



The U.S. Department of Justice, Office on Violence Against Women (OVW) (www.usdoj.gov/ovw) is pleased to announce that it is seeking applications for the Enhanced Training and Services to End Violence and Abuse of Women Later in Life Program. This program furthers the Department's mission by providing or enhancing training and services to address elder abuse, neglect, and exploitation, including domestic violence, dating violence, sexual assault, or stalking, involving victims who are 50 years of age or older.

OVW FY 2007 Enhanced Training and Services to End Violence and Abuse of Women Later in Life Program

Eligibility

Applicants are limited to States, units of local government, Indian tribal governments or tribal organizations, and nonprofit, nongovernmental victim services organizations with demonstrated experience in assisting elderly women or demonstrated experience in addressing domestic violence, dating violence, sexual assault, and stalking.

(See "Eligibility," page 5)

Deadline

Letters of intent to apply should be submitted by **January 17, 2007**.

All Applicants should register online with Grants.gov by **January 24, 2007**.

All applications are due by 8:00 p.m. E.S.T. on **February 7, 2007**.

(See "Deadline: Application," page 4)

Contact Information

For assistance with the requirements of this solicitation, contact the Office on Violence Against Women at (202)307-6026.

This application must be submitted through Grants.gov. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726.

Grants.gov Number assigned to announcement OVW-2007-1424

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OVW Enhanced Training and Services to End Violence and Abuse of Women Later in Life Program

(CFDA 16.528)

Overview

About the Office on Violence Against Women

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

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

Recognizing that individuals who are 50 years of age or older who are victims of elder abuse, neglect, and exploitation, including domestic violence, dating violence, sexual assault, or stalking, face unique barriers to receiving assistance, Congress created the Enhanced Training and Services to End Violence and Abuse of Women Later in Life Program (Training Grants Program). In FY 2007, OVW will fund projects that will focus on providing training for criminal justice professionals to enhance their ability to address elder abuse, neglect and exploitation in their communities. OVW is currently working on developing curricula and guidelines regarding providing or enhancing services for older victims, cross training, and the development or enhancement of community coordinated responses to elder abuse, neglect, and exploitation, including domestic violence, dating violence, sexual assault, or stalking. In FY 2008, OVW plans to fund projects that will provide a comprehensive approach to addressing elder abuse by providing training to criminal justice professionals, providing or enhancing services for older victims, providing cross training opportunities to other professionals working with these victims, and developing or enhancing community coordinated responses to elder abuse, neglect, and exploitation, including domestic violence, dating violence, sexual assault, or stalking, involving victims who are 50 years of age or older.

Elder Abuse

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

Elder abuse victims face unique obstacles in seeking assistance because they often are dependent on the abusers and may not have the option to move or otherwise end the abusive relationships.

It is critical for those in the criminal and civil justice system to recognize indicators that an older individual is being abused. These indicators may include unexplained physical injuries or contradictory explanation of injuries; changes in behavior such as withdrawal, increased agitation or depression; malnutrition; substandard care or poor physical hygiene in spite of seemingly adequate financial resources; or sudden transfers of assets to family members, caregivers, or other persons.

Older Victims of Domestic Violence, Sexual Assault and Stalking

Domestic violence, sexual assault, and stalking affect victims in all age groups. Older individuals who are victims of domestic violence, sexual assault, and/or stalking also face additional challenges in accessing services they need to enhance their safety. Appropriate interventions may be compromised by misconceptions that older persons are not victims of these types of crimes, that domestic violence does not occur or lessens in later life, or that the abuse is an expression of stress associated with caring for an aging individual. Age or disability may increase the isolation of these victims and their dependence on abusers for care or housing. Also, these cases may go unnoticed because criminal justice system personnel may perceive a victim's injuries as arising from aging, illness, or disability instead of recognizing that the injuries may be attributed to violence in the home.

Myths about sexual assault coupled with a failure to see older individuals as sexual beings can hinder criminal justice professionals from recognizing indicators of sexual assault when dealing with older victims. Cases of sexual assault may be explained away by claims that the older person is confused or just imagining the assault due to dementia. Dependence on abusers for care or housing, shame or embarrassment because the abuse was committed by a family member, friend or caregiver, and/or threats of institutionalization may prevent victims from seeking help or calling the police. Older victims may not be believed if they report stalking, particularly if the victim has dementia or psychiatric disabilities. Training for criminal justice system personnel should address these barriers and improve systemic responses to older victims.

Deadline: Letter of Intent

All applicants who intend to apply for FY 2007 funding under this program are encouraged to **submit a non-binding letter of intent**, (please see http://www.usdoj.gov/ovw/docs/sample_letter_of_intent.pdf), to OVW by **Wednesday, January 17, 2007**. You may send the letter to OVW at OVW.ELDER@USDOJ.GOV. OVW will use these letters to forecast the number of peer review panels needed to review competitive applications.

Deadline: Registration

The *Grants.gov* registration deadline is **Wednesday, January 17, 2007**. Registering with *Grants.gov* is a one-time process; however, if you are a first-time registrant, it could take up to several weeks to have your registration validated and confirmed and to receive your user password. It is highly recommended you start the registration process as early as possible to prevent delays in submitting your application package to our agency by the deadline specified. There are three steps that you must complete before you are able to register: 1) register with Central Contractor Registry (CCR), 2) be authorized as an Authorized Grantee/Recipient Official (AGO) in your organization, and 3) register yourself as an (AGO). For more information, go to www.grants.gov. **Note: Your CCR registration must be renewed once a year. Failure to**

renew your CCR registration will preclude submission of a grant application through Grants.gov.

Deadline: Application

The due date for applying for funding under this announcement is 8:00 pm E.S.T. **Wednesday, February 7, 2007.**

Eligibility

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

By statute, eligible entities for this program are:

- States;
- Units of local government;
- Indian tribal governments or tribal organizations; and
- Nonprofit, nongovernmental victim services organizations with demonstrated experience in assisting elderly women or demonstrated experience in addressing domestic violence, dating violence, sexual assault, and stalking.

Funding to Faith-Based and Community Organizations

Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is DOJ policy that faith-based and community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and community organizations will be considered for awards on the same basis as any other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

Applicants are encouraged to review the Civil Rights Compliance section under "Additional Requirements" in this announcement.

OVW Training Grants Program – Specific Information

Types of Applicants

In Fiscal Year 2007, OVW will accept applications for the Training Grants Program from both

current grantees and new applicants. Recipients of FY2006 Training Grants Program funding are not eligible to apply.

New applicants are those not currently receiving funding through the Training Grants Program.

Current grantees are those with an open Training Grants Program 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.

Award Period

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

Award Amounts

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs. Training Grants Program funds for FY 2007 will be awarded based on the following guidelines:

\$ Request for funding may not exceed \$450,000.

Grants may be made for greater or lesser amounts than requested. In addition, OVW may negotiate the scope of work and the budget with applicants prior to granting an award.

Program Scope

The Training Grants Program provides or enhances training and services to address elder abuse, neglect, and exploitation, including domestic violence, dating violence, sexual assault, or stalking, involving victims who are 50 years of age or older. The scope of the Enhanced Training and Services to End Violence and Abuse of Women Later in Life program is outlined by the statutory language and the project summary.

Statutory Program Purposes:

By statute, funds under the Training Grants Program may be used for the following purposes:

\$ Training programs to assist law enforcement, prosecutors, governmental agencies, victim assistants, and relevant officers of Federal, State, tribal, territorial, and local courts in recognizing, addressing, investigating, and prosecuting instances of elder abuse, neglect, and exploitation, including domestic violence, dating violence, sexual assault, or stalking against victims who are 50 years of age or older;

\$ Providing or enhancing services for victims of elder abuse, neglect, and exploitation, including domestic violence, dating violence, sexual assault, or stalking, who are 50 years of age or older;

\$ Creating or supporting multidisciplinary collaborative community responses to victims of elder abuse, neglect, and exploitation, including domestic violence, dating violence, sexual assault, and stalking, who are 50 years of age or older; and

\$ Conducting cross-training for victim service organizations, governmental agencies, courts, law enforcement, and nonprofit, nongovernmental organizations serving victims of elder abuse, neglect, and exploitation, including domestic violence, dating violence, sexual assault, and stalking, who are 50 years of age or older.

Program Activities

OVW has worked with national organizations with expertise in training criminal justice professionals to create curricula for law enforcement, prosecutors, and judges focusing on elder abuse, neglect and exploitation. In FY 2007, projects funded through the Training Grants Program will use these curricula to provide training to criminal justice professionals in their communities. OVW will provide intensive and comprehensive technical assistance to successful applicants as part of this program. This technical assistance will include a mandatory five day train-the-trainer component to provide multi-disciplinary training teams with the skills necessary to provide training to law enforcement on the local level. The mandatory law enforcement training is 16 hours, which may be taught in two days, or broken into four ½ day modules. This training will be conducted by the multi-disciplinary training teams in their communities. Mandatory advanced law enforcement training will be provided at the local level for detectives and investigators by national experts. The mandatory prosecutors workshop will be 2 – 2 ½ day focusing on prosecuting elder abuse cases, and send judges to a mandatory four day judicial institute focusing on elder abuse, neglect and exploitation. Applicants budgets must include travel costs for the applicant and each of its project partners to attend these mandatory technical assistance events and to conduct mandatory trainings at the local level.

Successful applicants will be required to implement the following activities:

- 1) Each applicant must develop a partnership consisting of four types of organizations/agencies:
 - a) law enforcement agency;
 - b) prosecutor's office;
 - c) a nonprofit, nongovernmental domestic violence victim services program or nonprofit, nongovernmental sexual assault victim services program; and
 - d) a nonprofit program that serves elder victims. Governmental agencies (for example Adult Protective Services, State or city departments on aging) may serve as the project partner that works with elder victims.

Partnerships may also include additional relevant organizations/agencies including faith-based and community-based organizations.

- 2) Each partner organization must send one representative (a law enforcement officer, a prosecutor, a representative from the victim service program and a representative from the organization that serves elder victims) to a train-the-trainer national conference to become certified as a trainer for the project and work as part of a multi-disciplinary training team. Each representative will also work to add local information (statutes, resources, etc.) to the national curriculum, making it relevant for his or her community.

- 3) Each applicant must commit to having its multi-disciplinary training team provide training to law enforcement in the community.

- 4) Each applicant must commit to send detectives and/or investigators in its jurisdiction to attend a local advanced law enforcement training on elder abuse, neglect, and exploitation.

- 5) Each applicant must commit to send prosecutors in its jurisdiction to attend the national prosecutors training on elder abuse, neglect, and exploitation.
- 6) Each applicant must commit to encourage judges in its jurisdiction to attend the national judicial institute on elder abuse, neglect, and exploitation.
- 7) Each partner must engage in a review of its own policies and protocols and agree to put in place a body of policies and protocols, based on multi-disciplinary collaboration, designed to aid in improving in the identification, investigation, prosecution and adjudication of cases of elder abuse, exploitation and neglect, including domestic violence and sexual assault.
- 8) Each applicant must commit to fully participate in evaluation of the program.
- 9) Applicants will report on performance measures and grant-funded activities through the timely submission of complete semi-annual progress reports.

The intended audience for training funded through the Training Grants Program consists of law enforcement officers, prosecutors, and relevant officers of Federal, State, tribal, and local courts.

Activities That May Compromise Victim Safety

Ensuring victim safety is the guiding principle underlying this Program. Experience has shown that certain practices may compromise victim safety rather than enhance it. Certain responses by the authorities may have the effect of minimizing or trivializing the offender's criminal behavior. Accordingly, consistent with the goals of ensuring victim safety and holding perpetrators accountable for their criminal conduct, applicants are strongly discouraged from proposing training, policies, or procedures that advocate or include any of the activities listed below:

- \$ Offering perpetrators the option of entering pre-trial diversion programs;
- \$ Mediation or counseling for couples as a systemic response to domestic violence;
- \$ Batterer intervention programs that do not meet state standards or do not hold batterers accountable for their criminal behavior; and
- \$ Procedures that would force victims of domestic violence to testify against their abusers or impose other sanctions on them.

Unallowable Activities

Grant funds under the Training Grants Program may not be used for any unauthorized purposes, including but not limited to the following activities:

- \$ Lobbying or lobbying-related activities
- \$ Fundraising
- \$ Research projects
- \$ Curriculum development
- \$ Physical modifications to buildings, including minor renovations

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), Public Law_103-62, applicants who receive funding under this solicitation

must provide data that measures the results of their work. Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
Strengthen partnerships for safer communities and enhance the Nation's capacity to prevent, solve, and control crime.	1) Number of trainings funded by the Training Grants Program 2) Number and type of people trained with funds provided by the Training Grants Program.	This information will be provided to OVW through semi-annual progress report forms. Please see http://muskie.usm.maine.edu/vawamei/attachments/pdf/forms/olderdisabtrain/olderdisabsemiform.pdf for a sample form.

How to Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. Part of this initiative -- Grants.gov -- is a "one-stop storefront" that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding.

Grants.gov Instructions: Complete instructions can be found at www.grants.gov. Please note that Grants.gov is not the Grants Management System (GMS) through which OVW applicants have submitted applications in previous years. If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1-800-518-4726**.

In addition, applicants must send via overnight delivery a complete hard-copy original of the application, including signed copies of all required Assurances and Certifications, **postmarked by February 7, 2007** to:

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

CFDA Number: The Catalog of Federal Domestic Assistance number for this program is 16.528, titled "Enhanced Training and Services to End Violence and Abuse of Women Later in Life Program," and the funding opportunity number is OVW-2007-1424.

A DUNS number is required: The Office of Management and Budget requires that all business and nonprofit applicants for Federal funds include a DUNS (Data Universal Numeric

System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://www.dunandbradstreet.com>. Individuals are exempt from this requirement.

What an Application Must Include

Applicants must complete each of the following sections as part of their response to this solicitation. **It is the responsibility of the applicant to ensure that the application is complete. OVW will remove the application from consideration prior to peer review if the application is incomplete.** For each section listed below, please note the corresponding maximum point value that may be assigned during the review process. The proposal should follow the order below for easy reading. Please be sure to number each page of the application. Peer reviewers will not receive materials submitted beyond those required by this solicitation.

Applications must use the following page format requirements:

- Double spaced
- 8½ x 11 inch paper
- One inch margins
- Type no smaller than 12 point, Times New Roman font
- No more than one page each for Summary Data Sheet and Abstract
- No more than 5 pages for Status of the Project (if applicable)
- No more than 20 pages for the Project Narrative (Items D through G below)

Application for Federal Assistance (SF-424)

The SF-424 will be filled out online through Grants.gov. However, it should also be printed out and included in the hard copy that is submitted. The Catalog of Federal Domestic Assistance number for this program is [Insert #] (block 10). Please be sure that the amount requested matches the amount in the submitted budget.

Applicants must ensure that the information for the authorizing official and alternate contact is filled out correctly. The authorizing official is the individual authorized to accept grant funds on behalf of the jurisdiction or non-governmental private entity applying.

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

Review the assurances and certification forms. Agreement to these assurances and certifications will be assumed upon receipt of an application received through Grants.gov.

Narrative (Total 55 Points)

The following narrative will be submitted as an attachment in Grants.gov.

A. Summary Data Sheet

Please identify the following:

- Name, title, address, phone number, and e-mail address for the authorized official.

- The law enforcement agency partnering on this project.
- The prosecutor's office partnering on this project.
- The nonprofit, nongovernmental victim service program partnering on this project.
- The nonprofit program that serves older victims partnering on this project. Governmental agencies (for example Adult Protective Services, State or city departments on aging) may serve as the project partner that works with elder victims.
- Whether this project is a local, tribal, multi-jurisdictional, multi-state, or tribal consortium project.
- The regional area(s) (city, town, county, or unincorporated area) where this project will be implemented.
- The population and square mileage of the region to be served.

B. Abstract/Proposal Summary

The proposal abstract, when read separately from the rest of the application, is meant to serve as a succinct and accurate description of the proposed project and should concisely describe current project goals and objectives. The abstract should include a description of the partnership. Summaries of past accomplishments may be included in the abstract. Abstract will be reviewed by the peer review panel according to the following criteria:

- Conciseness; and
- Accuracy in summarizing the Project Narrative.

C. Status of the Current Project

Only applicants for continuation funding need to complete this section. This section will just be used for internal review. Applications that do not meet the criteria below may receive a deduction in points. This section should be provided on a separate page as it is a separate section from the program narrative and does not count toward the page limits of the narrative. State what has been accomplished with previous funding under the Training Grants Program, including the following:

- A description of the goals and objectives from the prior grant period and a brief discussion of the status of the existing project:
- The status of any project products;
- Any unanticipated obstacles to project implementation;
- The approximate unobligated amount of award funds remaining as of February 7, 2007, if any; the anticipated time line for expenditure of any remaining funds within the grant award period; whether the grantee anticipates requesting a no-cost extension of the award; and the likely timeline for such a request.

This section should be as clear and succinct as possible.

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

- Whether progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the current project, indicating progress toward meeting project goals and objectives, and demonstrate that the current project has progressed in a timely manner as outlined in the original proposal;
- Whether the grantee has demonstrated that past activities supported with Enhanced Training and Services to End Violence and Abuse of Women Later in Life Program funds have been limited to program Purpose Areas;

- Whether the grantee has complied with all special conditions of its existing grant award from the Department of Justice;
- Whether the grantee has adhered to programmatic and financial reporting requirements;
- Whether the grantee has demonstrated a commitment to sustaining the project after federal funds are no longer available;
- Whether the grantee appropriately utilized and actively participated in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current award;
- Whether the grantee has received financial clearances on all current grants from DOJ;
- Whether the grantee has complied with the Office of Management and Budget audit requirement;
- Whether grant funds have been spent in a timely manner.

Please note, applicants with an OVW grant history that failed to meet grant deadlines, did not comply with Office of Justice Programs' (OJP) financial requirements, or did not comply with special conditions from previous grants, will not be considered for funding.

D. Purpose of Application (10 points)

This section should briefly:

- Describe the problem to be addressed and how funding would alleviate it;
- Identify the target population and state how the target population would benefit from the proposed project (please use current demographic information of the service area in order to be as specific and detailed as possible when describing the population to be served);
- Describe current services and gaps;
- Describe the community's service area in which the project would be implemented, including location, population, and demographic information; and
- Describe how the proposed project complements the State's STOP Violence Against Women Implementation Plan.
- Identify the particular population to be served by the project (law enforcement officers, prosecutors, or court officers) including the estimated number of individuals who would be trained;
- Describe how the intended audience would benefit from the proposed training;
- Explain why existing training and/or educational programs, services, or materials do not meet current needs; and
- Note whether the proposed training enhances current domestic violence and/or sexual assault training programs.

E. What Will Be Done (20 points)

This section should briefly:

- Detail how the proposed project would assist law enforcement agencies, prosecutor's offices, and courts in addressing the need for training. The narrative should identify the Memorandum of Understanding (MOU) partners and the ways the partnership would function throughout project. Applicants should also outline the specific tasks to be performed and the timeline for their completion. This section should also detail the following:
- How members of the multi-disciplinary training team will be chosen;
- Law enforcement: name of agency/ies or department/s that will send sworn officers to receive the mandatory training, size of department (sworn), number of sworn personnel that

will receive training, number of hours that agency/ies or department/s will commit to having officers receive training and in what setting (in service, academy);

- Prosecutors: name of office/s that will be sending personnel to receive the mandatory training, size of office (number of prosecutors), number of prosecutors that will be sent to receive training;
- Judicial: Number and types of courts in the project area, number of judges that will attend training and the type of court over which the judges preside; and
- Plan for developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to identifying, investigating, and prosecuting elder abuse, neglect, and exploitation, including domestic violence and sexual assault, against older individuals.

F. Who Will Implement the Project (20 points)

All applicants must identify the agency/ies or office/s responsible for carrying out the project. This section should clearly identify all of the project partners, specifying their respective roles and responsibilities. Applications must demonstrate a strong commitment to real, meaningful collaboration, both in the development and the implementation of the project. The application should demonstrate that the partnership is engaged in a working collaboration, or is in the process of developing such a relationship. Applications should include a description of the expertise or experience of all key staff. Available position descriptions and resumes should be appended to the application.

Victim services organizations should meet all of the following criteria:

- Provide services to victims of domestic violence, sexual assault, dating violence, or stalking as one of their primary purposes;
- Address a demonstrated need in their communities by providing services that promote the integrity and self-sufficiency of victims, improve their access to resources, and create options for victims seeking safety from perpetrator violence; and
- Abstain from activities that compromise victim safety.

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

- Provide services to older victims as one of their primary purposes;
- Demonstrate an understanding of the unique obstacles faced by older individuals in seeking the services they need to obtain safety and participate fully in the criminal justice system;
- Address a demonstrated need in their communities by providing services that promote the integrity and self-sufficiency of older individuals; and
- Abstain from activities that compromise victim safety.

G. Sustainability Plan (5 points)

As this is a competitive, discretionary program, there is no guarantee of continuation funding. Applicants are required to include a plan describing their commitment and capacity to continue the project if Federal funding through the Training Grants Program were no longer available. The plan will be evaluated on whether it proposes feasible strategies to preserve project activities long-term. **Continuation or supplemental funding is not guaranteed and applicants are always encouraged to seek additional means of support to sustain their current projects.**

Budget Detail Worksheet and Narrative (15 Points)

Each application must include a detailed budget and budget narrative for the project. This will be submitted as an attachment in Grants.gov. The budget must be complete, reasonable, and

cost-effective in relation to the proposed project. The budget should provide the basis for the computation of all project-related costs. It should cover the cost of all components of the project. There must be a clear link between the proposed activities and the proposed budget items. The budget should include only those activities, products, and resources that are necessary for project implementation and discussed in the project narrative.

In developing the budget, applicants should fairly compensate all project partners for their participation in any project-related activities, including but not limited to compensation for time and travel expenses to attend or provide 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, state and tribal domestic violence and/or sexual assault coalitions, and nonprofit programs that serve older individuals.

All applicants are required to allocate funds to support travel costs associated with the following technical assistance and capacity-building activities:

- New grantee orientation: one representative from each of the four required MOU partners is required to attend this three day meeting;
- Train-the-Trainer national conference: one representative with training experience from each of the four required MOU partners is required to attend this five day training;
- Advanced law enforcement training: Each applicant must send 2-5 detectives and or investigators to the training workshop;
- Prosecutors training: Each applicant must send 2-5 prosecutors to the two to two and a half day prosecutors training workshop;
- Judicial Institute: Each applicant will agree to encourage 2-5 judges in their jurisdiction to attend the four day judicial institute and include funding for this purpose.
- Wrap up meeting: one representative from each of the four required MOU partners is required to attend this two day meeting.

Applicants should refer to the sample budget for guidance regarding travel cost for this project. Applications selected for funding that do not include the sufficient funding for travel will not receive additional funds for this purpose, but will be required to adjust their budgets to cover these costs prior to final approval of the proposal. These costs should be included in the “travel” category. Please provide an estimated breakdown for this amount (include the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc.). These funds are to be used only for Training Grants Program designated technical assistance unless otherwise approved by OVW. Any training and TA 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 partners, including non-profit, non-governmental victim services providers.

Budget Caps

Applicants should carefully consider the resources needed to implement this project and present a realistic budget that accurately reflects the costs involved, for a 36-month budget. Applicants for the Training Grants Program may request up to \$450,000 to fund their project.

OVW has the discretion to make 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

The following is a short list of budget guidelines:

- Applicants are strongly discouraged from requesting consultant rates in excess of \$450 per day, because they require prior approval from the Director of the Office on Violence Against Women.
- Applicants **may not** allocate any funds for building renovations. This includes such seemingly minor activities as painting or carpeting.
- Applicants may not use any OVW funds for conducting research; however, up to 1% of the budget may be allocated for the purpose of assessing the effectiveness of funded activities. For example, funds may be used to conduct pre and post testing of training recipients or victim satisfaction surveys. In conducting such testing or surveys, grantees may not collect, analyze or disseminate any information identifiable to a private person during the course of assessing the effectiveness of funded activities.
- A contribution of non-Federal dollars (“match”) is not required for this program, but 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; however, these supplemental contributions should **not** be included in the budget or budget narrative.
- All applicants **are required** to allocate funds to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. This technical assistance includes, but is not limited to a mandatory five day train-the-trainer component for the multi-disciplinary training teams, a mandatory prosecutor’s workshop, and a mandatory judicial institute. Applications selected for funding that do not include funding to attend these events will not receive additional funds for this purpose, but will be required to adjust their budgets to cover these costs prior to final approval of the proposal. This required funding must be included in the “travel” category. Please provide an estimated breakdown for this funding (include the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc.). These funds are to be used **only** for OVW-designated technical assistance unless otherwise approved by OVW. Any training and TA 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 partners, including nonprofit, nongovernmental victim services providers.
- Applicants are also encouraged to include funds in their budgets to attend Financial Management Training Seminars sponsored by the Office of Justice Programs’ (OJP), Office of the Comptroller. These seminars instruct participants in the financial administration of OJP and OVW formula and discretionary grant programs. A schedule listing the financial training seminars is available at <http://www.ojp.usdoj.gov/oc/fmts.htm>.

A Sample Budget Detail Worksheet is available at: http://www.ojp.usdoj.gov/Forms/budget_fillable.pdf. The budget and budget narrative should be submitted online as one attachment. When preparing these items, please use the Budget Detail Worksheet as a guide and be sure to include all necessary budget categories. The budget should clearly describe the proposed amounts and uses of grant funds for the duration of the grant period and how the amounts of the specific budget items were determined.

Memorandum of Understanding (MOU) (20 points)

Each applicant must enter into a formal MOU with at least one law enforcement agency; one prosecutor's office; one nonprofit, nongovernmental domestic violence victim services program or nonprofit, nongovernmental sexual assault victim services program; and with at least one nonprofit program that serves older individuals. The role of the programs in this collaboration must be meaningful and ongoing and include compensation for participation.

Each application must include, as an attachment, a current (i.e., signed and dated during the development of the proposal) MOU created and signed by the chief executive officers and/or directors of:

1. At least one law enforcement agency participating in project development and implementation;
2. At least one prosecutor's office participating in project development and implementation;
3. At least one nonprofit, nongovernmental domestic violence victim services program or nonprofit, nongovernmental sexual assault victim services program participating in project development and implementation; and
4. At least one nonprofit program that serves older victims participating in project development and implementation;

Additional MOU partners may include other relevant faith-based and community-based organizations.

The MOU must do the following:

- 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;
- Specify the extent of each party's participation in developing the application;
- Clearly state the roles and responsibilities each organization or agency would assume to ensure the success of the proposed 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;
- Demonstrate a commitment on the part of all project partners to work together to achieve stated project goals;
- Indicate approval of the proposed project budget by all signing parties; and
- Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, training).

The MOU should be a single document that includes signatures and dates from all partners. Signatories should be sure to include their titles and agencies under their signatures.

Letter(s) of Commitment (each letter not to exceed 2 pages): 10 points

The application must include a letter(s) of commitment from the specific law enforcement agency(ies), prosecutor's office(s) and/or Federal, State, tribal and local court(s) whose officers, prosecutors, judges, and other relevant employees would be trained. The letters must include:

- The name of the agency sending appropriate personnel to receive training;
- A clear and absolute statement that the agency is committed to sending its personnel to receive training;

- The type of personnel (law enforcement officers, prosecutors, judges) that will attend training;
- An estimate of the number of personnel that will be sent to receive training;
- Law enforcement agency/(ies) must include the number of hours of training that officers would receive from the projects' multi-disciplinary training team; and
- A statement as to whether the proposed training would enhance current domestic violence and/or sexual assault training.

Letters of support may **not** be submitted in lieu of the letter(s) of commitment and will not be reviewed by reviewers.

Letter of Nonsupplanting

Applicants must submit a letter to OVW's Acting Director, 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.usdoj.gov/ovw/docs/nonsup_letter.pdf for a sample letter.

Financial Capability Questionnaire

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

Indirect Cost Rate Agreement

If your organization is requesting indirect costs for this project, please include a copy of your current, signed indirect cost rate agreement. If you need additional information on this requirement, please go to <http://www.ojp.usdoj.gov/FinGuide/part3chap17.htm>.

Selection Criteria

In addition to the criteria above, all applications will also be rated on the following:

- The extent to which all proposed project activities fall within the statutory scope of the program;
- The extent to which proposed activities would address the need described;
- The extent to which project activities seem feasible and likely to succeed;
- The extent to which the proposal does not include activities that compromise victim safety;
- The extent to which project activities are clearly described;
- The extent to which the project partners are engaging in a true collaboration;
- The extent to which the project demonstrates a systemic approach to providing training to criminal justice professionals;
- The extent to which the project exhibits an understanding of the need to use a multi-disciplinary approach to addressing elder abuse; and
- The extent to which project activities can realistically be accomplished within 36 months.

Review Process

All applications will be subject to internal review by OVW staff and peer review and will be scored according to the criteria set forth in this solicitation. **If the application fails to meet the criteria listed below for the initial internal review, the application will not receive further consideration. If applications that are partially beyond the scope of the program are sent to formal peer review, only those sections of the application that are within scope will be reviewed.** Criteria for the initial internal review follow:

- Whether the application is complete;
- Whether the proposed activities are within the scope of the program (see page 6);
- Whether all statutory eligibility criteria are met (see page 5);
- Whether the application proposes significant activities that may compromise victim safety (see page 7);
- Whether the proposed budget is within the established limits (see page 6);

In addition, applications for funding from current Trainings Grant Program grantees will be reviewed for prior compliance with Program and Office requirements and the status of current grant-funded activities. (See page 10 for further details on criteria for this review.) Applicants with an OVW grant history that failed to meet grant deadlines, did not comply with Office of Justice Programs' (OJP) financial requirements, or did not comply with special conditions from previous grants, will not be considered for funding.

OVW will establish panels of experts and practitioners to review applications. Each panel will review the information provided in the application against the selection criteria for the program. Following formal peer review, a second internal review will be conducted, considering, for example, the geographic distribution of the applications for a national perspective, the ratio of population to services, and the type of projects already funded within an applicant's state or community. The total points possible for an application are 100 (55 points for Narrative, 15 points for Budget, 20 points for the MOU, 10 points for the Letters of Commitment). Applications with the highest composite scores will be considered for funding.

Additional Requirements

- 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 Office of the Comptroller Financial Guide [*hyperlink*]
- Suspension or Termination of Funding

All OVW grantees must comply with these additional requirements. Additional information for each can be found at <http://www.ojp.usdoj.gov/funding/otherrequirements.htm>. References to the Office of Justice Programs and its components are deemed to refer to the Office on Violence Against Women, as applicable.

OVW Application Checklist

Applicants must submit a fully executed application to OVW via overnight delivery, including all required supporting documentation. **Applications will not be accepted via facsimile. Although most parts of the application need to be submitted through Grants.gov as well as in hard copy form, it is the hard copy that will be reviewed.** Applications submitted via Grants.gov must be in the following word processing formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).

Complete applications should include the following:

- The SF-424;
- Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension and
- Other Responsibility Matters; and Drug Free Workplace Requirements;
- The summary data sheet, project abstract, project narrative, and for current Training Grants grantees, the status of the project;
- The budget, budget summary, and budget narrative;
- Letter of nonsupplanting;
- An MOU
- A current Indirect Cost Rate Agreement (if applicable);
- [Financial Capability Questionnaire, if applicable]
- Letters of Commitment.

Detailed instructions on how to use the Grants.gov system to submit your application online are available at www.grants.gov. Also, a toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, 1-800-518-4726.

To help expedite the review process, applicants must send via overnight delivery a complete hard-copy original of the application, **postmarked by February 7, 2007** to:

**The Office on Violence Against Women
c/o Lockheed Martin Aspen Systems Corporation
OVW Elder Program
Mail Stop 2K**

**2277 Research Boulevard
Rockville, MD 20850
(301) 519-5000.**