



RECOVERY ACT



The United States Department of Justice, [Office on Violence Against Women](#) (OVW) is pleased to announce that it is seeking applications for the Recovery Act Transitional Housing Assistance for Victims of Domestic Violence, Dating Violence, Stalking, or Sexual Assault Program.

On February 17, 2009, President Obama signed into law the landmark American Recovery and Reinvestment Act of 2009 (the "Recovery Act"). As one of its many elements, the Recovery Act provides the U.S. Department of Justice (DOJ) with funding for grants to assist state, local, and tribal law enforcement (including support for hiring), to combat violence against women, to fight internet crimes against children, to improve the functioning of the criminal justice system, to assist victims of crime, and to support youth mentoring. DOJ is committed to working with our national, state, local and tribal partnerships to ensure this funding invests in the American workforce.

Specifically, under this solicitation, OVW will be making awards to increase the availability of transitional housing and related support services for victims of domestic violence, dating violence, sexual assault, and stalking.

OVW Recovery Act Transitional Housing Assistance Grants for Victims of Domestic Violence, Dating Violence, Stalking, or Sexual Assault

Eligibility

See "Eligibility" on page 6

Deadline

Registration with GMS is required prior to application submission.

Applicants must obtain a DUNS number from Dun and Bradstreet prior to application submission and must register with the Central Contractor Registration (CCR) database.

Letters of intent to apply should be submitted by **March 24, 2009**.

All applicants should register online with GMS by **March 24, 2009**.

All applications are due by 8:00 p.m. e.t. on **April 8, 2009**.

(See "Deadline: Applications" on page 6)

Pre-Application Conference Calls

March 17, 2009: 2 p.m. – 4 p.m. e.t.

March 19, 2009: 10 a.m. – 12 p.m. e.t.

March 19, 2009: 2 p.m. – 4 p.m. e.t.

March 24, 2009: 2 p.m. – 4 p.m. e.t.

March 26, 2009: 2 p.m. – 4 p.m. e.t.

(See page 6 for more information)

Important Note to Prospective Applicants

This solicitation is issued pursuant to the American Recovery and Reinvestment Act of 2009 (Public Law 111-5), which was signed into law by the President Obama on February 17, 2009. As of the date this solicitation is issued, government-wide guidance is still forthcoming on various aspects of the Act.

Applicants are strongly advised to check the appropriate website and the "OVW Recovery Act Additional Requirements" webpage (<http://www.ovw.usdoj.gov/recovery-applicants.htm>) periodically (including before submitting an application) for updates to this solicitation and its associated requirements. Additional information may become available that could affect project proposal narratives, timelines, budget requests, certifications, and other matters related to applications.

Award recipients will be required to follow any applicable provisions of government-wide guidance that may be issued pursuant to the Recovery Act.

Contact Information

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

This application must be submitted through OJP's Grants Management System (GMS). For technical assistance with submitting the application, call the Grants Management System Support Hotline at 1-888-549-9901, option 3.

Note: The GMS Support Hotline hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. Eastern Time.

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OVW Recovery Act Transitional Housing Assistance Grants for Victims of Domestic Violence, Dating Violence, Stalking, or Sexual Assault Program (CFDA # 16.805)

Overview

This grant program is authorized by the American Recovery and Reinvestment Act of 2009 (Public Law 111-5) (the “Recovery Act”) and by 42 U.S.C. 13975.

The purposes of the Recovery Act are to preserve and create jobs and promote economic recovery; to assist those most impacted by the recession; to provide investments needed to increase economic efficiency by spurring technological advances in science and health; to invest in transportation, environmental protection, and other infrastructure that will provide long-term economic benefits; and to stabilize State and local government budgets, in order to minimize and avoid reductions in essential services and counterproductive State and local tax increases.

The Recovery Act places great emphasis on accountability and transparency in the use of taxpayer dollars. Among other things, it creates a new Recovery Accountability and Transparency Board and a new website – Recovery.gov – to provide information to the public, including access to detailed information on grants and contracts made with Recovery Act funds.

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

About the Office on Violence Against Women

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 against domestic violence, dating violence, sexual assault and stalking. Since its inception, OVW has launched a multifaceted approach to responding to these crimes. By forging State, local and tribal partnerships among police, prosecutors, the judiciary, victim advocates, health care providers, faith leaders, and others, OVW grants help provide victims with the protection and services they need to pursue safe and healthy lives and enable communities to hold offenders accountable.

About the OVW Recovery Act Transitional Housing Assistance Grants for Victims of Domestic Violence, Dating Violence, Stalking, or Sexual Assault Program

The OVW Recovery Act Transitional Housing Assistance Grants for Victims of Domestic Violence, Dating Violence, Stalking, or Sexual Assault Program (Recovery Act Transitional Housing Assistance Program) focuses on a holistic, victim-centered approach to provide transitional housing services that move individuals into permanent housing. Grants support programs that provide assistance to victims of domestic violence, dating violence, sexual

assault, and stalking who are in need of transitional housing, short-term housing assistance, and related support services. It is critical that successful transitional housing programs provide a wide range of flexible and optional services that reflect the differences and individual needs of victims and that allow victims to choose the course of action that is best for them. Transitional housing programs can meet the goals of the Recovery Act through employing victim advocates and other personnel to assist victims, renovating housing for victims, offering additional housing units, and increasing job opportunities for victims through training, education, and other support services.

Deadline: Letter of Intent

All applicants who intend to apply for Recovery Act funding under this program are encouraged to submit a **non-binding letter of intent** to OVW's Director by **March 24, 2009**. Applicants may send the letter to OVW at ovw.transitionalhousing@usdoj.gov. For a sample letter, please see <http://www.ovw.usdoj.gov/applicants.htm>. OVW will use these letters to forecast the number of peer review panels needed to review competitive applications.

Deadline: Registration

Registering with OJP's Grants Management System (GMS)

Applications must be submitted through OJP's online Grants Management System (GMS). To access the system, go to <https://grants.ojp.usdoj.gov>. Applicants should begin the process immediately to meet the GMS registration deadline, especially if this is the first time they have used the system. Each application requires a separate GMS registration. The registration process for organizations includes: (1) Obtaining a Data Universal Numbering System (DUNS) number; (2) Registering your organization with the Central Contractor Registration (CCR) database; and (3) Registering with GMS prior to applying.

The deadline to register is 8:00 p.m. Eastern Time on March 24, 2009.

A DUNS number is required. All applicants under this solicitation must include a DUNS (Data Universal Numbering System) number in their application. Applications without a DUNS number are incomplete.

A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://www.dnb.com/us/>. Individuals are exempt from this requirement.

Central Contractor Registration (CCR) is required. In addition to the DUNS number requirement, OVW requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that previously submitted applications via GMS are already registered with CCR, as it is a requirement for GMS registration. Please

note, however, applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about registration procedures can be accessed at www.ccr.gov.

Pre-Application Conference Calls

OVW will conduct five (5) Pre-Application Conference Calls. During these calls, OVW staff will review the Recovery Act Transitional Housing Assistance Program requirements and the application process as well as answer questions about the program.

Conference Call Schedule

March 17, 2009: 2 p.m. – 4 p.m. e.t.

March 19, 2009: 10 a.m. – 12 p.m. e.t.

March 19, 2009: 2 p.m. – 4 p.m. e.t.

March 24, 2009: 2 p.m. – 4 p.m. e.t.

March 26, 2009: 2 p.m. – 4 p.m. e.t.

Note: During the calls, OVW staff will review the solicitation content and the process for applying to the Recovery Act Transitional Housing Assistance Program and allow for a brief question and answer session. Participation in these calls is optional for applicants.

Registration Instructions

Anyone who is interested in submitting an application to the Recovery Act Transitional Housing Assistance Program may register to participate in these calls. The total number of participants for each call is limited to 50. To register, please e-mail or call OVW Program Assistant Charlotte Turpin, at charlotte.turpin@usdoj.gov or 202-514-8680. Your registration must be received within two hours prior to the start of the call.

Deadline: Application

The due date for applying for funding under this announcement is **8:00 p.m. e.t. on April 8, 2009**. In addition, applicants must send a hard copy via an overnight delivery method, **by April 8, 2009**. See page 15 for further instructions on this.

Eligibility

It is very important applicants review this information carefully. Applications submitted by non-eligible entities will be removed from further consideration during an initial review process.

By statute, eligible entities for this program are:

- States
- Units of local government
- Indian tribes
- Other organizations, including domestic violence and sexual assault victim service providers, domestic violence and sexual assault coalitions, other nonprofit, nongovernmental organizations, faith-based and community organizations, and culturally specific organizations, **that have a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.**

For the purposes of this program, *Indian tribe* is defined as any tribe, band, nation, or other organized group or community, including an Alaska Native village or regional or village corporation (as defined in or established pursuant to the Alaska Native Claims Settlement Act, 43 U.S.C. § 1601 *et seq.*), that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. Any applicant representing a consortium of tribal governments and/or organizations must submit a resolution from the constituent tribal governments and/or organizations supporting the application.

Other Organizations

For the purpose of this program, other “organizations” include nongovernmental private entities, including faith-based and community organizations. Based on past experience, applications from universities have not proposed activities that focus on the statutory purpose and scope of this program. Therefore, universities are discouraged from applying unless they are proposing activities clearly focused on the purpose and scope of this program.

An organization can demonstrate a history of effective work by showing the number of years the agency has provided direct victim and/or housing services, the qualifications or skills of staff assigned to the grant, and the training they have obtained and/or provided.

Additional Requirements related to the Recovery Act (including certification requirements):

Reporting on the Use of Funds. In order to be eligible to receive funds under this solicitation, applicants must certify that they will satisfy the reporting requirements of section 1512(c) of the Recovery Act, which requires detailed reporting (including reporting on subawards) no later than **10 calendar days after the end of each calendar quarter**. Detailed information on section 1512(c) appears below, under “Accountability and Transparency under the Recovery Act” on page 12. A template for the certification is included in the Appendix. Applicants may expect that a standard form and/or standard reporting mechanism will be made available.

Funding to Faith-Based and Community Organizations

Consistent with President George W. Bush’s Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is DOJ policy that faith-based and community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary’s religion.

Applicants are encouraged to review the Civil Rights Compliance section at http://www.ojp.usdoj.gov/funding/other_requirements.htm.

OVW Recovery Act Transitional Housing Assistance Program—Specific Information

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. Applicants also should anticipate that awards under the Recovery Act will be one-time awards and accordingly should propose project activities and deliverables that can be accomplished without additional DOJ funding.

Types of Applicants

For the Recovery Act Transitional Housing Assistance Program, we encourage all applicants that meet the statutory eligibility criteria to apply. New applicants, current grantees, and all applicants that applied for the federal Fiscal Year 2009 Transitional Housing Assistance Program are eligible for the Recovery Act Transitional Housing Assistance Program.

New applicants are those not currently funded under the OVW Transitional Housing Program.

Current grantees are those that received awards in federal Fiscal Years 2005, 2006, 2007, or 2008. Current grantees with federal Fiscal Year 2007 or 2008 awards may apply to expand currently funded activities or implement new activities.

Award Period

The award period for these grants will be 24-36 months. **All budgets must reflect 24-36 months of project activity, and the total “estimated funding” block on the SF-424 must reflect 24-36 months.**

Award Amounts

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project activities and costs. OVW will not impose a budget cap for the Recovery Act Transitional Housing Assistance Program, but recommends that applicants consider submitting budgets for up to \$500,000. Applicants must be able to demonstrate the organizational capacity to manage the funds requested.

OVW may negotiate the scope of work with applicants and adjust the budget accordingly prior to granting an award. All applications will be subject to an internal review process.

Program Scope

Under 42 U.S.C. § 13975, grants under this program support programs to provide assistance to individuals who are homeless or in need of transitional housing or other housing assistance as a result of fleeing a situation of domestic violence, dating violence, sexual assault, or stalking, and for whom emergency shelter services or other crisis intervention services are unavailable or insufficient.

Statutory Program Purposes

By statute, funds under the Recovery Act Transitional Housing Assistance Program may be used for the following purposes:

- Programs that provide transitional housing, including funding for the operating expenses of newly developed or existing transitional housing;

- Programs that provide short-term housing assistance, including rental or utilities payments assistance and assistance with related expenses such as payment of security deposits and other costs incidental to relocation to transitional housing; and
- Programs that provide support services designed to enable individuals who are fleeing domestic violence, dating violence, sexual assault, or stalking to locate and secure permanent housing and integrate into a community by providing those individuals with services such as transportation, counseling, child care services, case management, employment counseling, and other assistance.

OVW is interested in programs that provide a broad range of holistic, victim-centered transitional housing services that move individuals to permanent housing, including transportation, counseling, child care services, case management, and employment counseling.

During OVW internal review, applications that are partially out of scope may receive up to a 25-point deduction. **Applications that propose projects that are substantially outside the scope of the Recovery Act Transitional Housing Assistance Program will be disqualified from further funding consideration.**

Limited Use of Funds for Legal Services

Grant funds for legal services will be limited to those legal services that are necessary to assist a victim of domestic violence, dating violence, sexual assault, or stalking locate and secure permanent housing, and to integrate into a community, such as legal services regarding housing, protection orders, and limited immigration matters. Funds under this grant program may not be used for comprehensive, long-term legal assistance (such as divorce or child custody).

Use of Funds for Renovations

For purposes of the Recovery Act Transitional Housing Program, funding may be used for minor renovations to increase the availability of transitional housing for victims that do not change the basic prior use of the facility or the size. Examples of such renovations include painting, replacing carpet, hanging window treatments, making needed repairs such as electrical or plumbing repairs, and certain renovations to improve accessibility to the housing for victims with disabilities. Grantees that include renovations will need to follow certain steps to ensure compliance with environmental and historic preservation requirements before they are allowed to access funds for this purpose.

Services to Victims

Grant funds may be used to provide services only to victims of domestic violence, dating violence, sexual assault, or stalking and their children and dependents. Services may only be provided to victims: (1) who are homeless, or in need of transitional housing or other housing assistance, as a result of fleeing a situation of domestic violence, dating violence, sexual assault, or stalking; and (2) for whom emergency shelter services or other crisis intervention services are unavailable or insufficient.

Elder Abuse

Grant funds may be used to address intimate partner abuse and sexual assault committed against an individual aged 50 or older. **All activities addressing elder neglect or elder caregiver abuse will be considered out of scope.**

Sanctions Against Victims

Participation by individuals in support services shall be **voluntary**. Victims should not be ordered to attend therapy or other specific services or be penalized for choosing not to participate in the criminal justice system. **All activities specifying mandatory participation in support services will be considered out of scope.**

Prevention Activities

Grant funds may not be used for addressing prevention activities (e.g., outreach to elementary and secondary schools, implementation of educational programs regarding domestic and dating violence intervention, and public awareness campaigns). Grantees are only permitted to engage in outreach activities to inform potential victims about the availability of services.

Family Violence

Grant funds may not be used to directly address child abuse, or other family violence issues such as violence perpetrated by a child against a parent, or violence perpetrated by a sibling against another sibling.

Children

Applicants may not use grant funds to provide direct services to children, including children who witness domestic violence or are victims of child abuse, except where such services are an ancillary part of providing services to the child's parent who is a victim of domestic violence, sexual assault, dating violence or stalking, such as providing child care services while the victim receives services.

Areas of Special Interest to OVW

For the Recovery Act Transitional Housing Assistance Program, OVW is particularly interested in projects that:

- Renovate transitional housing to increase accessibility for victims with disabilities, such as replacing carpet/flooring, installing wheelchair ramps, replacing doorknobs, installing flashers for fire/security alarms, and widening doorways;
- Increase the availability of transitional housing for victims of domestic violence, dating violence, stalking, and sexual assault, including through renovations of existing housing and short term rental and utility assistance for victims;
- Create new jobs for personnel that assist victims or prevent job loss for such personnel including specialized advocates to assist victims with credit repair and other economic issues; and
- Increase the ability of victims to obtain jobs, including through employment counseling, job training, and educational support.

Activities That May Compromise Victim Safety

Ensuring victim safety is a guiding principle underlying the Recovery Act Transitional Housing Assistance Program. Experience has shown that certain practices may compromise victim safety rather than enhance it. Certain responses by the authorities may have the effect of minimizing or trivializing the offender's criminal behavior. Accordingly, consistent with the goals of ensuring victim safety while holding perpetrators accountable for their criminal conduct,

applicants are strongly discouraged from proposing projects that include any activities that may compromise victim safety, such as the following:

- Failing to conduct safety planning with clients;
- Promoting procedures and policies that fail to protect the confidentiality of victims;
- Promoting facility procedures and policies that fail to account for physical safety issues;
- Sponsoring alternative dispute resolution or joint counseling as a response to domestic violence, dating violence, sexual assault, and/or stalking;
- Promoting procedures that would require victims to seek legal sanctions against their abusers (e.g., seek a protection order, file formal complaint); and
- Requiring victims to meet restrictive conditions in order to receive services (the decision to seek a protection order or counseling is a choice that should be reserved to the victim, and not be a precondition to services).

Applicants must confirm in writing they will not engage in the above activities. Applicants who propose to engage in any of the above items may receive up to a 25-point deduction.

Unallowable Activities

Grant funds under the Recovery Act Transitional Housing Assistance Program may not be used for any unauthorized purposes, including but not limited to the following activities:

- Lobbying;
- Fundraising;
- Research projects.

Non-supplanting: Federal funds must be used to supplement existing State and local funds for program activities and must not replace those funds that have been appropriated for the same purpose. See the OJP Financial Guide (Part II, Chapter 3)

<http://www.ojp.usdoj.gov/financialguide/index.htm> . Additional information appears on the “OJP Recovery Act Additional Requirements” webpage at www.ojp.usdoj.gov/recovery/solicitationrequirements.htm.

Recovery Act: Buy American

All applicants who propose to use grant funds to construct, alter, maintain, or repair a public building or public work should be aware that the Recovery Act (in section 1605) contains a “Buy American” provision that applies to iron, steel, and manufactured goods, subject to certain exceptions. The provision is to be applied in a manner consistent with United States obligations under international agreements. Government-wide guidance on this provision is not yet available, but is expected. For the text of section 1605, please refer to the ““OVW Recovery Act Additional Requirements” webpage at www.ovw.usdoj.gov/recovery-applicants.htm .

Recovery Act: Wage Rate Requirements

All applicants should be aware that the Recovery Act contains a provision on wage rate requirements that concerns projects funded or assisted by Recovery Act funds that employ laborers and mechanics. See section 1606 of the Recovery Act, the text of which appears on the “OVW Recovery Act Additional Requirements” webpage at www.ovw.usdoj.gov/recovery-applicants.htm . Government-wide guidance on this provision is not yet available, but is expected.

Recovery Act: Contracts

Generally speaking, the Recovery Act places special emphasis on the use of fixed-price contracts awarded through competitive procedures. As information becomes available, OVW will provide guidance to applicants as to what, if any, particular procurement requirements or procedures may apply to contracts awarded with Recovery Act grant funds, apart from those that appear in 28 C.F.R. Part 66 and 28 C.F.R. Part 70.

Recovery Act: Limit on Funds

The Recovery Act specifically provides that funds may not be used by any State or local government, or any private entity, for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool.

Recovery Act: Use of Funds in Conjunction with Funds from Other Sources

Recovery Act funds may be used in conjunction with other funding as necessary to complete projects, but tracking and reporting of Recovery Act funds must be separate, to meet the reporting and other requirements of the Recovery Act and other applicable law. There can be no commingling of funds. (See "Accountability and Transparency under the Recovery Act" below.)

Accountability and Transparency under the Recovery Act

Separate Tracking and Reporting of Recovery Act Funds and Outcomes

Consistent with the special purposes and goals of the Recovery Act, and its strong emphasis on accountability and transparency, it is essential that all funds from a Recovery Act grant be tracked, accounted for, and reported on separately from all other funds (including DOJ grant funds from non-Recovery Act grants awarded for the same or similar purposes or programs). Recipients must also be prepared to track and report on the specific outcomes and benefits attributable to use of Recovery Act funds.

The accounting systems of all recipients and subrecipients must ensure that funds from any award under this Recovery Act solicitation are not commingled with funds from any other source.

Misuse of grant funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under a grant, and civil and/or criminal penalties.

Quarterly Financial and Programmatic Reporting

Consistent with the Recovery Act emphasis on accountability and transparency, reporting requirements under Recovery Act grant programs will differ from and expand upon OVW's standard reporting requirements for grants. In particular, section 1512(c) of the Recovery Act sets out detailed requirements for quarterly reports that must be submitted within 10 days of the end of each calendar quarter. Receipt of funds will be contingent on meeting the Recovery Act reporting requirements.

Under this Recovery Act program, quarterly financial and programmatic reporting will be required, and will be **due within 10 calendar days after the end of each calendar quarter**, starting July 10, 2009.

Programmatic and Financial Reporting Periods

Due Dates

October- December
January- March
April-June
July-September

January 10
April 10
July 10
October 10

The information from grantee reports will be posted on a public website dedicated to Recovery Act transparency. To the extent that grant funds are available to pay a grantee's administrative expenses, those funds may be used to assist the grantee in meeting the accelerated time-frame and extensive reporting requirements of the Recovery Act.

Recovery Act grant recipients may expect that the information posted by OVW on a public website dedicated to Recovery Act transparency will identify grantees that are delinquent in their reporting. In addition, in keeping with standard OVW practice, grant recipients who do not submit required reports by the due date will not be permitted to draw down funds thereafter, during the pendency of the delinquency, and may be subject to other appropriate actions by OVW, including, but not limited to, restrictions on eligibility for future OVW awards, restrictions on draw-down on other OVW awards, and suspension or termination of the Recovery Act award.

Funding recipients may expect that a standard form and/or reporting mechanism may be available. Additional instructions and guidance regarding the required reporting will be provided as they become available. For planning purposes, however, all applicants should be aware that the Recovery Act section 1512(c) provides as follows:

Recipient Reports- Not later than 10 days after the end of each calendar quarter, each recipient that received recovery funds from a Federal agency shall submit a report to that agency that contains--

- (1) the total amount of recovery funds received from that agency;*
- (2) the amount of recovery funds received that were expended or obligated to projects or activities; and*
- (3) a detailed list of all projects or activities for which recovery funds were expended or obligated, including--*
 - (A) the name of the project or activity;*
 - (B) a description of the project or activity;*
 - (C) an evaluation of the completion status of the project or activity;*
 - (D) an estimate of the number of jobs created and the number of jobs retained by the project or activity; and*
 - (E) for infrastructure investments made by State and local governments, the purpose, total cost, and rationale of the agency for funding the infrastructure investment with funds made available under this Act, and name of the person to contact at the agency if there are concerns with the infrastructure investment.*
- (4) Detailed information on any subcontracts or subgrants awarded by the recipient to include the data elements required to comply with the Federal Funding Accountability and Transparency Act of 2006 (Public Law 109-282), allowing aggregate reporting on awards below \$25,000 or to individuals, as prescribed by the Director of the Office of Management and Budget.*

Reporting Fraud, Waste, Error, and Abuse

Each grantee or subgrantee awarded funds made available under the Recovery Act is to promptly refer to an appropriate inspector general any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has submitted false claim under the False Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving Recovery Act funds.

You may report potential fraud, waste, abuse, or misconduct to the U.S. Department of Justice, Office of the Inspector General (OIG) by:

Mail: Office of the Inspector General
U.S. Department of Justice
Investigations Division
950 Pennsylvania Avenue, N.W.
Room 4706
Washington, DC 20530

E-mail: oig.hotline@usdoj.gov

Hotline: (contact information in English and Spanish): (800) 869-4499

Fax: (202) 616-9881

Additional information is available from the DOJ OIG website at <http://www.usdoj.gov/oig/>.

The Recovery Act provides certain protections against reprisals for employees of non-Federal employers who disclose information reasonably believed to be evidence of gross management, gross waste, substantial and specific danger to public health or safety, abuse of authority, or violations of law related to contracts or grants using Recovery Act funds. For additional information, refer to section 1553 of the Recovery Act.

Performance Measures

To assist in fulfilling DOJ's responsibilities under the Government Performance and Results Act (GPRA), Pub. L. No. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
Strengthen partnerships for safer communities and enhance the Nation's capacity to prevent, solve, and control crime.	(1) Number of persons served; (2) Number of housing units funded; and (3) Number of support services provided.	This information will be provided to OVW through semi-annual progress report forms. Please see http://muskie.usm.maine.edu/vawamei/formthousing.htm for a sample form.

<p><i>Recovery Act: Create and retain jobs and promote economic growth.</i></p>	<p>1) Number of jobs retained due to Recovery Act funding; and 2) Number of jobs created due to Recovery Act.</p>	<p>This information will be provided to OVW through the quarterly financial and programmatic reporting described on pages 12-14, above.</p>
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How to Apply

Grants Management System Instructions. Applications, including supporting documentation, must be submitted through OJP’s online Grants Management System (GMS). To access the system, go to <https://grants.ojp.usdoj.gov>. Applicants should begin the process a few weeks prior to the GMS registration deadline, especially if this is the first time they have used the system. Each application requires a separate GMS registration. For a step-by-step guide, visit <http://www.ojp.gov/gmscbt/> and refer to the section entitled “External Overview: Locating & Applying for Funding Opportunities.” For additional assistance, call the GMS Help Desk at 1–888–549–9901 from 7:00 a.m. to 9:00 p.m. Eastern Time Monday to Friday.

Note: OVW will not review any application whose attachments are in Microsoft Vista or Microsoft 2007 format. Applications submitted via GMS must be in the following formats: Microsoft Word (*.doc), Word Perfect (*.wpd), Microsoft Excel (*.xlm), PDF files (*.pdf), or Text Documents (*.txt). GMS is not yet compatible with Vista and cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension “.docx.” Please ensure that any Word documents you are submitting are saved using “Word 97-2003 Document (*.doc)” format. Additionally, GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.”

In addition, applicants must send **via overnight delivery** a complete hard copy original of the application **dated by April 8, 2009** to:

**The Office on Violence Against Women
U.S. Department of Justice
Attn: Transitional Housing Unit
800 K Street NW, Ste. 920
Washington, D.C. 20001**

Certain assurances are agreed to electronically on GMS. These do not need to be included in the hard copy submitted for consideration.

CFDA Number

The Catalog of Federal Domestic Assistance number for this program is 16.805 titled “Recovery Act Transitional Housing Assistance”.

What an Application Must Include

Applicants must complete each of the following sections as part of their response to this solicitation. **It is the responsibility of the applicant to ensure that the application is**

complete. OVW will remove an application from further consideration prior to peer review if the application is incomplete. For each section listed below, please note the corresponding maximum point value that may be assigned during the review process. The proposal should follow the order below for easy reading. **Please be sure to number each page of the application.** Peer reviewers will not receive materials submitted beyond those required by this solicitation.

Applications must use the following page format requirements:

- Double spaced
- 8½ x 11 inch paper
- One inch margins
- Type no smaller than 12 point, Times New Roman font
- No more than two pages each for Summary Data Sheet and Abstract
- No more than 5 pages for Status of the Project (if applicable)
- No more than 22 pages for the Program Narrative (Items C through G below)

Application for Federal Assistance (SF-424)

The SF-424 will be filled out online through GMS. However, it should also be printed out and included in the hard copy that is submitted for consideration. The Catalog of Federal Domestic Assistance number for this program is 16.805. Please be sure that the federal amount requested on the SF-424 matches the amount in the submitted budget. Also, in the “Type of Applicant” block, please do not select “other.”

Applicants must ensure the contact information for the authorizing official and alternate contact is filled out correctly. The authorizing official is an individual authorized to accept grant funds on behalf of the jurisdiction or nongovernmental private entity applying. Please do not type in all capital letters.

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

Review the assurances and certification forms. To successfully submit an application, applicants must agree to all of these assurances and certifications without exception. Agreement to these assurances and certifications will be assumed upon receipt of an application received through GMS.

OMB Tracking Form “Survey on Ensuring Equal Opportunity for Applicants” (DOJ Form 560) All OVW applicants that are nonprofit private organizations are requested to fill out DOJ Form 560. This form will assist DOJ in ensuring that all qualified applicants, small or large, non-religious or faith-based, be provided equal opportunity to compete for Federal funding. This form will be completed online through GMS. **You should not print it out for the hard copy original.**

Narrative (Total 65 Points)

The following narrative will be submitted as an attachment in GMS. Note that the Program Narrative (Items C through G below) may not exceed 22 pages in total.

- A. Summary Data Sheet
Please identify the following:

- Name, title, address, phone number, fax number, and e-mail address for the authorized official and point of contact;
- A list of other Federal grant programs from which the applicant agency currently receives funding or for which it has applied in federal Fiscal Year 2009;
- The name of the agency and type of agency or organization (e.g., local government, state government, tribal government, non-profit) applying for funding;
- A list of all organizations collaborating on the project, including faith-based and community organizations. For continuation applications, please indicate any partners that are new to the project as well as partners mentioned in the former grant award that are no longer collaborating on the project;
- Whether this project is a local, tribal, or multi-jurisdiction project;
- Whether the applicant currently receives OVW Transitional Housing Assistance Program funding;
- The communities or regional area(s) (city, town, tribal area, parish) where this project will be implemented; and
- The Recovery Act Transitional Housing Assistance Program Purpose Areas and OVW Special Interest Areas, if any, addressed by this proposal. Applicants are not required to address an OVW Special Interest Area.

B. Abstract/Proposal Summary

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

C. Purpose of Application (15 points)

This section should briefly:

- Describe the problem to be addressed and how funding would alleviate it;
- Describe the community's service area in which the project would be implemented, including location, population, and demographic information;
- Identify the target population and state how the target population would benefit from the proposed project (please use current demographic information for the service area in order to be as specific and detailed as possible when describing the population to be served);
- Describe current services and gaps;
- Describe the scope of the project, including the estimated number of *unduplicated* individuals who will receive services and any distinguishing characteristics (e.g., victims with disabilities, immigrant populations, or older individuals who are victims of domestic violence, dating violence, sexual assault, and/or stalking);
- Describe current programs or services in the service area that provide transitional and/or permanent housing or financial housing assistance; and
- State why existing programs and services do not meet the transitional housing needs of victims of domestic violence, dating violence, sexual assault, and/or stalking.

D. What Will Be Done (25 points)

This section should briefly:

- Detail project goals and objectives, describing specific tasks and activities necessary for accomplishing each;

- Include a timeline for all project activities including a planning phase (if applicable);
- Describe how additional funding will continue and/or enhance the existing project (if applicable); and
- Describe the applicant's method for determining client eligibility (e.g., screening tools), services offered (including safety planning), facility rules and regulations, facility safety measures, and a fee schedule (if applicable).

All projects must provide housing services for an anticipated minimum length of stay of 6 and a maximum of 24 months. Victims may request a waiver for not more than an additional 6-month period if the victim has made a good faith effort to acquire permanent housing and has been unable to acquire permanent housing. Additionally, the application must include a plan to provide follow-up support services for a minimum of 3 months after a victim has secured permanent housing.

In addition, if applicants are proposing to use any technology (including, but not limited to, security systems, GPS, hotlines, and databases) they should explain how they plan to address any victim safety concerns that may arise from the use of the technology, such as confidentiality, safety planning, and informed consent.

E. Who Will Implement the Project (10 points)

Applicants must identify the State, unit of local government, Indian tribal government, and other organizations responsible for implementing the proposed project. This section should identify **all** project partners specifying their respective roles and responsibilities, describe the collaborative relationship to be developed or enhanced, and demonstrate the capacity of all project partners to serve victims of domestic violence, dating violence, sexual assault, and/or stalking. The narrative should include program activities during the planning stage of the project (e.g., advisory groups, planning committees, or joint staffing of the project) and a description of the ways the partnership would function throughout the implementation of the project. A description of the expertise or experience of key staff should also be included. Position descriptions and resumes that are available should be appended to the application.

In addition, all applicants **are required** to enter into a formal collaboration with nonprofit, nongovernmental organizations serving victims of domestic violence, dating violence, sexual assault, and/or stalking. This may include faith-based or community organizations. Nonprofit, nongovernmental domestic violence, dating violence, sexual assault, or stalking victim service organizations must be involved in the **development and implementation** of the project. **All applicants that are nonprofit, nongovernmental organizations serving victims of domestic violence, dating violence, sexual assault, and/or stalking must collaborate with at least one project partner (e.g., job training organization, housing authority, legal services agency, law enforcement, etc.) and submit a Memorandum of Understanding or Letters of Intent to Collaborate (see page 22).**

Victim service organizations should meet all of the following criteria:

- Provide services to victims of domestic violence, dating violence, sexual assault, and/or stalking as one of their primary purposes and have demonstrated history of effective work concerning such issues;

- Address a demonstrated need in their communities by providing services that create options for victims seeking accountability and safety from perpetrator violence, promote the dignity and self sufficiency of victims, and improve their access to resources; and
- Avoid activities that compromise victim safety.

In developing an application for the Recovery Act Transitional Housing Assistance Program, applicants are encouraged to consider some important distinctions among the following:

- Victim assistants who work for government agencies (e.g., the police department or the district or city attorney's office);
- Victim advocates who represent nonprofit, nongovernmental domestic violence, dating violence, sexual assault, or stalking programs (e.g., shelters, rape crisis centers, advocacy groups or coalitions); and
- Legal representatives and advocates (e.g., students from law school clinics, paralegals, attorneys working for legal service agencies or independent attorneys).

While there is an important role for all victim advocates to play in the creation of a coordinated community response/multidisciplinary response to domestic violence, dating violence, sexual assault, and stalking, the participation of nonprofit nongovernmental domestic violence, dating violence, sexual assault, or stalking programs, whether faith-based or community organizations, is required in development and implementation of the project. This does not preclude applicants from requesting support for government agency victim services, but the budget and budget narrative must distinguish between the two and should include compensation for the contributions of nonprofit, victim service agencies. In addition, if funding is requested for both governmental and victim assistance and advocacy, the project narrative must explain how these different entities will collaborate.

Victim service providers can provide varying degrees of confidentiality, often depending on state, tribal, and federal laws. This may affect what information about victims they can share with partners. Other partners may have legal limitations as well. Applicants should explain information sharing between partners, including how they will protect information that is confidential or privileged.

F. Economic Recovery (10 points)

Applicants for the Recovery Act Transitional Housing Assistance Program must provide an explanation of how funding under this program will be used to create or retain jobs and promote economic growth.

G. Sustainability Plan (5 points)

As the Recovery Act is one-time funding and this is a competitive, discretionary program, there is no guarantee of continuation funding. Applicants are required to include a plan describing their commitment and capacity to continue the project if Federal funding were no longer available.

Note: Continuation or supplemental funding is not guaranteed and applicants are always encouraged to seek additional means of support to sustain their current projects.

Budget Detail Worksheet and Narrative (Total 15 Points)

Each application must include a detailed budget and budget narrative for the project. This will be submitted as an attachment in GMS. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the basis for the computation of all project-related costs. It should cover the cost of all components of the project. There must be a clear link between the proposed activities and the proposed budget items. The budget should include only those activities, products, and resources that are necessary for project implementation and discussed in the project narrative.

In developing the budget, applicants should fairly compensate all project partners for their participation in any project-related activities, including but not limited to, compensation for time and travel expenses to attend meetings or provide project development, training, and implementation. The budget **must** include compensation for all services rendered by project partners, including nonprofit, nongovernmental domestic violence, dating violence, sexual assault, and/or stalking victim services programs and State and tribal domestic violence and/or sexual assault coalitions.

Budget Caps

Since funds are limited, applicants should carefully consider the resources needed to implement the project and present a realistic budget that accurately reflects the costs involved for a 24-36 month budget. Applicants should use the anticipated project start date of June 1, 2009.

OVW will not impose a budget cap, but recommends that applicants consider submitting budgets for up to \$500,000. Application budgets should include personnel positions that are vital to the success of the program (e.g., advocates or case managers). For Recovery Act funds, OVW will not limit funding for personnel.

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

Budget Requirements

The following is a short list of budgetary guidelines:

- Applicants are strongly discouraged from requesting consultant rates in excess of \$450 per day.
- Applicants may not use any OVW funds for conducting research. However, up to 1% of the budget may be allocated for the purpose of assessing the effectiveness of funded activities. For example, funds may be used to conduct pre- and post-testing of training recipients or victim satisfaction surveys. In conducting such testing or surveys, grantees may not collect, analyze, or disseminate any information identifiable to a private person during the course of assessing the effectiveness of funded activities.
- A contribution of non-Federal dollars ("match") is not required for this program, but applicants are encouraged to maximize the impact of federal dollars by contributing to the costs of their projects. Supplemental contributions may be cash, in-kind services, or a combination of both. Any non-federal contributions can be discussed in the project narrative; however, these supplemental contributions should **not** be included in the budget or budget narrative.

- Access to current research and practice on violence against women through training and technical assistance can reduce staff burnout, improve project performance, and impact project sustainability. Therefore, OVW offers a wide range of training and technical assistance opportunities to all of its grantees. These offerings are specifically designed to assist grantees in meeting their goals and objectives and in complying with all relevant statutory and programmatic requirements. All applicants **are required** to allocate funds in the amount of \$15,000 (\$20,000 for the U.S. Territories, Virgin Islands, Puerto Rico and the States of Hawaii and Alaska) to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Applications selected for funding that do not include the entire recommended amount will not receive additional funds for this purpose, but will be required to adjust their budgets to cover these costs prior to final approval of the proposal. If the person attending the technical assistance offering is an employee of the applicant, the amount should be included in the “*Travel*” category; if the attendee is a partner of the applicant, the amount should be included in the “*Consultants/Contracts*” category. Be sure to label costs for this purpose as “OVW Technical Assistance.” Please provide an estimated breakdown for this amount (include the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc.). OVW technical assistance is provided free of charge to grantees, so applicants do not need to include funds for registration fees. These funds are to be used **only** for OVW-designated technical assistance unless otherwise approved by OVW. Any training and technical assistance funds not used by the end of the grant period may not be reprogrammed and must be returned to OVW. Travel funds should be used to support travel by all partners, including nonprofit, nongovernmental victim services providers. Up to two individuals may attend each training (at least two OVW trainings are required during the grant period, not including the grantee orientation meeting).
- Applicants are also encouraged to include funds in their budgets to attend Financial Management Training Seminars sponsored by the OJP’s Office of the Chief Financial Officer. These seminars instruct participants in the financial administration of OJP and OVW formula and discretionary grant programs. A schedule listing the financial training seminars is available at <http://www.ojp.usdoj.gov/training/fmts.htm>. If the applicant has additional OVW technical assistance funds remaining after budgeting the two required training events, funds may be applied towards one staff person attending the OJP Financial Management Training Seminar.

A Sample Budget Detail Worksheet is available at <http://www.ovw.usdoj.gov/applicants.htm>. The budget and budget narrative should be submitted online as one attachment. When preparing these items, please use the Budget Detail Worksheet as a guide and be sure to include all necessary budget categories. The budget narrative should clearly describe the proposed amounts and uses of grant funds for the duration of the grant period and how the amounts of the specific budget items were determined. A sample of a completed budget is available at <http://www.ovw.usdoj.gov/applicants.htm>. However, it is not specific to this program so be sure to pay attention to the requirements of this solicitation including budget caps, length of awards, and unallowable activities.

Memorandum of Understanding (MOU)/Letters of Intent to Collaborate (Total 20 points)
 Applicants are required to provide documentation that demonstrates they have consulted and coordinated in a meaningful way with nonprofit, nongovernmental organizations serving victims of domestic violence, dating violence, sexual assault, and/or stalking. This may include faith-based and community organizations. Non-profit, non-governmental domestic violence, sexual assault, and/or stalking victim service organizations must be involved in the development and implementation of the project. All applicants that are themselves nonprofit, nongovernmental

organizations serving victims of domestic violence must collaborate with at least one project partner (e.g., job training organization, housing authority, legal services agency, law enforcement, etc.). OVW requires this to be done by the submission of an MOU or Letters of Intent to Collaborate. Applicants may choose between an MOU and Letters of Intent to Collaborate. Applicants that choose Letters of Intent to Collaborate rather than an MOU and are selected for funding will need to submit an MOU before they have access to the full award amount.

MOU

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

- Nonprofit, nongovernmental domestic violence, dating violence, sexual assault, and/or stalking programs, or other nonprofit, nongovernmental organizations that adequately demonstrate history and expertise in working with victims of domestic violence, dating violence, sexual assault, and/or stalking. Additionally, the organization should appropriately correspond with the proposed project. For example, if an application focuses mainly on sexual assault, then the nonprofit partner should have demonstrated expertise in sexual assault. **Applicants must illustrate this correlation in their MOUs.**
- Relevant local government agencies participating in project development or implementation (e.g., social services, the courts, or housing authority); and
- Other community agencies or organizations that will collaborate to implement the project.

Continuation applicants must develop a new MOU that reflects the continuation or expansion of project activities and include current dates and signatures from all relevant project partners.

The MOU must do the following:

- Identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- Specify the extent of each partner's participation in developing the application;
- Clearly state the roles and responsibilities each organization or agency would assume to ensure the success of the proposed project;
- Identify the representatives of the planning and development team who will be responsible for developing and implementing project activities and describe how they will work together and with project staff;
- Demonstrate a commitment on the part of all project partners to work together to achieve stated project goals;
- Indicate approval of the proposed project budget by all signing parties;
- Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, and training).
- Describe the history of providing housing assistance to victims of domestic violence, dating violence, sexual assault, and/or stalking; and
- Describe any changes in the collaboration, including an explanation or description of any new or additional partners that have been added or any partners that no longer participate.

In addition, OVW requires all grantees to complete a Semi-Annual Progress Report and quarterly Recovery Act reports which may involve input from some or all project partners. In developing the MOU, applicants are encouraged to include a statement of the roles and responsibilities each organization would assume in meeting grant report requirements. For more information on these requirements, please refer to the sections titled "Performance Measurement" and "Reporting Obligations" on page 14.

The MOU should be a **single document** that includes signatures and dates from all partners. Separate signature pages for partners are not acceptable. Signatories should be sure to include their titles and agencies under their signatures. A sample MOU is available at <http://www.ovw.usdoj.gov/applicants.htm>.

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

Letters of Intent to Collaborate

Applicants may submit Letters of Intent to Collaborate in lieu of an MOU. A signed Letter of Intent to Collaborate must be submitted from each collaborative partner. Each Letter of Intent to Collaborate must:

- Identify the agency/organization and provide a brief history of the collaborative relationship with the other project partners;
- Specify the extent of the partner's participation in developing the application;
- Identify the representative of the agency/organization's that will participate in project planning and development;
- Demonstrate a commitment to participate in the project;
- Demonstrate a willingness to participate in OVW technical assistance trainings and events;
- Indicate approval of the proposed project budget; and
- Indicate willingness to enter into a formal MOU if funding is received.

Letter of Nonsupplanting

Applicants must submit a letter to OVW's Director, certifying that federal funds will not be used to supplant State or local funds should a grant award be made. Please refer to <http://www.ovw.usdoj.gov/applicants.htm> for a sample letter.

Financial Capability Questionnaire

All nonprofit, nongovernmental organizations that apply for funding with OVW that have not previously (or within the last three years) received funding from OVW or OJP must complete a Financial Capability Questionnaire. The form can be found at http://www.ojp.usdoj.gov/funding/forms/financial_capability.pdf. Applicants should also include the cognizant Federal audit agency and fiscal year on the first page. In addition, be sure to submit the applicant organization's current year's audit report with the Financial Capability Questionnaire.

Indirect Cost Rate Agreement

If the applicant organization is requesting indirect costs for this project, please include a copy of the organization's current, signed indirect cost rate agreement. For additional information on this requirement, please visit <http://www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm>.

Selection Criteria

A. Purpose of the Application (15 points)

- The need or continued need for the project;
- The description of the community to be served, including diverse, traditionally, underserved populations of victims of domestic violence, dating violence, sexual assault, and/or stalking and how the proposed project will address their needs; and
- The description of current transitional housing programs and/or financial housing assistance for victims of domestic violence, dating violence, sexual assault, and/or stalking in the community to be served.

B. What Will be Done (25 points)

- The extent to which all project activities fall within the statutory scope of the program;
- The extent to which proposed activities would address the need described;
- The extent to which project activities seem feasible and likely to succeed;
- The extent to which project activities can realistically be completed within the grant cycle;
- The extent to which the proposal does not include activities that compromise victim safety;
- The extent to which project activities are clearly described and reflect sound and/or innovative strategies to improve victim safety; and
- The extent to which continuation and/or expansion of activities are clearly described (if applicable).

C. Who Will Implement the Project (10 points)

- The extent to which the proposal clearly identifies all project partners, specifies their respective roles and responsibilities, and describes the collaborative relationship to be developed;
- The extent to which the proposal describes expertise or experience of key staff; and
- The extent to which the applicant has collaborated with a nonprofit, nongovernmental organization serving victims of domestic violence, dating violence, sexual assault, and/or stalking. If the applicant is a nonprofit, nongovernmental victim service provider, the extent to which the applicant has collaborated with one or more project partners who will further the goals of the project.

D. Economic Recovery (10 points)

- The extent to which the application proposes strategies that seem likely to create or retain jobs and promote economic growth.

E. Sustainability Plan (5 points)

- The extent to which the applicant proposes feasible strategies to preserve project activities long-term.

F. Budget (15 points)

- The extent to which the budget is reasonable and within established limits;
- The extent to which the application established a clear link between proposed budget activities and proposed budget items; and
- All partners are fairly compensated for their participation in any project-related activities.

G. Memorandum of Understanding/Letters of Intent to Collaborate (20 points)

- For MOU: The extent to which the MOU demonstrates a meaningful partnership among the relevant agencies.
- For Letters: The extent to which the letters clearly demonstrate a commitment by the partners to participate in the project.

In addition to the criteria above, all applications will be rated on the extent to which they provide all of the information set out in the solicitation and meet all of the criteria specified. In reviewing the applications, reviewers will evaluate the Project Narrative as a whole and the MOU/Letters of Intent to Collaborate and Budget separately.

Review Process

OVW is committed to ensuring a standardized process for awarding grants. OVW reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with program or legislative requirements as stated in the solicitation. All applications will be subject to internal and peer review and will be scored according to the criteria set forth in this solicitation. **If the application fails to meet the criteria listed below for the initial internal review, the application will not receive further consideration. If applications that are partially beyond the scope of the program are forwarded to peer review, only those sections of the application that are within scope will be reviewed.**

Criteria for the initial internal review follow:

- Whether the application is complete;
- Whether the proposed activities are within the scope of the program (see page 8);
- Whether all statutory eligibility criteria are met (see page 6);
- Whether the application proposes significant activities that may compromise victim safety (see page 10); and
- Whether the proposed budget is within the established limits (see page 20).

In addition, applications will be reviewed for prior compliance with Program and Office requirements and the status of current grant-funded activities. Applicants with an OVW grant history that failed to meet grant deadlines, did not comply with financial requirements, or did not comply with special conditions from previous grants may not be considered for funding.

OVW is committed to ensuring a competitive and standardized process for awarding grants. Either internal or external peer reviewers will be reviewing the applications submitted under this solicitation. An external reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a DOJ employee. Applications will be screened initially to

determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, consideration may include past performance, geographic distribution, regional balance, policy priorities, and funding availability.

After the peer review is finalized, a financial review of all potential discretionary awards and cooperative agreements is conducted to evaluate the fiscal integrity and financial capability of applicants; examine proposed costs to determine if the budget and budget narrative accurately explain project costs; and determine whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

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

Additional Requirements

Successful applicants selected for awards under this Recovery Act solicitation must agree to comply with additional applicable requirements prior to receiving grant funding. We strongly encourage you to review the list below pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at www.ovw.usdoj.gov/recovery-applicants.htm. References to OJP and its components are deemed to refer to OVW, as applicable.

- Civil Rights Compliance
- Funding to Faith-Based Organizations
- Confidentiality and Human Subjects Protection
- Anti-Lobbying Act
- Financial and Government Audit Requirements, includes Single Audit Act Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State and Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of Justice Programs [Financial Guide](#)
- Suspension or Termination of Funding

- Non-Profit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Recovery Act Reporting Requirements; Section 1512(c) of the Recovery Act
- Section 1511 of the Recovery Act: Certifications
- Section 1602 of the Recovery Act: Preference for Quick-Start Activities
- Section 1604 of the Recovery Act: Limit on Funds
- Section 1605 of the Recovery Act: Buy American
- Section 1606 of the Recovery Act: Wage Rate Requirements
- Section 1607 of the Recovery Act: Additional Funding Distribution and Assurance of Appropriate Use of Funds
- Section 1609 of the Recovery Act: Relating to National Environmental Policy Act

We strongly encourage applicants to review the information pertaining to these additional requirements prior to submitting their applications.

OVW Application Checklist

Applicants must submit a fully executed application to the address below via overnight delivery, including all required supporting documentation. Applications will not be accepted via facsimile. **Although most parts of the application need to be submitted through GMS as well as in hard copy form, the hard copy will be reviewed.** Applications submitted via GMS must be in the following word processing formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt). Please use logical titles when saving and uploading documents. For example, the narrative section of the application could be saved as "narrative.txt."

Complete applications should include the following:

- The SF-424;
- Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug Free Workplace Requirements;
- The summary data sheet, project abstract, project narrative, and for continuation applicants, the status of the project;
- The budget, budget summary, and budget narrative;

- Letter of nonsupplanting;
- An MOU or Letters of Intent to Collaborate (signed copies must be submitted with electronic submission). If a program does not have a scanner, the MOU or Letters may be submitted via fax at 202-305-2589;
- Certification as to Recovery Act Reporting Requirements;
- A current Indirect Cost Rate Agreement (if applicable); and
- Financial Capability Questionnaire, if applicable.

To help expedite the review process, applicants must send **via overnight delivery** a complete hard copy original of the application, **dated by April 8, 2009** to:

**The Office on Violence Against Women
Attn: Transitional Housing Unit
800 K Street NW, Suite 920
Washington, DC. 20001**

APPENDIX A

CERTIFICATION AS TO RECOVERY ACT REPORTING REQUIREMENTS

U.S. DEPARTMENT OF JUSTICE
OFFICE ON VIOLENCE AGAINST WOMEN

Recovery Act – Transitional Housing Program

Certification as to Recovery Act Reporting Requirements

On behalf of the applicant entity named below, I certify the following to the Office on Violence Against Women, U.S. Department of Justice:

I have personally read and reviewed the section entitled “Accountability and Transparency under the Recovery Act” in the program announcement for the Recovery Act grant program identified above. I have also read and reviewed section 1512(c) of the American Recovery and Reinvestment Act of 2009 (Public Law 111-5), concerning reporting requirements for grants. I agree that the applicant will comply with the reporting requirements set forth therein with respect to any grant the applicant may receive under the Recovery Act grant program identified above.

I acknowledge that a false statement in this certification may be subject to criminal prosecution, including under 18 U.S.C. § 1001. I also acknowledge that Office of Justice Program [Office on Violence Against Women], grants, including certifications provided in connection with such grants, are subject to review by the Office on Violence Against Women, and/or by the Department of Justice’s Office of the Inspector General.

I have authority to make this certification on behalf of the applicant entity (that is, the entity applying directly to the Office on Violence Against Women).

Signature of Certifying Official

Printed Name of Certifying Official

Title of Certifying Official

Full Name of Applicant Entity

Date