



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

OVW Fiscal Year 2019 National Indian Country Clearinghouse on Sexual Assault (NICCSA)

Call for Concept Papers

Release Date: on or about March 29, 2019

Eligibility

Eligible applicants are limited to:

- National, tribal, statewide or other nonprofit organizations with the capacity to provide nationwide training and technical assistance; and
- Institutions of higher education.

(See "[Eligibility Information](#)")

Deadlines

Concept Papers are due by 11:59 p.m. Eastern Time (E.T.) on May 14, 2019.

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

Registration Information: To submit a Concept Paper, 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, but no later than **April 12, 2019**.

(See "[Registration](#)")

Contact Information

For assistance with the requirements of this solicitation, email OVW at Darla.Nolan@usdoj.gov or call OVW at (202) 307-6026.

Submission and Notification Information

Submission: Concept Papers for this program will be submitted through [Grants.gov](https://www.grants.gov). For technical assistance with [Grants.gov](https://www.grants.gov), contact the [Grants.gov](https://www.grants.gov) Customer Support Line at 1-800-518-4726.

The Grants.gov number assigned to this announcement is OVW-2019-16489.

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

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OVW National Indian Country Clearinghouse on Sexual Assault (NICCSA) (CFDA 16.027)

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 National Indian Country Clearinghouse on Sexual Assault (NICCSA)

This program is authorized by the Consolidated Appropriations Act, 2018, Pub. L. No. 115-41, and the Consolidated Appropriations Act, 2019, Pub. L. No. 116-6, which appropriated funds for a national clearinghouse that provides training and technical assistance on issues relating to sexual assault of American Indian and Alaska Native women. Currently, the National Indian Country Clearinghouse on Sexual Assault (NICCSA) provides the following:

- A web-based repository of information on key topics and promising practices related to the sexual assault of American Indian and Alaska Native women, including research studies, scholarly articles, and other materials; a comprehensive list of relevant national, state, and local programs; and other resources pertaining to issues such as advocacy, medical care, victim resources, and related legal issues;
- Technical assistance and training to professionals working to address sexual assault in Indian country to include law enforcement, prosecutors, and judges, as well as healthcare professionals and advocates, through the establishment of a toll-free professional helpline and electronic communications; and
- Technical assistance, training, and ongoing support for the SAFESTAR training program.

This solicitation is requesting concept papers that will supplement the work of the Clearinghouse with new activities.

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

OVW is soliciting Concept Papers proposing activities in the following areas:

- Provide NICCSA programming and services to address the unique environmental, cultural, and traditional needs for Alaska tribal governments and villages;
- Provide technical assistance and training to tribal governments and tribal courts on effective responses to sexual assault through web-based technology, regional or national trainings, and on-site training and technical assistance; and
- Provide technical assistance and training for tribal communities to assist them with enhancing or establishing coordinated community response models such as a Sexual Assault Nurse Examiner (SANE) project or a Sexual Assault Response Team (SART).

Note: Applicants must be willing to work closely with OVW on the implementation of their projects, including the possibility of modifying project activities to more appropriately meet the needs of American Indian and Native Alaskan communities. **Applicants will be required to enter into a Memorandum of Understanding (MOU) with other organizations implementing existing NICCSA projects.**

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](#).

Concept Papers that propose any activities that compromise victim safety and recovery or undermine offender accountability may receive a deduction in points during the review process or may be eliminated from consideration entirely.

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. For information about DOJ regulations on research involving human subjects, see "Research and Protection of Human Subjects" in the [Solicitation Companion Guide](#)).
2. Project activities that do not address sexual assault or the specific cultural and traditional needs of American Indian and Alaska Native women.

Concept Papers 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 entirely.

Activities Requiring Prior Approval

Recipients must receive prior approval before using grant funds to support surveys.

B. Federal Award Information

Availability of Funds

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

Award Period and Amounts

The award period is 24 months. Budgets must reflect 24 months of project activity, and the total “estimated funding” on the SF-424 must reflect 24 months. Generally, the award period will start on October 1, 2019.

Awards under this solicitation for FY 2019 will range from \$300,000 to \$1,000,000 for the entire 24 months. OVW may make up to 3 awards.

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

Awards will be made as cooperative agreements. Cooperative agreements are a form of award when OVW expects to have ongoing substantial involvement in award activities. For this program, the substantial involvement includes:

1. Assisting with the establishment of meaningful MOUs;
2. Assisting with the project coordination;
3. Participating in project strategizing and planning meetings; and
4. Providing oversight for the development of project(s) and/or project redirection to ensure a successful collaborative approach is achieved for the implementation of NICCSA at a national level.

Through this project, OVW strives to deliver training and technical assistance that reflects current research on effectively responding to sexual assault in Indian country. Applicants should be prepared to exercise flexibility in project implementation and direction throughout their awards.

Mandatory Program Requirements

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

1. Participate in OVW-sponsored training and technical assistance;
2. Participate in planning meetings with OVW and other organizations implementing NICCSA projects, and work in a collaborative manner throughout the life of the project; and
3. Enter into an MOU with all NICCSA project recipients. For purposes of this solicitation, the MOU is a document containing the terms of the partnership and the roles and responsibilities between two or more parties.

C. Eligibility Information

Concept Papers that are submitted by ineligible entities or that do not meet all program eligibility requirements will not be considered for funding. In addition, a Concept Paper 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 this program:

- National, tribal, statewide or other nonprofit organizations with the capacity to provide nationwide training and technical assistance; and
- Institutions of higher education.¹ Eligible entities include tribal colleges and universities.

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.

Other Program Eligibility Requirements

In addition to meeting the eligible entity requirements outlined above, Concept Papers for this program must also meet the requirements below. All certification and other eligibility related documents must be current and developed in accordance with the FY 2019 solicitation.

Applicant Required Experience

Applicant must have the following:

1. Documented history, more than 3 years, of successfully providing culturally specific sexual assault training and technical assistance for tribal governments, tribal communities, or tribal organizations at a national level. This history can be met through a partnership that is established through a meaningful MOU; see "Who Will Implement" section.

¹ An institution of higher education is an educational institution in any state that: (1) admits as regular students only persons having a certificate of graduation from a school providing secondary education, or the recognized equivalent of such a certificate; or students who have completed a secondary school education in a home school setting that is treated as a home school or private school under state law; (2) is legally authorized within such state to provide a program of education beyond secondary education; (3) provides an educational program for which the institution awards a bachelor's degree or provides not less than a 2-year program that is acceptable for full credit toward such a degree, or awards a degree that is acceptable for admission to a graduate or professional degree program; (4) is a public or other nonprofit institution; and (5) is accredited by a nationally recognized accrediting agency or association, or if not so accredited, is an institution that has been granted preaccreditation status by such an agency or association that has been recognized by the Secretary of Education for the granting of preaccreditation status, and the Secretary of Education has determined that there is satisfactory assurance that the institution will meet the accreditation standards of such an agency or association within a reasonable time.

2. Demonstrated experience managing a national clearinghouse, helpline, or national project of similar scope and complexity; and
3. Demonstrated knowledge of the Violence Against Women Act (VAWA) and subsequent legislation, federal Indian law, and key issues related to sexual assault in Indian country.

Limit on Number of Concept Papers

OVW will consider only one Concept Paper per organization in response to this solicitation. In addition, if an applicant submits multiple versions of the same Concept Paper, OVW will review only the most recent system-validated version submitted before the deadline.

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 and on the [OVW website](#). Applicants wishing to request a paper copy of these materials should contact Jessica Neal at Darla.Nolan@usdoj.gov.

Content and Form of Concept Paper Submission

The information below (“**Formatting and Technical Requirements** through “**Additional Required Information**”) describes the full content and form of Concept Paper submission. For a complete checklist of required contents, see the “[Other Information](#)” section in this solicitation.

Formatting and Technical Requirements

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

1. Double spaced (Project Abstract, 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 20 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.

Concept Paper Contents

Concept Papers must include the following required documents and demonstrate that the program eligibility requirements have been met. OVW **will not** contact applicants for missing items on the list below. Concept Papers that do not include all of the following documents will be considered substantially incomplete and will not be considered for funding:

- Summary Data Sheet
- Project Narrative
- Budget Summary

Summary Data Sheet (5 Points Total)

The Summary Data Sheet should be one to four pages and may be single or double spaced. The Summary Data Sheet does not count toward the 20 page limit for the Project Narrative. Provide the following information:

1. Name, title, address, telephone number, and e-mail address of the individual with authority to accept grants on behalf of the applicant.
2. Name, title, address, telephone number, and e-mail address for the grant point-of-contact. This person must be an employee of the applicant.
3. Statement as to whether the applicant (the organization whose DUNS number is being used for the Concept Paper) will serve as a fiscal agent/sponsor for an entity or 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.
4. Statement as to whether the applicant has expended \$750,000 in federal funds in the applicant's past fiscal year. If so, specify the end date of the applicant's fiscal year.
5. Summary of current and pending OVW grants (if applicable). If the applicant has a current grant or cooperative agreement under any OVW grant program or an award that has been closed within the last 12 months from the date this solicitation closes, the information must be provided in a table using the sample format found on the OVW website <https://www.justice.gov/ovw/resources-applicants>. Failure to provide the required table will result in a loss of points. The applicant should also provide the same information regarding any current OVW grants or pending Concept Papers on which the applicant is a subrecipient.
6. A list of other federal grant programs from which the applicant [FY 2019 NICCSA solicitaiton draft 6.docx](#) currently receives funding or for which it has applied for funding in FY 2019 **to do similar work**. Provide this information in a table using the sample format found on the OVW website <https://www.justice.gov/ovw/resources-applicants>.
7. 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.
8. 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.

Proposal Abstract (not scored)

The Proposal Abstract must provide a short summary (no more than two pages double-spaced) of the proposed project, including names of applicant and partners, primary activities, products and deliverables, the service area, and who will benefit. Applicants must not summarize past accomplishments in this section.

Project Narrative (80 Points Total)

The Project Narrative may not exceed 20 pages, double-spaced. The Project Narrative comprises the following three sections: Purpose, What Will Be Done, and Who Will Implement.

Purpose (20 points)

The target audience for the NICCSA is American Indian and Alaska Native communities.

This section must:

1. Describe the gaps and challenges tribes experience when addressing sexual assault in the three purpose areas specifically identified in this solicitation, and the impact that the proposed project could have for the identified gaps and challenges;
2. Describe the expected impact the proposed project could have;
3. Describe the audience for the proposed project, including the relationship between the target audience and the stated area of need; and
4. Estimate the number of individuals, agencies, and tribes that would receive training and technical assistance under the proposed project annually.

What Will Be Done (40 points)

This section must provide a clear link between the proposed activities and the need identified in the "Purpose" section above.

This section must:

1. Provide a detailed description of how funds will be used to accomplish the project goals, objectives, and activities, as well as product development;
2. Provide a detailed description of the technical assistance delivery methodologies that will be undertaken and why;
3. Describe how experience from similar efforts and lessons learned have influenced the proposed project;
4. Describe how knowledge of evidence-informed approaches and promising practices will be applied to the proposed project;
5. Include a detailed timeline for key activities, include project development and dissemination;
6. Describe how the proposed project will be accessible to individuals with disabilities, individuals who are Deaf or hard of hearing, and persons with limited English proficiency; and
7. Indicate if an outside planner will be hired to conduct logistical planning for in-person meetings or on-site trainings. If no outside planner will be hired, the Concept Paper must document that the applicant or a project partner is the most cost-effective means of obtaining conference logistical services.

Who Will Implement (20 points)

This section must clearly describe the organization(s) or individuals that will implement the proposed project and demonstrate that they possess the experience and capacity needed to accomplish successful implementation.

This section must:

1. Document the history, more than 3 years, of successfully providing culturally specific sexual assault training and technical assistance for tribal governments, tribal communities or tribal organizations at a national level. This history can be met through a partnership that is established through a meaningful MOU:

- a. For purposes of this solicitation, the MOU is a document containing the terms of the partnership and the roles and responsibilities between two or more parties. The MOU **must** be a single document and **must** be signed and dated by the [Authorized Representative](#) of each proposed partner organization during the development of the application; and
 - b. The MOU must: clearly identify the partner that has a history of providing culturally specific sexual assault training and technical assistance for tribal governments, tribal communities or tribal organizations at a national level; and clearly state the roles and responsibilities each project partner will assume.
2. Demonstrate experience managing a national clearinghouse, helpline, or national project of similar scope and complexity;
 3. Demonstrate knowledge of the Violence Against Women Act (VAWA) and subsequent legislation, federal Indian law, and key issues related to sexual assault in Indian country;
 4. Identify the key individuals, consultants, or partner organizations involved in the proposed project and demonstrate that the individuals and organizations identified have the capacity to address the stated need, including the expertise necessary to appropriately serve a variety of audiences such as urban Indians, youth, LGBTQ populations, and professionals working in the area of sexual assault of American Indians and Alaska Natives; and
 5. Describe the qualifications and roles for staff, project partner staff, and consultants involved with the project. Provide the percentage of time and specific activities each individual will devote to the project.

Budget Summary (15 Points)

All Concept Papers must include a budget summary. Applicants must submit reasonable budgets based on the resources needed to implement their projects.

Award Period and Amount

Provide an estimated dollar range for the proposed project. The project cannot exceed \$1,000,000 and must reflect a 24-month period.

The budget summary will be reviewed separately from the proposed project narrative. The budget summary 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 summary must:

1. Display a clear link between the project and the budget items. Each budget item must be supported with a descriptive narrative; and
2. Include the following line items:
 - a. Personnel
 - b. Fringe Benefits
 - c. Travel
 - d. Equipment
 - e. Supplies
 - f. Consultants/Contracts
 - g. Travel
 - h. Indirect Costs

Post Award Requirement

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

Additional Required Information

The following documents will not be scored during the review process but they must be included with the Concept Paper. Failure to include any of the information may result in the Concept Paper being removed from consideration for funding. Some documents will be generated during the Concept Paper submission process while other documents will be uploaded and attached to the Concept Paper.

The following documents will be generated and completed during the Concept Paper 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 in the “Estimated Funding” section of this form must match the amount of federal funding requested in the budget section of the Concept Paper package. This program does not require a match; therefore, the values for the Applicant line 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 Concept Paper 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 Concept Paper:*

Applicant Financial Capability Questionnaire (if applicable)

All nonprofit, nongovernmental organizations that apply for funding from OVW and have not previously (or within the last three years) received funding from OVW 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/how-apply#ra>.

Confidentiality Notice Form

All applicants are required to acknowledge that they have received notice that grantees and subgrantees must comply with the confidentiality and privacy requirements of VAWA, as amended. Applicants must submit the acknowledgement form available on the OVW website at

http://www.justice.gov/sites/default/files/ovw/pages/attachments/2015/01/20/confidentiality_acknowledgement_form_42015.pdf. This form must be signed by the [Authorized Representative](#).

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 Concept Paper (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 Concept Paper (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 OVW website at <https://www.justice.gov/ovw/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, OVW 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

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 the applicant

being removed from consideration or a delay in access to funds. Provide complete responses that address all questions included for each numbered item. This section of the Concept Paper 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 Concept Paper/award process or as part of the grant monitoring process.
3. Is the applicant's financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant? Provide a brief summary of the organization's process for tracking expenditures, including tracking budgeted versus actual amounts.
4. Does the applicant have procedures in place for minimizing the time between transfer of funds from the United States Treasury and disbursement for project activities? Provide a short summary of the applicant's policy for requesting payments for grant awards.
5. Does the applicant have effective internal controls in place to ensure that federal funds are used solely for authorized purposes? Provide a brief description of the applicant's internal controls that will provide reasonable assurance that the award funds will be managed properly.
6. Does the applicant have a documented records retention policy? If so, briefly describe the policy and confirm that the policy complies with federal regulations. Information on Record Retention and Access can be found at 2 C.F.R. §§ 200.333-200.337.
7. Does the applicant or any of its employees have any potential personal or organizational conflicts of interest related to the possible receipt of OVW award funds? Applicants are required to disclose in writing any potential conflicts of interest to their awarding agency. See 2 C.F.R. § 200.112 and Chapter 3.20, Grant Fraud, Waste and Abuse, of the [DOJ Financial Guide](#) for additional information.
8. Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. Part 200)? Provide a short list of the individual's qualifications/experience. If the individual is not familiar with the applicable rules and regulations, the applicant must contact OVW's Grants Financial Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 immediately after the applicant is notified of its award to coordinate training.
9. Does the applicant have policies and procedures in place to manage subawards and monitor activities of subrecipients as necessary to ensure that subawards are used for authorized purposes, in compliance with laws, regulations, and terms and conditions of the award, and that established subaward performance goals are achieved (2 C.F.R. §§ 200.330-200.332)? Provide a brief description of the organization's policies and procedures on subrecipient management and monitoring.
10. Does the applicant currently require employees to maintain time distribution records that accurately reflect the work performed on specific activities or cost objectives in order to support the distribution of employees' salaries among federal awards or other activities (2 C.F.R. § 200.430)? Budget estimates do not qualify as support for charges to federal awards. Provide a brief description of the organization's established timekeeping policies and procedures.

Indirect Cost Rate Agreement (if applicable)

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

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

Letter of Nonsupplanting

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

Unique Entity Identifier (DUNS Number), 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 Concept Paper. 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.gov prior to submitting an Concept Paper; (2) provide a valid DUNS number in its Concept Paper; 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 Concept Paper 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. 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 and with [Grants.gov](#) no later than April 12, 2019.

Submission Dates and Times

It is the responsibility of the applicant to ensure that the Concept Paper is complete and submitted by the deadline. Failure to meet the submission deadline will result in a Concept

Paper being removed from consideration. 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 DUNS number at the following website http://www.dnb.com/us/ or call (866) 705-5711.	March 29, 2019
Register with SAM	Access the SAM online registration through the SAM homepage at https://www.sam.gov/portal/SAM/#1#1 and follow the online 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 upon 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.	April 12, 2019
Register with Grants.gov	Once the SAM registration becomes 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).	April 12, 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 Concept Paper 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 Concept Paper deadline of 11:59 p.m. Eastern Time (E.T.) on May 14, 2019
Request Hardcopy Submission (If Needed)	Applicants that cannot submit a Concept Paper electronically due to lack of internet access must contact the Darla Nolan at Darla.Nolan@usdoj.gov to request permission to submit a hardcopy Concept Paper.	April 12, 2019
Begin Concept Paper Submission Process	Concept Papers must be submitted electronically via Grants.gov .	Begin by 11:59 p.m. E.T. on May 6, 2019
Complete Concept Paper Submission Process	Grants.gov	11:59 p.m. E.T. on May 14, 2019
Confirmation of Concept Paper Receipt	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	Submitting the Concept Paper at least 48 hours before the

	<p>user role within Grants.gov for a user who is authorized to submit Concept Papers on behalf of the organization.</p> <p>2. The AOR should receive a minimum of two emails from Grants.gov. One will confirm receipt of the Concept Paper package. The other will contain either a notice that the Concept Paper was successfully submitted or a notice that there was an error with the Concept Paper submission.</p> <p>OVW does not send out these notifications, nor does OVW receive a copy of these notifications. It is the responsibility of the applicant to notify OVW of any problems with the Concept Paper submission process.</p>	<p>Concept Paper deadline of May 14, 2019 will enable the applicant to receive notice of a failed submission and provide an opportunity to correct the error before the deadline.</p>
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OVW Policy on Late Submissions

Concept Papers submitted after **11:59 p.m. E.T.** on May 14, 2019 will not be considered for funding, unless the applicant receives OVW permission to submit a late Concept Paper. In limited circumstances, OVW will approve a request to submit a Concept Paper after the due date. The charts below provide a description of the circumstances under which OVW will consider such requests. OVW’s approval of a late submission request is not an indication of the Concept Paper’s final disposition. Concept Papers approved for late submission are still subject to all of the review process and criteria described in this solicitation.

Severe Inclement Weather or Natural Disaster		
	<ol style="list-style-type: none"> 1. Document when the severe inclement weather or natural disaster occurred, the impacted area, and the specific impact on the applicant/partners (e.g., without power for “x” days, office closed for “x” days). 2. Contact OVW at the earliest possible date and provide the information described in #1. 3. Contact OVW at least 24 hours prior to the Concept Paper deadline to request a late submission. Applicants impacted by severe inclement weather or a natural disaster occurring on the deadline must contact OVW within 72 hours after the due date or as soon as communications are restored. 	<p>OVW may not be able to accommodate all requests resulting from severe inclement weather or a natural disaster.</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 3 weeks prior to the Concept Paper due date to ensure that the individual who will be submitting the Concept 	<p>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.</p>

	<p>Paper has SAM and Grants.gov access and is the person registered to submit on behalf of the applicant.</p> <ol style="list-style-type: none"> 2. Maintain documentation of when registration began, any issues related to registration, and all communication with technical support. 3. Notify OVW as soon as the applicant becomes aware of a problem with registration but no later than 14 days before the Concept Paper due date. 	
<p>Experiencing Unforeseeable Technical Difficulties During the Concept Paper Submission Process</p>	<ol style="list-style-type: none"> 1. Document when the applicant began the submission process. 2. Contact Grants.gov for technical support at least 24 hours prior to the Concept Paper deadline. 3. Maintain documentation of all communication with Grants.gov support. 4. Contact the POC for this program at Darla.nolan@usdoj.gov indicating that the applicant is experiencing technical difficulties and would like permission to submit a late Concept Paper. Provide a telephone number and/or email address at which someone with the authority to submit the Concept Paper and required documentation can be reached for the first 3 business days immediately following the Concept Paper deadline. 5. Respond promptly to communication from OVW requesting the complete Concept Paper package, applicant DUNS Number, Grants.gov helpdesk tracking numbers, and any other relevant documentation. 	<p>Common foreseeable technical difficulties for which OVW will not approve a late submission requests include:</p> <ol style="list-style-type: none"> a. Using an outdated version of Adobe Acrobat; and b. Attachment rejection. <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 Concept Paper submission process 24-48 hours before the deadline, applicants should have sufficient time to receive notice of problems with their submissions and make necessary corrections. 2. To ensure that attachments are not rejected, attachment names should only include allowable characters. (See "Other Submission Requirements").

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 Concept Paper 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 Concept Paper 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 Concept Paper and budget consistent with program requirements.

Unallowable Costs

The activities listed below are unallowable, and costs for them must not be included in applicants' budgets.

1. Lobbying
2. Fundraising
3. Purchase of real property
4. Physical modifications to buildings, including minor renovations (such as painting or carpeting)
5. Construction

Food and Beverage/Costs for Refreshments and Meals

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

Conference Planning and Expenditure Limitations

Applicants' budgets must be consistent with all requirements (including specific cost limits and prior approval and reporting requirements, where applicable) governing the use of federal funds

for expenses related to conferences (which is defined to include meetings, retreats, seminars, symposiums, training, and other similar events), and costs of attendance at such events. Information on conference planning, minimization of costs, and conference reporting is available at <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

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

Program Assessments

Grantees under this program are prohibited from using OVV 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

OVV 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 OVV. 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, Concept Papers 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 Concept Paper 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 Concept Paper 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 Concept Paper 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 Concept Paper 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 “&#amp;#x26;” format.		
Period (.)			

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

Submitting a Concept Paper

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 complete information and instructions on using Workspace (and other changes), go to the Workspace Overview page at <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. Concept Paper Review Information

Criteria

Concept Papers will be scored based on the degree to which the Concept Paper responds to each section and addresses each element in the section. Furthermore, Concept Papers will be scored based upon 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 Concept Paper. Each section will be reviewed as a separate document and will be scored as such. Specifically, scoring will be as follows:

1. Summary data sheet: **(5)** points
2. Project narrative: **(80)** points, of which
 - A. Purpose of the project: (20) points
 - B. What will be done: (40) points
 - C. Who will implement: (20) points
3. Budget summary and narrative: **(15)** points

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

Review and Selection Process

Concept Papers will be subject to a peer review and a programmatic review.

Peer Review

OVW will subject all eligible, complete, and timely Concept Papers to a 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.

Programmatic Review

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

1. Activities that compromise victim safety and recovery and undermine offender accountability (deduct up to 25 points.)
2. Out-of-scope and unallowable activities (deduct up to 25 points)
3. Past performance (deduct up to 25 points)
4. Formatting and Technical Requirements (deduct up to 5 points)

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

As a part of the programmatic review process described above, applicants will be reviewed for past performance and risk based on the elements listed below.

1. Demonstrated effectiveness of the current project indicated by timely progress toward meeting project goals and objectives.
2. Demonstration that past activities supported with OVW grant funds have been limited to program purpose areas
3. Adherence to all special conditions of existing grant award(s) from OVW
4. Adherence to programmatic and financial reporting requirements, including timely submission of required reports
5. Completion of close-out of prior awards in a timely manner
6. 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
7. Receipt of financial clearances on all current or recent grants from OVW
8. Timely resolution of issues identified in any audit or on-site financial or programmatic monitoring visit
9. Adherence to the Office of Management and Budget single-audit requirement
10. Timely expenditure of grant funds

11. 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 OVW Director, who also may give consideration to factors including, but not limited to, reaching underserved populations, geographic diversity, OVW priorities, past performance, and available funding when making awards. All award decisions are final and not subject to appeal.

High-Risk Grantees

Based on DOJ's assessment of each grantee with regard to current or previous funding, unresolved audit issues, delinquent programmatic and fiscal reporting, and prior performance, a grantee may be designated "high risk." Awards to high-risk grantees may carry special conditions such as increased monitoring and/or prohibitions on drawing funds until certain requirements are met. High-risk grantees with substantial or persistent performance or compliance issues, long-standing open audits, or open criminal investigations will likely not receive an additional OVW award until all issues are resolved.

Anticipated Announcement and Federal Award Dates

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

F. Federal Award Administration Information

Federal Award Notices

Successful Concept Papers will receive OVW 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 Concept Paper 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 a Concept Paper. 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

OVW grantees are required to submit semi-annual progress reports and quarterly Federal Financial Reports (SF-425). Appropriate progress report forms will be provided to all applicants selected for an award. Forms will be submitted electronically via GMS. Future awards and fund drawdowns may be withheld if reports are delinquent.

G. Federal Awarding Agency Contact(s)

For assistance with the requirements of this solicitation contact the following: for programmatic questions, contact the POC for this program at Darla.Nolan@usdoj.gov, for financial questions, contact 1-888-514-8556 or OVW.GFMD@usdoj.gov, and for technical support, contact the [Grants.gov](#) Customer Support Line at 1-800-518-4726.

H. Other Information

Concept Paper Checklist

Applicants must submit a fully executed Concept Paper to OVW, including all required supporting documentation. Prior to peer review, OVW **will not** contact applicants for missing items. Additionally, if an applicant plans to submit a Concept Paper 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 Concept Paper. 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).

Concept Paper Document	Date Completed
1. Summary Data Sheet	
2. Project Narrative a) Purpose of the Concept Paper b) What Will Be Done c) Who Will Implement	
3. Proposal Abstract	
4. Budget Summary and Narrative	
5. Memorandum of Understanding (if applicable to demonstrate tribal experience)	
6. Application for Federal Assistance: SF 424	
7. Standard Assurances and Certifications	
8. Applicant Financial Capability Questionnaire (if applicable)	
9. Confidentiality Notice Form	
10. Disclosures of Process Related to Executive Compensation	
11. Pre-Award Risk Assessment	
12. Indirect Cost Rate Agreement (if applicable)	
13. Letter of Nonsupplanting	

Any materials submitted as part of a Concept Paper 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.