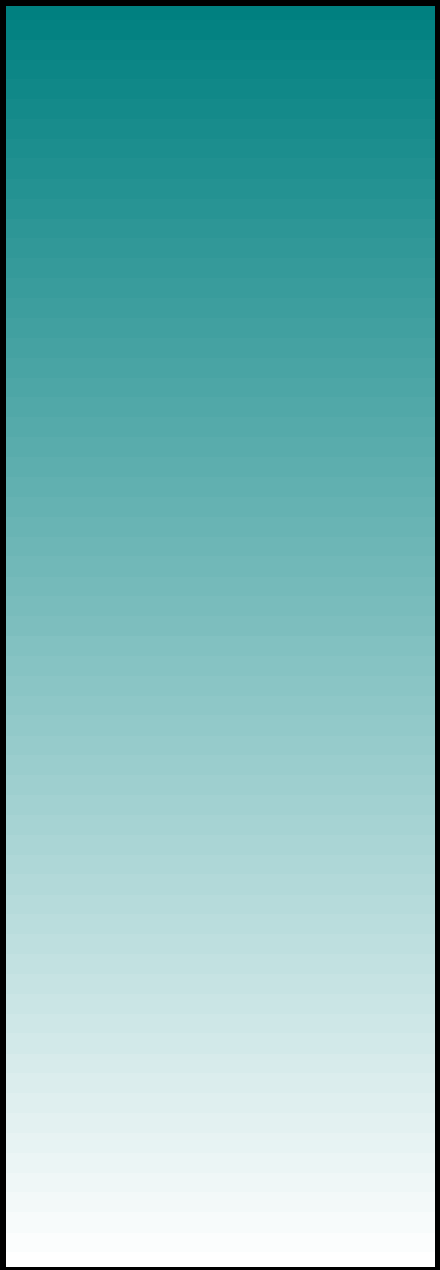

U.S. Department of Justice
Office on Violence Against Women

OVW



Training Grants to Stop
Abuse and Sexual
Assault Against Older
Individuals or Individuals
with Disabilities

Fiscal Year 2004
Solicitation

GMS REGISTRATION DEADLINE:
February 24, 2004

APPLICATION DEADLINE:
March 9, 2004

**U.S. Department of Justice
Office on Violence Against Women**
810 7th Street, NW
Washington, DC 20531

John Ashcroft
Attorney General
U.S. Department of Justice

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Director
Office on Violence Against Women

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1-800-421-6770**

**TTY
202-307-2277**

**Office on Violence Against Women
World Wide Web Homepage:
www.ojp.usdoj.gov/vawo**

**Training Grants to Stop Abuse and Sexual Assault Against Older
Individuals or Individuals with Disabilities Program Application
World Wide Web Homepage:
www.ojp.usdoj.gov/fundopps.htm**

About the Office on Violence Against Women

The Office on Violence Against Women (OVW), is a component of the U.S. Department of Justice. Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership against domestic violence, sexual assault, and stalking. Since its inception, the Office 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.

Abuse and Sexual Assault Against Older Individuals or Individuals with Disabilities

Recognizing that older or disabled individuals who are victims of abuse and sexual assault are faced with unique barriers to receiving assistance, Congress created the Training Grants to Stop Abuse and Sexual Assault Against Older Individuals or Individuals with Disabilities Program (Training Grants Program).

Projects funded under this Program will provide training to assist law enforcement officers, prosecutors, and relevant officers of Federal, State, tribal, and local courts in recognizing, addressing, investigating, and prosecuting instances of elder abuse,

neglect, and exploitation¹ and violence against individuals with disabilities², including domestic violence and sexual assault, against older or disabled individuals.

Elder Abuse

Elder abuse is the willful infliction of injury, unreasonable confinement, intimidation, or cruel punishment with resulting physical harm, pain, or mental anguish on an older individual (defined as age 60 or older); or deprivation by a person, including a caregiver, of goods or services that are necessary to avoid physical harm, mental anguish, or mental illness of an older individual. 42 U.S.C. § 3002. The U.S. Bureau of the Census predicts that by 2030, the population over age 65 will nearly triple to more than 70 million people and older people will make up more than 20 percent of the population (up from 12.3 percent in 1990).

Elder abuse victims face unique obstacles in seeking assistance because they often are dependent on the abuser and may not have the option to move, or otherwise end, the abusive relationship. It is critical for those in the criminal justice system to recognize indicators that an older individual is being abused. These indicators may include unexplained physical injuries or contradictory explanation of injuries;

¹ The terms elder abuse, neglect, exploitation, and older individual have the meanings given the terms in section 102 of the Older Americans Act of 1965 (42 U.S.C. § 3002).

² As defined in section 3 of the American with Disabilities Act of 1990 (42 U.S.C. § 12102).

unusual behavior such as withdrawal, increased agitation or depression; malnutrition, substandard care or poor physical hygiene in spite of seemingly adequate financial resources; or sudden transfers of assets to family members, caregivers, or other persons.

Older Victims of Domestic Violence and Sexual Assault

Domestic violence and sexual assault affect victims in all age groups. However, older individuals who are victimized by these crimes face additional challenges in receiving the services they need to obtain safety. Criminal justice system personnel may not recognize them as victims of intimate partner violence and consequently may not take necessary actions to ensure their safety. Appropriate interventions may be compromised by misconceptions that older persons are incapable of inflicting serious harm on their intimate partners or that the abuse is simply an expression of the stress associated with caring for an aging partner. Age or disability may increase the isolation of victims of domestic violence or their dependence on abusers for care or housing. In addition, an abuser may threaten institutionalization to prevent victims from seeking help or calling the police. These cases may go unnoticed because criminal justice system personnel may be less likely to perceive whether or not a victim's injuries arise from aging, frailty, illness, or disability rather than from abuse. For example, an older woman's broken bones may be attributed to disorientation or osteoporosis without any inquiry about violence in the home. Training for criminal justice system personnel will

address these barriers and improve systemic responses to older victims.

Domestic Violence and Sexual Assault Against Persons who are Individuals with Disabilities

Approximately 54 million Americans live with a wide array of physical, cognitive, and emotional disabilities. Research suggests that persons with disabilities face a 4 to 10 times higher risk of being victims of crime.³ Victims who are individuals with disabilities face multiple barriers to accessing needed services and participating fully in the criminal justice system. Often, individuals with disabilities face physical and social isolation, especially in cases of prolonged institutional care. Consequently, many lack information about the services and interventions available to stop abuse in their lives or find assistance physically inaccessible. Physical barriers posed by buildings and transportation systems that have not adapted to the needs of individuals with disabilities and the lack of adequate interpretation services can prevent crime victims from utilizing services and agencies that are critical to their safety.

Availability of Funds Funding to support the Training Grants Program in Fiscal Year 2004 is contingent upon Congressional appropriation of funds. Therefore, awards under this program are subject to Congressional appropriation. Award Period

³*Working with Victims of Crime with Disabilities*, Office for Victims of Crime Bulletin, September 1998.

The award period for these grants will be 24 months. **Budgets must reflect 24 months of project activity.**

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. While there is no specific amount for which eligible organizations may apply, it is unlikely that OVW will make awards in excess of \$300,000. Grants may be made for greater or lesser amounts than requested. In addition, OVW may negotiate the scope of work and the budget with applicants prior to granting an award. Current grantees should note that supplemental funding is not guaranteed. All applications will be subject to peer review and internal review by OVW staff and will be scored according to the criteria set forth in this solicitation. Applications with the highest scores will be eligible to receive funds available for this grant program.

Application Due Date

Please note that final applications are due **by 5:30 pm (EST) March 9, 2004, and will be accepted only through the U.S. Department of Justice's Office of Justice Programs online Grant Management System (GMS).** In addition, applicants should register online with GMS **by February 24, 2004.** It may take up to one week for you to receive confirmation that you are eligible to apply.

Please refer to the "How to Apply" section on page 15 of this solicitation for further instructions.

Program Eligibility

Eligible applicants are:

- States;
- Tribes;
- Units of local government;
- Nonprofit, nongovernmental organizations, including faith-based organizations;
- State or local government agencies (e.g., prosecutors' offices, sheriffs' offices, courts);
- Private, nonprofit victim advocacy organizations;
- Public or private nonprofit service organizations for older individuals or for individuals with disabilities;
- National criminal justice constituency organizations; or
- Judicial organizations.

For-profit organizations and individuals are not eligible.

Types of Applicants

In Fiscal Year 2004, OVW will accept applications for the Training Grants Program from both current grantees and new applicants. However, current grantees that received an award in Fiscal Year 2003 are not eligible to apply. Other current grantees are eligible for supplemental funding, to enhance and/or expand project activities for an extended period of time. Current grantees are not eligible to receive funding to repeat project activities that were funded through their current award. **Supplemental funding is not guaranteed.**

New applicants are any entities that are not currently receiving funds through the Training Grants Program. **All applications will be subject to peer**

review and internal review by OVW staff. Those applications receiving the highest scores will be eligible for funding.

Program Scope

The scope of the Training Grants Program is defined in the “Statutory Purpose Area” section. Proposed projects must implement activities consistent with the statutory program purpose area.

During the OVW internal review, applications that are partially out of scope will receive up to a 25 point deduction. Applications that propose projects that are completely outside the scope of the Training Grants Program statutory purpose area will be disqualified from funding consideration.

Statutory Purpose Area

The Training Grants Program will support projects that provide training to assist law enforcement officers, prosecutors, and relevant officers of Federal, State, tribal, and local courts in recognizing, addressing, investigating, and prosecuting instances of elder abuse, neglect, and exploitation and violence against individuals with disabilities, including domestic violence and sexual assault, against older or disabled individuals.

Program Activities

The Office is interested in a broad range of training activities and encourages training strategies that include, but are not limited to:

- Targeted training of law enforcement officers, prosecutors, and court personnel;

- Development of training curricula that can be used by others across the country;
- Development and dissemination of state-of-the art resource materials;
- Interactive computer-facilitated training;
- Institutes, workshops, and conferences to share the development and implementation of promising practices, model policies, and protocols;
- Small, topic-specific workshops and other interactive educational forums;
- Invitational meetings to debate and discuss complex issues; and
- Onsite consultations to share promising practices.

Applicants are encouraged to develop projects that address the needs of a specific law enforcement agency, prosecutor’s office, and/or court at the local level or the needs of law enforcement agencies, prosecutors’ offices or courts at the state or tribal level. Applications addressing efforts to hold national training programs, e.g., a conference sponsored by national criminal justice constituency organizations or judicial organizations, also may be supported.

The intended audience for training funded through the Training Grants Program consists of law enforcement officers, prosecutors, and relevant officers of Federal, State, tribal, and local courts. No more than ten percent of individuals invited to attend any training can come from other disciplines (e.g., adult protective services personnel, domestic violence and sexual

assault advocates, and geriatric or disability service providers.)

Activities that May Compromise Victim Safety

Ensuring victim safety is the guiding principle underlying this Program. Experience has shown that certain practices compromise victim safety rather than enhance it. Some responses by the justice system may minimize or trivialize the offender's criminal behavior. Accordingly, consistent with the goals of ensuring victim safety and holding perpetrators accountable for their criminal conduct, applicants are discouraged from proposing training that advocates any of the activities listed below:

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

Review Process

All applications will be subject to peer review and internal review by OVW staff and will be scored according to the criteria set forth in this solicitation. The Office will establish panels of experts and practitioners to review applications. The panels will review the information provided in the application against the selection criteria for the program.

Internal review will consider the geographic distribution of the applications from a national and statewide perspective, the ratio of population to services, the existence of under-served communities, and the type of projects already funded within an applicant's state or community. The total possible points is 100. For current grantees applying for supplemental funding, the status of current grant-funded activities will be taken into consideration as part of the review process. Applications with the highest composite scores will be eligible to receive funds available for this grant program.

Application Content

Applicants must complete each of the following sections as part of their proposals. The proposal should follow the order below for easy reading. Please be sure to number each page of the application. For each section listed below, please note the corresponding maximum point value that may be assigned during the review process.

All applicants must use the following page format requirements:

- Double spaced
- 8½ x 11 inch paper
- Once inch margins
- Type no smaller than 12 point
- 12 characters per inch

New Requirement

Beginning October 1, 2003, a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award.

The DUNS number will be entered into GMS by the applicant. The DUNS number will be required whether an applicant is submitting an application on paper, through OJP's Grants Management System, or using the government-wide electronic portal (Grants.gov). **An application will not be considered complete until a valid DUNS number is provided by the applicant.** Individuals who would personally receive a grant or cooperative agreement from the Federal government are exempt from this requirement. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 1-800-333-0505.

If you have any questions, please contact the Office of the Comptroller's Customer Service Center at 1-800-458-0786.

Application for Federal Assistance (SF-424): 0 points

The SF-424 will be filled out online through GMS. The Catalog of Federal Domestic Assistance number for this program is 16.528 (block 10). The Federal cognizant audit agency and fiscal year of the applicant organization should be listed in block 11 of the form.

Applicants must ensure that the information for the authorizing official and alternate contact are filled out correctly. The authorizing official is the individual authorized to accept grant funds on behalf of the jurisdiction or non-governmental private entity applying. If the individual applying online is not the authorizing official, that individual must list the authorizing

official's name and contact information where appropriate.

Summary Data Sheet (not to exceed 1 page): 1 point

Please identify the following where applicable:

- The name and type of agency (e.g., local government, state government, tribal government, nonprofit organization) applying for funding;
- The nonprofit, nongovernmental victim service program collaborating on this project;
- The nonprofit program that serves older individuals or individuals with disabilities collaborating on this project;
- Whether this is a new or supplemental application;
- Whether this project is a local, tribal, multi-jurisdictional, multi-state, or tribal consortium project;
- The regional area(s) (city, town, county, or unincorporated area) where this project will be implemented; and
- The population and square mileage of region to be served.

Abstract (not to exceed 1 page): 2 points

The proposal abstract, when read separately from the rest of the application, is meant to serve as a succinct and accurate description of the proposed project and should concisely describe current project goals and objectives. Summaries of past accomplishments should be avoided in the abstract.

Abstracts will be reviewed by the peer review panel according to the following criteria:

- Conciseness
- Accuracy in summarizing the proposed project

Status of Current Project (not to exceed 2 pages)

Applicants for supplemental funding only: State what has been accomplished by the current project, including 1) a description of the goals and objectives from the prior grant period and the status of each; 2) the status of any project products; and 3) any unanticipated obstacles to project implementation.

Projects will be rated by OVW using the following criteria:

- Whether progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the current project, indicating progress toward meeting project goals and objectives, and demonstrate that the current project has progressed in a timely manner as outlined in the original proposal.
- Whether the grantee has demonstrated that past activities supported with Training Grant Program funds have been limited to the Training Grant Program Purpose Area.
- Whether the grantee has complied with all special conditions of their existing grant award from the Department of Justice.

- Whether the grantee has adhered to programmatic and financial reporting requirements.
- Whether the grantee has completed the project goals, objectives, and products according to the approved time line.
- Whether the grantee has demonstrated a commitment to sustaining the project after federal funds are no longer available;
- Whether the grantee appropriately utilized and actively participated in OVW sponsored workshops and other technical assistance events required as a Special Condition of the current award.
- Whether the grantee has received financial clearances on all current grants from OVW.
- Whether the grantee has complied with the OMB audit requirement.

Applicants who have failed to comply with any or all of the aforementioned criteria could have as many as 25 points deducted from their application score. In addition, OVW reserves the right to disqualify an application from consideration if an applicant is found to be substantially out of compliance with the criteria.

Project Narrative: Total of 53 points

The Project Narrative shall not exceed 11 double-spaced typed pages. The narrative should include the following:

Need for the Project (not to exceed 2 pages): 5 points

This section should briefly:

- Describe the particular population to be served by the project (law

enforcement officers, prosecutors, or court officers) including the estimated number of individuals who would be trained.

- Explain why existing training and/or educational programs, services, or materials do not meet current needs.
- Address whether the proposed training enhances current domestic violence and/or sexual assault training programs.

Selection Criteria

This section will also be rated on the following:

- The need or continued need for the project;
- The description of how the intended audience would benefit from the proposed training; and
- The applicant's ability to meet the training needs that the application addresses.

What Will be Done (not to exceed 5 pages): 25 points

This section should detail how the proposed project would assist law enforcement agencies, prosecutors' offices, and courts in addressing the need for training. The narrative should identify the Memorandum of Understanding (MOU) partners and the program activities during the planning phase of the project (e.g., advisory groups, planning committees, or joint staffing of the project), as well as the ways the partnership would function throughout the implementation phase of the project. Applicants should also outline the specific tasks to be performed and the timeline for their

completion. Supplemental grants should describe how additional funding will enhance and/or expand the existing project.

Selection Criteria

In addition to the criteria above, this section will also be rated on the following:

- The extent to which all project activities fall within the statutory scope of the program;
- The extent to which proposed activities would address the need described;
- The extent to which project activities seem feasible and likely to succeed;
- The extent to which the proposal does not include activities that compromise victim safety; and
- The extent to which project activities are clearly described and reflect sound and innovative strategies to improve victim safety.

Who Will Implement the Project (not to exceed 2 pages): 10 points

All applicants must identify the agency/ies or office/s responsible for carrying out the project. This section should clearly identify all of the project partners, specifying their respective roles and responsibilities, and the collaborative relationship to be developed or enhanced. Applications should include a description of the expertise or experience of key staff. Available position descriptions and resumes should be appended to the application.

Victim advocacy organizations should meet all of the following criteria:

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

Nonprofit programs that serve older individuals or individuals with disabilities should meet all of the following criteria:

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

The Products (not to exceed 1 page): 5 points

This section should describe the resource materials, curricula, or other products that already exist or should provide an outline of proposed

materials, curricula or other products to be generated and how they would be used in the proposed training activities.

Sustainability Plan (not to exceed 1 page) 8 points

Because this is a competitive, discretionary program, there is no guarantee of supplemental funding. Applicants are required to include either a) a plan describing their commitment and capacity to continue the project if Federal funding through the Training Grants Program is no longer available, or b) a plan to institutionalize the training, policies, and/or protocols implemented by this project so that they will continue after the project has ended.

The plan will be evaluated on whether it proposes feasible strategies to preserve project activities long-term.

Supplemental funding is not guaranteed and applicants are encouraged to seek additional means of support to sustain their current projects.

Budget Detail: 20 points

Each application must include a detailed budget and budget narrative for the project. 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 and clearly identify costs attributable to the project evaluation. There must be a clear link between the proposed activities and the proposed budget items. The budget should include only activities, products, and resources necessary for project

implementation and discussed in the project narrative.

In developing the budget, applicants should fairly compensate all project partners for their participation in any project-related activities, including but not limited to compensation for time and travel expenses to attend or provide project development, training and implementation. The budget must include compensation for all services rendered by project partners, including nonprofit, nongovernmental domestic violence or sexual assault victim services programs and nonprofit programs that serve older individuals or individuals with disabilities.

While there is no specific amount for which eligible organizations may apply, it is unlikely that OVW will make awards in excess of \$300,000.

Budget Requirements

The following is a short list of budget guidelines:

- Consultant rates in excess of \$450 per day require prior approval from the OVW Director and are rarely given.
- All applicants are required to allocate \$7,500 to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. This required amount should be included in the “travel” category. **Please refer to the sample budget in this solicitation, at Appendix A, for an estimated breakdown for these costs.**

- Applicants are also encouraged to include funds in their budgets to attend financial management training seminars sponsored by the Office of the Comptroller. These seminars instruct participants in the financial administration of formula and discretionary grant programs. A schedule listing the financial training seminars is available at www.ojp.usdoj.gov/oc/fmts.htm.
- This program has no match requirement.

In addition to the foregoing, this section will also be rated on the extent to which the budget clearly describes:

- A link between the proposed activities and the proposed budgetary entries;
- How the amounts of the specific budget items were determined;
- The extent to which the budget covers the cost of all project components; and
- The extent to which the budget clearly identifies project evaluation costs.

Memorandum of Understanding (MOU) (not to exceed 5 pages): 18 points

Each applicant must enter into a formal MOU with at least one nonprofit, nongovernmental domestic violence victim services program or nonprofit, nongovernmental sexual assault victim services program and with at least one nonprofit program that serves older individuals or a nonprofit program that serves individuals with disabilities. The role of the programs in this collaboration

must be meaningful and ongoing and include compensation for participation.

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

1. At least one nonprofit, nongovernmental domestic violence victim services program or nonprofit, nongovernmental sexual assault victim services program, and
2. At least one nonprofit program that serves older individuals or a nonprofit program that serves individuals with disabilities.

Additional MOU partners may include:

3. Relevant criminal justice agencies participating in project development or implementation, (e.g., law enforcement, prosecution, and the courts);
4. Community organizations that represent the views and concerns of domestic violence victims;
5. Community organizations that represent the views and concerns of sexual assault victims;
6. Community organizations that represent the views and concerns of older individuals or individuals with disabilities; and
7. Other community agencies or organizations, including faith-based organizations, that will collaborate to implement the project.

The MOU must do the following:

- Identify the partners and provide a brief history of the collaborative relationship among those

partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;

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

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

Letter(s) of Commitment (each letter not to exceed 1 page): 6 points

The application must include a letter(s) of commitment from the specific law enforcement agency(ies), prosecutor's office(s) and/or Federal, State, tribal and local court(s) whose officers and employees would be trained stating they will send appropriate personnel to

receive training. The letter should include an estimate of the number of personnel that will be sent to receive training. It also should state whether or not the proposed training would enhance current domestic violence and/or sexual assault training.

Letters of support may not be submitted in lieu of the letter(s) of commitment.

Assurances (Form 4000/3) and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6).

Review the assurances and certification forms. You will be agreeing to these assurances and certifications when you submit your application online through GMS.

NOTE: If the authorizing official is not the individual submitting the application via GMS, be sure the correct authorizing official information has been entered.

Anti-Lobbying Act

The Anti-Lobbying Act, 18 U.S.C. § 1913, recently was amended to expand significantly the restriction on use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 per each individual occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. § 1352.

The Office of Management and Budget (OMB) is currently in the process of

amending the OMB cost circulars and the common rule (codified at 28 C.F.R. part 69 for DOJ grantees) to reflect these modifications. However, in the interest of full disclosure, all applicants must understand that no federally appropriated funding made available under this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government, without the express approval by OJP. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

Certification of Nonsupplanting

A letter to OVW's Director, Diane M. Stuart, certifying that supplanting of non-Federal funds will not take place should a grant award be made, must be faxed to (202) 354-4147 or electronically scanned and submitted as an attachment via GMS. Please refer to Appendix B for a sample letter.

Indirect Cost Rate Agreement

If your organization is requesting indirect costs for this project, please include a copy of your current, signed indirect cost rate agreement.

Additional Program Requirements

Technical Assistance

Grant recipients are required to work collaboratively with OVW staff and OVW-designated technical assistance providers. Grant recipients will be asked

to identify grant-supported personnel and project partner representatives to participate in technical assistance events. Participation in technical assistance events will often involve out-of-state travel, therefore applicants are required to include funds in the project budget to support travel costs associated with these activities.

Performance Measures and Evaluation

There are two statutory requirements that require VAWA grantees to collect and maintain data that measures the effectiveness of the funded projects. First, the **Government Performance and Results Act of 1993 (GPRA)** was enacted to increase Congressional and Administrative focus on the results from government programs and activities. At its simplest, GPRA asks "What are we getting for the money that we are spending?" To make GPRA more directly relevant for federal officials who manage grant programs, GPRA expands this question into three: What is your program trying to achieve? How will its effectiveness be determined? How is it actually doing?

Second, all OVW grant recipients are required to report on the effectiveness of their programs. Specifically, OVW is seeking information that will illustrate the effectiveness of grant supported activities, including baseline information and post-project information that can demonstrate that training has assisted law enforcement officers, prosecutors, and relevant officers of Federal, State, tribal, and local courts in recognizing, addressing, investigating, and prosecuting instances of elder abuse, neglect, and exploitation and violence

against individuals with disabilities. This information will be incorporated into the semi-annual progress reports described below.

Applicants must report the following data:

- The number of trainings held for law enforcement officers, prosecutors or relevant officers of Federal, State, tribal or local courts;
- The number of people attending trainings and the disciplines they represent, e.g., law enforcement officers, prosecutors, relevant officers of federal, state, tribal or local courts;
- The subject of trainings

Other information and data of particular interest to OVW include, but are not limited to:

- Increased knowledge and awareness of issues faced by older individuals or individuals with disabilities by law enforcement officers, prosecutors or relevant officers of Federal, State, tribal or local courts;
- Number of new or improved policies and protocols regarding responding to older individuals or individuals with disabilities;
- Increased number of prosecutions of crimes against older individuals or individuals with disabilities;
- Number of training participants reporting change in practice as a result of the training.

Reporting Requirements

Grantees will be required to submit quarterly Financial Status Reports and semi-annual Progress Reports. In addition, grant recipients who expend \$500,000 or more in federal funds during their fiscal year are required to submit a single organization-wide audit. Additional information on these reporting requirements will be provided to successful applicants in the award package.

Financial Capability Questionnaire

All nonprofit, nongovernmental organizations who apply for funding with OVW or the Office of Justice Programs (OJP) and who have not previously (or within the last 3 years) received funding with OJP must complete a Financial Capability Questionnaire. The form can be found at <http://www.ojp.usdoj.gov/oc>. Please fax this form to (202) 354-4147 and include the application number prominently on the cover page and on each page of the form.

OJP Financial Guide

All grantees are required to comply with the regulations and requirements outlined in the OJP Financial Guide. The Financial Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. Copies are available from the Department of Justice Response Center (1-800-421-6770) and also through the OJP web page: <http://www.ojp.usdoj.gov/FinGuide>.

Suspension or Termination of Funding

OVW may suspend funding in whole or in part, terminate funding, or impose another sanction on a recipient who has failed to comply substantially with the following:

- The requirements of VAWA and statutory objectives of the Training Grants Program
- Timely submission of quarterly Financial Status Reports;
- Timely submission of Annual Progress Reports;
- The regulations and/or guidelines issued for the Training Grants Program; or
- The application submitted in accordance with the provisions of VAWA or other provision of any other applicable federal Act.

OVW will provide reasonable notice of its intent to impose sanctions and will attempt informally to resolve the problem. Hearing and appeal procedures will follow those in the Department of Justice regulations in 28 CFR Part 18.

Single Point of Contact Review

Executive Order 12372 requires applicants from State and local units of government or other organizations providing services within a State to submit a copy of the application to the State Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the State. Applicants must contact the State SPOC to determine if the program has been selected for State review. The date that the application was sent to the SPOC or the reason such submission is not required should be indicated on the Form SF-424. The list of SPOCs

can be found at:

<http://www.whitehouse.gov/omb/grants/spoc.html>.

Faith-Based Organizations

Consistent with President Bush's Executive Order 13279, December 12, 2002, it is OVW policy that faith-based and community organizations, that statutorily qualify as eligible applicants under OVW programs, are invited and encouraged to apply for assistance awards. 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 non faith-based and community organization grantees in the administration of such awards. No eligible applicant or grantee will be discriminated 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.

Civil Rights Compliance

All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws, including Title VI of the Civil Rights Act of 1964 ("Title VI") and section 809 of the Omnibus Crime Control and Safe Streets Act of 1968 ("Safe Streets Act"), as amended. 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 the Office of Justice Programs. 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 and the 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 oral and written translation, where necessary. 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 or by contacting the Office of Justice Program'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 7th Street, N.W., 8th Floor
Washington, DC 20531

How To Apply

Applicants must submit a fully executed application to OVW through the **Grants Management System (GMS)**, including all required supporting documentation. Applications submitted via GMS must be in the following word processing formats: Microsoft Word

(* .doc*), PDF files, (* .pdf*), or Text Documents (* .txt*). (Please refer to Appendix C, the GMS Quick Start Guide.)

The following documents must be submitted via GMS:

- the SF-424;
- Certifications and Assurances;
- the project abstract and project narrative; and
- the budget, budget summary and budget narrative.

Supporting documentation can be submitted either via fax to (202) 354-4147, or electronically through GMS, and can include:

- The MOU(s);
- The map for multi-jurisdictional projects;
- Current indirect cost rate agreement, if applicable;
- Certification of non-supplanting;
- The letter(s) of commitment; and
- The financial capability questionnaire, if applicable.

Note: The Catalog of Federal Domestic Assistance number for the Training Grants Program is 16.528.

The application number must be included on the cover page of all faxes. Detailed instructions on how to use the GMS system to submit your application online are available at OVW's web page, www.ojp.usdoj.gov/vawo. 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.

Application Due Date

Applications must be electronically received by the close of business (5:30 p.m. EST) on **March 9, 2004** through GMS. The application attachments (e.g., MOU, certification of non-supplanting, etc.), which may be faxed to (202) 354-4147 or submitted through GMS as attachments, must also be received by 5:30 p.m. EST on **March 9, 2004**.

We recommend that you register through GMS at least two weeks before the application due date, or no later than **February 24, 2004**. All applicants must receive confirmation that you are eligible to submit an application through GMS prior to completing the application submission process.

For additional information, please contact the Office on Violence Against Women at (202) 307-6026.

APPENDIX A

Sample Budget

SAMPLE

OMB Approval No. 1121-0188

Expires 5-98 (Rev. 10/02)

Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

(Example assumes an 24 month budget period)

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Ellen Smith, Trainer	(\$40,000/yr x 100% x 2)	\$80,000
John Jones, Trainer	(\$40,000/yr x 100% x 2)	\$80,000
Administrative Assistant	(\$27,000/yr x 50% x 2)	<u>\$27,000</u>
	Subtotal	\$187,000
Cost of living increase	(\$93,500 x 2% x 1 yr.)	\$1,870

The trainers will exclusively develop materials and curricula and deliver the training. A half-time administrative assistant will prepare materials and reports and provide other support to the trainers. A 2% cost of living adjustment is scheduled for all personnel for year 2 of the grant.

TOTAL **\$188,870**

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Trainers and Admin. Assistant		
Employer's FICA	\$188,870 x 7.65%	\$14,449
Retirement	\$188,870 x 6%	\$11,332
Health Insurance	\$188,870x 12%	\$22,664
Workman's Compensation	\$188,870 x 1%	\$ 1,889
TOTAL		<u>\$50,334</u>

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3- day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved, Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Training	To be Determined	Airfare	(\$600 x 3 people x 2 trips)	\$ 3,600
		Hotel	(\$150/night x 3 nights x 3 people x 2 trips)	\$ 2,700
		Meals	(\$50/day x 4 days x 3 people x 2 trips)	\$ 1,200

Travel costs have been budgeted in accordance with the organization's established travel policies to attend grantee meetings as required by OVW.

Total \$ 7,500

D. Equipment -List non-expendable items that are to be purchased (Note: Organization’s own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
2 -Pentium III Processor	(\$2,000 x 2)	\$4,000

The computers will be used by the trainers to prepare training materials and develop curricula.

TOTAL \$4,000

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
Office Supplies	(\$50/mo x 24 mo)	\$ 1,200
Postage	(\$20/mo x 24 mo)	\$ 480
Training Materials	(\$2/set x 500 sets)	\$1,000

Office supplies and postage are needed for general operation of the program. Training materials will be developed and used by the trainers.

TOTAL \$2,680

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable, Consult with the program office before budgeting funds in this category.

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
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TOTAL 0

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OVW.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
Jane Doe	Domestic Violence Trainer	(\$350/day x 30 days)	\$10,500

Jane Doe, Domestic Violence Trainer, will be hired, as needed, to assist with the education of the local law enforcement officers and the court personnel.

Subtotal \$10,500

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (e.g., travel, meals, lodging etc.)

<u>Item</u>	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
Airfare	San Diego	\$400 x 6 trips	\$2,400
Hotel and Meals		(\$100/day x 30 days)	\$3,000

Jane Doe is expected to make up to 6 trips to provide training and technical assistance to the project.

Subtotal \$5,400

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost, Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item	Cost
Not applicable	Subtotal <u> 0</u>
	TOTAL <u> \$15,900</u>

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

Description	Computation	Cost
Rent	(550 sq. ft. x \$1/sq. ft./month) (\$550 mo. x 24 mo.)	\$13,200

This rent will pay for office space for the trainers. No space is currently available.

Telephone	(\$100/mo. x 24)	\$2,400
Printing/Reproduction	(\$150/mo. x 24)	\$3,600

TOTAL \$19,200

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description	Computation	Cost
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TOTAL 0

Budget Summary - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

Budget Category	Amount
A. Personnel	<u>\$188,870</u>
B. Fringe Benefits	<u>\$ 50,334</u>
C. Travel	<u>\$ 7,500</u>
D. Equipment	<u>\$ 4,000</u>
E. Supplies	<u>\$ 2,680</u>
F. Construction	<u>\$ 0</u>
G. Consultants/Contracts	<u>\$ 15,900</u>
H. Other	<u>\$ 19,200</u>
Total Direct Costs	<u>\$288,484</u>
I. Indirect Costs	<u>\$ 0</u>
TOTAL PROJECT COSTS	<u>\$288,484</u>
Federal Request	<u>\$288,484</u>
Non-Federal Amount	<u>\$ 0</u>

APPENDIX B

Sample Certification of Nonsupplanting

SAMPLE

[Applicant Letterhead]

[date]

Office on Violence Against Women
810 7th Street, NW
Washington, DC 20531

[Applicant] certifies that any funds awarded through the Training Grants to Stop Abuse and Sexual Assault Against Older Individuals or Individuals with Disabilities Application Program will be used to supplement existing funds for program activities and will not replace (supplant) nonfederal funds that have been appropriated for the purpose of providing services to victims of domestic violence, sexual assault and stalking. The **[name of applicant]** understands that supplanting violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Sincerely,

[Applicant's Authorizing Official]

APPENDIX C

GMS Quick Start Guide

Quick-Start Guide to Using the Office of Justice Programs Online Grants Management System (GMS)

- ◆ Step 1. Using your established Internet account,* go to www.ojp.usdoj.gov/fundopps.htm. An online GMS Application Procedures Handbook is available on this page, and you may link directly to GMS, which will provide online "help" screens.
- ◆ Step 2. Select "Logon to the Grants Management System (GMS)" to apply for OJP grant funding.
- ◆ Step 3. If you have never used GMS, click on "New User? Register Here" and follow the on-screen instructions to register with GMS. After you register, you must select the FY 2004 Program solicitation and begin working on it so that your registration will be sent to OVW. You will receive confirmation through email that you are eligible to submit your application. Confirmation may take up to one week.

If you are not a new user and have a GMS password, click on "Login." If your password has expired, you will receive an "Authentication Error" or "Unauthorized User" message. In this case, click on "Having Login Problems?" for assistance in updating your password.

Please Note: Applicants must ensure that the information for the authorizing official and alternate contact is entered correctly. The authorizing official is the individual authorized to accept grant funds in your organization (e.g., executive director, attorney general, governor). If the individual applying online is not the authorizing official, that individual must list the authorizing official's name and contact information where appropriate.

- ◆ Step 4. To submit your application online, complete the on-screen *424 /Application for Federal Assistance*, upload your budget narrative (which should include your budget detail), program narrative, and other program attachments in either word processing or spreadsheet files. All supporting documentation may be submitted as attachments. All GMS attachments must be in the following word processing formats: Microsoft Word (*.doc*), PDF files (*.pdf*), or Text Documents (*.txt*). Please use descriptive titles when naming the attachments for easy identification, i.e., MOU, letter of non-supplanting. After submission, you will receive confirmation through email that OVW has received your application and you will be given an application number for future reference. Documents that cannot be submitted electronically through GMS (e.g. MOU, and certification of non-supplanting) must be faxed to (202) 354-4147. *You must include your GMS application number and the Program title of the OVW program to which you are applying on all materials submitted by fax.*

If you have any questions about GMS or need technical assistance with applying online, contact the GMS Hotline at 1-888-549-9901.

**If you do not have an Internet account, call OVW at 202-307-6026 for assistance.*