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# **OVW Fiscal Year 2011**

## **Grant Program Solicitation Reference Guide**

### **March 11, 2011**

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## Overview of the Office on Violence Against Women

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

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

Applicants that are interested in applying for any of OVW's programs are encouraged to ask OVW's program specialists questions about the programs and the application process. Contact information for the program specialists can be found in the individual program solicitations.

## Eligibility

The following chart can help potential applicants identify OVW grant programs for which they are eligible to apply. Please carefully review the program solicitations for more specific detail on eligibility. Applications that are submitted by non-eligible entities will be removed from further consideration during an initial review process. With the exception of tribal coalitions, individuals are **not** eligible to apply for any OVW Programs.

### Eligible Applicants

<b>OVW Grant Program</b>	States and Territories	Indian Tribal Governments	Units of Local Government	Courts	Nonprofits, Victim Services Organizations	State and Territorial Coalitions	Tribal Coalitions	Community Based Organizations <sup>1</sup>	Other
<b>Abuse in Later Life Program</b>	X	X	X		X	X	X		
<b>Campus Grant Program</b>									Institutions of higher education
<b>Culturally and Linguistically Specific Services for Victims Program</b>								X	
<b>Disability Grant Program</b>	X	X	X		X	X	X		
<b>Community Defined Solutions</b>	X	X	X	X					
<b>Legal Assistance for Victims Grant Program</b>		X			X	X	X		Organizations not acting in a governmental capacity (e.g., law schools)
<b>Rural Grant Program</b>	X	X	X		X	X	X		Must propose to serve a statutorily defined rural area
<b>Sexual Assault Services Program (SASP): Formula Grants to States and Territories</b>	X								

<sup>1</sup> As defined in 42 U.S.C. 13925.

<b>OVW Grant Program</b>	States and Territories	Indian Tribal Governments	Units of Local Government	Courts	Nonprofits, Victim Services Organizations	State and Territorial Coalitions	Tribal Coalitions	Community Based Organizations <sup>1</sup>	Other
<b>SASP: Grants to Culturally Specific Programs</b>					X				
<b>Tribal SASP</b>		X							
<b>State Coalitions Grant Program</b>						X			
<b>STOP Formula Grant Program</b>	X								
<b>Safe Havens: Supervised Visitation Grant Program</b>	X	X	X						
<b>Transitional Housing Grant Program</b>	X	X	X		X	X	X		
<b>Grants to Tribal Domestic Violence and Sexual Assault Coalitions Program</b>							X		Individuals and organizations proposing to create tribal coalitions
<b>Grants to Indian Tribal Governments and Sexual Assault Services Program</b>		X							Designees of Tribal governments

<b>OVW Grant Program</b>	States and Territories	Indian Tribal Governments	Units of Local Government	Courts	Nonprofits, Victim Services Organizations	State and Territorial Coalitions	Tribal Coalitions	Community Based Organizations <sup>1</sup>	Other
<b>Children and Youth Exposed to Violence Program</b>	X	X	X		X	X	X	X	
<b>Court Training and Improvements Program</b>				X	X				
<b>Engaging Men and Youth Program</b>					X	X	X	X	
<b>Services to Advocate for and Respond to Youth Grant Program</b>		X			X			X	
<b>Supporting Teens Through Education and Protection Act</b>									Middle and high schools in partnership with domestic violence and sexual assault programs

## Solicitation Timeline, Project Period, and Budget Caps

Please refer to the current solicitations posted on OVW's website, [www.ovw.usdoj.gov](http://www.ovw.usdoj.gov), for the most up-to-date information on timelines, project periods and budget caps.

<b>Solicitation Release Dates</b>				
	<b>Anticipated Release</b>	<b>Anticipated Deadline</b>	<b>Project Period</b>	<b>Budget Caps</b>
<b>OVW Grant Program</b>				
<b>Abuse in Later Life Program</b>	2/23/2011	4/6/2011	3 years	\$400,000
<b>Campus Grant Program</b>	2/10/2011	3/24/2011	3 years	\$300,000 for single campus; \$500,000 for consortia
<b>Culturally and Linguistically Specific Services for Victims Program</b>	2/1/2011	3/15/2011	2 years	\$150,000-\$300,000
<b>Disability Grant Program</b>	2/3/2011	3/17/2011	3 years for new; 2 years for continuation	New: State - \$700,000 Local - \$550,000 Continuation: State - \$550,000 Local - \$400,000
<b>Grants to Encourage Arrest Policies and Enforcement of Protection Orders</b>	1/11/2011	2/23/2011	2 years	\$400,000- \$1,000,000 depending on the population of the service area
<b>Legal Assistance for Victims Grant Program</b>	1/11/2011	2/23/2011	2 years	\$400,000-\$600,000 depending on the number of counties served
<b>Rural Grant Program</b>	2/8/2011	3/22/2011	3 years	none
<b>Sexual Assault Services Program (SASP): Formula Grants to States and Territories</b>	2/2/2011	3/9/2011	2 years	N/A
<b>SASP: Grants to Culturally Specific Programs</b>	2/1/2011	3/15/2011	3 years	\$300,000
<b>Tribal SASP</b>	1/19/2011	4/19/2011	3 years	\$300,000
<b>State Coalitions Grant Program</b>	3/31/2011	5/5/2011	1 year	N/A
<b>STOP Grant Program</b>	12/30/2010	2/2/2011	2 years	N/A
<b>Supervised Visitation Grant Program</b>	2/1/2011	3/15/2011	3 years	New applicants- \$400,000 Previous grantees- \$350,000-\$650,000 depending on the number of sites
<b>Transitional Housing Grant Program</b>	1/23/2011	3/6/2011	3 years	\$250,000
<b>Grants to Tribal Domestic Violence and Sexual Assault Coalitions Program</b>	1/18/2011	2/25/2011	2 years	\$150,000-\$300,000
<b>Grants to Indian Tribal Governments Program</b>	1/19/2011	4/19/2011	3 years	\$450,000-\$900,000
<b>Court Training and Improvements Program</b>	1/13/2011	2/15/2011	2 or 3 years depending on type of project	\$50,000-\$450,000 depending on the type of project as outlined in the solicitation
<b>Children and Youth Exposed to Violence Program</b>	1/20/2011	3/3/2011	2 years	\$200,000-\$400,000
<b>Engaging Men and Youth Program</b>	2/9/2011	3/23/2011	3 years	\$300,000

<b>Services to Advocate for and Respond to Youth Grant Program</b>	2/2/2011	3/16/2011	3 years	\$300,000
<b>Supporting Teens Through Education and Protection Act</b>	2/23/2011	4/6/2011	3 years	Not yet determined

## Confidentiality

Grantees and subgrantees receiving VAWA funds must protect the confidentiality and privacy of persons receiving services to ensure their safety and their families' safety. Grantees and subgrantees are prohibited from disclosing personally identifying information collected in connection with services requested, utilized, or denied through the grantee's program, to any third party or third party database without informed, written, reasonably time-limited, consent of the person, unless compelled by statutory or court mandate. Grantees and subgrantees intending to share aggregate information with other organizations must ensure that such information does not identify specific individuals.

## Application Contents

As discussed below, on pages 15-19, a completed application must be submitted by both hard copy and electronically. Electronic submissions are either on Grants.gov or the Grants Management System (GMS), as specified in the program solicitation.

Each solicitation will have different requirements for a complete application. The solicitation will also specify which documents are scored as part of the application. For the remaining documents, OVW reserves the right to deduct points if they are missing from the application.

Applicants should follow all of the instructions in the program solicitation about what to include in the application and how to format it. The following information is relevant to all or most OVW solicitations:

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

Applicants will complete the SF-424 online. Applicants must also print this form and include it in the hard copy of the application that will be sent via overnight delivery. 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. Also pay close attention to the individual who is listed in box 18 as the Authorized Representative for your agency. The individual listed in this box must have the authority to apply for and accept grant awards on behalf of your agency.

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

Please carefully review the assurances and certification forms online. Please also print these forms and include them with the hard copy of your application.

## **Financial Accounting Practices**

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

- Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding?
- Does the applicant have written accounting policies and procedures? OVW may request a copy for review during the application/award process or as part of the grant monitoring process.
- Is the applicant's financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant?
- Does the applicant have procedures in place for minimizing the time elapsing between transfer of funds from the US Treasury and disbursement for project activities?
- Does the applicant have effective internal controls in place to adequately safeguard grant assets and to assure 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 its award to coordinate training.

## **Summary of Current OVW Projects**

**Current projects are defined as grants under any OVW program that are either still open as of the date of the application or that have been closed for less than one calendar year.** For each current OVW project as defined above, applicants must provide the following information:

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

This section should be clear and succinct.

### Review of the Summary of Current Projects Section

OVW evaluates current grantees' performance when deciding whether to award additional funding. Applicants that are current OVW grantees and that have failed to meet grant

deadlines, failed to comply with financial requirements, or failed to comply with special conditions from previous grants may not be considered for funding.

#### Part One: Grantee Performance

The first part of the evaluation of current grantees considers the following:

- The progress made in accomplishing the goals and objectives of the current project;
- Compliance with the special conditions of the current grant award agreement;
- Timely submission of required program progress reports and financial status reports; and
- Compliance with financial guidelines and allowable expenditures.

#### Part Two: Financial Considerations

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

- Received final approval on the budgets for any OVW grant awards that received conditional clearances; and
- Spent the funds from its current OVW grant awards in a timely manner.

#### Part Three: Removal from Funding Consideration

The third part of OVW's evaluation of current grantees determines whether the grantee's current performance makes it ineligible to receive continuation funding. OVW will consider whether the grantee has:

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

#### *Meeting Grant Award Deadlines*

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

#### *Progress Expending Current Grant Award Funding*

OVW staff will examine the unobligated balance of funds remaining on a current grant award as of the date that Federal Fiscal Year 2011 applications are due. A current grantee that has not made adequate progress on spending funds from its grant award and has not provided sufficient justification may not receive continuation funding.

#### *Compliance with OVW Financial Requirements*

Each OVW grantee agrees to follow the financial and administrative requirements in the Office on Violence Against Women's *Financial Grants Management Guide* as a condition of receiving

grant funding. If OVW determines that a current grantee has violated any of the requirements of the *Guide*, the grantee may be denied continuation funding.

#### *OMB A-133 Audit Requirement*

All non-Federal entities that expend \$500,000 or more in Federal funding during their Fiscal Year are required to have a single or program-specific audit performed in accordance with OMB Circular A-133. This audit must be submitted to the Federal Audit Clearinghouse. A grantee that is overdue in submitting its required audit may be denied additional Federal funding.

#### *Unresolved Audit Findings*

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

#### *High Risk Grantees*

Based on OVW'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 be awarded grants only with an exceptionally strong supporting justification.

#### **Budget and Budget Narrative**

All applicants, except for applicants to the STOP or SASP Formula programs, are required to submit a detailed budget and supporting budget narrative. Budgetary requirements vary slightly among programs and applicants must read the solicitation closely to determine the requirements of the budget and budget narrative for each OVW program. Applicants must submit reasonable budgets based on the resources needed to implement their projects in their specific geographic location. The budget should display a clear link between the specific project activities and the proposed budget items. Specifically, the budget should not contain any items that are not detailed in the project narrative. The budget narrative must support all costs included in the budget and explain how the costs of goods and services are determined, and how they will fulfill the overall objective of the project.

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

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

#### Training and Technical Assistance

All applicants are required to set aside funds to attend OVW-funded training and technical assistance. This amount varies by program, and will be detailed in each specific solicitation.

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 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 outlined in the solicitation. *The set-aside amount should be calculated as the part of the entire budget, and should be within the budget limits set forth by each OVW program-specific solicitation.*

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

#### 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 paying 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. Costs should not be reflected in the Personnel or Travel categories.

Applicants should follow the same established procurement policies with Federal funds as they would with non-federal funds. All procurement transactions should be awarded in a manner that provides maximum open, free and fair competition. All sole-source procurements (those not awarded competitively) in excess of \$100,000 require prior approval from OVW. This applies to procurements of goods and services, not to compensation for MOU project partners for time spent working on program objectives.

#### Rent

Rental costs are generally allowable costs under OVW programs. Applicants should list square footage and cost per square foot in the budget. The amount must be based on the space that will be allocated to implement the OVW project, 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 costs 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. [Page 14 ~~43~~ provides more information on indirect cost rate agreements.]

### Unallowable Costs/Activities

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

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

The purchase and/or lease of vehicles is prohibited under most OVW grant programs, 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

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.**

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.

### **Program Evaluations**

Applicants may not use any OVW funds for conducting research. However, up to one per cent 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 a private person.

### **Letter of Nonsupplanting**

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

### **Financial Capability Questionnaire**

All nonprofit, nongovernmental organizations that apply for funding from OVW and have not previously (or within the last 3 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.ovw.usdoj.gov/applicants.htm>.

### **Indirect Cost Rate Agreement**

Applicants that intend to charge indirect costs through the use of an indirect cost rate must have a Federally-approved indirect cost 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 GMS or Grants.gov and a separate section in the hard copy. 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.

### **Proof of Non-profit Status - If Applicable**

In OVW programs in which an applicant must show that it is a nonprofit organization, the applicant may do so by any of the following means:

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

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

- (i) The organization is a nonprofit organization operating within the State; and
- (ii) No part of its net earnings may lawfully benefit any private shareholder or individual;

(3) A certified copy of the applicant's certificate of incorporation that clearly establishes the nonprofit status ; or

(4) Any item described in paragraphs (b)(1) through (3) of this section if that item applies to a state or national parent organization, together with a statement by the state or parent organization that the applicant is a local nonprofit affiliate.

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

## How to Apply

An application submission is complete if a hard copy of the entire application, with original signatures, has been submitted via overnight delivery method, postmarked on or before the deadline, **and** the application has been submitted through the online method specified in the solicitation on or before the deadline. Applicants are responsible for ensuring their applications are complete at the time of submission. OVW will not contact applicants for missing items. Each applicant must obtain a Data Universal Numbering System (DUNS) number, be registered in the Central Contracting Registration (CCR) and submit their application online via either Grants.gov or the Grants Management System (GMS) according to the instructions in the solicitation for the program. In addition, the applicant must submit a complete hard copy original via overnight delivery to the address specified in the solicitation. Applicants are encouraged to submit their applications at least 48 hours prior to the due date of the application to allow sufficient time to address any delivery issues or technical problems.

### Central Contracting Registration (CCR)

Applicants for all federal grants are required to register with the Central Contractor Registration (CCR). If your organization already has an Employer Identification Number (EIN), your CCR registration will take 1-2 business days to process. If your organization does not have an EIN, then you should allow 2-5 weeks for obtaining the information from IRS when requesting the EIN via phone, fax, mail or Internet. Follow the steps listed below to register in the CCR:

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

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

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

### Grants.Gov

After you obtain your DUNS number and register with CCR, you can begin the [www.Grants.Gov](http://www.Grants.Gov) registration process. In order to apply for a grant your organization must complete the Grants.gov registration process prior to beginning an application for a federal grant. Complete instructions can be found at [www.Grants.gov](http://www.Grants.gov). **The registration process can take between three to five business days or as long as four weeks if all steps are not completed in a**

**timely manner.** Please note that Grants.gov is not the Office of Justice Programs' (OJP) Grants Management System (GMS) through which OVW discretionary program applicants have submitted applications in previous years. If applicants experience difficulties at any point during this process, they may call the Grants.gov Customer Support Hotline at **1-800-518-4726**.

**Note: Grants.gov does not support the Microsoft Vista Operating system.** The PureEdge software used by Grants.gov for forms is not compatible with Vista.

The E-Business Point of Contact (E-Biz POC) within the applicant's organization must register the organization with Grants.gov. The E-Biz POC oversees the organization's Grants.gov transactions and assigns the Authorized Organizational Representatives (AOR). The AOR submits the application to Grants.gov and must register with [www.Grants.gov](http://www.Grants.gov) as well. In some cases the E-Biz POC is also the AOR for an organization. For additional information regarding the responsibilities of the AOR please go to the following link <http://www.grants.gov/assets/AORRegCheck.pdf>.

*Step 1:* Go to [www.Grants.gov](http://www.Grants.gov). Select the "Get Registered" button and click the "Register as an Organization" link.

*Step 2 Username & Password*

*Step 3: AOR Authorization*

*Step4: TRACK AOR STATUS*

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

#### *Downloading a Grant Application Package*

You may download the application package to complete it offline and route it through your organization for review before final submission.

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

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

#### *Completing the Grant Application Package*

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

### *Submitting the Completed Grant Application Package*

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

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

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

### **Grants Management System**

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

**Note: The Office of Justice Programs (OJP) Grants Management System (GMS) does not accept executable file types as application attachments.** GMS downloads applications from Grants.gov and is the system in which OVW reviews applications and manages awarded grants. These disallowed file types include, but are not limited to, the following extensions: ".com", ".bat", ".exe", ".vbs", ".cfg", ".dat", ".db", ".dbf", ".dll", ".ini", ".log", ".ora", ".sys", and ".zip".

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

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

#### Applicants without Internet access

Applicants without Internet access should notify OVW **in writing** no later than one week before the due date for the application that they plan to submit only a hard copy application. The written notification must be in the form of a letter on official letterhead, signed by the authorized representative for the applicant agency, addressed to:

Susan B. Carbon, Director  
Office on Violence Against Women  
United States Department of Justice  
145 N Street, NE  
Washington, DC 20530

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

Applicants without access to an overnight delivery service

OVW recognizes that some applicants from isolated rural areas may have limited or no access to many of the common overnight mail delivery service providers, or that in some communities, pick-up and delivery of mail through the U.S. Postal Service may be infrequent. **If applicants do not have access to any overnight delivery service, including the U.S. Postal Service's Express Mail service, then they need to submit a letter explaining this to OVW by no later than one week before the application due date.** The letter should state that you have limited or no access to overnight delivery services, and that you intend to submit the application by first-class mail. The letter, which should be submitted on agency letterhead and signed by the authorized representative, should be addressed to:

Susan B. Carbon, Director  
Office on Violence Against Women  
United States Department of Justice  
145 N Street, NE  
Washington, DC 20530

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

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

Applicants are responsible for submitting the application through the online system specified in the solicitation. However, please remember that technical difficulties should not prevent on time submission of the hard copy original via overnight delivery. Applicants are advised to attempt to submit the application well in advance of the 8:00 p.m. E.T. deadline. Applicants should contact the Grants.gov or GMS helpdesk as soon as they are aware of a problem. The Grants.gov Help Desk can be reached at 1-800-518-4726 Monday-Friday, 7:00 a.m. to 9:00 p.m E.T. Applicants can contact the GMS Help Desk at 888-549-9901 Monday-Friday, 7:00 a.m. to 7:00 p.m. E.T. If applicants continue to experience technical difficulties beyond their control, and are unable to submit the application online by 8:00 p.m. E.T. on the date the application is due, they should take the following steps:

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

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

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

Applicants that cannot submit the application on time due to extraordinary natural or manmade disasters

In cases of extraordinary natural or manmade disasters, such as extreme weather emergencies or terrorist acts, applicants may request to submit applications up to seven calendar days late, by sending an e-mail to a member of the grant program unit using the address in the solicitation. The message should specify the nature of the disaster and how it affected your ability to submit your application on time.

## **Grant Reporting**

### **Progress Reports**

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

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

OVW grantees are required to submit semi-annual or annual progress reports through the Grants Management System (GMS). Below are program-specific performance measurement requirements that are collected through the progress reports, although programs are not limited to these performance measures. If selected for funding, you will have a special condition on your award requiring you to comply with the submission of these progress reports.

Performance Measures

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

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

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

### **Federal Financial Report (SF-425)**

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

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

The schedule for submitting Federal Financial Reports is as follows:

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

Failure by a recipient to submit the SF-425 on time will result in an automatic freeze on funds, may affect future awards, will cause a Grant Adjustment Notices (GANs) to withhold funds, and may lead to the suspension and/or termination of the award. If an SF-425 is delinquent, GMS will automatically send an email notifying the recipient that funds have been frozen. Once the recipient submits the overdue financial report, GMS will automatically generate a GAN to release funds. Please note that the release of funds can take several days to process through the grant and financial systems.

### **Audit Requirements**

All non-federal entities that expend \$500,000 or more of federal funds during their fiscal year are required to comply with the organizational audit requirements of OMB circular A-133 which states that recipients submit a single organization-wide financial and compliance audit report to the [Federal Audit Clearinghouse](#) within nine months after the close of each fiscal year during the term of the award.

### **Notice of New Post-Award Reporting Requirements**

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

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

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

## Other Requirements

### Federal Financial Guidelines and Reporting Requirements

Federal grants are governed by the provisions of the OMB circulars applicable to financial assistance and OVW's Financial Grants Management Guide, which are available from the OVW Web site. The Financial Grants Management Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document will outline the successful administration of grant funds.

Any recipient of an award will be responsible for monitoring subgrants/contracts under the grant in accordance with all applicable statutes, regulations, OMB Circulars and guidelines, and the 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.

### Additional Requirements

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

- Civil Rights Compliance
- Confidentiality and Human Subjects Protections Regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) Compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with OVW's Financial Grants Management Guide

- Suspension or Termination of Funding
- 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 CCR Registration.

## **Types of Awards**

OVW makes awards as either grants or cooperative agreements to accomplish a public purpose of support or stimulation. The difference between a grant and a cooperative agreement is that for a cooperative agreement, OVW will have substantial involvement with the recipient in carrying out the activities outlined in the agreement including input, guidance and direction in the day-to-day planning, development and implementation of the project.

## **Monitoring Grant Awards**

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

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

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

It is extremely important that current grantees communicate regularly with their assigned OVW Program Specialist. Circumstances may prevent current grantees from completing their project goals and objectives on time or technical difficulties may prevent them from submitting their required reports in a timely manner. Your OVW Program Specialist may not be aware of these challenges unless you inform him or her.

## **Reporting Fraud, Waste, Error, and Abuse**

Each grantee or subgrantee awarded funds through OVW must promptly refer to an appropriate inspector general any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has submitted a false claim under the False Claims

Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving OVW funds.

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

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

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

Email: [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov)

Hotline: (contact information in English and Spanish): (800) 869-4499

Or Hotline fax: (202) 616-9881

Additional information is available from the DOJ OIG website at [www.usdoj.gov/oig](http://www.usdoj.gov/oig).

## **Suspension or Termination of Funding**

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

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

**APPENDIX A**  
**GUIDELINES FOR SUCESFUL WRITING OF OVW GRANTS**

## Grant Writing Guidelines

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

1) Read the program solicitation in its entirety **before** writing your application. You should make sure that you understand the program's eligibility guidelines, statutory purpose areas, unallowable activities, and application content requirements before you attempt to draft an application. This tip applies equally to new applicants and current grantees. The program requirements may have changed since the last time current grantees applied for funding.

2) Call or e-mail OVW if you have questions about the program's eligibility requirements, allowable activities, application content, or application submission requirements. OVW staff will not be able to help you write your application, but can answer your technical questions, including whether specific activities are allowable under the grant program. The contact phone and email are available on the cover of each grant program solicitation.

3) Follow OVW's standard application formatting guidelines for ease of review. All applicants are strongly encouraged to:

- Use the project narrative section headings that are specified in the program solicitation;
- Use page numbers on each page of the application; and
- Use a 12 point font, such as Times New Roman.

4) All applicants are strongly encouraged to prepare itemized budgets using the recommended budget format.

- Include the required budget summary page.
- Submit a single, integrated budget that covers the entire award period, not multiple, separate 12-month budgets.
- Include the required OVW-sponsored travel set-aside. OVW will not offer funded applicants additional funds to pay for these costs if they fail to include the required amount in their original budget, but will require the applicant to remove other costs from their budgets to create the set-aside.
- Make sure that your calculations are detailed and accurate and demonstrate how you have calculated the cost of a specific item.
- There is no such thing as "miscellaneous" costs. Every single item of cost in your budget must be properly itemized and categorized using the DOJ-approved budget categories.

5) Do not include activities that have been specifically identified as unallowable in the program solicitation as part of your application.

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

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

8) Make sure that your submitted application is complete. Please remember: it is **your** responsibility to ensure that you submit a complete application.

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

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

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

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

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