



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

OVW Fiscal Year 2023 National Deaf Services Program - Solicitation

Solicitation Release Date: June 5, 2023

Application Deadline: July 18, 2023, 9:00 pm Eastern Time (E.T.)

Eligible Applicants: Eligible applicants are limited to: Victim service providers offering services and/or technical assistance to Deaf communities, and nonprofit, nongovernmental organizations serving Deaf people. Eligible applicants must have the capacity to manage a large-scale project on a national level. For more information, see the Eligibility Information section of this solicitation.

Letter of Intent

Applicants are strongly encouraged to submit a non-binding Letter of Intent to OVW.DeafVirtualServices@usdoj.gov by **June 29, 2023** stating that they intend to apply and whether they intend to submit a written or video Proposal Narrative. Interested applicants who do not submit a Letter of Intent are still eligible to apply. For more information, see the Application and Submission Information section of this solicitation.

Pre-Application Information Session

The Office on Violence Against Women (OVW) will conduct one web-based Pre-Application Information Session for entities interested in submitting an application for this program. During this session, OVW staff will review this program's requirements, review the solicitation, and allow for a brief question and answer period. Sign Language interpretation will be provided. The session will be held:

June 14, 2023, from 2 p.m. to 4 p.m. E.T.

Participation in the pre-application information session is optional. Interested applicants that do not participate in a session are still eligible to apply. A recording and transcription of the webinar will be available on [OVW's website](#).

To register, contact OVW at OVW.DeafVirtualServices@usdoj.gov or at 202-307-6026. Registration must be received at least two days prior to the start of the session. Participants are not registered until they receive a confirmation email.

Contact Information

For assistance with the requirements of this solicitation, email OVW at OVW.DeafVirtualServices@usdoj.gov. Alternatively, interested parties may call OVW at 202-307-6026.

Submission Information

Applications must be submitted via email to OVW.DeafVirtualServices@usdoj.gov by **July 18, 2023, 9:00 pm E.T.** See the How to Apply section for additional information about application submission.

Notification

OVW anticipates notifying applicants of funding decisions by October 1, 2023.

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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.

About this OVW Program

This program is authorized by 34 U.S.C. 20122 and Consolidated Appropriations Act, 2023, Pub. L. No: 117-328, 136 Stat. 4459, 4529-32.

Clear communication is necessary for victims and survivors when seeking help and receiving services. This is especially true for D/deaf, hard of hearing, and Deaf/Blind (Deaf) victims and survivors. For many Deaf people, the best way to communicate is in-person, using sign language, ProTactile, or an assistive communication device. Services that best meet the needs of Deaf victims and survivors are provided in the preferred form of communication of the individual and are rooted in Deaf culture. These services are “for Deaf, by Deaf” services. However, these types of services are often not available due to the limited number of culturally Deaf domestic violence and sexual assault programs. Additionally, most hearing organizations do not employ Deaf advocates, so few of them are well-positioned to provide culturally appropriate services to Deaf victims and survivors. As a result, many Deaf victims and survivors are either unserved or underserved.

Through its grant programs and initiatives, OVW has supported several projects focused on increasing in-person services to Deaf victims and survivors. Despite these efforts, in-person services to Deaf victims and survivors remain limited. As a result, many Deaf victims and survivors are left without a means of accessing safe, culturally and linguistically appropriate services.

Because in-person, safe, culturally appropriate services for Deaf victims and survivors are so limited, virtual services may be a way to bridge that gap. While virtual services do not replace the need for in-person services, virtual services may provide Deaf victims and survivors the culturally and linguistically appropriate crisis intervention, advocacy, and other healing resources they need. The goal of this project is to increase and strengthen the opportunities and access points for Deaf victims and survivors to receive help, which would include creating new virtual crisis and long-term services, building the capacity of current in-person services, and developing new in-person services.

This is Phase Two of a two-part initiative to expand and strengthen services for Deaf victims and survivors of domestic violence, dating violence, sexual assault, and stalking. Under Phase One, OVW issued the [National Deaf Service Line Initiative solicitation](#), asking applicants to identify the needs of Deaf victims and survivors and write a report with recommendations for how to address these barriers to access. This project resulted in the [Expanding Deaf-Specific Victim Services Nationwide: A 5-Year Strategy](#) report (Report).

Now that Phase One is complete, OVW is seeking applicants to implement the recommended strategy outlined in the [Report](#) and summarized under the Purpose Areas below.

Program Scope

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

Purpose Areas

Pursuant to 34 U.S.C. 20122 and the Consolidated Appropriations Act, 2023, funds under this program must be used to provide remote and in-person services to Deaf victims of domestic violence, dating violence, sexual assault, and stalking. Specifically, funds must be used to implement the strategy recommended in the Phase One [Report](#) to address the needs of Deaf victims and survivors. The three components of this strategy are listed below.

1. **Launch a virtual “for Deaf, by Deaf” victim services program.** This component is the foundation of the National Deaf Services Program. It will provide immediate assistance to victims of domestic violence, dating violence, sexual assault, and stalking through a virtual 24-hour accessible hotline. In addition to the hotline to address immediate crisis needs, the Virtual “for Deaf, by Deaf” Victim Services Program will also provide Deaf survivors and their families and support networks with case management and long-term assistance, including crisis intervention, individual advocacy, education and support groups, information and referrals, and community education through a service line.
2. **Pilot test strategies to expand in-person services.** While virtual services can expand access to services for victims and survivors, in-person services are a vital part of healing for many victims and survivors. Since a tested and proven model for how to expand in person “for Deaf, by Deaf” services does not exist, this project will create and implement a three-year, small-scale pilot to test the feasibility and effectiveness of several promising models for expanding in-person “for Deaf, by Deaf” victim services.
3. **Scale up in-person services.** Assuming the results of the pilot test are successful, the applicant will be asked to expand and scale up the successful aspects of the pilot.

OVW will make one initial, five-year award for \$5 million. However, the recommended strategy outlined in the [Report](#) recommends the project to be funded with \$10 million over five years. Should there be available funding in subsequent years after FY23, the selected recipient may be eligible for additional non-competitive funding to be spent on additional activities during the original five year period.

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. Please note that OVW will support survivor-centered alternative pathways to justice and non-criminal approaches to accountability that fall within the statutory scope of this program. 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 this program's funding. See also the list of unallowable costs in the Funding Restrictions section of this solicitation.

1. Research projects. Funds under this program may not be used to conduct research, 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. Prohibited research does not include assessments conducted for internal improvement purposes only (see Limited Use of Funds below). For information on distinguishing between research and assessments, see the [Solicitation Companion Guide](#).
2. Public awareness campaigns.
3. Projects that focus on children.

Applications that propose activities deemed to be substantially out-of-scope may receive a deduction in points during the review process or may be eliminated from consideration.

Limited Use of Funds

Grantees may use up to one percent of grant award 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.

Activities Requiring Prior Approval

Activities listed below will require prior approval in order to be supported by grant funds (see the [Solicitation Companion Guide](#) for more information on relevant requirements).

1. 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.
2. Renovations, including such minor things as painting, carpeting, or installing lighting. In addition to obtaining prior approval, recipients must follow all necessary steps to ensure that funded renovations are in compliance with the National Environmental Policy Act (NEPA) and related laws, which may be time consuming and may include public notice and consultation.

Federal Award Information

Awards, Amounts and Durations

Anticipated number of awards: 1

Anticipated Maximum Dollar Amount of Awards: up to \$5,000,000

Period of Performance Start Date: October 1, 2023

Period of Performance Duration (Months): 60

Anticipated Total Amount to be Awarded Under Solicitation: \$5,000,000

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.

Type of Award

The award will be made as a cooperative agreement, which is a form of award under which OVW expects to have ongoing substantial involvement in award activities. For this program, the substantial involvement includes participating in project meetings, developing and approving the timeline, goals, and objectives to implement the project, participating in the selection of technologies that will be used for this project, reviewing and providing input on consultants and contractors, and any other activities associated with the implementation of this project. Recipients must be willing to work closely with OVW on the implementation of their project and be willing to modify project activities at OVW's request to address the needs of grantees and/or emerging issues.

Award Period and Amounts

The award period is 60 months. Budgets must reflect 60 months of project activity, and the total "estimated funding" on the SF-424 must reflect 60 months. OVW anticipates that the award period will start on October 1, 2023.

OVW estimates that it will make 1 award for a total estimated \$5,000,000.

The award made under this solicitation will consist of funding from two sources:

1. National Deaf Services Line appropriation: \$2,000,000
2. Training and Services to End Violence and Abuse Against Individuals with Disabilities and Deaf People Program (Disability Program): \$3,000,000

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

Types of Applications

As this is a new program in FY 2023, all applicants are considered new.

Mandatory Program Requirements

The grant recipient funded under this program will be expected to implement the recommended strategy outlined in the [Report](#). Additionally, they will be required to:

1. Engage in a planning period of a minimum of six months, during which time the grant recipient must develop a work plan, including detailed goals, objectives, and timeline, a staffing plan, an accessibility plan, and a technology plan, including identifying all equipment, platforms, software, and subscriptions to be used during the project.

2. Develop policies including, but not limited to, policies addressing confidentiality, information-sharing, access, and communication, and human resources matters including employment, leave, remote work, nondiscrimination, and response to workplace-related incidents of sexual misconduct, domestic violence, and dating violence.
3. Maintain a close working relationship with OVW for project development and implementation, including regular coordination and meeting with OVW a minimum of once a month to discuss the project.
4. Submit all products developed with grant funds for review and approval.
5. Coordinate with OVW to identify consultants and advisors for the project.
6. Participate in OVW-sponsored training and technical assistance.

Additionally, the grant recipient will be required to engage in the following activities:

1. Collection and reporting of performance indicators. Forms, instructions, training, and related tools for each OVW program are available on the [VAWA Measuring Effectiveness Initiative webpage](#).
2. OVW may conduct a program assessment or evaluation necessitating grantee involvement. Therefore, recipients may be expected to dedicate some OVW-funded time and resources to participating in an assessment or evaluation.

Eligibility Information

Eligible Applicants

Pursuant to 34 U.S.C. 20122(c)(1)(D), the following entities are eligible to apply for this program:

1. Victim service providers offering services and/or technical assistance to Deaf communities; and
2. Nonprofit, nongovernmental organizations serving Deaf people.

Applicants must meet the eligibility criteria described above. Additionally, meaningful partnerships will be essential to the success of this project. Therefore, applicants must partner with individuals and organizations that possess the subject matter expertise outlined in the Other Program Eligibility Criteria section.

A victim service provider is a nonprofit, nongovernmental or tribal organization or rape crisis center, including a state or tribal domestic violence and/or sexual assault coalition, that assists or advocates for domestic violence, dating violence, sexual assault, or stalking victims, including a domestic violence shelter, faith-based organization or other organization, with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking. 34 U.S.C. § 12291(a)(50). Victim service providers must provide direct services and/or technical assistance to improve responses to victims of domestic violence, dating violence, sexual assault, or stalking as one of their primary purposes and have a demonstrated history of effective work in this field. Culturally specific organizations, Tribal organizations, and population specific organizations serving underserved communities that meet the definition of “victim service provider” are eligible to apply.

Faith-Based and Community Organizations

Faith Based and community organizations, including culturally specific organizations, tribal organizations, and population specific organizations, that meet the eligibility requirements are

eligible to receive awards under this solicitation (see “Faith-Based Organizations” on the [OVW website](#) for more information).

501(c)(3) Status

Any entity that is eligible for this program based on its status as a nonprofit organization must be an organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of that Code. See 34 U.S.C. § 12291(b)(15)(B)(i).

Ineligible Entities and Disqualifying Factors

Applications submitted by ineligible entities or that do not meet all program eligibility requirements will not be considered for funding. In addition, an application 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. Failure to comply fully with all applicable unique entity identifier and SAM requirements (see Application and Submission section for more information on these requirements) will result in removal from consideration. An applicant with past performance issues, long-standing open audits, or an open criminal investigation also may not be considered for funding.

Note: Any nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code is not eligible for a grant from this program. See 34 U.S.C. § 12291(b)(15)(B)(ii).

Cost Sharing or Matching

This program has no matching or cost-sharing requirement.

Other Program Eligibility Requirements

In addition to meeting the eligible entity requirements outlined above, applicants for this program must also meet the requirements below. All certification and other eligibility related documents must be current and developed in accordance with the FY 2023 solicitation.

Required Partnerships

The implementation of the National Deaf Services Program will require a diverse set of skillsets and expertise. Therefore, the applicant must partner with individuals and organizations that possess the expertise required to successfully implement the recommended strategy outlined in the [Report](#). Partners must represent a variety of backgrounds and experiences including, but not limited to, expertise in Deaf culture, domestic violence, dating violence, sexual assault, and stalking, provision of direct victim services, technology, working with underserved populations, and accessible communication.

Required Skillset of the Applicant

The applicant must possess the following skillsets to manage the individuals and organizations working on this project, and to implement the project successfully.

1. Have a documented history of managing large-scale projects financially, operationally, and programmatically.
2. Have experience providing training and technical assistance on a large scale.
3. Possess the ability to coordinate among diverse people, perspectives, and interests seamlessly and efficiently.

4. Possess strong policy development capacity on topics such as workplace violence and harassment, travel, reimbursement, and hiring.

Required Expertise of Partners

The applicant must partner with individuals and organizations who collectively possess the expertise listed below. Each individual and organization does not need to have all the expertise listed, but all areas of expertise listed below must be represented through a formal partnership.

1. Expertise in Deaf culture.
2. Expertise in the diverse modes of communication used by Deaf people, including, but not limited to using sign language, ProTactile, or assistive communication devices.
3. Expertise in and knowledge of domestic violence, dating violence, sexual assault, and stalking.
4. Expertise in providing direct victim services. This expertise and experience should be extensive and beyond managing a crisis hotline.
5. Expertise in providing direct victim services to specific underserved populations, such as populations that are underserved due to geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, and populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age).
6. Expertise in the various ways technology would be used to implement this project.

Limit on Number of Applications

OVW will consider only one application per organization for the same service area. In addition, if an applicant submits multiple versions of the same application, OVW will review only the most recent system-validated version submitted before the deadline.

Application and Submission Information

Content of Application Submission

Address to Request Application Package

The complete application package (this solicitation, including links to required forms) is available on the [OVW website](#). Applicants wishing to request a paper copy of these materials should contact OVW at OVW.DeafVirtualServices@usdoj.gov.

Pre-Application Information Session

The Office on Violence Against Women (OVW) will conduct one web-based Pre-Application Information Session for entities interested in submitting an application for this program. During this session, OVW staff will review this program's requirements, review the solicitation, and allow for a brief question and answer period. The session will be held:

June 14, 2023, from 2 p.m. to 4 p.m. E.T.

Participation in the pre-application information session is optional. Interested applicants that do not participate in a session are still eligible to apply. A recording and transcript of the webinar will be available on [OVW's website](#).

To register, contact OVW at OVW.DeafVirtualServices@usdoj.gov or at 202-307-6026. Registration must be received at least two days prior to the start of the session. Participants are not registered until they receive a confirmation email. Sign Language interpretation will be provided.

Content and Form of Application Submission

The information below (“**Letter of Intent**” through “**How to Apply**”) describes the full content and form of application submission.

Letter of Intent

Applicants are strongly encouraged to submit a non-binding Letter of Intent to OVW.DeafVirtualServices@usdoj.gov by **June 29, 2023**, stating that they intend to apply and whether they intend to submit a written or video Proposal Narrative. Interested applicants who do not submit a Letter of Intent are still eligible to apply. See the [OVW website](#) for a sample Letter of Intent.

Formatting and Technical Requirements

OVW will accept the **Proposal Narrative** in the following formats:

1. Written document.
2. Video, so that the applicant may submit the Proposal Narrative in Sign Language.

The following documents **must** be submitted in **written form**:

1. Proposal Abstract
2. Summary Data Sheet
3. Budget Detail Worksheet and Narrative
4. Memorandum of Understanding
5. Pre-Award Risk Assessment

All written documents must follow the requirements below, unless otherwise noted. Points may be deducted for applications that do not adhere to the following requirements:

1. Double-spaced (charts may be single-spaced)
2. 8½ x 11 inch pages
3. One-inch margins
4. Type no smaller than 12-point, Arial font, except for footnotes, which may be in 10-point font
5. Page numbers
6. No more than 25 pages for the Proposal Narrative (for applications containing a written Proposal Narrative)
7. Documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt)
8. Headings and sub-headings that correspond to the sections identified in the Proposal Narrative section below

Formatting Requirements for Video Proposal Narrative

1. No more than 60 minutes in length
2. In one of the following formats: MP4 or WAV

3. Divided into segments corresponding to the headings and sub-headings identified in the Proposal Narrative section below

Application Contents

Applications 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 Application Checklist in the Other Information section of this solicitation.

OVW will not contact applicants for missing items on the list below. **Applicants that do not include all the following items will be considered substantially incomplete and will not be considered for funding:**

1. Proposal Narrative – written or video
2. Budget Detail Worksheet and Narrative
3. Signed Memorandum of Understanding

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), primary activities for which funds are requested, who will benefit (including geographic area to be served), products and deliverables, and how the applicant will measure progress in completing project goals and objectives. Applicants must not summarize past accomplishments in this section. The Proposal Abstract will not be scored but is used throughout the review process.

Proposal Narrative

The Proposal Narrative consists of the following two sections: Proposed Activities and Who Will Implement. When responding to the sections, applicants should refer to the [Report](#) and the Purpose Areas section of this solicitation. A successful applicant under this program will be expected to:

1. Launch a virtual “for Deaf, by Deaf” victim services program
2. Pilot test strategies to expand in-person services
3. Scale up in-person services

A written Proposal Narrative may not exceed 25 pages, double-spaced. A video Proposal Narrative may not exceed 60 minutes. Reviewers will not review Proposal Narratives that extend beyond the 25 page or 60-minute limits. The Proposal Narrative must address the two sections below. The total point value for the Proposal Narrative section is **(70 points)**.

Proposed Activities (40 points)

This section must respond to each element below. **Applicants should also identify challenges implementing each of the three components and state how they would address each challenge.**

1. Describe the specific activities needed to develop the virtual “for Deaf, by Deaf” victim services program.
2. Describe the specific activities needed to pilot test the strategies needed to expand in-person services.
3. Describe the specific activities needed to scale up in-person services.

Who will Implement (30 points)

This section must demonstrate that the applicant and its project partners have the skillset and expertise to successfully implement the activities described in the Proposed Activities section (see lists of required skillset and expertise in the Required Partnerships section of this solicitation).

1. Identify project partners and detail why each individual or organization was selected to participate in this proposal.
2. Describe the specific responsibilities of each individual or organization and the skillset and knowledge base they bring to the project.

Budget and Associated Documentation

Applicants must submit a detailed budget and budget narrative. OVW strongly encourages the use of a spreadsheet (e.g., excel, numbers, etc.) for the budget. The budget worksheet and budget narrative are worth a total of **10 points** and will be reviewed separately from the proposal narrative. The associated documentation will not be scored, but failure to include it may result in removal from consideration or a delay in access to funding.

Budget Worksheet and Budget Narrative (attachment)

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. See the sample budget and the Creating a Budget webinar available on the [OVW website](#). Keep in mind that budgetary requirements vary among programs. Applicants must submit reasonable budgets based on the resources needed to implement their projects in their specific geographic location.

Award Period and Amount

The award will be made for 60 months in the amount of \$5,000,000.

The award made under this solicitation will consist of funding from two sources. Funding from each source will support different activities under the project.

1. National Deaf Services Line appropriation: \$2,000,000
2. Training and Services to End Violence and Abuse Against Individuals with Disabilities and Deaf People Program (Disability Program): \$3,000,000

Applicants must submit one budget for \$5,000,000. The budget must clearly identify the National Deaf Services Line funds and the Disability Program funds.

National Deaf Services Line funds must be used for costs associated with technology, equipment, some accessibility costs (those associated with providing remote services), and some staffing costs (staff working on the service line).

Disability Program funds must be used for costs associated with staffing, training, technical assistance, advocacy, intervention, outreach, education, capacity building, and policy development.

The budget must:

1. Display a clear link between the specific project activities and the proposed budget items. The budget should not contain items that are not supported by the proposal narrative.
2. Compensate all 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](#).
3. Include sufficient funds to fully provide language access or describe other resources available to the applicant to ensure meaningful access for persons who are limited in their English proficiency because of their national origin. See Accessibility under the Federal Award Administration Information section of this solicitation for more information.
4. Include sufficient funds to fully provide access for individuals with disabilities or who are Deaf/hard of hearing or describe other resources available to the applicant to ensure meaningful access for such individuals. See Accessibility under the Federal Award Administration Information section of this solicitation for more information.
5. Compensate survivors and individuals with applicable lived experiences related to the project (such as involvement in the justice system, homelessness, or substance use) who participate as consultants, in an advisory capacity, in focus groups, or in other work activities.
6. Include funds to attend OVW-sponsored TTA in the amount of \$15,000 for applicants located in the 48 contiguous states and \$20,000 for applicants located in the territories, Hawaii, and Alaska. This amount is for the entire 60 months and NOT per year.
7. Distinguish clearly between subawards and contracts in allocating any grant funds to other entities. Pursuant to 2 C.F.R. § 200.331, 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 and monitoring requirements in 2 C.F.R. §§ 200.317-200.327 & 200.329. The issuance and monitoring of subawards must meet the requirements of 2 C.F.R. § 200.332, 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](#).

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, see the Funding Restrictions section below and the sample budget on the [OVW website](#).

Funding Restrictions

The following information is provided to allow applicants 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 applicants' budgets.

1. Lobbying.
2. Fundraising.
3. Purchase of real property.
4. Physical modifications to buildings, including minor renovations (such as painting or carpeting), except as allowed under the Disability Program to modify facilities to accommodate the needs of Deaf people.
5. Construction.

Food and Beverage/Costs for Refreshments and Meals

Food and beverages are generally considered personal expenses for which government funds should not be used. Exceptions may be made for working meals that are necessary to accomplish official business and enhance the cost effectiveness of the conference. Recipients **must** receive prior approval before using grant funds to provide a working meal and/or refreshments at a meeting, conference, training, or other event. Examples of when OVW might grant such approval include, but are not limited to:

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

Justification for an exception listed above must be included in the applicant's budget narrative. For additional information on restrictions on food and beverage expenditures, see [OVW conference cost planning](#).

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

Conference Planning and Expenditure Limitations

Applicants' budgets 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 [OVW conference cost planning](#).

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

Pre-Award Costs

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.

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 and must upload and attach a copy of the agreement to their application in JustGrants. Applicants (other than state, local, and tribal governments that receive more than \$35 million in direct federal funding per year) that do not have a current negotiated (including provisional) rate may elect to charge a de minimis rate of 10% of modified total direct costs, which may be used indefinitely.

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.

Memorandum of Understanding (MOU)

For purposes of this solicitation, the MOU is a document containing the terms of the partnership and the allocation of roles and responsibilities among two or more parties. The MOU is worth a total of **20 points**. The MOU is not a substitute for a subaward agreement, which ensures that subrecipients adhere to the requirements of the award and 2 C.F.R. Part 200 (see 2 C.F.R. § 200.332). Partners receiving funds under the award generally are considered subrecipients because they are carrying out a portion of the federal award.

The MOU **must** be a single document and **must** be signed and dated by the Authorized Representative of each proposed partner organization during the development of the application. OVW will accept electronic signatures. MOUs missing signatures may result in a point deduction or removal from consideration, particularly if the MOU is missing the signature of a required partner. If necessary, an MOU can include multiple signature pages so long as each page includes the names and titles of all signatories to the MOU. A sample MOU is available on the [OVW website](#).

The MOU must clearly:

1. Identify the partners (organization and individuals).
2. Describe the roles and responsibilities each partner will assume to ensure the success of the proposed project.
3. Describe each partner's commitment to the collaboration and how they plan on working as a team.
4. State that each project partner has reviewed the budget, is aware of the total amount being requested, is being fully compensated for their work under the grant and is aware of how much everyone else is being compensated.

Additional Application Components

The following components will not be scored but must be included with the application. Failure to supply this information may result in the application being removed from consideration.

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

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

Summary of Other Federal Funding

Applicants must disclose all current and recent OVW awards (if applicable). If the applicant has a current grant or cooperative agreement under any OVW grant program or an award that closed within the 12 months before the date this solicitation closes, the information must be provided in a table using the sample format found on the [OVW website](#). The applicant must also provide the same information regarding any current OVW awards, as well as any pending applications, on which the applicant is a subrecipient.

Applicants also must disclose all other federal grant programs from which the applicant currently receives funding or for which it has applied for funding in FY 2023 **to do similar work**.

Applicants should provide this information in a table using the sample format found on the [OVW website](#). Both tables, if applicable, should be uploaded as attachments in JustGrants.

Pre-Award Risk Assessment

Each applicant must respond to each question. **Do not submit responses from a prior fiscal year without updating them to be responsive to all questions listed in the questionnaire.** 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 application being removed from consideration or a delay in access to funds. Provide complete responses that address all questions included for each numbered item.

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. 200.334-200.338.
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. 200.331-200.333)? 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.
11. Is the applicant designated as high risk by a federal agency outside of DOJ? (High risk includes any status under which a federal awarding agency provides additional oversight due to the applicant entity's past performance, or other programmatic or financial concerns with the applicant entity.) If so, provide the names(s) of the federal awarding agency, the date(s) the agency notified the applicant entity of the high risk designation, contact information for the high risk point of contact at the federal agency, and the reason for the high risk status, as set out by the federal agency.

Summary Data Sheet

The Summary Data Sheet should be one to four pages in length (single or double spaced). The Summary Data Sheet does not count toward the 25-page limit for the written Proposal Narrative. Several of the items below are required for every applicant for OVW funding and therefore may not be obviously relevant or specifically drafted for this program. Applicants should provide the most accurate answers. Responses to these items alone will not result in removal from consideration or determine eligibility for any funding priorities described in the solicitation for this program. Provide the following information:

1. Name, title, address, telephone number, and email address for the grant point of contact. This person must be an employee of the applicant.
2. List the following information for each MOU partner:
 - Name of organization and/or individual

- Type of organization, including areas of expertise
3. Statement as to whether the applicant (the organization whose unique entity identifier/DUNS number is being used for the application) will serve as a fiscal agent. A fiscal agent is an entity that does not participate in implementation of the project and passes **all** funds through to subrecipients, conducting only administrative activities. If this is the case, the applicant must include a statement acknowledging that, should an award be made, the applicant will be responsible for all applicable statutory, fiscal, and programmatic requirements, including those of 2 CFR Part 200, as well as all project deliverables. The applicant must also list all the entities with which it will enter into subaward agreements to implement the project. **Note: The fiscal agent must be an eligible applicant for this program.**
 4. Statement as to whether the applicant has expended \$750,000 or more in federal funds in the applicant's past fiscal year. If so, specify the end date of the applicant's fiscal year.
 5. Statement as to whether the applicant is a nonprofit organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of that Code. **Note: Any entity that is eligible for this program based on its status as a nonprofit organization must attach proof of 501(c)(3) status to the application.**
 6. Statement as to whether the applicant is a nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code.
 7. Statement as to whether the applicant is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure to establish a rebuttable presumption that its executives' compensation is reasonable. For additional information about the safe-harbor procedure, see Disclosure of Process Related to Executive Compensation in the Budget and Associated Documentation section of this solicitation. **Note: Applicants that use the safe-harbor procedure will have to submit the required Disclosure of Process Related to Executive Compensation in JustGrants, if selected for funding.**

How to Apply

Submission Dates and Times

Applications must be submitted via email to OVW.DeafVirtualServices@usdoj.gov by **July 18, 2023, 9:00 pm E.T.** All required materials (Proposal Narrative (written), Budget Detail Worksheet and Narrative, MOU, Proposal Abstract, Proof of 501(c)(3) Status (if applicable), Summary Data Sheet, Pre-Award Risk Assessment) must be submitted together in one email. A video Proposal Narrative may be submitted in a separate email, using an MP4 or WAV file format, but the written documents associated with the application must be submitted in one email.

OVW will not merge documents from multiple emails and will not accept applications as a Zip file. Applicants that encounter technical issues in applying via email should email OVW.DeafVirtualServices@usdoj.gov no later than 24 hours prior to the due date.

After the decision-making process, applicants may be contacted by OVW to submit a full “non-competitive” application via the Grants.Gov and JustGrants systems. The application submitted in JustGrants must reflect the activities and budget negotiated during the decision-making process. Please note, such applicants will have a short period of time to submit a full application (no more than 1 week after being contacted by OVW). Applicants should be prepared to meet tight deadlines, in particular by following the registration steps below related to Grants.gov and JustGrants.

Unique Entity Identifier (UEI) and System for Award Management (SAM)

Applicants applying for the first time for federal funding must complete a multi-step registration process. Applicants must register with the systems listed below to successfully submit an application in Grants.gov and JustGrants.

1. SAM. Registration with SAM includes receiving a UEI. (**Average registration completion time – 2-3 weeks**)
2. Grants.gov (**Average registration completion time – 1 week**)
3. JustGrants. Registration with SAM and Grants.gov must be completed before an applicant can register with JustGrants. (**Average registration completion time – 3 days**)

Note: registration time frames are estimates.

Please see the [Solicitation Companion Guide](#) for additional details regarding SAM, Grants.gov, and JustGrants registration.

Entities that have previously applied for funding from DOJ must ensure their accounts with SAM, Grants.gov, and JustGrants are active and up to date.

Applicants experiencing technical difficulties with SAM should go to https://www.fsd.gov/gsafsd_sp.

Applicants experiencing technical difficulties with Grants.gov should contact support@grants.gov.

Applicants experiencing technical difficulties with JustGrants should contact OVW.JustGrantsSupport@usdoj.gov.

OVW Policy on Late Submission Request Due to Severe Inclement Weather or Natural or Man-Made Disaster

OVW will only accept applications after **9:00 pm ET on July 18, 2023** in cases of severe inclement weather or natural or man-made disaster. The information below provides the process applicants must follow in such a circumstance.

1. Contact this program at OVW.DeafVirtualServices@usdoj.gov as soon as the applicant is aware of severe weather or a natural or man-made disaster that may impede the submission of an application by the deadline. The email should include a detailed description of the weather event or natural or man-made disaster. A detailed description includes when the event occurred, or is likely to occur, the impacted area, and the specific impact on the applicant and/or partners’ ability to submit the application by the deadline (e.g., without power for “x” days, office closed for “x” days). If the application is complete and ready for submission at the time the applicant notifies OVW, the application should be included with the email.

2. Applicants impacted by severe weather or a natural or man-made disaster occurring on or around the deadline must contact OVW within 48 hours after the deadline or as soon as communications are restored.

Note: OVW may not be able to accommodate all requests resulting from severe inclement weather or a natural or man-made disaster.

OVW will review the request for late submission and required documents and notify the applicant whether the request has been approved or denied within 30 days of the submitted request.

Application Review Information

Review Criteria

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

1. Proposal Narrative: (70) points, of which:
 - A. Proposed Activities: (40) points.
 - B. Who Will Implement: (30) points.
2. Budget worksheet and budget narrative: (10) points.
3. MOU: (20) points.

Voluntary match or other cost sharing methods will not be considered in the evaluation of the application.

Review and Selection Process

Applications will be subject to a peer review and a programmatic review.

Peer Review

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

Programmatic Review

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

1. Activities that compromise victim safety and recovery and undermine offender accountability (deduct up to 25 points).
2. Out-of-scope and unallowable activities (deduct up to 10 points).

3. Past performance (deduct up to 25 points).
4. Formatting and Technical Requirements (deduct up to 5 points).

An application that is deemed to be substantially out-of-scope, proposes a substantial number of activities that are unallowable, or proposes activities that pose a significant threat to victim safety, or a serious breach of confidentiality will not be considered for funding. **An applicant with considerable past performance issues may receive a deduction in points as listed above or be removed from consideration entirely regardless of the application's peer review score.**

Past Performance Review

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

1. Adherence to the grant program's statutory purposes and requirements.
2. Implementation of the project according to plan, without significant obstacles and/or challenges.
3. Implementation of the project within the original period of performance.
4. Drawdown of funds commensurate with the level of program activities completed.
5. Management of award such that applicant has had uninterrupted access to funds.
6. Attendance at/participation in all required OVW-sponsored training and technical assistance events.
7. Timely resolution of issues identified during programmatic monitoring.
8. Completion of close-out of prior awards within 120 days of the project end date.
9. Timely resolution of issues necessary to close out prior awards.
10. Timely resolution of issues identified during financial monitoring.
11. Timely response to OVW requests.
12. Development of deliverables that support the project goals and objectives and are of acceptable quality.
13. Implementation of the project as designed without unjustified modification.
14. Timely submission of federal financial reports (FFR).
15. Timely submission of performance reports.
16. Submission of complete and accurate performance reports.
17. Adherence to the terms and conditions of existing grant award(s) from OVW.

Prior to making an award, OVW is required to review and consider any information about applicants included in the designated integrity and performance system accessible through SAM. Applicants may review and comment on information about themselves that another federal awarding agency has previously entered. OVW will consider the applicant's comments as well as other information available in SAM in making its judgment about the risk posed by making an award to the applicant as described in 2 C.F.R. § 200.206.

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 may not be considered for funding.

Anticipated Announcement and Federal Award Dates

It is anticipated that all applicants will be notified of the outcome of their applications by October 1, 2023.

Federal Award Administration Information

Administrative, National Policy, and Other Legal Requirements

Information for All Federal Award Recipients

Applicants selected for awards must agree to comply with additional legal, administrative, and national policy requirements. OVW strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. This information can be found in the section of the [Solicitation Companion Guide](#) entitled "Post-Award Requirements for All Federal Award Recipients."

Terms and conditions for OVW awards are available on the [OVW website](#). 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. Recipients may provide sex-segregated or sex-specific programming if doing so is necessary for the essential operation of a program, so long as the recipient provides comparable services to those who cannot be provided with the sex-segregated or sex-specific programming. 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 who are limited in their English proficiency because of their national origin have meaningful access to recipients' programs and activities. Recipients are also responsible for ensuring that their programs and activities are readily accessible to individuals with disabilities, including those with physical or cognitive disabilities, as well as individuals who are Deaf or hard of hearing. OVW encourages applicants to go beyond minimum compliance with these requirements and allot sufficient resources to ensure programs and activities are fully accessible. More information on these obligations is available in the [Solicitation Companion Guide](#) under "Civil Rights Compliance."

General Information about Post-Federal Award Reporting Requirements

OVW grantees are required to submit semi-annual performance reports and quarterly Federal Financial Reports (SF-425). Appropriate performance report forms will be provided to all applicants selected for an award. Forms will be submitted electronically. Future awards and fund drawdowns may be withheld if reports are delinquent. For more information on post award reporting requirements, including requirements for certain recipients to report information on civil, criminal, and administrative proceedings in SAM, see the [Solicitation Companion Guide](#) and the award condition on recipient integrity and performance matters available on the [OVW website](#).

Federal Awarding Agency Contact(s)

For assistance with the requirements of this solicitation, contact the following:

- Programmatic questions, contact this program at OVW.DeafVirtualServices@usdoj.gov
- Financial questions, contact 888-514-8556 or ovw.gfmd@usdoj.gov

Other Information

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.

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

Application Checklist

Applicants must submit a fully executed application to OVW, including all required supporting documentation. Prior to peer review, OVW will not contact applicants for missing items. Additionally, if an applicant plans to submit an application under any other OVW grant program this fiscal year, 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).

Application Document	Date Completed
1. Letter of Intent	
2. Proposal Abstract	
3. Proposal Narrative (written or video): a) Proposed Activities b) Who Will Implement	
4. Budget Worksheet and Budget Narrative	

5. Memorandum of Understanding	
6. Proof of 501(c)(3) Status (Nonprofit Organizations Only)	
7. Summary of Other Federal Funding	
8. Pre-Award Risk Assessment	
9. Summary Data Sheet	