



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

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# **OVW Fiscal Year 2017 Enhanced Training And Services To End Abuse In Later Life Program Solicitation**

**Release Date: on or about January 5, 2017**

## **Eligibility**

Eligible applicants are limited to states, units of local government, tribal governments or tribal organizations, population specific organizations with demonstrated experience in assisting individuals over 50 years of age, victim service providers with demonstrated experience in addressing domestic violence, dating violence, sexual assault, and stalking, and state, tribal, or territorial domestic violence or sexual assault coalitions.

(See "[Eligibility Information](#)")

## **Deadlines**

**Applications are due by 11:59 p.m. Eastern Time (E.T.) on February 16, 2017.**

(See "[Submission Dates and Times](#)")

**Registration Information:** To submit an application, all applicants must obtain a Data Universal Number System (DUNS) Number, and register online with the System for Award Management (SAM) and with [Grants.gov](http://Grants.gov). To ensure sufficient time to complete the registration process,

applicants must obtain a DUNS Number, and register online with SAM and with [Grants.gov](http://Grants.gov) immediately, but no later than, January 31, 2017.

(See "[Registration](#)")

**Letter of Registration:** Applicants are strongly encouraged to submit a letter of registration to [OVW.Elder@usdoj.gov](mailto:OVW.Elder@usdoj.gov) by January 31, 2017. This will ensure that applicants are well-positioned to successfully submit an application by the deadline. Submitting a Letter of Registration will not obligate potential applicants to submit an application. Interested applicants who do not submit a Letter of Registration are still eligible to apply.

(See "[Letter of Registration](#)")

**Pre-Application Information Sessions:** OVW will conduct Pre-Application Information Sessions via conference call for eligible entities interested in submitting an application for the Grants for the Abuse in Later Life Program. Participation in these sessions is optional. Interested applicants who do not participate are still eligible to apply.

(See "[Content and Form of Application Submission](#)")

## Contact Information

For assistance with the requirements of this solicitation, call OVW at (202) 307-6026 or email [OVW.Elder@usdoj.gov](mailto:OVW.Elder@usdoj.gov).

## Submission and Notification Information

**Submission:** Applications for the Abuse in Later Life Program will be submitted through [Grants.gov](http://Grants.gov). For technical assistance with [Grants.gov](http://Grants.gov), contact the [Grants.gov](http://Grants.gov) Customer Support Line at 1-800-518-4726.

The [Grants.gov](http://Grants.gov) number assigned to this announcement is OVW-2017-11900.

**Notification:** OVW anticipates notifying all applicants of funding decisions by October 1, 2017.

# Contents

<i>A. Program Description</i> .....	1
Overview .....	1
About the OVW Enhanced Training and Services to End Abuse in Later Life Program .....	1
Program Scope .....	2
Mandatory Purpose Areas .....	<b>Error! Bookmark not defined.</b>
Permissible Purpose Areas .....	3
Mandatory Program Requirements.....	3
OVW Priority Areas .....	6
Activities that Compromise Victim Safety and Recovery .....	6
Out-of-Scope Activities .....	7
Unallowable Activities .....	7
<i>B. Federal Award Information</i> .....	8
Availability of Funds.....	8
Award Period.....	8
Award Amounts .....	8
Types of Applicants .....	8
<i>C. Eligibility Information</i> .....	9
Eligible Applicants .....	9
Eligible Entities.....	9
Nonprofit Organization Requirement - 501(c) 3 Status.....	11
Non Profit Organization Requirement - Offshore Accounts .....	11
Cost Sharing or Match Requirement.....	11
Other Program Eligibility Requirements .....	11
Limit on Number of Applications Submissions.....	12
<i>D. Application and Submission Information</i> .....	12
Address to Request Application Package .....	12
Content and Form of Application Submission .....	12
Letter of Registration.....	12
Pre-Application Conference Calls.....	12
Application Contents .....	12
Formatting and Technical Requirements.....	13
Application Requirements .....	13
Summary Data Sheet.....	13
Proposal Abstract.....	14
Project Narrative .....	14

Budget Detail Worksheet and Narrative .....	17
Memorandum of Understanding (MOU) .....	18
Letters of Commitment .....	19
Additional Required Information .....	21
Unique Entity Identifier (DUNS Number) and System for Award Management (SAM) .....	24
Submission Date and Times .....	25
OVW Policy on Duplicate Applications .....	26
OVW Policy on Late Submissions .....	26
Intergovernmental Review – Single Point of Contact Review .....	28
Funding Restrictions .....	28
Other Submission Requirements.....	30
Downloading a Grant Application .....	31
Completing the Grant Application Package .....	32
Submitting the Completed Grant Application Package .....	32
<i>E. Application Review Information.....</i>	<i>32</i>
Criteria.....	32
Review and Selection Process .....	32
Anticipated Announcement and Federal Award Dates .....	32
<i>F. Federal Award Administration Information .....</i>	<i>34</i>
Federal Award Notice .....	34
Administrative and National Policy Requirements.....	34
Reporting .....	35
<i>G. Federal Awarding Agency Contact(s).....</i>	<i>35</i>
<i>H. Other Information.....</i>	<i>35</i>
Application Checklist .....	35
Public Reporting Burden – Paperwork Reduction Act Notice.....	36
APPENDIX A .....	37
Budget Guidance.....	38
Budget Detail Worksheet.....	40
APPENDIX B .....	47
Sample Letter of Registration .....	48
APPENDIX C .....	49
Disclosures Related to Executive Compensation.....	50
APPENDIX D .....	51
Summary of Current and Recent OVW Projects .....	52
APPENDIX E .....	53

Summary of Current and Pending Non-OVW Grants to do the Same or Similar Work.....	54
APPENDIX F .....	55
Sample Certification Letter .....	53

# OVW Enhanced Training And Services To End Abuse In Later Life Program (CFDA 16.528)

## ***A. Program Description***

### **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, organizations that serve culturally specific and underserved communities, and others, OVW grants help provide victims, across their life span, with the protection and services they need to pursue safe and healthy lives, while improving communities' capacity to provide justice for victims and hold offenders accountable.

### **About the OVW Enhanced Training and Services to End Abuse in Later Life Program**

This program is authorized by 42 U.S.C. 14041, as amended. Recognizing that individuals who are 50 years of age or older who are victims of abuse in later life, including domestic violence, dating violence, sexual assault, stalking, exploitation, and neglect, face unique barriers to receiving assistance, Congress created the Enhanced Training and Services to End Abuse in Later Life Program (Abuse in Later Life Program). In Fiscal Year 2017, OVW plans to fund projects that will support a comprehensive approach to addressing elder abuse in their communities. These projects will provide training to criminal justice professionals to enhance their ability to address elder abuse, neglect and exploitation; provide cross-training opportunities to professionals working with older victims; establish or support a coordinated community response to elder abuse; and provide or enhance services for victims who are 50 years of age or older (hereinafter "older victims").

### Elder Abuse

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

Elder abuse victims face unique obstacles in getting the help and services that they need. Age or disability may increase the isolation of older individuals. Victims may refrain from seeking help or calling the police due to shame or embarrassment because the abuse was perpetrated by someone in an ongoing relationship (e.g., spouse, partner, family member, or caregiver) with the victim. Victims may also be intimidated by threats of being placed in a nursing home. Abuse may be dismissed due to claims that the older person is confused or minimized by claims that the abuse was the result of caregiver stress. Professionals may perceive a victim's injuries as arising from aging, illness, or disability instead of recognizing that the injuries may be attributed to violence in the home or a care facility. A lack of services designed to meet the needs of older victims may leave them with no community resources to rely upon for assistance. A

comprehensive approach to addressing elder abuse should address these barriers and improve systemic responses to older victims.

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

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

For additional information on the Abuse in Later Life Program, including what Abuse in Later Life Program grantees have accomplished with their grant funds and to view the Abuse in Later Life Program performance measures, see <http://muskie.usm.maine.edu/vawamei/abuselatermain.htm>.

#### **Program Scope**

Activities supported by the Abuse in Later Life Program are determined by statute, federal regulations, and OVW policies. If an applicant receives an award, the funded project is bound by the provisions of this solicitation, the [DOJ Financial Guide](#), including updates to the guide after an award is made, and the conditions of the award.

#### **Mandatory Purpose Areas**

In FY 2017, funds under the Abuse in Later Life Program must be used for the following purposes:<sup>1</sup>

1. providing training programs to assist law enforcement agencies, prosecutors, agencies of states or units of local government, population specific organizations, victim service providers, victim advocates, and relevant officers in federal, tribal, state, territorial, and local courts in recognizing and addressing instances of elder abuse;
2. providing or enhancing services for victims of abuse in later life, including domestic violence, dating violence, sexual assault, stalking, exploitation, and neglect;
3. establishing or supporting multidisciplinary collaborative community responses to victims of abuse in later life, including domestic violence, dating violence, sexual assault, stalking, exploitation, and neglect; and
4. conducting cross-training for law enforcement agencies, prosecutors, agencies of states or units of local government, attorneys, health care providers, population specific organizations, faith-based advocates, victim service providers, and courts to better serve

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<sup>1</sup> Successful applicants must engage in activities outlined in each of the four mandatory purpose areas. In limited circumstances and after a determination by OVW, OVW may waive one or more of the mandatory purpose area activities upon a showing by the applicant that using grant funds for the specified activities would duplicate services already available in the community.

victims of abuse in later life, including domestic violence, dating violence, sexual assault, stalking, exploitation, and neglect.

### **Permissible Purpose Areas**

In FY 2017, funds under the Abuse in Later Life Program also may be used for the following purposes:

1. providing training programs to assist attorneys, health care providers, faith-based leaders, or other community-based organizations in recognizing and addressing instances of abuse in later life, including domestic violence, dating violence, sexual assault, stalking, exploitation, and neglect; or
2. conducting outreach activities and awareness campaigns to ensure that victims of abuse in later life, including domestic violence, dating violence, sexual assault, stalking, exploitation, and neglect, receive appropriate assistance.<sup>2</sup>

### **Mandatory Program Requirements**

Applicants that receive funding under the Abuse in Later Life Program will be required to engage in the following activities:

1. Grantee Orientation: Each grantee must send representatives from its four required Memorandum of Understanding (MOU) partners and the project coordinator to a three-day grantee orientation. Attendance at orientation will require participants to travel to this OVW-sponsored event. Applicants must include funds in their budgets to send five participants to this event. The orientation will provide participants with an overview of the Abuse in Later Life Program and grant and financial management information.
2. Law Enforcement “Training of Trainers” (TOT) Training: Each grantee must send a multidisciplinary training team to a three-day training of trainers. Attendance at this training will require participants to travel to this OVW-sponsored event. Applicants must include funds in their budgets to send participants to this training. MOU partner organizations must agree to send the following representatives: a law enforcement officer, a prosecutor, an advocate from the designated victim service provider, a representative from the program or agency with demonstrated experience in assisting individuals in later life, and the project coordinator. This commitment must be detailed in the MOU. It is highly recommended that grantees send two additional persons to the training as back-up trainers. A maximum of seven individuals may attend this event: six team members who will actively participate in the training and the project coordinator who will attend this event as an observer. This OVW-sponsored training event will enhance participants’ subject-matter expertise and develop or enhance the skills necessary to redeliver training to law enforcement officers on the local level.
3. Law Enforcement Training: Each grantee must have its multidisciplinary training team provide one-day (eight-hour) local trainings for law enforcement. The training uses a curriculum that has been developed by national organizations and experts and approved by OVW. The number of trainings that will be held and a commitment from MOU partner organizations to provide trainers for these events must be detailed in the MOU. Due to the interactive nature of the training, the maximum recommended class size is 30

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<sup>2</sup> Successful applicants may not use more than 10 percent of the total grant funds to conduct outreach activities and awareness campaigns.



participants per class. The grantee must receive commitment(s) from law enforcement agency(ies) to send personnel to attend these local law enforcement trainings. Each law enforcement agency must detail this commitment in the required letter of commitment (see section on Letters of Commitment in the "[Content and Form of Application Submission](#)" section) that must be submitted with the application.

4. Advanced Law Enforcement Training: Applicants must include funds in their budgets to bring national expert(s) to their communities to provide advanced training locally for detectives and investigators. Each applicant must receive commitment from law enforcement agency(ies) to send personnel to participate in this local training. Each law enforcement agency agreeing to have its personnel attend the local advanced training for detectives and investigators must detail this commitment in the required letter of commitment (see section on "Letters of Commitment" in the "[Content and Form of Application Submission](#)" section) that must be submitted with the application. If a law enforcement agency is committing to send personnel to both the local eight-hour and local advanced law enforcement training events, this commitment may be detailed in a single letter.
5. Prosecutors' Institute: Each applicant must receive commitment from prosecutor's office(s) in its jurisdiction to have prosecutors attend a four-day national prosecutors' institute on elder abuse. Attendance at this institute will require participants to travel to this OVW-sponsored training event. Applicants must include funds in their budget to send prosecutors to this institute. This commitment must be shown in the required letter of commitment from participating prosecutors' offices agreeing to have their personnel attend these trainings (see section on "Letters of Commitment" in the "[Content and Form of Application Submission](#)" section) that must be submitted with the application. This institute will focus on prosecution of cases involving elder abuse, neglect, and exploitation.
6. Judicial Institute: Each applicant must agree to encourage judges in its jurisdiction to attend a four-day national judicial institute on elder abuse, neglect, and exploitation. This "commitment to encourage" must be detailed in the MOU. Attendance at this institute will require participants to travel to this OVW- sponsored training event. Applicants must include funds in their budgets to send judges to this institute. The faculty for this judicial education event will be judges and national experts and attendance is restricted to judges. While this activity is not mandatory, applicants are strongly encouraged to have judges/magistrates attend the institute to develop a better understanding of the role of the criminal justice system in addressing elder abuse in their community.
7. Direct Services "Training of Trainers" Training: Each applicant must agree to send representatives from two MOU partners (one from the victim service provider and one from the program or agency with demonstrated experience in assisting individuals in later life) and the project coordinator to a three-day training of trainers on providing services to older victims. This agreement must be detailed in the MOU. Attendance will require participants to travel to this OVW-sponsored training event. Applicants must include funds in their budget to send participants to this training. This OVW-sponsored training event will enhance the participants' subject-matter expertise and assist them in conducting training for their peers on the local level.
8. Direct Services Cross-Training: Each grantee must have trainers from two MOU partners (one from the victim service provider and one from the program or agency with

demonstrated experience in assisting individuals in later life) provide local one-day cross-trainings to agencies of states or units of local government, attorneys, health care providers, population specific organizations, faith-based advocates, and victim service providers. The number of trainings that will be held and the commitment from the organizations providing trainers for these events must be detailed in the MOU. The one-day cross-training uses a curriculum that has been developed by national organizations and experts and approved by OVW. The grantee must receive commitment from agencies of states or units of local government, attorneys, health care providers, population specific organizations, faith-based advocates, and/or victim service providers to attend these local one-day direct services cross-trainings. Each organization/agency must detail this commitment in the required letter(s) of commitment (see section on Letters of Commitment in the [“Content and Form of Application Submission”](#) section) that must be submitted with the application.

9. Kickoff/Coordinated Community Response Events:

Each applicant and its project partners must agree to conduct a local full day cross-training event. This cross-training consists of two events:

- o Kickoff Event: Each applicant and its project partners must agree to conduct a local half-day cross-training event. This “Kickoff” event for law enforcement agencies, prosecutors, agencies of states or units of local government, attorneys, health care providers, population specific organizations, faith-based advocates, victim service providers, and courts working with older victims will focus on helping each discipline develop a better understanding of the role each one plays in addressing elder abuse in their community.
- o Coordinated Community Response Event: This half day event follows the Kickoff Event and allows the CCR members to meet and discuss the role that the CCR will play in the implementation of the project. The trainers (including travel costs) for this event will be provided by the OVW Abuse in Later Life Program’s Technical Assistance Provider. Grantees will be responsible for providing the venue for this local event.

10. Collaborative Community Responses (CCR): Each partner must agree to establish or support a multidisciplinary collaborative community response to abuse in later life, including domestic violence, dating violence, sexual assault, stalking, exploitation, and neglect and provide details about these efforts in the MOU. OVW will provide intensive and comprehensive technical assistance to successful applicants to assist them in this effort. Each project partner will engage in a review of its own policies and protocols to determine the extent to which they are designed to aid in improving the identification, investigation, prosecution and adjudication of cases of elder abuse, exploitation and neglect, including sexual assault, domestic violence, dating violence, and stalking. A list of stakeholders that would be invited to participate in the CCR must be included in the MOU.

11. Providing or Enhancing Services for Older Victims: Each applicant must agree to engage in a two-phase effort to provide services to older victims and detail these efforts in the MOU. All applicants are required to allocate funds for outreach and direct services for older victims (a minimum of 25% of the proposed budget).

- Planning Phase: Grantees will work with OVW and Abuse in Later Life Program Technical Assistance providers to establish the groundwork for developing or enhancing outreach and services to older victims. The planning phase will be for 12-18 months. The planning phase must include, but is not limited to, the following activities:
  - conducting a community needs assessment;
  - reviewing agency policies and protocols to ensure that they are inclusive of older victims;
  - providing training to staff; and
  - developing a strategic plan for outreach and service delivery that will be submitted to OVW for review and approval prior to release of funds for the implementation phase.
- Implementation Phase: Upon successfully completing the planning phase and upon receipt of OVW approval of the strategic plan for outreach and service delivery, grantees will begin outreach and the delivery of services to older victims. Funds included in the budget for the implementation phase will be placed on hold through a special condition of the award. These funds will not be released for access by the grantee until OVW determines that 1) the grantee has successfully completed the planning phase, 2) the proposed use of funds addresses the needs of older victims as identified during the community needs assessment, and 3) the grantee has an acceptable strategic plan in place. During this phase, grantees will continue working with OVW and OVW Technical Assistance providers to successfully execute their strategic plans.

12. Evaluation: Each applicant must commit to fully participate in an OVW-supported evaluation of the Abuse in Later Life Program.

### **OVW Priority Areas**

In FY 2017, OVW is interested in supporting the priority area identified below. Applications proposing activities in the following area will be given special consideration during the review process:

Underserved Populations: OVW recognizes that older victims from underserved populations frequently confront unique challenges when seeking assistance. As such, OVW is encouraging applicants to submit proposals that meaningfully increase access to OVW programming for specific underserved populations, based on race, ethnicity, sexual orientation, gender identity and/or disability. Additionally, the Abuse in Later Life (ALL) statute also requires that priority be given to proposals providing services to culturally specific and underserved populations.

### **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:

1. Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, 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;<sup>3</sup>

2. Procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services;
3. Procedures or policies that impose requirements on victims in order to receive services (e.g. seek an order of protection, receive counseling, participate in couples counseling or mediation, report to law enforcement, seek civil or criminal remedies, etc.);
4. Procedures or policies that fail to include conducting safety planning with victims;
5. Project design and budget that fail to account for the access needs of participants with disabilities and participants who have limited English proficiency or who are Deaf or hard of hearing;
6. Mediation or counseling for couples/families as a systemic response to domestic/family violence; and
7. Failing to develop policies around confidentiality and information sharing for stakeholders developing or enhancing a multidisciplinary collaborative community response.

Applications that propose activities that compromise victim safety and recovery may receive a deduction in points during the review process or may be eliminated from further consideration entirely.

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

OVW has determined the activities listed below to be out of the program scope, and they will not be supported by Abuse in Later Life Program funding.

1. Research projects (This does not include program assessments conducted only for internal improvement purposes. See “Research and Protection of Human Subjects” in the [Solicitation Companion Guide](#));
2. Supporting criminal justice/investigative positions. Personnel costs for criminal justice/investigative professionals are permitted only to cover time spent conducting or attending training required by this program. Funds may not be used to compensate personnel for the performance of criminal justice/investigative duties; and
3. Curriculum development. OVW has worked closely with national technical assistance providers with relevant expertise in abuse in later life, violence against women, and curriculum development to develop training materials for use by grantees of this program. These materials will be used for the trainings funded under this program.

An application that is deemed to be substantially out-of-scope, proposes a substantial number of activities that are unallowable, or proposes activities that pose a significant threat to victim safety or a serious breach of confidentiality will not be considered for funding.

### **Unallowable Activities**

OVW has determined the activities listed below to be unallowable, and they will not be supported by Abuse in Later Life Program funding.

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<sup>3</sup> If an award is made, the recipient will also be subject to statutory prohibitions on discrimination. For further information on these civil rights requirements, see the section “Violence Against Women Act Non-Discrimination Provision” under “F. Federal Award Administration Information”.

1. Lobbying;
2. Fundraising;
3. Purchase of real property;
4. Physical modifications to buildings, including minor renovations (such as painting or carpeting); and
5. Construction.

Applications that propose unallowable activities may receive a point deduction during the review process or may be eliminated from further consideration entirely.

## ***B. Federal Award Information***

### **Availability of Funds**

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. There is no guarantee that funds will be available in the future. Therefore, OVW encourages applicants to develop a plan to sustain project activities if federal funding through this program ceases to be available. Also, please note that OVW may elect to make awards for applications submitted under this solicitation in future fiscal years, depending on the merits of the applications and on the availability of funding.

### **Award Period**

The grant award period is 36 months. Budgets must reflect 36 months of project activity, and the total “estimated funding” on the SF-424 must reflect 36 months. Generally, the award period will start on October 1, 2017.

### **Award Amounts**

Applicants should not exceed the award amounts listed in this solicitation and should carefully consider the resources needed to successfully implement the proposed project.

Awards under the Abuse in Later Life Program for FY 2017 will be made for up to \$400,000.

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

The Abuse in Later Life Program typically makes awards in the range of \$300,000 - \$400,000. OVW estimates that it will make up to 9 awards for an estimated \$3,200,000.

Awards will be made as cooperative agreements. Cooperative agreements are a form of award when OVW expects to have ongoing substantial involvement in award activities. For this program, the substantial involvement includes working with grantees to develop local training teams to provide trainings and cross-trainings on elder abuse and working with grantees to develop strategic plans addressing outreach and direct services for older victims.

### **Types of Applicants**

In FY 2017, OVW will accept applications for the Abuse in Later Life Program from new applicants that have never received funding under the Abuse in Later Life Program or that received funding in FY 2002 through FY 2004. Grant recipients who received new or supplemental funding in FY 2005 through FY 2016 are NOT eligible to apply.

## ***C. Eligibility Information***

### **Eligible Applicants**

It is very important that applicants review this information carefully. Applications that are submitted by ineligible entities or that do not meet all program eligibility requirements will not be considered for funding.

### **Eligible entities for this program are:**

- States;
- Units of local government;
- Tribal governments or tribal organizations;
- Population specific organizations with demonstrated experience in assisting individuals over 50 years of age;
- Victim service providers with demonstrated experience in addressing domestic violence, dating violence, sexual assault, and stalking; and
- State, tribal, or territorial domestic violence or sexual assault coalitions.

### State:

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

### Unit of Local Government:

For the purpose of this grant program, a unit of local government is any city, county, township, town, borough, parish, village, or other general purpose political subdivision of a state.

Non-eligible entities generally include, but are not limited to:

- Police departments;
- Pre-trial service agencies;
- District or city attorneys' offices;
- Sheriffs' departments;
- Probation and parole departments; and
- Universities.

The above non-eligible entities are not considered units of local government for the purposes of this grant program. These agencies or organizations are not eligible to apply directly for funding, but may assume responsibility for the development and implementation of the project. They must apply, however, through a state, a tribal government, or a unit of local government.

### Tribal Government:

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

Indian Tribe:

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

Tribal Organization:

For the purposes of this program, tribal organization is defined as the governing body of any Indian tribe; any legally established organization of Indians which is controlled, sanctioned, or chartered by such governing body of a tribe or tribes to be served, or which is democratically elected by the adult members of the Indian community to be served by such organization and which includes the maximum participation of Indians in all phases of its activities; or any tribal nonprofit organization.

Any applicant representing a consortium of tribal governments and/or organizations must submit a resolution or legal equivalent from the constituent tribal governments and/or organizations supporting the application.<sup>4</sup>

Population Specific Organization:

For purposes of this program, a population specific organization is a nonprofit, nongovernmental organization that primarily serves members of a specific underserved population and has demonstrated experience and expertise providing targeted services to members of that specific underserved population.

Victim Service Provider:

For purposes of this program, a victim service provider is a nonprofit, nongovernmental or tribal organization or rape crisis center, including a state or tribal coalition, that assists or advocates for domestic violence, dating violence, sexual assault, or stalking victims, including domestic violence shelters, faith-based organizations, and other organizations, with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.

Tribal Coalition:

For purposes of this program, a tribal coalition is an established nonprofit, nongovernmental Indian organization, Alaska Native organization, or a Native Hawaiian organization that--

(A) provides education, support, and technical assistance to member Indian service providers in a manner that enables those member providers to establish and maintain culturally appropriate services, including shelter and rape crisis services, designed to assist Indian women and the dependents of those women who are victims of domestic violence, dating violence, sexual assault, and stalking; and

(B) is comprised of board and general members that are representative of--

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<sup>4</sup> Regarding a tribal consortium application, the applicant must submit documentation of authority as described above from each tribal consortium member, unless existing consortium bylaws or other tribal governance documents allow action without explicit authorization from the member tribes in the consortium. In that case, the tribal consortium must submit a resolution, a letter, affidavit, or other documentation, as appropriate, that certifies that the tribal consortium has the legal authority to apply for grants on behalf of the consortium. **This documentation must be current, sufficient to demonstrate authority for the application, contain authorizing signature(s), and submitted by the application's due date.** In addition, a copy of the bylaws or other governance documents that allow the tribal consortium's action without support from all consortium members must be included with this documentation.

1. (i) the member service providers described in subparagraph (A); and
2. (ii) the tribal communities in which the services are being provided.

**Nonprofit Organization Requirement – 501(c)3 Status**

Any entity that is eligible for the Abuse in Later Life Program based on its status as a nonprofit organization must be an organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of that Code. See 42 U.S.C. § 13925(b)(16)(B).

**Nonprofit Organization Requirement – Offshore Accounts**

Any nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code is not eligible for a grant from the Abuse in Later Life Program.

**Cost Sharing or Match Requirement**

This program has no match or cost sharing requirement.

**Other Program Eligibility Requirements**

In addition to meeting the eligible entity requirements outlined above, applications for the Abuse in Later Life Program must also meet the requirements below. All certification and other eligibility related documents must be current and developed in accordance with the FY 2017 solicitation. Applications that do not meet all of the program eligibility requirements below will not be considered for funding under the Abuse in Later Life Program.

Required Partnerships:

Each applicant must demonstrate that it is part of a multidisciplinary partnership. This required partnership must be detailed in a Memorandum of Understanding (MOU) that is signed by the Authorized Representative of, at a minimum, the following four required partners:

1. At least one law enforcement agency;
2. At least one prosecutor's office;
3. At least one victim service provider; and
4. At least one nonprofit program or government agency with demonstrated experience in assisting individuals in later life.

Note: A victim service provider is a nonprofit, nongovernmental organization, tribal organization, or rape crisis center, including a state or tribal domestic violence and/or sexual assault coalition, domestic violence shelter, faith-based organization, or other organization, with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking. Victim service providers should meet all of the following criteria: 1) provide direct services to victims of sexual assault, domestic violence, dating violence, or stalking as one of their primary purposes and have a demonstrated history of effective work in this field; 2) address a demonstrated need in their communities by providing services that promote the dignity and self-sufficiency of victims, improve their access to resources, and create options for victims seeking safety from perpetrator violence; and 3) not engage in or promote activities that compromise victim safety.



### **Limit on Number of Applications Submissions**

An applicant can only submit one application per organization in response to this solicitation. If an applicant submits multiple versions of the same application, OVW will review only the most recent system-validated version submitted before the deadline.

## ***D. Application and Submission Information***

### **Address to Request Application Package**

The complete application package is available on [Grants.gov](http://Grants.gov) or at the [OVW website](http://www.justice.gov/ovw) at <http://www.justice.gov/ovw>. Applicants wishing to request a paper copy of the application materials should contact [OVW.Elder@usdoj.gov](mailto:OVW.Elder@usdoj.gov) or Kimberly Shamberger at 202-514-7998.

### **Content and Form of Application Submission**

The information below (“**Letter of Registration**” through “**Additional Required Information**”) describes the full content and form of application submission.

### **Letter of Registration**

Applicants intending to apply for FY 2017 funding under this program are strongly encouraged to submit a letter of registration. The letter should state that the applying organization is registered and current with SAM and with [Grants.gov](http://Grants.gov). The letter should be submitted to OVW at [OVW.Elder@usdoj.gov](mailto:OVW.Elder@usdoj.gov) by January 31, 2017. This will ensure that the applicant is well-positioned to successfully submit a proposal by the application deadline. This letter will not obligate the applicant to submit an application. See [Appendix B](#) for a sample Letter of Registration.

### **Pre-Application Information Sessions**

OVW will conduct two Pre-Application Information Sessions. During these sessions, OVW staff will review the Abuse in Later Life Program requirements, review the solicitation, and allow for a brief question and answer session. Participation in these sessions is optional. The sessions are tentatively scheduled for:

1. January 25, 2017, 2 – 4 p.m. E.T.
2. February 2, 2017, 2 – 4 p.m. E.T.

Anyone interested in submitting an application to the Abuse in Later Life Program may register to participate in a pre-application information session. The total number of participants for each session is limited to 30 participants. Registration is on a first-come-first-serve basis, and space is not guaranteed. Interested participants from the same agency/jurisdiction are strongly encouraged to participate together so that as many communities as possible may join the session. OVW reserves the right to deny multiple registrations from a single agency/jurisdiction.

To register, please contact Kimberly Shamberger at [kshamberger@jmd.usdoj.gov](mailto:kshamberger@jmd.usdoj.gov). Registration must be received at least two days prior to the start of the session. Participants will have the option to listen through VoIP (Voice over Internet Protocol which will allow participants to listen to the audio via their computer speakers) or over your telephone through a teleconference service number that will be provided. Standard long distance charges will apply to the teleconference call. Anyone who is interested in participating in the webinar must register in advance.

### **Application Contents**

This section describes what is included in a complete application package. 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. 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 a complete application is submitted by the deadline. OVW will not contact applicants for missing items.

Applicants should not submit documents that were not specifically asked for in the solicitation. Providing information that was not requested will not increase the likelihood that an application will be selected for funding. All materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.

### **Formatting and Technical Requirements**

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

1. Double spaced (Project Abstract, Summary Data Sheet and charts may be single space)
2. 8½ x 11 inch paper
3. One-inch margins
4. Type no smaller than 12 point, Times New Roman font
5. Page numbers
6. No more than 20 pages for the Project Narrative
7. Word documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).
8. Headings and sub-headings that correspond to the sections identified in this section of the 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 all of the following components will be considered substantially incomplete and will not be considered for funding:

1. Project Narrative
2. Budget Detail Worksheet and Narrative
3. Memorandum of Understanding (MOU)
4. Letters of Commitment

In addition to the application being scored on the documents listed above, the Summary Data Sheet will also be scored.

### **Summary Data Sheet (5 Points)**

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:

1. Name, title, address, phone number, and e-mail address of the individual with authority to accept grants on behalf of the agency.
2. Name, title, address, phone number, and e-mail address for the grant point-of-contact. This person must be an employee of the applicant agency.
3. Statement as to whether the organization applying will serve as a “pass through entity” (fiscal agent/sponsor) for an organization, or organizations that will ultimately implement the project. If so, the applicant must include a statement acknowledging that, should an award be made, it would be responsible for all statutory, fiscal and programmatic

requirements, including those of [2 CFR Part 200](#), as well as all project deliverables. The organization applying for the award must also list all of the entities it will enter into agreements with to perform the work, and should include a description of how these entities intend to accomplish the purposes of the award if such a description is not already provided in a Memorandum of Understanding (MOU) submitted as part of the application.

4. Statement as to whether the agency applying has expended \$750,000 in federal funds in the organization's past fiscal year. If yes, please also specify the end date of the applicant's fiscal year.
5. A list of other federal grant programs from which the applicant organization currently receives funding or for which it has applied for funding in FY 2017 to do similar work. Please provide this information in a table using the format found in [APPENDIX E](#).
6. Statement as to whether the applicant is a nonprofit organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of that Code.
7. Summary of Current and Recent OVW Projects (if applicable). If the applicant has a current grant or cooperative agreement under any OVW grant program or an award that has been closed within the last 12 months from the date this solicitation closes, the information below must be provided in a table using the format found in [APPENDIX D](#). Failure to provide the required table will result in a loss of points.
8. Statement as to whether the applicant is a nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code.
9. Statement as to whether the applicant is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure to establish a rebuttable presumption that its executives' compensation is reasonable. If the applicant is not a nonprofit organization or is a nonprofit that does not use the safe-harbor procedure, provide a statement to that effect. For additional information about the safe-harbor procedure, see "[Disclosures Related to Executive Compensation](#)" section.
10. The law enforcement agency partnering on this project.
11. The prosecutor's office partnering on this project.
12. The victim service provider partnering on this project.
13. The nonprofit program or government agency with demonstrated experience in assisting individuals in later life partnering on this project.
14. The regional area(s) (city, town, county, or unincorporated area) where this project will be implemented.
15. The population and square mileage of the region to be served.

### **Proposal Abstract**

The Proposal Abstract should provide a short and accurate summary (no more than two pages double-spaced) of the proposed project, including who will be involved with the proposed project, what will be done as primary activities, what products will be produced, the service area where the proposed project will take place and who will be impacted by the proposed project. Applicants should not summarize past accomplishments in this section.

### **Project Narrative (45 Points Total)**

The Project Narrative may not exceed 20 pages in length, double-spaced. The Project Narrative must include the following three sections:

#### Purpose of Application (10 points)

This section must:

1. Describe the community to be served including the geographic location and the populations in the service area, including the target population, individuals with disabilities, individuals who are Deaf or hard of hearing, and persons with limited English proficiency. Applicants should use U.S. Census and other government data, as well as the Limited English Proficient Mapping Tool, available at [www.lep.gov/maps/](http://www.lep.gov/maps/) to obtain this information;
2. Service area;
3. Problem to be addressed;
4. Current services for older victims;
5. Gaps in services for older victims;
6. Existing training and/or educational programs available for those working with older victims (example: law enforcement officers, prosecutors, court officers, advocates, APS workers);
7. Why existing training and/or educational programs do not meet current needs; and
8. How the proposed training and services would address the problems and gaps identified.

What Will Be Done (20 points)

The application must provide a clear link between the proposed activities and the need identified in the “Purpose of Application” section above.

- Describe how the proposed project will be accessible to individuals with disabilities, individuals who are Deaf or hard of hearing, and persons with limited English proficiency.

*Training/Cross-Training*

- Law enforcement: Provide the name(s) of agency(ies) or department(s) that will send sworn officers to attend the mandatory one-day (eight-hour) training and/or the advanced law enforcement training, size of agencies or departments (sworn), number of sworn personnel who will attend the entire one-day (eight-hour) training, and number of sworn personnel who will attend the advanced law enforcement training;
- Prosecution: Provide the name(s) of office(s) that will be sending prosecutors to attend the mandatory training, size of office (number of prosecutors), and number of prosecutors who will attend the prosecutors’ course;
- Judicial: Provide the number and type(s) of court(s) in the project area, number of judges expected to attend training, the type of court over which the judges preside and detail efforts MOU partners will engage in to encourage judges in the project area to attend the judicial institute; and
- Agencies of states or units of local government, attorneys, health care providers, population specific organizations, faith-based advocates and victim service providers: Provide the name(s) of organization(s) or agency(ies) that will send personnel to attend the mandatory cross-training and the number of personnel who will attend the mandatory cross-training.

### *Collaborative Community Response*

Detail how the proposed project will assist in establishing or supporting a multidisciplinary collaborative community responses to victims of abuse in later life, including domestic violence, dating violence, sexual assault, stalking, exploitation, and neglect.

### *Services*

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

- Describe the outreach and services that the project anticipates providing to older victims during the project. If the applicant does not have sufficient information at this time to address this issue and will rely on data gathered during the planning phase, this should be noted;
- Provide the number of victims over 50 currently receiving services from the MOU partners that are the victim services program and the nonprofit program or government agency with demonstrated experience in assisting individuals in later life. Detail the types of services provided;
- Describe current outreach efforts focusing on victims over 50 by the MOU partners that are the victim service program and the nonprofit program or government agency with demonstrated experience in assisting individuals in later life;
- Describe how the project will address confidentiality;
- Detail what is currently being done to address victim safety and autonomy; and
- Describe how victim safety and autonomy will be addressed by the project.

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

The application must identify the key individuals and organizations involved in the proposed project. This section must demonstrate that the individuals and organizations identified have the capacity to address the stated need and can successfully implement the proposed project activities.

This section must:

1. Identify the victim service provider that will serve as the required MOU partner in the formal collaboration;
2. Identify the nonprofit program or government agency with demonstrated experience in assisting individuals in later life that will serve as the required MOU partner in the formal collaboration;
3. Provide a list of the key personnel;
4. Detail the experience and expertise of the organization and key personnel who will be directly involved with the project;
5. Detail experience and expertise of project partners in providing direct victim services to victims of abuse in later life, including domestic violence, dating violence, sexual
6. assault, stalking, exploitation, and neglect;
7. Clearly demonstrate that any partnerships required by the solicitation have been met; and
8. Demonstrate a strong commitment to real, meaningful collaboration to develop and implement the project.

Projects focused on addressing the needs of specific underserved populations must:

1. Identify the specific underserved populations, based on race, ethnicity, sexual orientation, gender identity and/or disability to be served under the grant project;
2. Describe the barriers individuals from the underserved populations who are victims of abuse in later life experience while attempting to seek services; and
3. Identify project partner(s) who identify with or are representative of the underserved populations and detail their demonstrated experience in providing services that are reflective of and responsive to the specific underserved populations.

### **Budget Detail Worksheet and Narrative (15 Points)**

All applications must include a detailed budget and budget narrative. A sample Budget Detail Worksheet is available in [Appendix A](#). 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. Also, keep in mind that budgetary requirements vary slightly among programs. Applicants must read the solicitation closely to determine the requirements of the budget and budget narrative for each OVW program. Additionally, the budget must adhere to the guidelines contained in the [DOJ Financial Guide](#).

### Award Period and Amount

1. Applicants should carefully consider the resources needed to implement this project and present a realistic budget that accurately reflects the costs involved. Requests for funding may not exceed \$400,000 for the 36-month project period.
2. Outreach and Services: All applicants are required to allocate a minimum of 25% of the proposed budget funds for outreach and direct services for older victims. Applications selected for funding that do not include the required 25% allocation for outreach and services will not receive additional funds for this purpose, but will be required to adjust their budgets to cover these costs prior to final approval of the proposal. The 25% allocation should be clearly labeled as the “OVW allocation to support outreach and services” and be listed in the Other category.

### Budget Requirements.

Applicants must submit reasonable budgets based on the resources needed to implement their projects in their specific geographic location. The budget should display a clear link between the specific project activities and the proposed budget items. It should not contain any items that are not detailed in the project narrative. The budget narrative must support all costs included in the budget and explain how the costs of goods and services are determined and how they will fulfill the overall objective of the project.

In some circumstances, the budget and budget narrative will be reviewed separately from the proposed project narrative. Therefore, it is very important that the budget narrative be as comprehensive as possible and describe in a narrative format each line item requested in the budget.

A Sample Budget Detail Worksheet is available in [Appendix A](#). 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. The budget must adhere to the DOJ Financial Guide.

The budget must include:

- Funds or include other resources available to support activities to ensure access for individuals with disabilities, Deaf/hard of hearing individuals, and persons with limited English proficiency. Please see "[Accessibility](#)" under "F. Federal Award Administration Information."
- Fair compensation for all project partners for their participation in any project-related activities, including but not limited to, compensation for time and travel expenses to attend meetings, attend trainings or to participate in training, project development and implementation;
- Funds for outreach and direct victim services (a minimum of 25% of the proposed budget); and
- Funds to support travel costs associated with technical assistance including, but not limited to the following: grantee orientation, law enforcement training of trainers component, advanced law enforcement training, prosecutors' course, judicial institute, and direct services training of trainers component.

For additional guidance please go to the [Funding Restrictions](#) section of the solicitation.

**Memorandum of Understanding (MOU) (20 Points Total)**

For purposes of this solicitation, the MOU is a document containing the terms of the partnership and the roles and responsibilities between two or more parties. The MOU should be a single document and should be signed and dated by the Authorized Representative of each proposed partner agency during the development of the application. If necessary, an MOU can include multiple signature pages so long as each page includes the name and title on each signature page.

The MOU must:

1. Clearly identify each of the four required MOU partners:
  - A. At least one law enforcement agency;
  - B. At least one prosecutor's office;
  - C. At least one victim service provider; and
  - D. At least one nonprofit program or government agency with demonstrated experience in assisting individuals in later life.

To ensure that services are available to older individuals through the proposed project:

- i. The victim service provider should provide services to victims of sexual assault, domestic violence, dating violence, or stalking as one of its primary purposes; and
  - ii. The nonprofit program or government agency with demonstrated experience in assisting individuals in later life should provide services to victims of elder abuse, neglect or exploitation as one of its primary purposes.
2. Clearly 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;
  3. Clearly state the roles and responsibilities each partner will assume to ensure the success of the proposed project;

4. Clearly demonstrate a meaningful partnership among the required MOU partners and a commitment on the part of all project partners to work together to achieve stated project goals;
5. 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;
6. Indicate approval of the proposed project budget by all signing parties;
7. Describe the resources each partner will contribute to the project through time or in-kind contributions (e.g., office space, project staff, training);
8. Include a commitment from the four required project partners to send a multidisciplinary training team to the mandatory three-day law enforcement training of trainers component;
9. Include a commitment to send representatives from two project partners (one from the victim services program and one from the program or agency with demonstrated experience in assisting individuals in later life) to a mandatory three-day direct services training of trainers component;
10. Include a commitment to conduct the mandatory direct trainings for law enforcement;
11. Include a commitment to conduct cross-training for personnel from agencies of states or units of local government, attorneys, health care providers, population specific organizations, faith-based advocates, and victim service providers;
12. Include a commitment to conduct a local half-day cross-training “Kickoff” event for law enforcement agencies, prosecutors, agencies of states or units of local government, attorneys, health care providers, population specific organizations, faith-based advocates, victim service providers, and courts working with older victims;
13. Include a commitment to encourage judges in the jurisdiction to attend a four-day national judicial institute on elder abuse, neglect, and exploitation;
14. Demonstrate a commitment to establish or support a multidisciplinary collaborative community response (CCR) to abuse in later life, including domestic violence, dating violence, sexual assault, stalking, exploitation and neglect. If a multidisciplinary CCR addressing elder abuse has already been established, include a brief history of work done in this area and identify key members in the CCR; and
15. Include a commitment to engage in a two phase effort (planning and implementation) to provide outreach and direct services to older victims.

**Letters of Commitment (Total 15 points)**

Applicants must submit a Letter of Commitment from each agency and organization (including MOU partners) committing to sending personnel to the following:

1. The local one-day law enforcement training;



2. The local advanced law enforcement training;
3. The national prosecutors' institute; and
4. The local direct services cross-training.

Each agency and organization must provide a Letter of Commitment to the applicant to be submitted with the application. Letters of Commitment must accompany the application as attachments to the application in [Grants.gov](https://www.grants.gov). Letters sent separately from the application will not be considered during the review process. Law enforcement agencies committing to sending personnel to both the local one-day and local advanced law enforcement training may provide details of these commitments in a single letter. While Letters of Commitment are not required for judges attending the judicial institute, they may be submitted with the application.

Number/Percentage of Personnel Committed to Attend Training (10 points of the total)

Training is a significant component of the Abuse in Later Life Program. Elder abuse is grossly underreported, with about 1 of every 23 cases of elder abuse being reported to appropriate authorities.<sup>5</sup> It is important for a sizable number of law enforcement, prosecutors, victim service providers and other professionals to be trained to increase the number of professionals able to recognize the signs of elder abuse and connect older victims with appropriate services. As such, the following will be considered when scoring this section of the application:

1. The number of officers/deputies/detectives/investigators law enforcement agencies are committing to send to the local one-day law enforcement training;
2. The number of officers/deputies/detectives/investigators law enforcement agencies are committing to send to the advanced law enforcement training;
3. The percentage of the law enforcement agencies' sworn law enforcement personnel who are committing to attend the one-day law enforcement training and/or the advanced law enforcement training;
4. The number of prosecutors committed to attend the national prosecutors' institute; and
5. The number of individuals whom agencies and organizations are committing to send to the direct services cross-training.

Letters of Commitment that do not clearly specify the number of personnel that will attend trainings will not be considered during the review process. Letters of support **may not** be submitted in lieu of the Letters of Commitment.

Letters of Commitment must:

1. Provide the name of the agency/organization sending appropriate personnel to receive training;
2. Include a clear and direct statement that the agency/organization is committed to sending its personnel to receive training;
3. Identify the type of personnel (law enforcement officers, prosecutors, victim service providers, government personnel) who will attend training;
4. Include an estimate of the number of personnel who will be sent to receive training;

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<sup>5</sup> Lifespan of Greater Rochester, Inc., Weill Cornell Medical Center, & New York City Department for the Aging. (2011). Under the Radar: New York State Elder Abuse Prevalence Study. Self-Reported Prevalence and Documented Case Surveys. Final Report. Rochester, NY: Author.

5. Law enforcement agencies must include a commitment that officers/detectives/investigators will complete the entire local one-day (eight-hour) training and/or the local advanced law enforcement training;
6. Law enforcement agencies must include the percentage of sworn law enforcement personnel who are committing to attend the one-day law enforcement training and/or the advanced law enforcement training;
7. Prosecutors' offices must include a commitment that prosecutors will travel to and complete the four-day prosecutors' institute; and
8. Agencies/organizations must include a commitment that personnel will complete the one-day cross-training that would be held in their community.

### **Additional Required Information**

The following documents will not be scored during the review process but they should be included with your application. Failure to include any of the information may result in your application being removed from consideration from funding.

#### Proof of 501(c)(3) Status (Nonprofit Organizations Only)

As noted under Eligible Entities, an entity that is eligible for the [insert program] based on its status as a nonprofit organization must be an organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of the Code. All such applicants are required to submit a determination letter from the Internal Revenue Service recognizing their tax-exempt status. OVW will be unable to make an award to any nonprofit organization that does not submit a 501(c)(3) determination letter from the Internal Revenue Service.

#### Disclosure of Process Related to Executive Compensation

An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees.

Under certain circumstances, a nonprofit organization that provides unreasonably high compensation to certain persons may subject both the organization's managers and those who receive the compensation to additional federal taxes. A rebuttable presumption of the reasonableness of a nonprofit organization's compensation arrangements, however, may be available if the nonprofit organization satisfied certain rules set out in Internal Revenue Service regulations with regard to its compensation decisions.

Each applicant nonprofit organization must state at the time of its application (in the "Summary Data Sheet" mentioned earlier) whether the applicant is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure to establish a rebuttable presumption that its executives' compensation is reasonable.

A nonprofit organization that states on the Summary Data Sheet that it uses the safe-harbor procedure must then disclose, in an attachment to its application (to be titled "Disclosure of Process related to Executive Compensation"), the process used by the applicant nonprofit organization to determine the compensation of its officers, directors, trustees, and key employees (together, "covered persons").

At a minimum, the disclosure must **describe** in pertinent detail: (1) the composition of the body that reviews and approves compensation arrangements for covered persons; (2) the methods and practices used by the applicant nonprofit organization to ensure that no individual with a

conflict of interest participates as a member of the body that reviews and approves a compensation arrangement for a covered person; (3) the appropriate data as to comparability of compensation that is obtained in advance and relied upon by the body that reviews and approves compensation arrangements for covered persons; and (4) the written or electronic records that the applicant organization maintains as concurrent documentation of the decisions with respect to compensation of covered persons made by the body that reviews and approves such compensation arrangements, including records of deliberations and of the basis for decisions.

For purposes of the required disclosure, the following terms and phrases have the meanings set out by the Internal Revenue Service for use in connection with 26 C.F.R. 53.4958-6: officers, directors, trustees, key employees, compensation, conflict of interest, appropriate data as to comparability, adequate documentation, and concurrent documentation.

Applicant nonprofit organizations should note that following receipt of an appropriate request, OVW may be authorized or required by law to make information submitted to satisfy this requirement available for public inspection. Also, a recipient may be required to make a prompt supplemental disclosure after the award in certain circumstances (e.g., changes in the way the organization determines compensation).

#### Confidentiality Notice Form

All applicants are required to acknowledge that they have received notice that grantees and subgrantees must comply with the confidentiality and privacy requirements of the Violence Against Women Act, as amended. Applicants must submit the acknowledgement form available on the OVW website at [http://www.justice.gov/sites/default/files/ovw/pages/attachments/2015/01/20/confidentiality\\_acknowledgement\\_form\\_42015.pdf](http://www.justice.gov/sites/default/files/ovw/pages/attachments/2015/01/20/confidentiality_acknowledgement_form_42015.pdf). This form must be signed by the authorized representative and uploaded with the application on [Grants.gov](http://Grants.gov).

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

Applicants must complete the SF-424 online. For “Type of Applicant,” please do not select “other.” Please pay careful attention to the amount of federal funding requested in the “Estimated Funding” section of this form. This amount must match the amount of federal funding requested in the budget section of the application package. Only include values for “Applicant” if the program solicitation requires a match. The individual who is listed in “**Authorized Representative**” must be individual who has the authority to apply for and accept grant awards on behalf of the organization or jurisdiction.

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

Please carefully review the assurances and certification forms online. Applicants will receive a request to compile these forms online during the application submission process.

All applicants must complete the *Disclosure of Lobbying Activities* (SF-LLL) form. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form. Applicants that do not expend any funds for lobbying activities should enter “N/A” in the required highlighted fields.

#### 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.justice.gov/sites/default/files/ovw/legacy/2012/10/09/nonsup\\_letter.pdf](http://www.justice.gov/sites/default/files/ovw/legacy/2012/10/09/nonsup_letter.pdf) for a sample letter. This should be a separate attachment to the application in [Grants.gov](http://Grants.gov).

### Financial Accounting Practices

Each applicant must prepare a response to the following questions. Please be sure to provide complete responses that address all questions included for each numbered item. OVW will review the applicant's responses to assist in evaluating the adequacy of the organization's financial management system and to identify areas of need for training and technical assistance. This section of your application should be no more than two pages and should be a separate attachment to the online application in [Grants.gov](http://Grants.gov).

1. 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? Please provide a brief description of the organization's policies and procedures that ensure funds will be tracked appropriately.
2. Does the applicant have written accounting policies and procedures? How often are these policies and procedures updated? Please provide a brief list of the topics covered in the organization's policies and procedures. OVW may request a copy for review during the application/award process or as part of the grant monitoring process.
3. Is the applicant's financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant? Please provide a brief summary of the organization's process for tracking expenditures, including tracking budgeted versus actual amounts.
4. Does the applicant have procedures in place for minimizing the time between transfer of funds from the United States Treasury and disbursement for project activities? Please provide a short summary of the organization's policy for requesting payments for grant awards.
5. Does the applicant have effective internal controls in place to ensure that federal funds are used solely for authorized purposes? Please provide a brief description of the applicant organization's internal controls that will provide reasonable assurance that the award funds will be managed properly.
6. Does the applicant have a documented records retention policy? If so, briefly describe the policy.
7. Does the applicant organization or any of its employees have any potential personal or organizational conflicts of interest related to the possible receipt of OVW award funds? Organizations are required to disclose in writing any potential conflicts of interest to their awarding agency. See 2 CFR 200.112 of the Uniform Guidance and Chapter 3.20, Grant Fraud, Waste and Abuse, of the DOJ Financial Guide for additional information.
8. Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200)? Please provide a short list of the individual's qualifications/experience. If the individual is not familiar with the applicable rules and regulations, 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 its award to coordinate training.

This information will be used for a mandatory pre-award risk assessment. Failure to provide this information or to respond to questions from OVW regarding this information in a timely manner could result in the applicant being removed from consideration or a delay in funds.

Applicant Financial Capability Questionnaire (if applicable)

All nonprofit, nongovernmental organizations that apply for funding from OVW and have not previously (or within the last three years) received funding from OVW must complete an Applicant Financial Capability Questionnaire, and submit it as a separate attachment with their application. Additionally, applicants may be required to submit their current year's audit report at a later time. The form can be found at <http://www.justice.gov/ovw/how-apply>.

Indirect Cost Rate Agreement (if applicable)

Applicants that intend to charge indirect costs through the use of an indirect cost rate must have a federally-approved indirect cost rate agreement. Please include a copy of a current, signed federally-approved indirect cost rate agreement. This should be a separate attachment to the application in [Grants.gov](http://Grants.gov).

Non-federal entities that have never received a federally-approved indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs which may be used indefinitely. This includes state and local governments that have never negotiated an indirect cost rate with the federal government and receive less than \$35 million in direct federal funding per year. Tribes that have never negotiated an indirect cost rate with the federal government may also use the 10% de minimis rate.

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.

**Unique Entity Identifier (DUNS Number) and System for Award Management (SAM)**

Applicants for federal grants and cooperative agreements are required to have a Data Universal Number System (DUNS) Number to submit an application. A DUNS Number is a unique nine-character identification number provided by the commercial company **Dun & Bradstreet (D&B)**. Once an applicant has completed the D&B registration, its DUNS Number should be available within two business days.

Federal guidelines require that applicant organizations must (1) be registered in SAM.gov prior to submitting an application; (2) provide a valid DUNS number in its application; and (3) continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application under consideration by a federal awarding agency. Also, federal agencies may not make an award to an applicant until that applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time that OVW is ready to make an award, then OVW may make the determination that the applicant is not qualified to receive an award and use that determination as a basis for making the award to another applicant.

The SAM centralizes information about grant recipients and also provides a central location for grant recipients to change organizational information. [Grants.gov](http://Grants.gov) uses SAM to establish roles and IDs for electronic grant applicants.

If the applying organization already has an Employer Identification Number (EIN), the SAM registration will take **up to two weeks to process**. If the applying organization does not have an EIN, then **the applicant should allow two to five weeks for obtaining the information from IRS when requesting the EIN via phone, fax, mail or Internet**. Follow the steps listed below to register in the SAM:

1. Obtain a DUNS number at the following website <http://www.dnb.com/us/> or call (866) 705-5711.
2. Access the SAM online registration through the SAM homepage at <https://www.sam.gov/> and follow the online instructions for new SAM users.
3. Complete and submit the online registration. If the applying organization already has the necessary information on hand, the online registration takes approximately 30 minutes to complete, depending upon the size and complexity of the business or organization. Once the SAM registration becomes active, the applicant will be able to return to [Grants.gov](http://Grants.gov) and complete the registration. **Please note that organizations must update or renew their SAM registration at least once a year to maintain an active status.**

Registration	Where to Register	Deadline
DUNS	<a href="http://www.dnb.com/us/">DUNS</a>	January 31, 2017
SAM	<a href="https://www.sam.gov/">SAM</a>	January 31, 2017
Grants.gov	<a href="http://Grants.gov">Grants.gov</a>	January 31, 2017

**There is no fee associated with the registration process. Additionally, the registration process cannot be expedited.** OVW strongly discourages applicants from paying a third party to register on their behalf in an attempt to expedite the registration process. To ensure all applicants have ample time to complete the registration process, applicants must obtain a DUNS number, register online with the SAM and with [Grants.gov](http://Grants.gov) immediately, but no later than January 31, 2017.

### Submission Dates and Times

It is very important that applicants read this section carefully. It is the responsibility of the applicant to ensure that the application is complete and submitted by the deadline. OVW will not contact applicants for missing items. Applicants should anticipate that failure to meet all registration and submission deadlines will result in their application being removed from consideration. Applicants should refer to the chart below to ensure that all required steps and deadlines are met.

**Applicants are strongly encouraged to begin the application submission process at least 48 hours but no later than 24 hours before February 16, 2017.**

Application Action	Contact Information	Date
Solicitation	<a href="http://Grants.gov">Grants.gov</a> and <a href="#">OVW Website</a>	Once the solicitation is released January 5, 2017 – February 16, 2017
Request Permission to Submit a Hardcopy Application Due to Lack of Internet	For applicants who cannot submit an application electronically, please contact Abuse in Later Life Program at 202-616-6728 or <a href="mailto:OVW.Elder@usdoj.gov">OVW.Elder@usdoj.gov</a> .	January 31, 2017

Access.		
Confirmation of Application	<p><a href="http://Grants.gov">Grants.gov</a></p> <ol style="list-style-type: none"> <li>1. The <a href="#">Authorized Organization Representative</a> (AOR) should closely monitor their email for any notification from <a href="http://Grants.gov">Grants.gov</a> about a possible failed submission. The Authorized Organization Representative (AOR) is a user role within <a href="http://Grants.gov">Grants.gov</a> for a user that is authorized to submit applications on behalf of the organization.</li> <li>2. The <a href="#">Authorized Organization Representative</a> (AOR) will receive a minimum of two emails from <a href="http://Grants.gov">Grants.gov</a>. One will confirm receipt of the application package. The other will either notify the <a href="#">Authorized Organization Representative</a> (AOR) that the application was successfully submitted, or it will notify the <a href="#">Authorized Organization Representative</a> (AOR) that there was an error with the application submission.</li> </ol> <p>OVW does not send out these notifications, nor does OVW receive a copy of these notifications. It is the responsibility of the applicant to notify OVW of any problems with the application submission process.</p>	<p>February 16, 2017</p> <p><b>*Applicants are strongly encouraged to begin the application submission process at least 48 hours but no later than 24 hours before the deadline.</b></p>

All applications will be submitted electronically. The deadline for submitting applications in response to this solicitation is **11:59 p.m. E.T. on February 16, 2017**. Applications submitted after **11:59 p.m. E.T. on February 16, 2017** will not be considered for funding. Applicants experiencing difficulties submitting an application should refer [Experiencing Technical Difficulties During Submission](#) in the chart below.

**OVW Policy on Duplicate Applications**

An applicant should submit one application for the same project per program. If an applicant submits multiple versions of an application, OVW will review the most recent version submitted.

**OVW Policy on Late Submissions**

OVW offers several options for an applicant to provide advance notice to OVW if receipt of its application will be delayed. Applicants should refer to the chart below for the various scenarios. Applicants should thoroughly familiarize themselves with the requirements as outlined by OVW in the chart below. An applicant’s request to submit an application after the deadline will be considered by OVW if all of the steps below are followed. Only in rare circumstances are extensions granted. For applicants that receive permission to submit an application after the deadline, those applications will be reviewed to ensure that the application meets the basic

minimum eligibility requirements (BMR) and will be subject to the review process as outlined in this solicitation.

Step	Timeline	Action
Experiencing Technical Difficulties Prior to or During Application Submission	<p>Prior to the application deadline, the applicant must contact the <a href="http://Grants.gov">Grants.gov</a> Customer Support Hotline at 1-800-518-4726, or <a href="mailto:support@grants.gov">support@grants.gov</a>, 24 hours a day, 7 days a week, except on Federal holidays.</p> <p>Contact the Abuse in Later Life Program at 202-616-6728 or <a href="mailto:OVW.Elder@usdoj.gov">OVW.Elder@usdoj.gov</a> prior to the application deadline stating that the applicant is experiencing unforeseeable technical issues and provide a phone number and/or email address where the applicant can be reached</p>	Prior to the application deadline February 16, 2017.
Request Permission to Submit a Late Application.	<p>Within 24 hours after the application deadline, the applicant must email the following information to the Abuse in Later Life Program <a href="mailto:OVW.Elder@usdoj.gov">OVW.Elder@usdoj.gov</a> to request permission to submit a late application. The request should include the complete grant application, DUNS number, and the <a href="http://Grants.gov">Grants.gov</a> Help Desk tracking number(s).</p>	Within 24 hours after the deadline February 16, 2017.
OVW Review and Late Application Submission Decision	<p>OVW will review and verify, with the <a href="http://Grants.gov">Grants.gov</a> Customer Support Hotline, all information submitted related to the technical difficulties experienced by the applicant.</p> <p>OVW will contact the applicant to either approve or deny the request to submit a late application. If the technical issues cannot be verified as unforeseeable, the application will be rejected as late.</p> <p>Applicant may contact the Abuse in Later Life Program at 202-616-6728 or <a href="mailto:OVW.Elder@usdoj.gov">OVW.Elder@usdoj.gov</a> for information on the request.</p>	It is anticipated that decisions will be made within three weeks from the application deadline.
Extraordinary Natural or Manmade Disasters	<p>In cases of extraordinary natural or manmade disasters, such as extreme weather emergencies or terrorist acts, applicants may request to submit to Abuse in Later Life Program at 202-616-6728 or <a href="mailto:OVW.Elder@usdoj.gov">OVW.Elder@usdoj.gov</a>. The request should specify the nature of the disaster and how it affected the applicant's ability to submit an application on time. OVW may request additional documentation from the applicant verifying the extraordinary natural or manmade disaster.</p>	Up to 7 calendar days after the application deadline of February 16, 2017.



Failure to begin the registration or application submission process in sufficient time is not an acceptable reason for a late application submission. Applicants should register with SAM and [Grants.gov](http://Grants.gov) by January 31, 2017. To ensure a successful application submission, OVW strongly encourages applicants to submit their applications at least 48, but no less than 24, hours before the deadline.

Please note that the [Grants.gov](http://Grants.gov) notification process is automatic. OVW does not send out these notifications, nor does OVW receive a copy of these notifications. It is the responsibility of the applicant to notify OVW of any problems with the application submission process. Please see “[Experiencing Unforeseeable Technical Issues](#)” for information on the steps applicants must follow if corrective action is required.

### **Intergovernmental Review - 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 the program has been selected for review. Applicants must contact their state SPOCs to determine whether their programs have been selected for state review. The applicant should enter the date that the application was sent to the SPOC or the reason such submission is not required in the section of the SF 424 which refers to EO 12372. Applicants can find a list of SPOCs on the Office of Management and Budget website at [http://www.whitehouse.gov/omb/grants\\_spoc](http://www.whitehouse.gov/omb/grants_spoc).

### **Funding Restrictions**

Federal assistance awards are governed by the provisions of 2 CFR Part 200. Additionally, OVW awards are covered by the [DOJ Financial Guide](#). The [DOJ Financial Guide](#) includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document also outlines the successful administration of grant funds.

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

### **Food and Beverage/Costs for Refreshments and Meals**

Generally, food and beverage costs are **not** allowable, and under no circumstances may OVW funding be used to supply food and/or beverages during refreshment breaks. OVW may approve the use of OVW funds to provide food and/or beverages for a meal at a meeting, conference, training, or other event, if one of the following applies:

1. 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.
2. Not serving food will significantly lengthen the day or necessitate extending the meeting to achieve meeting outcomes.
3. A special presentation at a conference requires a plenary address where there is no other time for food to be obtained.
4. Other extenuating circumstances necessitate the provision of food.

Justification for an exception listed above must be included in the budget narrative, and funds may only be used to purchase food and/or beverages for a meal at a meeting, conference, training, or other event if OVW approves the specific expenditures in advance.

Budget clearance does not constitute prior approval to hold a conference. Recipients must seek approval of these costs through the conference approval process.

#### Conference Planning and Expenditure Limitations

Applicants should be aware of all applicable laws, regulations, policies and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (which is defined to include meetings, retreats, seminars, symposiums, training and other similar events), including the provision of food and/or beverages at such events, and costs of attendance at such events. Information on pertinent laws, regulations, policies and guidance is available at <http://www.justice.gov/ovw/grantees>. Applicants should also be aware of the following specific restrictions on conference planning and expenditure limitations:

1. Cost of Logistical Conference Planning
2. Cost of Programmatic Conference Planning
3. Conference Space and Audio-Visual Equipment and Services
4. Prohibition on Trinkets at Conferences
5. Entertainment at Conferences
6. Food and Beverages at Conferences
7. Prior Approval Required Before Entering Into Contracts or Expending Funds for Conferences
8. Conference Reporting

Budget clearance does not constitute prior approval of food and beverage costs. Recipients must seek approval of these costs through the conference approval process.

Updated Department of Justice and OVW guidance on conference planning, minimization of costs, and conference cost reporting is available on the OVW website at <http://www.justice.gov/ovw/grantees>. For additional information regarding food and beverage regulations, please refer to the [DOJ Financial Guide](#).

#### Training and Technical Assistance

All applicants are required to allocate funds to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. These activities must include, but are not limited to, the following:

1. Grantee Orientation: One representative from each of the four required MOU partners and the project coordinator (total of five) are required to attend this three-day meeting;
2. Law Enforcement "Training of Trainers" Component: At least one representative with training experience from each of the four required MOU partners is required to attend this three-day training. A maximum of seven individuals may attend this event, six training team members who will actively participate in the training and the project coordinator who may attend this event as an observer;
3. Advanced Law Enforcement Training: Each applicant must bring at least one national expert to their community to provide advanced training for detectives and/or investigators;

4. Prosecutors' Institute: Each applicant must send between two to five prosecutors to the four-day prosecutors' Institute;
5. Judicial Institute: Each applicant will agree to encourage two to five judges in their jurisdiction to attend the four-day judicial institute; and
6. Direct Services "Training of Trainers" Component: One representative from the victim services program, one representative from the organization that serves older victims and the project coordinator (total of three) must attend the three-day training.

The budget must include travel costs for the applicant, required MOU partners, and consultants and must reflect the costs in the appropriate categories. Therefore, an employee's travel costs must be included in the Travel category, while travel costs for the partner(s) must be included in the Consultants/Contracts category. Include an estimated breakdown for these costs, including the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc. (OVW technical assistance is provided free of charge to grantees, so applicants do not need to include registration fees).

Please note these funds can **only** be used for OVW-designated technical assistance, unless otherwise approved by OVW. Any training and technical assistance funds not used by the end of the grant period may not be reprogrammed and must be returned to OVW. Travel funds should be used to support travel by all project partners including nonprofit, nongovernmental victim service providers. Funds may also be used by persons whose positions are not grant-funded as long as that person's roles and responsibilities are linked to the project's overall mission.

#### Program Assessments

Applicants may not use any OVW funds to conduct research. However, up to three percent 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 for victim satisfaction surveys. In conducting such testing or surveys, grantees may not collect, analyze or disseminate any information that would disclose the identity of an individual.

#### Pre-Agreement Cost Approval

OVW generally does not allow pre-award costs. Please be aware that costs incurred prior to the start date of the award may not be charged to the project unless the recipient receives prior approval from OVW. Please see the [DOJ Financial Guide](#) for more information on pre-award costs.

#### **Other Submission Requirements**

As discussed in the "[Submission Dates and Times](#)" section above, applications must be submitted electronically via [Grants.gov](#). Applicants that are unable to submit electronically must follow the instructions in the [OVW Policy on Late Submission](#) section above.

After applicants obtain their DUNS number and register with SAM, they can begin the [Grants.gov](#) registration process. In order to apply for a grant, the applying organization must complete the [Grants.gov](#) registration process prior to beginning an application for a federal grant. Complete instructions can be found at [Grants.gov](#). **The registration process can take between three and five business days or as long as four weeks if all steps are not completed in a timely manner.** Please note that Grants.gov is not the Office of Justice Programs' (OJP) Grants Management System (GMS). If applicants experience difficulties at any point during this process, they should call the [Grants.gov](#) Customer Support Hotline at **1-800-518-4726**.

**Note: [Grants.gov](http://www.grants.gov) limits the use of specific characters in names of attachment files.** Valid file names include only the characters shown in the table below. [Grants.gov](http://www.grants.gov) is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below.

Characters	Special Characters		
Upper case (A – Z)	Parentheses ( )	Curly braces { }	Square brackets [ ]
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Numbers (0-9)	Comma ( , )	Semicolon ( ; )	Apostrophe ( ‘ )
Underscore ( _ )	At sign ( @ )	Number sign ( # )	Dollar sign ( \$ )
Hyphen ( - )	Percent sign ( % )	Plus sign ( + )	Equal sign ( = )
Space	When using the ampersand (&) in XML, applicants must use the “&” format.		
Period ( . )			

**OVW strongly suggests using simple titles for all documents, such as “FY 2017 OVW Project Narrative.” Please visit the [Grants.gov](http://www.grants.gov) website to review the most up-to-date guidelines about the use of specific characters.**

The E-Business Point of Contact (E-Biz POC) within the applicant’s organization must register the organization with [Grants.gov](http://www.grants.gov). The E-Biz POC oversees the organization's [Grants.gov](http://www.grants.gov) transactions and assigns the [AOR](#). The [AOR](#) submits the application to [Grants.gov](http://www.grants.gov) and must register with [Grants.gov](http://www.grants.gov) as well. In some cases the E-Biz POC is also the [AOR](#) for an organization.

1. *Step 1:* Go to [Grants.gov](http://www.grants.gov). Scroll over the “APPLICANTS” drop down and click the “Organization Registration Link”.
2. *Step 2:* Register with [SAM](#)
3. [Step 3: Username & Password](#)
4. [Step 4: AOR Authorization](#)
5. [Step 5: TRACK AOR STATUS](#)

**The application process can move forward once the organization successfully registers with [Grants.gov](http://www.grants.gov).**

### **Downloading a Grant Application Package**

An applicant may download the application package to complete it offline and route it through the applying organization for review before final submission.

Applicants must use the correct version of Adobe software in order to download the grant application package. To verify if the Adobe software version is compatible with [Grants.gov](http://www.grants.gov), visit the following link: <http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>.

Instructions on how to open and use the forms in the package are on the application package cover sheet. Agency-specific instructions are available for download when the application package is downloaded. The instructions identify the required information for a complete application.

### **Completing the Grant Application Package**

The applicant must manually save changes to the grant application. [Grants.gov](http://Grants.gov) does NOT automatically save changes. The package cannot be submitted until all required fields have been completed.

### **Submitting the Completed Grant Application Package**

[AORs](#) should closely monitor their email for any notification from [Grants.gov](http://Grants.gov) about a possible failed submission. The [AOR](#) will receive a minimum of two emails from [Grants.gov](http://Grants.gov). Log on to [Grants.gov](http://Grants.gov). After the application is fully completed, errors are corrected, and the application is saved, click the “Save & Submit” button on the cover page. The application package will be automatically uploaded to [Grants.gov](http://Grants.gov).

To ensure a successful application submission, OVW strongly encourages applicants to start their applications at least 48, but no less than 24, hours before the deadline.

A confirmation screen will appear once the submission is complete. A [Grants.gov](http://Grants.gov) tracking number will be provided at the bottom of this screen, as well as the official date and time of the submission. Applicants must record the tracking number if technical support is needed. The [Grants.gov](http://Grants.gov) Help Desk can be reached at 1-800-518-4726, Monday through Friday, from 7:00 a.m. to 9:00 p.m. E.T; except federal holidays.

## ***E. Application Review Information***

### **Criteria**

Applications will be subject to a peer review and a programmatic review. Applications will be scored based on the degree to which the application responds to each section and addresses each element in the section. Furthermore, applications will be scored based upon the quality of the response and the level of detail provided. Each element **must** be addressed in the section in which it is requested. Points may be deducted if the applicant does not include the information in the appropriate section even if it is included elsewhere within the application. Each section will be reviewed as a separate document and will be scored as such. Specifically, for the Abuse in Later Life Program, scoring will be as follows:

1. Summary data sheet: 5 points
2. Project narrative: 45 points, of which
  - A. Purpose of the project: 10 points
  - B. What will be done: 20 points
  - C. Who will implement: 15 points
3. Budget narrative and detail worksheet: 15 points
4. MOU: 20 points
5. Letters of Commitment: 15 points, of which
  - Number/Percentage of Personnel Committed to Attend Training: 10 points

### **Review and Selection Process**

#### Peer Review

OVW will subject all eligible applications to a peer review process that is fair and based on the criteria outlined in this solicitation. OVW may use internal reviewers, external reviewers, or a combination of both.

### Programmatic Review

All applications that are considered for funding will be subject to a programmatic review. An applicant with considerable past performance issues may be removed from consideration. The programmatic review consists of assessing the application for compliance with the program's scope, activities that compromise victim safety and, if applicable, past performance and priority review. OVW reserves the right to deduct points from applications for the following reasons:

1. Activities that compromise victim safety and recovery (deduct up to 15 points.)
2. Out-of-scope activities (deduct up to 10 points)
3. Past performance (deduct up to 25 points)
4. Formatting and Technical Requirements (deduct up to 5 points)

An application that is deemed to be substantially out of scope, proposes a substantial number of activities that are unallowable, or proposes activities that pose a significant threat to victim safety or a serious breach of confidentiality will not be considered for funding.

As a part of the programmatic review process described above, applicants with current or recently closed OVW awards and/or cooperative agreements will be reviewed for past performance based on the elements listed below.

1. Progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the current project, indicating timely progress toward meeting project goals and objectives
2. Demonstration that past activities supported with OVW grant funds have been limited to program purpose areas
3. Adherence to all special conditions of existing grant award(s) from OVW
4. Adherence to programmatic and financial reporting requirements, including timely submission of required reports
5. Completion of close-out of prior awards in a timely manner
6. Appropriate use of and active participation in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current or recent award
7. Receipt of financial clearances on all current or recent grants from OVW
8. Timely resolution of issues identified in any audit or on-site financial or programmatic monitoring visit
9. Adherence to the Office of Management and Budget single-audit requirement
10. Timely expenditure of grant funds
11. Adherence to the requirements of the [DOJ Financial Guide](#)

OVW grantees with significant past performance issues may not be considered for funding.

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

### High Risk Grantees

Based on DOJ's assessment of each grantee with regard to current or previous funding, unresolved audit issues, delinquent programmatic and fiscal reporting, and prior performance, a grantee may be designated "high risk." Awards to high-risk grantees may carry special

conditions such as increased monitoring and/or prohibitions on drawing funds until certain requirements are met. High-risk grantees with substantial or persistent performance or compliance issues, long-standing open audits, or open criminal investigations will likely not receive an additional OVW award until all issues are resolved.

### **Anticipated Announcement and Federal Award Dates**

It is anticipated that all applicants will be notified of the outcome of their applications by October 1, 2017.

## ***F. Federal Award Administration Information***

### **Federal Award Notices**

Successful applications will receive OVW award notifications electronically from the OJP Grants Management System (GMS) (not grants.gov). This award notification will be sent to the individuals listed as the Authorized Representative and the Point of Contact on the SF-424 for the application that was selected for funding and will include instructions on accepting the award. Recipients will be required to login; accept any outstanding assurances and certifications on the award; designate financial points of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document and terms and conditions by the [Authorized Representative](#) and the scanning of the fully-executed award document to OVW.

### **Administrative and National Policy Requirements**

#### Information for All Federal Award Grantees

Applicants selected for awards must agree to comply with additional legal, administrative, and national policy 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 [Solicitation Companion Guide](#).

1. Civil Rights Compliance
2. Funding to Faith-Based Organizations
3. Confidentiality and Privacy Protections
4. Research and the Protection of Human Subjects (if applicable)
5. Anti-Lobbying Act
6. Reporting Requirements
7. National Environmental Policy Act (NEPA) (if applicable)
8. National Historic Preservation Act (NHPA) (if applicable)
9. DOJ Information Technology Standards (if applicable)
10. Non-Supplanting of State or Local Funds
11. Criminal Penalty for False Statements
12. Reporting Fraud, Waste, Error, and Abuse
13. Suspension or Termination of Funding
14. Nonprofit Organizations
15. Government Performance and Results Act (GPRA)
16. Rights in Intellectual Property
17. Federal Funding Accountability and Transparency Act (FFATA) of 2006
18. Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
19. Active SAM Registration and Unique Identifier Requirements
20. Whistleblower Protections for Employees of OVW Grantees
21. Prohibited Conduct by Recipients Related to Trafficking in Persons

22. General Appropriations Law Restrictions on Use of Federal Funds
23. Recipient Integrity and Performance Matters Including Recipient Reporting to FAPIIS

Terms and conditions for OVW awards, including awards under this Abuse in Later Life Program are available at <http://www.justice.gov/ovw/grantees>. These terms are subject to change prior to the issuance of the awards.

#### Violence Against Women Act Non-Discrimination Provision

The Violence Against Women Reauthorization Act of 2013 added a new civil rights provision that applies to all FY 2017 OVW grants. This provision prohibits OVW grantees from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW. For more information on this prohibition, see <http://www.justice.gov/ovw/docs/faqs-ngc-vawa.pdf>. Additional information on the civil rights obligations of OVW funding recipients can be found in the [Solicitation Companion Guide](#) under "Civil Rights Compliance".

#### Accessibility

Recipients of OVW funds must comply with applicable federal civil rights laws, which, among other things, prohibit discrimination on the basis of disability and national origin. This includes taking reasonable steps to ensure that persons with limited English proficiency (LEP) have meaningful access to recipients' programs and activities and ensuring that these programs and activities are readily accessible to qualified individuals with disabilities including deaf or hard of hearing individuals. More information on these obligations is available in the [Solicitation Companion Guide](#). Applicants must allocate grant funds or other available resources to support activities that help to ensure 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.

#### **Reporting**

##### Reporting Requirements

OVW grantees are required to submit semi-annual progress reports and quarterly Federal Financial Reports (SF-425). Appropriate progress report forms will be provided to all applicants selected for an award. Forms will be submitted electronically via GMS. Future awards and fund drawdowns may be withheld if forms are delinquent.

#### ***G. Federal Awarding Agency Contact(s)***

For assistance with the requirements of this solicitation, contact the OVW [OVW.Elder@usdoj.gov](mailto:OVW.Elder@usdoj.gov) Unit or (202) 307-6026.

#### ***H. Other Information***

##### **Application Checklist**

Applicants must submit a fully executed application to OVW, including all required supporting documentation. (OVW will not contact applicants for missing items). Additionally, if an applicant plans to submit an application under any other OVW grant program this fiscal year, please ensure that only documents pertinent to this solicitation are included with this application. OVW will not redirect documents that are inadvertently submitted with the wrong application (e.g. a Rural letter submitted with a Transitional Housing Program Application will not be transferred to the Rural application).



Application Document	Date Completed
1. Letter of Registration	
2. Summary Data Sheet	
3. Project Narrative	
4. Purpose of the Application	
5. What Will Be Done	
6. Who Will Implement	
7. Proposal Abstract	
8. Budget Detail Worksheet and Narrative	
9. Memorandum of Understanding (MOU)	
10. Letters of Commitment	
11. Application for Federal Assistance: SF 424	
12. Standard Assurances and Certifications	
13. Disclosures of Process Related to Executive Compensation	
14. Confidentiality Notice Form	
15. Letter of Nonsupplanting	
16. Financial Accounting Practices	
17. Applicant Financial Capability Questionnaire (new nonprofits only)	
18. Indirect Cost Rate Agreement (only if the applicant has a current federally-approved rate)	
19. Proof of 501 (C)(3) Status (Nonprofit Organizations Only)	

Do not submit documents in addition to those specified in this solicitation. Please note that any materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.

**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. OVW tries to create forms and instructions that are accurate, can be easily understood, and impose the least possible burden on applicants. The estimated average time to complete and file this form is 30 hours. Comments regarding the accuracy of this estimate or suggestions for simplifying this form, can be submitted to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street, NE, Washington, DC 20530.

## **APPENDIX A**

### **Budget Guidance & Sample Budget Detail Worksheet**

## Budget Guidance

*Cost guidance for selected items is provided below to assist applicants in preparing the budget detail worksheet. In developing your budget detail worksheet please refer to the [DOJ Financial Guide](#).*

### Consultants/Contracts

Compensation for services by an individual consultant should be reasonable and consistent with that paid for similar services in the marketplace. Applicants should consider the type of services provided and the experience and expertise of the individual consultant when deciding if a consultant's rate is reasonable. Applicants are strongly discouraged from requesting consultant rates in excess of \$650 per day. Please note that this does not mean that the rate can or should be as high as \$650 for all consultants. If a project is ultimately selected for funding with a budget allocating more than \$650 per day to a consultant, the applicant must provide additional information to OVW for review and approval before consultant costs are incurred.

Applicants should also include all costs associated with consultants/contracts in the "Consultants/Contracts" category, including travel-related costs. These costs should not be reflected in the Personnel or Travel categories.

Applicants should follow the same established procurement policies with federal funds as they would with non-federal funds. All procurement transactions should be awarded in a manner that provides maximum open, free and fair competition, and must follow 2 CFR Part 200.317-326. All sole-source procurements (those not awarded competitively) in excess of \$150,000 require prior approval from OVW. This applies to procurements of goods and services, but not to selection of sub recipients. MOU project partners are generally considered subrecipients for time spent working on program objectives. For additional information on determining whether the recipient of the pass-through funds is a subrecipient or a contractor, please refer to [2 CFR Part 200.330](#).

### Rent

Rental costs are generally allowable under OVW programs. Applicants should list square footage and cost per square foot in the budget. The amount must be based on the space that will be allocated to implement the OVW project, not the costs of the entire rental space. **Rental costs are not allowable for property owned by the applicant or if the applicant has a financial interest in the property.** In this case only the costs of ownership, including maintenance costs, insurance, depreciation, utilities, etc., are allowable costs. The applicant must indicate in the budget narrative whether or not they own the space that will be rented.

### Audit Costs

Costs for audits not required or performed in accordance with the Office of Management and Budget (OMB) Circular A-133 or 2 CFR Part 200 Subpart F – Audit Requirement are unallowable. If the applicant agency did not meet the applicable expenditure threshold during the organization's fiscal year, the cost of any audit performed may not be charged to the grant.

### Indirect Costs

Applicants that have current, federally-approved, indirect cost rates may seek to claim indirect costs and must submit a copy of their current federally-approved indirect cost rate agreement with the application. Applicants may choose to waive indirect costs.

Non-federal entities that have never received a federally-approved indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs which may be used indefinitely. This includes state and local governments that have never negotiated an indirect cost

#### Purchase and/or Lease of Vehicles

The purchase and lease of vehicles are prohibited under most OVW grant programs, although some programs allow for purchasing vehicles on a case-by-case basis. Please refer to the solicitation for which you are applying to determine whether vehicles can be purchased or leased. If requesting a vehicle, a lease/purchase analysis must be submitted with the application.

#### Compensation for Partners

In developing the budget, applicants should 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 domestic violence and/or sexual assault victim services programs and state and tribal domestic violence and/or sexual assault coalitions. Keep in mind that partners are generally considered a subrecipient and would be reimbursed for their actual costs incurred for the project rather than a fee for service. 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, applicants do 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.

#### Non-Federal contributions

Any non-federal contributions can be discussed in the project narrative or Memorandum of Understanding (if required). **Applicants should not include supplemental contributions in the budget, budget narrative, or SF-424.**

Applicants are advised that if they voluntarily decide to provide matching funds through the use of in-kind contributions, and include this information in the budget or budget narrative, the voluntary contributions will become a mandatory requirement under the grant award. Grantees that fail to provide sufficient mandatory matching funds through cash or in-kind contributions during the award period may be required to meet their obligation by making a cash payment to the Office on Violence Against Women in order to close out the grant award.

**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.

**Please Note: The following budget is an example intended to assist you in preparing your application budget.**

**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>
Project Coordinator	\$40,000 x 100% x 3 years	\$ 120,000

The Project Coordinator will coordinate the Abuse in Later Life Program project by organizing regular coordinated community response meetings between all project partners, planning and scheduling trainings, ensuring compliance with program requirements, and serving as the central point of contact for all project activities.

**TOTAL PERSONNEL:      \$120,000**

**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, Worker’s Compensation, and Unemployment Compensation.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Project Coordinator		
Employer’s FICA	\$120,000 x 7.65%	\$ 9,180
Health Insurance	\$120,000 x 6.12%	\$ 7,344
Worker’s Compensation	\$120,000 x 1.00%	\$ 1,200
Unemployment Compensation	\$120,000 x 0.50%	\$ 600

**TOTAL FRINGE BENEFITS:      \$ 18,324**

**TOTAL PERSONNEL AND  
 FRINGE BENEFITS:      \$ 138,324**

The applicant is requesting fringe benefits for the Project Coordinator.

**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 per diem). 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, (i.e., Applicant or Federal Travel Regulations).

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
OVW-New Grantee Orientation (3 day conference)	TBD	Airfare	\$500 (avg.) x 2 staff x 1 trip	\$ 1,000
		Lodging	\$ 224 (avg.) 3 nights x 2 staff	\$ 1,344
		Per diem	\$ 71 (avg.)/ 4 days x 2 staff	\$ 568
		Local travel	\$100 (avg.) x 2 staff	\$ 200
			<b>Subtotal OVW-NGO Training:</b>	<b><u>\$ 3,112</u></b>
Law Enforcement TOT Training (4 day conference)	TBD	Airfare	\$500 (avg.) x 1 staff x 1 trip	\$ 500
		Lodging	\$ 224 (avg.) 4 nights x 1 staff	\$ 896
		Per diem	\$ 71 (avg.)/ 5 days x 1 staff	\$ 355
		Local travel	\$100 (avg.) x 1 staff	\$ 100
			<b>Subtotal Law Enforcement TOT Training:</b>	<b><u>\$ 1,851</u></b>
Direct Service TOT Training (3 day conference)	TBD	Airfare	\$500 (avg.) x 1 staff x 1 trip	\$ 500
		Lodging	\$ 224 (avg.) 3 nights x 1 staff	\$ 672
		Per diem	\$ 71 (avg.)/ 4 days x 1 staff	\$ 284
		Local travel	\$100 (avg.) x 1 staff	\$ 100
			<b>Subtotal Direct Service TOT Training:</b>	<b><u>\$1,556</u></b>
			<b>Subtotal Travel:</b>	<b><u>\$6,519</u></b>

Funds have been included in the budget for the project coordinator to attend the mandated program trainings (new grantee orientation, law enforcement TOT, victim services TOT) and for a representative from the grantee organization to attend new grantee organization as an MOU partner.

**TOTAL TRAVEL: \$ 6,519**

**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>
Laptop Computer	\$1,000 x 1 computer	\$ 1,000
Projector	\$1,000 x 1 projector	\$ 1,000
Speakers	\$200 x 1pr speakers	\$ 200

The computer will be used by the project coordinator. Projector and speakers will be used at the local trainings and will be used in years 2 and 3 of the grant for outreach events.

**TOTAL EQUIPMENT: \$ 2,200**

**E. Supplies** – List items by type (office supplies, postage, training materials, copying paper, and other 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 for the project (paper, printer, toner, pens, etc.)	\$150/month x 36 months	\$5,400
Postage for project	\$ 50/month x 36 months	\$1,800

Office supplies and postage are needed for the general operation of the program.

**TOTAL SUPPLIES: \$ 7,200**

**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>
<b>TOTAL CONSTRUCTION:</b>		<b>\$ 0</b>

**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 \$650 per day or \$81.25 per hour require additional justification and prior approval from the Office on Violence Against Women.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
2 Consultants /Trainers	Advance Law Enforcement Training	\$650/day x 2 days (1 training days + 1 day of prep) + 1 travel day at \$400 x 2 trainers.	\$ 3,400
LE Officer	Training	\$30/hr. x 100 hrs.	\$ 3,000
Prosecutor	Training	\$30/hr. x 100 hrs.	\$ 3,000
DV/SA Advocate	Training	\$30/hr. x 150 hrs.	\$ 4,500
Aging Agency	Training	\$30/hr. x 150 hrs.	\$ 4,500

Consultant/Trainer: A national expert on elder abuse will provide a two day on-site training on advanced elder abuse investigation related issues for detectives and investigators. A day of prep is included to tailor the training to our jurisdiction along with a travel day.

Project partners are being compensated for staff time spent serving as trainers for the local law enforcement and direct services trainings and to localize the training materials so they are relevant for our jurisdiction.

**Subtotal Consultant Fees: \$ 18,400**

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

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
OVW-New Grantee Orientation (3 day conference)	TBD	Airfare	\$500 (avg.) x 3 contract staff x 1 trip	\$ 1,500
		Lodging	\$ 224 (avg.) 3 nights x 3 contract staff	\$ 2,016
		Per diem	\$ 71 (avg.)/ 4 days x 3 contract staff	\$ 852
		Local travel	\$100 (avg.) x 3 contract staff	\$ 300
			<b>Subtotal OVW-Mandated Training:</b>	<b><u>\$ 4,668</u></b>



Law Enforcement TOT Training (4 day conference)	TBD	Airfare	\$500 (avg.) x 6 contract staff x 1 trip	\$ 3,000
		Lodging	\$ 224 (avg.) 4 nights x 6 contract staff	\$ 5,376
		Per diem	\$ 71 (avg.)/ 5 days x 6 contract staff	\$ 2,130
		Local travel	\$100 (avg.) x 6 contract staff	\$ 600
		<b>Subtotal Law Enforcement TOT Training:</b>		
Direct Service TOT Training (3 day conference)	TBD	Airfare	\$500 (avg.) x 3 contract staff x 1 trip	\$ 1,500
		Lodging	\$ 224 (avg.) 3 nights x 3 contract staff	\$ 2,016
		Per diem	\$ 71 (avg.)/ 4 days x 3 contract staff	\$ 852
		Local travel	\$100 (avg.) x 3 contract staff	\$ 300
		<b>Subtotal Direct Service TOT Training:</b>		
Prosecutors Training (4 day conference)	TBD	Airfare	\$500 (avg.) x 3 prosecutors x 1 trip	\$ 1,500
		Lodging	\$ 224 (avg.) 4 nights x 3 prosecutors	\$ 2,688
		Per diem	\$ 71 (avg.)/ 5 days x 3 prosecutors	\$ 1,065
		Local travel	\$100 (avg.) x 3 prosecutors	\$ 300
		<b>Subtotal Prosecutors Training:</b>		
Judicial Education (4 day conference)	TBD	Airfare	\$500 (avg.) x 3 judges x 1 trip	\$ 1,500
		Lodging	\$ 224 (avg.) 4 nights x 3 judges	\$ 2,688
		Per diem	\$ 71 (avg.)/ 5 days x 3 judges	\$ 1,065
		Local travel	\$100 (avg.) x 3 judges	\$ 300
		<b>Subtotal Prosecutors Training:</b>		
Advance Law Enforcement Training	TBD	Airfare	\$500 (avg.) x 2 trainers x 1 trip	\$1,000
		Lodging	\$ 150 (avg.) 3 nights x 2 trainers	\$ 900
		Per diem	\$ 71 (avg.)/ 4 days x 2 trainers	\$ 568
		Local travel	\$100 (avg.) x 2 trainers	\$ 200
		<b>Subtotal Advance Law Enforcement Training:</b>		

**Subtotal Consultant Travel: \$ 34,216**

Funds have been allocated to cover the cost of travel for project partners and other individuals to attend mandated national trainings in accordance with program guidelines. The sites of the training sessions are unknown at this time.

Funds have also been allocated to pay for the Consultant/Trainer to travel to the project site to conduct advance training for law enforcement.

**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.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Cell Phone Service	\$ 75/month x 36 months	\$ 2,700
<b>Subtotal Contracts:</b>		<b><u>\$ 2,700</u></b>

The project coordinator will need a cellular phone so she/he may be contacted by project partners and stakeholders as they plan and attend meetings and trainings locally and nationally.

**TOTAL CONTRACTS AND CONSULTANTS: \$ 55,316**

**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.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Outreach and Direct Services	36% of total budget	\$130,000
Printing Costs	500 (est.) participants x \$5 each	\$ 2,500

Outreach and direct services will be determined from the results of the needs assessment.

Printing expenses are included to cover costs of training materials to be distributed to participants at the various mandatory local training sessions.

**TOTAL OTHER COSTS: \$ 132,500**

**I. Indirect Costs** – Applicants that intend to charge indirect costs through the use of an indirect cost rate must have a Federally-approved indirect cost rate agreement. Please include a copy of a current, signed Federally-approved indirect cost rate agreement. Non-federal entities that have never received a federally-approved indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. This includes

state and local governments that have never negotiated an indirect cost rate with the Federal government and receive less than \$35 million in direct Federal funding per year. Tribes that have never negotiated an indirect cost rate with the Federal government may also use the 10% de minimis rate.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
13.25% of Direct Salaries (Excluding Fringe Benefits)	\$120,000 x 13.25%	\$15,900
<b>TOTAL INDIRECT COSTS:</b>		<b><u>\$ 15,900</u></b>

The Indirect Cost Rate Agreement was approved by the Department of Health and Human Services, the applicant's cognizant federal agency on January 1, 2013. (A copy of the fully executed, negotiated agreement is attached).

**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 funds requested and the amount of non-federal funds that will support the project.

<b>Budget Category</b>	<b>Amount</b>
A. Personnel	\$120,000
B. Fringe Benefits	\$ 18,324
C. Travel	\$ 6,519
D. Equipment	\$ 2,200
E. Supplies	\$ 7,200
F. Construction	\$ 0
G. Consultants and Contracts	\$ 55,316
H. Other Costs	\$132,500
<b>Total Direct Costs</b>	<b><u>\$342,059</u></b>
I. Indirect Costs	\$ 15,900
<b>TOTAL PROJECT COSTS</b>	<b><u>\$ 357,959</u></b>
Federal Share Requested	\$ 357,959
Non-Federal (Match) Amount	\$ 0

## **APPENDIX B**

### **Sample Letter of Registration**

**[Applicant Letterhead]**

[Date]

Director  
Office on Violence Against Women  
145 N Street NE  
Suite 10W.121  
Washington, DC 20530

Dear Director:

This letter serves to certify that [Insert Applicant Name] is registered and current with the System for Award Management (SAM) under DUNS number [insert DUNS number]. [Insert Applicant Name] registered/verified registration on [Insert Verification Date]. The SAM registration for [Insert Applicant Name] will expire on [Insert Expiration Date].

**First Time [Grants.gov](#) Users ONLY** - I understand that in order to submit an application for the FY 2017 Abuse in Later Life Program, [Insert Applicant Name] must be registered with [Grants.gov](#). I certify that [Insert Organization Name] began the registration process with [Grants.gov](#) on [Insert Registration Date].

**OR**

**Repeat [Grants.gov](#) Users ONLY** – I understand that upon application submission in [Grants.gov](#) the Authorized Organization Representative (AOR) will receive a minimum of two email messages. One will confirm receipt of the application package. The other will either notify the AOR that the application was successfully submitted, or it will notify the AOR that there was an error with the application submission. In order to successfully receive notifications from [Grants.gov](#), all information listed in [Grants.gov](#) must be current and active. [Insert Applicant Name] verified that all information listed in [Grants.gov](#) (Name and contact information for the AOR, organization address, etc.) is current and active on [Insert Date].

Sincerely,

[Authorized Organization Representative]

## **APPENDIX C**

### **Disclosures Related to Executive Compensation**

**Disclosures Related to Executive Compensation**  
**Sample Cover Letter**  
**[Applicant Letterhead]**  
**[Date]**

Director  
Office on Violence Against Women  
145 N Street, NE  
Suite 10 W.  
Washington, DC 20530

Dear Director:

The **[Applicant]** is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure for establishing a rebuttable presumption that our executives' compensation is reasonable. Therefore, I am submitting the following information to you, as required by the Violence Against Women Reauthorization Act of 2013:

(1) a brief description of the process used for determining the compensation of our officers, directors, trustees, and key employees, including the independent persons involved in reviewing and approving such compensation;

**[or, if relevant]:** (1) a copy of our written policy for determining the compensation of our officers, directors, trustees, and key employees, which includes the independent persons involved in reviewing and approving such compensation;]

(2) the comparability data used in establishing executive compensation; and

(3) contemporaneous substantiation of the deliberation and decision regarding executive compensation.

Sincerely,

**[Applicant's Authorizing Official]**

Attachments

## **APPENDIX D**

### **Summary of Current and Recent OVW Projects**



Summary of Current and Recent OVW Projects

Applicant Name								
Service Area: Size of Service Area: Size of Target Population:								
Award Number	Award End Date	Program	Award Amount	Amount Remaining	Extension Needed?	Extension Needed: Timeframe	Grant-Individual(s) and Job Title(s)	Justification for Remaining Funds
2012-XX-XX-XXXX	7/31/2015	2014 CLSSP	\$300,000	<b>TOTAL: \$250,000</b> A. Personnel: <u>\$200,000</u> B. Fringe: <u>\$50,000</u> C. Travel: <u>\$0</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$0</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$0</u> H. Other Costs: <u>\$0</u> I. Indirect Costs: <u>\$0</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No		2FT DV/SA Advocates: John Doe and Jane Doe	
2013-XX-XX-XXXX	12/31/2014	2011 CTAS	\$932,000	<b>TOTAL: \$467,850</b> A. Personnel: <u>\$250,000</u> B. Fringe: <u>\$100,000</u> C. Travel: <u>\$0</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$0</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$100,000</u> H. Other Costs: <u>\$0</u> I. Indirect Costs: <u>\$17,850</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No		1FT DV Advocate (Anne Tyler); 2FT Shelter Advocates (Jane Doe and Jane Doe); 1FT Victim Liaison (John Doe)	
			<b>TOTAL:</b>	<b>TOTAL:</b>				
			\$1,232,000	\$717,850				

## **APPENDIX E**

### **Summary of Current and Pending Non-OVW Grants to do the Same or Similar Work**

**Summary of Current and Pending Non-OVW  
 Federal Grants to do the Same or Similar Work**

[Applicant Name]							
Current Awards							
Service Area:							
Federal Awarding Agency	Award Number	Program	Award End Date	Award Amount	Amount Remaining	Grant-Individual(s), Job Title(s), and Percentages	Please describe how this project differs from the application for OVW funding.
OJP	XXX-XXX-XXXX	OVC	9/30/2017	\$300,000	<b>TOTAL: \$250,000</b> A. Personnel: <u>\$200,000</u> B. Fringe: <u>\$50,000</u> C. Travel: <u>\$0</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$0</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$0</u> H. Other Costs: <u>\$0</u> I. Indirect Costs: <u>\$0</u>	2FT DV/SA Advocates: John Doe (25%) and Jane Doe (35%)	[Insert description.]
Pending Applications							
Service Area:							
Federal Awarding Agency	Application Number (if known)	Program	Project Period	Total Requested Amount	Amount Requested	Grant-Individual(s), Job Title(s), and Percentages	Please describe how this project differs from the application for OVW funding.
COPS	XXX-XXX-XXXX	CAMP	36 months	\$300,000	<b>TOTAL: \$300,000</b> A. Personnel: <u>\$200,000</u> B. Fringe: <u>\$50,000</u> C. Travel: <u>\$0</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$50,000</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$0</u> H. Other Costs: <u>\$0</u> I. Indirect Costs: <u>\$0</u>	1FT DV Advocate: Janet Doe (20%); 1FT Shelter Advocate: Jay Doe (10%); 1FT Victim Liaison: John Doe (50%)	[Insert description.]

## **APPENDIX F**

### **Sample Certification Letter**

**Sample Certification Letter**  
**[Applicant Letterhead] [Date]**

Director  
Office on Violence Against Women  
145 N Street, NE Suite  
10 W. Washington, DC  
20530

Dear Director:

This letter serves to certify that **[Applicant]** is in compliance with the following statutory requirements:

- (1) Any person providing legal assistance through a program funded under the LAV Program
  - (A) has demonstrated expertise in providing legal assistance to victims of domestic violence, dating violence, sexual assault or stalking in the targeted population; or
  - (B) (i) is partnered with an entity or person that has demonstrated expertise described in subparagraph (A); and  
(ii) has completed, or will complete, training in connection with domestic violence, dating violence, stalking, or sexual assault and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide.
- (2) Any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a state, local, territorial, or tribal domestic violence dating violence, sexual assault, or stalking victim service provider or coalition, as well as appropriate tribal, State, territorial, and local law enforcement officials.
- (3) Any person or organization providing legal assistance through a program funded under this Program has informed and will continue to inform state, local, or tribal domestic violence, dating violence, sexual assault, or stalking programs and coalitions, as well as appropriate State and local law enforcement officials of their work.
- (4) The grantee's organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, domestic violence, dating violence, or child sexual abuse is an issue.

Sincerely,  
**[Applicant's Authorizing Official]**