



## RECOVERY ACT



The United States Department of Justice, [Office on Violence Against Women](#) (OVW) is pleased to announce that it is seeking applications for the Recovery Act Technical Assistance Program.

On February 17, 2009, President Obama signed into law the landmark American Recovery and Reinvestment Act of 2009 (the "Recovery Act"). As one of its many elements, the Recovery Act provides the U.S. Department of Justice (DOJ) with funding for grants to assist state, local, and tribal law enforcement (including support for hiring), to combat violence against women, to fight internet crimes against children, to improve the functioning of the criminal justice system, to assist victims of crime, and to support youth mentoring. DOJ is committed to working with our national, state, local and tribal partnerships to ensure this funding invests in the American workforce.

Specifically, under this solicitation, OVW will be making awards to provide technical assistance and training to OVW Recovery Act program grantees.

# OVW Recovery Act Technical Assistance Program

## Eligibility

See "Eligibility" on page 6.

## Deadline

**Registration with GMS is required prior to application submission.  
Applicants must obtain a DUNS number from Dun and Bradstreet prior to application submission and must register with the Central Contractor Registration (CCR) database.**

All applicants should register online with GMS by **May 15, 2009**.

All applications are due by 8:00 p.m. e.t. on **May 29, 2009**.

(See "Deadline: Applications" on page 6)

### **Important Note to Prospective Applicants**

This solicitation is issued pursuant to the American Recovery and Reinvestment Act of 2009 (Public Law 111-5), which was signed into law by the President Obama on February 17, 2009. As of the date this solicitation is issued, government-wide guidance is still forthcoming on various aspects of the Act.

Applicants are strongly advised to check the appropriate website and the "OVW Recovery Act Additional Requirements" webpage (<http://www.ovw.usdoj.gov/recovery-applicants.htm>) periodically (including before submitting an application) for updates to this solicitation and its associated requirements. Additional information may become available that could affect project proposal narratives, timelines, budget requests, certifications, and other matters related to applications.

Award recipients will be required to follow any applicable provisions of government-wide guidance that may be issued pursuant to the Recovery Act.

### **Contact Information**

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

This application must be submitted through OJP's Grants Management System (GMS). For technical assistance with submitting the application, call the Grants Management System Support Hotline at 1-888-549-9901, option 3.

**Note:** The GMS Support Hotline hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. Eastern Time.

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# **OVW Recovery Act Technical Assistance Program (CDFA # 16.526)**

## **Overview**

This grant program is authorized by the American Recovery and Reinvestment Act of 2009 (Public Law 111-5) (the “Recovery Act”) and by 42 U.S.C. 13925(b)(11).

The purposes of the Recovery Act are to preserve and create jobs and promote economic recovery; to assist those most impacted by the recession; to provide investments needed to increase economic efficiency by spurring technological advances in science and health; to invest in transportation, environmental protection, and other infrastructure that will provide long-term economic benefits; and to stabilize State and local government budgets, in order to minimize and avoid reductions in essential services and counterproductive State and local tax increases.

The Recovery Act places great emphasis on accountability and transparency in the use of taxpayer dollars. Among other things, it creates a new Recovery Accountability and Transparency Board and a new website – Recovery.gov – to provide information to the public, including access to detailed information on grants and contracts made with Recovery Act funds.

### **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 Recovery Act Technical Assistance Program**

Since 1995, OVW’s Technical Assistance Program (TA Program) has provided OVW grantees with the training, expertise, and problem-solving strategies they need to meet the challenges of addressing domestic violence, sexual assault, dating violence, and stalking. OVW’s technical assistance projects have offered educational opportunities, conferences, peer-to-peer consultations, site visits, and tailored assistance that have allowed OVW grantees and others to learn from experts and one another about how to effectively respond to crimes of violence against women.

In shaping its technical assistance program, OVW has historically solicited input from its grantees to ensure that efforts are responsive to the needs and concerns of local communities. As part of its commitment to continuous improvement, OVW seeks feedback on a regular basis from its grant recipients so that technical assistance can be enhanced and refined as necessary to meet the needs of communities.

The primary purpose of the OVW Recovery TA Program is to provide direct assistance to OVW Recovery Act grantees and subgrantees to develop creative ways to create and retain jobs and promote economic growth while focusing on the needs of domestic violence, dating violence, sexual assault, and stalking victims. Technical assistance projects must be national or regional in focus. Projects that are limited to statewide activities, or regional activities within a state will not be considered.

### **Vision for OVW Technical Assistance**

It is OVW's vision that technical assistance will be responsive to the needs of victims, as expressed through its grantees; adaptable to the inevitable changes in the field; and economical in its size and scope. In addition, OVW would like to utilize state and local experts in the delivery of technical assistance. Local communities across the nation have implemented successful programs addressing domestic violence, dating violence, sexual assault, and stalking, and these communities have unique expertise and lessons to share.

## **Deadline: Registration**

### **Registering with OJP's Grants Management System (GMS)**

Applications must be submitted through OJP's online Grants Management System (GMS). To access the system, go to <https://grants.ojp.usdoj.gov>. Applicants should begin the process immediately to meet the GMS registration deadline, especially if this is the first time they have used the system. Each application requires a separate GMS registration. The registration process for organizations includes: (1) Obtaining a Data Universal Numbering System (DUNS) number; (2) Registering your organization with the Central Contractor Registration (CCR) database; and (3) Registering with GMS prior to applying.

**The deadline to register is 8:00 p.m. Eastern Time on May 15, 2009.**

**A DUNS number is required.** All applicants under this solicitation must include a DUNS (Data Universal Numbering System) number in their application. 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 for federal assistance applicants, recipients, and subrecipients. 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.dnb.com/us/>. Individuals are exempt from this requirement.

**Central Contractor Registration (CCR) is required.** In addition to the DUNS number requirement, OVW requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that previously submitted applications via GMS are already registered with CCR, as it is a requirement for GMS registration. Please note, however, applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).

## Deadline: Application

The due date for applying for funding under this announcement is **8:00 p.m. e.t. on May 29, 2009**. In addition, applicants must send a hard copy via an overnight delivery method, dated by May 29, 2009. See page 12 for further instructions on this.

## Eligibility

OVW will accept applications from any organization. Organizations receiving awards will be responsible for compliance with all fiscal and reporting requirements.

### **Additional Requirements related to the Recovery Act (including certification requirements):**

Reporting on the Use of Funds. In order to be eligible to receive funds under this solicitation, applicants must certify that they will satisfy the reporting requirements of section 1512(c) of the Recovery Act, which requires detailed reporting (including reporting on subawards) no later than **10 calendar days after the end of each calendar quarter**. Detailed information on section 1512(c) appears below, under "Accountability and Transparency under the Recovery Act" on page 8. A template for the certification is included in Appendix A. Applicants may expect that a standard form and/or standard reporting mechanism will be made available.

### **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 Recovery Act Technical Assistance Program—Specific Information

The OVW Recovery Act Technical Assistance Program has been created as a set-aside from the appropriated funds of OVW Recovery Act grant programs (STOP Violence Against Women Formula Grant Program, State Sexual Assault and Domestic Violence Coalitions Grant Program, Transitional Housing Assistance Program, Grants to Indian Tribal Governments Program, and the Tribal Sexual Assault and Domestic Violence Coalitions Program). For this reason, technical assistance activities must be tied to purpose areas of OVW Recovery Act grant programs (see Appendix A), and OVW technical assistance must be provided predominantly to recipients of OVW Recovery Act grants. To learn more about OVW's Recovery Act grant programs, go to <http://www.ovw.usdoj.gov/recovery.htm> and click on "Closed Solicitations."

OVW encourages applicants to submit only one application, but under no circumstances will OVW accept more than two applications from a single organization. Two applications should only be submitted if they address very different and distinct areas of focus. In deciding whether to submit a single proposal or two proposals, applicants should consider whether proposed project activities have any overlap or connection.

**All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. Applicants also should anticipate that awards under the Recovery Act will be one-time awards and accordingly should propose project activities and deliverables that can be accomplished without additional DOJ funding.**

### Award Period

Recovery Act Technical Assistance applicants may propose projects with a duration of 12, 24 or 36 months. The award period for these Cooperative Agreements will be 12, 24, or 36 months. In estimating their project costs, applicants should base their estimates on a 12, 24, or 36 month project, and the total "estimated funding" block on the SF-424 must reflect 12, 24, or 36 months. OVW may adjust the project period if an application is selected for funding.

### Award Amounts

Applicants should carefully consider the resources needed to successfully implement the proposed project. Please note that all OVW discretionary grantees (this excludes the STOP Formula and State Coalitions Programs) have funds in their budgets to participate in technical assistance events, and therefore you will not need to include travel costs for participants in your projected costs. OVW may negotiate the scope of work with applicants and adjust the budget accordingly prior to granting an award. All applications will be subject to an internal review process.

### Program Scope

OVW will consider projects that:

- Provide resources and information to OVW grantees on how to leverage resources during this economic crisis including how to promote sustainability of projects, such as strategic planning, organizational development, and capacity building.

- Have the capacity to convene a summit, new grantee orientation, and other events, and provide ongoing technical assistance to assist grantees in implementing victim-centered strategies that will stimulate the economy and create or retain jobs. Specific issues to consider may include:
  - How to increase the ability of victims and survivors to obtain jobs, including through employment counseling, job training, and educational support.
  - How to help grantees forge relationships and collaborative efforts to maximize resources to meet the needs of victims of domestic violence, sexual assault, dating violence and stalking.
  - How to assist grantees in the creation and retention of jobs while otherwise sustaining their projects.
  - How to develop victim-centered and culturally appropriate operational procedures, policies and practices for tribal-operated domestic violence safe homes, shelter programs, and transitional housing programs.
  - How to develop comprehensive programs that are designed to promote economic justice for Native women who have been victims of domestic violence, sexual assault and stalking.
  - How to work effectively with Indian women seeking post-secondary education, vocational training, transitional and permanent housing, job placement assistance, and other supportive services necessary to help them transition to a violence-free life style.

A complete list of the statutory purpose areas of OVW Recovery Act grant programs is attached at Appendix B.

#### Unallowable Activities

Grant funds under the Recovery Act Technical Assistance Program may not be used for any unauthorized purposes, including but not limited to the following activities:

- Lobbying;
- Fundraising; and
- Research projects.

**Non-supplanting:** Federal funds must be used to supplement existing funds for program activities and must not replace those funds that have been appropriated for the same purpose. See the OJP Financial Guide (Part II, Chapter 3) <http://www.ojp.usdoj.gov/financialguide/index.htm> .

#### **Recovery Act: Contracts**

Generally speaking, the Recovery Act places special emphasis on the use of fixed-price contracts awarded through competitive procedures. As information becomes available, OVW will provide guidance to applicants as to what, if any, particular procurement requirements or



procedures may apply to contracts awarded with Recovery Act grant funds, apart from those that appear in 28 C.F.R. Part 66 and 28 C.F.R. Part 70.

**Recovery Act: Limit on Funds**

The Recovery Act specifically provides that funds may not be used by any State or local government, or any private entity, for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool.

**Recovery Act: Use of Funds in Conjunction with Funds from Other Sources.**

Recovery Act funds may be used in conjunction with other funding as necessary to complete projects, but tracking and reporting of Recovery Act funds must be separate, to meet the reporting and other requirements of the Recovery Act and other applicable law. There can be no commingling of funds. (See “Accountability and Transparency under the Recovery Act.”)

## **Accountability and Transparency under the Recovery Act**

**Separate Tracking and Reporting of Recovery Act Funds and Outcomes**

Consistent with the special purposes and goals of the Recovery Act, and its strong emphasis on accountability and transparency, it is essential that all funds from a Recovery Act grant be tracked, accounted for, and reported on separately from all other funds (including DOJ grant funds from non-Recovery Act grants awarded for the same or similar purposes or programs). Recipients must also be prepared to track and report on the specific outcomes and benefits attributable to use of Recovery Act funds.

The accounting systems of all recipients and subrecipients must ensure that funds from any award under this Recovery Act solicitation are not commingled with funds from any other funding source.

Misuse of grant funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under a grant, and civil and/or criminal penalties.

**Quarterly Financial and Programmatic Reporting**

Consistent with the Recovery Act emphasis on accountability and transparency, reporting requirements under Recovery Act grant programs will differ from and expand upon OVW’s standard reporting requirements for grants. In particular, section 1512(c) of the Recovery Act sets out detailed requirements for quarterly reports that must be submitted within 10 days of the end of each calendar quarter. Receipt of funds will be contingent on meeting the Recovery Act reporting requirements.

Under this Recovery Act program, quarterly financial and programmatic reporting will be required, and will be **due within 10 calendar days after the end of each calendar quarter**, starting July 10, 2009.

**Programmatic and Financial Reporting Periods**

**Due Dates**

October- December  
January- March  
April-June  
July-September

January 10  
April 10  
July 10  
October 10

The information from grantee reports will be posted on a public website dedicated to Recovery Act transparency. To the extent that grant funds are available to pay a grantee's administrative expenses, those funds may be used to assist the grantee in meeting the accelerated time-frame and extensive reporting requirements of the Recovery Act.

Recovery Act grant recipients may expect that the information posted by OVW on a public website dedicated to Recovery Act transparency will identify grantees that are delinquent in their reporting. In addition, in keeping with standard OVW practice, grant recipients that do not submit required reports by the due date will not be permitted to draw down funds thereafter, during the pendency of the delinquency, and may be subject to other appropriate actions by OVW, including, but not limited to, restrictions on eligibility for future OVW awards, restrictions on draw-down on other OVW awards, and suspension or termination of the Recovery Act award.

Funding recipients may expect that a standard form and/or reporting mechanism may be available. Additional instructions and guidance regarding the required reporting will be provided as they become available. For planning purposes, however, all applicants should be aware that the Recovery Act section 1512(c) provides as follows:

*Recipient Reports- Not later than 10 days after the end of each calendar quarter, each recipient that received recovery funds from a Federal agency shall submit a report to that agency that contains--*

- (1) the total amount of recovery funds received from that agency;*
- (2) the amount of recovery funds received that were expended or obligated to projects or activities; and*
- (3) a detailed list of all projects or activities for which recovery funds were expended or obligated, including--*
  - (A) the name of the project or activity;*
  - (B) a description of the project or activity;*
  - (C) an evaluation of the completion status of the project or activity;*
  - (D) an estimate of the number of jobs created and the number of jobs retained by the project or activity; and*
  - (E) for infrastructure investments made by State and local governments, the purpose, total cost, and rationale of the agency for funding the infrastructure investment with funds made available under this Act, and name of the person to contact at the agency if there are concerns with the infrastructure investment.*
- (4) Detailed information on any subcontracts or subgrants awarded by the recipient to include the data elements required to comply with the Federal Funding Accountability and Transparency Act of 2006 (Public Law 109-282), allowing aggregate reporting on awards below \$25,000 or to individuals, as prescribed by the Director of the Office of Management and Budget.*

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

Each grantee or subgrantee awarded funds made available under the Recovery Act is to promptly refer to an appropriate inspector general any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has submitted false claim under the False Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving Recovery Act funds.

You may report suspected fraud, waste, abuse, or misconduct to the United States Department of Justice, Office of the Inspector General (OIG) by:

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

**E-mail:** [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov)

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

**Fax:** (202) 616-9881

Additional information is available from the DOJ OIG website at <http://www.usdoj.gov/oig/>.

The Recovery Act provides certain protections against reprisals for employees of non-Federal employers who disclose information reasonably believed to be evidence of gross mismanagement, gross waste, substantial and specific danger to public health or safety, abuse of authority, or violations of law related to contracts or grants using Recovery Act funds. For additional information, refer to section 1553 of the Recovery Act.

## 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><i>Objective</i></b>	<b><i>Performance Measures</i></b>	<b><i>Data Grantee Provides</i></b>
Strengthen partnerships for safer communities and enhance the Nation's capacity to prevent, solve, and control crime.	1) Total number of training events; and 2) Total number of people trained.	This information will be provided to OVW through semi-annual progress report forms. Please see <a href="http://muskie.usm.maine.edu/vawamei/formtaprovider.htm">http://muskie.usm.maine.edu/vawamei/formtaprovider.htm</a> for a sample form.
<i>Recovery Act:</i> Create and retain jobs and promote economic growth.	1) Number of jobs retained due to Recovery Act funding; and 2) Number of jobs created due to Recovery Act.	This information will be provided to OVW through the quarterly financial and programmatic reporting described on pages 9-10, above.

## How to Apply

**Grants Management System Instructions.** Applications, including supporting documentation, must be submitted through OJP's online Grants Management System (GMS). To access the system, go to <https://grants.ojp.usdoj.gov>. Applicants should begin the process a few weeks prior to the GMS registration deadline, especially if this is the first time they have used the system. Each application requires a separate GMS registration. For a step-by-step guide, visit <http://www.ojp.gov/gmscbt/> and refer to the section entitled "External Overview: Locating & Applying for Funding Opportunities." For additional assistance, call the GMS Help Desk at 1-888-549-9901 from 7:00 a.m. to 9:00 p.m. Eastern Time Monday to Friday.

**Note: OVW will not review any application whose attachments are in Microsoft Vista or Microsoft 2007 format.** Applications submitted via GMS must be in the following formats: Microsoft Word (\*.doc), Word Perfect (\*.wpd), Microsoft Excel (\*.xlm), PDF files (\*.pdf), or Text Documents (\*.txt). GMS is not yet compatible with Vista and cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension ".docx." Please ensure that any Word documents you are submitting are saved using "Word 97-2003 Document (\*.doc)" format. Additionally, GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

In addition, applicants must send **via overnight delivery** a complete hard copy original of the application **dated by May 29, 2009** to:

**The Office on Violence Against Women  
U.S. Department of Justice  
Attn: RA Technical Assistance  
800 K Street NW, Ste. 920  
Washington, D.C. 20001**

Certain assurances are agreed to electronically on GMS. 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 16.526. titled "OVW Technical Assistance Initiative."

## 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 internal 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.** In addition, please do not submit materials 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 20 pages for the Program Narrative (Items C through F below)

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

The SF-424 will be filled out online through GMS. The Catalog of Federal Domestic Assistance number for this program is 16.526. Please be sure that the federal amount requested on the SF-424 matches the amount in the submitted budget. Also, in the “Type of Applicant” block, please do not select “other.”

Applicants must ensure the contact information for the authorizing official and alternate point of 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 GMS.

**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 GMS. **You should not print it out for the hard copy original.**

#### **Narrative (Total 85 Points)**

The following narrative will be submitted as an attachment in GMS. Note that the Program Narrative (Items C through F below) may not exceed 20 pages in total.

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

The Summary Data Sheet must include the following:

- Name of applicant;
- Project partners;
- Target audience (include which grant program recipients will be targeted);
- Geographic focus (**projects must be national or regional in focus; projects that are limited to statewide activities or regional activities within a state will not be considered**);
- Estimated project cost; and
- A list of all of the applicant’s current OVW grants and technical assistance cooperative agreements, including remaining amounts as of May 29, 2009 and anticipated project completion dates.

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. What Will Be Done (30 points)

This section should:

- Describe the geographic area to be served. The primary purpose of the OVW Recovery Act Technical Assistance Program is to serve OVW grantees on a national or regional level. This program is not meant to serve just one or two jurisdictions.
- Describe the target audience for the technical assistance (discipline, grant program, etc.).
- Estimate how many grantees will be served.
- State the goals and objectives of the technical assistance project.
- Provide a summary of the activities that will be undertaken to accomplish the project goals and objectives and provide a corresponding timeline for the completion of each activity.
- Describe and justify any and all products that will be developed, including a timeline for the development and dissemination of each product. Include a dissemination plan for the products.
- State the estimated number of training and technical assistance hours that will be provided.

D. Who Will Implement the Project (25 points)

This section should:

- Identify organizations and individuals who will implement the project and describe the role of each.
- Describe the capacity of the organization/s to undertake the project.
- Describe the proposed staffing (including consultants) for the project.
- List the qualifications and experience of proposed staff/consultants. Applicants should attached resumes or position descriptions for key positions.
- Identify any state and/or local experts who will be included in the delivery of the technical assistance and describe their role.

E. What Are the Recovery Act Technical Assistance Delivery Methods (20 points)

This section should:

- Identify and describe how the proposed technical assistance will be delivered. Examples of delivery methods can include audio- and video-conference; web-casting; regional or national meetings; new grantee orientation; focus groups; conferences; train-the-trainer sessions; on-site technical assistance (if you are proposing on-site assistance with OVW grantees, you must describe your capacity and experience to do so).
- Explain why these methods have been selected.
- Explain how these methods are appropriate for the target audience.

F. Economic Recovery (10 points)

Applicants for the Recovery Act Technical Assistance Program must provide an explanation of how funding under this program will be used to assist OVW grantees with creating or retaining jobs and promote economic growth.

### **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 GMS. 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**

Since funds are limited, applicants should carefully consider the resources needed to implement the project and present a realistic budget that accurately reflects the costs involved for a 12, 24 or 36 month budget. Applicants will need to demonstrate capacity to manage the amount requested. Applicants should use the anticipated project start date of July 1, 2009.

**OVW has the discretion to make grants for greater or lesser amounts than requested and to negotiate the scope of work, timing, and budget with applicants prior to award of a grant.**

### **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 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.

A Sample Budget Detail Worksheet is available at <http://www.ovw.usdoj.gov/applicants.htm>. 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 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. A sample of a completed budget is available at <http://www.ovw.usdoj.gov/applicants.htm>. However, it is not specific to this program so be sure to pay attention to the requirements of this solicitation including budget caps, length of awards, and unallowable activities.

### **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 a grant 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**

The application will be evaluated based on the criteria set out in the "What An Application Must Include Section" on pages 12-14.

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.

## **Review Process**

OVW is committed to ensuring a standardized process for awarding grants. OVW reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with program or legislative requirements as stated in the solicitation. All applications will be subject to internal 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, 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; and
- Whether the proposed activities are within the scope of the program (see pages 7-8).



In addition, applications will be reviewed for prior compliance with Program and Office requirements and the status of current grant-funded activities. 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. Internal peer reviewers will be reviewing the applications submitted under this solicitation. 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 an internal review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to internal review ratings, consideration may include past performance, geographic distribution, regional balance, policy priorities, and funding availability.

After the internal 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.

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

## **Additional Requirements**

Successful applicants selected for awards under this Recovery Act solicitation must agree to comply with additional applicable requirements prior to receiving grant funding. We strongly encourage you to review the list below pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at [www.ovw.usdoj.gov/recovery-applicants.htm](http://www.ovw.usdoj.gov/recovery-applicants.htm). References to OJP and its components are deemed to refer to OVW, as applicable.

- Civil Rights Compliance
- Funding to Faith-Based Organizations
- Confidentiality and Human Subjects Protection
- Anti-Lobbying Act
- Financial and Government Audit Requirements, includes Single Audit Act Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards
- Single Point of Contact Review

- Non-Supplanting of State and Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of Justice Programs [Financial Guide](#)
- Suspension or Termination of Funding
- Non-Profit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Recovery Act Reporting Requirements; Section 1512(c) of the Recovery Act
- Section 1511 of the Recovery Act: Certifications
- Section 1602 of the Recovery Act: Preference for Quick-Start Activities
- Section 1604 of the Recovery Act: Limit on Funds
- Section 1605 of the Recovery Act: Buy American
- Section 1606 of the Recovery Act: Wage Rate Requirements
- Section 1607 of the Recovery Act: Additional Funding Distribution and Assurance of Appropriate Use of Funds
- Section 1609 of the Recovery Act: Relating to National Environmental Policy Act

We strongly encourage applicants to review the information pertaining to these additional requirements prior to submitting their applications.

## **OVW Application Checklist**

**Applicants must submit a fully executed application to the address below 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 GMS as well as in hard copy form, the hard copy will be reviewed.** Applications submitted via GMS 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, and project narrative;
- The budget, budget summary, and budget narrative;
- Letter of nonsupplanting;
- Certification as to Recovery Act Reporting Requirements;
- A current Indirect Cost Rate Agreement (if applicable);
- Financial Capability Questionnaire (if applicable);
- Audit Requirement Letter.

**The application number must be included on the cover page of all attachments.** Detailed instructions on how to use the GMS system to submit your application online are available on OVW's website, <http://www.ovw.usdoj.gov/applicants.htm>. Also, a toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, 1-888-549-9901.

To help expedite the review process, applicants must send **via overnight delivery** a complete hard copy original of the application, **dated by May 29, 2009** to:

**The Office on Violence Against Women  
Attn: RA Technical Assistance  
800 K Street NW, Suite 920  
Washington, DC. 20001**

# **APPENDIX A**

## **CERTIFICATION AS TO RECOVERY ACT REPORTING REQUIREMENTS**

U.S. DEPARTMENT OF JUSTICE  
OFFICE ON VIOLENCE AGAINST WOMEN

**Recovery Act – Technical Assistance Program**

Certification as to Recovery Act Reporting Requirements

On behalf of the applicant entity named below, I certify the following to the Office on Violence Against Women, U.S. Department of Justice:

I have personally read and reviewed the section entitled “Accountability and Transparency under the Recovery Act” in the program announcement for the Recovery Act grant program identified above. I have also read and reviewed section 1512(c) of the American Recovery and Reinvestment Act of 2009 (Public Law 111-5), concerning reporting requirements for grants. I agree that the applicant will comply with the reporting requirements set forth therein with respect to any grant the applicant may receive under the Recovery Act grant program identified above.

I acknowledge that a false statement in this certification may be subject to criminal prosecution, including under 18 U.S.C. § 1001. I also acknowledge that Office on Violence Against Women grants, including certifications provided in connection with such grants, are subject to review by the Office on Violence Against Women, and/or by the Department of Justice’s Office of the Inspector General.

I have authority to make this certification on behalf of the applicant entity (that is, the entity applying directly to the Office on Violence Against Women).

\_\_\_\_\_  
Signature of Certifying Official

\_\_\_\_\_  
Printed Name of Certifying Official

\_\_\_\_\_  
Title of Certifying Official

\_\_\_\_\_  
Full Name of Applicant Entity

\_\_\_\_\_  
Date

## **APPENDIX B**

### **OVW Recovery Act Grant Program Purpose Areas**

## **OVW RECOVERY ACT PROGRAM PURPOSE AREAS:**

### **STOP VIOLENCE AGAINST WOMEN FORMULA GRANTS PROGRAM**

- (1) training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence;
- (2) developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including the crimes of sexual assault and domestic violence;
- (3) developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of sexual assault and domestic violence;
- (4) developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of sexual assault and domestic violence;
- (5) developing, enlarging, or strengthening victim services programs, including sexual assault, domestic violence and dating violence programs, developing or improving delivery of victim services to underserved populations, providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of sexual assault and domestic violence;
- (6) developing, enlarging, or strengthening programs addressing stalking;
- (7) developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of sexual assault and domestic violence;
- (8) supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by state funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence;
- (9) training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault;

(10) developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of domestic violence or sexual assault, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals;

(11) providing assistance to victims of domestic violence and sexual assault in immigration matters;

(12) maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families;

(13) supporting the placement of special victim assistants (to be known as "Jessica Gonzales Victim Assistants") in local law enforcement agencies to serve as liaisons between victims of domestic violence, dating violence, sexual assault, and stalking and personnel in local law enforcement agencies in order to improve the enforcement of protection orders. Jessica Gonzales Victim Assistants shall have expertise in domestic violence, dating violence, sexual assault, or stalking and may undertake the following activities--

(A) developing, in collaboration with prosecutors, courts, and victim service providers, standardized response policies for local law enforcement agencies, including triage protocols to ensure that dangerous or potentially lethal cases are identified and prioritized;

(B) notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency;

(C) referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services); and

(D) taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order;

(14) providing funding to law enforcement agencies, nonprofit nongovernmental victim services providers, and State, tribal, territorial, and local governments, (which funding stream shall be known as the Crystal Judson Domestic Violence Protocol Program) to promote--

(A) the development and implementation of training for local victim domestic violence service providers, and to fund victim services personnel, to be known as "Crystal Judson Victim Advocates," to provide supportive services and advocacy for victims of domestic violence committed by law enforcement personnel;

(B) the implementation of protocols within law enforcement agencies to ensure consistent and effective responses to the commission of domestic violence by personnel within such agencies (such as the model policy promulgated by the International Association of Chiefs of Police "Domestic Violence by Police



Officers: A Policy of the IACP, Police Response to Violence Against Women Project" July 2003); and

(C) the development of such protocols in collaboration with State, tribal, territorial and local victim service providers and domestic violence coalitions.

### **GRANTS TO STATE SEXUAL ASSAULT AND DOMESTIC VIOLENCE COALITIONS PROGRAM**

Coordinating state victim services activities, and collaborating and coordinating with Federal, State, and local entities engaged in violence against women activities

### **TRIBAL DOMESTIC VIOLENCE AND SEXUAL ASSAULT COALITIONS PROGRAM**

- (1) increasing awareness of domestic violence and sexual assault against American Indian and Alaska Native women;
- (2) enhancing the response to violence against American Indian and Alaska Native women at the tribal, Federal, and State levels; and
- (3) identifying and providing technical assistance to coalition membership and tribal communities to enhance access to essential services to American Indian women victimized by domestic and sexual violence.

### **GRANTS TO INDIAN TRIBAL GOVERNMENTS PROGRAM**

- (1) developing and enhancing effective governmental strategies to curtail violent crimes against and increase the safety of Indian women consistent with tribal law and custom;
- (2) increasing tribal capacity to respond to domestic violence, dating violence, sexual assault, and stalking crimes against Indian women;
- (3) strengthening tribal justice interventions including tribal law enforcement, prosecution, courts, probation, correctional facilities;
- (4) enhancing services to Indian women victimized by domestic violence, dating violence, sexual assault, and stalking;
- (5) working in cooperation with the community to develop education and prevention strategies directed toward issues of domestic violence, dating violence, and stalking programs and addressing the needs of children exposed to domestic violence;
- (6) providing programs for supervised visitation and safe visitation exchange of children in situations involving domestic violence, sexual assault, or stalking committed by one parent against the other with appropriate security measures, policies, and procedures to protect the safety of victims and their children;

(7) providing transitional housing for victims of domestic violence, dating violence, sexual assault, or stalking, including rental or utilities payments assistance and assistance with related expenses such as security deposits and other costs incidental to relocation to transitional housing, and support services to enable a victim of domestic violence, dating violence, sexual assault, or stalking to locate and secure permanent housing and integrate into a community; and

(8) providing legal assistance necessary to provide effective aid to victims of domestic violence, dating violence, stalking, or sexual assault who are seeking relief in legal matters arising as a consequence of that abuse or violence, at minimal or no cost to the victims.

**TRANSITIONAL HOUSING ASSISTANCE GRANTS FOR CHILD VICTIMS OF DOMESTIC VIOLENCE, STALKING, OR SEXUAL ASSAULT PROGRAM**

(1) providing transitional housing, including funding for the operating expenses of newly developed or existing transitional housing;

(2) providing short-term housing assistance, including rental or utilities payments assistance and assistance with related expenses such as payment of security deposits and other costs incidental to relocation to transitional housing; and

(3) providing support services designed to enable a minor, an adult, or a dependent of such minor or adult, who is fleeing a situation of domestic violence, dating violence, sexual assault, or stalking to--

(A) locate and secure permanent housing; and

(B) integrate into a community by providing that minor, adult, or dependent with services, such as transportation, counseling, child care services, case management, employment counseling, and other assistance; participation in the support services shall be voluntary; receipt of the benefits of the housing assistance described in paragraph (2) shall not be conditioned upon the participation of the youth, adults, or their dependents in any or all of the support services offered them.