

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



OVW Fiscal Year 2018 Grants to Tribal Domestic Violence and Sexual Assault Coalitions Program

Invitation to Apply

Release Date: on or about May 16, 2018

Eligibility

Eligible applicants are limited to: **recognized tribal coalitions.**
(See "[Eligibility Information](#)")

Deadlines

Applications are due by 11:59 p.m. Eastern Time (E.T.) on June 27, 2018.
(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 Management System \(GMS\)](#). To ensure sufficient time to complete the registration process, applicants must obtain a DUNS Number, and register online with SAM and with [GMS](#) immediately, but no later than, June 11, 2018.
(See "[Registration](#)")

Pre-Application Information Sessions: OVW will conduct a one Pre-Application Information Session for entities interested in submitting an application for the Grants to Tribal Domestic

Violence and Sexual Assault Coalitions Program. Participation in this session is optional. Interested applicants who do not participate are still eligible to apply.

(See “[Pre-Application Information Session](#)”)

Contact Information

For assistance with the requirements of this solicitation, contact Christopher Alston at christoper.alston@usdoj.gov. Alternatively, interested parties may call OVV at (202) 307-6026.

Submission and Notification Information

Submission: Applications for the **Grants to Tribal Domestic Violence and Sexual Assault Coalitions Program** will be submitted through GMS. For technical assistance with GMS, contact OVV GMS Support at 1-866-655-4482.

Notification: OVV anticipates notifying all applicants of funding decisions by October 1, 2018.

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OVW Grants to Tribal Domestic Violence and Sexual Assault Coalitions Program (CFDA 16.557)

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 Tribal Coalitions Program

The Tribal Domestic Violence and Sexual Assault Coalitions Program (Tribal Coalitions Program) was first authorized by Violence Against Women Act of 2000 (VAWA 2000) and is codified at 34 U.S.C. § 10441(d) and 34 U.S.C. § 12511(d). The program supports the development and operation of nonprofit, nongovernmental tribal domestic violence and sexual assault coalitions. The Violence Against Women Reauthorization Act of 2013 (VAWA 2013) changed the program from a discretionary program to a mixed formula and discretionary program, with each recognized coalition receiving an equal amount of available funds and organizations that propose to incorporate and operate new tribal coalitions eligible to apply for discretionary funding.

This program is funded through statutory set-asides from the STOP Violence Against Women Formula Program (34 U.S.C. § 10446(b)(4)) and the Improving Criminal Justice Responses to Sexual Assault, Domestic Violence, Dating Violence, and Stalking Grant Program (34 U.S.C. § 10461(f)). The Tribal Coalitions Program also includes a statutory set-aside from the Sexual Assault Services Program (SASP), specifically for tribal sexual assault coalitions (34 U.S.C. § 12511(d)(3)(A)).

For additional information on the Tribal Coalitions Program, including what past Tribal Coalitions Program grantees have accomplished with their grant funds and to view the Tribal Coalitions Program performance measures and grantee-reported data, see <http://muskie.usm.maine.edu/vawamei/tribalcoalitionsmain.htm>.

Program Scope

Activities supported by the Tribal Coalitions 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, the section of the [Solicitation Companion Guide](#) entitled "Post-Award Requirements for All Federal Grant Recipients," and the conditions of the award.

Purpose Areas

In FY 2018, funds under the Tribal Coalitions Program may be used for the following statutory purposes:

1. Increasing awareness of domestic violence and sexual assault against Indian women;
2. Enhancing the response to violence against Indian women at the federal, state, and tribal levels;
3. Identifying and providing technical assistance to coalition membership and tribal communities to enhance access to essential services to Indian women victimized by domestic and sexual violence, including sex trafficking; and
4. Assisting Indian tribes in developing and promoting state, local, and tribal legislation and policies that enhance best practices for responding to violent crimes against Indian women, including the crimes of domestic violence, dating violence, sexual assault, sex trafficking, and stalking.

Sexual Assault Purpose Areas

Eligible sexual assault coalitions or dual sexual assault and domestic violence coalitions will receive additional funding from SASP's tribal sexual assault coalitions set-aside in the amount of \$20,525 if they propose activities in the following areas:

1. Work with local sexual assault programs and other providers of direct services for sexual assault victims to encourage appropriate responses to sexual assault within the state, territory, or tribe;
2. Work with judicial and law enforcement agencies to encourage appropriate responses to sexual assault cases;
3. Work with courts, child protective services agencies, and children's advocates to develop appropriate responses to child custody and visitation issues when sexual assault has been determined to be a factor;
4. Design and conduct public education campaigns on sexual assault;
5. Plan and monitor the distribution of sexual assault related grants and grant funds to their state, territory, or tribe; or
6. Collaborate with and inform federal, state, or local public officials and agencies to develop and implement policies to reduce or eliminate sexual assault.

Activities that Compromise Victim Safety and Recovery and Undermine Offender Accountability

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;¹

¹If 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."

2. Procedures or policies that compromise the confidentiality of information and/or privacy of persons receiving OVV-funded services;
3. Procedures or policies that require victims to take certain actions (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.) in order to receive services;
4. Procedures or policies that fail to include conducting safety planning with victims; and
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.

This list is not exhaustive. Any activities that compromise victim safety and recovery or undermine offender accountability will need to be removed from the application prior to final approval of an award by OVV.

Out-of-Scope Activities

OVV has determined the activities listed below to be out of the program scope, and they will not be supported by Tribal Coalitions Program funding.

1. Research projects (This does not include program assessments conducted only for internal improvement purposes. For information about DOJ regulations on research involving human subjects, see "[Research and Protection of Human Subjects](#)" in the [Solicitation Companion Guide](#)).
2. Civil legal services beyond assisting victims with obtaining protection orders or legal representation beyond what is needed to protect a victim's safety.

In addition, the Tribal Coalitions Program has the following budget limitations:

1. Applicants may not allocate more than 15% of the funds requested to direct services for victims of domestic violence, dating violence, sexual assault, sex trafficking, and stalking.
2. Applicants may not allocate more than three percent of the funds requested to support project evaluation activities.

Any out of scope activities will need to be removed from the application prior to receipt of an award.

Unallowable Activities

OVV has determined the activities listed below to be unallowable, and they will not be supported by Tribal Coalitions Program funding.

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

Any unallowable activities will need to be removed from applications prior to receipt of an award.

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.

Award Period

The grant award period is 12 months. Budgets must reflect 12 months of project activity, and the total “estimated funding” on the SF-424 must reflect 12 months. Generally, the award period will start on October 1, 2018.

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.

FY 2018 funding levels under the Tribal Coalitions Program are as follows:

1. Recognized sexual assault only or dual domestic violence and sexual assault coalitions are eligible for \$352,512, plus an additional \$20,525 from the SASP tribal sexual assault coalitions set-aside for a total of \$373,037.
2. Recognized domestic violence coalitions are eligible for \$352,512.

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 awarding a grant.

Applicants may also elect to request less than the eligible award amount.

OVW will make a maximum of 18 awards. The Tribal Coalitions Program will make awards based on the information described above.

All awards will be made as grants.

Types of Applicants

In FY 2018, OVW will accept applications for the Tribal Coalitions Program from all coalitions listed as eligible on the list below. Coalition applicants with current awards should ensure that activities proposed in the FY 2018 application are not duplicative of activities funded under previous Tribal Coalitions Program awards unless support for these activities has been fully expended. Coalitions that elect not to receive an award in FY 2018 will not be removed from consideration for future years.

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.²

Eligible Entities

Eligible entities for this program in FY 2018 are tribal coalitions that have been recognized by OVV as meeting the statutory definition of a “tribal coalition” and providing services to Indian tribes.³

The following are tribal coalitions that have been recognized by OVV:

1. Yupik Women's Coalition, AK
2. Healing Native Hearts Coalition, AK
3. Hopi-Tewa Women's Coalition to End Abuse, AZ
4. Southwest Indigenous Women's Coalition, AZ
5. Strong Hearted Native Women's Coalition, Incorporated, CA
6. Wabanaki Women's Coalition, Incorporated, ME
7. Uniting Three Fires Against Violence, MI
8. Minnesota Indian Women's Sexual Assault Coalition, MN
9. Mending the Sacred Hoop, MN
10. Montana Native Women's Coalition, MT
11. First Nations Women's Alliance, ND
12. Coalition to Stop Violence Against Native Women, NM
13. Seven Dancers Coalition, NY
14. Native Alliance Against Violence, Incorporated, OK
15. Native Women's Society of the Great Plains, SD
16. Restoring Ancestral Winds, Incorporated, UT
17. Washington State Native American Coalition, WA
18. American Indians Against Abuse, WI

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

Any entity that is eligible for the Tribal Coalitions 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 34 U.S.C. § 12291(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 Tribal Coalitions Program.

³ By statute, OVV also may make discretionary awards to organizations that propose to incorporate and operate a tribal coalition in areas where Indian tribes are located and no tribal coalition exists. To be invited to apply for funding as a new coalition, organizations must engage in a multi-step planning process. For FY 2018, no organizations have completed this process, and therefore OVV will not be making any discretionary awards to new coalitions under this solicitation.

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 Tribal Coalitions Program must also meet the requirements below. All eligibility related documents must be current and developed in accordance with the FY 2018 solicitation. Applications that do not meet all the program eligibility requirements may experience a delay in funding under the Tribal Coalitions Program, or OVW may issue the award with a withholding special condition providing that no funds can be spent until the requirements are all met.

Documentation of Services

Applicants should provide information on the services, support, and technical assistance provided to member Indian service providers and tribes. This information should be provided in the Project Narrative, as described on page 9.

List of Board Members

Applicants must provide a list of the coalition board members. This information should be provided in the Project Narrative, as described on page 11.

List of Tribes Served and Coalition Members

Applicants must provide a list and a map of the Indian tribes served by the coalition and a list of the coalition's membership. This information should be provided in the Project Narrative, as described on page 9.

Limit on Number of Applications Submissions

OVW will consider only 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 [GMS](#) or at the [OVW website](#). Applicants wishing to request a paper copy of the application materials should contact Christopher Alston at Christopher.Alston@udoj.gov.

Pre-Application Information Sessions

OVW will conduct one pre-application information session for entities interested in submitting an application for the Tribal Coalitions Program. Participation in this session is optional. Interested applicants who do not participate are still eligible to apply. During this session, OVW staff will review the Tribal Coalitions Program requirements, review the solicitation, and allow for a brief question and answer period. The session is tentatively scheduled for **3:00-4:30pm Eastern Time (E.T.) on May 24, 2018**.

Anyone interested in submitting an application to the Tribal Coalitions Program may register to participate in a pre-application information session. The total number of participants for the

session may be limited. Registration is on a first-come-first-served basis, and space is not guaranteed. Interested participants from the same agency/jurisdiction are strongly encouraged to participate together so that as many interested applicants as possible can join a session. OVV reserves the right to deny multiple registrations from a single agency/jurisdiction.

To register, contact Christopher Alston at Christopher.alston@usdoj.gov. Registration must be received at least 7 days prior to the start of the session. Participants are not registered until they receive a confirmation email. Interested applicants needing additional language assistance should contact Christopher Alston at 202-307-6026, as soon as possible, but no later than two days prior to the start of the session.

Content and Form of Application Submission

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

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 may result in a delay in processing the award. The award also may include 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.

Applicants should not submit documents that were not specifically asked for in the solicitation. 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 x11 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 may result in a delay in funds.

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

Summary Data Sheet

The Summary Data Sheet should be 1-4 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 applicant.
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.
3. Statement as to whether the applicant (i.e., the organization whose DUNS number is being used for the application) will serve as a fiscal agent/sponsor for an entity or entities that will ultimately implement the project, and that the applicant itself will not be involved with implementation of the project beyond issuing a subaward or subawards to other entities. If this is the case, the applicant must include a statement acknowledging that, should an award be made, the applicant will be responsible for all applicable statutory, fiscal, and programmatic requirements, including those of [2 CFR Part 200](#), as well as all project deliverables. The applicant must also list all of the entities with which it will enter into agreements to implement the project, 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 submitted as part of the application). Note that, in such situations, the fiscal agent/sponsor must be an eligible applicant for the program.
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. Summary of current and recent OVV projects (if applicable). If the applicant has a current grant or cooperative agreement under any OVV grant program or an award that has been closed within the last 12 months from the date this solicitation closes, the information must be provided in a table using the format found in [APPENDIX C](#).
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. A list of other federal grant programs from which the applicant currently receives funding or for which it has applied for funding in FY 2018 **to do similar work**. Provide this information in a table using the format found in [APPENDIX D](#).
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 of Process Related to Executive Compensation](#)" section.
10. The percentage of grant activities, should the application be funded, that will address each of the following issues (the total percentage of grant activities should not exceed 100%):
 - a) Sexual assault;

- b) Domestic violence;
- c) Dating/teen dating violence;
- d) Stalking; and/or
- e) Sex Trafficking

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, and any 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

The Project Narrative may not exceed 20 pages in length, double-spaced. The Project Narrative comprises the following sections: 1) Purpose of Application; 2) What Will Be Done; and 3) Who Will Implement the Project.

Purpose of Application

This section must:

1. Describe the communities to be served including the geographic location, the populations in the service area, and any marginalized and/or underserved populations;⁴
2. A list and map of the specific Indian tribes or region served by the applicant;
3. A list and general description of the coalition's membership;
4. A description of the services, support, and technical assistance provided to such members and Indian tribes by the applicant;
5. A summary of the programs that currently provide direct services to victims of domestic violence, dating violence, sexual assault, sex trafficking, and stalking in the proposed service area;
6. A detailed description of the applicant's efforts to forge collaborative relationships with key stakeholders in the service area, including: tribal governments, tribal victim services programs, tribal, state, and local criminal justice agencies, healthcare organizations, social services professionals, and other relevant entities; and
7. A description of how the project will impact current or prior efforts.

What Will Be Done

This section must provide a clear link between the applicant's proposed activities and the need identified in the "Purpose of Application" section above. This section also must include:

1. A description of 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;
2. A description of the specific tasks and activities necessary to accomplish each of the project goals and objectives;

⁴ 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/, to obtain this information.

3. A description of any services, awareness campaigns, and education and training events, including establishing a coordinated community response (CCR) and addressing the needs of specific underserved populations, that will be provided to members and tribal communities by the applicant;
4. A description of how existing research and evaluation has been or will be used to inform the project;
5. A description of the expected outcomes and how these outcomes will be measured;
6. A timeline that identifies when project tasks and activities will be accomplished;
7. ; and
8. Applicants that are a sexual assault only or dual sexual assault/domestic violence coalition should describe how tasks, activities, service delivery, and collaborations will meet the specific needs of victims of sexual assault.

Who Will Implement the Project

This section must:

1. Identify the key individuals and organizations involved in the proposed project;
2. Demonstrate that the individuals and organizations identified have the capacity to address the stated need, including the expertise necessary to appropriately serve any marginalized and/or underserved populations identified in the Purpose of the Application section, and can successfully implement the proposed project activities;
3. Identify the name, title, and a summary of qualifications and responsibilities/duties for all grant-funded positions that will be maintained with award funds:
4. Identify the title of any new positions that will be created with grant funds, as well as provide a summary of the qualifications and responsibilities for each position;
5. Identify the name, summary of qualifications, and responsibilities of any consultants or contractors who would be hired to carry support the goals and objectives of the proposed project;
6. Identify any partners on the project;
7. Provide a list of the coalition board members; and
8. Describe the capacity of the coalition to implement the project.

All applicants requesting funding to address the Sexual Assault purpose areas must:

1. Demonstrate that the lead applicant organization, one of its collaborative partners, and/or a proposed consultant on the project has demonstrated expertise in addressing sexual assault committed against American Indian or Alaska Native women; and
2. Describe activities addressing sexual assault performed to date by the applicant t or activities proposed to be undertaken by the applicant.

Budget Detail Worksheet and Narrative

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, 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 OWW program. Additionally, the budget must adhere to the guidelines contained in the [DOJ Financial Guide](#).

Award Period and Amount

The grant period is 12 months. Budgets must reflect 12 months of project activity, and the total “estimated funding” (block 15) on the SF-424 must reflect 12 months.

1. Recognized sexual assault only or dual sexual assault/domestic violence coalitions are eligible for \$352,512, plus an additional \$20,525 from the SASP tribal coalitions set-aside for a total of \$373,037;
2. The budget **must clearly identify** which expenses are allocated to the SASP tribal coalitions funding. These sexual assault expenses may exceed the \$20,525 amount, but may not be less than \$20,525.

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.

The budget must:

1. Include funds to attend OWW-sponsored training and technical assistance in the amount of \$15,000 for states and \$20,000 for territories, Hawaii and Alaska. See [Training and Technical Assistance](#) in the [Funding Restrictions](#) section of the solicitation.
2. 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. See [Accessibility](#) under F. [Federal Award Administration Information](#) for more information.
3. Distinguish clearly between subawards and contracts in allocating any grant funds to other entities. Pursuant to 2 C.F.R. § 200.330, a subaward is for the purpose of carrying out a portion of the federal award, and a contract is for the purpose of obtaining goods and services for the grantee’s own use. The substance of the relationship is more important than the form of the agreement in determining whether the recipient of the pass-through funds is a subrecipient or a contractor. Keep in mind that the awarding and monitoring of contracts must follow documented procurement procedures, including full and open competition, pursuant to the procurement standards in 2 C.F.R. §§ 200.317-200.329, and the issuance of subawards must meet the requirements of 2 C.F.R. § 200.331. See [Appendix A](#) and the [Solicitation Companion Guide](#) for more information.

For additional information, go to the [Funding Restrictions](#) section of this solicitation.

Additional Required Information

The following documents should be included with the application. Failure to include any of the information may result in a delay in access to funds. Some documents will be generated during the submission process while other documents will be uploaded and attached to the application.

The following documents will be generated and completed during the application submission process:

Application for Federal Assistance (SF-424)

Applicants must complete the SF-424 online. For “Type of Applicant,” do not select “other.” 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. This program does not require a match; therefore, the values for “Applicant” line should be zero. The individual who is listed in “**Authorized Representative**” must be an 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)

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.

The following documents should be uploaded and attached to your application:

Applicant Financial Capability Questionnaire (if applicable)

All nonprofit, nongovernmental organizations that apply for funding from OVV and have not previously (or within the last three years) received funding from OVV 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>.

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 OVV website at 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 in [GMS](#).

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, OVV 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).

Financial Accounting Practices

Each applicant must prepare a response to the following questions. Be sure to provide complete responses that address all questions included for each numbered item. OVV 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 the application should be no more than two pages and should be a separate attachment to the online application in GMS.

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? Provide a brief description of the applicant'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? Provide a brief list of the topics covered in

- the applicant's policies and procedures. OVV 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? 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? Provide a short summary of the applicant'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? Provide a brief description of the applicant'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 and confirm that the policy complies with federal regulations. Information on Record Retention and Access can be found at 2 CFR 200.333-337.
 7. Does the applicant or any of its employees have any potential personal or organizational conflicts of interest related to the possible receipt of OVV award funds? Applicants are required to disclose in writing any potential conflicts of interest to their awarding agency. See 2 CFR 200.112 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)? 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 OVV's Grants Financial Management Division at OVV.GFMD@usdoj.gov or 1-888-514-8556 immediately after the applicant is notified of its award to coordinate training.
 9. Does the applicant organization have policies and procedures in place to manage subawards and monitor activities of subrecipients as necessary to ensure that subawards are used for authorized purposes, in compliance with laws, regulations, and terms and conditions of the award; and that established subaward performance goals are achieved (2 CFR 200.330-332)? Provide a brief description of the organization's policies and procedures on subrecipient management and monitoring.
 10. Does the applicant organization currently require employees to maintain time distribution records that accurately reflect the work performed on specific activities or cost objectives in order to support the distribution of employees' salaries among Federal awards or other activities (2 CFR 200.430)? Budget estimates do not qualify as support for charges to Federal awards. Provide a brief description of the organization's established timekeeping policies and procedures.

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

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. Include a copy of a current, signed federally-

approved indirect cost rate agreement. This should be a separate attachment to the application in GMS. Applicants 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, local, and tribal 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.

Organizations that wish to negotiate an indirect cost rate should contact OVV's Grants Financial Management Division at OVV.GFMD@usdoj.gov or 1-888-514-8556 for more information.

Letter of Nonsupplanting

Applicants must submit a letter to OVV'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. Refer to 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 GMS.

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

As noted under Eligible Entities, an entity that is eligible for the Tribal Coalitions 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. OVV cannot make an award to any nonprofit organization that does not submit a 501(c)(3) determination letter from the Internal Revenue Service.

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 **Duns & Bradstreet (D&B)**. Once an applicant has completed the D&B registration, its DUNS Number should be available within two business days.

Federal regulations require that applicants 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 OVV is ready to make an award, then the recipient will be prohibited from obligating, expending, or drawing down any funds under this award until: (1) the recipient acquires current registration with the System for Award Management (SAM), (2) the recipient notifies OVV in writing of its current SAM registration, and (3) a Grant Adjustment Notice (GAN) is issued that removes the withholding special condition from the award

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

If the applicant already has an Employer Identification Number (EIN), the SAM registration will take **up to two weeks to process**. If the applicant 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 [GMS](#) 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	DUNS	June 11, 2018
SAM	SAM	June 11, 2018
GMS	GMS	June 11, 2018

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 GMS immediately, but no later than **June 11, 2018**.

Submission Dates and Times

It is 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 contact applicants for missing items. However, failure to submit all required documents may result in a delay in access to funds. Applicants should refer to the chart below to ensure that all required steps and deadlines are met.

Grants Management System

Applicants are required to submit applications through the Office of Justice Programs' Grants Management System (GMS). **This is not Grants.gov**. In order to apply for a grant through [GMS](#), go to <https://grants.ojp.usdoj.gov/gmsexternal/> and either sign in using the applicant's current [GMS](#) ID and password or register as a new user. Once the applicant has logged into [GMS](#), they should select the program for which they intend to apply and follow the instructions. Training materials are available on the main [GMS](#) homepage.

Applicants are strongly encouraged to begin the application submission process at least 48 hours, but no later than 24 hours, before June 27, 2018.

Application Action	Contact Information	Date
Solicitation Availability	GMS and OVW Website	May 16, 2018
Request Permission to Submit a Hardcopy Application Due to Lack of Internet Access	For applicants who cannot submit an application electronically, contact Tribal Coalition Program at 202-307-6026 or Christopher.alston@usdoj.gov	June 25, 2018

All applications will be submitted electronically. The deadline for submitting applications in response to this solicitation is **11:59 p.m. E.T. on June 27, 2018.**

OVW Policy on Duplicate Applications

If an applicant submits multiple versions of an application, OVW will review the last version submitted before the deadline.

OVW Policy on Late Submissions

In limited circumstances, OVW will approve a request to submit an application after the due date. The chart below provides a description of the circumstances under which OVW will consider such requests. OVW will only consider a late submission request if all steps outlined below have been followed. Therefore, applicants are strongly encouraged to familiarize themselves with the late submission process. OVW’s approval of a late submission request is not an indication of the application’s final disposition. Applications approved for late submissions are still subject to all of the review process and criteria described in this solicitation.

Failure to begin registration or application submission in sufficient time to acquire the correct version of Adobe software is not an acceptable reason for late submission.

Applicants should register with SAM and GMS by June 11, 2018. To support applicants in submitting their proposals and promote a fair process, OVW recommends that applicants who may be in need of an extension of the due date must adhere to the following:

Process for Requesting Late Submission

Severe Inclement Weather or Natural Disaster	
<ol style="list-style-type: none"> 1. Document when the severe inclement weather or natural disaster occurred, the impacted area, and the specific impact on the applicant/partners (e.g., without power for “x” days, office closed for “x” days). 2. Contact OVW at the earliest possible date and provide the information described in #1. 3. Contact OVW at least 24 hours prior to the solicitation closing if needing to request a late submission. Applicants impacted by severe inclement weather or a national disaster 	<p>OVW may not be able to accommodate all requests resulting from severe inclement weather or a natural disaster but will do its best.</p>

to 72 hours after the due date but as soon as	
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Experiencing Technical Difficulties Beyond the Applicant’s Reasonable Control		
Issue	Applicant Action	OVW Advice
Issue with SAM or GMS Registration	<ol style="list-style-type: none"> 1. Register and/or confirm existing registration at least 3 weeks prior to the application due date to ensure that the individual who will be submitting the application has SAM and GMS access. 2. Maintain documentation of when registration began, any issues related to registration, and all communication with technical support. 3. Notify OVW as soon as you become aware of a problem with registration but no later than 14 days before the application due date. 	<ol style="list-style-type: none"> 1. Failure to begin the SAM or GMS registration process in sufficient time (i.e., by the date identified in this solicitation) is not an acceptable reason for late submission. 2. Ensure that the person who will be submitting the proposal is the person registered in SAM to submit on behalf of the applicant.
Experiencing Unforeseeable Technical Difficulties During the Application Submission Process	<ol style="list-style-type: none"> 1. Document when you began the submission process. 2. Contact GMS at least 24 hours prior to the solicitation closing. 3. Maintain documentation of all communication with GMS support. 4. Contact the Tribal Coalition Program Tia Farmer tia.farmer@usdoj.gov indicating that the applicant is experiencing technical difficulties and would like permission to submit a late application. Provide a phone number and/or email address at which someone with the authority to submit the application and required documentation can be reached for the first 3 business days immediately following the due date. 5. Respond promptly to communication from OVW 	<p>Common foreseeable technical difficulties for which OVW will not approve a late submission requests include:</p> <ol style="list-style-type: none"> a. Using an outdated version of Adobe Acrobat; and b. Attachment rejection. <p>Through GMS, OVW can confirm when submission began. Applicants who start the submission process less than 24 hours before the deadline will not be considered for late submission.</p> <ol style="list-style-type: none"> 1. By beginning the application submission process 24-48 hours before the deadline, applicants should have sufficient time to receive notice of problems with their

	<p>requesting the complete application package, applicant DUNS Number, GMS helpdesk tracking numbers, and any other relevant documentation.</p>	<p>submissions and make necessary corrections.</p> <ol style="list-style-type: none"> 2. Applicants are responsible for ensuring that the most up-to-date version of Adobe Acrobat is installed on all computers that may be used to submit the proposal. This should be done at least 48 hours before the deadline. 3. To ensure that attachments are not rejected, attachment names should only include allowable characters. (See Other Submission requirements).
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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 that 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.

Funding Restrictions

Federal assistance awards are governed by the provisions of 2 CFR Part 200. Additionally, OWW 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. The guide also outlines the successful administration of grant funds.

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

Food and Beverage/Costs for Refreshments and Meals

Generally, food and beverage costs are **not** allowable. OWW may approve the use of OWW 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.

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. For additional information on approval for food and beverage expenditures go to <https://www.justice.gov/ovw/grantees#conference>.

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, and policies related to conference planning, minimization of costs, and conference cost reporting is available at <https://www.justice.gov/ovw/grantees#conference>. 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

Training and Technical Assistance

All applicants are required to allocate funds in the amount of \$15,000 to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Applicants from Alaska should allocate \$20,000 to account for higher travel costs. These specific applicants may exceed the budget caps to account for this increased travel amount. The required set-aside amount may be shared between the applicant and any partnering agency(ies), but the budget must reflect the costs in the appropriate categories. Therefore, an employee's travel costs should be included in the "Travel" category, while travel costs for the project partner(s) must be included in the "Consultants/Contracts/Subawards" category. Label both costs as "OVW Technical Assistance." OVW technical assistance is provided free of charge to grantees, so applicants do not need to include registration fees. The amounts included in the budget should equal the full, required set-aside amount listed above.

These funds can **only** be used for OVV-designated technical assistance, unless otherwise approved by OVV. 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

Grantees under this program are prohibited from using OVV funds to conduct research. Upon budget approval, they may use funds to assess their work for quality assurance and program improvement purposes only. Assessments for quality assurance and program improvement might include surveying training participants about the quality of training content and delivery or convening discussion forums with key stakeholders. Applicants considering proposing program assessments should refer to the [DOJ/OJP decision tree](#) to ensure that the activity does not qualify as human subjects research.

Pre-Agreement Cost Approval

OVV 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 OVV. 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 [GMS](#). Applicants that are unable to submit electronically must follow the instructions in the OVV Policy on Late Submission section above.

E. Application Review Information

Criteria, Review, and Award Process

Applications will be reviewed to determine if they meet the statutory eligibility requirements. Applicants must submit all information requested in the Application Requirements and Additional Required Information sections of this solicitation. If any required elements are missing, OVV will contact the applicant to request prompt submission of relevant documents. Failure to include required information at the time of submission may result in a delay in funding.

Each OVV grantee agrees to follow the financial and administrative requirements in the Financial Guide as a condition of receiving grant funding. If OVV determines that a current grantee has violated any of the requirements of the Guide, the grantee may experience a delay in funding or may have additional conditions placed on its award.

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 result in a delay in funds, and possibly a high risk designation on future OVV awards until all issues are resolved.

Anticipated Announcement and Federal Award Dates

It is anticipated that all applicants will received an award notification by October 1, 2018. The anticipated award start date will be October 1, 2018.

F. Federal Award Administration Information

Federal Award Notices

Recipients will receive OVV award notifications electronically from the GMS. 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 log in; 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](#), scanning the fully executed award document, and returning the scanned document to OVV via facsimile or email.

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. OVV strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. This information can be found in the section of the [Solicitation Companion Guide entitled Post-Award Requirements for All Federal Grant Recipients](#). Terms and conditions for OVV awards, including awards under this program, are available at <https://www.justice.gov/ovw/grantees#award-conditions>. 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 civil rights provision that applies to all FY 2018 OVV grants. This provision prohibits OVV 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 OVV. 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 OVV funding recipients can be found in the [Solicitation Companion Guide under Civil Rights Compliance](#).

Accessibility

Recipients of OVV funds must comply with applicable federal civil rights laws, which, among other things, prohibit discrimination on the basis of disability and national origin. Compliance with these laws included 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 [under Civil Rights Compliance](#). 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 reports are delinquent.

G. Federal Awarding Agency Contact(s)

For assistance with the requirements of this solicitation, contact Tia Farmer at tia.farmer@usdoj.gov or 202-307-6026.

H. Other Information

Application Checklist

Applicants must submit a fully executed application to OVW, including all required supporting documentation. Additionally, if an applicant plans to submit an application under any other OVW grant program this fiscal year, 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 Program letter submitted with a Transitional Housing Program application will not be transferred to the Rural application).

Application Document	Date Completed
1. Summary Data Sheet	
2. Project Narrative	
3. Proposal Abstract	
4. Budget Detail Worksheet and Narrative	
5. Application for Federal Assistance: SF 424	
6. Standard Assurances and Certifications	
7. Applicant Financial Capability Questionnaire (if applicable)	
8. Confidentiality Notice Form	
9. Disclosures of Process Related to Executive Compensation	
10. Financial Accounting Practices	
11. Indirect Cost Rate Agreement (if applicable)	
12. Letter of Nonsupplanting	
13. 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. OVV 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 Information & Sample Budget Detail Worksheet

Budget Information

Cost information 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 OVV 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, including the awarding of consultant contracts, should be conducted in a manner that provides maximum open, free and fair competition, and must follow 2 C.F.R. §§ 200.317-200.326. All sole-source procurements (those not awarded competitively) in excess of \$150,000 require prior approval from OVV. This applies to procurements of goods and services, but not to selection of sub recipients.

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.

Rent

Rental costs are generally allowable under OVV 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 OVV 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 OVV grant programs, although some programs allow for purchasing vehicles on a case-by-case basis. 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.

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.

Note: The following budget is an example intended to assist you in preparing your application budget. The sample expenses may not fit the purposes or activities of this particular grant program.

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>
Program Coordinator	\$23,500 x 100% x 3 years	\$ 70,500
Investigator	\$45,000 x 100% x 3 years	\$135,000
Administrative Assistant	\$10/hr. x 20 hrs/month x 36 months	\$ 7,200

The Program Coordinator will coordinate the tribe's Tribal Governments Program project by organizing regular coordinating council meetings between all partner organizations, ensuring compliance with program requirements, and serving as the central point of contact for all project activities.

The Investigator is an investigator with the tribal law enforcement agency. She/he will dedicate 100% of their time to investigating cases of domestic violence, sexual assault, dating violence and stalking that occur on tribal lands.

The Administrative Assistant for the project will be a part-time employee. She/he will be compensated at a rate of \$10/hour. The designated time spent on the project will be 20 hours each month providing administrative and clerical support to the staff of the Victim Services Program.

TOTAL PERSONNEL: \$ 212,700

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>
Program Coordinator		
Employer's FICA	\$70,500 x 7.65%	\$ 5,393
Health Insurance	\$70,500 x 6.12%	\$ 4,315
Worker's Compensation	\$70,500 x 1.00%	\$ 705
Unemployment Compensation	\$70,500 x 0.50%	\$ 353
Investigator		
Employer's FICA	\$135,000 x 7.65%	\$10,328
Health Insurance	\$135,000 x 6.12%	\$ 8,262
Worker's Compensation	\$135,000 x 1.00%	\$ 1,350
Unemployment Compensation	\$135,000 x 0.50%	\$ 675
Administrative Assistant		
Employer's FICA	\$ 7,200 x 7.65%	\$ 551
Health Insurance	\$ 7,200 x 6.12%	\$ 441

Worker's Compensation	\$ 7,200 x 1.00%	\$ 72
Unemployment Compensation	\$ 7,200 x 0.50%	\$ 36
TOTAL FRINGE BENEFITS:		\$ 32,481

TOTAL PERSONNEL AND FRINGE BENEFITS: \$ 245,181

The tribe is requesting fringe benefits for the Program Coordinator, the Investigator, and the Administrative Assistant.

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 applied, Applicant or Federal Travel Regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
OVW-Mandated Training and Technical Assistance	TBD	TBD	TBD	\$12,000

\$12,000 of the required \$20,000 in OVW mandated technical assistance and training funds has been allocated to cover the cost of travel for staff of the tribe in accordance with the budget requirements in the solicitation for this program. The remaining amount of \$8,000 has been allocated for partner or consultant travel and can be found in Section G of this form. The sites of the training sessions are unknown at this time. Travel estimates are based upon the tribe's formal written travel policy.

TOTAL TRAVEL: \$ 12,000

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

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
(2) Video Cameras	\$750/camera x 2 cameras	\$ 1,500

The video cameras will be used during the interviews of alleged offenders, as well as to record witness testimony in preparation for trial in cases of domestic violence, dating violence, sexual assault, and stalking.

TOTAL EQUIPMENT: \$ 1,500

E. Supplies – List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, thumb drives, and flash drives) 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 (paper, printer, toner, pens, etc.)	\$150/month x 36 months	\$5,400
Postage	\$ 50/month x 36 months	\$1,800
75 Victim Assistance Kits	\$ 25/kit x 75 kits	\$1,875

Office supplies and postage are needed for the general operation of the program. The Victim Assistance Kits will be provided to victims of domestic violence, dating violence, sexual assault, and stalking who seek assistance from the program. The kits contain toiletries and other necessities. The estimated cost is based on previous kit prices from other programs. We estimate that at least 75 kits will be needed.

TOTAL SUPPLIES: \$ 9,075

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>
TOTAL CONSTRUCTION:		<u>\$ 0</u>

G. Consultants/Contracts/Subawards – 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>
Consultant /Trainer	Sexual Assault Training	\$650/day x 3 days	\$ 1,950

Part-Time Civil Attorney	Civil Legal Assistance	\$50/hr. x 20 hrs./month x 36 months	\$ 36,000
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A Consultant/Trainer will provide a three day on-site training on sexual assault and related issues to tribal leaders, law enforcement, prosecution, court personnel, and medical and social services personnel. The training will focus on the challenges of providing support and advocacy services to Indian victims of sexual assault, dating violence, and elder abuse.

The tribe will hire a Part-Time Civil Attorney. The Part-Time Civil Attorney will be compensated at an hourly rate of \$50/hour. The Part-Time Prosecutor will spend 20 hours each month providing civil legal assistance to victims of sexual assault, domestic violence, dating violence, and stalking.

Subtotal Consultant Fees: \$ 37,950

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>
Delivery of Sexual Assault Training	Tribe's Reservation	Airfare	\$500 (avg.) x 1 person x 1 trip	\$ 500
		Lodging	\$ 50 (avg.)/night x 2 nights	\$ 100
		Per diem	\$ 35 (avg.)/day x 3 days	\$ 105
		Subtotal Sexual Assault Training:		<u>\$ 705</u>

Subtotal Consultant Travel: \$705

\$8,000 of the required \$20,000 in OVV mandated technical assistance and training funds has been allocated to cover the cost of travel for staff of the tribe in accordance with the budget requirements in the solicitation for this program. 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 reservation to provide sexual assault training.

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 \$150,000.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Cell Phone Service	\$75/month x 36 months	\$ 2,700
Equipment and Rental Lease	\$300/month x 36 months	\$10,800
Subtotal Contracts:		<u>\$ 13,500</u>

The Shelter Advocates will share a cellular phone so that they may be contacted 24 hours/day, 7 days a week to provide emergency services and transportation to victims in need.

Equipment to be rented and/or leased includes the copier and printer. The copier and printer costs are allocated based on historical usage

Subawards/Partner Compensation: Provide a description of project activities for which subrecipients/MOU partners will receive compensation under the award, including services for victims. Include any compensation for partner/subrecipient travel in this section as well.

<u>Subrecipient Name</u>	<u>Computation</u>	<u>Cost</u>
XYZ Victim Services Organization		
Advocate	\$40,000 annual salary x .25 FTE	\$10,000
Advocate	Benefits x 28% of FTE salary	\$ 2,800
XYZ Housing Provider		
Rent subsidies	\$150/mth x 12 mths x 15 victims/families	\$27,000
Permanent housing advocate	\$40,000 annual salary x .10 FTE	\$ 4,000
Permanent housing advocate	Benefits x 28% of FTE salary	\$ 1,120
Subtotal Subawards:		<u>\$44,920</u>

MOU partner XYZ Victim Services Organization will provide victim advocacy services, including safety planning and court accompaniment services. The MOU partner XYZ Housing Provider will provide rent subsidies for victims and their dependents as well as permanent housing placement services and advocacy. The rent subsidy rates are based on our experience with available community housing.

Subaward Travel: List all expenses to be paid from the grant to project partners/subaward recipients to cover project related travel expenses including participation at OVV-mandated training (i.e., travel, meals, lodging etc.).

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
OVV-Mandated Training and Technical Assistance	TBD	TBD	TBD	\$8,000

TOTAL CONTRACTS, CONSULTANTS, AND SUBAWARDS: \$ 113,075

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>
Sexual Assault Training Manual	\$ 25/manual x 25 manuals	\$ 625
Resource Manual	\$ 25/manual x 75 manuals	\$ 1,875
Crisis Hotline	\$ 75/month x 36 months	\$ 2,700
Brochures	\$.25/brochure x 1,000 copies x 2 Titles	\$ 500
Rent	\$1.50/sq. foot x 1,000 sq. feet x 36 months	\$54,000
Utilities	\$200/month x 36 months	\$ 7,200
Housing Assistance	\$500/family x 12 families/year x 3 years	\$18,000

The Sexual Assault Training manuals will be purchased from the Sexual Assault Resource Center and will be used in conjunction with the on-site training that will be provided by the Consultant/Trainer.

The Project Coordinator will develop and produce a Resource Manual for services both on and off the Reservation for victims of domestic violence, sexual assault, dating violence, and stalking. Copies of the manual will be provided to all units of Tribal government and to victim services and social services agencies in the local community.

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.

Budget Category	Amount
A. Personnel	\$212,700
B. Fringe Benefits	\$ 32,481
C. Travel	\$ 12,000
D. Equipment	\$ 1,500
E. Supplies	\$ 9,075
F. Construction	\$ 0
G. Consultants and Contracts	\$ 105,075
H. Other Costs	\$ 84,900
Total Direct Costs	\$ 457,731
I. Indirect Costs	\$ 28,183
 TOTAL PROJECT COSTS	 <u>\$ 485,914</u>
 Federal Share Requested	 \$ 485,914
Non-Federal (Match) Amount	\$ 0

APPENDIX B

Disclosures of Process Related to Executive Compensation

Disclosures of Process 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:

Following is the process used to determine the compensation of officers, directors, trustees, and key employees (together, "covered persons"):

The text of the letter should include the following: (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.

Sincerely,

[Authorized Representative]

Attachments

APPENDIX C

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
2015-XX-XX-XXXX	7/31/2017	2015 CLSSP	\$300,000	TOTAL: \$250,000 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: Abby Smith and Bill Thompson	
2016-XX-XX-XXXX	12/31/2018	2016 CTAS	\$932,000	TOTAL: \$467,850 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 (Mary Harrison and Elizabeth Baker); 1FT Victim Liaison (John Jones)	
			TOTAL:	TOTAL:				
			\$1,232,000	\$717,850				

APPENDIX D

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	TOTAL: \$250,000 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 Smith (25%) and Jane Edwards (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	TOTAL: \$300,000 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 Anderson (20%); 1FT Shelter Advocate: Jay Summers (10%); 1FT Victim Liaison: John Neil (50%)	[Insert description.]