in-kind contributions, or grant funds (e.g., office space, project staff, training);
- The extent to which the MOU demonstrates a commitment from the four required project partners to send a multidisciplinary training team to the mandatory four day training of trainers component;
- The extent to which the MOU demonstrates a commitment to sending representatives from two project partners (one from the victim service program and one from the

organization that serves elder victims) to a mandatory two and a half day direct services training of trainers component;

- The extent to which the MOU demonstrates a commitment to conducting direct training for law enforcement and cross training for victim service organizations, governmental agencies, courts, law enforcement, and nonprofit, nongovernmental organizations;
- The extent to which the MOU demonstrates a commitment to conducting direct training for personnel from victim service organizations and governmental agencies in their community;
- The extent to which the MOU demonstrates a commitment to creating or enhancing a multidisciplinary collaborative community response to elder abuse, neglect and exploitation; and
- The extent to which the MOU demonstrates a commitment to engaging in a two phase effort (planning and implementation) to provide outreach and direct services to older victims.

#### **V. Letters of Commitment (Total 10 points)**

Each agency and organization (law enforcement agency(ies), prosecutor's office(s), victim service providers, and government agencies) that has committed to sending their personnel to the mandatory trainings outlined in this solicitation must provide letters of commitment to the applicant to be submitted with the application. The letters of commitment must accompany the application as attachments to the application in GMS and a separate section in the hard copy. Letters sent separately from the application will not be considered during the review process. Law enforcement agencies committing to sending personnel to both the local two day and local advanced law enforcement training may provide details of these commitments in a single letter. While letters of commitment are not required for judges attending the judicial institute, they may be submitted with the application.

Letters of support **may not** be submitted in lieu of the letters of commitment.

This section will be rated on the following criteria:

- Whether each letter provides the name of the agency/organization sending appropriate personnel to receive training;
- Whether each letter includes a clear and direct statement that the agency/organization is committed to sending its personnel to receive training;
- Whether each letter details the type of personnel (law enforcement officers, prosecutors, victim service providers, government personnel) who will attend training;
- Whether each letter includes an estimate of the number of personnel who will be sent to receive training;
- Whether the letter(s) from law enforcement agency(ies) includes a commitment that officers will complete the entire local two day (13 hour) training provided by the project's multidisciplinary training team;
- Whether the letter(s) from the law enforcement agency(ies) includes a commitment that detectives/investigators will complete the local advanced law enforcement training;
- Whether the letter(s) from prosecutor's office(s) includes a commitment that prosecutors will travel to and complete the two and a half day prosecutors' course; and
- Whether the letter(s) from victim service providers and government agencies includes a commitment that personnel will complete the one and a half day training that would be held in their community.

## VI. Proposal Abstract

The Proposal Abstract should provide a short and accurate summary of your proposed project including its goals and objectives. Please do not summarize past accomplishments in this section. The Proposal Abstract should be a single page and should be a separate attachment to the online application in Grants.gov and a separate section in the hard copy.

The Proposal Abstract **must not** be submitted on the same page as the Summary Data Sheet.

## VII. Summary of Current OVW Projects

For each current OVW Project, as defined in the OVW Reference Guide at page 9, please provide the following information:

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

This section should be clear and succinct. This should be a separate attachment to the application in Grants.gov and a separate section in the hard copy.

In addition to this information, OVW will evaluate the performance of the applicant in all current grants when considering this application. **Please note that applicants that are OVW grantees who have failed to meet grant deadlines, failed to comply with financial requirements, or failed to comply with special conditions from current or previous grants may not be considered for funding.**

## VIII. Application for Federal Assistance (SF-424)

Please see the Reference Guide at page 8 for additional information. In Block 7 (type of applicant), please do not select "other." This form will be filled out online and you should print out a copy for your hard copy submission.

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

Please see the Reference Guide at page 8 for additional information. These forms will be completed online and you should print out a copy for your hard copy submission.

## X. 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 and a separate section in the hard copy.

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

#### **XI. Letter of Nonsupplanting**

Applicants must submit a letter to OVW's Director, signed by the Authorized Representative, certifying that Federal funds will not be used to supplant State or local funds should a grant award be made. Please refer to [http://www.ovw.usdoj.gov/docs/nonsup\\_letter.pdf](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 and a separate section in the hard copy.

#### **XII. Financial Capability Questionnaire**

Please see the Reference Guide at page 14 for additional information. This should be a separate attachment to the application in Grants.gov. This document does not need to be included in the hard copy.

#### **XIII. Indirect Cost Rate Agreement**

Applicants that intend to charge indirect costs through the use of an indirect cost rate must have a Federally-approved indirect cost rate agreement. Please include a copy of a current, signed Federally-approved indirect cost rate agreement. Please see the Reference Guide at page 14 for additional information.

#### **XIV. Proof of Non-profit Status**

An applicant can provide proof of nonprofit status by submitting one of the following documents:

(1) Proof that the Internal Revenue Service currently recognizes the applicant as an organization to which contributions are tax deductible under section 501(c)(3) of the Internal Revenue Code;

(2) A statement from a State taxing body or the State secretary of state certifying that:

- (i) The organization is a nonprofit organization operating within the State; and
  - (ii) No part of its net earnings may lawfully benefit any private shareholder or individual;
- (3) A certified copy of the applicant's certificate of incorporation or similar document that clearly establishes the nonprofit status of the applicant; or
- (4) Any item described in 1 – 3 above applies to a State or national parent organization, together with a statement by the State or parent organization that the applicant is a local nonprofit affiliate.

This should be a separate attachment to the application in Grants.gov and a separate section in the hard copy.

## Selection Criteria

All applications will be rated on the criteria described in each section above. The total points possible for an application are 100 (5 points for Summary Data Sheet, 50 points for Narrative, 15 points for Budget, 20 points for the MOU, and 10 for Letters of Commitment).

### **Additionally, current projects will be rated by OVW using the following criteria:**

- 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;
- The grantee has demonstrated that past activities supported with OVW grant funds have been limited to program purpose areas;
- The grantee has complied with all special conditions of its existing grant award(s) from OVW;
- The grantee has adhered to programmatic and financial reporting requirements, including timely submission of required reports;
- The grantee has closed-out prior awards in a timely manner;
- The grantee appropriately utilized and actively participated in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current award;
- The grantee has received financial clearances on all current grants from OVW;
- The grantee has acted in a timely manner to resolve issues identified in an audit or an on-site financial or programmatic monitoring visit;
- The grantee has complied with the Office of Management and Budget single-audit requirement; and
- Grant funds have been spent in a timely manner.

OVW grantees who have failed to meet grant deadlines, did not comply with financial requirements, or did not comply with special conditions from previous grants may not be considered for funding. In addition, if an applicant is on the DOJ High Risk Grantee list, OVW will take this into consideration in making award determinations.

## Review Process

OVW uses a three-phased review process, which includes an initial internal review, an external peer review, and a secondary internal review. The total points possible for an application are 100 (5 points for Summary Data Sheet, 50 points for Narrative, 15 points for Budget, 20 points for the MOU and 10 for Letters of Commitment). Although all applicants will be rated on the criteria described in the preceding sections, OVW will specifically consider the following selection criteria during each phase of the review process. If OVW determines that an application does not meet the stated criteria, the application may not move forward for the subsequent reviews.

During the OVW internal review, applications that include activities that may compromise victim safety and recovery will receive up to a 25-point deduction.

### Questions for the Initial and Secondary Internal Reviews

- Does the applicant meet all statutory eligibility criteria (see page 5)?
- Is the application complete?
- Are the proposed activities within the scope of the program (see page 7)?
- Does the application propose significant activities that may compromise victim safety (see page 12)?

OVW grantees who have failed to meet grant deadlines, have not spent grant funds in a timely manner, have not complied with financial requirements, or did not comply with special conditions from previous grants may not be considered for funding. In addition, if an applicant is on the DOJ High Risk Grantee list, OVW will take this into consideration in making award determinations.

### External Peer Review Panels

OVW will establish panels comprised of experts and practitioners to review applications. Each panel will review the information provided in the application against the selection criteria for the program.

### Secondary Internal Review

Following formal peer review, a second internal review will be conducted, which will include, but not be limited to, the geographic distribution of the applications, the ratio of population to services (if appropriate), the extent to which the applications will address the demonstrated needs of an underserved population, and agency and statutory priorities.

## Performance Measures

All OVW grantees are required to submit annual and/or semi-annual progress reports, which will be provided to you should you be selected for an award.

For more information, see the [Reference Guide](#) at pages 19-22.

## Notice of New Post-Award Reporting Requirements

Applicants should anticipate that all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), will be required to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding.

It is expected that reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at <https://www.fsrs.gov>. Additional guidance on reporting will be provided in the near future by OVW and/or the Office of Management and Budget (OMB).

Please note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

## Additional Requirements

For information on additional requirements that apply to all OVW applicants and grantees, see the [Reference Guide](#) at pages 23-24.

## 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 per form. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street, NE, Washington, DC 20530.

## Application Checklist

Applicants must submit a fully executed application to OVW via overnight delivery, including all required supporting documentation. If you do not have the ability to upload signed documents, you may upload an unsigned version and include the signed original in the hard copy of the application. **Applications will not be accepted via facsimile.**

Application Document	Required?	Completed?
1. Standard Form 424	Yes	
2. Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)	Yes	
3. Financial Accounting Practices	Yes	
4. Summary Data Sheet	Yes	
5. Proposal Abstract	Yes	
6. Summary of Current OVW Projects	Yes, if applicable	
7. Narrative. The following sections must be included	Yes	
Purpose of Application		
What will be Done		
Who will Implement		
Sustainability Plan		
8. Budget, Budget Narrative and Budget Summary	Yes	
9. MOU	Yes	
10. Letters of Commitment	Yes	
11. Letter of Nonsupplanting		
12. Financial Capability Questionnaire (nonprofits only)	If applicable	
13. Indirect Cost Rate Agreement (only if the applicant has a current Federally-approved rate)	If applicable	
14. Proof of Non-Profit Status (use only if a non-profit organization)	If applicable	

Applicants must send **via overnight delivery** a complete hard copy original of the application, **date stamped by the shipping company on or before March 30, 2011** to:

**The Office on Violence Against Women  
 c/o Lockheed Martin Aspen Systems Corporation  
 Abuse in Later Life Program  
 Mail Stop 2K  
 2277 Research Boulevard  
 Rockville, MD 20850  
 (301) 519-5000**

In addition, applications must be submitted through Grants.gov.

**Appendix A: Sample Agenda for Law Enforcement Training**

**NATIONAL CLEARINGHOUSE ON ABUSE IN LATER LIFE**  
**UNITED STATES DEPARTMENT OF HOMELAND SECURITY**  
**FEDERAL LAW ENFORCEMENT TRAINING CENTER**  
**UNITED STATES DEPARTMENT OF JUSTICE**  
**OFFICE ON VIOLENCE AGAINST WOMEN**  
**ELDER ABUSE TRAINING FOR LAW ENFORCEMENT**

**Day One**

8:30 a.m.	Elder Abuse Dynamics (1)
9:40 a.m.	Elder Abuse Dynamics (2)
10:40 a.m.	Statutes and Legal Remedies
11:45 a.m.	Lunch
1:00 p.m.	Initial Response
2:00 p.m.	Investigation
3:00 p.m.	Collaboration
3:30 p.m.	Adjourn

**Day Two**

8:30 a.m.	Physical Abuse
9:30 a.m.	Neglect
10:40 a.m.	Sexual Abuse/Stalking
1:45 a.m.	Lunch
1:00 p.m.	Financial Exploitation
2:00 p.m.	Abuse in Facility Settings
3:00 p.m.	Adjourn

**Appendix B: Sample Agenda for Prosecutors' Course**

**NATIONAL COLLEGE OF DISTRICT ATTORNEYS  
NATIONAL DISTRICT ATTORNEYS ASSOCIATION**

**UNITED STATES DEPARTMENT OF JUSTICE  
OFFICE ON VIOLENCE AGAINST WOMEN**

**PROSECUTING ELDER ABUSE CASES**

**DAY ONE**

- 8:30 a.m. Introductions
- 10:00 a.m. Overview of Elder Abuse
- 12:00 p.m. Working Lunch: Mandatory Reporters of Elder Abuse
- 1:40 p.m. Common Medical Issues in Elder Abuse Cases
- 3:25 p.m. Preparing for Typical Perpetrator Justifications in an Elder Abuse Case
- 4:40 p.m. Adjourn

**DAY TWO**

- 8:15 a.m. Forms of Elder Abuse & Potential Charges
- 9:30 a.m. Understanding Capacity and Decision-Making in Elder Abuse Cases
- 12:25 p.m. Working Lunch: Elder Abuse in the Post-*Crawford* World
- 2:05 p.m. Ethics & Professionalism
- 3:20 p.m. Planning the Interview of the Elder Victim or Witness
- 4:35 p.m. Adjourn

**DAY THREE**

- 8:15 a.m. Trial Issues in an Elder Abuse Case
- 9:45 a.m. Sentencing Options & Strategies
- 10:45 a.m. Combating Elder Abuse: The Prosecutor's Role
- 11:30 a.m. Student Debriefing
- 12:00 p.m. Adjourn

**Appendix C: Sample Agenda for Judicial Institute**

## **NATIONAL JUDICIAL INSTITUTE ON DOMESTIC VIOLENCE**

*A joint project of the U.S. Department of Justice Office on Violence Against Women, the National Council of Juvenile and Family Court Judges, and the Family Violence Prevention Fund*

### **ENHANCING JUDICIAL SKILLS IN ELDER ABUSE CASES COURSE AGENDA**

#### **SUNDAY**

- 11:00 A.M. REGISTRATION
- 1:00 P.M. WELCOME, OVERVIEW, AND INTRODUCTIONS
- 1:45 P.M. PRACTICAL COURTROOM EXERCISES
- 5:00 P.M. WRAP-UP, EVALUATION AND ADJOURN FOR THE DAY

#### **MONDAY**

- 8:00 A.M. AGING AND THE DYNAMICS OF ELDER ABUSE
- 12:00 P.M. LUNCH ON OWN
- 1:15 P.M. AGING AND THE DYNAMICS OF ELDER ABUSE (CONT.)
- 5:00 P.M. WRAP-UP, EVALUATION AND ADJOURN FOR THE DAY

#### **TUESDAY**

- 8:00 A.M. EVIDENCE IN ELDER ABUSE CASES
- 10:35 A.M. LEADERSHIP AND ACCESS TO JUSTICE
- 12:30 P.M. LUNCH ON OWN
- 1:45 P.M. LEADERSHIP AND ACCESS TO JUSTICE (CONT.)
- 2:30 P.M. FAIRNESS AND CULTURE ISSUES IN ELDER ABUSE CASES
- 5:00 P.M. WRAP-UP, EVALUATION AND ADJOURN FOR THE DAY

#### **WEDNESDAY**

- 8:00 A.M. DECISION-MAKING SKILLS
- 12:00 P.M. COURSE CLOSURE, EVALUATION AND ADJOURN