

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



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# OVW Fiscal Year 2013 Legal Assistance for Victims Grant Program

## Eligibility

Applicants are limited to private nonprofit entities; publicly funded organizations not acting in a governmental capacity; Territorial organizations; Indian Tribal governments; and Tribal organizations.  
(See "Eligibility," page 5)

## Deadlines

**Application:** All applications are due by 11:59 p.m. Eastern Time (E.T.) on March 19, 2013.  
(See "Deadlines: Application," page 4)

**Registration:** To ensure all applicants have ample time to obtain a Data Universal Number System (DUNS) Number and complete the registration processes, applicants should register online with the System for Award Management (SAM) and with **Grants.gov** well in advance of the application deadline.  
(See "Deadlines: Registration," page 4)

**Letters of Intent:** To assist OVW in planning for the independent peer review process, letters of intent to apply should be submitted to **ovw.lav@usdoj.gov** by **February 26, 2013**. Please note that letters of intent are optional. Interested applicants who do not submit a letter of intent by the deadline are still eligible to apply.  
(See "Deadlines: Letter of Intent," page 4)

## **Contact Information**

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

**In Fiscal Year 2013, OVW applications will be submitted through Grants.gov. For technical assistance with the Grants.gov system contact the Grants.gov Customer Support Hotline at 1-800-518-4726.**

**Grants.gov Number assigned to announcement OVW-2013-3404**

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

# CONTENTS

Overview	p. 3
About the OVW Legal Assistance for Victims Grant Program	p. 3
Deadlines	p. 4
• Application	p. 4
• Registration	
• Letter of Intent	p. 4
Eligibility	p. 5
• Eligible Entities	p. 5
• Program Eligibility Requirements	p. 5
• Types of Applicants	p. 6
○ New	p. 6
○ Continuation	p. 6
Award Information	p. 7
• Availability of Funds	p. 7
• Award Period	p. 7
• Award Amounts	p. 7
Program Scope	p. 7
• Purpose Areas	p. 8
• Mandatory Program Requirements	p. 8
• OVW Priority Areas	p. 8
• Activities that Compromise Victim Safety and Recovery	p. 10
• Out-of-Scope Activities	p. 10
• Unallowable Activities	p. 11
How to Apply	p. 11
• Application Registration Requirements	p. 11
• Applicants without Internet Access	p. 13
• OVW Policy on Late Submission	p. 13
• Experiencing Unforeseen Technical Issues	p. 13
• Extraordinary Natural or Manmade Disasters	p. 14
Application Contents	p. 14
• Formatting and Technical Requirements	p. 14
• Application Requirements	p. 15

• Summary Data Sheet	p. 15
• Project Narrative	p. 16
• Budget Detail Worksheet and Narrative	p. 20
• Memorandum of Understanding/Internal Memorandum of Understanding	p. 23
Additional Required Information	p. 26
• Application for Federal Assistance (SF-424)	p. 26
• Standard Assurances and Certifications	p. 27
• Letter of Nonsupplanting	p. 27
• Financial Accounting Practices	p. 27
• Financial Capability Questionnaire (if applicable)	p. 27
• Indirect Cost Rate Agreement (if applicable)	p. 27
• Single Point of Contact Review	p. 28
Selection Criteria	p. 28
• Review Process	p. 28
• Past Performance Review	p. 28
• Compliance with OVW Financial Requirements	p. 29
• High Risk Grantees	p. 29
Post Award Information Requirements	p. 29
• Reporting Requirements	p. 29
• Information for all Federal Grantee	p. 29
Public Reporting Burden	p. 30
Application Checklist	p. 31
Appendix A	p. 32
• Budget Guidance	p. 33
• Sample Budget Detail Worksheet	p. 35

# OVW Legal Assistance for Victims (CFDA 16.524)

## Overview

The Office on Violence Against Women (OVW) is a component of the United States Department of Justice (DOJ). Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership on issues of sexual assault, domestic violence, dating violence, and stalking. Since its inception, OVW has supported a multifaceted approach to responding to these crimes through implementation of grant programs authorized by VAWA. By forging state, local and tribal partnerships among police, prosecutors, judges, victim advocates, health care providers, faith leaders, and others, OVW grants help provide victims with the protection and services they need to pursue safe and healthy lives, while improving communities' capacity to hold offenders accountable for their crimes.

## About the OVW Legal Assistance for Victims Grant Program

The Legal Assistance for Victims (LAV) Grant Program is intended to increase the availability of civil and criminal legal assistance<sup>1</sup> needed to effectively aid adult and youth victims of sexual assault, domestic violence, dating violence, and stalking who are seeking relief in legal matters arising as a consequence of that abuse or violence. Criminal legal assistance is limited to criminal matters relating to sexual assault, domestic violence, dating violence, and stalking. LAV Grant program funds may not be used to provide criminal defense services.

The LAV Grant Program makes awards to law school clinics, domestic violence victims' programs and shelters, bar associations, rape crisis centers and other sexual assault services programs, private nonprofit entities, Indian Tribal governments and Tribal organizations, Territorial organizations, legal aid or statewide legal services, and faith- and/or community-based legal service providers. Grant funds may be used to provide direct legal services to victims of sexual assault, domestic violence, dating violence, and stalking in matters arising from abuse or violence and to provide enhanced training for lawyers representing these victims as well as advocates. The objective of the LAV Grant Program is to develop innovative, collaborative projects that provide quality representation to victims of sexual assault, domestic violence, dating violence, and stalking.

For additional information on the LAV Grant Program, including what past LAV grantees have accomplished with their grant funds and to view the LAV performance measures, see <http://muskie.usm.maine.edu/vawamei/lavmain.htm>.

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<sup>1</sup> "Legal assistance" includes assistance to adult and youth victims of sexual assault, intimate partner domestic violence, dating violence, and stalking in: a) family, Tribal, Territorial, immigration, employment, administrative agency, housing matters, campus administrative or protection or stay away order proceedings, and other similar matters; and b) criminal justice investigations, prosecutions and post-trial matters (including sentencing, parole, and probation) that impact the victim's safety and privacy.

## Deadlines

### Application

All applications will be submitted electronically. The deadline for submitting applications in response to this grant announcement is **11:59 p.m. E.T. on March 19, 2013**. Applications submitted after **11:59 p.m. E.T. on March 19, 2013** will not be considered for funding. Applicants experiencing difficulties submitting an application should refer to the Experiencing Unforeseen Technical Issues section on page 13 of this solicitation.

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

Note: For applicants without Internet access, who cannot submit an application electronically, please contact the LAV Grant program at (202)307-6026 no later than **March 12, 2013** to request permission to submit an application by alternative means.

### Registration

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

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

Applicants must be registered and current with the SAM registration and with **Grants.gov** prior to submitting an application. Applicants should begin the process immediately to meet the **Grants.gov** registration deadline, especially if this is the first time using these systems. It is strongly recommended that applicants register by **February 26, 2013** in order to ensure that the registration process is completed and any difficulties are resolved well in advance of the application deadline. For more information on the process of registering with SAM and **Grants.gov**, please see the How To Apply section on page 11.

### Letter of Intent

If you intend to apply for FY 2013 funding under this program, we encourage you to submit a letter stating your intent to apply. OVW will use this information to predict the number of panels needed to review applications. The letter should be submitted to OVW at **ovw.lav@usdoj.gov** by

**February 26, 2013. This letter will not obligate you to submit an application.** You may submit an application for funding even if you do not submit a Letter of Intent.

## Eligibility

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

### Eligible Entities

Eligible entities for this program are:

- Private nonprofit entities;
- Publicly funded organizations not acting in a governmental capacity, such as law schools;
- Territorial Organizations<sup>2</sup>; and
- Indian Tribal governments, Indian Tribal organizations<sup>3</sup> or Indian Tribal consortia.<sup>4</sup>

### Program Eligibility Requirements

In addition to meeting the eligible entity requirements outlined above, applications for the LAV Grant Program must also meet the requirement(s) below. All certification and other eligibility related documents must be current and developed in accordance with the FY 2013 application.

Eligible applicants that are not nonprofit, nongovernmental, sexual assault and/or domestic violence service providers are required to enter into a collaborative working relationship with nonprofit, nongovernmental, sexual assault and/or domestic violence service providers within the community to be served.<sup>5</sup>

In addition, applicants must meet the following criteria in order to be eligible for funding:

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<sup>2</sup> A "Territorial Organization" is a nonprofit, nongovernmental organization addressing sexual assault, domestic violence, dating violence and/or stalking within a United States Territory.

<sup>3</sup> The term "Tribal Organization" means 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. The term "Tribal nonprofit organization" means a victim services provider that has as its primary purpose to assist Native victims of sexual assault, domestic violence, dating violence or stalking; and that has staff and leadership with a demonstrated history of assisting American Indian or Alaska Native victims of sexual assault, domestic violence, dating violence or stalking.

<sup>4</sup> Any applicant representing a consortium of Tribal governments must submit documentation of authority in the form of a resolution or legal equivalent from each Tribal consortium member, unless existing consortium bylaws or other tribal governance documents allow action without explicit authorization from the member Tribes in the consortium. In that case, the Tribal consortium must submit a resolution, a letter, affidavit, or other documentation, as appropriate, that certifies that the Tribal consortium has the legal authority to apply for grants under this solicitation on behalf of the consortium. This documentation must be current, sufficient to demonstrate authority for the application, contain authorizing signature(s), and submitted by the application's due date. In addition, a copy of the bylaws or other governance documents that allow the Tribal consortium's action without support from all consortium members must be included with this documentation.

<sup>5</sup> A sexual assault, domestic violence, dating violence, or stalking victim services program is a nonprofit, nongovernmental organization that assists sexual assault, domestic violence, dating violence, or stalking victims, including rape crisis centers, battered women's shelters, faith-based organizations and other organizations, with a demonstrated history of effective work concerning sexual assault, domestic violence, dating violence, or stalking.

- Legal services programs must consult, coordinate, and partner with nonprofit nongovernmental victim services programs including sexual assault, domestic violence, dating violence, and stalking victim services programs or community-based programs in developing and implementing the project;
- Advocacy and victim services programs must reflect (through mission statements) an understanding that the violence perpetrated against victims is grounded in an abuse of power by an offender and reinforced through intimidation and coercion; and
- Advocacy and victim services programs must address a demonstrated need in their communities by providing services that promote the agency and self sufficiency of victims by improving their access to resources and creating options for victims seeking safety from perpetrator violence.

#### **Certification Letter (Required but not scored)**

To be eligible for an award under the LAV Grant Program, applicants must certify in writing that they are in compliance with the following statutory requirements<sup>6</sup>:

(1) Any person providing legal assistance through a program funded under the LAV Grant Program has completed or will complete training in connection with sexual assault, domestic violence, dating violence, or stalking and related legal issues.

(2) Any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a State, Territorial, Tribal, or local sexual assault, domestic violence, dating violence, or stalking program or coalition, as well as appropriate, State, Territorial, Tribal, and local law enforcement officials.

(3) Any person or organization providing legal assistance through a program funded under the LAV Grant Program has informed and will continue to inform State, local, or Tribal sexual assault, domestic violence, dating violence, or stalking programs and coalitions, as well as appropriate State and local law enforcement officials of their work.

(4) The applicant's organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, domestic violence, dating violence, and stalking, or child sexual abuse is an issue.

**Failure to provide a letter certifying to these requirements will disqualify an application from further consideration. No exceptions to this requirement will be considered.**

Applicants for continuation or supplemental funding must also submit a newly executed certification letter. All applicants should note that certification must be in the form of a letter on letterhead that must be signed and dated by the authorizing official. A sample Certification Letter is available at <http://www.ovw.usdoj.gov/applicants.htm>.

#### **Types of Applicants**

In FY2013, OVW will accept applications for the LAV Grant Program from the following:

New: applicants who have never received funding under the LAV Grant Program and/or a LAV Grant Program award that has been closed more than 12 months;

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<sup>6</sup> 42 U.S.C. 3796gg-6(d).

Continuation: applicants who have an open LAV Grant Program award and/or LAV Grant Program award that was closed within the last 12 months and:

- received a 24 month LAV award in FY 2011;
- received a 24 month LAV award in FY 2009 and were not refunded in FY 2012; or
- received a 24 month LAV award in FY 2010 and were not refunded in FY 2012; or
- received a 12 month LAV award in FY 2011 and were not refunded in FY 2012.

Grant recipients who received new or supplemental funding for **24 or 36** months in FY 2012 are NOT eligible to apply.

## Award Information

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

### Availability of Funds

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

### Award Period

The grant award period is 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 proposed project and present a realistic budget that accurately reflects project costs.

Awards under the LAV Grant Program for FY 2013 will be made for up to \$500,000.

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.

Funding levels under the LAV Grant Program for FY 2013 is as follows:

- FY 2013 grants will be awarded to new and continuation projects for up to \$300,000, \$400,000 or \$500,000 based on the budget guidelines listed on page 20.
- OVW has the discretion to make grants for greater or lesser amounts than requested, and to negotiate the scope of work with applicants prior to awarding a grant; and
- Applicants for continuation funding must adhere to the stated budget guidelines regardless of current funding level.

## Program Scope

Activities supported by the LAV Grant 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 OVW Financial Grants Management Guide, and the conditions of the recipient's award.

**Purpose Areas** In FY 2013, funds under the LAV Grant Program may be used for the following purposes:

- to implement, expand, and establish cooperative efforts and projects between sexual assault, domestic violence, dating violence, and stalking victim services organizations and legal assistance providers to provide legal assistance for victims of sexual assault, domestic violence, dating violence, and stalking;
- to implement, expand, and establish efforts and projects to provide legal assistance for victims of sexual assault, domestic violence, dating violence, and stalking by organizations with a demonstrated history of providing direct legal or advocacy services on behalf of these victims; and
- to provide training, technical assistance, and data collection to improve the capacity of grantees and other entities to offer legal assistance to victims of sexual assault, domestic violence, dating violence, and stalking.<sup>7</sup>

### **Mandatory Program Requirements**

**OVW reserves the right to remove from consideration any application with proposed project activities that would provide less than 80% direct legal services.** For applicants that primarily serve sexual assault victims, this minimum is 70% direct legal services. Direct legal services encompass a myriad of resources to serve victims and are not limited to the proportion of financial resources dedicated to these services. For example, staff time proposed to interview victims for intake processing, prepare legal documents, accompany victims to court proceedings or assist victims in locating relevant services from other agencies/organizations would constitute direct legal services. Staff time and financial resources dedicated to provide training would not constitute direct legal services. An applicant that fails to include the minimum percentage of direct legal services requirement in its application, and is chosen for funding, will be required to revise their project to meet the minimum requirements.

### **OVW Priority Areas**

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

1. **Holistic legal services:** Although protection orders play an important role in victim safety, they do not address the breadth of legal needs of survivors of sexual assault, domestic violence, dating violence, and stalking. The LAV Grant Program was created to provide victims with access to appropriately trained representation designed to meet the broad spectrum of legal issues survivors encounter. OVW will give priority to applications that propose to provide victims with "holistic" legal representation. Holistic representation goes beyond a victim's need for a protection order and includes representation in other legal proceedings directly related to a client's experience of violence such as: child support, child custody, legal separation/divorce, unemployment compensation, immigration matters, financial matters and/or housing.

Applications must demonstrate both an understanding of the range of legal services that a survivor may require, and the capacity and willingness of the applicant and its partners to provide these services. Applicants should articulate the specific legal needs of survivors within their communities and how project activities would meet those needs. If LAV funding will be used to solely support protection order related representation, an applicant must explain how

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<sup>7</sup> 42 U.S.C. 3796gg-6(c).

other funding sources have been or will be leveraged to meet victims' other legal needs. This explanation may be included in the Project Narrative.

Additionally, continuation applicants are encouraged to review their most recent progress reports and identify the degree to which those progress reports demonstrate that holistic legal services were provided. OVW will also analyze grantee progress reports as part of its internal review. If progress reports indicate that services were largely limited to protection order assistance, the applicant should explain how continued funding would be used to facilitate the provision of more holistic representation. Information regarding the holistic provision of services should be included in the "Purpose of the Application" and "What Will Be Done" sections of the proposal. Applicants for continuation funding may also include relevant information in the proposal's "Status of the Current Project" section.

2. Projects that focus solely or primarily (70% or more) on providing legal representation to survivors of sexual assault: OVW recognizes the need to place increased focus on sexual assault in order to address the lack of available direct legal services for survivors and the unique aspects of sexual assault trauma from which survivors must heal.

Nationally, 1 in 5 women and 1 in 71 men will be sexually assaulted in their lifetime<sup>8</sup>. The perpetrator can be a relative, acquaintance (e.g., boyfriend/girlfriend, friend, coworker, neighbor), or a stranger. Survivors of sexual assault may require specialized legal assistance to obtain protection orders, housing assistance, academic hearings and educational accommodations, representation in criminal matters related to the assault and other legal proceedings.

The LAV Grant Program strongly encourages applicants with expertise in providing specialized and particular legal services to victims of sexual assault to apply. Applications must demonstrate both an understanding of the range of legal services that a survivor may require; and the capacity and willingness of the applicant and its partners to provide these services. Applicants should articulate the specific legal needs of sexual assault survivors within their communities and how project activities would meet those needs. Applications should also reflect the applicant's specialized training and experience in legal matters specific to sexual assault.

3. Programs that provide comprehensive legal representation to adult and youth victims of sexual assault, domestic violence, dating violence and stalking on lands within the jurisdiction of an Indian Tribe (see footnote 4). American Indians are 2.5 times more likely to experience sexual assault crimes compared to all other races<sup>9</sup>, and one in three Indian women report having been raped during her lifetime.<sup>10</sup> OVW recognizes the need to place increased focus on projects that provide comprehensive representation to Tribal adult and youth victims of sexual assault, domestic violence, dating violence, and stalking. Applications must demonstrate specialized expertise in serving Tribal survivors as well as the capacity and willingness of the applicant and its partners to provide these services.

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<sup>8</sup> Black, M.C., Basile, K.C., Breiding, M.J., Smith, S.G., Walters, M.L., Merrick, M.T., Chen, J., & Stevens, M.R. (2011). The National Intimate Partner and Sexual Violence Survey (NISVS): 2010 Summary Report. Atlanta, GA: National Center for Injury Prevention and Control, Centers for Disease Control and Prevention.

<sup>9</sup> *American Indians and Crime- A BJS Statistical Profile 1992-2002* Steven W. Perry, Bureau of Justice Statistics, US Department of Justice, Office of Justice Programs, December 2004.

<sup>10</sup> *Full Report of the Prevalence, Incidence, and Consequences of Violence Against Women*, Patricia Tjaden and Nancy Thoennes, US Department of Justice, 2000.

4. Projects that specifically target traditionally underserved or underrepresented and or underrepresented populations. OVW recognizes the importance of targeting services to traditionally underserved and/or underrepresented populations, including members of racial, ethnic, and cultural minority groups and victims living in rural areas. To date, OVW has not issued a definitive list of “underserved populations,” because we believe that these populations vary by State and community. However, OVW has funded organizations serving, among others, the African American, Latino/Hispanic, Native American/Alaska Native, Asian/Pacific Islander, African immigrant, Arab, Deaf and Hard of Hearing, Lesbian Gay Bisexual and Transgender (LGBT), Orthodox Jewish, and Portuguese-speaking communities. We encourage applicants to engage with community-based organizations to identify underserved populations in their community. Applications must clearly describe the population to be served and demonstrate specialized expertise and capacity to serve that population

#### **Activities that Compromise Victim Safety and Recovery**

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

- Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;
- Procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services;
- 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<sup>11</sup>, alternative dispute resolution, or joint counseling as a response to sexual assault, domestic violence, dating violence, and stalking;
- Representation on the condition that victims seek protection orders, counseling, or some other course of action with which they disagree; or
- Failure to conduct safety planning with clients.

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 will not be considered for funding. The following activities are out of scope and will not be supported by LAV grant funding:

- Research projects (This does not include program assessments conducted only for internal improvement purposes. See section on Research and Protection of Human Subjects in the

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<sup>11</sup> Applicants in States and/or jurisdictions where mediation is required may be exempt from this requirement when such is stated as justification for engaging in this practice.

FY 2013 Solicitation Companion Guide - <http://www.ovw.usdoj.gov/docs/companion-guide-10-16-12.pdf>

- Tort cases
- Child sexual abuse cases
- Cases involving the child protection system
- Victim service employee cases
- Criminal defense of victims charged with crimes
- Support of law reform initiatives, including but not limited to litigation
- Development of Web sites or video production

### **Unallowable Activities**

The following is a list of activities that are unallowable and cannot be supported by LAV Grant Program grant funding. Applications that propose unallowable activities may receive a point deduction during the review process. Applications that include substantial unallowable activities will not be considered for funding.

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

## **How To Apply**

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

### **Application Registration Requirements**

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

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

### **System for Award Management (SAM)**

Applicants for all federal grants are required to register with the System for Award Management (SAM). If your organization already has an Employer Identification Number (EIN), your SAM registration will take up to two weeks to process. If your organization does not have an EIN, then

you should allow two to five weeks for obtaining the information from IRS when requesting the EIN via phone, fax, mail or Internet. Follow the steps listed below to register in the SAM:

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

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

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

#### Grants.Gov

After you obtain your DUNS number and register with SAM, you can begin the Grants.Gov registration process. In order to apply for a grant your organization must complete the Grants.gov registration process prior to beginning an application for a federal grant. Complete instructions can be found at [Grants.gov](http://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 will forward the application to OJP's Grants Management System (GMS). GMS does not accept executable file types as application attachments.** These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

For guidance on using the Grants.gov system, please go to the following page [http://www.grants.gov/applicants/app\\_help\\_reso.jsp](http://www.grants.gov/applicants/app_help_reso.jsp) which includes Frequently Asked Questions and User Guides that will help you with using Grants.gov. We strongly recommend reviewing the Grants.gov guidance since that will be the most up-to-date guidance related to Grants.gov.

#### **Applicants without Internet Access**

For applicants without Internet access, who cannot submit an application electronically, please contact the LAV Grant Program unit at (202) 307-6026 no later than **March 12, 2013** to request permission to submit an application by alternative means.

#### **OVW Policy on Late Submissions**

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

### **Experiencing Unforeseen Technical Issues**

Applicants are advised to attempt to submit the application well in advance of the 11:59 p.m. E.T. deadline. If you experience technical difficulties at any point during the application process, please contact **the Grants.gov Customer Support Hotline at 1-800-518-4726, or [support@grants.gov](mailto:support@grants.gov), 24 hours a day, 7 days a week, except closed for federal holidays.**

If you experience unforeseen technical issues that prevent you from submitting your application by the deadline, you must take the following actions:

- contact the LAV Grant Program at (202)307-6026 or at [ovw.lav@usdoj.gov](mailto:ovw.lav@usdoj.gov) *prior* to the application deadline stating that you are experiencing unforeseen technical issues; and
- contact the technical support number above *prior* to deadline.

**Within 24 hours after the deadline** you must again contact the LAV Grant Program at (202)307-6026 or [ovw.lav@usdoj.gov](mailto:ovw.lav@usdoj.gov) to request approval to submit your application. At that time, you will be required to email the complete grant application, your DUNS number, and provide a Grants.gov Help Desk tracking number(s). After OVW reviews all of the information submitted and verifies your technical issues with the Helpdesk, OVW will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be verified, your application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to register or update information on the SAM website; (3) failure to follow Grants.gov instructions as posted on its website; and (4) failure to follow all of the instructions in the OVW solicitation.

### **Extraordinary Natural or Manmade Disasters**

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

## **Application Contents**

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

### **Formatting and Technical Requirements**

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

- Double spaced (Project Abstract, Summary Data Sheet and charts may be single space)
- 8½ x 11 inch paper
- One-inch margins

- Type no smaller than 12 point, Times New Roman font
- Page numbers
- No more than 20 pages for the Project Narrative
- Word processing documents must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).
- Headings and sub-headings that correspond to the sections identified in the Application Contents section of this solicitation.

### **Application Requirements**

Applications must include the following required documents and demonstrate that the program eligibility requirements have been met. Applications that do not address any of the following components will be considered substantially incomplete and will not be considered for funding:

1. Summary of Current OVW Projects (if applicable)
2. Project Narrative
3. Budget Detail Worksheet and Narrative
4. Memorandum of Understanding (MOU) or Internal Memorandum of Understanding (IMOU)
5. Certification Letter

### **Applications forwarded for peer review will be scored on the following:**

1. Summary Data Sheet
2. Project Narrative
3. Budget Detail Worksheet and Narrative
4. Memorandum of Understanding (MOU) or Internal Memorandum of Understanding (IMOU)

### **Summary Data Sheet (2 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 representative (Please see Application for Federal Assistance (SF 424) on page 27 for the definition of the authorized representative).
- Name, title, address, phone number, and e-mail address for the grant point-of-contact.
- Statement as to whether the agency applying has expended \$500,000 in Federal funds in the past fiscal year of the applicant. Please specify the end date of the applicants' fiscal year.
- A list of other Federal grant programs (including Legal Services Corporation) from which the applicant organization currently receives funding or for which it has applied in Federal Fiscal Year 2013 to do similar work.
- Current grantees applying for continuation funding must provide the balance remaining in the grant as of the date of the application and the original award amount.
- The percentage of LAV grant activities, should the application be approved, that will address:

- Direct legal services, as described in the Mandatory Program Requirement section on page 8;
- Training activities (excluding OVW required technical assistance); and/or
- Development and/or distribution of products, if any.
- The percentage of LAV grant activities, should the application be funded, that will address each of the following issues:
  - Sexual assault;
  - Domestic violence;
  - Immigration law;
  - Dating/teen dating violence; and/or
  - Stalking.
- Name and title of all individuals who assisted in writing the LAV Grant Program application.
- The name and amount of funds requested for any collaborating entity involved in the project. All applicants that are not nonprofit, nongovernmental sexual assault, domestic violence, dating violence, and/or stalking service providers must enter into formal collaborations with nonprofit, nongovernmental sexual assault, domestic violence, dating violence, and/or stalking programs within the community to be served (e.g., rape crisis centers, local battered women's shelters, victim advocacy organizations or coalitions).
- Summary of Current and Recent OVW Projects (if applicable)
  - If the applicant has a current grant award or cooperative agreement under **any** OVW program, or received an award that has been closed within one calendar year, the information below **must** be included.
    - Identify all grants by OVW program, award number, and project period.
    - Specify the total funding amount for each grant (initial and supplemental amounts, if applicable).
    - Specify the total funds remaining in each grant as of the date of application.
    - Provide the total funds remaining in each budget category (Personnel, Fringe, Travel, Equipment, Supplies, Construction, Contractual, and Other) for each grant.
    - Provide justification for remaining funds.
    - Estimate the amount of grant funds that will be remaining at the end of the current project period.
    - List the number and titles of all full-time and/or part-time positions funded by the award.
  - Continuation applicants who have a substantial amount of remaining funds at the time of application submission without adequate justification may not be considered for funding in FY 2013.
  - 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.**

### Proposal Abstract

The Proposal Abstract should provide a short and accurate summary of the proposed project including who will be involved with the proposed project, what will be done as primary activities, what products will be produced, the service area where the proposed project will take place and who will be impacted by the proposed project. Please do not summarize past accomplishments in

this section. **Please note, although this section is not assigned a point value, it is a required document and must be included in the application packet.**

**Project Narrative (63 Points total)**

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

**Purpose of Application (10 Points)**

This section will be rated on the detail with which you provide the information as well as the quality of the proposed activities.

This section must include:

- Describe the problem to be addressed and how funding will alleviate it;
- Describe the community's service area in which the project would be implemented, including location, population, and demographic information;
- Identify the target population and state how the target population would benefit from the proposed project (please use current demographic information for the service area in order to be as specific and detailed as possible when describing the population to be served);
- Describe the need or continued need for the project;
- Describe the current services and gaps within the proposed service area;
- Describe how the proposed services and activities will meet the need that exists;
- Explain how the project will impact current or prior efforts to prevent or reduce sexual assault, domestic violence, dating violence, and stalking in the jurisdiction;
- Explain how the project would provide victims with holistic legal representation;
- If the applicant has applied or is applying for multiple OVW grants, describe how this project complements such other projects without duplicating efforts; and
- Describe how the proposed project complements the State's STOP Violence Against Women Implementation Plan (this is not required for applications from Tribal governments or nonprofit organizations).

**What Will Be Done (40 Points)**

This section must include the information below. In doing so, the applicant must provide a clear link between the proposed activities and the need identified in the "Purpose of Application" section. This section will be rated on the detail with which the applicant provides the information below as well as the quality of the proposed activities and the extent to which the activities meet the listed criteria:

- The extent to which the application provides comprehensive legal services to sexual assault, domestic violence, dating violence, and/or stalking victims who cannot afford legal services as determined by the lead applicant or project partner after an intake interview with the prospective client. Services should, as much as possible, include representation for emergency and non-emergency protection order hearings and other legal matters arising as a consequence of the abuse or violence, including family matters such as divorce, child custody or child support, immigration, administrative agency, or housing matters, and other similar matters;
- Ensure all project activities fall within the statutory scope of the program;

- Explain how the proposed project will provide comprehensive legal services to communities that have been traditionally underserved by describing the lead and/or partner's demonstrated history and capacity to serve that community<sup>12</sup>;
- Describe measureable goals and objectives for the proposed project;
- Describe specific tasks and activities necessary for accomplishing all stated goals and objectives;
- Describe how proposed activities would address the need described;
- Ensure proposed project activities are clearly described and reflect sound and/or innovative strategies to improve victim safety and offender accountability;
- Ensure that the application does not include any activities that may compromise victim safety and describe how the applicant plans to address and protect victim safety and autonomy in the project;
- Detail how the proposed activities will protect confidentiality;
- Include a reasonable, detailed time-line that realistically identifies when specific tasks and activities will be accomplished and could feasibly succeed within the grant cycle;
- If the applicant is not a nongovernmental sexual assault and/or domestic violence program, explain how the proposed project will coordinate with local nongovernmental sexual assault and/or domestic violence programs; and
- Provide a supervision and mentoring plan for attorney staff involved in the project.

Applications proposing to serve victims of sexual assault must demonstrate both an understanding of the range of legal services that a survivor may require; and the capacity and willingness of the applicant and its partners to provide these services. Applicants should articulate the specific legal needs of sexual assault survivors within their communities and how project activities would meet those needs. Applications should also reflect the applicant's specialized training and experience in legal matters specific to sexual assault.

This section should also include a description of the products, if any, that will be generated and how these products could be used to assist other communities to address the legal needs of victims of sexual assault, domestic violence, dating violence, and stalking. Some communities would not benefit from the development of new products. Applicants should provide a brief explanation if their application does not contemplate the development of any products.

In addition, if applicants are proposing to use any technology (including, but not limited to, security systems, GPS, hotlines, and databases), they should explain how they plan to address any victim safety concerns that may arise from the use of the technology, such as confidentiality, safety planning, and informed consent.

### **Who Will Implement the Project (10 Points)**

This section must include the information below. In doing so, the applicant must justify who will be involved in the project and demonstrate that they have the capacity to address the stated need and that they can successfully implement the stated project activities.

- Identify the organization(s) or office(s) responsible for implementing the project;

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<sup>12</sup> The term "underserved populations" includes populations underserved because of geographic location, underserved racial and ethnic populations, and populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age). 42 U.S.C. 13925 (a)(33).

- Identify all project partners, specify their respective roles and responsibilities, and describe the collaborative relationship to be developed or enhanced;
- Demonstrate the capacity and expertise of the lead applicant and all project partners to serve victims of sexual assault, domestic violence, dating violence, and/or stalking;
- Identify key personnel and their relevant experience addressing sexual assault, domestic violence, dating violence, and/or stalking; or, where positions are vacant, applicants should describe the expertise that will be sought;
- Ensure that all specific activities and tasks are linked to a specific agency or organization to ensure that there is accountability; and
- Ensure that organizations necessary for successful project implementation are project partners.

In addition, all applicants that are not nonprofit, nongovernmental victim service providers, **are required** to enter into a formal collaboration with nonprofit, nongovernmental organizations serving victims of sexual assault, domestic violence, dating violence, and/or stalking (“victim service organizations”). This may include faith-based or community organizations that provide victim-focused services as part of their primary mission. Nonprofit, nongovernmental sexual assault, domestic violence, dating violence, and stalking service organizations must be involved in the **development and implementation** of the project.

Victim service organizations 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 in this field;
- 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
- Refrain from engaging in or promoting activities that compromise victim safety.

In developing an application for the LAV Grant 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, victim service providers, 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 sexual assault, domestic violence, dating violence, and stalking programs, whether faith-based or community organizations, is required in the development and implementation of the project. This does not preclude applicants from requesting support for government agency victim services, but the budget and budget narrative must distinguish between the two and should include compensation for the contributions of nonprofit, victim service organizations. In addition, if funding is requested for both

governmental and nongovernmental victim assistance and advocacy, the project narrative must explain how these different entities will collaborate.

Victim service organizations 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.

### **Sustainability Plan (3 Points)**

As this is a competitive, discretionary program, there is no guarantee of continuation funding. Applicants are required to include a plan describing how they would sustain project activities if Federal funding through the Legal Assistance for Victims Grant Program were 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 if funds are no longer available.

### **Budget Detail Worksheet and Narrative (15 Points)**

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

#### **Award Period and Amount**

The following budget limits are firm and apply to all applications, including those applying for supplemental funding. **Additionally, project partners' total compensation from all LAV awarded grants should not exceed the total award caps for their service area. To ensure project partners do not go over the applicable budget cap, project partners should calculate their total compensation from all LAV lead applicants from which they are being compensated for services.** The proposed budget should be for 36 months and in proportion to the number of counties to be served. Under no circumstances should the proposed budget exceed the following limits:

- Projects serving one to nine counties or serving a population of 500,000 or fewer will be awarded no more than \$300,000.
- Projects serving 10 counties or more or serving a population of 500,001 and over but not more than 900,000 and not serving an entire State will be awarded no more than \$400,000.
- Projects that are statewide or serving a population of 900,001 or more will be awarded no more than \$500,000.
- Applicants serving Tribal areas may approximate how many counties would be involved in the proposed project to determine their budget request.

**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

Applicants must submit reasonable budgets based on the resources needed to implement their projects in their specific geographic location. The budget should display a clear link between the specific project activities and the proposed budget items. Specifically, the budget should not contain any items that are not detailed in the project narrative. The budget narrative must support all costs included in the budget and explain how the costs of goods and services are determined and how they will fulfill the overall objective of the project.

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

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

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

- Include a budget narrative that supports and justifies all proposed costs and provides a clear link between specific project activities and proposed budget items;
- Include a budget that reflects all costs related to implementing the proposed project and provides calculations for all costs;
- Provide an explanation of proposed expenses that is detailed, complete, reasonable and within established limits;
- Exclude any unrelated or out-of-scope costs for the proposed project;
- Clearly describe the rationale for all costs proposed;
- Reflect 36 months of project activity;
- Reflect that all partners are fairly compensated for their participation in any project-related activities; and
- Reflect that the appropriate amount of funds, as described on page 23, are allocated to support travel costs associated with technical assistance and capacity building activities sponsored by OVW-designated technical assistance providers.

#### Federal Financial Guidelines

Federal grants are governed by the provisions of the OMB circulars applicable to financial assistance and the OVW Financial Grants Management Guide, which can be found at <http://www.ovw.usdoj.gov/docs/gfmd-financial-grants-management-guide.pdf>. The Financial Grants Management Guide includes information on allowable costs, methods of payment, audit

requirements, accounting systems, and financial records. This document outlines the successful administration of grant funds.

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

#### Food and Beverage/Costs for Refreshments and Meals

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

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

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

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

#### Conference Planning and Expenditure Limitations

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

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

- Conference Reporting

Updated Department of Justice and OVW guidance on conference planning, minimization of costs, and conference cost reporting is accessible on the OVW website <http://www.ovw.usdoj.gov/grantees.html>. For additional information regarding food and beverage regulations, please refer to the OVW Financial Grants Management Guide at <http://www.ovw.usdoj.gov/docs/gfmd-financial-grants-management-guide.pdf>.

#### Training and Technical Assistance

All applicants are required to allocate funds in the amount of **\$10,000** 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 **\$15,000** 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 Evaluations

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

#### Accommodations and Language Access

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

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

#### **Memorandum of Understanding (MOU) or Internal Memorandum of Understanding (IMOU) (20 Points Total)**

For purposes of this application, the MOU or IMOU is a document containing the terms of the partnership and the roles and responsibilities between two or more parties. The MOU should be a single document and should be signed and dated by the Authorized Representative (see page 24 for the definition of the authorized representative) of each proposed partner agency during the development of the application. In rare circumstances an MOU can include multiple signature pages as long as each page includes the name and title of each signing party.

The MOU must:

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

Applicants are required to submit an MOU or IMOU that demonstrates they are or have consulted and coordinated in a meaningful way with non-profit, non-governmental victim services programs, which may include faith-based and/or community organizations. The MOU should be a single attachment to the application in Grants.gov.

All applicants that are not non-profit, non-governmental victim services providers must enter into formal collaborations with non-profit, non-governmental sexual assault, domestic violence, dating violence and/or stalking programs (e.g., rape crisis centers, local battered women's shelters, victim advocacy organizations or coalitions). While a limited number of legal services programs around the country are already operated by sexual assault and/or domestic violence programs, most legal services programs have not traditionally collaborated with sexual assault, domestic violence, dating violence and stalking organizations. OVW requires this to be done by submission of an MOU.

Applications from organizations that do not as their **primary mission** provide services to sexual assault or domestic violence victims must submit an MOU. The MOU must be current (**i.e., signed and dated during the development of the proposal**) and be signed by the chief executive officers and/or directors of: one or more nonprofit, nongovernmental sexual assault, domestic violence, dating violence, and/or stalking programs, or other nonprofit, nongovernmental organizations that adequately demonstrate history and expertise in working with victims of sexual assault, domestic violence, dating violence, and stalking programs.

Additionally, the partner 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 MOU. The MOU should not exceed 8 pages and may be single spaced.** This page limit does not include signature pages. Signatories should be sure to include their titles and agencies under their signatures. All signatories must show that they are aware of all project partners and activities that are addressed in the MOU.

Applicants that have previously been funded under this program must develop a new MOU that reflects the continuation of project activities and include current dates and signatures from all relevant project partners.

The MOU must do the following:

- Demonstrate a meaningful partnership among the relevant organizations;
- Identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- Clearly state the roles and responsibilities each organization or agency would assume to ensure the success of the proposed project;
- Describe the resources would contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, and training);
- Provide the total compensation that each project partner(s) is receiving or plans to receive from all Fiscal Year 2012 LAV funded grants and/or Fiscal Year 2013 LAV applications;
- Demonstrate a commitment on the part of all project partners to work together to achieve stated project goals;
- Demonstrate a commitment from each project partner to sustain the project once grant funds have expired, and specify what each partner will do to sustain the project;
- Identify the representatives of the planning and development team who will be responsible for developing and implementing project activities and describe how they will work together and with project staff;
- Specify the extent of each partner's participation in developing the application;
- Specifically indicate approval of the proposed project budget by all signing partners; and
- Include 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:
  - Nonprofit, nongovernmental sexual assault, domestic violence, dating violence and/or stalking programs;
  - Other nonprofit, nongovernmental organizations that adequately demonstrate history and expertise in working with victims of sexual assault, domestic violence, dating violence and/or stalking programs (if applicable);
  - Relevant criminal justice agencies participating in project development and/or sexual assault victim services organizations or community groups that represent the views and concerns of victims participating in the development and implementation of the project (if applicable); and/or
  - Other community agencies or organizations that will collaborate to implement the project (if applicable).

Signatories should be sure to include their titles and agencies under their signatures. The MOU should be a single attachment to the application in Grants.gov.

#### Internal Memorandum of Understanding (IMOU)

Applications from agencies that as their **primary mission** provide services to sexual assault or domestic violence victims may submit an IMOU in lieu of the MOU. Applicants eligible to submit the IMOU may do so in place of the required MOU; however an applicant may elect to submit the MOU. **Applicants must submit either an MOU or an IMOU. An organization that submits an IMOU but does not meet the criteria of being a sexual assault, domestic violence, dating violence and/or stalking victim services agency may be removed from further consideration for funding if an MOU was not submitted.** Therefore, if there is any uncertainty as to whether the applicant meets the IMOU eligibilities, the applicant is encouraged to submit the MOU in lieu of the IMOU.

The absence of an IMOU that fully addresses all of the points described below will be deemed a deficiency of the overall proposal. **The IMOU should not exceed 8 pages.** This page limit does not include signature pages. Signatories should be sure to include their titles and organizations

under their signatures. The IMOU should be a **single document** that includes signatures and dates from the authorized official and any external and/or internal partners. The IMOU should be a single attachment to the application in Grants.gov.

Applicants that have previously been funded under this program must develop a new IMOU that reflects the continuation of project activities and include current dates and signatures from all relevant project partners.

The IMOU must do the following:

- Provide a copy of the organization's mission statement that reflects an understanding that the violence perpetrated against victims is grounded in an abuse of power by an offender and reinforced through intimidation and coercion;
- Explain the primary purposes of the victim services organization in providing services to victims of sexual assault, domestic violence, dating violence and stalking;
- Provide the applicant's history of providing services to victims of sexual assault, domestic violence, dating violence, and/or stalking, including the length of time the victim services organization has operated;
- Describe the organization's accomplishments in the community;
- Describe the applicant's experience providing legal representation if legal services will be provided by in-house attorneys;
- Identify any external partners, including outside organizations/individuals who will provide mentoring/supervision for "in-house" attorneys; and include a brief history of any past or current collaborative relationship with these organizations/individuals;
- Describe the roles and responsibilities of any external partners, and specify the extent of each party's participation in developing the application;
- Demonstrate a commitment from each partner to sustain the project once grant funds have expired, and specify what each partner will do to sustain the project;
- Describe the resources the lead agency and any external partners would contribute to the project, including in-kind match; and
- Include the title and agencies of under each signature of all signing parties, including signatures of all key staff from the lead applicant that will participate in the development and implementation of the proposed project.

Letters of support **may not** be submitted in lieu of the MOU or IMOU. The MOU or IMOU will be scored as a separate document from other sections in the application. Any information missing from the MOU or IMOU will not be substituted from information that is provided from other sections of the application. A sample MOU is available at <http://www.ovw.usdoj.gov/docs/sample-mou.pdf> and a sample IMOU is available at [http://www.ovw.usdoj.gov/docs/samplememo\\_understanding.pdf](http://www.ovw.usdoj.gov/docs/samplememo_understanding.pdf).

In addition, OVW requires all grantees to complete a Semi-Annual Progress Report which may involve input from some or all project partners. In developing the MOU or IMOU, applicants are encouraged to include a statement of the roles and responsibilities each organization would assume in meeting grant reporting requirements.

## **Additional Required Information**

The following documents will not be scored during the review process but they should be included with your submission. Failure to include any of the information may result in the inability to access funds if your application is selected for funding.

#### **Application for Federal Assistance (SF-424)**

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

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

Please carefully review the assurances and certification forms online. These forms will be completed online at a later time during the application process.

#### **Letter of Nonsupplanting**

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

- 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.

#### **Financial Capability Questionnaire (if applicable)**

All nonprofit, nongovernmental organizations that apply for funding from OVW and have not previously (or within the last three years) received funding from OVW or OJP must complete a Financial Capability Questionnaire, and submit it online along with their current year's audit report. The form can be found at [http://www.ojp.gov/funding/forms/financial\\_capability.pdf](http://www.ojp.gov/funding/forms/financial_capability.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. If you need additional information on this requirement, you may go to <http://www.ovw.usdoj.gov/docs/gfmd-financial-grants-management-guide.pdf>. This should be a separate attachment to the application in **Grants.gov**. Applicants that do not have a Federally-approved indirect cost rate should budget all project related costs in the direct cost categories. Organizations that wish to negotiate an indirect cost rate may contact OVW's Grants Financial Management Division at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov) or 1-888-514-8556 for more information.

#### **Single Point of Contact Review**

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

## **Selection Criteria**

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

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

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

An application that is deemed to be substantially out of scope, proposes a substantial number of activities that are unallowable, or proposes activities that pose a significant threat to victim safety or a serious breach of confidentiality, will not be considered for funding.

### **Review Process**

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

### **Past Performance Review**

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

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

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

### **Compliance with OVW Financial Requirements**

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

### **High Risk Grantees**

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

## Post Award Information Requirements

### Reporting Requirements

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

### Information for All Federal Award Grantees

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OVW strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found in the FY 2013 Solicitation Companion Guide at <http://www.ovw.usdoj.gov/docs/companion-guide-10-16-12.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

## Public Reporting Burden

### Paperwork Reduction Act Notice

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

## Application Checklist

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

Application Document	Completed?
<b>1. Summary Data Sheet</b>	
<b>Summary of Current OVW Projects</b>	
<b>2. Project Narrative</b>	
<b>Proposal Abstract</b>	
<b>Purpose of the Application</b>	
<b>What Will Be Done</b>	
<b>Who Will Implement</b>	
<b>Sustainability</b>	
<b>3. Budget Detail Worksheet and Narrative</b>	
<b>4. MOU/IMOU</b>	
<b>5. Application for Federal Assistance: SF 424</b>	
<b>6. Standard Assurances and Certifications</b>	
<b>7. Letter of Nonsupplanting</b>	
<b>8. Financial Accounting Practices</b>	
<b>9. Financial Capability Questionnaire (nonprofits only)</b>	
<b>10. Indirect Cost Rate Agreement (only if the applicant has a current Federally-approved rate)</b>	
<b>11. LAV Certifications</b>	



## **APPENDIX A**

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

## Budget Guidance

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

### Consultants/Contracts

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

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

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

### Rent

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

### Audit Costs

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

### Indirect Costs

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

### Purchase and/or Lease of Vehicles

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

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

#### Compensation for Partners

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

#### Non-Federal contributions

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

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

## Budget Detail Worksheet

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

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

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

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

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

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

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

**TOTAL PERSONNEL: \$212,700**

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

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

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

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

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

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

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

**TOTAL TRAVEL: \$12,000**

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

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

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

**TOTAL EQUIPMENT: \$1,500**

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

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

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

**TOTAL SUPPLIES: \$9,075**

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

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

**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 require additional justification and prior approval from the Office on Violence Against Women.

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

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

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

**Subtotal Consultant Fees: \$37,350**

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

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

**Subtotal Consultant Travel: \$8,305**

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

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

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

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

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

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

**Subtotal \$13,500**

**TOTAL CONTRACTS AND CONSULTANTS: \$59,155**

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

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

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

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

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

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

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

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

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

**TOTAL OTHER COSTS: \$84,900**

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

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

The Indirect Cost Rate Agreement was approved by the Department of the Interior, the applicant's cognizant Federal agency on January 1, 2012. (A copy of the fully executed, negotiated agreement is attached).

**TOTAL INDIRECT COSTS: \$28,183**

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

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