

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



# **OVW Fiscal Year 2012 Grants to State and Territorial Sexual Assault and Domestic Violence Coalitions and Sexual Assault Services Program for State and Territorial Coalitions**

## **Eligibility**

Applicants are limited to State and Territorial Sexual Assault and Domestic Violence Coalitions.  
(See "Eligibility," page 5)

## **Deadline**

All applications are due by 11:59 p.m. E.T. on May 22, 2012.  
(See "Deadline: Application," page 5)

## **Contact Information**

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

In Fiscal Year 2012, OVW applications will be submitted through GMS. For technical assistance with GMS, contact OVW GMS Support at 1-866-655-4482.

It is anticipated that all applicants will be notified of the outcome of their applications by September 30, 2012.

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# **OVW Grants to State and Territorial Sexual Assault and Domestic Violence Coalitions and Sexual Assault Services Program for State and Territorial Coalitions (CFDA 16.556)**

## **Overview**

The Office on Violence Against Women (OVW) is a component of the United States Department of Justice (DOJ). Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership on issues of sexual assault, domestic violence, dating violence, and stalking. Since its inception, OVW has supported a multifaceted approach to responding to these crimes through implementation of grant programs authorized by VAWA. By forging State, local and tribal partnerships among police, prosecutors, judges, 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, while improving communities' capacity to hold offenders accountable for their crimes. For general information on OVW grant programs, please see the OVW Fiscal Year 2012 Grant Program Solicitation [Reference Guide](http://www.ovw.usdoj.gov/docs/resource-guidefbbook.pdf) (Reference Guide) at <http://www.ovw.usdoj.gov/docs/resource-guidefbbook.pdf>.

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

This solicitation provides program and application guidelines for Fiscal Year 2012 and contains information on how to apply for the Grants to State and Territorial Sexual Assault and Domestic Violence Coalitions and Sexual Assault Services Program for State and Territorial Coalitions. By statute, the purposes of these programs respectively are: to coordinate victim services activities, collaborate and coordinate with Federal, State, Territory, and local entities; and to support the maintenance and expansion of state and Territorial sexual assault coalitions.

### **Grants to State and Territorial Sexual Assault and Domestic Violence Coalitions Program (State and Territorial 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 dual sexual assault and domestic violence coalition. For the small number of States and Territories where more than one State and Territorial 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 and Territorial sexual assault, domestic violence and dual coalitions, <http://www.ovw.usdoj.gov/statedomestic.htm>)

### **The Sexual Assault Services Program for State and Territorial Coalitions**

The Sexual Assault Services Program for State and Territorial Coalitions (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. Ten percent of the SASP funding stream is set aside for State and Territorial sexual assault coalitions to assist in supporting the maintenance and expansion of such coalitions.

## **Deadlines**

### **Application**

The deadline for applying for funding under this grant announcement is 11:59 p.m. E.T. on **May 22, 2012**. Applications submitted after **May 22, 2012**, 11:59 p.m. E.T. will not be considered for funding.

**Note:** For applicants without Internet access, who cannot submit an application electronically, please contact Omar Mohammed at [omar.mohammed@usdoj.gov](mailto:omar.mohammed@usdoj.gov) no later than **May 3, 2012**, which is one week before the application deadline, to request permission to submit an application by alternative means.

### **Registration**

The **GMS** registration deadline is **May 10, 2012**. It is strongly encouraged that applicants begin the registration process well in advance of the deadline. For more information on the process of registering with **GMS**, please see the [Reference Guide](#).

## **Eligibility**

It is very important that you review this information carefully. Applications that are submitted by ineligible entities will not be considered for funding.

Eligible entities for this program are:

<b>Eligible Entity</b>	<b>State and Territorial Coalitions Program</b>	<b>Sexual Assault Services Program for State and Territorial Coalitions Program</b>
State and Territorial Sexual Assault Coalitions (See OVW's website for a current list of eligible state sexual assault coalitions, <a href="http://www.ovw.usdoj.gov/statedomestic.htm">http://www.ovw.usdoj.gov/statedomestic.htm</a> )	State and Territorial sexual assault coalitions are eligible for funding through the State and Territorial Coalitions Program and should provide programming, activities, and budget details attributable to the purpose areas of the State and Territorial Coalitions Program.	State sexual assault coalitions are eligible for funding through SASP and should provide programming, activities, and budget details attributable to the purpose areas of SASP – State and Territorial Coalitions.
Dual Sexual Assault and Domestic Violence Coalitions (See OVW's website for a current list of eligible state sexual assault and dual coalitions, <a href="http://www.ovw.usdoj.gov/statedomestic.htm">http://www.ovw.usdoj.gov/statedomestic.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> .)	Dual coalitions are eligible for funding through the State and Territorial Coalitions Program and should provide programming, activities, and budget details attributable to the purpose areas of the State and Territorial Coalitions Program.	Dual coalitions are eligible for funding through SASP as it relates to their sexual assault services and should provide programming, activities, and budget details attributable to the purpose areas of SASP – State and Territorial Coalitions.
State and Territorial Domestic Violence Coalitions (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> .)	State domestic violence coalitions are eligible for funding through the State and Territorial Coalitions Program and should provide programming, activities, and budget details attributable to the purpose areas of the State and Territorial Coalitions Program.	State and Territorial domestic violence coalitions are not eligible for funding appropriated through SASP – State and Territorial Coalitions.

## Award Information

### Award Period

The grant award period is 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 proposed project and present a realistic budget that accurately reflects project costs. Awards under the Grants to State and Territorial Sexual Assault and Domestic Violence Coalitions and the Sexual Assault Services Program for State and Territorial Coalitions Program for FY 2012 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 and Territorial Coalitions Program purpose areas and budget for **\$80,380**. Activities related to SASP – State and Territorial Program for Coalitions purpose areas should be budgeted for **\$36,964**. Budgets submitted by sexual assault coalitions clearly denoting the different activities should equal **\$117,344**.

### Dual Sexual Assault and Domestic Violence Coalitions

Eligible dual sexual and domestic violence coalitions will receive the combined allocation for activities under the State and Territorial 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 and Territorial Coalitions Program purpose areas budgeted for **\$160,761**. Activities related to SASP – State and Territorial Program for Coalitions purpose areas can only be directed to sexual assault activities and should be budgeted for **\$36,964**. Budgets submitted by dual sexual assault and domestic violence coalitions clearly denoting the different activities should equal **\$197,725**.

### 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 and Territorial Coalitions Program purpose areas budgeted for **\$80,380**. Budgets submitted by domestic violence coalitions should clearly denote only State and Territorial Coalitions Program purpose area activities and equal **\$80,380**.

No matching funds are required from applicants. 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.

## **Program Scope**

Activities supported by the State and Territorial Sexual Assault and Domestic Violence Coalitions Program and SASP for State and Territorial Coalitions are determined by statute, Federal regulations, and OVW policies.

## **Purpose Areas**

In FY 2012, funds under the

- A. Grants to State and Territorial 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.

- B. Grants to SASP for State and Territorial Coalitions may be used for the following purpose:

- To support the 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 Compromise Victim Safety and Recovery**

The following activities have been found to jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions:

- Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;
- 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.

### **Out-of-Scope Activities**

OVW has determined the activities listed below to be out of the program scope. Applications that propose out-of-scope activities will need to be revised to remove these activities, prior to an award being made. Additionally, an award special condition may be added to prohibit these activities if included in the application. The following activities are out of scope and will not be supported by this grant opportunity:

- Research projects (This does not include program assessments conducted only for internal improvement purposes.);
- 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.

### **Unallowable Activities**

The following is a list of activities that are unallowable and cannot be supported by the Grants to State and Territorial Sexual Assault and Domestic Violence Coalitions and the

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

- Lobbying;
- Fundraising;
- Research projects;
- Purchase of real property;
- Construction; and
- Physical modifications to building, including minor renovations (such as painting or carpeting).

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

## How To Apply

This section describes what an application should include. Applicants should anticipate that failure to submit an application that contains all of the specified elements will negatively affect the review of the application and may result in the application not being considered for funding; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

It is the responsibility of the applicant to ensure that the application is complete and submitted by the deadline.

### Formatting and Technical Requirements

Applications must follow the requirements below. Points may be deducted for applications that do not adhere to the following requirements:

- Double spaced (Project Abstract, Summary Data Sheet and charts may be single space)
- 8½ x 11 inch paper
- One inch margins
- Type no smaller than 12 point, Times New Roman font
- Page numbers
- No more than 20 pages for the Project Narrative
- Word processing documents must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).
- Headings and sub-headings that correspond to the sections identified in How to Apply

### Experiencing Unforeseen Technical Issues

If you experience technical difficulties at any point during the application process, please contact OVW GMS Support at 1-866-655-4482.

If you experience unforeseen technical issues that prevent you from submitting your application by the deadline, you must contact the technical support number above prior to the deadline AND contact the **Grants to State and Territorial Sexual Assault and Domestic Violence Coalitions and the Sexual Assault Services Program for State and Territorial Coalitions at 202-307-6026 with 24 hours after the deadline** to request approval to submit your application.

At that time, you will be required to email the complete grant application, your DUNS number, and provide a GMS tracking number(s). After OVW reviews all of the information submitted and verifies your technical issues with the Helpdesk, OVW will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be verified, your application will be rejected as untimely.

The following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to follow GMS instructions on how to register and apply as posted on the OVW website; and (3) failure to follow all of the instructions in the OVW solicitation.

### Application Requirements

Applications must include the following required documents and demonstrate that the program eligibility requirements have been met. Applications that do not address the following will not be considered for funding:

1. Summary Data Sheet
2. Project Narrative
3. Budget Detail Worksheet and Narrative

Applications must address each section and include the detailed information outlined below in the specified section of their application.

### Summary Data Sheet

The Summary Data Sheet should be one to four pages in length and may be single or double spaced. The Summary Data Sheet does not count toward the 20 page limit for the Project Narrative. Please provide the following information:

- Name, title, address, phone number, and e-mail address for the grant point-of-contact. Please see the [Reference Guide](#) to determine 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 Fiscal Year 2012.
- Summary of Current and Recent OVW Projects (if applicable):
  - If the applicant has a current grant award or cooperative agreement under **any** OVW program, or received an award that has been closed within one calendar year, the information below **must** be included.
    - 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 number and titles of all full-time and/or part-time positions.

### Project Narrative

The Project Narrative may not exceed 20 pages in length, double-spaced. The project narrative is only comprised of the What Will Be Done section.

#### What Will Be Done

This section must include the information below.

- Goals and objectives, describing the specific tasks and activities necessary to accomplish each;
- Expected outcomes;
- A timeline that identifies when activities will be accomplished; and
- Products that will be generated and a description 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 activities. Grantees will be required to submit all products to OVW for review and approval prior to public release.

#### **Budget Detail Worksheet and Narrative**

For guidance on budget requirements please see the [Reference Guide](#). A Sample Budget Detail Worksheet is available at [http://www.ojp.usdoj.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.usdoj.gov/funding/forms/budget_detail.pdf). When preparing the Budget Detail 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.

#### Award Period and Amounts

- The grant award period is 12 months. Budgets must reflect 12 months of project activity.
- Awards under the State and Territorial Coalitions Program for FY 2012 will be made for **\$117,344 for Sexual Assault Coalitions; \$197,725 for Dual Coalitions and \$80,380 for Domestic Violence Coalitions.**

#### Budget Requirements

Applicants are required to submit a budget detail worksheet that is reasonable and cost effective. The budget must adhere to the [OVW Financial Grants Management Guide](#).

The budget detail worksheet must:

- Include a budget narrative that supports and justifies all proposed costs and provides a clear link between specific project activities and proposed budget items; and
- Include a budget that reflects all costs related to implementing the proposed project and provides calculations for all costs.

The following is a list of budgetary guidelines:

- Applicants are strongly discouraged from requesting consultant rates in excess of \$650 per day.
- Applicants may not use any OVW funds for conducting research. However, up to 1% of the budget may be allocated for the purpose of assessing the effectiveness of funded activities. For example, funds may be used to conduct pre- and post-testing of training recipients or victim satisfaction surveys. In

conducting such testing or surveys, grantees may not collect, analyze, or disseminate any information identifiable to a private person during the course of assessing the effectiveness of funded activities.

- A contribution of non-Federal dollars (“match”) is not required for this program, but applicants are encouraged to maximize the impact of Federal dollars by contributing to the costs of their projects. Supplemental contributions may be cash, in-kind services, or a combination of both. Any non-Federal contributions can be discussed in the project narrative; however, these supplemental contributions should **not** be included in the budget detail worksheet or budget narrative.
- 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.

Food and Beverage/Costs for Refreshments and Meals

OVW funding cannot be used to purchase food and/or beverages for any meeting, conference, training, or other event, except if one of the following applies:

- The location of the event is not in close proximity to food establishments. It should be a priority to try to secure a location near reasonably priced and accessible commercial food establishments;
- Not serving food will significantly lengthen the day or necessitate extending the meeting to achieve meeting outcomes;
- A special presentation at the conference requires a plenary address and there is no other time for food to be obtained; or
- Other extenuating circumstances necessitate the provision of food.

Justification for an exception listed above must be included in the budget narrative.

**Note:** In addition to the requirements above, cooperative agreement or contract recipients must complete and submit the Conference and Events Approval Form to OVW for review and approval prior to entering into a contract for any meeting, conference, training, or other event.

If an exception is made for food/beverages or refreshments, the cost of any individual meal, plus taxes and any hotel service costs (e.g., labor cost for room setup), cannot exceed 150 percent of the General Services Administration (GSA) Meals and Incidental Expenses (M&IE) rate for that meal in that locality per attendee. OVW, however, strongly encourages costs to stay at or below 100% of the applicable per diem rate for any meal provided, including any service costs. The current GSA M&IE rate breakdown by meal and by locality can be found at <http://www.gsa.gov/portal/content/101518>. If OVW funds are used to provide

breaks/refreshments, they can only be provided once per day, and any related expenses (food, beverages, plus taxes and any hotel service costs) cannot exceed 11.5% of the current GSA M&IE rate per attendee per day. OVW, however, prefers that such costs fall well below 11.5%. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

Updated Department of Justice and OVW guidance on conference planning, minimization of costs, and conference cost reporting will be forthcoming and will be accessible on the OVW website.

#### Training and Technical Assistance

All applicants are required 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.

#### Accommodations and Language Access

Applicants are encouraged to allocate grant funds to support activities that help to ensure individuals with disabilities and Deaf individuals and persons with limited English proficiency have meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) Interpreter services, language interpretation and translation services, or the purchase of adaptive equipment.

Applicants proposing to use grant funds to create websites, videos and other materials must ensure that they are accessible to persons with disabilities. Grant funds must be allocated for these purposes.

## **Additional Required Information**

The following documents must be included with your submission. Failure to include any of the information may result in the inability to access funds.

#### **Proposal Abstract**

The Proposal Abstract should provide a short and accurate summary of your proposed projects including who will be involved with the proposed project, what will be done, the service area where the proposed project will take place and who will be impacted by the proposed project. Please do not summarize past accomplishments in this section.

#### **Status of Current Project**

Applicants applying for funding under the Grants to State and Territorial Sexual Assault and Domestic Violence Coalitions and the Sexual Assault Services Program for State and Territorial Coalitions Program must include 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 or territory;
- The status of any project products;
- Any unanticipated obstacles to project implementation;
- The approximate unobligated amount of award funds remaining on your current award, if any;
- 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.

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

Applicants will complete the SF-424 online.

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

Forms will be completed online during the submission process. For further information on the Standard Assurances and Certifications please see the [Reference Guide](#).

#### **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 GMS.

#### **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 GMS.

- 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.

### **Financial Capability Questionnaire**

All nonprofit, nongovernmental organizations that apply for funding from OVW and have not previously (or within the last three years) received funding from OVW or OJP must complete a Financial Capability Questionnaire, and submit it online along with their current year's audit report. The form can be found at <http://www.ovw.usdoj.gov/applicants.htm>. This should be a separate attachment to the application in **GMS**. This document does not need to be included in the hard copy.

### **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 agreement. Please include a copy of a current, signed Federally-approved indirect cost rate agreement. If you need additional information on this requirement, you may go to <http://www.ovw.usdoj.gov/docs/OVW-FGMG-Version-2-7-12-conf-cost-updates-revised-2.pdf>. This should be a separate attachment to the application in **GMS**. Applicants that do not have a Federally-approved indirect cost rate should budget all project related costs in the direct cost categories. Organizations that wish to negotiate an indirect cost rate may contact OVW's Grants Financial Management Division at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov) or 1-888-514-8556 for more information.

## **Other Requirements**

### **Federal Financial Guidelines and Reporting Requirements**

Federal grants are governed by the provisions of the OMB circulars applicable to financial assistance and [OVW Financial Grants Management Guide](#). The Financial Grants Management Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document outlines the successful administration of grant funds.

Any recipient of an award will be responsible for monitoring subgrants/contracts under the grant in accordance with all applicable statutes, regulations, OMB Circulars and guidelines, and the [OVW Financial Grants Management Guide](#). Primary recipients will be responsible for oversight of subgrantee spending and monitoring specific performance measures and outcomes attributable to the use of OVW funds.

### **Performance Measures**

All OVW grantees are required to submit annual and/or semi-annual progress reports, which will be provided to you should you be selected for an award. For more information, please see the [Reference Guide](#).

### **Additional Requirements**

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OVW strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found in the [Reference Guide](#).



- Civil Rights Compliance
- Faith-Based and Other Community
- Confidentiality
- Research and the Protection of Human Subjects (if applicable)
- Anti-Lobbying Act
- Federal Financial Report (SF-425)
- OMB A-133 Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [OVW Financial Grants Management Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active CCR Registration

## 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. 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, including all required supporting documentation.

Application Document	Completed?
<b>1. Summary Data Sheet</b>	
<b>Summary of Current OVW Projects</b>	
<b>2. Project Narrative</b>	
<b>What Will Be Done</b>	
<b>3. Budget Detail Worksheet and Narrative</b>	
<b>4. Proposal Abstract</b>	
<b>5. Status of Current Project</b>	
<b>6. Application for Federal Assistance: SF 424</b>	
<b>7. Standard Assurances and Certifications</b>	
<b>8. Letter of Nonsupplanting</b>	
<b>9. Financial Accounting Practices</b>	
<b>10. Financial Capability Questionnaire</b>	
<b>11. Indirect Cost Rate Agreement (only if the applicant has a current Federally-approved rate)</b>	