



---

The United States Department of Justice, Office on Violence Against Women (OVW) ([www.ovw.usdoj.gov](http://www.ovw.usdoj.gov)) is pleased to announce that it is seeking applications for the Enhanced Training and Services to End Violence Against and Abuse of Women Later in Life Program. This program furthers the Department of Justice'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 2009 Enhanced Training and Services to End Violence Against and Abuse of Women Later in Life Program

## Eligibility

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

(See "Eligibility," page 5)

## Deadline

Letters of intent to apply should be submitted by **January 7, 2009**.

All applicants should register online with Grants.gov by **January 14, 2009**.

All applications are due by 8:00 p.m. e.t. on **January 28, 2009**.

(See "Deadline For Applications," page 5)

## Contact Information

For assistance with the requirements of this solicitation, contact OVW 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-2009-1987**

# CONTENTS

<a href="#">Overview of OVW Enhanced Training and Services to End Violence Against and Abuse of Women Later in Life Program</a>	p. 4
<a href="#">Deadline: Letter of Intent</a>	p. 5
<a href="#">Deadline: Registration</a>	p. 5
<a href="#">Deadline: Application</a>	p. 5
<a href="#">Eligibility</a>	p. 5
• Faith-Based and Other Community Organizations	p. 7
<a href="#">OVW Elder Grants Program Specific Information</a>	p. 7
• Types of Applicants	p. 7
• Availability of Funds	p. 8
• Award Period	p. 8
• Award Amounts	p. 8
• Program Scope	p. 8
<a href="#">Performance Measures</a>	p. 12
<a href="#">How to Apply</a>	p. 13
<a href="#">What An Application Must Include</a>	p. 14
• Standard Form 424	p. 14
• Standard Assurances and Certifications	p. 15
• Narrative	p. 15
• Budget Detail Worksheet and Narrative	p. 20
• Budget Caps	p. 20
• Budget Requirements	p. 21
• MOU	p. 22
• Letters of Commitment	p. 24
• Letter of Nonsupplanting	p. 24
• Financial Capability Questionnaire	p. 24
• Indirect Cost Rate Agreement	p. 25
<a href="#">Selection Criteria</a>	p. 25
<a href="#">Review Process</a>	p. 28
<a href="#">Additional Requirements</a>	p. 29
<a href="#">Application Checklist</a>	p. 30



# **OVW Enhanced Training and Services to End Violence Against 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 United States Department of Justice (DOJ). 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 OVW Enhanced Training and Services to End Violence Against and Abuse of Women Later in Life Program**

Recognizing that individuals who are 50 years of age or older who are victims of elder abuse, neglect, and exploitation, including domestic violence, dating violence, sexual assault, or stalking, face unique barriers to receiving assistance, Congress created the Enhanced Training and Services to End Violence Against and Abuse of Women Later in Life Program (Elder Grants Program.) In Federal Fiscal Year 2009, OVW plans to fund projects that will support a comprehensive approach to addressing elder abuse in their communities. These projects will provide training to criminal justice professionals, governmental agency staff and victim assistants to enhance their ability to address elder abuse, neglect and exploitation in their communities; provide cross training opportunities to professionals working with older victims; develop or enhance a community coordinated response to elder abuse; and provide or enhance services for victims who are 50 years of age or older (hereinafter “older victims” or “elder victims”).

### **Elder Abuse**

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

Elder abuse victims face unique obstacles in getting the help and services that they need. Age or disability may increase the isolation of older individuals. Victims may refrain from seeking help or calling the police due to shame or embarrassment because the abuse was committed by a family member, friend or caregiver. Victims may also be intimidated by threats of being placed in a nursing home. Abuse may be explained away or the abuse may be dismissed by claims that the older person is confused or diminished as an expression of stress associated with caring for an aging individual. Professionals may perceive a victim's injuries as arising from aging, illness, or disability instead of recognizing that the injuries may be attributed to violence in the home. A lack of services designed to meet the needs of older victims may leave them with

no community resources to rely upon for assistance. A comprehensive approach to addressing elder abuse should address these barriers and improve systemic responses to older victims.

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

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

### **Deadline: Letter of Intent**

All applicants who intend to apply for FY 2009 funding under this program are encouraged to submit a **non-binding letter of intent** to OVW's Director by **January 7, 2009**. Applicants may send the letter to OVW at [ovw.elder@usdoj.gov](mailto:ovw.elder@usdoj.gov). For a sample letter, please see <http://www.ovw.usdoj.gov/applicants.htm>. 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 **January 14, 2009**. Registering with Grants.gov is a one-time process; however, if an applicant is a first-time registrant, it could take up to five business days to have the registration validated and confirmed and to receive the user password. OVW strongly recommends that applicants start the registration process as early as possible to prevent delays in submitting their application package to OVW by the deadline specified. There are three steps that applicants must complete before they are able to register: 1) register with Central Contractor Registry (CCR), 2) be authorized as an Authorized Grantee/Recipient Official (AGO) in the organization, and 3) register as an AGO. For more information, go to [www.Grants.gov](http://www.Grants.gov). **Note: The CCR registration must be renewed once a year. Failure to renew the CCR registration will prohibit submission of a grant application through Grants.gov.**

### **Deadline: Application**

The due date for applying for funding under this announcement is **8:00 p.m. e.t. on January 28, 2009**. In addition, applicants must send a hard copy via an overnight delivery method, dated by **January 28, 2009**. See page 29 for further instructions on this.

### **Eligibility**

**It is very important that applicants review this information carefully. Applications that are submitted by non-eligible entities will be removed from further consideration during an initial review process.**

By statute, eligible entities for this program are:

- States<sup>1</sup>;
- 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, including faith- and community-based organizations.

### **Unit of Local Government**

For the purposes of this program, a unit of local government is any city, county, township, town, borough, parish, village, or other general-purpose political subdivision of a State<sup>2</sup>; an Indian tribe that performs law enforcement functions as determined by the Secretary of the Interior; or, for the purpose of assistance eligibility, any agency of the District of Columbia government or the United States Government performing law enforcement functions in and for the District of Columbia or any Trust Territory of the United States. (An applicant applying as a unit of local government will typically apply as “The City of X”, “The County of Y Board of Commissioners”, “Z Township”).

Agencies or departments of a unit of local government (i.e., a county court, a township police department, a district or city attorney’s office, a county sheriffs’ department, a parish probation and parole department, a city department of human services) are not considered units of local government for the purposes of this grant program and may not serve as the applicant for funding, unless they meet the “unit of local government” definition under 42 U.S.C. § 3791 (see footnote 2 below). While agencies or departments of a unit of local government may not serve as applicants for funding, a unit of local government may designate an agency or department to administer grant funds and assume responsibility for the development and implementation of the project. This designation must be detailed in the Memorandum of Understanding (see page 23). If an applicant that is typically a “non eligible” entity wants to assert “unit of local government” status under 42 U.S.C. § 3791, the applicant must include clear and convincing proof of such status with their application. Any applicant with questions regarding their status as a unit of local government should contact OVW at 202-307-6026 for assistance prior to submitting an application.

### **Indian Tribal Government**

For the purposes of this program, tribal government is defined as the governing body of an Indian tribe; or a tribe, band, pueblo, nation, or other organized group or community of Indians, including any Alaska Native village or regional or village corporation (as defined in, or established pursuant to, the Alaska Native Claims Settlement Act (43 U.S.C. 1601 et seq.)), that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians (42 U.S.C. 13925 (a) 30.) Indian tribe is defined as any tribe, band, pueblo, nation, or other organized group or community of Indians, including any Alaska Native village or regional or village corporation (as defined in or established under the

---

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

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

Alaska Native Claims Settlement Act, 43 U.S.C. §1601 et seq.), that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians (25 U.S.C. § 450b (e)).

### **Tribal Organization**

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

### **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 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 at [http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

## **OVW Elder Grants Program – Specific Information**

### **Types of Applicants**

In Federal Fiscal Year 2009, OVW will accept applications for the Elder Grants Program from both new applicants and current grantees. New applicants must propose projects addressing all four Elder Grants Program purpose areas (see Program Scope below). Recipients of Federal Fiscal Year 2006 or 2007 Elder Grants Program awards must propose projects that address Elder Grants Program purpose areas b, c and d (see program Scope below). Current grantees may not request funds to continue or enhance direct training of criminal justice professionals because this activity was funded through their Federal Fiscal Year 2006 or 2007 awards. Recipients of Federal Fiscal Year 2008 Elder Grants Program funding are not eligible to apply.

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

**Current grantees** are those with an open Elder 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 cooperative agreements will be 36 months. The award period for continuation cooperative agreements will be 24 months. **All budgets must reflect 36 or 24 months of project activity, and the total “estimated funding” (block 15) on the SF-424 must reflect 36 or 24 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 activities and costs. Elder Grants Program funds for Federal Fiscal Year 2009 will be awarded based on the following guidelines:

- Request for new funding may not exceed \$400,000 for a 36 month period.
- Request for continuation funding may not exceed \$150,000 for a 24 month period.

### **Program Scope**

The Elder 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 Elder Grants Program is mandated by the statutory language and the required program activities outlined in this solicitation.

### Statutory Program Purposes

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

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



### Required Program Activities

Successful applicants for new cooperative agreements will be required to implement the following 13 activities. Successful applicants who are current grantees will be required to implement activities 7 through 13.

1) Partnership: Each applicant must develop a multidisciplinary partnership. This required partnership must consist, at a minimum, of these four required Memorandum of Understanding (MOU) partners:

- a) a law enforcement agency;
- b) a 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.

In addition to MOU partners, partnerships may also include additional relevant organizations/agencies including faith-based and community organizations.

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

3) Mandatory Law Enforcement Training: Each grantee must have its multidisciplinary training team provide local two day (14 hour) trainings to law enforcement. This must be detailed in the MOU. The 14 hour training will use a curriculum that has been developed by national organizations and experts and approved by OVW. It may be taught in two days or broken into four ½ day modules. The training is interactive and based on adult learning principles. Due to the interactive nature of the training, the maximum recommended class size is 30 participants per class. Please see Appendix A, page 31 for a sample agenda. The grantee must receive commitment(s) from law enforcement agency(ies) to send personnel to attend these local two day law enforcement trainings. Each law enforcement agency(ies) must detail this commitment by submitting the required letter(s) of commitment (see section on Letters of Commitment on page 24).

4) Mandatory Advanced Law Enforcement Training: Applicants must include funds in their budget to bring national expert(s) to their communities to provide local advanced training for detectives and investigators. Each applicant must receive commitment(s) from law enforcement agency(ies) to send personnel attend this local training. Each law enforcement agency(ies) agreeing to have its personnel attend the local advanced training for detectives and investigators must detail this commitment by submitting the required letter(s) of

commitment (see section on Letters of Commitment on page 24). If a law enforcement agency(ies) is committing to send personnel to the local two day and local advanced law enforcement training, this commitment may be detailed in a single letter.

5) Mandatory Prosecutors' Workshop: Each applicant must commit to sending prosecutors in its jurisdiction to attend a two and a half day national prosecutors' workshop on elder abuse. Attendance at this workshop will require participants to travel to this OVW sponsored training event. This commitment must be shown in the required letter(s) of commitment from the prosecutor's office(s) agreeing to have their personnel attend these trainings (see section on Letters of Commitment on page 24). This workshop will focus on prosecution of cases involving elder abuse, neglect, and exploitation. Please see Appendix B, page 33 for a sample agenda.

6) Judicial Institute: Each applicant must agree to encourage judges in its jurisdiction to attend a four day national judicial institute on elder abuse, neglect, and exploitation. This agreement must be detailed in the MOU. Attendance at this workshop will require participants to travel to this OVW sponsored training event. Applicants must include funds in their budget to send judges to the institute. The faculty for this judicial education event will consist of judges and national experts and is open solely to judges. Please see Appendix C, page 35 for a sample agenda.

7) Mandatory Direct Services "Training of Trainers" Component: Each applicant must agree to send representatives from two MOU partners (one from the victim service program and one from the nonprofit organization that serves elder victims) and the project coordinator to a mandatory two day training of trainers component. This must be detailed in the MOU. Attendance at this component will require participants to travel to this OVW sponsored training event, which will enhance the participants' subject matter expertise and assist them in conducting training for their peers on the local level.

8) Mandatory Direct Services Training: Each grantee must have one representative from the victim services program and one representative from the nonprofit organization that serves elder victims provide local two day trainings to governmental agency staff, victim assistants, and victim services providers. This must be detailed in the MOU. The two day training will use a curriculum that has been developed by national organizations and experts and approved by OVW. Fiscal Year 2009 grantees will pilot the curricula, which may be taught in two days or broken into four ½ day modules. The grantee must receive commitment(s) from victim service providers and government agencies to send personnel to attend these local two day direct services trainings. Each organization/agency must detail this commitment by submitting the required letter(s) of commitment (see section on Letters of Commitment on page 24).

9) Mandatory Cross-Training: Each applicant and its project partners must agree to conduct cross training for victim service organizations, governmental agencies, courts, law enforcement, and nonprofit, nongovernmental organizations working with older victims. This must be detailed in the MOU. Federal Fiscal Year 2009 grantees will pilot tools to assist with cross training at the local level. This cross training will focus on helping each discipline develop a better understanding of the role each plays in addressing elder abuse in their community.

10) Collaborative Community Responses: Each partner must agree to create or enhance a multidisciplinary collaborative community response to elder abuse, neglect and exploitation. This must be detailed in the MOU. OVW will provide intensive and comprehensive technical assistance to successful applicants to assist them in this effort. Each project partner will engage

in a review of its own policies and protocols to determine the extent to which they are designed to aid in improving the identification, investigation, prosecution and adjudication of cases of elder abuse, exploitation and neglect, including domestic violence, dating violence, sexual assault and stalking.

11) Providing or Enhancing Services for Older Victims: Each applicant must agree to engage in a two phase effort to provide services to older victims. This must be detailed in the MOU.

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

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

b) Implementation Phase: Upon successfully completing the planning phase, grantees will begin implementing outreach and the delivery of services to older victims. Funds included in the budget for the implementation phase will be placed on hold through a special condition to the award. These funds will not be released for access by grantees until they have been determined by OVW to have successfully completed the planning phase and have an acceptable implementation plan in place. During the implementation phase, grantees will continue working with OVW and OVW Technical Assistance providers to successfully execute their implementation plan.

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

#### Year 1

October:	Award Start Date
January:	Grantee Orientation (three days - Washington, DC)
March-April:	Training of Trainers (TOT) for Law Enforcement (LE) Training (four days – national, location TBD)
May-June:	TOT for Direct Services Training (two days - national, location TBD)
July-September:	Participants from LE TOT preparing for redelivery of the two day LE training. Redelivery of two day LE training begins (local). Project partners engaged in cross training and development of CCR.

#### Years 2 & 3

Implementation Plan submitted to OVW for review and approval.  
Upon approval, implementation of outreach and services begins.  
Redelivery of Direct Services Training begins (local).  
Advanced Law Enforcement Training held (local).

Prosecutors attend workshop (two and a half day – national, location TBD).

Judges attend judicial institute (four day – national, location TBD).

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

13) Progress Reports: Applicants will report on performance measures and grant-funded activities through the timely submission of complete semi-annual progress reports.

#### Activities That May Compromise Victim Safety

Ensuring victim safety is a 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 while holding perpetrators accountable for their criminal conduct, applicants are strongly discouraged from proposing projects that include any activities that may compromise victim safety, such as the following:

- Family counseling as a systemic response to elder abuse;
- Mediation or counseling for couples as a systemic response to domestic violence;
- Batterer intervention programs that do not meet state standards or do not hold batterers accountable for their criminal behavior; and
- Procedures that would force victims of elder abuse or domestic violence to testify against their abusers or impose other sanctions on the victims.

#### Unallowable Activities

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

- Lobbying;
- Fundraising;
- Research projects;
- Curriculum development;
- Physical modifications to buildings, including minor renovations.

## **Performance Measures**

To assist in fulfilling DOJ's responsibilities under the Government Performance and Results Act (GPRA), Pub. L. No. 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:

<b>Objective</b>	<b>Performance Measures</b>	<b>Data Grantee Provides</b>
Strengthen partnerships for safer communities and enhance the Nation's capacity to prevent, solve, and control crime	<b>1)</b> Number of trainings funded by the Elder Grants Program. <b>2)</b> Number and type of people trained with funds provided by the Elder Grants Program. <b>3)</b> Number of older victims receiving requested services funded by the Elder Grants Program.	This information will be provided to OVW through semi-annual progress report forms. Please see <a href="http://muskie.usm.maine.edu/vawamei/attachments/pdf/forms/olderdisabtrain/olderdisabsemiform.pdf">http://muskie.usm.maine.edu/vawamei/attachments/pdf/forms/olderdisabtrain/olderdisabsemiform.pdf</a> 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](http://www.Grants.gov). Please note that Grants.gov is not the Office of Justice Programs' (OJP) Grants Management System (GMS) through which OVW 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. Also, Grants.gov cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension ".DOCX." Please ensure the document is saved using "Word 97-2003 Document (\*.doc)" format.

**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".

In addition, applicants must send **via overnight delivery** a complete hard copy of the original application, **dated by January 28, 2009** 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**

Certain assurances are agreed to electronically on Grants.gov. These do not need to be included in the hard copy submitted for consideration.

#### **CFDA Number**

The Catalog of Federal Domestic Assistance number for this program is 16.528, titled “Enhanced Training and Services to End Violence Against and Abuse of Women Later in Life Program,” and the funding opportunity number is OVW-2009-1987].

#### **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 [https://eupdate.dnb.com/requestoptions.asp?cm\\_re=HomepageB\\*TopNav\\*DUNSNumberTab](https://eupdate.dnb.com/requestoptions.asp?cm_re=HomepageB*TopNav*DUNSNumberTab). 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 an application from further 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 two pages 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 Program 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 for consideration. The Catalog of Federal Domestic Assistance number for this program is 16.528 (block 10). Please be sure that the Federal amount requested on the SF-424 matches the amount in the submitted budget. Also, in block 7 (Type of Applicant), please do not select "other."

Applicants must ensure that the contact information for the authorizing official and alternate contact is filled out correctly. The authorizing official is an individual authorized to accept grant funds on behalf of the jurisdiction or nongovernmental private entity applying. Please do not type in all capital letters.

### **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. To successfully submit an application, applicants must agree to all of these assurances and certifications without exception. Agreement to these assurances and certifications will be assumed upon receipt of an application received through Grants.gov.

**OMB Tracking Form "Survey on Ensuring Equal Opportunity for Applicants" (DOJ Form 560)** All OVW applicants that are nonprofit private organizations are requested to fill out DOJ Form 560. This form will assist DOJ in ensuring that all qualified applicants, small or large, non-religious or faith-based, be provided equal opportunity to compete for Federal funding. This form will be completed online through Grants.gov. **You should not print it out for the hard copy original.**

### **Narrative (Total 55 Points)**

The following narrative will be submitted as an attachment in Grants.gov. Note that the Program Narrative (Items D through G below) may not exceed 20 pages in total.

#### **A. Summary Data Sheet**

Please identify the following:

- Name, title, address, phone number, fax number, and e-mail address for the authorized official and point of contact;
- A list of other Federal grant programs from which the applicant agency currently receives funding or for which it has applied in Federal Fiscal Year 2009;
- Current grantees applying for continuation funding must provide the balance remaining in the grant as of the date of the application and the original award amount;
- The law enforcement agency partnering on this project;
- The prosecutor's office partnering on this project;
- The nonprofit, nongovernmental victim services program partnering on this project;
- The nonprofit program that serves older victims partnering on this project (Governmental agencies, for example Adult Protective Services, State or city departments on aging, may serve as the project partner working with older victims);
- The regional area(s) (city, town, county, or unincorporated area) where this project will be implemented; and
- The population and square mileage of the region to be served.

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 proposed project goals and objectives. Summaries of past accomplishments should be avoided in the abstract.

C. Status of the Current Project

**Only applicants for continuation funding need to complete this section.**

**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 Elder 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 January 28, 2009, the anticipated timeline for expenditure of all 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;
- A description of the grantee's efforts to sustain part or all of the current project without Federal funds; and
- A list of all OVW-sponsored technical assistance events attended during the most recent project period of the current award, including the title, location and date(s) of each.

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 Elder Grants Program funds have been limited to program Purpose Areas;
- Whether the grantee has complied with all special conditions of its existing grant award from OVW;
- 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 has closed prior awards in a timely manner;
- 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.

Applicants that currently receive funding under other OVW programs will also be evaluated for their performance under those programs.

**Note: applicants with an OVW grant history that failed to meet grant deadlines, did not comply with financial requirements, or did not comply with special conditions from previous grants may not be considered for funding.**

D. Purpose of Application (10 points)  
This section should briefly:

- Describe the problem to be addressed and how funding would alleviate it;
- Describe the community's service area in which the project would be implemented, including location, population, and demographic information;
- Identify the target population and state how the target population would benefit from the proposed project (please use current demographic information for the service area in order to be as specific and detailed as possible when describing the population to be served);
- Describe current services and gaps;
- Describe how the proposed project complements the State's STOP Violence Against Women Implementation Plan;
- If the applicant has applied or is applying for multiple OVW grants, describe how this project compliments such other projects without duplicating efforts;
- Identify the particular population to be served by the project (example: law enforcement officers, prosecutors, court officers, advocates, APS workers, older victims) including the estimated number of individuals who would be trained and the estimated number of individuals who would receive services;
- Describe how the intended audiences would benefit from the proposed training and services; and
- Explain why existing training and/or educational programs, services, or materials do not meet current needs.

E. What Will Be Done (25 points)  
This section should briefly:

**Training**

- State how the proposed project would assist in addressing the need for training and cross-training;
- Detail how required program activities 2 through 9 (7 through 9 for continuation grantees) will be completed (See pages 9-10). Applicants should also outline the specific tasks to be performed;
- Describe how members of the multidisciplinary training team will be chosen;
- Law enforcement: Provide the name of agency(ies) or department(s) that will send sworn officers to attend the mandatory trainings, size of department (sworn), number of sworn personnel who will attend the entire two day (14 hour)

- training and in what setting (in service, academy), and number of sworn personnel that will attend the advanced law enforcement training;
- Prosecution: Provide the name of office(s) that will be sending prosecutors to attend the mandatory training, size of office (number of prosecutors), and number of prosecutors who will attend the two and a half day prosecutors' workshop;
  - Judicial: Provide the number and types of courts in the project area, number of judges who will attend training and the type of court over which the judges preside;
  - Victim assistants: Provide the name of organizations or agency(ies) that will send personnel to attend the mandatory trainings and the number of personnel who will attend the mandatory training; and
  - Governmental agency(ies): Provide the name of agency(ies) that will send personnel to attend the mandatory trainings and the number and type of personnel who will attend the mandatory training.

### **Collaborative Community Response**

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

### **Services**

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

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

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

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

All applicants must identify the agency(ies) or office(s) responsible for carrying out the project. The narrative should identify the MOU partners and the ways the partnership would function throughout project. This section should clearly identify all of the MOU 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.

All applicants **are required** to enter into a formal collaboration with a nonprofit program that serves older victims. Governmental agencies (for example Adult Protective Services, state or city departments on aging), faith-based or community organizations may serve as the project partner that serves older victims. The nonprofit program that serves older victims must be involved in the **development and implementation** of the project.

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
- Avoid activities that compromise victim safety.

In addition, all applicants **are required** to enter into a formal collaboration with nonprofit, nongovernmental organizations serving victims of domestic violence, dating violence, sexual assault, and/or stalking. This may include faith-based or community organizations. Nonprofit, nongovernmental domestic violence, dating violence, sexual assault, or stalking victim service organizations must be involved in the **development and implementation** of the project.

Victim service organizations should meet all of the following criteria:

- Provide services to victims of domestic violence, dating violence, sexual assault, and/or stalking as one of their primary purposes and have demonstrated history of effective work concerning such issues;
- Address a demonstrated need in their communities by providing services that create options for victims seeking accountability and safety from perpetrator violence, promote the dignity and self sufficiency of victims, and improve their access to resources; and
- Avoid activities that compromise victim safety.

In developing an application for the Elder Grants Program, applicants are encouraged to consider some important distinctions among the following:

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

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

Victim service providers can provide varying degrees of confidentiality, often depending on state, tribal, and Federal laws. This may affect what information about victims they can share with partners. Other partners may have legal limitations as well. Applicants should explain information sharing between partners, including how they will protect information that is confidential or privileged.

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 Elder Grants Program were no longer available. This should include a discussion of how training, policies and protocols can be institutionalized in an effort to create systemic change.

**Note: 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 (Total 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 meetings or provide project development, training, and implementation. The budget **must** include compensation for all services rendered by project partners, including nonprofit, nongovernmental domestic violence, dating violence, sexual assault, and/or stalking victim services programs and State and tribal domestic violence and/or sexual assault coalitions.

**Budget Caps**

Applicants should carefully consider the resources needed to implement this project and present a realistic budget that accurately reflects the costs involved. Requests for new funding may not exceed \$400,000 for the 36-month project period. Request for continuation funding may not exceed \$150,000 for the 24-month project period.

**OVW has the discretion to make awards for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to award of a cooperative agreement.**

### **Budget Requirements**

The following is a short list of budgetary guidelines:

- Applicants are strongly discouraged from requesting consultant rates in excess of \$450 per day.
- Applicants **may not** allocate any funds for building renovations. This includes such seemingly minor activities as painting or carpeting.
- Applicants may not use Elder Grants Program Funds to pay for criminal justice positions. Personnel costs for criminal justice professionals is permitted only to cover time spent conducting or attending training required by this program. Funds may not be used to compensate personnel to perform criminal justice duties.
- New applicants must budget a minimum of 25% of funds requested to support outreach and services that will occur in the implementation phase (years 2 and 3) of the project. Continuation applicants must budget a minimum of 40% of funds requested to support outreach and services that will occur in the implementation phase (year 2) of the project. Applications selected for funding that do not include the entire recommended amount will not receive additional funds for this purpose, but will be required to adjust their budgets to cover these costs prior to final approval of the proposal.
- Applicants 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. These activities must include, but are not limited to the following:
  - **Grantee Orientation:** One representative from each of the four required MOU partners is required to attend this three day meeting. The project coordinator must attend this meeting;
  - **Law Enforcement “Training of Trainers” Component:** At least one representative with training experience from each of the four required MOU partners is required to attend this four day training. A maximum of seven individuals may attend this event,

six training team members who will actively participate in the training and the project coordinator who may attend this event as an observer;

- **Advanced Law Enforcement Training:** Each applicant must bring at least one national expert to their community to provide advanced training for detectives and/or investigators;
- **Prosecutors' Workshop:** Each applicant must send between two to five prosecutors to the two and a half day prosecutors' workshop sponsored by OVW;
- **Judicial Institute:** Each applicant will agree to encourage two to five judges in their jurisdiction to attend the four day judicial institute sponsored by OVW and include funding for this purpose;
- **Direct Services "Training of Trainers Component":** One representative from the victim services program and one representative from the organization that serves elder victims must attend the two day OVW-sponsored training.
- **Cross-Training Exercise:** Each applicant must include funds in their budget to bring two national experts to their community to facilitate a cross training event for project partners and community stakeholders.

Applications selected for funding that do not include travel funds for all Elder Program Technical Assistance 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. If the person attending the technical assistance offering is an employee of the applicant, the amount should be included in the "Travel" category; if the attendee is a partner of the applicant, the amount should be included in the "Consultants/Contracts" category. Be sure to label costs for this purpose as "OVW Technical Assistance." Please provide an estimated breakdown for this amount (include 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 funds for registration fees. These funds are to be used **only** 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 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 OJP's Office of the Chief Financial Officer. 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/training/fmts\\_general.htm](http://www.ojp.usdoj.gov/training/fmts_general.htm).

The budget and budget narrative should be submitted online as one attachment. The budget narrative 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) (Total 20 points)**

Applicants are required to provide documentation that demonstrates they have consulted and coordinated in a meaningful way with their required multidisciplinary partnership. (See page 9). OVW requires this to be done by the submission of an MOU.

Each applicant 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 all of the following:

- At least one law enforcement agency.
- At least one prosecutor's office.
- At least one nonprofit, nongovernmental domestic violence, dating violence, sexual assault, and/or stalking programs, or other nonprofit, nongovernmental organizations that adequately demonstrate history and expertise in working with victims of domestic violence, dating violence, sexual assault, and/or stalking. Additionally, the organization should appropriately correspond with the proposed project. For example, if an application focuses mainly on sexual assault, then the nonprofit partner should have demonstrated expertise in sexual assault. **Applicants must illustrate this correlation in their MOUs.**
- At least one nonprofit program that serves older victims.

Continuation applicants must develop a new MOU that reflects the continuation of project activities and include current dates and signatures from all relevant project partners.

The MOU must do the following:

- 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;
- If the applicant is a unit of local government designating an agency or department to administer grant funds, assume responsibility for the development and implementation of the project or engage in other activities, the details of this designation must be clearly stated;
- Specify the extent of each partner'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, and training).
- Demonstrate a commitment to providing direct training for victim assistants and those working in governmental agencies in their community;
- Demonstrate a commitment to sending representatives from two project partners (one from the victim service program and one from the nonprofit organization that serves elder victims) to a two day OVW sponsored training;
- Demonstrate a commitment to conducting cross training for victim service organizations, governmental agencies, courts, law enforcement, and nonprofit, nongovernmental organizations working with older victims in their community;
- Demonstrate a commitment to creating or enhancing a multidisciplinary collaborative community response to elder abuse, neglect and exploitation; and
- Demonstrate a commitment to engaging in a two phase effort (planning and implementation) to provide direct services to older victims.

In addition, OVW requires all grantees to complete a Semi-Annual Progress Report which may involve input from some or all project partners. In developing the MOU, applicants are encouraged to include a statement of the roles and responsibilities each organization would assume in meeting grant report requirements. For more information on these requirements, please refer to the section titled "Performance Measurement" at page 12.

The MOU should be a **single document** that includes signatures and dates from all partners. Separate signature pages for partners are not acceptable. Signatories should be sure to include their titles and agencies under their signatures. A sample MOU is available at <http://www.ovw.usdoj.gov/applicants.htm>.

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

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

The agencies and organizations (law enforcement agency(ies), prosecutor's office(s), and Federal, State, tribal and local court(s), victim service providers, and government agencies) who have committed to send their personnel to the mandatory trainings outlined in this solicitation must provide letters of commitment to the applicant to be submitted with the application. The letters of commitment must accompany the application as attachments. Letters sent separate from the application will not be considered during the review process. The letters must include:

- The name of the agency/organization sending appropriate personnel to receive training;
- A clear and absolute statement that the agency/organization is committed to sending its personnel to receive training;
- The type of personnel (law enforcement officers, investigators, prosecutors, judges, victim services providers, government personnel) that will attend training; and
- An estimate of the number of personnel that will be sent to receive training.

In addition:

- Law enforcement agency(ies) must commit to officers attending the two day (14 hour) local training that would be provided by the project's multidisciplinary training team;
- Law enforcement agency(ies) must commit to detectives/investigators attending the advanced law enforcement that would be held in their community;
- Prosecutor's office(s) must commit to sending prosecutors to attend the two and a half day prosecutors' workshop. Attendance at this workshop will require participants to travel to this OVW sponsored training event; and
- Victim service providers and government agencies must commit to personnel attending the two day direct services training that would be held in their community.

Law enforcement agencies committing to send personnel to both the local two day and local advanced law enforcement training, may be detailed this commitment in a single letter.

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

### **Letter of Nonsupplanting**

Applicants must submit a letter to OVW's Director, certifying that Federal funds will not be used to supplant State or local funds should an award be made. Please refer to <http://www.ovw.usdoj.gov/applicants.htm> for a sample letter.



## **Financial Capability Questionnaire**

All nonprofit, nongovernmental organizations that apply for funding with OVW that have not previously (or within the last three years) received funding from OVW or OJP must complete a

Financial Capability Questionnaire. The form can be found at [http://www.ojp.usdoj.gov/funding/forms/financial\\_capability.pdf](http://www.ojp.usdoj.gov/funding/forms/financial_capability.pdf). Applicants should also include the cognizant Federal audit agency and fiscal year on the first page. In addition, be sure to submit the applicant organization's current year's audit report with the Financial Capability Questionnaire.

## **Indirect Cost Rate Agreement**

If the applicant organization is requesting indirect costs for this project, please include a copy of the organization's current, signed indirect cost rate agreement. For additional information on this requirement, please visit <http://www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm>.

## **Selection Criteria**

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

- The need or continued need for the project, including an explanation of why existing training and/or educational programs, services, or materials do not meet current needs;
- The description of the community to be served, including diverse, traditionally, underserved populations of victims of domestic violence, dating violence, sexual assault, and stalking;
- The description of the particular population to be served by the project (example: law enforcement officers, prosecutors, court officers, advocates, APS workers, older victims) including the estimated number of individuals who would be trained and the estimated number of individuals who would receive services; and how the proposed project will address their needs.

### **B. What Will be Done (25 points)**

- The extent to which all 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 project activities can realistically be completed within the grant cycle;
- The extent to which the proposal does not include activities that compromise victim safety;
- The extent to which the proposed project would assist in addressing the need for training and cross-training;
- The extent to which the application details how required program activities 2 through 9 (7 and 9 for continuation grantees) will be completed (see page 9), including specific tasks to be performed;
- The extent to which the plan for choosing members of the multidisciplinary training team seems feasible;

- The extent to which law enforcement agency(ies) or department(s) (given the agency/department size) in the project area will send sworn officers to attend the entire two day (14 hour) mandatory trainings and the mandatory advanced law enforcement training;
- The extent to which prosecutor's office(s) (given the office size) in the project area will send prosecutors to attend the two and a half day prosecutors' workshop;
- The extent to which courts in the project area agree to send judges to the judicial institute;
- The extent to which victims service organizations (given the organizations' size) in the project area will send personnel to attend the mandatory trainings;
- The extent to which government agencies (given the agencies' size) in the project area will send personnel to attend the mandatory trainings and the number of personnel that will attend the mandatory training;
- The extent to which the proposed project would create or enhance a multidisciplinary collaborative community response 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;
- The extent to which the application describes outreach and services the project anticipates providing to older victims during the second and third years of the project (if sufficient information to address this issue is not available and the applicant will rely on data gathered during the planning phase to determine appropriate outreach and services, this should be noted); and
- The description of existing outreach efforts and services focusing on elder abuse, neglect and exploitation including domestic violence, dating violence, sexual assault, or stalking, involving victims who are 50 years of age or older.

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

- The extent to which all agency(ies) or office(s) responsible for partnering to carrying out the project are identified and how the partnership would function throughout project is detailed;
- The extent to which the application demonstrates a strong commitment to real, meaningful collaboration to develop and implement the project;
- The extent to which the application demonstrates that the partnership is engaged in a working collaboration, or is in the process of developing such a relationship;
- The extent to which the expertise or experience of all key staff are detailed;
- The inclusion of a nonprofit program that serves older victims and a nonprofit, nongovernmental organizations serving victims of domestic violence, dating violence, sexual assault, and/or stalking (see page 19 ) as required project partners in the formal collaboration.

#### D. Sustainability Plan (5 points)

- The extent to which the applicant proposes feasible strategies to preserve project activities long-term.

#### E. Budget (15 points)

- The extent to which the budget is complete, reasonable, cost-effective in relation to the proposed project, and within established limits;

- The extent to which the budget fairly compensates all project partners for their participation in any project-related activities, including but not limited to, compensation for time and travel expenses to attend meetings or provide project development, training, and implementation;
- The extent to which the budget includes funds for outreach and direct services (new projects – a minimum of 25% of the proposed budget and continuation projects - a minimum of 40% of the proposed budget); and
- The extent to which the budget allocates funds to support travel costs associated with technical assistance including, but is not limited to the following: grantee orientation, law enforcement training of trainers component, advanced law enforcement training, prosecutors' workshop, judicial institute, direct services training of trainers component, and cross-training exercise.

F. Memorandum of Understanding (20 points)

- The extent to which the MOU demonstrates a meaningful partnership among the required MOU partners (see page 9);
- The extent to which the MOU identifies the required partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began, when each partner entered into the relationship, and the extent of each partner's participation in developing the application;
- The description of the roles and responsibilities of each project partner, including the identity of the representatives of the planning and development team who will be responsible for developing and implementing project activities and how they will work together and with project staff;
- The extent to which the MOU demonstrates a commitment on the part of all project partners to work together to achieve stated project goals, including a description of the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, and training).
- The extent to which the MOU demonstrates a commitment from the four required project partners to send a multidisciplinary training team to the mandatory four day training of trainers component;
- The extent to which the MOU demonstrates a commitment to sending representatives from two project partners (one from the victim service program and one from the organization that serves elder victims) to a mandatory two day direct services training of trainers component;
- The extent to which the MOU demonstrates a commitment to conducting direct training for law enforcement and cross training for victim service organizations, governmental agencies, courts, law enforcement, and nonprofit, nongovernmental organizations The extent to which the MOU demonstrates a commitment to conducting direct training for personnel from victim service organizations and governmental agencies in their community;
- The extent to which the MOU demonstrates a commitment to creating or enhancing a multidisciplinary collaborative community response to elder abuse, neglect and exploitation;
- The extent to which the MOU demonstrates a commitment to engaging in a two phase effort (planning and implementation) to provide outreach and direct services to older victims.

## G. Letters of Commitment (10 points)

- The extent to which the letter provides the name of the agency/organization sending appropriate personnel to receive training;
- The extent to which the letter includes a clear and absolute statement that the agency/organization is committed to sending its personnel to receive training;
- The extent to which the letter details the type of personnel (law enforcement officers, prosecutors, judges, victim service providers, government personnel) that will attend training;
- The extent to which the letter includes an estimate of the number of personnel that will be sent to receive training;
- The extent to which the letter(s) from law enforcement agency(ies) include a commitment that officers will complete the entire two day (14 hour) training provided by the projects' multidisciplinary training team;
- The extent to which the letter(s) from prosecutor's office(s) include a commitment that prosecutors will complete the two and a half day prosecutors' workshop; and
- The extent to which the letter(s) from victim service providers and government agencies include a commitment that personnel will complete the two day training that would be held in their community.

In addition to the criteria above, all applications will be rated on the extent to which they provide all of the information set out in the solicitation and meet all of the criteria specified. In reviewing the applications, reviewers will evaluate sections A-F as a whole and section G separately.

## 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 forwarded to external 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 8);
- Whether all statutory eligibility criteria are met (see page 5);
- Whether the application proposes significant activities that may compromise victim safety (see page 12); and
- Whether the proposed budget is within the established limits (see page 8).

In addition, applications will be reviewed for prior compliance with Program and Office requirements and the status of current grant-funded activities. (See page 16 for further details on criteria for this review.) Applicants with an OVW grant history that failed to meet grant deadlines, did not comply with financial requirements, or did not comply with special conditions from previous grants may not be considered for funding.

OVW is committed to ensuring a competitive and standardized process for awarding grants. External peer reviewers will be reviewing the applications submitted under this solicitation. An external reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a DOJ employee. Applications will be screened initially to determine

whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations may include past performance, geographic distribution, regional balance, policy priorities, and available funding.

After the peer review is finalized, a financial review of all potential discretionary awards and cooperative agreements is conducted to evaluate the fiscal integrity and financial capability of applicants; examine proposed costs to determine if the budget and budget narrative accurately explain project costs; and determine whether costs are reasonable, necessary, and allowable under applicable Federal cost principles and agency regulations.

All final award decisions will be made by the OVW Director, who may also give consideration to past performance, geographic distribution, regional balance, funding availability, and policy priorities when making awards.

## **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 OJP's Office of the Chief Financial Officer [Financial Guide](#);
- Suspension or Termination of Funding;
- Government Performance and Results Act (GPRA);
- Rights in Intellectual Property; and
- Federal Funding Accountability and Transparency Act (FFATA) of 2006.

We strongly encourage applicants to review the information pertaining to these additional requirements prior to submitting their applications. 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, 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). Please use logical titles when saving and uploading documents. For example, the narrative section of the application could be saved as “narrative.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 continuation applicants, the status of the project;
- The budget, budget summary, and budget narrative;
- Letter of nonsupplanting;
- An MOU;
- Letters of Commitment;
  - Law Enforcement Agency(ies)
  - Prosecutor’s Office(s)
  - Victim Service Provider(s)
  - Government Agency(ies)
- A current Indirect Cost Rate Agreement (if applicable); and
- Financial Capability Questionnaire (if applicable).

Detailed instructions on how to use the Grants.gov system to submit applications online are available at [www.Grants.gov](http://www.Grants.gov). Also, a toll-free telephone number has been established for applicants to receive technical assistance as they 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, **dated by January 28, 2009** 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**

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

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

**Day One**

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

**Day Two**

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



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

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

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

**PROSECUTING ELDER ABUSE CASES**

**DAY ONE**

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

**DAY TWO**

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

**DAY THREE**

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

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

# **NATIONAL JUDICIAL INSTITUTE ON DOMESTIC VIOLENCE**

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

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

### **SUNDAY**

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

### **MONDAY**

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

### **TUESDAY**

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

### **WEDNESDAY**

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