



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

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# OVW Fiscal Year 2019 Sexual Assault Services Formula Program Solicitation

Release Date: on or about March 5, 2019

## Eligibility

**Eligible applicants are limited to:** any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the United States Virgin Islands, American Samoa, Guam, and the Commonwealth of the Northern Mariana Islands. Specifically, only the designated state office may apply.

(See “[Eligibility Information](#)”)

## Deadlines

Applications are due by 11:59 p.m. Eastern Time (E.T.) on April 24, 2019.

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

**Registration Information:** To receive an award, all applicants must obtain a Data Universal Number System ([DUNS](#)) Number, and register online with the System for Award Management ([SAM](#)). To avoid any delays in receiving an award, applicants should obtain a [DUNS](#) Number and register online with [SAM](#) immediately, but no later than, April 10, 2019.

(See “[Registration](#)”)

## Contact Information

For assistance with the requirements of this solicitation, email OVW at [Melissa.Schmisk@usdoj.gov](mailto:Melissa.Schmisk@usdoj.gov). Alternatively, interested parties may call OVW at (202) 307-6026.

## Submission and Notification Information

**Submission:** Applications for this will be submitted through the Office of Justice Program's [Grants Management System \(GMS\)](#). For technical assistance with [GMS](#), contact OVW GMS Support at 1-866-655-4482.

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

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# OVW Sexual Assault Services Formula Program (CFDA 16.017)

## ***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 Sexual Assault Services Formula Program**

This program is authorized by 34 U.S.C. §12511. The Sexual Assault Services Formula Program (SAS Formula Program) was created by the Violence Against Women and Department of Justice Reauthorization Act of 2005, as amended by the technical amendments to that Act. The SAS Formula Program directs grant dollars to states and territories to assist them in supporting rape crisis centers and other nonprofit, nongovernmental organizations or tribal programs that provide direct intervention and related assistance to victims of sexual assault, without regard to age. For additional information about this program see <https://www.justice.gov/ovw/grant-programs> and <http://muskie.usm.maine.edu/vawamei/sasformulamain.htm>.

### **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 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](#) entitled “Post-Award Requirements for All Federal Award Recipients,” and the conditions of the award.

### **Purpose Areas**

Pursuant to 34 U.S.C. §12511, funds under this program must be used to provide intervention and related assistance to:

1. Adult, youth, and child victims of sexual assault;
2. Family and household members of such victims; and
3. Those collaterally affected by the victimization, except for the perpetrator of such victimization.

In FY 2019, funds under the SAS Formula Program must be used for the following purpose:

- To support the establishment, maintenance, and expansion of rape crisis centers and other nongovernmental or tribal programs and projects to assist individuals who have been victimized by sexual assault, without regard to the age of the individual.

SAS Formula grants shall be used by states and territories to provide grants to rape crisis centers<sup>1</sup> and other non-profit, nongovernmental organizations or tribal programs for programs and activities that provide direct intervention and related assistance. Pursuant to 34 U.S.C. § 12511(b)(2)(C), intervention and related assistance may include:

1. 24-hour hotline services providing crisis intervention services and referral;
2. Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police, and court proceedings;
3. Crisis intervention, short-term individual and group support services, and comprehensive service coordination and supervision to assist sexual assault victims and family or household members;
4. Information and referral to assist the sexual assault victim and family or household members;
5. Community-based, culturally specific services and support mechanisms, including outreach activities for underserved communities; and
6. Development and distribution of materials on issues related to the services described in numbers 1 through 5 above.

### **OVW Priority Areas**

In shaping their strategies for FY 2019, OVW encourages states and territories to develop and support projects that improve services for and/or the response to victims of sex trafficking and other severe forms of trafficking in persons who have also experienced sexual assault.

### **Activities that Compromise Victim Safety and Recovery and 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. Information on activities that compromise victim safety and recovery and undermine offender accountability may be found in the [Solicitation Companion Guide](#).

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. States and territories will also need to ensure that subgrantees do not engage in such activities.

### **Out-of-Scope Activities**

The activities listed below are out of the program scope, and they will not be supported by this program's funding.

1. Research projects (This does not include program assessments conducted only for internal improvement purposes. See "Research and Protection of Human Subjects" in the [Solicitation Companion Guide](#)).
2. Activities focused on prevention efforts and public education (e.g., bystander intervention, social norms campaigns, presentations on healthy relationships, etc.).

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<sup>1</sup> The term "rape crisis center" means a nonprofit, nongovernmental, or tribal organization, or governmental entity in a state other than a territory that provides intervention and related assistance to victims of sexual assault without regard to their age. In the case of a governmental entity, the entity may not be part of the criminal justice system (such as a law enforcement agency) and must be able to offer a comparable level of confidentiality as a nonprofit entity that provides similar victim services. 34 U.S.C. § 12291(a)(25).

3. Criminal justice-related projects, including law enforcement, prosecution, courts, and forensic interviews.
4. Sexual Assault Forensic Medical Examiner programs.
5. Sexual Assault Response Team coordination.
6. Providing training to allied professionals and the community (e.g., law enforcement, child protection services, prosecution, other community based organizations, etc.).
7. Domestic violence services unrelated to sexual violence.

Any out of scope activities will need to be removed from the application. States and territories will also need to ensure that subgrantees do not engage in such activities.

## ***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.

### **Award Period and Amounts**

The award period is 24 months. The total “estimated funding” on the SF-424 must reflect 24 months. Generally, the award period will start on August 1, 2019.

By statute (34 U.S.C. § 12511(b)(4)), OVW will award not less than 1.5 percent of the total amount appropriated for the SAS Formula Program to each state and the District of Columbia and Puerto Rico. The United States Virgin Islands, American Samoa, Guam, and the Commonwealth of the Northern Mariana Islands will be awarded a base amount of .25 percent of the total appropriated amount. Funds remaining after the allocated base amounts will be distributed among the states and territories according to population. The most accurate and complete data compiled by the United States Bureau of the Census are used to determine the populations.

OVW will make a maximum of 56 awards.

Awards will be made as grants.

### **Rape Survivor Child Custody Act**

In FY 2019, states and territories may apply for additional funds (up to ten percent of the three-year average of combined Services\* Training\* Officers\* Prosecutors (STOP) Violence Against Women Formula Grant Program and SAS Formula Program grant funds, with 75 percent of that amount supplementing the SAS Formula Program award and 25 percent supplementing the STOP Formula Grant Program award) if the state meets the requirements of the Rape Survivor Child Custody Act (RSCCA). To qualify, the state or territory must have a law that allows the mother of a child conceived through rape to seek court-ordered termination of the parental rights of the rapist with regard to that child, which the court is authorized to grant upon clear and convincing evidence of rape. The effective date of the qualifying statute must be on or before October 1, 2019. States may receive the additional funding under the RSCCA up to four times.

States and territories that received RSCCA funds in FY 2016, 2017, or 2018

States and territories that received RSCCA funds in FY 2016, 2017, or 2018 that wish to receive them again in FY 2019 must submit a letter addressed to the Director of OVW certifying that no changes have been made to state law and that the state is still in compliance with the requirements of the RSCCA. This certification letter must be signed by the state Attorney General or another state official with authority to make binding legal determinations.

States and territories that did not receive RSCCA funding in FY 2016, 2017, or 2018

States and territories that applied for RSCCA funding in FY 2016, 2017, or 2018 but did not meet the requirements of the law, or states and territories that are applying for RSCCA funding for the first time in FY 2019, must submit a legal opinion stating that the state or territory meets the requirements of the law and citing any statutory or case law or other authorities relied on in making the determination. This legal opinion may be in the form of a letter addressed to the Director of OVW and must be signed by the state Attorney General or another state official with authority to make binding legal determinations. **Although the information provided by the state will inform OVW's decision, OVW will make the final eligibility determination.**

States and territories must submit the legal opinion or the certification letter to OVW at [OVW.RSCCA@usdoj.gov](mailto:OVW.RSCCA@usdoj.gov) by **11:59 pm ET April 18, 2019**. OVW will not be able to consider any application or certification submitted after this date.

If the state or territory is awarded the additional funds, such funds will be subject to all of the requirements of the SAS Formula Program. Because this requirement applies to both STOP Formula Grant Program and SAS Formula Program, OVW encourages the state administrators for the two programs to coordinate their responses.

### ***C. Eligibility Information***

Applications that are submitted by ineligible entities will not be considered for funding. Pursuant to 34 U.S.C. § 12291(b)(16)(iii), an applicant that is found to have an unresolved audit finding (not closed or resolved within 12 months of the final audit report from the Inspector General of the Department of Justice) is not eligible for funding during the following two fiscal years.

#### **Eligible Applicants**

Eligible entities for this program are limited to any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the United States Virgin Islands, American Samoa, Guam, and the Commonwealth of the Northern Mariana Islands. Specifically, only the designated state office may apply.

#### **Cost Sharing or Match Requirement**

This program has no match or cost-sharing requirement.

### ***D. Application and Submission Information***

#### **Address to Request Application Package**

The complete application package (this solicitation, including links to required forms) is available on the [OVW website](#). Applicants wishing to request a paper copy of these materials should contact Melissa Schmisek at 202-305-1271 or [Melissa.Schmisek@usdoj.gov](mailto:Melissa.Schmisek@usdoj.gov).

### **Content and Form of Application Submission**

The information below (“**Application Contents**” 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.

### **Formatting and Technical Requirements**

Applications must follow the requirements below:

1. Double spaced (Summary Data Sheet and charts may be single spaced)
2. 8½ x 11 inch paper
3. One-inch margins
4. Type no smaller than 12 point, Times New Roman font
5. Page numbers
6. No more than 10 pages for the Project Narrative
7. Word 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 following 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 substantially incomplete and may result in a delay in funding.

1. Summary Data Sheet
2. Explanation of Administrative Funds
3. Project Narrative
4. Letter of Assurance Regarding Meaningful Involvement

### **Summary Data Sheet**

The Summary Data Sheet should be one page in length and may be single or double spaced. The Summary Data Sheet does not count toward the 10-page limit for the Project Narrative. Provide the following information:

1. Name, title, address, phone number, and e-mail address of the individual with authority to accept grants on behalf of the applicant.
2. Name, title, address, phone number, and e-mail address for the grant point-of-contact. This person must be an employee of the applicant.
3. A statement as to whether the state or territory is passing the SAS Formula Program funds through to the sexual assault coalition or dual sexual assault and domestic violence coalition. Provide the name, title, address, phone number, and e-mail address for the relevant organization’s authorized representative.
4. Statement as to whether the agency applying 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.

### **Explanation of Administrative Funds**

The following questions are to assist OVW in understanding the state’s or territory’s plans for using administrative funds.

1. Does the applicant plan to use administrative funds?
2. What agency or organization will use administrative funds?
3. Will the State Administering Agency (SAA) keep all of the administrative funds?

4. If the SAA is passing through funds to the coalition(s), what percentage of the 5% administrative fund allocation will the coalition receive?
5. How will administrative funds be used (e.g., salary, monitoring, attend trainings)?<sup>2</sup>
6. Will SAS Formula Program administrative funds be used in conjunction with other federal funding sources, such as the Victims of Crime Act programs?<sup>3</sup>

### Project Narrative

The Project Narrative may not exceed 10 pages in length, double-spaced. The Project Narrative must include the following information:

1. An overview of what sexual assault services are currently available to victims of sexual assault, including women, men, and children, throughout the state or territory.
2. An overview of what current state or territory efforts are in place to address sexual assault.
3. A brief description addressing the process by which the state or territory makes its subgrant awards (e.g., formula-based or competitive awards).
4. An explanation of how funding under the SAS Formula Program complements the state/territory STOP Implementation Plan.
5. A detailed description of how the state or territory meaningfully involved its sexual assault coalition and representatives from underserved communities,<sup>4</sup> including tribes, in developing the application and plans for the funding, including:
  - a. The process and communication method used by the state or territory to involve the sexual assault coalition **and** representatives from underserved communities;
  - b. The specific underserved communities the state or territory included in the application process and methods used to reach out to and communicate with these communities;
  - c. The number of times the state or territory has met with its coalition and representatives from underserved communities to discuss and develop **this** application, and a brief description of those meetings;
  - d. Whether the coalition and representatives from underserved communities were provided an opportunity to review this application and provide comment, prior to its submission; and
  - e. How the state or territory has incorporated feedback and input from the coalition and representatives from underserved communities into **this** application.
6. A detailed description of how the state or territory will meaningfully involve the sexual assault coalition and representatives from underserved communities, including tribes, in implementing the plans of the state or territory to administer the SAS Formula Program, including:
  - a. How the state or territory will work with the coalition and representatives from underserved communities to design a plan for distributing the subgrant funds;

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<sup>2</sup> For more information on allowable uses of administrative funds, see 28 C.F.R. § 90.17(b).

<sup>3</sup> States must be careful about assigning each program their appropriate share.

<sup>4</sup> Underserved communities are communities consisting of “populations who face barriers in accessing and using victim services, and include populations underserved because of geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age), and any other population determined to be underserved by the Attorney General or by the Secretary of Health and Human Services, as appropriate.” 34 U.S.C. § 12291(a)(39).

- b. The specific underserved communities the state or territory anticipates including in the implementation process;
  - c. The methods that will be used to reach out to the underserved communities to ensure their active participation in the implementation of the plans to administer the SAS Formula Program funds; and
  - d. The role of the coalition and representatives from underserved communities in the implementation of the plans to administer the program, such as review of solicitations, outreach to potential applicants, and assistance with peer review.
7. A detailed description of procedures to be used by the state or territory to ensure equitable distribution of grants and grant funds within the state or territory and between urban and rural areas.

### **Letter of Assurance Regarding Meaningful Involvement**

Pursuant to 34 U.S.C. § 12511(b)(3)(B)(i), in addition to the project narrative information on meaningful involvement, applicants must submit a letter from the **state or territorial administering agency** assuring that it will meaningfully engage with and include participation from the state/territorial sexual assault coalition or dual coalition, and representatives from underserved communities in the implementation of the state or territory plans to administer the SAS Formula Program. Letters must be submitted on the administering agency's letterhead and be signed and dated by an Authorized Representative. A sample letter can be found on the OVW website at <https://www.justice.gov/ovw/resources-applicants>. States and territories are also encouraged to seek input from rape crisis centers and other sexual assault programs in their application and implementation processes.

### **Additional Required Information**

The following documents should be included with your application. Failure to include any of the information may result in a delay in access to funds. Some documents will be generated during the submission process while other documents will be uploaded and attached to the application.

*The following documents will be generated and completed during the application submission process:*

#### **Application for Federal Assistance (SF-424)**

Applicants must complete the SF-424 online. For "Type of Applicant," do not select "other." The amount of federal funding requested goes in the "Estimated Funding" section of this form. This program does not require match; therefore the amount in the "Applicant" section of this form should be zero. The individual who is listed in "**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)**

Carefully review the assurances and certification forms online. Applicants will receive a request to compile these forms online during the application 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:*

#### Confidentiality Notice Form

All applicants are required to acknowledge that they have received notice that grantees and subgrantees must comply with the confidentiality and privacy requirements of VAWA, as amended. Applicants must submit the acknowledgement form available on the OVW website at [http://www.justice.gov/sites/default/files/ovw/pages/attachments/2015/01/20/confidentiality\\_acknowledgement\\_form\\_42015.pdf](http://www.justice.gov/sites/default/files/ovw/pages/attachments/2015/01/20/confidentiality_acknowledgement_form_42015.pdf). This form must be signed by the [Authorized Representative](#).

#### Pre-Award Risk Assessment

Each applicant must respond to the questions below. This information will be used for a mandatory pre-award risk assessment. Failure to provide this information or to respond to questions from OVW regarding this information in a timely manner could result in a delay in access to funds. Provide complete responses that address all questions included for each numbered item. This section of the application should be no more than four pages.

1. Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding? Provide a brief description of the applicant's policies and procedures that ensure funds will be tracked appropriately.
2. Does the applicant have written accounting policies and procedures? How often are these policies and procedures updated? Provide a brief list of the topics covered in the applicant's policies and procedures. OVW may request a copy for review during the application/award process or as part of the grant monitoring process.
3. Is the applicant's financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant? Provide a brief summary of the organization's process for tracking expenditures, including tracking budgeted versus actual amounts.
4. Does the applicant have procedures in place for minimizing the time between transfer of funds from the United States Treasury and disbursement for project activities? Provide a short summary of the applicant's policy for requesting payments for grant awards.
5. Does the applicant have effective internal controls in place to ensure that federal funds are used solely for authorized purposes? Provide a brief description of the applicant's internal controls that will provide reasonable assurance that the award funds will be managed properly.
6. Does the applicant have a documented records retention policy? If so, briefly describe the policy and confirm that the policy complies with federal regulations. Information on Record Retention and Access can be found at 2 C.F.R. §§ 200.333-200.337.
7. Does the applicant or any of its employees have any potential personal or organizational conflicts of interest related to the possible receipt of OVW award funds? Applicants are required to disclose in writing any potential conflicts of interest to their awarding agency. See 2 C.F.R. § 200.112 and Chapter 3.20, Grant Fraud, Waste and Abuse, of the [DOJ Financial Guide](#) for additional information.
8. Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. Part 200)? Provide a short list of the individual's qualifications/experience. If the individual is not familiar with the applicable rules and regulations, the applicant must contact OVW's Grants Financial

- Management Division at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov) or 1-888-514-8556 immediately after the applicant is notified of its award to coordinate training.
9. Does the applicant have policies and procedures in place to manage subawards and monitor activities of subrecipients as necessary to ensure that subawards are used for authorized purposes, in compliance with laws, regulations, and terms and conditions of the award, and that established subaward performance goals are achieved (2 C.F.R. §§ 200.330-200.332)? Provide a brief description of the organization's policies and procedures on subrecipient management and monitoring.
  10. Does the applicant currently require employees to maintain time distribution records that accurately reflect the work performed on specific activities or cost objectives in order to support the distribution of employees' salaries among federal awards or other activities (2 C.F.R. § 200.430)? Budget estimates do not qualify as support for charges to federal awards. Provide a brief description of the organization's established timekeeping policies and procedures.

#### Indirect Cost Rate Agreement (if applicable)

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

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

#### Letter of Nonsupplanting

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

#### **Unique Entity Identifier (DUNS Number) and System for Award Management (SAM)**

Applicants for federal grants and cooperative agreements are required to have a Data Universal Number System ([DUNS](#)) Number to submit an application. A [DUNS](#) Number is a unique, nine-character identification number provided by the commercial company **Duns & 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](#) 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. See 2. C.F.R. §§ 25.200, 25.205.

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. Additionally, these processes cannot be expedited.** OVW strongly discourages applicants from paying a third party to apply or register on their behalf in an attempt to expedite these processes. To ensure all applicants are

able to apply by the deadline for this solicitation, applicants must have obtained a [DUNS](#) number and registered online with the [SAM](#) no later than April 10, 2019.

**Submission Dates and Times**

It is the responsibility of the applicant to ensure that the application is complete and submitted by the deadline. Failure to meet the submission deadline will result in a delay in access to funds. Applicants should refer to the chart below to ensure that all required steps and deadlines are met.

Applicant Action	Information	Dates/Deadline
Apply for a DUNS number	Obtain a <a href="#">DUNS</a> number at the following website <a href="http://www.dnb.com/us/">http://www.dnb.com/us/</a> or call (866) 705-5711.	April 10, 2019
Register with SAM	Access the <a href="#">SAM</a> online registration through the <a href="#">SAM</a> homepage at <a href="https://www.sam.gov/portal/SAM/#1#1">https://www.sam.gov/portal/SAM/#1#1</a> and follow the online instructions for new <a href="#">SAM</a> users. If the applicant already has the necessary information on hand, the online registration takes approximately 30 minutes to complete, depending upon the size and complexity of the business or organization. <b>Organizations must update or renew their SAM registration at least once a year to maintain an active status.</b>	April 10, 2019
Request Hardcopy Submission (If Needed)	Applicants that cannot submit an application electronically due to lack of internet access must contact the POC at 202-305-1271 or <a href="mailto:Melissa.Schmisek@usdoj.gov">Melissa.Schmisek@usdoj.gov</a> to request permission to submit a hardcopy application.	April 10, 2019
Begin Application Submission Process	Applications must be submitted electronically via <a href="#">GMS</a>	Begin by April 22, 2019
Complete Application Submission Process	<a href="#">GMS</a>	April 24, 2019

**Grants Management System**

Applicants are required to submit applications through [GMS](#). This is not Grants.gov. In order to apply for a grant through [GMS](#), go to <https://grants.ojp.usdoj.gov/gmsexternal/> and either sign in using the applicant’s current [GMS](#) ID and password or register as a new user. Once applicants have logged into [GMS](#), they should select the program for which they intend to apply and follow the instructions. Training materials are available on the main [GMS](#) homepage. **Note:** GMS does not provide acknowledgement of receipt after the application is submitted.

**OVW Policy on Late Submissions**

To ensure timely award processing, applicants must submit the application by April 24, 2019. Applicants anticipating late submission should contact OVW at 202-305-1271 or [Melissa.Schmisek@usdoj.gov](mailto:Melissa.Schmisek@usdoj.gov) to provide an explanation for the delay and an anticipated

submission date. Submitting the application after the deadline may result in a delay in access to funds.

### **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 allow applicants to develop an application and administer grant funds consistent with program requirements. 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. The issuance and monitoring of subawards must meet the requirements of 2 C.F.R. § 200.331, which includes oversight of subrecipient spending and monitoring performance measures and outcomes attributable to grant funds.

#### Unallowable Costs

The activities listed below are unallowable, and costs for them must not be supported with grant funds.

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

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:

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 submitted to OVW, 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 must comply 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:

1. Cost of Logistical Conference Planning
2. Cost of Programmatic Conference Planning
3. Conference Space and Audio-Visual Equipment and Services
4. Prohibition on Trinkets at Conferences
5. Prohibition on Entertainment at Conferences
6. Food and Beverages at Conferences
7. Prior Approval Required Before Entering Into Contracts or Expending Funds for Conferences
8. Conference Reporting

#### Program Assessments

Grantees under this program are prohibited from using OVW funds to conduct research. They may use funds to assess their work for quality assurance and program improvement purposes only, such as by surveying training participants about the quality of training content and delivery or convening discussion forums with key stakeholders. Applicants considering such assessments must refer to the [DOJ/OJP decision tree](#) to ensure that the activity does not qualify as human subjects research. For additional information on federal requirements related to assessments or surveys, see the [Solicitation Companion Guide](#).

#### 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 [GMS](#). Applicants that are unable to submit electronically must follow the instructions in that section.

## ***E. Application Review Information***

#### **Criteria, Review, and Award Process**

This is a formula grant program; therefore, applications are not subject to a peer review. However, 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 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.

#### 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 experience a delay in funds, and possibly receive a high risk designation on future OVW awards until all issues are resolved.

#### **Anticipated Announcement and Federal Award Dates**

It is anticipated that all applicants will receive an award notification by October 1, 2019. The anticipated award start date will be August 1, 2019.

## ***F. Federal Award Administration Information***

#### **Federal Award Notices**

Successful applications will receive OVW award notifications electronically from [GMS](#). 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 OVW 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. 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 at <https://www.justice.gov/ovw/award-conditions>. These terms are subject to change prior to the issuance of the awards.

##### Violence Against Women Act Non-Discrimination Provision

The Violence Against Women Reauthorization Act of 2013 added a civil rights provision that applies to all FY 2019 OVW grants. This provision 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. 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**

Formula grantees are required to submit annual progress reports and quarterly Federal Financial Reports (SF-425). Appropriate progress report forms will be provided to all grantees. Forms will be submitted electronically via [GMS](#). Future awards and fund drawdowns may be withheld if reports are delinquent.

### ***G. Federal Awarding Agency Contact(s)***

For assistance with the requirements of this solicitation contact the following: for programmatic questions, contact the POC for this program at 202-305-1271 or [Melissa.Schmisek@usdoj.gov](mailto:Melissa.Schmisek@usdoj.gov), for financial questions, contact 1-888-514-8556 or [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov), and for technical support, contact the OVW GMS Support at 1-866-655-4482.

### ***H. Other Information***

#### **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).

<b>Application Document</b>	<b>Date Completed</b>
<b>1. Summary Data Sheet</b>	
<b>2. Explanation of Administrative Funds</b>	
<b>3. Project Narrative</b>	
<b>4. Letter of Assurance Regarding Meaningful Involvement</b>	
<b>5. Application for Federal Assistance: SF 424</b>	
<b>6. Standard Assurances and Certifications</b>	
<b>7. Confidentiality Notice Form</b>	
<b>8. Pre-Award Risk Assessment</b>	
<b>9. Indirect Cost Rate Agreement (if applicable)</b>	
<b>10. Letter of Nonsupplanting</b>	

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

**Public Reporting Burden - Paperwork Reduction Act Notice**

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