



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

OVW Fiscal Year 2019 Research and Evaluation Solicitation

Release date: on or about January 28, 2019

Eligibility

Eligible applicants are limited to: states, units of local government, federally recognized Indian tribal governments, nonprofit organizations, and institutions of higher education.
(See [Eligibility Information](#))

Deadlines

Applications are due by 11:59 p.m. Eastern Time (ET) on March 25, 2019.
(See [Submission Dates and Times](#))

Registration Information: All applicants must obtain a Data Universal Number System (DUNS) number and register online with the System for Award Management (SAM) and with Grants.gov. To ensure sufficient time to complete the registration process, applicants must obtain a DUNS number and register online with SAM and with Grants.gov immediately, and no later than February 28, 2019. (See [Registration](#))

Letter of Intent: Applicants are encouraged to submit a letter of intent to apply to Virginia.Baran@usdoj.gov by February 28, 2019. This letter confirms that the applicant has registered with SAM and Grants.gov. Submitting a letter of intent will not obligate a potential applicant to submit an application. Applicants who do not submit a letter of intent can still apply. (See [Letter of Intent](#))

Contact Information

For assistance with the requirements of this solicitation, email Virginia.Baran@usdoj.gov or call (202) 305-2093.

Submission and Notification Information

Submission: Applications for this program will be submitted through Grants.gov. For technical assistance with Grants.gov, contact the Grants.gov Customer Support Line at 1-800-518-4726. The Grants.gov number assigned to this announcement is OVW-2019-16029.

Notification: OVW anticipates notifying applicants of funding decisions by October 1, 2019.

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OVW Research and Evaluation Initiative (CFDA 16.026)

A. Program Description

Overview

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

About the OVW Research and Evaluation Initiative

The statutory provisions of VAWA addressing definitions and grant provisions— 34 U.S.C. § 12291(b)(7)—authorize OVW to set aside up to three percent of available funds from OVW programs to conduct evaluations of promising practices or problems emerging in the field or related research, to inform OVW as to which programs or projects are likely to be effective or responsive to needs in the field.

The purpose of the Research and Evaluation (R&E) Initiative is to research and evaluate approaches to combatting domestic violence, sexual assault, dating violence, and stalking. By generating more knowledge about strategies for serving victims and holding offenders accountable, communities that benefit from VAWA funding will be better equipped to align their work with practices that are known to be effective, and they will be more capable of generating empirical knowledge on the efficacy of new and promising ways of doing things. R&E is designed to support researcher-practitioner partnerships and a broad range of research and evaluation methods, including qualitative, mixed-method, and quasi-experimental, and experimental designs. Because OVW has very limited funds to support research and evaluation, this initiative prioritizes topics for which a stronger evidence base would help OVW grantees use federal funds most effectively.

For a list of R&E awards made in Fiscal Years 2016, 2017, and 2018, see:
<https://www.justice.gov/ovw/awards>.

Program Scope

Activities supported by this program are determined by statute, federal regulations, and OVW policies and priorities. If an applicant receives an award, the project is bound by the provisions of this solicitation, the [DOJ Financial Guide](#) (including updates to the guide after an award is made), the section of the [Solicitation Companion Guide](#) on post-award requirements for all federal award recipients, the conditions of the award, and federal regulations related to human subjects research.

Areas of Study

OVW is interested in funding research and evaluation to generate knowledge in the six areas of study listed on the next page.

1. **Justice.** Ways the justice system can effectively pursue and achieve justice in cases involving domestic/dating violence, sexual assault, and stalking; with justice broadly understood to include retributive justice, autonomy for victims, accountability for offenders, procedural fairness for all, and restorative justice
2. **Victims' needs.** How victimization and its aftermath affect people's lives, and what victims need to cope, heal, and achieve safety and justice
3. **Cultures, disparities, and access.** Ways that cultural differences and social inequalities matter in terms of where and to whom people go for help, and whether people are able to access justice and get services that are useful to them
4. **Impact.** Short- and long-term impact of the justice system's response, victim services, and other VAWA-funded interventions on victim safety and offender accountability
5. **Indicators of success.** What success looks like and how to measure it—for victims pursuing safety and justice, for offenders being held accountable for their violence, and for people who work with victims and offenders
6. **Reducing recidivism.** How to prevent violence from recurring

Priority Areas for Research and Evaluation

In FY 2019, OWW is interested in supporting research and evaluation under the three areas identified below.

1. **Evaluations of VAWA-funded interventions, particularly criminal justice interventions.** "VAWA-funded intervention" refers to any activity that is funded, or could potentially be funded, through OWW grant programs to address domestic/dating violence, sexual assault, or stalking. OWW is especially interested in studying the effectiveness of interventions that: a) cut across multiple grant programs; and/or b) are used by law enforcement, prosecutors, and courts to combat domestic and sexual violence and/or stalking. Evaluations focused on measuring outcomes/effectiveness and impact are preferred, as are evaluations that include measurements of program fidelity and implementation.
2. **Research on co-occurring domestic violence or sexual assault and substance use disorders,** including descriptive research and evaluations of interventions that address the overlap of victimization and substance use disorders and increase victim access to substance abuse services.
3. **Research on stalking and cyberstalking,** including descriptive research and evaluations of interventions designed to combat stalking.

Applications proposing research that does not correspond to one of the priority areas described above will not be considered for FY 2019 R&E funding.

Activities that Compromise Victim Safety and Recovery and Undermine Offender Accountability

OWW 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. Information on activities that compromise victim safety and recovery and undermine offender accountability can be found in the Solicitation Companion Guide. Applications that propose any activities that compromise victim safety and recovery or undermine offender accountability may be eliminated from consideration.

Out-of-scope Activities

The activities listed below are out of the program scope, and they will not be supported by R&E:

- Proposals to conduct needs assessment activities exclusively for the purpose of program improvement. (Use the research decision tree, at <http://ojp.gov/funding/Apply/Resources/ResearchDecisionTree.pdf>, to determine that the proposed project qualifies as research, and is thus within the scope of R&E.)
- Proposals primarily to purchase equipment, materials, or supplies. (A budget may include these items if they are necessary to conduct research, development, demonstration, evaluation, or analysis.)
- Proposals that are not responsive to this specific solicitation.
- Programs or services unrelated to the scope of the research project or the intervention being evaluated.
- Training in support of programs or direct services unrelated to or, unassociated with, the proposed research project.

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

B. Federal Award Information

Availability of Funds

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. There is no guarantee that funds will be available in the future. OVV may elect to make awards in a future fiscal year for applications submitted under this solicitation but not selected for FY 2019 funding, depending on the merits of the applications and the availability of funding.

OVV may share R&E application information and peer review outcomes with the National Institute of Justice (NIJ). Both OVV and NIJ have FY 2019 funding for violence against women research, but each office must consider program scope, current priorities, and availability of funds in making funding decisions. In the event that an application fares well in peer review but cannot be funded this year by OVV, and in the event that the application aligns closely with NIJ's priorities, OVV may give NIJ the option of funding it. If NIJ elects to fund an application initially submitted under the OVV FY 2019 R&E solicitation, the applicant will be contacted before an award is made, to give the applicant the option of accepting or declining funding from a source other than the one to which the applicant applied.

Award Period and Amounts

Applicants can request award periods ranging from 12 months to 36 months, and maximum total project funding of \$450,000. The budget cap of \$450,000 includes direct and indirect costs. Budgets, including the total estimated funding requested on the SF-424, must reflect the requested project duration. Generally, the award period will begin on November 1, 2019.

R&E awards typically are in the range of \$300,000 to \$450,000. OVV estimates that it will make up to six awards for an estimated total of \$2,500,000.

OWV has the discretion to make awards for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants before making an award. Awards will be made as grants.

Mandatory Program Requirements

This section describes the requirements of R&E, including methodological principles to which grantees must adhere, regulations regarding confidentiality and human subjects protection, and expected products.

Methodological Principles

Any project funded under this solicitation must adhere to the methodological principles listed below. OWV will only support research methods that:

- Are well-matched to the purpose of the research and build on existing evidence
- Uphold victim safety as the paramount objective, with the understanding that scientific progress is always subordinate to that objective
- Are likely to yield findings that have practical utility for victim services providers and the justice system
- Are developed collaboratively between researchers and practitioners¹
- Place as minimal a burden as possible on crime victims, offenders, and systems
- Operate from a cogent theoretical framework
- Have been approved by an Institutional Review Board (IRB) if they involve human subjects research

OWV will not support research that:

- Prioritizes scientific rigor over practical value or ethics, ethics being broadly defined and not limited to published standards
- Is minimally useful to practitioners
- Offers minimal cost benefit
- Lacks a clear theoretical foundation
- Is designed to generate descriptive findings that emphasize vulnerabilities and neglect strengths of specific populations. (For instance, a study that examines risk-taking behavior among members of a certain population, without testing any strategies for serving the target population, is not of value to OWV.)

Confidentiality and Human Subjects Protection

Any recipient of an award under this solicitation will be required to comply with Department of Justice regulations on confidentiality and human subjects' protection. See *Evidence, Research, and Evaluation Guidance and Requirements*, at:

<http://ojp.gov/funding/Explore/SolicitationRequirements/EvidenceResearchEvaluationRequirements.htm>.

¹ Researcher-practitioner partnerships should be a learning experience for both researchers and practitioners, with researchers and practitioners holding equal status on the project and both standing to benefit comparably from the work.

Expected Products

OVW expects products to result from each award under this solicitation, taking the form of all of the following:

- One or more scholarly products, meaning published, peer-reviewed, scientific journal articles, and/or (if appropriate) law review journal articles, book chapter(s) or book(s) in the academic press;
- One or more products written in layperson's terms and intended for practitioners and/or the general public; and
- One or more presentations made via webinar or conferences.

C. Eligibility Information

Applications that are submitted by ineligible entities or that do not meet all program eligibility requirements will not be considered for funding. In addition, an application that is deemed deficient in one or more of the following categories may not be considered for funding: 1) [activities that compromise victim safety](#), 2) [out-of-scope activities](#), 3) [unallowable costs](#), 4) [Pre-award Risk Assessment](#), 5) [completeness](#), and 6) [timeliness](#). Further, an applicant with [past performance issues](#), long-standing open audits, or an open criminal investigation also may not be considered for funding.

Eligible Applicants

The following entities are eligible to apply for R&E funding:

- States (including territories);
- Units of local government;
- Federally recognized Indian tribal governments;
- Nonprofit organizations; and
- Institutions of higher education.

Foreign governments, foreign organizations, and foreign institutions of higher education are not eligible to apply. Individuals are not eligible to apply.

OVW welcomes applications that involve two or more entities; however, one eligible entity must be the applicant and the other(s) must be proposed as the subrecipient(s). The applicant must be the entity with primary responsibility for conducting and leading the research. If successful, the applicant will be responsible for monitoring and appropriately managing any subrecipients or, as applicable, for administering any procurement subcontracts that would receive federal program funds from the applicant under the award.

Nonprofit Organization Requirement – Offshore Accounts

Any nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code is not eligible for a grant from this program. See 34 U.S.C. § 12291(b)(16)(B)(ii).

Cost Sharing or Matching

This program has no match or cost sharing requirement.

Number of Applications

An eligible applicant may submit more than one application, as long as each application proposes a different project in response to the solicitation. (If an applicant submits multiple versions of the same application, OVV will review only the most recent system-validated version submitted.) Subrecipients may be part of multiple proposals.

Applicants should be aware that FY 2019 R&E applications will most likely be reviewed through the same peer review mechanism as NIJ's Violence Against Women Research applications. OVV's and NIJ's FY 2019 solicitations stipulate different research priorities and funding caps; however, if an applicant submits the same application under both OVV's and NIJ's solicitations, the application will be reviewed and scored only once, and against the scoring criteria of the solicitation with which the application appears on its face to be most aligned in terms of scope.

D. Application and Submission Information

Address to Request Application Package

The complete application package (this solicitation, including links to required forms) is available on Grants.gov or the [OVV website](#). Applicants wishing to request a paper copy of these materials should—before February 18—contact Ginger Baran at (202) 305-2093 or Virginia.Baran@usdoj.gov.

Content and Form of Application Submission

The information below (*Letter of Intent* through *Additional Required Information*) describes the full content and form of application submission. For a complete checklist of required contents, see the [Other Information](#) section in this solicitation.

Letter of Intent

Applicants intending to apply are encouraged to submit a letter of intent. The letter should state that the applicant is registered and current with SAM and Grants.gov, and should be sent to Virginia.Baran@usdoj.gov by February 28, 2019. A letter does not obligate the applicant to submit an application. See <https://www.justice.gov/ovv/resources-applicants> for a sample letter.

Formatting and Technical Requirements

Applications must follow the requirements below. Points may be deducted for applications that do not adhere to the following requirements:

- Double spaced (Project Abstract, Summary Data Sheet and charts may be single spaced)
- 8½ x 11 inch paper
- One-inch margins
- Type no smaller than 12 point, Times New Roman or Arial
- Correctly numbered pages
- No more than 30 pages for the Project Narrative (excludes the title page and table of contents and figures)
- Documents in these formats: Microsoft Word (.doc), PDF files (.pdf), or text files (.txt)

- Headings and subheadings that correspond to the sections identified in this section of the solicitation

Application Contents

Applications must be responsive to the scope and criteria of this solicitation, and must include the documents listed below.² Applications that do not include items 1 through 4 may be considered substantially incomplete and not be considered for funding:

1. Project Abstract
2. Project Narrative
3. Budget Detail Worksheet and Narrative
4. Appendices (While an application missing any of the required appendices will not automatically be removed from consideration, OVV has the discretion to deem an application unresponsive if it is missing significant required items.)

Project Abstract

Project abstracts must follow the detailed template available at:

www.nij.gov/funding/documents/nij-project-abstract-template.pdf.

The abstract is an important part of the application, and serves as an introduction to the proposed project. OVV uses the project abstract for a number of purposes, including assignment of the application to an appropriate review panel. If the application is funded, the abstract typically will become public information and be used to describe the project.

The abstract should summarize the proposed project in 250-400 words. It should be:

- Written for a general public audience;
- Submitted as a separate attachment with “Abstract” as part of its file name; and
- Single-spaced, using a standard 12-point font with one-inch margins.

The abstract will **not** count against the page limit for the project narrative.

Project Narrative

The project narrative must not exceed 30 double-spaced pages in 12-point font with one-inch margins. It should have a title page (listing the project title, submission date, and name and contact information for the applicant’s authorizing official and principal investigator), as well as a table of contents and figures. If included in the main body of the Project Narrative rather than in the appendices, the tables, charts, figures, and other illustrations will count toward the 30-page limit for the narrative section. The title page, abstract, appendices (including appended tables, charts, and figures), and government forms do **not** count toward the 30-page limit.

Following the title page and table of contents and figures, the project narrative must include these five sections:

1. **Statement of the problem**, weighted at **10%**, must include:

² Note: Some of the forms that OVV requires R&E applicants to submit are standard forms used by the Office of Justice Programs (OJP) and the National Institute of Justice (NIJ). Links are provided as appropriate.

- The [Priority Area](#) the proposed project will address (see page 2);
- Purpose, goals, and objectives of the proposed project;
- A review of relevant literature; and
- Statement as to how the study is expected to contribute to the one or more of the six [Areas of Study](#) listed on page 1.

2. Project design and implementation, weighted at **50%**, must include:

- An explanation of the theoretical foundation on which the proposed study is based;
- A description of a sound research design and appropriate analytic methods, including research questions, hypotheses, description of sample,³ and analysis plan, all of which should align with the [Methodological Principles](#) on page 4; and
- A discussion of potential pitfalls of the proposed project design and how the applicant will minimize and/or mitigate them.

3. Potential impact, weighted at **15%**, must include:

- Implications for practice and policy in victim services and the justice system response to domestic/dating violence, sexual assault, and/or stalking.

4. Capabilities and competencies, weighted at **20%**, must include:

- Description of the applicant's qualifications and the qualifications of key staff and partners; and
- An approach and a management plan that reflect a strong researcher-practitioner partnership.⁴

5. Dissemination plan, weighted at **5%**, must include:

- A brief description of a plan to produce at least one scholarly product (see page 5 for [Expected Products](#)) and make findings available to broader audiences, including practitioners, through written material and interactive formats, such as conferences or webinars.

Appendices

The following required appendices are not counted against the page limit for the Project Narrative.

1. Summary data sheet, which must include:

- a. Statement as to whether the applicant (the organization whose DUNS number is being used for the application) will serve as a fiscal agent/sponsor for an entity or

³ If the applicant is proposing an experimental or quasi-experimental design, a power analysis should be included.

⁴ As previously stated, researcher-practitioner partnerships should be a learning experience for both researchers and practitioners, with researchers and practitioners holding equal status on the project and both standing to benefit comparably from the work.

entities that will implement the project, and the applicant itself will not be involved with implementation of the project beyond issuing subaward(s) to these entities. If this is the case, the applicant also must list these subrecipients and include a statement acknowledging that, should an award be made, the applicant will be responsible for all applicable statutory, fiscal, and programmatic requirements, including those of [2 C.F.R. Part 200](#), as well as all project deliverables. In such situations, the fiscal agent/sponsor must be an eligible applicant for the program.

- b. Statement as to whether the applicant has expended \$750,000 in federal funds in the applicant's past fiscal year. If so, specify the end date of the applicant's fiscal year.
 - c. 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.
 - d. Statement as to whether the applicant is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure to establish a rebuttable presumption that its executives' compensation is reasonable. If the applicant is not a nonprofit organization or is a nonprofit that does not use the safe-harbor procedure, provide a statement to that effect. For additional information about the safe-harbor procedure, see *Disclosure of Process Related to Executive Compensation* in the [Additional Required Information](#) section.
2. **Bibliography/references.**
 3. **Any tools/instruments, questionnaires, tables/charts/graphs, or maps** pertaining to the proposed project that are supplemental to such items included in the main body of the narrative.
 4. **Curriculum vitae** or resumes of the principal investigator and any and all co-principal investigators and key project partners.
 5. **Proposed Project Staff, Affiliation, and Roles Form**, for the purposes of avoiding any conflicts of interest during the peer review process. Provide a list (to the extent known) of all proposed project staff members, including those affiliated with the applicant organization or any proposed subrecipient organization(s), any proposed consultant(s) and contractors (whether individuals or organizations), and any proposed members of an advisory board for the project (if applicable). The list should include, for each individual and organization: name, title (if applicable), employer or other organizational affiliation, and roles and responsibilities proposed for the project. Applicants should use the *Proposed Project Staff, Affiliation, and Roles* form available at www.nij.gov/funding/documents/nij-project-staff-template.xlsx to provide this listing.
 6. **Proposed project timeline and expected milestones.**
 7. **Human Subjects Protection paperwork.** This is documentation and forms related to Institutional Review Board (IRB) review. See nij.gov/funding/humansubjects/Pages/welcome.aspx, and note that final IRB approval is not required at the time an application is submitted.
 8. **Privacy Certificate.** For further information and a model privacy certificate, see nij.gov/funding/humansubjects/pages/confidentiality.aspx.

9. **Letters of commitment** from organizations or agencies serving as partner entities and/or collaborating on the project, such as victim services organizations, law enforcement agencies, prosecutors' offices, etc. Letters of commitment should be dated and signed by the partnering entity's Authorized Representative.

Budget note regarding partner entities: In general, partners that will be receiving funds to carry out a portion of the award should be treated as subrecipients in the proposed budget, not contractors. For more information see 2 C.F.R. § 200.330 and the [Solicitation Companion Guide](#).

10. **Data archiving plan.** OVW will require—through special award conditions, including a partial withholding of award funds—that data sets, resulting in whole or in part from projects funded under this solicitation, be submitted for archiving with the National Archive of Criminal Justice Data (NACJD) (see www.nij.gov/funding/data-resources-program/applying/Pages/data-archiving-strategies.aspx). Applications must include as an appendix a brief plan – labeled “Data Archiving Plan” – to comply with data archiving requirements. The plan should provide brief details about proposed data management and archiving, including submission to OVW (through NACJD) of all files and documentation necessary to allow for future efforts by others to reproduce the project's findings and/or to extend the scientific value of the data set through secondary analysis. Pertinent files and documentation include, among other things, qualitative and quantitative data produced, instrumentation and data collection forms, codebook(s), any specialized programming code necessary to reproduce all constructed measures and the original data analysis, description of necessary de-identification procedures, and (when required) a copy of the privacy certificate and informed consent protocols.

The plan should be one or two pages in length and include the level of effort associated with meeting archiving requirements. Note that required data sets are to be submitted 90 days before the end of the project period.

11. **Applicant disclosure of pending applications.**⁵ Applicants must disclose whether they have pending applications for federally funded grants or subgrants that include requests for funding to support the same project being proposed under this solicitation and will cover identical cost items outlined in the budget narrative and worksheet in the application submitted under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to state agencies that will subaward federal funds).

OVW seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months: the federal or state funding agency, the solicitation name/project name, and the point of contact information at the applicable funding agency.

Applicants must include this information as a separate attachment, in a table format, with the file name “Disclosure of Pending Applications,” to their application. Applicants that do

⁵ The applicant is not the principal investigator; rather, the applicant is usually the institution or organization at which the principal investigator is employed.

not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., “[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application submitted under this solicitation.”).

12. Documentation of Research and Evaluation Independence and Integrity. In order to receive funds, the applicant must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity, both in this proposal and as it may relate to the applicant’s other current or prior related projects. This documentation may be included as an attachment to the application that addresses both i. and ii. below.

i. For purposes of this solicitation, applicants must document research and evaluation independence and integrity by including, at a minimum, one of the following two items:

a. A specific assurance that the applicant has reviewed its proposal to identify any research integrity issues (including all principal investigators and sub-recipients) and it has concluded that the design, conduct, or reporting of research and evaluation funded by OWW grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of part of its staff, consultants, and/or subrecipients responsible for the research and evaluation or on the part of the applicant organization;

OR

b. A specific listing of actual or perceived conflicts of interest that the applicant has identified in relation to this proposal. These conflicts could be either personal (related to specific staff, consultants, and/or sub-recipients) or organizational (related to the applicant or any subgrantee organization). Examples of potential investigator (or other personal) conflict situations may include, but are not limited to, those in which an investigator would be in a position to evaluate a spouse’s work product (actual conflict), or an investigator would be in a position to evaluate the work of a former or current colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that specific project or a location implementing the project (whether funded by OWW or other sources), as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability of an evaluation or research product is a problem and must be disclosed.

ii. In addition, for purposes of this solicitation applicants must address the issue of possible mitigation of research integrity concerns by including, at a minimum, one of the following two items:

- a. If an applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. Applicants must also include an explanation of the specific processes and procedures that the applicant will put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or sub-recipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest.

OR

- b. If the applicant has identified specific personal or organizational conflicts of interest in its proposal during this review, the applicant must propose a specific and robust mitigation plan to address conflicts noted above. At a minimum, the plan must include specific processes and procedures that the applicant will put in place to eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or sub-recipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan will be accepted as proposed.

Considerations in assessing research and evaluation independence and integrity include, but are not limited to: the adequacy of the applicant's efforts to identify factors that could affect the objectivity or integrity of the proposed staff and/or the organization in carrying out the research; and the adequacy of the applicant's existing or proposed remedies to control any such factors.

13. **Summary of Current and Recent OVV Projects, and Pending Applications for OVV Funding (if applicable).** If the applicant has another application pending with OVV as of the closing date of this solicitation, or is a direct recipient (not a subrecipient) of a current grant or cooperative agreement under any OVV program, or of an award that has been closed within the last 12 months from the date this solicitation closes, information about those awards and pending applications must be provided in a table using the format found in the [Appendix](#). The table must:

- Identify all grants by OVV program, award number and project period (if current or recent).
- Specify the total funding amount for each current grant (initial and supplemental amounts, if applicable).
- Specify the total funds remaining in each current grant as of the date of application.
- State whether an extension will be needed to complete a current project.
- Briefly explain the nexus, if any, between any current or pending OVV project and the proposed research project.

Note that R&E applications are reviewed separately from applications to any other OVV grant program. A nexus between the proposed research project and a pending application with another OVV grant program may factor into OVV's funding decisions under this solicitation. Applicants should consider that project feasibility is a criterion considered by peer reviewers in assessing the Project Narrative.

Budget Detail Worksheet and Narrative

Applications must include a detailed budget and budget narrative. A sample Budget Detail Worksheet is available on the OVV website at <https://www.justice.gov/ovv/resources-applicants>. Budgets must be reasonable and based on the resources needed to implement the project.

Applicants can request a maximum of \$450,000 for projects of 12 to 36 months in duration. The \$450,000 cap includes direct and indirect costs.

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

The budget must:

- Include funds or describe other resources available to the applicant to support activities to ensure access for individuals with disabilities, Deaf/hard of hearing individuals, and persons with limited English proficiency. See [Accessibility](#) under [Federal Award Administration Information](#) for more information.
- Compensate all project partners appropriately.
- Follow NIJ's guidance for determining and justifying [research participant costs and incentives](#). Applicants' budgets can request OVV approval to provide research participant stipends to cover the cost of participants' time, transportation, gas, and other incidentals (excluding food and beverages). A stipend, which can be in the form of cash, is not a salary, honorarium, incentive, or fee.
- Distinguish clearly between subawards and contracts in allocating any grant funds to other entities. Pursuant to 2 C.F.R. § 200.330, a subaward is for the purpose of carrying out a portion of the federal award, such as compensating a project partner, and a contract is for the purpose of obtaining goods and services for the grantee's own use. The substance of the relationship is more important than the form of the agreement in determining whether the recipient of the pass-through funds is a subrecipient or a contractor. The awarding and monitoring of contracts must follow the recipient's documented procurement procedures, including full and open competition, pursuant to the procurement standards in 2 C.F.R. §§ 200.317-200.329. The issuance and monitoring of subawards must meet the requirements of 2 C.F.R. § 200.331, which includes oversight of subrecipient/partner spending and monitoring performance measures and outcomes attributable to grant funds. For more information, see the sample Budget Detail Worksheet and the [Solicitation Companion Guide](#) on the OVV website at <https://www.justice.gov/ovv/resources-applicants>.

OVV awards are governed by the provisions of 2 C.F.R. Part 200 and the [DOJ Financial Guide](#), which include information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. For additional information on allowable and

unallowable costs, go to the [Funding Restrictions](#) section of this solicitation and the sample Budget Detail Worksheet on the OVV website at <https://www.justice.gov/ovw/resources-applicants>.

Additional Required Information

The following documents 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. Some documents will be generated during the submission process while others must be uploaded and attached to the application.

The following documents are generated and completed during the submission process:

Application for Federal Assistance (SF-424)

Applicants must complete the SF-424 on Grants.gov. For "Type of Applicant," do not select "other." The amount of federal funding requested in the "Estimated Funding" section of this form must match the amount of federal funding requested in the budget section of the application package. This initiative does not require a match; therefore, the values for the Applicant line should be zero. The individual who is listed as "Authorized Representative" must be an individual who has the authority to apply for and accept grant awards on behalf of the organization or jurisdiction.

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

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

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

Applicant Financial Capability Questionnaire (if applicable)

All nonprofit, nongovernmental organizations that apply for funding from OVV and have not previously (or within the last three years) received funding from OVV must complete an Applicant Financial Capability Questionnaire. In addition, applicants may be required to submit their current year's audit report at a later time. The questionnaire can be found at <https://www.justice.gov/ovw/file/866126/download>.

Confidentiality Notice Form

All applicants are required to acknowledge that they have received notice that grantees and subgrantees must comply with the confidentiality and privacy requirements of VAWA, as amended. Applicants must submit the acknowledgement form available on the OVV website at http://www.justice.gov/sites/default/files/ovw/pages/attachments/2015/01/20/confidentiality_acknowledgement_form_42015.pdf. This form must be signed by the [Authorized Representative](#).

Disclosure of Process Related to Executive Compensation (if applicable)

An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees.

Under certain circumstances, a nonprofit organization that provides unreasonably high compensation to certain persons may subject both the organization's managers and those who receive the compensation to additional federal taxes. A rebuttable presumption of the reasonableness of a nonprofit organization's compensation arrangements, however, may be available if the nonprofit organization satisfies certain rules set out in Internal Revenue Service regulations with regard to its compensation decisions.

Each applicant must state at the time of its application (in the Summary Data Sheet mentioned earlier) whether the applicant is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure to establish a rebuttable presumption that its executives' compensation is reasonable. If the applicant states that it uses the safe-harbor procedure, then it must disclose, in an attachment to its application (to be titled "Disclosure of Process Related to Executive Compensation"), the process it uses to determine the compensation of its officers, directors, trustees, and key employees (together, "covered persons"). See 34 U.S.C. § 12291(b)(16)(B)(iii).

At a minimum, the disclosure must describe in pertinent detail: 1) the composition of the body that reviews and approves compensation arrangements for covered persons; 2) the methods and practices used by the applicant nonprofit organization to ensure that no individual with a conflict of interest participates as a member of the body that reviews and approves a compensation arrangement for a covered person; 3) the appropriate data as to comparability of compensation that is obtained in advance and relied upon by the body that reviews and approves compensation arrangements for covered persons; and 4) the written or electronic records that the applicant maintains as concurrent documentation of the decisions with respect to compensation of covered persons made by the body that reviews and approves such compensation arrangements, including records of deliberations and of the basis for decisions. For a sample letter, see the OVV website at <https://www.justice.gov/ovv/resources-applicants>.

For purposes of the required disclosure, the following terms and phrases have the meanings set out by the Internal Revenue Service for use in connection with 26 C.F.R. § 53.4958-6: officers, directors, trustees, key employees, compensation, conflict of interest, appropriate data as to comparability, adequate documentation, and concurrent documentation.

Following receipt of an appropriate request, OVV may be authorized or required by law to make information submitted to satisfy this requirement available for public inspection. Also, a recipient may be required to make a prompt supplemental disclosure after the award in certain circumstances (e.g., changes in the way the organization determines compensation).

Pre-Award Risk Assessment

Applicants must respond to the questions below. This information will be used for a mandatory pre-award risk assessment. Failure to provide this information or to respond to questions from OVV regarding this information in a timely manner could result in the applicant being removed from consideration or delayed access to funds. Provide complete responses to all questions. This section of the application should not exceed four pages.

1. Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding? Provide a brief description of the applicant's policies and procedures that ensure funds will be tracked appropriately.
2. Does the applicant have written accounting policies and procedures? How often are these policies and procedures updated? Provide a brief list of the topics covered in the applicant's policies and procedures. OVV may request a copy for review during the application/award process or as part of the grant monitoring process.
3. Is the applicant's financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant? Provide a brief summary of the organization's process for tracking expenditures, including tracking budgeted versus actual amounts.
4. Does the applicant have procedures in place for minimizing the time between transfer of funds from the United States Treasury and disbursement for project activities? Provide a short summary of the applicant's policy for requesting payments for grant awards.
5. Does the applicant have effective internal controls in place to ensure that federal funds are used solely for authorized purposes? Provide a brief description of the applicant's internal controls that will provide reasonable assurance that the award funds will be managed properly.
6. Does the applicant have a documented records retention policy? If so, briefly describe the policy and confirm that the policy complies with federal regulations. Information on Record Retention and Access can be found at 2 C.F.R. §§ 200.333-200.337.
7. Does the applicant or any of its employees have any potential personal or organizational conflicts of interest related to the possible receipt of OVV 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 OVV's Grants Financial Management Division at OVV.GFMD@usdoj.gov or 1-888-514-8556 immediately after the applicant is notified of its award to coordinate training.
9. Does the applicant have policies and procedures in place to manage subawards and monitor activities of subrecipients as necessary to ensure that subawards are used for authorized purposes, in compliance with laws, regulations, and terms and conditions of the award, and that established subaward performance goals are achieved (2 C.F.R. §§ 200.330-200.332)? Provide a brief description of the organization's policies and procedures on subrecipient management and monitoring.
10. Does the applicant currently require employees to maintain time distribution records that accurately reflect the work performed on specific activities or cost objectives in order to support the distribution of employees' salaries among federal awards or other activities (2 C.F.R. § 200.430)? Budget estimates do not qualify as support for charges to federal awards. Provide a brief description of the organization's established timekeeping policies and procedures.

Indirect Cost Rate Agreement (if applicable)

Applicants that intend to charge indirect costs through the use of a negotiated indirect cost rate must have a current, signed, federally-approved indirect cost rate agreement. Applicants that have never received a federally approved indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs, which may be used indefinitely. This includes state, local, and tribal governments that have never negotiated an indirect cost rate with the federal government and receive less than \$35 million in direct federal funding per year.

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

Letter of Nonsupplanting

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

Unique Entity Identifier (DUNS Number), System for Award Management (SAM), and Grants.gov Registration

Applicants for federal grants and cooperative agreements are required to have a Data Universal Number System (DUNS) number to submit an application. A DUNS number is a unique, nine-character identification number provided by the commercial company Dun & Bradstreet (D&B). Once an applicant has applied for a DUNS number through D&B, its DUNS number should be available within two business days.

Federal regulations require that an applicant 1) be registered in SAM.gov prior to submitting an application; 2) provide a valid DUNS number in its application; and 3) continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application under consideration by a federal awarding agency. Also, federal agencies may not make an award to an applicant until that applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with these requirements by the time that OVW is ready to make an award, then OVW may make the determination that the applicant is not qualified to receive an award and use that determination as a basis for making the award to another applicant. SAM centralizes information about grant recipients and also provides a central location for grant recipients to change organizational information. Grants.gov uses SAM to establish roles and IDs for electronic grant applicants.

If the applicant already has an Employer Identification Number (EIN), the SAM registration will take **up to two weeks to process**. If the applicant does not have an EIN, then **the applicant should allow two to five weeks for obtaining an EIN from the Internal Revenue Service. There is no fee associated with these processes. These processes cannot be expedited.** OVW strongly discourages applicants from paying a third party to apply or register on their behalf in an attempt to expedite these processes. To ensure all applicants are able to apply by the deadline for this solicitation, applicants must have obtained a DUNS number and registered online with the SAM and Grants.gov no later than February 28, 2019.

Submission Dates and Times

It is the applicant's responsibility to ensure that the application is complete and submitted by the deadline. Failure to meet the deadline will result in an application not being considered for

funding. Applicants should refer to the following table to ensure that all required steps and deadlines are met.

Applicant Action and Information	Dates / Deadlines
Apply for a DUNS number	
Obtain a DUNS number at http://www.dnb.com/us/ or call (866) 705-5711.	By Feb. 28, 2019
Register with SAM	
Access the SAM online registration through the SAM homepage at https://SAM.gov and follow the instructions for new SAM users. If the applicant already has the necessary information on hand, the online registration takes approximately 30 minutes to complete, depending on the size and complexity of the business or organization. Organizations must update or renew their SAM registration at least once a year to maintain an active status.	By Feb. 28, 2019
Register with Grants.gov	
Once the SAM registration is active, the applicant will be able to complete the Grants.gov registration (see Other Submission Requirements for more information on registering for and using Grants.gov).	By Feb. 28, 2019
Submit letter of intent	
Email to: Virginia.Baran@usdoj.gov	By Feb. 28, 2019
Download updated version of Adobe	
Applicants are responsible for ensuring that the most up-to-date version of Adobe Acrobat is installed on all computers that may be used to download the grant application package and submit the proposal. To verify if the Adobe software version is compatible with Grants.gov, visit the following link: http://www.Grants.gov/web/grants/applicants/adobe-software-compatibility.html .	At least 48 hours before application deadline, which is 11:59 PM ET on March 25, 2019.
Request hardcopy submission, if necessary	
Applicants that cannot submit an application online due to lack of internet access must contact Ginger Baran at (202) 305-2093 or Virginia.Baran@usdoj.gov to request to submit a hardcopy application.	Feb. 18, 2019
Begin and complete application submission	
Applications must be submitted in Grants.gov.	Start at least 48 hrs. before deadline: March 25, 2019.
Confirmation of application receipt	
<ol style="list-style-type: none"> 1. Authorized Organization Representatives (AORs) should closely monitor their email for any notification from Grants.gov about a possible failed submission. The AOR is a user role within Grants.gov for a user who is authorized to submit applications on behalf of the organization. 2. The AOR should receive a minimum of two emails from Grants.gov. One will confirm receipt of the application package. The other will contain either a notice that the application was successfully submitted or a notice that there was an error with the application submission. <p>OVW does not send out these notifications, nor does OVW receive a copy of these notifications. It is the applicant's responsibility to notify OVW of any problems with the application submission process.</p>	Submitting the application at least 48 hours before the March 25, 2019 application deadline will enable the applicant to receive notice of a failed submission and provide an opportunity to correct the error before the deadline.

OVW Policy on Late Submissions

Applications submitted after **11:59 p.m. ET on March 25, 2019** will not be considered for funding, unless the applicant receives OVW permission to submit a late application. In limited circumstances, OVW will approve a request to submit an application after the due date. The charts below provide a description of the circumstances under which OVW will consider such requests. Approval of a late submission request is not an indication of the application's final

disposition. Applications approved for late submission are still subject to all of the review process and criteria described in this solicitation.

Failure to begin registration or submission by the deadlines stated in the chart above is not an acceptable reason for late submission. To ensure fairness for all applicants, OVW requires that applicants requesting late submission adhere to the following:

Severe Inclement Weather or Natural Disaster	
<ol style="list-style-type: none"> 1. Document when the weather or natural disaster occurred, the affected area, and the specific impact on the applicant/partners (e.g., without power for x days, office closed for x days). 2. Contact OVW as soon as possible and provide info described in #1. 3. Contact OVW at least 24 hours prior to the solicitation closing if you need to request a late submission. Applicants affected by severe weather or a natural disaster occurring on the due date can contact OVW as soon as possible and up to 72 hours after the due date. 	<p>OVW may not be able to accommodate all requests resulting from severe inclement weather or a natural disaster but will do its best.</p>

Experiencing Technical Difficulties Beyond the Applicant’s Reasonable Control

Issue	Applicant Action	OVW Policy
<p>Issue with SAM or Grants.gov registration</p>	<ol style="list-style-type: none"> 1. Register and/or confirm existing registration at least three weeks prior to the application due date to ensure that the person who will be submitting the application has SAM and Grants.gov access. 2. Maintain documentation of when registration began, any issues related to registration, and all communication with technical support. 3. Notify OVW as soon as you become aware of a problem with registration, and no later than 14 days before the application due date. 	<ol style="list-style-type: none"> 1. Failure to begin the SAM or Grants.gov registration process in sufficient time (i.e., by the date identified in this solicitation) is not an acceptable reason for late submission. 2. Ensure that the person who will be submitting the proposal is the person registered in SAM to submit on behalf of the applicant.

Experiencing Technical Difficulties Beyond the Applicant’s Reasonable Control

Issue	Applicant Action	OVW Policy
<p>Unfore-seeable technical difficulties during the application submission process</p>	<ol style="list-style-type: none"> 1. Document when you began the submission process. 2. Contact Grants.gov at least 24 hours prior to the solicitation closing. 3. Maintain documentation of all communication with Grants.gov support. 4. Contact Virginia.Baran@usdoj.gov (or 202.305.2093 if you do not have access to email) indicating that the applicant is experiencing technical difficulties and would like 	<p>Common foreseeable technical difficulties for which OVW will not approve a late submission request include: (a) using an outdated version of Adobe Acrobat; and (b) attachment rejection.</p> <p>Through Grants.gov, OVW can confirm when submission began. Applicants who start the submission process less than 24 hours before the deadline will not be considered for late submission.</p> <ol style="list-style-type: none"> 1. By beginning the application submission process 24-48 hours

Issue	Applicant Action	OVW Policy
	<p>permission to submit a late application. Provide a phone number and/or email address at which someone with the authority to submit the application and required documentation can be reached for the first three business days immediately following the due date.</p> <p>5. Respond promptly to communication from OVW requesting the complete application package, applicant DUNS number, Grants.gov Helpdesk tracking numbers, and any other relevant documentation.</p>	<p>before the deadline, applicants should have sufficient time to receive notice of problems with their submissions and make corrections.</p> <p>2. Applicants are responsible for ensuring, at least 48 hours before the deadline, that the most up-to-date version of Adobe Acrobat is installed on all computers that may be used to submit the proposal.</p> <p>3. To ensure that attachments are not rejected, attachment names should only include allowable characters. (See Other Submission Requirements).</p>

Intergovernmental Review - Single Point of Contact Review

Executive Order 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the [state Single Point of Contact \(SPOC\)](#) if one exists and if the program has been selected for review. Applicants must contact their state SPOCs to determine whether their programs have been selected for state review. The applicant must enter the date that the application was sent to the SPOC or the reason such submission is not required in the section of the SF-424 that refers to EO 12372. Applicants can find a list of SPOCs on the Office of Management and Budget website at <https://www.whitehouse.gov/wp-content/uploads/2017/11/SPOC-Feb.-2018.pdf>

Funding Restrictions

The following information is provided to help applicants develop an application and budget consistent with program requirements.

Unallowable Costs

The activities listed on the next page are unallowable, and costs for them must not be included in applicants' budgets.

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

Food and Beverage/Costs for Refreshments and Meals

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

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

Justification for an exception listed above must be included in the applicant's budget narrative, and grantees may only use funds to purchase food and/or beverages if OVW approves the specific expenditures in advance. For additional information on restrictions on food and beverage expenditures go to <https://www.justice.gov/ovw/conference-planning>.

Conference Planning and Expenditure Limitations

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 <https://www.justice.gov/ovw/conference-planning>. This includes requirements pertaining to:

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

Pre-Agreement Cost Approval

OVW generally does not allow pre-award costs. Costs incurred prior to the start date of the award may not be charged to the project unless the recipient receives prior approval from OVW. See the [DOJ Financial Guide](#) for more information on pre-award costs.

Other Submission Requirements

As discussed in the [Submission Dates and Times](#) section above, applications must be submitted electronically via Grants.gov. Applicants that are unable to submit electronically must follow the instructions in that section.

After applicants obtain their DUNS number and register with SAM, they can begin the Grants.gov registration process. The applying organization must complete the Grants.gov registration process prior to beginning an application for a federal grant. The E-Business Point of Contact (E-Biz POC) must register the applicant organization with Grants.gov. The E-Biz POC oversees the applicant's Grants.gov transactions and assigns the AOR. The AOR submits

the application to Grants.gov and must register with Grants.gov as well. In some cases the E-Biz POC is also the AOR for the applicant. Complete instructions can be found at Grants.gov.

This registration process generally takes between three and five business days and may take as long as four weeks if all steps are not completed in a timely manner. The application process can move forward once the applicant successfully registers with Grants.gov. Grants.gov is not the Office of Justice Programs' (OJP) Grants Management System (GMS). If applicants experience difficulties at any point during this process, they should call the Grants.gov Customer Support Hotline at 1-800-518-4726.

Note: Grants.gov limits the use of specific characters in names of attachment files. Valid file names include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below.

Characters	Special Characters		
Upper case (A – Z)	Parentheses ()	Curly braces { }	Square brackets []
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Numbers (0-9)	Comma (,)	Semicolon (;)	Apostrophe (')
Underscore (_)	At sign (@)	Number sign (#)	Dollar sign (\$)
Hyphen (-)	Percent sign (%)	Plus sign (+)	Equal sign (=)
Space	When using the ampersand (&) in XML, applicants must use the “&” format.		
Period (.)			

Use simple titles for all documents, such as “FY 2018 OJV Project Narrative.” Visit Grants.gov to review the most up-to-date guidelines about the use of specific characters.

Submitting a Grant Application

Grants.gov has updated its application tool. The legacy PDF application package was phased out and retired as of December 31, 2017. Grants.gov Workspace is now the standard application method for applying for grants. Applicants should familiarize themselves with the Workspace format. For information and instructions on using Workspace (and other changes), see <https://www.grants.gov/web/grants/applicants/workspace-overview.html>. The Grants.gov Help Desk can be reached at 1-800-518-4726 and is available 24/7, except federal holidays.

E. Application Review Information

Technical Merit Criteria

Applications will be subject to a peer review and a programmatic review. They 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 on the quality of the response 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, even if it is included elsewhere within the application.

A technical merit score will be determined for each R&E application based on the scoring criteria below.

Statement of the problem – 10%

- Stated which [FY 2019 Priority Area](#) the proposed project will address
- Demonstrated understanding of the problem
- Demonstrated awareness of the state of current research
- Explained the [Area\(s\) of Study](#) to which the proposed project is expected to contribute knowledge

Project design and implementation – 50%

- Soundness of methods and analytic and technical approach to addressing the stated aim(s) of the proposed project, including alignment with the [Methodological Principles](#)
- Feasibility of proposed project
- Awareness of potential pitfalls of proposed project design and feasibility of proposed actions to minimize and/or mitigate them
- Cogency of the theoretical basis for the proposed project

Potential impact – 15%

- Potential to yield valuable knowledge related to practice and policy in victim services, the justice system response to domestic/dating violence, sexual assault, and/or stalking, such as—
 - Potential for significantly improved understanding of the stated problem
 - Potential for an innovative solution to address the stated problem

Capabilities/competencies – 20%

- Qualifications and experience of proposed organizations (including partner organizations) and project staff, including any individual that will be significantly involved in the project
- Reflects a strong researcher-practitioner partnership
- Demonstrated ability of the applicant organization to manage the effort
- Relationship between the capabilities/competencies of the proposed project staff (including the applicant organization) and the scope of the proposed project

Dissemination plan – 5%

- Described plans to produce at least one scholarly product and make findings available to broader audiences, including practitioners and policymakers, through written material and/or interactive formats, such as conferences or webinars

Budget and Budget Narrative

Peer reviewers will consider and may comment on the following additional items in the context of scientific and technical merit:

- Total cost of the project relative to the perceived benefit (cost effectiveness)
- Appropriateness of the budget relative to the level of effort
- Use of existing resources to conserve costs

- Proposed budget alignment with proposed project activities

Review and Selection Process

Peer Review

OVW will subject all eligible applications to a peer review process that is fair and based on the criteria outlined in this solicitation. OVW may use internal reviewers, external reviewers, or a combination of both. Following peer review and the assignment of a technical merit score to each application, a threshold is established and applications scoring at or above that threshold are discussed by a full peer review panel.

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 alignment with the scope of the R&E initiative, activities that compromise victim safety, and, if applicable, past performance.

An application that is 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. Past performance issues noted in programmatic review may also be taken into consideration.

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.

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

Prior to making an award, OVW is required to review and consider any information about applicants included in the designated integrity and performance system accessible through SAM (currently FAPIIS). Applicants may review and comment on information in FAPIIS about themselves that another federal awarding agency has previously entered. OVW will consider the

applicant's comments as well as other information available in FAPIIS in making its judgment about the risk posed by making an award to the applicant as described in 2 C.F.R. § 200.205.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the OVV Director, who also may give consideration to factors including, but not limited to, reaching underserved populations, OVV 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 funds until certain requirements are met. High-risk grantees with substantial or persistent performance or compliance issues, long-standing open audits, or open criminal investigations will likely not receive an additional OVV award until all issues are resolved.

Anticipated Announcement and Federal Award Dates

It is anticipated that all applicants will be notified of the outcome of their applications by October 1, 2019.

F. Federal Award Administration Information

Federal Award Notices

Successful applications will receive OVV award notifications electronically from the OJP Grants Management System (GMS) (not Grants.gov). This award notification will be sent to the individuals listed as the [Authorized Representative](#) and the Point of Contact on the SF-424 for the application that was selected for funding and will include instructions on accepting the award. Recipients will be required to log in; accept any outstanding assurances and certifications on the award; designate financial points of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document and terms and conditions by the [Authorized Representative](#), scanning the fully executed award document, and returning the scanned document to OVV via facsimile or email.

Administrative and National Policy Requirements

Information for All Federal Award Recipients

Applicants selected for awards must agree to comply with additional legal, administrative, and national policy requirements. OVV strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. This information can be found in the section of the Solicitation Companion Guide entitled *Post-Award Requirements for All Federal Award Recipients*. Terms and conditions for OVV awards are available at <https://www.justice.gov/ovv/award-conditions>. These terms are subject to change prior to the issuance of the awards.

Violence Against Women Act Non-Discrimination Provision

The Violence Against Women Reauthorization Act of 2013 added a civil rights provision that applies to all FY 2019 OVV grants. This provision prohibits OVV grantees from excluding,

denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW. For more information on this prohibition, see <http://www.justice.gov/ovw/docs/faqs-ngc-vawa.pdf>. Additional information on the civil rights obligations of OVW funding recipients can be found in the Solicitation Companion Guide under *Civil Rights Compliance*.

Accessibility

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

Reporting

OVW grantees are required to submit semi-annual progress reports and quarterly Federal Financial Reports (SF-425). Progress reports will comprise the non-budgetary components of the Research Performance Progress Report (RPPR) template/format. General information on the RPPR can be found at www.nsf.gov/bfa/dias/policy/rppr/. Future awards and fund drawdowns may be withheld if reports are delinquent.

As indicated earlier in this solicitation, OVW expects products to result from any award under this solicitation. Please review the [Expected Products](#) section for specific requirements. Additionally, recipients of R&E funding will be required to submit the following deliverables:

- **Draft and Final Summary Overview of the Work Conducted under the Award**

The overview is expected to provide an overall summary of the work under, and results of, the project funded by OVW under this solicitation. Among other things, the summary overview should address the purpose of the project, project subjects (if applicable), project design and methods, data analysis, findings, and implications for policy and practice. A draft summary is to be submitted 90 days before to the end of the project period for OVW review and comment. A final summary report will be made available on OVW's website, pursuant to 34 U.S.C. § 12291(b)(7).

- **Required Data Sets and Associated Files and Documentation**

As discussed earlier, OVW requires recipients of an award under this solicitation to submit to NACJD all data sets that result in whole or in part from the work funded by OVW, along with associated files and any documentation necessary to allow for future efforts by others to reproduce the project's findings and/or to extend the scientific value of the data set through secondary analysis. All data sets and necessary documentation are to be submitted 90 days prior to the end of the project period.

G. Federal Awarding Agency Contact(s)

For assistance with the requirements of this solicitation, including financial questions, contact Ginger Baran, Senior Program Analyst, at Virginia.Baran@usdoj.gov or (202) 305-2093. For technical support, contact Grants.gov Customer Support.

H. Other Information

Application Checklist

Applicants must submit a fully executed application to OVW, including all required documentation. Prior to peer review, OVW will not contact applicants for missing items. Additionally, please 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.

✓	WHAT AN APPLICATION SHOULD INCLUDE	SEE PAGE...
Required Documents		
<i>Any application missing any one or more of these items will not be sent to peer review.</i>		
	Project Abstract	7
	Project Narrative	7
	Budget Detail Worksheet and Budget Narrative	13
Appendices		
<i>OVW will not make an award to any applicant that has not provided all appendices.</i>		
	Summary data sheet	9
	Bibliography/references	9
	Tools/instruments, questionnaires, tables/charts/graphs, or maps	9
	Curriculum vitae or resumes for key staff	9
	Proposed Project Staff, Affiliation, and Roles form	9
	Project timeline	9
	Human subjects protection paperwork	10
	Privacy Certificate	10
	Letters of commitment	10
	Data archiving plan	10
	Applicant disclosure of pending applications	10
	Documentation of Research and Evaluation Independence and Integrity	11
	Summary of Current and Recent OVW Projects (if applicable)	13
Additional Required Information		
<i>Failure to include any of the information may result in the inability to access funds if the application is selected for funding.</i>		
	Application for Federal Assistance (SF-424) (auto-populates in Grants.gov)	14
	Pre-award Risk Assessment	16
	Indirect Cost Rate Agreement (if applicable)	17
	Standard Assurances and Certifications	14
	Disclosures Related to Executive Compensation	15
	Confidentiality Notice Form	15
	Letter of Nonsupplanting	17
	Financial Capability Questionnaire (nonprofits only)	14

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

Public Reporting Burden - Paperwork Reduction Act Notice

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. OVW tries to create forms and instructions that are accurate, can be easily understood, and impose the least possible burden on applicants. The estimated average time to complete and file this form is 30 hours. Comments regarding the accuracy of this estimate or suggestions for simplifying this form can be submitted to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street, NE, Washington, DC 20002.

Appendix - Summary of Current and Recent OVW Projects, and Pending Applications for OVW Funding

Summary of Current and Recent OVW Projects

Award Number	Award End Date	Program	Award Amount	Amount Remaining	Extension Needed?	Extension Needed: Timeframe	Nexus, if any, to the Proposed Research Project
2016-XX-XX-XXXX	9/30/2018	2016 CSSP	\$300,000	\$250,000	<input type="checkbox"/> Yes <input type="checkbox"/> No		The CSSP project funds a support group model that will be studied through the proposed project.
2017-XX-XX-XXXX	12/31/2019	2017 CTAS	\$932,000	\$467,850	<input type="checkbox"/> Yes <input type="checkbox"/> No		None.

Summary of Pending Applications for OVW Funding

Program	Anticipated Start Date	Anticipated End Date	Requested Amount	Nexus, if any, to the Proposed Research Project
2019 RURAL	10/1/2019	9/30/2021	\$500,000	None.