



OVW Fiscal Year 2023 Violence Against Women Tribal Special Assistant U.S. Attorney Initiative Invitation to Apply
Assistance Listing Number # 16.055

Grants.gov Opportunity Number: O-OVW-2023-171761

Solicitation Release Date: July 27, 2023 2:30 PM ET

Application Grants.gov Deadline: August 04, 2023 11:59 PM ET

Application JustGrants Deadline: August 08, 2023 9:00 PM ET

Overview

Eligible Applicants:

Other

Other

Eligible applicants are limited to:

Mississippi Band of Choctaw Indians

The Chickasaw Nation

Southern Ute Indian Tribe

Blackfeet Nation

Colorado River Indian Tribes

Lower Brule Sioux Tribe

Kalispel Indian Community of the Kalispel Reservation

Contact Information

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

Submission Information

Registration:

Organizations applying for the first time for federal funding must complete a multi-step registration process with the following systems: System for Award Management (SAM), Grants.gov, and JustGrants (after successful SAM and Grants.gov registrations).

Organizations that have applied for funding previously 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.

Applicants are strongly encouraged to begin the registration process or ensure that all accounts are active and up to date by July 25, 2023.

Submission:

Applications will be submitted to OVW in two steps:

Step 1: The applicant must submit by the Grants.gov deadline the required Application for Federal Assistance standard form (SF-424) and the Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov - <https://www.grants.gov/web/grants/forms/sf-424-family.html>.

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at JustGrants.usdoj.gov. To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. OVW encourages applicants to review the [Solicitation Companion Guide](#) and the [JustGrants](#) website for more information, resources, and training.

For more information about registration and submission, see the Prior to Application Submission and How to Apply sections of this solicitation.

Notification

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

Contents

Overview	1
Contact Information	1
Notification	2
Program Description	5
Overview of OVW	5
Statutory Authority	5
About this OVW program	5
Activities that Compromise Victim Safety and Recovery or Undermine Offender Accountability	6
Activities Requiring Prior Approval	6
Federal Award Information	6
Awards, Amounts and Durations	6
Availability of Funds	7
Type of Award	7
Mandatory Program Requirements	7
Eligibility Information	7
Eligible Applicants	7
Cost Sharing or Matching	8
Application and Submission Information	8
Content of Application Submission	8
Information to Complete the Application for Federal Assistance (SF-424)	9
Standard Applicant Information (JustGrants 424 and General Agency Information)	9
Proposal Abstract	9
Proposal Narrative	10
Budget and Associated Documentation	10
Budget Worksheet and Budget Narrative (attachment)	10
Pre-Award Costs	11
Indirect Cost Rate Agreement (if applicable)	12
Additional Application Components	12
Letter of Nonsupplanting	12
Confidentiality Notice Form	12
Summary of Other Federal Funding	12
Pre-Award Risk Assessment	12
Summary Data Sheet	13

Disclosure and Assurances	13
Disclosure of Lobbying Activities	14
DOJ Certified Standard Assurances	14
DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements	14
Prior to Application Submission	14
Submission Dates and Time	14
Application Review Information	15
Review Criteria	15
Anticipated Announcement and Federal Award Dates	16
Federal Award Administration Information	16
Federal Award Notices	16
Administrative, National Policy, and Other Legal Requirements	16
General Information about Post-Federal Award Reporting Requirements	16
Federal Awarding Agency Contact(s)	17
Other Information	17
Public Reporting Burden-Paper Work Reduction Act Notice	17
Application Checklist	18

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.

Statutory Authority

Consolidated Appropriations Act, 2022, Pub. L. No. 117-103, 136 Stat. 49, 120-122

Consolidated Appropriations Act, 2023, Pub. L. No. 117-328, 136 Stat. 4459, 4529-32

About this OVW program

The OVW Violence Against Women Tribal Special Assistant United States Attorney (Tribal SAUSA) Initiative (Assistance Listing # 16.055) is authorized by the Consolidated Appropriations Act, 2022, Pub. L. No. 117-103, 136 Stat. 49, 120-22 and the Consolidated Appropriations Act, 2023, Pub. L. No. 117-328, 136 Stat. 4459, 4529-32. This initiative supports tribes and United States Attorney's Offices (USAOs) in their investigation and prosecution of Indian country domestic violence, sexual assault, dating violence, sex trafficking, and stalking cases. Grant funds support salary, fringe benefits, training, travel, and supplies for dedicated tribal prosecutors who are cross-designated as Tribal SAUSAs to work directly with their USAOs. The goals of the initiative are to fill gaps in jurisdictional coverage; increase communication and coordination with tribal, federal, and state law enforcement agencies; establish consistent relationships between federal prosecutors and the tribal community (ies); and improve the quality of domestic violence, dating violence, sexual assault, sex trafficking, and stalking cases through training and best practices. For additional information about this program and related performance measures, including how awards contribute to the achievement of program goals and objectives, see:

- OVW grant program information: [OVW Grants and Programs Webpage](#).
- Program performance measures under the Measuring Effectiveness Initiative: [VAWA Measuring Effectiveness Initiative webpage](#).
- Program-specific sections in OVW's [most recent report to Congress](#) on the effectiveness of VAWA grant programs.

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

Funds under the Tribal SAUSA Initiative must be used to support salary and fringe benefits for a Tribal SAUSA, as well as training, travel, and other resources needed to support the work of the SAUSA.

A sample federal caseload may include the following crimes, if authorized by the relevant USAO:

- a. Misdemeanor crimes of domestic violence and criminal violations of protection orders committed by non-Indians.
- b. Stalking and dating violence.

- c. Felony assault of a spouse, intimate partner, or dating partner.
- d. Adult and youth sexual assault.
- e. Child sexual assault.
- f. Interstate Violence Against Women Act crimes (18 U.S.C. 2261, 2261A, 2262).
- g. Habitual domestic violence (18 U.S.C. 117).

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. Any activities that compromise victim safety and recovery or undermine offender accountability will need to be removed from the application prior to final approval by OVW. 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. Any out-of-scope activities will need to be removed from the application prior to final approval by OVW. 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. Purchase or lease of vehicles.

Applications that propose activities deemed to be substantially out-of-scope may be eliminated from consideration.

Activities Requiring Prior Approval

Recipients 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).

Federal Award Information

Awards, Amounts and Durations

Anticipated Number of Awards

7

Anticipated Maximum Dollar Amount of Awards

\$830,000.000

Period of Performance Start Date

10/1/23

Period of Performance Duration (Months)

60

Anticipated Total Amount to be Awarded Under Solicitation

5,810,000.00

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

Awards will be made as grants.

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.

Awards under this invitation to apply for FY 2023 will be made for up to \$830,000 for the entire 60 months.

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.

Mandatory Program Requirements

Applicants that receive funding under this initiative will be required to engage in the following activities:

1. Selected Tribal SAUSAs will be required to attend training provided by EOUSA's National Indian Country Training Initiative in addition to OVW-sponsored training and technical assistance (TA).
2. 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](#).
3. 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.
4. Prior to award funds being released, recipients must submit a fully executed Memorandum of Understanding (MOU) between the recipient tribe and its partner USAO. **DO NOT submit the MOU as a part of the initial application.** The MOU is a document containing the terms of the partnership between the USAO and the participating tribe(s). The MOU must be a single document, must remain current for the entire duration of the grant award period, and must be signed and dated by a representative of the USAO and the [Authorized Representative](#) of the tribal partner(s). The MOU must be submitted for OVW review and approval within 60 days of the award date. After awards are made, OVW will provide recipients with a list of requirements the MOU must meet and sample or model MOUs to assist recipients and their partner USAOs in drafting an MOU.
5. Hire the Tribal SAUSA within one year of approval of the MOU. The award will include a condition stating that the award will be closed if the position remains vacant at this one-year deadline.

Eligibility Information

Eligible Applicants

Applications are invited from the following federally recognized tribes:

1. Mississippi Band of Choctaw Indians
2. The Chickasaw Nation
3. Southern Ute Indian Tribe
4. Blackfeet Nation
5. Colorado River Indian Tribes
6. Lower Brule Sioux Tribe
7. Kalispel Indian Community of the Kalispel Reservation

Ineligible Entities and Disqualifying Factors

Applications submitted by ineligible entities 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.

Cost Sharing or Matching

This program has no matching or cost-sharing requirement.

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 Grants.gov and on the [OVW website](#). Applicants wishing to request a paper copy of these materials should contact 202-307-6026 or email OVW at OVW.TribalSAUSA@usdoj.gov

Content and Form of Application Submission

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

Formatting and Technical Requirements

Applications must follow the requirements below for all documents attached to the application, unless otherwise noted.

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, Times New Roman (TNR) or Arial font, except for footnotes, which may be in 10-point font
5. Page numbers
6. No more than 10 pages for the 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 this section of the solicitation

Application Contents

Applications must include the required documents and demonstrate that the program eligibility requirements have been met. Applications that do not include all of the following components will be considered incomplete, which may prevent OVW from making an award or result in a delay in funding. For a complete checklist of the application contents, see the Application Checklist in the Other Information section of this solicitation.

1. Proposal Narrative
2. Budget Detail Worksheet and Narrative

Information to Complete the Application for Federal Assistance (SF-424)

Application for Federal Assistance (SF-424)

Applicants must complete the SF-424 in Grants.gov. The SF-424 is generated when the applicant begins the submission process in Grants.gov. For Type of Applicant (box 9), do not select "Other". The amount of federal funding requested in the "Estimated Funding" section of this form (box 18a) must match the amount of federal funding requested in the budget of the application. This program does not require a match; therefore, the value for the Applicant line (box 18b) should be zero. The individual who is listed as "**Authorized Representative**" (box 21) must be an individual who has the authority to apply for and accept grant awards on behalf of the organization or jurisdiction.

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

Disclosure of Lobbying Activities (SF-LLL)

All applicants must complete and submit the Disclosure of Lobbying Activities (SF-LLL) form in Grants.gov. 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.**

Standard Applicant Information (JustGrants 424 and General Agency Information)

This section in the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. Applicants are required to review the Standard Applicant Information and make edits as needed, confirm the Authorized Representative, verify the legal name and address, and enter the ZIP code(s) for the areas affected by the project.

Proposal Abstract

The Proposal Abstract must provide a short summary (**no more** than 2 pages double-spaced) of the project.

Applicants are strongly encouraged, but not required, to use the following template for the abstract.

The <Tribe Name> is a federally-recognized Indian tribe located in <general geographic area (e.g., in the northwest corner of XYZ state)>. For this project, the <Tribe Name> is partnering with the United States Attorney's Office for the District of <district> (USAO). The tribe and the USAO have demonstrated a strong mutual interest in filling gaps in jurisdictional coverage; increasing communication and coordination among the tribal, federal, and state law enforcement agencies; establishing consistent relationships between federal prosecutors and the tribal community; and improving the quality of domestic violence, sexual assault, dating violence, stalking, and sex trafficking cases through training and best practices. Through this project, the partners will: 1) enter into a formal Memorandum of Understanding detailing the terms of their partnership; 2) mutually select or retain an agreed upon attorney to be cross-designated as both a SAUSA and a tribal prosecutor who will maintain an active tribal and federal caseload; and 3) participate in required training and technical assistance.

Funds through this award will support salary and fringe benefits for the SAUSA position, training, travel, and other resources needed to support the work of the SAUSA.

The timing for performance of this award is 60 months.

Applicants must not summarize past accomplishments in this section. The Proposal Abstract, which is to be entered into a text box in JustGrants, will not be scored but is used throughout the review process.

Proposal Narrative

The Proposal Narrative must include the following information:

1. The goals of the Tribal SAUSA Initiative are:

- a. Fill gaps in jurisdictional coverage.
- b. Increase communication and coordination among tribal, federal, and state law enforcement agencies.
- c. Establish consistent relationships between federal prosecutors and the tribal community(ies).
- d. Improve the quality of domestic violence, dating violence, sexual assault, sex trafficking, and stalking cases through training and best practices.

State the project's objectives and activities related to these goals and include a timeline for when activities will be conducted. The Goals, Objectives, Activities, and Timeline can be presented in table format for clarity if preferred.

2. Briefly discuss anticipated challenges or barriers to implementing the Tribal SAUSA project goals and objectives (e.g., USAO location will make frequent in-person meetings difficult, etc.)

3.. Briefly discuss the availability of direct victim services in the geographic area for American Indian/Alaska Native victims of domestic violence, dating violence, sexual assault, sex trafficking, and stalking and how the proposed project will work with the direct victim service provider(s) to enhance victim safety and autonomy.

Budget and Associated Documentation

Applicants must submit a detailed budget and budget narrative and must upload the applicable associated documentation as described below under each heading. OVW strongly encourages the use of a spreadsheet (e.g., excel, numbers, etc.) for the budget attachments. Failure to include the associated documentation may result in a delay in access to funding.

Budget Worksheet and Budget Narrative (attachment)

Attach in JustGrants a detailed budget and budget narrative for all applicable cost categories. 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 \$830,000 for 60 months

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. Include travel expenses, including lodging and mileage, for the Tribal SAUSA while in travel status for travel between the USAO and tribal community(ies) to be served, if applicable.
3. Include funds to attend OVW-sponsored TTA in the amount of \$10,000. This amount is for the entire 60 months and NOT per year. Costs associated with the required training provided by EOUSA's National Indian Country Training Initiative will be covered by EOUSA's Office of Legal Education. Do not include funds for these costs in the budget. Grant funds, with OVW approval, may be used for other training identified by the tribe and the USAO as necessary for the Tribal SAUSA funded by this project.
4. 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.
5. 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.

Allowable Costs

Examples of allowable costs include, *but are not limited to*, the following:

- Salary and fringe benefits for full-time prosecutor position.
- Travel costs for the Tribal SAUSA, and other tribal staff directly involved in the implementation of the proposed project, to participate in OVW training and technical assistance. Travel could also include lodging, per diem, and mileage for the Tribal SAUSA while in travel status between the USAO and tribal community(ies), if applicable and in compliance with the tribe's travel policies.
- Supplies (at the tribe), including cell phone, laptop, desktop computer, printer, and/or office supplies such as business cards, paper, folders, etc.

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).
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](#).

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](#).

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.

Additional Application Components

The following components must be included with the application. Failure to supply this information will result in a delay in access to funding. Some components will be generated during the application submission process while others will be uploaded and attached to the application in JustGrants.

Letter of Nonsupplanting

Applicants must attach 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 on the [OVW website](#).

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 upload and attach, under Additional Attachments in JustGrants, the completed acknowledgement form available on the [OVW website](#). This form must be signed by the Authorized Representative.

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**. 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 submit, as an attachment, the Pre-Award Risk Assessment and 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

Each applicant must submit, as an attachment, the Summary Data Sheet, containing 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. 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 of the entities with which it will enter into subaward agreements to implement the project. **Note: The fiscal agent must be an eligible applicant for the program.**
3. 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.

Disclosure and Assurances

Review, complete, and submit all disclosures, assurances, and certifications as described below.

Disclosure of Lobbying Activities

All applicants must complete and submit the *Disclosure of Lobbying Activities* (SF-LLL) form in Grants.gov before beginning the application process in JustGrants.

DOJ Certified Standard Assurances

Applicants must read and acknowledge the DOJ Certified Standard Assurances in JustGrants.

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants must read and acknowledge these DOJ certifications in JustGrants.

Prior to Application Submission

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

Entities 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.

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. Applicants experiencing registration challenges (including lengthy registration wait times) should refer to the contact information below for assistance with technical difficulties.

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.

It is the responsibility of the applicant to ensure that they are properly registered with SAM, Grants.gov, and JustGrants. OVW strongly encourages all applicants to begin the registration process or ensure that all accounts are active and up to date by July 20, 2023. Failure to do so may prevent OVW from making an award or result in a delay in access to funds.

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.

Additionally, applicants experiencing technical difficulties with any of the systems listed above during the registration, account update, or application submission processes that may result in missing the application deadline should refer to the OVW Policy on Late Submission below for guidance on how to proceed.

Submission Dates and Time

All applications must be submitted electronically first in Grants.gov (SF-424 and SF-LLL) and then in JustGrants. **Applicants must make every effort to submit their application in Grants.gov and JustGrants. Note: the Grants.Gov deadline is two days before the JustGrants application deadline.** If an applicant must submit their application via email due to a technical difficulty, they must do so by the JustGrants application deadline, but **no earlier than 4 hours prior to the JustGrants**

application deadline. Applicants experiencing technical difficulties should refer to the contact information above for assistance with Grants.gov and JustGrants.

OVW strongly encourages all applicants to begin the application submission process at least 48 hours prior to the Grants.gov application deadline. Failure to do so may prevent OVW from making an award or result in a delay in access to funds. See the OVW Policy on Late Submission below.

Submission Information and Other Submission Requirements

Applications will be submitted to OVW in two steps:

Step 1: The applicant must submit by the Grants.gov deadline the required Application for Federal Assistance standard form (SF-424) and the Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov - <https://www.grants.gov/web/grants/forms/sf-424-family.html>.

Step 2: The applicant must then submit the full application, including attachments, in JustGrants at JustGrants.usdoj.gov. To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. OVW encourages applicants to review the [Solicitation Companion Guide](#) and the JustGrants website for more information, resources, and training.

Tip: JustGrants functions better using a PC with Chrome or Edge web browser.

OVW Policy on Late Submission

To ensure timely award processing, the applicant must submit the application by **9:00 pm ET on August 8, 2023, JustGrants deadline**. Applicants anticipating late submission should contact OVW at OVW.TribalSAUSA@usdoj.gov to provide an explanation for the delay and an anticipated submission date. Submitting the application after the deadline may prevent OVW from making an award or result in a delay in access to funds.

Application Review Information

Review Criteria

This is a non-competitive solicitation; therefore, applications are not subject to peer review. Applications are subject, however, to a programmatic review to ensure that the application is complete and meets applicable statutory, regulatory, and other program requirements as described in this solicitation. Applicants must submit all information requested in the Application Contents and Additional Required Information sections of this solicitation. If any required elements are missing, OVW will contact the applicant to request prompt submission of relevant documents. Failure to include required information at the time of submission may prevent OVW from making an award or result in a delay in funding.

Each OVW grantee agrees to follow the financial and administrative requirements in the [DOJ Financial Guide](#) as a condition of receiving grant funding. If OVW determines that a current grantee has violated any of the requirements of the [DOJ Financial Guide](#), the grantee may experience a delay in funding or may have additional conditions placed on its award under this solicitation.

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

Federal Award Notices

Successful applicants will receive OVW award notifications electronically from JustGrants (not Grants.gov). Recipients will be required to log into JustGrants to review and accept the award. The Authorized Representative must acknowledge having read and understood all sections of the award instrument and submit the required declaration and certification to accept the award; these steps will be completed electronically in JustGrants.

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.GOV, 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 202-307-6026 or OVW.TribalSAUSA@usdoj.gov
- Financial questions, contact 888-514-8556 or ovw.gfmd@usdoj.gov
- Technical questions:
 - Grants.gov Applicant Support at 800-518-4726 or support@grants.gov
 - OVW JustGrants Support at 1-866-655-4482 or OVW.JustGrantsSupport@usdoj.gov

Other Information

Public Reporting Burden-Paper Work 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. 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. Application for Federal Assistance: SF-424	
2. Disclosure of Lobbying Activities (SF-LLL)	
3. Proposal Abstract	
4. Pre-Award Risk Assessment	
5. Summary Data Sheet	
6. Proposal Narrative	
7. Budget Worksheet and Budget Narrative	
8. Indirect Cost Rate Agreement (if applicable)	
9. Letter of Nonsupplanting	
10. Confidentiality Notice Form	
11. Summary of Other Federal Funding	