



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

OVW Fiscal Year 2020 Alaska Full Faith and Credit Training and Technical Assistance Initiative Invitation to Apply

Release date: On or about December 9, 2019

Eligibility

The eligible applicant is the Alaska Department of Public Safety Council on Domestic Violence and Sexual Assault.

(See [Eligibility Information](#))

Deadlines

Applications are due by 11:59 p.m. Eastern Time (ET) on January 27, 2020.

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

Registration: To submit an application, the applicant must obtain a Data Universal Number System (DUNS) number and register online with the System for Award Management (SAM). To avoid delays in the receipt of an award, the applicant should complete these steps immediately.

(See [Registration](#))

Contact Information

For assistance with the requirements of this solicitation, email Lucille.Moran@usdoj.gov.

Submission and Notification Information

Submission: Applications are to be submitted through the Office of Justice Program's Grants Management System (GMS). For assistance with GMS, contact OVW GMS Support at 1-866-655-4482.

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Federal Award Information:

Funding Type:	Cooperative Agreement
Estimated Total Funding:	\$320,000
Expected Number of Awards:	1
Registration Due:	January 6, 2020
Application Due:	January 27, 2020
Anticipated Start Date:	April 1, 2020
Length of Award Period:	24 months

OVW Fiscal Year 2020 Alaska Full Faith and Credit Training and Technical Assistance Initiative

(CFDA 16.526)

A. Program Description

Overview of OVW

OVW is a component of the United States Department of Justice (DOJ). Created in 1995, OVW administers grant programs authorized by the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership on issues of domestic violence, dating violence, sexual assault, and stalking. OVW grants support coordinated community responses to hold offenders accountable and serve victims.

Project Background

On June 28, 2019, Attorney General William P. Barr declared a law enforcement emergency in rural Alaska. He directed DOJ to deploy additional resources to respond to this emergency. Alaska is home to some of the most remote communities in all of America, including 229 federally recognized Indian tribes. This geographic isolation contributes to law enforcement challenges not seen anywhere else in our nation. The lack of law enforcement resources results in a high rate of unaddressed violent crime, especially in Alaska Native communities.

In response to the emergency declaration, OVW will award one grant for \$320,000 through its Alaska Full Faith and Credit Training and Technical Assistance (TA) Initiative for training of state and local law enforcement, courts, prosecutors, and other government attorneys on the enforcement of tribal protection orders.

Statutory Authority

This program is authorized by 34 U.S.C. § 12291(b)(11).

About the OVW Alaska Full Faith and Credit Training and TA Initiative

VAWA's full faith and credit provision (18 U.S.C. § 2265) provides that states, tribes, and territories (the enforcing jurisdictions) must enforce a qualifying protection order from outside the

enforcing jurisdiction as if the protection order had been issued by the enforcing jurisdiction. The enforcing jurisdiction cannot require registration of the order, or notification of such registration to a respondent, as a prerequisite for enforcement. During OVW's Annual Tribal Consultations, many tribal leaders, including those from Alaska Native villages, have expressed concern about a lack of state enforcement of tribal protection orders. The purpose of this initiative is to improve enforcement of tribal protection orders and thereby enhance the safety of victims in Alaska Native villages by providing training to state and local law enforcement, courts, prosecutors, and government attorneys.

Program Scope

Activities supported by this initiative 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 financial guide after an award is made, the section of the [Solicitation Companion Guide](#) entitled "Post-Award Requirements for All Federal Award Recipients," and the conditions of the award.

Activities that Compromise Victim Safety and Recovery or Undermine Offender Accountability

OVW does not fund activities that jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions. Applications that propose any such activities may receive a deduction in points during the review process or may be eliminated from consideration entirely. Information on activities that compromise victim safety and recovery or undermine offender accountability may be found in the [Solicitation Companion Guide](#).

Out-of-Scope Activities

The activities listed below are out of the program scope and will not be supported by OVW Alaska Full Faith and Credit Training and TA Initiative funding. See also the list of unallowable costs in the [Funding Restrictions](#) section.

- Research projects. (This does not include assessments conducted only for internal improvement purposes. For information on distinguishing between research and assessments, see the heading on this topic in the [Funding Restrictions](#) section of this solicitation and the [Solicitation Companion Guide](#).)
- Direct victim services and justice system interventions. OVW's Alaska Full Faith and Credit Training and TA Initiative funds are intended to support training and technical assistance opportunities for state and local law enforcement, courts, prosecutors, and government attorneys. They cannot support law enforcement activities, legal representation, direct services, or other interventions.

If the application proposes activities that are deemed to be substantially out-of-scope, it may be eliminated from consideration.

Activities Requiring Prior Approval

The recipient must receive prior approval before using grant funds to support surveys, whether conducted as part of a program or needs assessment, or for any other purpose. Prior approval is necessary to determine whether the activity is within the scope of the award and meets the requirements of the Paperwork Reduction Act (see the [Solicitation Companion Guide](#) for more information).

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. OVW may elect to make awards in a future fiscal year for an application submitted under this solicitation but not selected for FY 2020 funding, depending on the merits of the application and the availability of funding.

Award Period and Amounts

The award period is 24 months. The budget must reflect 24 months of project activity, and the total "estimated funding" on the SF-424 must reflect 24 months of funding. OVW anticipates that the award period will start on April 1, 2020 and end on March 30, 2022.

OVW estimates that it will make one award for approximately \$320,000.

OVW has the discretion to make an award for a greater or lesser amount than requested and to negotiate the scope of work and budget with the applicant prior to making the award.

The award will be made as a cooperative agreement. Cooperative agreements are a form of award for which OVW expects to have ongoing substantial involvement in award activities. For this initiative, the substantial involvement includes, but is not limited to, participating in project meetings, developing agendas and approving final agendas, reviewing and approving faculty, products, and curriculum, and identifying participants for training and TA activities.

Program Requirements

The applicant that receives funding under this initiative will be required to engage in the following activities:

1. OVW-sponsored training and TA.
2. Development of a Memorandum of Understanding (MOU) with required partners, the Alaska Department of Law and a nonprofit organization with experience and expertise working with Alaska tribes to be specified by OVW in the award conditions.
3. A planning period with their OVW program specialist and project partners.

C. Eligibility Information

An application that is submitted by an ineligible entity, and an application that does not meet all eligibility requirements, will not be considered for funding. Furthermore, an application that is deemed deficient in one or more of the following categories may not be considered for funding: 1) [activities that compromise victim safety](#), 2) [out-of-scope activities](#), 3) [unallowable costs](#), 4) [pre-award risk assessment](#), 5) [completeness of application contents](#), and 6) [timeliness](#). An applicant with [past performance issues](#), long-standing open audits, or an open criminal investigation also may not be considered for funding.

Eligible Applicant

Eligibility for this initiative is limited to the Alaska Department of Public Safety Council on Domestic Violence and Sexual Assault.

Cost Sharing or Matching

This program has no match or cost sharing requirement.

D. Application and Submission Information

Address to Request Application Package

The complete application package (this solicitation, including links to required forms) is available on the [OVW website](#). An applicant wishing to request a paper copy of these materials should contact Lucille.Moran@usdoj.gov or call OVW at 1-202-307-6026.

Content and Format of Application

The information below describes the content and format requirements to which the application must adhere.

FORMATTING AND TECHNICAL REQUIREMENTS

The application must follow the requirements below for all documents, unless otherwise noted:

- Double-spaced (Summary Data Sheet, and charts may be single-spaced).
- 8½ x 11-inch pages.
- One-inch margins.
- Type no smaller than 12-point, Times New Roman or Arial font, except for footnotes, which may be in 10-point font.
- Correctly numbered pages.
- No more than 12 pages for the Project Narrative.
- Word documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).
- Headings and sub-headings that correspond to the sections identified in this section of the solicitation.

APPLICATION CONTENTS

The application must include the required documents and demonstrate that the program eligibility requirements have been met. For a complete checklist of the application contents, see the [Other Information](#) section in this solicitation.

PROPOSAL ABSTRACT

The Proposal Abstract must provide a short summary (no more than two pages double-spaced) of the proposed project, including names of applicant and partners, project title, purpose of the project (including goal and intended outcome(s)), primary activities for which funds are requested, who will benefit, products and deliverables, and how the applicant will measure progress in completing project goals and objectives. Do not summarize past accomplishments in this section.

SUMMARY DATA SHEET

The Summary Data Sheet should be one to four pages and may be single or double-spaced. Provide the following information:

1. Name, title, address, telephone number, and e-mail address of the individual with authority to accept grants on behalf of the applicant.
2. Name, title, address, telephone 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 (the organization whose DUNS number is being used for the application) will serve as a fiscal agent/sponsor and pass all funds through to an entity or entities that will implement the project. Such an applicant will not be involved with implementation of the project beyond issuing subaward(s) to these entities and conducting minimal administrative activities. A fiscal agent/sponsor applicant must list these subrecipients and 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 C.F.R. Part 200](#), as well as all project deliverables. In such situations, the fiscal agent/sponsor must be an eligible applicant.
4. Statement as to whether the applicant has expended \$750,000 in federal funds in the applicant's past fiscal year. If so, specify the end date of the applicant's fiscal year.
5. Summary of all current and pending OVW grants (if applicable). If the applicant has a current grant or cooperative agreement under any OVW grant program or an award that has been closed within the last 12 months from the date this solicitation closes, the information must be provided in a table using the sample format found on the OVW website at <https://www.justice.gov/ovw/resources-applicants>. Failure to provide the required table will result in a loss of points. The applicant should also provide the same information regarding any current OVW grants or pending applications on which the applicant is a subrecipient.
6. A list of all other federal grant programs from which the applicant currently receives funding or for which it has applied for funding in FY 2020 **to do similar work**. Provide this information in a table using the sample format found on the OVW website at <https://www.justice.gov/ovw/resources-applicants>.

PROJECT NARRATIVE

The Project Narrative must not exceed 12 pages, double-spaced. It must include the following information:

1. Describe the need for the project, including the challenges and knowledge gaps in full faith and credit enforcement of tribal protection orders in Alaska.
2. Describe the intended audience for the project and the relationship between the intended audience and the stated area of need.
3. Describe current or previous TA efforts to address the challenges and knowledge gaps in full faith and credit enforcement of tribal protection orders in Alaska.
4. Identify the project goals, objectives, and activities, including how each activity is designed to meet the stated need.
5. Provide a timeline for the completion of each activity or deliverable.
6. Describe how the proposed project will be accessible to individuals with disabilities, individuals who are Deaf or hard of hearing, and persons with limited English proficiency.
7. Provide specific details on how the applicant plans to develop curriculum(s) used for the funded training and TA, and how principles of adult learning will be incorporated.

8. Identify the key individuals and organizations involved in the proposed project, and describe the role of each individual and organization. Provide the percentage of time each individual will devote to the project, and the specific activities in which each individual will participate.

BUDGET DETAIL WORKSHEET AND NARRATIVE

The application must include a detailed budget and budget narrative. See the sample Budget Detail Worksheet and the Creating a Budget webinar available on the OVW website at <https://www.justice.gov/ovw/resources-applicants>. Keep in mind that budgetary requirements vary among programs. The applicant must submit a reasonable budget based on the resources needed to implement its project in Alaska.

The award period is 24 months. The budget must reflect 24 months of project activity, and the total “estimated funding” on the SF-424 must reflect 24 months of funding. OVW anticipates that the award period will start on April 1, 2020 and end on March 30, 2022. OVW estimates that it will make one award. The award amount is approximately \$320,000.

The budget narrative must describe each line item requested in the budget and explain all costs included in the budget, including how the costs of goods and services are determined and how they will fulfill the objectives of the project.

The budget must:

- Display a clear link between project activities and budgeted items and may not contain items that are not described in the project narrative.
- Include funds to travel to any trainings and conferences the applicant anticipates attending, and to participate in OVW-funded TA. Training and TA funds should be based on the applicant’s best estimate at the time of application.
- Include funds or describe other resources available to the applicant to ensure access for individuals with disabilities, Deaf/hard of hearing individuals, and persons with limited English proficiency. See [Accessibility](#) under [Federal Award Administration Information](#) for more information.
- Compensate project partners for their full level of effort. For more information on compensating project partners, see the sample Budget Detail Worksheet on the OVW website at <https://www.justice.gov/ovw/resources-applicants>.
- 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, such as compensating an MOU partner, 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. The awarding and monitoring of contracts must follow the recipient’s documented procurement procedures, including full and open competition, pursuant to the procurement standards in 2 C.F.R. §§ 200.317-200.329. The issuance and monitoring of subawards must meet the requirements of 2 C.F.R. § 200.331, which includes oversight of subrecipient/partner spending and monitoring performance measures and outcomes attributable to grant funds. For more information, see the sample Budget Detail Worksheet and the [Solicitation Companion Guide](#) on the OVW website at <https://www.justice.gov/ovw/resources-applicants>.

OVW awards are governed by the provisions of 2 C.F.R. Part 200 and the [DOJ Financial Guide](#), which include information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. For additional information on allowable and unallowable costs, go to the [Funding Restrictions](#) section of this solicitation and the sample Budget Detail Worksheet on the OVW website at <https://www.justice.gov/ovw/resources-applicants>.

Additional Required Information

The following documents also must be included with the application. Failure to supply this information may result in the application being removed from consideration. Some documents will be generated during the application 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. The SF-424 is generated when the applicant begins the submission process. For "Type of Applicant," do not select "other." The amount of federal funding requested in the "Estimated Funding" section of this form 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 the Applicant line should be zero. The individual who is listed as Authorized Representative must be an individual who has the authority to apply for and accept grant awards on behalf of the organization or jurisdiction.

Intergovernmental Review: This solicitation ("funding opportunity") is **not** subject to Executive Order (E.O.) 12372. In completing the SF-424, an applicant should answer question 19 by selecting the response that the "Program is not covered by E.O. 12372."

ASSURANCES AND DISCLOSURE OF LOBBYING ACTIVITIES

Review the assurances and disclosure forms online. Applicants will be prompted to compile these forms online during the application submission process. All applicants must complete both the *Assurances – Non-Construction Programs* (SF-424B) form and the *Disclosure of Lobbying Activities* (SF-LLL) form. Applicants that expend any funds for lobbying activities must provide the information requested on the SF-LLL. Applicants that do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.

*The following documents must be uploaded and attached **separately** to the application:*

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 VAWA, as amended. Applicants must submit the acknowledgement form available on the OVW website at http://www.justice.gov/sites/default/files/ovw/pages/attachments/2015/01/20/confidentiality_acknowledgement_form_42015.pdf. This form must be signed by the [Authorized Representative](#).

PRE-AWARD RISK ASSESSMENT

The applicant must respond to the questions below. This information will be used for a mandatory pre-award risk assessment. Failure to provide this information or to respond to questions from OVW regarding this information in a timely manner could result in the applicant

being removed from consideration or a delay in access to funds. Provide complete responses that address all questions included for each numbered item. This section of the application should be no more than four pages.

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. OVW may request a copy for review during the application/award process or as part of the grant monitoring process.
3. Is the applicant's financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant? 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 C.F.R. §§ 200.333-200.337.
7. Does the applicant or any of its employees have any potential personal or organizational conflicts of interest related to the possible receipt of OVW award funds? Applicants are required to disclose in writing any potential conflicts of interest to their awarding agency. See 2 C.F.R. § 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 C.F.R. 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 OVW's Grants Financial Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 immediately after the applicant is notified of its award to coordinate training.
9. Does the applicant 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 C.F.R. §§ 200.330-200.332)? Provide a brief description of the organization's policies and procedures on subrecipient management and monitoring.
10. Does the applicant 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 C.F.R. § 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.

INDIRECT COST RATE AGREEMENT (IF APPLICABLE)

Applicants that intend to charge indirect costs through the use of a negotiated indirect cost rate must have a current, signed, federally approved indirect cost rate agreement. 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 OVW's Grants Financial Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 for more information.

LETTER OF NONSUPPLANTING

Applicants must submit a letter to OVW's Director, signed by the [Authorized Representative](#), certifying that federal funds will not be used to supplant non-federal funds should a grant award be made. A sample letter is available at <https://www.justice.gov/ovw/resources-applicants>.

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. A DUNS number is a unique, nine-character identification number provided by the commercial company Dun & Bradstreet (D&B). Once an applicant has completed the D&B registration, its DUNS number should be available within 2 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 that OVW 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 OVW 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.

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**. There is no fee associated with these processes. These processes cannot be expedited. OVW strongly discourages applicants from paying a third party to apply or register on their behalf in an attempt to expedite these processes. To ensure all applicants are able to apply by the deadline for this solicitation, applicants must have obtained a DUNS number and registered online with the SAM no later than January 6, 2020.

Submission Dates and Times

The deadline for submitting the application in response to this solicitation is **11:59 p.m. E.T.** on **January 27, 2020**. It is the responsibility of the applicant to ensure that the application is complete and submitted by the deadline.

Grants Management System

The applicant is required to submit its application through 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, it should select the program for which it intends to apply and follow the instructions. Training materials are available on the main GMS homepage.

The applicant is encouraged to begin the application submission process at least 48 hours before January 27, 2020. The application will be submitted online through GMS.

OVW Policy on Late Submissions

Applications submitted after the deadline may result in delayed access to funds.

Funding Restrictions

The following information is provided to allow the applicant to develop an application and budget consistent with program requirements.

UNALLOWABLE COSTS

The costs associated with the activities listed below are unallowable and must not be included in the applicant's budget:

- Lobbying.
- Fundraising.
- Purchase of real property.
- Physical modifications to buildings, including minor renovations (such as painting or carpeting).
- Construction.

FOOD AND BEVERAGE/COSTS FOR REFRESHMENTS AND MEALS

Generally, food and beverage costs are **not** allowable. OVW may approve the use of grant funds to provide a working meal at a meeting, conference, training, or other event, if one of the following applies:

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

Justification for an exception listed above must be included in the applicant's budget narrative, and grantees may only use funds to purchase food and/or beverages if OVW approves the

specific expenditures in advance. For additional information on restrictions on food and beverage expenditures go to <https://www.justice.gov/ovw/conference-planning>.

CONFERENCE PLANNING AND EXPENDITURE LIMITATIONS

The applicant's budget must be consistent with all requirements (including specific cost limits and 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), and costs of attendance at such events. Information on conference planning, minimization of costs, and conference reporting is available at <https://www.justice.gov/ovw/conference-planning>. This includes requirements pertaining to:

- Cost of logistical conference planning.
- Cost of programmatic conference planning.
- Conference space and audio-visual equipment and services.
- Prohibition on trinkets at conferences.
- Prohibition on entertainment at conferences.
- Food and beverages at conferences.
- Prior approval required before entering into contracts or expending funds for conferences.
- Conference reporting.

RESEARCH AND ASSESSMENTS

Grantees under this initiative are prohibited from using OVW funds to conduct research, which is defined in 28 C.F.R. § 46.102 as a systematic investigation designed to develop or contribute to generalizable knowledge. Surveys and focus groups, depending on their design and purpose, may constitute research and therefore be out of scope.

However, grantees may use funds to assess their work for internal improvement purposes only, such as by convening a listening session to identify service gaps in the community, or surveying training participants about the quality of training content and delivery. Applicants considering such assessments must refer to the OVW research decision tree in the Solicitation Companion Guide to ensure that the activity does not qualify as human subjects research. The [Solicitation Companion Guide](#) also provides additional information on federal requirements related to research, assessments, and surveys.

PRE-AGREEMENT COST APPROVAL

OVW generally does not allow pre-award costs. Costs incurred prior to the start date of the award may not be charged to the project unless the recipient receives prior approval from OVW. 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, the application must be submitted electronically via GMS. Applicants that are unable to submit electronically must follow the instructions in that section.

Submitting a Grant Application

The applicant must follow [the above instructions](#) to submit the application in GMS.

E. Application Review Information

Review and Selection Process

The application will be subject to a programmatic review process.

PROGRAMMATIC REVIEW

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

As a part of the programmatic review process, an applicant with current or recently closed OVW awards will be reviewed for past performance and risk based on the elements listed below.

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

Prior to making an award, OVW is required to review and consider any information about the applicant included in the designated integrity and performance system accessible through SAM (currently FAPIIS). The applicant may review and comment on information in FAPIIS about itself that another federal awarding agency has previously entered. OVW will consider the applicant's comments as well as other information available in FAPIIS in making its judgment about the risk posed by making an award to the applicant as described in 2 C.F.R. § 200.205.

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

HIGH-RISK GRANTEES

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

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

Anticipated Announcement and Federal Award Dates

OVW anticipates notifying the applicant of its funding decision before March 30, 2020.

F. Federal Award Administration Information

Federal Award Notices

A successful application will receive an OVW award notification electronically from the OJP Grants Management System (GMS) (not Grants.gov). This award notification will be sent to the individuals listed as the [Authorized Representative](#) and the Point of Contact on the SF-424 for the application and will include instructions on accepting the award. The recipient 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 OVW via facsimile or email.

Administrative and National Policy Requirements

INFORMATION FOR ALL FEDERAL AWARD RECIPIENTS

An applicant selected for an award must agree to comply with additional legal, administrative, and national policy requirements. OVW strongly encourages the applicant 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 Award Recipients*.

Terms and conditions for OVW awards are available at <https://www.justice.gov/ovw/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 prohibits OVW grantees from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW. Additional information on the civil rights obligations of OVW funding recipients can be found in the [Solicitation Companion Guide](#) under *Civil Rights Compliance*.

ACCESSIBILITY

Recipients of OVW funds must comply with applicable federal civil rights laws, which, among other things, prohibit discrimination on the basis of disability and national origin. Compliance with these laws includes taking reasonable steps to ensure that persons with limited English proficiency have meaningful access to recipients' programs and activities and that these programs and activities are readily accessible to individuals with disabilities. More information on these obligations is available in the [Solicitation Companion Guide](#) under *Civil Rights Compliance*.

REPORTING

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 Contacts

For assistance with the requirements of this solicitation, contacts are: for programmatic and financial questions: Lucille.Moran@usdoj.gov; 1-202-532-4460. For technical support with GMS, contact OVW GMS Support at 1-866-655-4482.

H. Other Information

Application Checklist

The applicant must submit a complete application to OVW, including all required supporting documentation. If the applicant plans to submit an application under any other OVW grant program this fiscal year, it is the applicant's responsibility to 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).

✓	WHAT AN APPLICATION SHOULD INCLUDE	SEE PAGE...
Required Documents		
	Application for Federal Assistance (SF-424)	7
	Project Abstract	4
	Project Narrative	5
	Budget Detail Worksheet and Budget Narrative	6
Additional Required Information		
<i>Failure to include any of the information may result in the inability to access funds if the application is selected for funding.</i>		
	Summary Data Sheet	5
	Pre-award Risk Assessment	7
	Indirect Cost Rate Agreement (if applicable)	9
	Standard Assurances and Certifications	7
	Confidentiality Notice Form	7
	Letter of Nonsupplanting	9

Any materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.

Public Reporting Burden - Paperwork Reduction Act Notice

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. OVW tries to create forms and instructions that are accurate, can be easily understood, and impose the least possible burden on applicants. The estimated average time to complete and file this form is 30 hours. Comments regarding the accuracy of this estimate or suggestions for simplifying this form can be submitted to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street, NE, Washington, DC 20530.