

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



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# OVW Fiscal Year 2011 Grants to State Sexual Assault And Domestic Violence Coalitions And Sexual Assault Services to State Coalitions Program

## Eligibility

Applicants are limited to State Sexual Assault and Domestic Violence Coalitions.  
(See "Eligibility," page 6)

## Deadline

To ensure all applicants have ample time to complete the registration process through Grants.gov, applicants should register online with Grants.gov by May 18, 2011.  
All applications are due by **11:59 p.m. E.T. on May 25, 2011**  
(See "Deadline: Application," page 5)

## Contact Information

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

**In Fiscal Year 2011, OVW applications will be submitted through Grants.gov.** For further information and assistance, please see [the OVW Grant Program Solicitation Reference Guide at http://www.ovw.usdoj.gov/docs/resource-guidebook.pdf](http://www.ovw.usdoj.gov/docs/resource-guidebook.pdf).

**Grants.gov Number assigned to announcement OVW-2011-2906**

**All applicants will be notified of the outcome of their applications by September 30, 2011.**

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# OVW Grants to State Sexual Assault and Domestic Violence Coalitions and Sexual Assault Services to State Coalitions Program

(CFDA 16.556)

## Overview

This solicitation contains information on how to apply for the Grants to State Sexual Assault and Domestic Violence Coalitions and Sexual Assault Services to State Coalitions Program. For general information on applying for all OVW grant programs, please see the OVW Fiscal Year 2011 Grant Program Solicitation Reference Guide (Reference Guide) at <http://www.ovw.usdoj.gov/docs/resource-guidebook.pdf>. All applicants should read carefully both this solicitation and the Reference Guide before beginning the application process.

### **About the OVW Grants to State Sexual Assault and Domestic Violence Coalitions and Sexual Assault Services to State Coalitions Program**

Since the enactment of the Violence Against Women Act (VAWA), groundbreaking work has taken place in communities as victim advocates, police officers, prosecutors, and judges forge relationships with each other to address violence against women. VAWA has fundamentally changed the way that criminal justice agencies, victim advocacy organizations, and service providers within local communities address victim safety and offender accountability.

### Grants to State Sexual Assault and Domestic Violence Coalitions Program (State Coalitions Program)

State coalitions have played a critical role in advancing the goals of VAWA, serving as a collective voice to end violence against women through collaboration with Federal, State, and local organizations, including faith-based and community organizations. Statewide sexual assault coalitions provide direct support to member rape crisis centers through funding, training and technical assistance, public awareness activities, and public policy advocacy (e.g., state coalitions might work with law enforcement, prosecution, faith-based and community organizations to enhance their responses to victims of sexual assault). Statewide domestic violence coalitions provide comparable support to member battered women's shelters and other domestic violence victim service providers. This grant program supports the enhancement of coalitions by funding specific projects.

For approximately one-third of States and Territories, these support services are provided through a single or dual sexual assault and domestic violence coalition. For the small number of States where more than one State sexual assault and/or domestic violence coalition exists, only those who meet statutory eligibility requirements will be eligible (See OVW's website for a current list of eligible State sexual assault and dual coalitions, <http://www.ovw.usdoj.gov/statesexual.htm>, and eligible State domestic violence and dual coalitions, <http://www.ovw.usdoj.gov/statedomestic.htm>).

### The Sexual Assault Services to State Coalitions Program

The Sexual Assault Services to State Coalitions Program (SASP) was created by the Violence Against Women and Department of Justice Reauthorization Act of 2005 (VAWA 2005) 42 U.S.C.14043g, and is the first Federal funding stream solely dedicated to the provision of direct intervention and related assistance for victims of sexual assault. Overall, the purpose of SASP is to provide intervention, advocacy, accompaniment, support services, and related assistance for adult, youth, and child victims of sexual assault, family and household members of victims, and those collaterally affected by the sexual assault. Congress, OVW, and victim advocates recognized the need to focus on sexual assault in order to address the national prevalence of sexual assault, lack of available direct intervention and related assistance services, and the unique aspects of sexual assault trauma from which victims must heal. The SASP will support such services through the establishment, maintenance, and expansion of state and territorial sexual assault coalitions and other programs and projects to assist those victimized by sexual assault.

### **Civil Rights Compliance**

All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office for Civil Rights of OJP. All applicants should consult the Assurances required with the application funds to understand the applicable legal and administrative requirements.

### **Services to Limited-English-Proficient (LEP) Persons:**

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI of the Civil Rights Act and the Omnibus Crime Control and Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including interpretation and translation services, where necessary. Grantees are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs. The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at [www.lep.gov](http://www.lep.gov) or by contacting the OJP's Office for Civil Rights at (202) 307-0690, or by writing to the following address:

Office for Civil Rights  
Office of Justice Programs  
U.S. Department of Justice  
810 7<sup>th</sup> Street, N.W., 8<sup>th</sup> Floor  
Washington, DC 20531

## **Deadline: Registration**

The Grants.gov registration deadline is May 18, 2011. For more information on the process of registering and applying in Grants.gov, please see the [Reference Guide](#) at pages 15-19.

## Deadline: Application

An application submission is complete if (a) a hard copy of the entire application, with original signatures, has been submitted via overnight delivery on or before the deadline and (b) the application has been submitted through Grants.gov. Both electronic and hard copy submissions are required.

The deadline for applying for funding under this announcement is **May 25, 2011, 11:59 p.m. E.S.T.** A hard copy must be sent via an overnight delivery method, date stamped by the shipping company on or before May 25, 2011 to:

**The Office on Violence Against Women**  
**Attention: State Coalitions Unit**  
**145 N Street, NE 10<sup>th</sup> Floor**  
**Washington, DC 20530**

Applicants are strongly encouraged to submit their applications well in advance of the deadline to ensure a successful submission through Grants.gov. For information on OVW's policy for late applications, please see the Reference Guide at pages 17-19.

## Eligibility

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

By statute, eligible entities for this program are:

Eligible Entity	State Coalitions Program	Sexual Assault Services to State Coalitions Program
<u>State Sexual Assault Coalitions</u> (See OVW's website for a current list of eligible state sexual assault coalitions, <a href="http://www.ovw.usdoj.gov/statesexual.htm">www.ovw.usdoj.gov/statesexual.htm</a> .)	State sexual assault coalitions are eligible for funding through the State Coalitions Program and should provide programming, activities, and budget details attributed to the purpose areas of the State Coalitions Program.	State sexual assault coalitions are eligible for funding through SASP and should provide programming, activities, and budget details attributed to the purpose areas of SASP.
<u>Dual Sexual Assault and Domestic Violence Coalitions</u> (See OVW's website for a current list of eligible state sexual assault and dual coalitions, <a href="http://www.ovw.usdoj.gov/statesex">http://www.ovw.usdoj.gov/statesex</a> )	Dual coalitions are eligible for funding through the State Coalitions Program and should provide programming, activities, and budget details attributed to the purpose areas of the State	Dual coalitions are eligible for funding through SASP as it relates to their sexual assault services and should provide programming, activities, and budget details attributed to the

<p><a href="#">ual.htm</a>, and eligible state domestic violence and dual coalitions, (<a href="http://www.ovw.usdoj.gov/statedomestic.htm">http://www.ovw.usdoj.gov/statedomestic.htm</a>.)</p>	<p>Coalitions Program.</p>	<p>purpose areas of SASP.</p>
<p><u>State Domestic Violence Coalitions</u>        (See OVW's website for a current list of eligible state domestic violence coalitions, (<a href="http://www.ovw.usdoj.gov/statedomestic.htm">http://www.ovw.usdoj.gov/statedomestic.htm</a>.)</p>	<p>State domestic violence coalitions are eligible for funding through the State Coalitions Program and should provide programming, activities, and budget details attributed to the purpose areas of the State Coalitions Program.</p>	<p><b>State domestic violence coalitions are not eligible for funding appropriated through SASP.</b></p>

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 Grants to State Sexual Assault and Domestic Violence Coalitions and Sexual Assault Services to State Coalitions Program – Specific Information

### 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. Funding is not guaranteed. Requests should be tied to a specific project.

### Award Period

The award period for these grants will be 12 months. **Budgets must reflect 12 months of project activity, and the total “estimated funding” (block 15) on the SF-424 must reflect 12 months.**

### Award Amounts

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs. Grants to State Sexual Assault and Domestic Violence Coalitions and Sexual Assault Services to State Coalitions Program funds for FY 2011 will be awarded based on the following guidelines:

#### Sexual Assault Coalitions

Sexual assault coalitions in each State, the District of Columbia, the Commonwealth of Puerto Rico, American Samoa, Guam, the Northern Mariana Islands, and the Virgin Islands should propose activities under the State Coalitions Program purpose areas and budget for no more than **\$82,965**. Activities related to SASP purpose areas should be budgeted for no more than **\$30,000**. Budgets submitted by sexual assault coalitions clearly denoting the different activities should equal no more than **\$112,965**.

### Dual Sexual Assault and Domestic Violence Coalitions

Eligible dual sexual and domestic violence coalitions will receive the combined allocation for activities under the State Coalitions Program purpose areas. Dual coalitions must ensure an equitable distribution of funds in their budgets to sexual assault and domestic violence related activities. Consequently, dual sexual assault and domestic violence coalitions in each State, the District of Columbia, the Commonwealth of Puerto Rico, American Samoa, Guam, the Northern Mariana Islands, and the Virgin Islands should propose activities under the State Coalitions Program purpose areas budgeted for no more than **\$165,930**. Activities related to SASP purpose areas can only be directed to sexual assault activities and should be budgeted for no more than **\$30,000**. Budgets submitted by dual sexual assault and domestic violence coalitions clearly denoting the different activities should equal no more than **\$195,930**.

### Domestic Violence Coalitions

Domestic violence coalitions in each State, the District of Columbia, the Commonwealth of Puerto Rico, American Samoa, Guam, the Northern Mariana Islands, and the Virgin Islands should propose activities under the State Coalitions Program purpose areas budgeted for no more than **\$82,965**. Budgets submitted by domestic violence coalitions should clearly denote only State Coalitions Program purpose area activities and equal no more than **\$82,965**.

### **Program Scope**

The statutory program purposes for both the State Coalitions Program and SASP are described below:

#### Statutory Program Purposes

By statute, funds under the Grants to State Sexual Assault and Domestic Violence Coalitions and Sexual Assault Services to State Coalitions Program may be used for the following purposes:

#### State Coalitions Program Statutory Purposes

By statute, funds under the Grants to State Sexual Assault and Domestic Violence Coalitions Program may be used for the following purposes:

- Coordinating state victim services activities; and
- Collaborating and coordinating with Federal, State, and local entities engaged in violence against women activities.

#### Examples of activities that may be supported

Grant funds may be used for activities related to the implementation of VAWA, including:

- Providing training and technical assistance to member agencies;
- Expanding the technological capacity of coalitions and/or member agencies;
- Developing or enhancing appropriate standards of services for member programs, including culturally appropriate services to underserved populations;
- Conducting statewide, regional and/or community-based meetings or workshops for victim advocates, survivors, legal service providers, and criminal justice representatives;
- Bringing local programs together to identify gaps in services and to coordinate activities;
- Increasing the representation of underserved populations in coordination activities, including providing financial assistance to organizations that serve underserved communities to participate in planning meetings, task forces, committees, etc.;
- Engaging in activities that promote coalition building at the local and/or State level; and

- Coordinating Federal, State and/or local law enforcement agencies to develop or enhance strategies to address identified problems.

#### SASP Statutory Purposes

By statute, funds under SASP may be used for the following purpose:

- To support the establishment, maintenance, and expansion of sexual assault state and territorial coalitions.

#### Examples of activities that may be supported

Grant funds may be used for the following activities:

- Working with local sexual assault programs and other providers of direct services to encourage appropriate responses to sexual assault within the State or Territory;
- Working with judicial and law enforcement agencies to encourage appropriate responses to sexual assault cases;
- Working with courts, child protective services agencies, and children's advocates to develop appropriate responses to child custody and visitation issues when sexual assault has been determined to be a factor;
- Designing and conducting public education campaigns;
- Planning and monitoring the distribution of grants and grant funds to their State or Territory; or
- Collaborating with and informing Federal, State, or local public officials and agencies to develop and implement policies to reduce or eliminate sexual assault.

#### Activities That May Compromise Victim Safety and Recovery

The following activities have been found to jeopardize victim safety, deter or prevent physical and emotional healing for victims, or allow offenders to escape responsibility for their actions. OVW strongly encourages you **not** to include these activities in your application for funding:

- Crafting policies that require victims to report domestic violence, sexual assault, dating violence or stalking crimes to law enforcement or that require victims to participate in criminal proceedings;
- Crafting policies that deny individuals access to services based on their relationship to the perpetrator;
- Developing materials that are not tailored to the dynamics of domestic violence, sexual assault, or the culturally specific population to be served;
- Crafting policies or engaging in practices that impose restrictive conditions to be met by the victim in order to receive services (e.g., counseling, seeking an order for protection); and
- Sharing confidential victim information with outside organizations and/or individuals without the documented consent of the victim.

Activities that compromise victim safety and recovery will be a factor reviewed during OVW internal review. Applications may be considered out of scope if significant activities are included that could compromise victim safety and recovery.

#### Unallowable Activities

Grant funds under the Grants to State Sexual Assault and Domestic Violence Coalitions and Sexual Assault Services to State Coalitions Program may not be used for any unauthorized purposes, including but not limited to the following activities:



- Lobbying;
- Fundraising;
- Research projects<sup>1</sup>;
- Purchase of real property;
- Construction;
- Physical modifications to building, including minor renovations (such as painting or carpeting);
- Hiring a grant writer or paying any portion of staff salaries for this purpose;
- Sexual Assault Forensic Examiner projects;
- Criminal justice-related projects, including law enforcement, prosecution, courts, and forensic interviews; and
- Addressing child abuse, including physical and sexual abuse with grant funds attributed to the State Coalitions.

**Addressing child sexual abuse and adult survivors of childhood sexual abuse is permissible only under SASP funding.**

**Procedures that provide victims the opportunity to make an informed choice about whether to testify are encouraged.**

## How To Apply

See the [Reference Guide](#) at pages 15-19 for instructions on “how to apply.”

## 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.** Please be sure to number each page of the application.

Applications must follow the following page format requirements:

- Double spaced (except that any included graphs and charts may be single-spaced)
- 8½ x 11 inch paper
- One inch margins
- Type no smaller than 12 point, Times New Roman font
- Include a brief Summary Data Sheet
- Include a Project Abstract (please limit to one page)
- Include a list of all current OVW projects as described below (if applicable)
- No more than 20 pages for the Project Narrative (item VII below)
- Word processing documents must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).

Sections I through XI below describe the specific elements of a complete application.

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<sup>1</sup> Up to 1% of the budget may be allocated for the purpose of assessing the effectiveness of funded activities.

## I. Summary Data Sheet

Please list the following information on a single page. The Summary Data Sheet should be a separate attachment to the application in Grants.gov and a separate section in the hard copy.

- Name, title, address, phone number, and e-mail address for the authorized representative. (Please see the Reference Guide at page 8 for more information on who can be an authorized representative.)
- Name, title, address, phone number, and e-mail address for the grant point-of-contact.
- Statement as to whether the agency has expended \$500,000 in Federal funds in the past fiscal year for the applicant. Please specify the end date of the fiscal year.
- 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 2011;
- 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.

## II. Project Narrative

The following narrative should be a separate attachment to the application in Grants.gov and a separate section in the hard copy. The Project Narrative may not exceed 20 pages in length, double-spaced. Please number the pages of your narrative.

### A. Status of the Current Project

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 State Sexual Assault and Domestic Violence Coalitions 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;
- A map showing the designation of the member domestic violence or sexual assault centers in the state;
- The status of any project products;
- Any unanticipated obstacles to project implementation;
- The approximate unobligated amount of award funds remaining as of April 2, 2011, 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.

### B. What Will Be Done

- Describe project goals and objectives;
- Describe tasks and activities necessary for accomplishing each, and include a time line that identifies when activities will be accomplished; and

- Describe products that will be generated and how they could be used to assist member programs and/or collaborative efforts with Federal, State, or local entities engaged in violence against women intervention and prevention activities. Grantees will be required to submit all products to OVW for review and approval prior to public release.

### III. Budget Detail Worksheet and Narrative

**For more information and samples, please see the Reference Guide at pages 11-14.** The Budget Worksheet and Narrative should be one attachment to the application in Grants.gov and a separate section in the hard copy.

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

#### Budget Limits

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. Grants to State Sexual Assault and Domestic Violence Coalitions and Sexual Assault Services to State Coalitions Program funds for Fiscal Year 2011 will be awarded based on the following guidelines:

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

#### Budget Requirements

For budget guidelines, see the Reference Guide at pages 11-14. Additional guidance specific to this program is as follows:

##### *Training and Technical Assistance.*

All applicants **are strongly encouraged** to allocate funds in the amount of **\$5,000** to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Applicants from Alaska, Hawaii, and United States Territories should allocate **\$8,000** to account for higher travel costs. These specific applicants may exceed the budget caps to account for this increased travel amount. Please see the Reference Guide at pages 11-12 for more information on this requirement.

The following is a short list of budgetary guidelines:

- Applicants are strongly discouraged from requesting consultant rates in excess of \$650 per day.

- Applicants **may not** allocate any grant funds for building renovations. This includes such seemingly minor activities as painting or carpeting.
- Applicants may not use any OVW funds for conducting research. However, up to 1% of the budget may be allocated for the purpose of assessing the effectiveness of funded activities. For example, funds may be used to conduct pre- and post-testing of training recipients or victim satisfaction surveys. In conducting such testing or surveys, grantees may not collect, analyze, or disseminate any information identifiable to a private person during the course of assessing the effectiveness of funded activities.
- A contribution of non-Federal dollars (“match”) is not required for this program, but applicants are encouraged to maximize the impact of Federal dollars by contributing to the costs of their projects. Supplemental contributions may be cash, in-kind services, or a combination of both. Any non-Federal contributions can be discussed in the project narrative; however, these supplemental contributions should **not** be included in the contracted budget or budget narrative.
- Access to current research and practice on violence against women through training and technical assistance can reduce staff burnout, improve project performance, and impact project sustainability. Therefore, OVW offers a wide range of training and technical assistance opportunities to all of its grantees. These offerings are specifically designed to assist grantees in meeting their goals and objectives and in complying with all relevant statutory and programmatic requirements. All applicants **are encouraged** to allocate funds in the amount of \$5,000 to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. 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. 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 and 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 Sample Budget Detail Worksheet is available at <http://www.ovw.usdoj.gov/applicants.htm>. When preparing the Worksheet and Narrative, please use the Sample Budget Detail Worksheet as a guide and be sure to include all necessary budget categories as outlined in the Worksheet. The budget 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.

The budget should demonstrate a clear link between the specific project activities and the proposed budget items. Specifically, the budget should not contain any items that are not detailed in the project narrative.

The budget narrative should support all costs included in the budget and justify the purpose of the costs in relationship to fulfilling the overall objective of the project. The narrative should also include a description of services being performed and how the cost is determined.

#### *Services to Limited-English-Proficient (LEP) Persons*

Applicants may allocate grant funds to support activities that help to ensure that LEP persons have meaningful access to their programs. For example, grant funds can be used to support interpretation and translation services.

#### **IV. Proposal Abstract**

The Proposal Abstract should provide a short and accurate summary of your proposed project including its goals and objectives. Please do not summarize past accomplishments in this section. The Proposal Abstract should be a single page and should be a separate attachment to the online application in Grants.gov and a separate section in the hard copy.

The Proposal Abstract **must not** be submitted on the same page as the Summary Data Sheet.

#### **V. Summary of Current OVW Projects**

For each current OVW Project, as defined in the OVW [Reference Guide](#) at page 9, please provide the following information:

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

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

In addition to this information, OVW will evaluate the performance of the applicant in all current grants when considering this application. **Please note that applicants that are OVW grantees who have failed to meet grant deadlines, failed to comply with financial requirements, or failed to comply with special conditions from current or previous grants may not be considered for funding.**

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

Please see the [Reference Guide](#) at page 8 for additional information. In Block 7 (type of applicant), please do not select "other." This form will be filled out online and you should print out a copy for your hard copy submission.

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

Please see the Reference Guide at page 8 for additional information. These forms will be completed online and you should print out a copy for your hard copy submission.

**VIII. Financial Accounting Practices**

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

- Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding?
- Does the applicant have written accounting policies and procedures? OVW may request a copy for review during the application/award process or as part of the grant monitoring process.
- Is the applicant's financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant?
- Does the applicant have procedures in place for minimizing the time elapsing between transfer of funds from the United States Treasury and disbursement for project activities?
- Does the applicant have effective internal controls in place to adequately safeguard grant assets and to ensure that they are used solely for authorized purposes? Please provide a brief description.
- Does the applicant have a documented records retention policy? If so, briefly describe the policy.
- Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations? If not, the applicant must contact OVW's Grants Financial Management Division at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov) or 1-888-514-8556 immediately after the organization is notified of their award to coordinate training.

**IX. Letter of Nonsupplanting**

Applicants must submit a letter to OVW's Director, signed by the Authorized Representative, certifying that Federal funds will not be used to supplant State or local funds should a grant award be made. Please refer to [http://www.ovw.usdoj.gov/docs/nonsup\\_letter.pdf](http://www.ovw.usdoj.gov/docs/nonsup_letter.pdf) for a sample letter. This should be a separate attachment to the application in Grants.gov and a separate section in the hard copy.

**X. Financial Capability Questionnaire**

All nonprofit, nongovernmental organizations that apply for funding from OVW and have not previously (or within the last 3 years) received funding from OVW or the Office of Justice Programs (OJP) must complete a Financial Capability Questionnaire. The form can be found at [http://www.ojp.gov/funding/forms/financial\\_capability.pdf](http://www.ojp.gov/funding/forms/financial_capability.pdf). The cognizant Federal audit agency and fiscal year should be included on the first page. In addition, the applicant must submit their current year's audit report with the Financial Capability Questionnaire. Please see the

Reference Guide at page 14 for additional information. This should be a separate attachment to the application in Grants.gov. This document does not need to be included in the hard copy.

**XI. Indirect Cost Rate Agreement**

Applicants that intend to charge indirect costs through the use of an indirect cost rate must have a Federally-approved indirect cost rate agreement. Please include a copy of a current, signed Federally-approved indirect cost rate agreement. Please see the Reference Guide at page 14 for additional information.

**XII. Audit Letter Requirement**

Applicants are required to submit with their application a brief letter, on official letterhead signed by the authorizing official, stating clearly if they have or have not expended in excess of \$500,000 in federal funds during the past fiscal year. If the applicant has not exceeded this threshold, they may simply state this in the letter. If the applicant has exceeded the \$500,000 limit, they must indicate when a single audit review was performed and the issued report submitted to the Federal Audit Clearinghouse at <http://harvester.census.gov/sac/index.html>. Grant award processing will be delayed without the inclusion of this documentation. (Please refer to OVW's website, <http://www.ovw.usdoj.gov/applicants.htm>, for a sample Audit Letter).

**XIII. Proof of Non-profit Status**

An applicant that is a nonprofit organization must demonstrate its nonprofit status by one of the following means:

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

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

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

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

(4) Any item described in 1 – 3 above applies to a State or national parent organization, together with a statement by the State or parent organization that the applicant is a local nonprofit affiliate.

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

## **Performance Measures**

All OVW grantees funded under this program are required to submit semi-annual progress reports, which will be provided to you should you be selected for an award.

For more information, see the Reference Guide at pages 19-22.

## Notice of New Post-Award Reporting Requirements

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

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

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

## Additional Requirements

For information on additional requirements that apply to all OVW applicants and grantees, see the [Reference Guide](#) at pages 23-24.

## Public Reporting Burden

### Paperwork Reduction Act Notice

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



## Application Checklist

Applicants must submit a fully executed application to OVW via overnight delivery, including all required supporting documentation. If you do not have the ability to upload signed documents, you may upload an unsigned version and include the signed original in the hard copy of the application. **Applications will not be accepted via facsimile.**

Application Document	Required?	Completed?
1. Summary Data Sheet	Yes	
2. Narrative. The following sections must be included	Yes	
Status of Current Project	Yes	
What will be done	Yes	
3. Budget, Budget Narrative and Budget Summary	Yes	
4. Proposal Abstract	Yes	
5. Summary of Current OVW Projects	Yes, if applicable	
6. Standard Form 424		
7. Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)		
8. Financial Accounting Practices	Yes	
9. Letter of Nonsupplanting	Yes	
10. Financial Capability Questionnaire (nonprofits only)	Yes	
11. Indirect Cost Rate Agreement (only if the applicant has a current Federally-approved rate)	Yes	
12. Audit Requirement Letter	Yes	
13. Proof of Non-Profit Status	Yes	

Applicants must send **via overnight delivery** a complete hard copy original of the application, **date stamped by the shipping company on or before May 25, 2011** to:

**The Office on Violence Against Women**  
**Attention: State Coalitions Unit**  
**145 N Street, NE 10<sup>th</sup> Floor**  
**Washington, DC 20530**

In addition, applications must be submitted through Grants.gov.