



OVW Fiscal Year 2021 Grants for Outreach and Services to Underserved Populations Solicitation

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Eligible Applicants:

Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education, Other

Other

Eligible applicants are limited to: population specific organizations or victim service providers that are (1) Deaf programs (2) Lesbian, Gay, Bisexual, and Transgender (LGBT) organizations, (3) Religious minority organizations, and (4) Disability programs as further defined in the solicitation. For more information, see the Eligibility Information section of this solicitation.

Letter of Intent

Applicants are strongly encouraged to submit a non-binding Letter of Intent to ovw.underserved@usdoj.gov by March 16, 2021. Interested applicants who do not submit a Letter of Intent are still eligible to apply. For more information, see the Application and Submission Information section of this solicitation.

Pre-Application Information Sessions

OVW will conduct an optional web-based Pre-Application Information Session. For more information, see the Application and Submission Information section of this solicitation.

Contact Information

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

Submission Information

Registration: To submit an application, 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 March 16, 2021.

Submission: Applications for this program will be submitted through a **NEW** two-step process: (1) submission of the **SF-424 and SF-LLL** in Grants.gov and (2) submission of the **full application** including attachments in the Justice Grants System (JustGrants). Submit the SF-424 and SF-LLL as early as possible, but not later than 24-48 hours before the Grants.gov deadline. For technical assistance with Grants.gov, contact Grants.gov Applicant Support at 1-800-518-4726 or support@grants.gov. For technical assistance with JustGrants, contact OVW JustGrants Support at 1-866-655-4482 or OVW.JustGrantsSupport@usdoj.gov.

For more information about registration and submission, see the Application and Submission Information section of this solicitation.

Notification

OVW anticipates notifying applicants of funding decisions by October 1, 2021.

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Program Description

Overview of OVW

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

Statutory Authority

34 U.S.C. § 20123

About this OVW Program

This program is authorized by 34 U.S.C. § 20123 to develop and implement outreach strategies targeted at, and provide victim services to, adult or youth victims of domestic violence, dating violence, sexual assault, or stalking in underserved populations. Survivors from underserved populations face challenges in accessing comprehensive and effective victim services that are accessible, culturally relevant, and responsive. As a result, survivors from underserved communities often do not receive appropriate services. The Underserved Program supports projects that address these gaps. Funds may be used to: develop or enhance population specific victim services; develop or enhance outreach strategies to reach underserved survivors; build the capacity of population specific organizations to serve survivors of these crimes; build the capacity of victim service providers to provide victim services that are population specific; train and educate community partners and the criminal justice system on the needs of survivors from underserved populations; and develop culturally and linguistically appropriate materials for underserved survivors. For additional information about this program and related performance measures, including how awards contribute to the achievement of program goals and objectives, see:

- OVW grant program information: [OVW Grants and Programs webpage](#)
- Program performance measures under the Measuring Effectiveness Initiative: [VAWA Measuring Effectiveness Initiative webpage](#)
- Examples of successful projects in OVW's most recent report to Congress on the effectiveness of VAWA grant programs: [2018 Biennial Report](#)

Program Scope

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

[Solicitation Companion Guide](#), and the conditions of the award.

Purpose Areas

Pursuant to 34 U.S.C. § 20123(d), funds under this program must be used for the purpose of providing or enhancing population specific outreach and services to adult and youth victims in one or more underserved populations, including:

1. Working with federal, state, tribal, territorial and local governments, agencies, and organizations to develop or enhance population specific services.
2. Strengthening the capacity of underserved populations to provide population specific services.
3. Strengthening the capacity of traditional victim service providers to provide population specific services.
4. Strengthening the effectiveness of criminal and civil justice interventions by providing training for law enforcement, prosecutors, judges and other court personnel on domestic violence, dating violence, sexual assault, or stalking in underserved populations.
5. Working in cooperation with an underserved population to develop and implement outreach, education, prevention, and intervention strategies that highlight available resources and the specific issues faced by victims of domestic violence, dating violence, sexual assault, or stalking from underserved populations.

Note: The term “population specific services” means victim-centered services that address the safety, health, economic, legal, housing, workplace, immigration, confidentiality, or other needs of victims of domestic violence, dating violence, sexual assault, or stalking, and that are designed primarily for and are targeted to a specific underserved population. 34 U.S.C. § 12291(a)(22).

Note: The term “underserved populations” means populations who face barriers in accessing and using victim services, and includes populations underserved because of geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, and populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age). 34 U.S.C. § 12291(a)(39).

OVW Priority Areas

In FY 2021, OVW is interested in supporting programs that empower victims to become survivors by focusing on long-term safety and sustainable economic independence. Organizations are encouraged to develop their capacity beyond core services, basic programming, and emergency response. Applications proposing victim services that go beyond crisis intervention to advance the long-term safety, stability, and self-sufficiency of victims such as education assistance, vocational training, employment services, financial counseling, etc. in their projects may be given special consideration. Applications can meet this priority area by proposing to develop new services or implement current ones, which can be provided by either themselves or a formal project partner.

Activities that Compromise Victim Safety and Recovery or Undermine Offender Accountability

OVW does not fund activities that jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions. Applications that propose any such activities may receive a deduction in points during the review process or may be eliminated from consideration. Information on activities that compromise victim safety and recovery or undermine offender accountability may be found in the [Solicitation Companion Guide](#).

Out-of-Scope Activities

The activities listed below are out of the program scope and will not be supported by this program's funding. See also the list of unallowable costs in the Funding Restrictions section of this solicitation.

1. Research projects. Funds under this program may not be used to conduct research, defined in 28 C.F.R. § 46.102 as a systematic investigation designed to develop or contribute to generalizable knowledge. Surveys and focus groups, depending on their design and purpose, may constitute research and therefore be out-of-scope. Prohibited research does not include assessments conducted for internal improvement purposes only (see Limited Use of Funds below). For information on distinguishing between research and assessments, see the [Solicitation Companion Guide](#).
2. Activities and services for children under the age of 11, except when in connection to providing victim services for the parent (e.g., children of victims residing in a shelter with their abused parents). By statute, the Underserved Program is for youth and adult victims. 34 U.S.C. § 20123(a)(1). Youth means a person who is 11 to 24 years old. 34 U.S.C. § 12291(a)(45).
3. Legal services or legal representation, except for the limited context of protection order proceedings or limited immigration matters that may impact and affect the victim's ability to maintain safety.
4. Sexual Assault Medical Forensic Examiner programs.
5. Population specific services unrelated and/or not responsive to the experience of domestic violence, dating violence, sexual assault, or stalking survivors.
6. Training, outreach, education, prevention, and public awareness not directly linked to the specific issues faced by victims of domestic violence, dating violence, sexual assault, or stalking from the targeted underserved population or how to better serve them.
7. Nationally or regionally focused projects. Service areas should correspond to the communities accessing victim services provided by the organizations involved. Grant funds should be used to support local, community-specific strategies only, and the applicant and its project partners must be based in the project's service area.
8. Hosting or presenting at national or regional conferences. Grant funds should be used for activities that benefit the targeted community and service area only.

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

Limited Use of Funds

Grantees may use up to one percent of grant award funds to assess their work for internal improvement purposes only, such as by convening a listening session to identify service gaps in the community or surveying training participants about the quality of training content and delivery. Applicants considering such assessments must refer to the OVW research decision tree in the Solicitation Companion Guide to ensure that the activity does not qualify as human subjects research. The [Solicitation Companion Guide](#) also provides additional information on federal requirements related to research, assessments, and surveys.

Activities Requiring Prior Approval

Recipients must receive prior approval before using grant funds to support surveys, whether conducted as part of a program or needs assessment, or for any other purpose. Prior approval is necessary to determine whether the activity is within the scope of the award and meets the requirements of the Paperwork Reduction Act (see the [Solicitation Companion Guide](#) for more information).

Federal Award Information

Awards, Amounts and Durations

Anticipated Number of Awards

10

Anticipated Maximum Dollar Amount of Awards

\$450,000.00

Period of Performance Start Date

10/1/21 12:00 AM

Period of Performance Duration (Months)

36

Anticipated Total Amount to be Awarded Under Solicitation

\$4,500,000.00

Availability of Funds

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. There is no guarantee that funds will be available in the future. OVW may elect to make awards in a future fiscal year for applications submitted under this solicitation but not selected for FY 2021 funding, depending on the merits of the applications and the availability of funding.

Types of Awards

Awards will be made as grants.

Award Period and Amounts

The award period is 36 months. Budgets must reflect 36 months of project activity, and the total "estimated funding" on the SF-424 must reflect 36 months. OVW anticipates that the award period will start on October 1, 2021.

This program typically makes awards in the range of \$400,000 - \$450,000. OVW estimates that it will make up to 10 awards for an estimated \$4,500,000.

Awards under this program for FY 2021 will be made for up to \$450,000 for the entire 36 months.

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

Types of Applications

In FY 2021, OVW will accept applications for this program from the following:

New: Applicants that have never received funding under this program or whose previous funding under this program expired on or before April 1, 2020.

Continuation: Applicants that have an existing or recently closed (after April 1, 2020) award under this program. Continuation funding is not guaranteed.

Recipients of an FY 2019 or FY 2020 award under this program are NOT eligible to apply as the lead applicant on an FY 2021 proposal.

Note: Current grantees with a substantial amount of unobligated funds remaining (50 percent or more of the previous award) as of April 1, 2021 without adequate justification may not be considered for funding or may receive a reduced award amount if selected for funding in FY 2021.

Mandatory Program Requirements

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

1. OVW-sponsored training and technical assistance (TTA).
2. OVW may conduct a program assessment or evaluation necessitating grantee involvement. Therefore, recipients may be expected to dedicate some OVW-funded time and resources to participating in an assessment or evaluation.

Eligibility Information

Eligible Applicants

Pursuant to 34 U.S.C. § 20123(b), the following entities are eligible to apply for this program:

1. **Population Specific Organizations.** These are nonprofit, nongovernmental organizations that primarily serve members of a specific underserved population and have demonstrated experience and expertise providing targeted services to members of that specific underserved population. 34 U.S.C. § 12291(a)(21).
2. **Victim Service Providers.** These are nonprofit, nongovernmental or tribal organizations or rape crisis centers, including state or tribal domestic violence and/or sexual assault coalitions, that assist or advocate for domestic violence, dating violence, sexual assault, or stalking victims, including domestic violence shelters, faith-based organizations or other organizations, with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking. 34 U.S.C. § 12291(a)(43). Victim service providers **must provide direct services** to victims of domestic violence, dating violence, sexual assault, or stalking as one of their primary purposes and have a demonstrated history of effective work in this field.

Sub-Type In addition to identifying as a population specific organization or victim service provider, applicants must also be one of the sub-types listed below in order to apply for this program:

1. **Deaf programs.** These are programs that are run by and for Deaf individuals. The program may be a stand-alone Deaf domestic violence and/or sexual violence victim service provider, a general Deaf services nonprofit, nongovernmental organization, or a Deaf domestic violence and/or sexual violence program administratively housed in a hearing victim service provider.
2. **LGBT organizations.** These are organizations for which the primary purpose of the organization as a whole is to serve LGBT individuals.
3. **Religious minority organizations.** These are organizations for which the primary purpose of the organization as a whole is to serve members of a religious minority who face barriers accessing and using victim services.
4. **Disability programs.** These are disability service providers or victim service providers

that have received two continuation awards under the OVW Training and Services to End Violence Against Women with Disabilities Grant Program (Disability Grant Program).

Note: By statute, 34 U.S.C. § 20123(b), OVW may award Underserved Program grants to population specific organizations and victim service providers offering population specific services to “populations underserved because of geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, [and] populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age)[.]” *Id.* at § 12291(a)(39). In FY 2021, as in past years, OVW is limiting eligibility to a subset of underserved populations. The solicitation focuses on applicants serving four populations that are not otherwise eligible for consideration under other OVW programs that address specific underserved populations. This is intended to focus grant funds where they are most needed and to reduce the possibility of grant duplication.

Applicants must demonstrate they meet the definition for one of the applicant types and one of the sub-applicant types as outlined in the Eligible Applicant section. Stating that an organization is one of these types (“population specific organization,” “victim service provider,” “Deaf program,” “religious minority organization,” “LGBT organization,” “disability program”) will not suffice. Applicants must demonstrate how they qualify as one of the four applicant types. Failure to do so will result in removal of the application from consideration. This must be demonstrated in the Who Will Implement section of this solicitation.

Faith-Based and Community Organizations

Faith Based and community organizations that meet the eligibility requirements are eligible to receive awards under this solicitation (see “Faith-Based Organizations” on the [OVW website](#) for more information).

501(c)(3) Status

Any entity that is eligible for this program based on its status as a nonprofit organization must be an organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of that Code. See 34 U.S.C. § 12291(b)(16)(B)(i).

Executive Order 13929 Safe Policing for Safe Communities

To advance Executive Order 13929 Safe Policing for Safe Communities, the Attorney General determined that all state, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process to be eligible for FY 2021 DOJ discretionary grant funding, either as a recipient or a subrecipient. To become certified, the law enforcement agency must meet two mandatory conditions: (1) the agency’s use of force policies adhere to all applicable federal, state, and local laws; and (2) the agency’s use of force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. For detailed information on this new certification

requirement, see [Safe Policing](#) to access the Standards for Certification on Safe Policing for Safe Communities, Implementation Fact Sheet, and List of Designated Independent Credentialing Bodies.

Ineligible Entities and Disqualifying Factors

Applications submitted by ineligible entities or that do not meet all program eligibility requirements will not be considered for funding. In addition, an application deemed deficient in one or more of the following categories may not be considered for funding: 1. activities that compromise victim safety, 2. out-of-scope activities, 3. unallowable costs, 4. pre-award risk assessment, 5. completeness of application contents, and 6. timeliness. Failure to comply fully with all applicable unique entity identifier and SAM requirements (see Application and Submission section for more information on these requirements) will result in removal from consideration. An applicant with past performance issues, long-standing open audits, or an open criminal investigation also may not be considered for funding.

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

Cost Sharing or Matching

This program has no matching or cost-sharing requirement.

Other Program Eligibility Requirements

In addition to meeting the eligible entity requirements outlined above, applicants for this program must also meet the requirements below. All certification and other eligibility related documents must be current and developed in accordance with the FY 2021 solicitation.

Required Partnerships

All applicants must have *at least* one formal project partner as described below.

Applications must document the applicant or the project partner organization has at least three years of demonstrated experience and expertise in providing direct services for victims of domestic violence, dating violence, sexual assault, and stalking. This must be documented in the Who Will Implement Section.

Applicants must demonstrate the required partnership in the Memorandum of Understanding (MOU) submitted with the application. For a more detailed description of the MOU requirement, see the MOU section of this solicitation.

Category 1: If the applicant is a Deaf program, LGBT organization, or religious minority organization; and has at least three (3) years of demonstrated experience and expertise in providing population specific services to victims of domestic violence, dating violence, sexual

assault, and stalking in the targeted underserved community, **they must have a partnership with at least one organization of any type.**

Category 2: If the applicant is a Deaf program, LGBT organization, or religious minority organization; and has less than three (3) years of demonstrated experience and expertise in providing population specific services to victims of domestic violence, dating violence, sexual assault, and stalking in the targeted underserved community, **they must partner with a victim service provider.**

Category 3: If the applicant is a disability program, **the partnership must be comprised of, at a minimum, the following: (a) at least one victim services provider; and (b) at least one nonprofit, nongovernmental organization or tribal organization serving individuals with disabilities and/or Deaf individuals.**

Limit on Number of Applications

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

Application and Submission Information

Address to Request Application Package

The complete application package (this solicitation, including links to required forms) is available on Grants.gov and on the [OVW website](#). Applicants wishing to request a paper copy of these materials should contact 202-307-6026 or ovw.underserved@usdoj.gov.

Pre-Application Information Session(s)

OVW will conduct an optional web-based pre-application information session. During this session, OVW staff will review this program's requirements, review the solicitation, and allow for a brief question and answer period. The session is tentatively scheduled for February 8, 2021 from 2 p.m. to 4 p.m. E.T.

Participation in a pre-application information session is optional and not a requirement to be eligible to apply. A recording of the webinar will be available on the [OVW website](#).

To register, contact the Underserved Program at ovw.underserved@usdoj.gov or at 202-307-6026. Registration must be received at least three days prior to the start of the session. Participants are not registered until they receive a confirmation email. The webinar will be captioned in English and Spanish. Interested applicants needing additional language assistance should contact this program at ovw.underserved@usdoj.gov or at 202-307-6026 as soon as possible, but no later than February 1, 2021.

Content and Form of Application Submission

The information below (“**Letter of Intent**” through “**Submission Dates and Times**”) describes the full content and form of application submission.

Letter of Intent

Applicants intending to apply for FY 2021 funding under this program are strongly encouraged to submit a Letter of Intent. The letter should state that the applicant is registered and current with SAM and with Grants.gov. The letter should be submitted to OVW at ovw.underserved@usdoj.gov by March 16, 2021. This letter will not obligate the applicant to submit an application. See the [OVW website](#) for a sample Letter of Intent.

Formatting and Technical Requirements

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

1. Double-spaced (Data Requested with Application, Pre-Award Risk Assessment, and charts may be single-spaced).
2. 8½ x 11 inch pages.
3. One-inch margins.
4. Type no smaller than 12 point, Times New Roman (TNR) or Arial font, except for footnotes, which may be in 10-point font.
5. Page numbers.
6. No more than 20 pages for the Proposal 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 required documents and demonstrate that the program eligibility requirements have been met. For a complete checklist of the application contents, see the Application Checklist in the Other Information section of this solicitation.

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

1. Proposal Narrative.
2. Budget Detail Worksheet and Narrative.
3. Data Requested with Application.
4. Memorandum of Understanding (MOU).

(SF-424)

Application for Federal Assistance (SF-424)

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

Intergovernmental Review (SF-424 Question 19): This solicitation ("funding opportunity") is subject to Executive Order (E.O.) 12372, Intergovernmental Review of Federal Programs. Applicants must check the Office of Management and Budget's website for the names and addresses of state [Single Points of Contact](#) (SPOC) under Intergovernmental Review. If the applicant's state appears on the SPOC list, the applicant must contact the state SPOC to find out about, and comply with, the state's process under E.O. 12372. In completing the SF-424, such an applicant is to make the appropriate selection in response to question 19 once the applicant has complied with its state E.O. 12372 process. An applicant whose state does not appear on the SPOC list should answer question 19 by selecting the following response: "Program is subject to E.O. 12372 but has not been selected by the state for review."

Disclosure of Lobbying Activities (SF-LLL)

All applicants must complete and submit the *Disclosure of Lobbying Activities* (SF-LLL) form in Grants.gov. Applicants that expend any funds for lobbying activities must provide the information requested on the SF-LLL. Applicants that do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.

Standard Applicant Information (JustGrants 424 and General Agency Information)

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

Proposal Abstract

The Proposal Abstract must provide a short summary (**no more** than two pages double-spaced) of the proposed project, including names of applicant and partners, project title,

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

Proposal Narrative

The Proposal Narrative may not exceed 20 pages, double-spaced, and reviewers will not read beyond this page limit. The Proposal Narrative must include the following three sections. The total point value for the proposal narrative section is **65 points**. Applicants must upload the Proposal Narrative as an attachment in JustGrants.

Purpose of the Proposal (10 points)

This section must describe:

1. The challenge or need faced by the community and how the goal/vision for the proposal will meet that need.
2. The community to be served, including the geographic location of the service area (e.g., City of Houston, TX, Cooke County, IL, etc.), the targeted underserved population, and relevant demographics.
3. The gaps in services that exist (in the proposed service area) for survivors for the targeted underserved community.
4. How the proposed project will complement, and not duplicate, existing services.

What Will Be Done (35 points)

The application must provide a clear link between the proposed activities and the need identified in the "Purpose of the Proposal" section above. The application must not include any of the activities listed as unallowable costs in the Funding Restrictions section of this solicitation.

This section must describe:

1. The approach to addressing the challenge or need identified in the Purpose of the Proposal section above, and how that approach will meet the needs of the relevant underserved population.
2. Project goals, objectives, and activities. Be specific about the types of activities and what they entail, including all key tasks.
3. Any products or materials that will be developed (if applicable), e.g., flyers, brochures, videos, outreach materials, training curriculum, etc.
4. How the applicant plans to address any victim safety concerns that could arise from the use of technology, such as confidentiality, safety planning, and informed consent.

5. If the applicant is not a domestic violence or sexual assault victim service provider or does not have at least three years of documented history providing domestic or sexual violence specific victim services, how it will coordinate with their local domestic violence or sexual assault victim service provider project partner to guarantee services are available and the applicant will connect survivors to them.
6. How the applicant will measure its progress in achieving the proposal's goal(s)/vision. Identify targeted outcome(s) and describe any tool(s) the applicant will use to track those outcomes and report them to OVW. Tools may include OVW performance progress reports and logic model templates (both available at [VAWA Measuring Effectiveness Initiative](#)).
7. How the applicant will move to project sustainability; continuation applicants must provide specific details.
8. How the proposed project will reach each population identified in the Purpose of the Proposal section.
9. 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.

Who Will Implement the Proposal (20 points)

This section must:

1. Identify the key individuals and organizations, including project partners, involved in the proposed project.
2. Demonstrate that the individuals and organizations identified have the capacity to address the stated need and can successfully implement the proposed project activities; attach job descriptions of all key personnel. This includes describing the experience of all key grant-funded positions, not just the directors of each organization. Indicate if proposing to hire new positions.
3. Demonstrate the applicant meets the definition of an eligible sub-applicant type (Deaf program, LGBT organization, religious minority organization, or disability program) by, at minimum, describing the history, staff, mission and types of services provided by the organization, including how the applicant primarily focuses on the identified underserved population.
4. Demonstrate the applicant or MOU partner has the required three years of experience and expertise in providing direct victim services to victims of domestic violence, dating violence, sexual assault, and/or stalking by at minimum, describing:
 - The types of domestic violence, dating violence, sexual assault, and stalking victim services currently provided by the organization.
 - The number of years they have been providing these victim services.
 - The number of victims of domestic violence, dating violence, sexual assault, and stalking were served over the last three years.
 - How providing these services fit in with the rest of the work of the organization.

In addition:

5. Applications that include direct services must demonstrate how the individuals who will provide those services have/will have the necessary experience and expertise for working with survivors of domestic violence, dating violence, sexual assault and stalking.

6. Applications that include delivering training or developing materials must demonstrate how the individuals delivering that training or developing those materials have/will have an understanding of the dynamics of domestic violence, dating violence, sexual assault and stalking and the targeted underserved community.

Budget and Associated Documentation

Applicants must complete the web-based form in JustGrants for the budget worksheet and budget narrative. Applicants also must upload the applicable associated documentation as described below under each heading. The budget worksheet and budget narrative are worth a total of **15 points** and will be reviewed separately from the proposal narrative. The associated documentation will not be scored, but failure to include it may result in removal from consideration or a delay in access to funding.

Budget Worksheet and Budget Narrative (Web-based Form)

Complete the budget worksheet and narrative form for all applicable cost categories. The budget narrative must describe each line item requested in the budget and explain all costs included in the budget, including how the costs of goods and services are determined and how they will fulfill the objectives of the project. See the sample budget and the Creating a Budget webinar available on the OVW website at [OVW website](#). Keep in mind that budgetary requirements vary among programs. Applicants must submit reasonable budgets based on the resources needed to implement their projects in their specific geographic location.

Award Period and Amount

Applicants should carefully consider the resources needed to implement the project and present a realistic budget that accurately reflects the costs involved for a 36-month budget and not exceed \$450,000.

The budget must:

1. Display a clear link between the specific project activities and the proposed budget items. The budget should not contain items that are not supported by the proposal narrative.
2. Include position descriptions of personnel that correspond to the activities and scope of work described throughout the rest of the application (project narrative and MOU).
3. Include funds to attend OVW-sponsored TTA in the amount of \$15,000 for applicants located in the 48 contiguous states and \$20,000 for applicants located in the territories, Hawaii, and Alaska. This amount is for the entire 36-month period and NOT per year. Applicants also may budget expenses in excess of the required amount if they are

aware of relevant non-OVW sponsored conferences or training for which they would like permission to use grant funds to support staff/project partner attendance.

4. For applicants that serve more than victims of domestic violence, dating violence, sexual assault and stalking in the targeted underserved population should not include operational costs for services that cannot be prorated, i.e. hotlines.
5. Include funds or describe other resources available to the applicant to ensure access for individuals with disabilities, Deaf/hard of hearing individuals, and persons with limited English proficiency. See Accessibility under Federal Award Administration Information for more information.
6. Compensate all project partners for their full level of effort, unless otherwise stated in the MOU. For more information on compensating project partners, see the sample Budget Detail Worksheet on the [OVW website](#).
7. Distinguish clearly between subawards and contracts in allocating any grant funds to other entities. Pursuant to 2 C.F.R. § 200.331, a subaward is for the purpose of carrying out a portion of the federal award, such as compensating an MOU partner, and a contract is for the purpose of obtaining goods and services for the grantee's own use. The substance of the relationship is more important than the form of the agreement in determining whether the recipient of the pass-through funds is a subrecipient or a contractor. The awarding and monitoring of contracts must follow the recipient's documented procurement procedures, including full and open competition, pursuant to the procurement standards and monitoring requirements in 2 C.F.R. §§ 200.317-200.329. The issuance and monitoring of subawards must meet the requirements of 2 C.F.R. § 200.332, which includes oversight of subrecipient/partner spending and monitoring performance measures and outcomes attributable to grant funds. For more information, see the sample Budget Detail Worksheet and the Solicitation Companion Guide on the [OVW website](#).

OVW awards are governed by the provisions of 2 C.F.R. Part 200 and the [DOJ Financial Guide](#), which include information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. For additional information on allowable and unallowable costs, see the Funding Restrictions section below and the sample budget on the [OVW website](#).

Funding Restrictions

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

Unallowable Costs

The costs associated with the activities listed below are unallowable and must not be included in applicants' budgets.

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

- carpeting).
5. Construction.

Food and Beverage/Costs for Refreshments and Meals

Generally, food and beverage costs are **not** allowable. Recipients must receive prior approval to use grant funds to provide a working meal and/or refreshments at a meeting, conference, training, or other event; OVW may provide such approval 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. For additional information on restrictions on food and beverage expenditures, see [OVW conference cost planning](#).

Conference Planning and Expenditure Limitations

Applicants' budgets must be consistent with all requirements (including specific cost limits and prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (which is defined to include meetings, retreats, seminars, symposiums, training, and other similar events), and costs of attendance at such events. Information on conference planning, minimization of costs, and conference reporting is available at [OVW conference cost planning](#).

Pre-Agreement Cost

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

Indirect Cost Rate Agreement (if applicable)

Applicants that intend to charge indirect costs through the use of a negotiated indirect cost rate must have a current, signed, federally-approved indirect cost rate agreement and must upload and attach a copy of the agreement to their application in JustGrants. Applicants (other than state, local, and tribal governments) that do not have a current negotiated (including provisional), rate may elect to charge a de minimis rate of 10% of modified total direct costs, which may be used indefinitely. 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 also may choose to use the 10% de minimis rate.

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.

Financial Management Questionnaire (including applicant disclosure of high-risk status)

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](#) and attach it to their application in JustGrants. In addition, applicants may be required to submit their current year's audit report at a later time.

Pre-Award Risk Assessment

Each applicant must respond to the questions below in a document uploaded and attached to its application in JustGrants. **Do not submit responses from a prior fiscal year without updating them to be responsive to all questions listed 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 application being removed from consideration or a delay in access to funds. Provide complete responses that address all questions included for each numbered item. This document should be no more than four pages and may be single or double-spaced.

1. Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding? Provide a brief description of the applicant's policies and procedures that ensure funds will be tracked appropriately.
2. Does the applicant have written accounting policies and procedures? How often are these policies and procedures updated? Provide a brief list of the topics covered in the applicant's policies and procedures. OVW may request a copy for review during the application/award process or as part of the grant monitoring process.
3. Is the applicant's financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant? Provide a brief summary of the organization's process for tracking expenditures, including tracking budgeted versus actual amounts.
4. Does the applicant have procedures in place for minimizing the time between transfer of funds from the United States Treasury and disbursement for project activities? Provide a short summary of the applicant's policy for requesting payments for grant awards.
5. Does the applicant have effective internal controls in place to ensure that federal funds are used solely for authorized purposes? Provide a brief description of the applicant's internal controls that will provide reasonable assurance that the award funds will be managed properly.
6. Does the applicant have a documented records retention policy? If so, briefly describe the policy and confirm that the policy complies with federal regulations. Information on

Record Retention and Access can be found at 2 C.F.R. §§ 200.334-200.338.

7. Does the applicant or any of its employees have any potential personal or organizational conflicts of interest related to the possible receipt of OVW award funds? Applicants are required to disclose in writing any potential conflicts of interest to their awarding agency. See 2 C.F.R. § 200.112 and Chapter 3.20, Grant Fraud, Waste and Abuse, of the [DOJ Financial Guide](#) for additional information.
8. Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. Part 200)? Provide a short list of the individual's qualifications/experience. If the individual is not familiar with the applicable rules and regulations, the applicant must contact OVW's Grants Financial Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 immediately after the applicant is notified of its award to coordinate training.
9. Does the applicant have policies and procedures in place to manage subawards and monitor activities of subrecipients as necessary to ensure that subawards are used for authorized purposes, in compliance with laws, regulations, and terms and conditions of the award, and that established subaward performance goals are achieved (2 C.F.R. §§ 200.331-200.333)? Provide a brief description of the organization's policies and procedures on subrecipient management and monitoring.
10. Does the applicant currently require employees to maintain time distribution records that accurately reflect the work performed on specific activities or cost objectives in order to support the distribution of employees' salaries among federal awards or other activities (2 C.F.R. § 200.430)? Budget estimates do not qualify as support for charges to federal awards. Provide a brief description of the organization's established timekeeping policies and procedures.
11. Is the applicant designated as high risk by a federal agency outside of DOJ? ("High risk" includes any status under which a federal awarding agency provides additional oversight due to the applicant entity's past performance, or other programmatic or financial concerns with the applicant entity.) If so, provide the names(s) of the federal awarding agency, the date(s) the agency notified the applicant entity of the high risk designation, contact information for the high risk point of contact at the federal agency, and the reason for the high risk status, as set out by the federal agency.

Disclosure of Process Related to Executive Compensation

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 and must upload and attach a document with these disclosures to its application in JustGrants.

Under certain circumstances, a nonprofit organization that provides unreasonably high compensation to certain persons may subject both the organization's managers and those

who receive the compensation to additional federal taxes. A rebuttable presumption of the reasonableness of a nonprofit organization's compensation arrangements, however, may be available if the nonprofit organization satisfies certain rules set out in Internal Revenue Service regulations with regard to its compensation decisions.

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

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

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).

Data Requested with Application

The Data Requested with Application is a questionnaire that must be completed in JustGrants. The following responses must be included:

1. Name, title, address, telephone number, and email address for the grant point-of-contact. This person must be an employee of the applicant.

2. Statement as to whether the applicant (the organization whose DUNS number is being used for the application) will serve as a fiscal agent. A fiscal agent is an entity that does not participate in implementation of the project and passes all funds through to subrecipients, conducting minimal administrative activities. A fiscal agent applicant 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 must be an eligible applicant for the program.
3. 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.
4. Statement as to whether the applicant is a nonprofit organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of that Code.
5. 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.
6. 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.
7. Statement as to whether the applicant is a recipient, or partner/subrecipient, on a current grant or pending application for this grant program. If a current grant, provide the year of the award and the role of the applicant on the award (recipient or project partner).
8. Statement as to whether any proposed project partner/subrecipient is a recipient, or partner/subrecipient, on a current grant or pending application for this grant program. If a current grant, provide the year of the award and the role of the partner(s) on the award (recipient or project partner/subrecipient).
9. Statement as to whether the application addresses the OVW priority area (empowering victims to become survivors).
10. Statement indicating whether the applicant is applying as a Deaf program, LGBT organization, religious minority organization, or disability program. If serving people with disabilities, also specify the disability focus.
11. Statement as to which partnership requirement the proposed project falls under (Category 1, 2 or 3) and list the name(s) and type of entity (i.e., victim service provider, community based organization, population specific organization) of project partner(s).
12. The percentage of grant activities, should the application be funded, that will address each of the following issues (the total percentages should not exceed 100%):

- Domestic Violence.

- Dating Violence.
- Sexual Assault.
- Stalking.

Memoranda of Understanding (MOUs) and Other Supportive Documents

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, and it must be included as an attachment to the application in JustGrants. The MOU is worth a total of **20 points**. The MOU is not a substitute for a subaward agreement, which ensures that subrecipients adhere to the requirements of the award and 2 C.F.R. Part 200 (see 2 C.F.R. § 200.332). Partners receiving funds under the award generally are considered subrecipients because they are carrying out a portion of the federal award.

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

The MOU must clearly:

1. Identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship.
2. Describe the roles and responsibilities each partner will assume to ensure the success of the proposed project.
3. State that each project partner has reviewed the budget, is aware of the total amount being requested, and is being fully compensated for their work under the grant or is agreeing to be partially compensated or receive no compensation from the grant.
4. Display a clear link between the proposed activities described in the Proposal Narrative. The MOU should contain activities that are included in the Proposal Narrative and should not omit any activities in the Proposal Narrative.
5. Demonstrate a commitment to work together to achieve stated project goals and objectives.
6. Demonstrate that the partnership requirement has been met as described in the Eligibility section of the solicitation.

Additional Application Components

The following components will not be scored but must be included with the application. Failure to supply this information will result in the application being removed from consideration. Some components will be generated during the application submission process while others will be uploaded and attached to the application in JustGrants.

Letters of Nonsupplanting

Applicants must attach a letter to OVW's Director, signed by the Authorized Representative, certifying that federal funds will not be used to supplant non-federal funds should a grant award be made. A sample letter is available on the [OVW website](#).

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

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

Confidentiality Notice Form

All applicants are required to acknowledge that they have received notice that grantees and subgrantees must comply with the confidentiality and privacy requirements of VAWA, as amended. Applicants must upload and attach, under Additional Attachments in JustGrants, the completed acknowledgement form available on the [OVW website](#). This form must be signed by the Authorized Representative.

Disclosures and Assurances

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

Disclosure of Lobbying Activities

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

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

Applicant Disclosure of Duplication in Cost Items

Applicants must disclose all current and recent OVW awards (if applicable). If the applicant has a current grant or cooperative agreement under any OVW grant program or an award that 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](#). The applicant must also provide the same information regarding any current OVW awards, as well as any pending applications, on which the applicant is a subrecipient.

Applicants also must disclose all other federal grant programs from which the applicant currently receives funding or for which it has applied for funding in FY 2021 **to do similar work**. Provide this information in a table using the sample format found on the [OVW website](#). Both tables, if applicable, should be uploaded as attachments in JustGrants.

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

Applicants must read and acknowledge these DOJ certifications in JustGrants.

How to Apply

Applications must be submitted electronically via Grants.gov and JustGrants. Applicants that are unable to submit electronically must follow the instructions below under OVW Policy on Late Submissions. See **Submission Dates and Times** below for a list of steps for registering with all required systems and deadlines for completing each step.

Unique Entity Identifier and System for Award Management (SAM)

Federal regulations require that an applicant for federal funding: (1) be registered in SAM before submitting its application; (2) provide a valid unique entity identifier 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 or plan under consideration by a federal awarding agency. In addition, OVW may not make an award to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements and, if an applicant has not fully complied with these requirements by the time OVW is ready to make an award, then OVW may determine that the applicant is not qualified to receive an award. See 2 C.F.R. §§ 25.200, 25.205.

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

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 submission of grant applications.

If the applicant already has an Employer Identification Number (EIN), the SAM registration will take **up to two weeks to process**. If the applicant does not have an EIN, then **the applicant should allow two to five weeks for obtaining an EIN from the Internal Revenue Service**. **There is no fee associated with these processes. These processes cannot be expedited.** OVW strongly discourages applicants from paying a third party to apply or register on their behalf in an attempt to expedite these processes. To ensure all applicants are able to apply by the deadline for this solicitation, applicants must have obtained a DUNS number and registered online with the SAM and with Grants.gov no later than March 16, 2021.

Submission Dates and Time

After applicants obtain their DUNS number and register with SAM, they can begin the Grants.gov registration process. The applying organization must complete the Grants.gov registration process prior to beginning an application for a federal grant. The E-Business Point of Contact (E-Biz POC) must register the applicant organization with Grants.gov. The E-Biz POC oversees the applicant's Grants.gov transactions and assigns the Authorized Organization Representative (AOR). The AOR submits the SF-424 and SF-LLL 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 on the [Grants.gov website](#).

In JustGrants, each applying entity will have an assigned Entity Administrator who is responsible for managing entity-level information and assigning roles in the system. The Entity Administrator is also the E-Biz POC designated in SAM.gov. See the [JustGrants website](#) for more information on registering with JustGrants.

It is the applicant's responsibility to ensure that the application is complete and submitted by the deadline. Failure to meet the submission deadline will result in an application not being considered for funding. Applicants should refer to the list below to ensure that all required steps and deadlines are met.

Failure to begin registration or application submission by the deadlines stated in the list below is not an acceptable reason for late submission.

Applicant Actions with Required Dates/Deadlines

Obtain a DUNS number by March 16, 2021. Apply for a DUNS number at

1. <https://www.dnb.com> or call 1-866-705-5711.
2. **Register with SAM by March 16, 2021.** Access the SAM online registration through the [SAM homepage](#) and follow the online instructions for new SAM users.
Organizations must update or renew their SAM registration at least once a year to maintain an active status.
3. **Register with Grants.gov by March 16, 2021.** Once the SAM registration is active, the applicant will be able to complete the Grants.gov registration.
4. **Submit Letter of Intent by March 16, 2021** to ovw.underserved@usdoj.gov.
5. **If necessary, request hardcopy submission by March 23, 2021.** Applicants that cannot submit an application electronically due to lack of internet access must contact the program at 202-307-6026 or ovw.underserved@usdoj.gov to request permission to submit a hardcopy application.
6. **Download updated version of Adobe Acrobat at least 48 hours before the Grants.gov deadline.** 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 solicitation and to submit the SF-424 and SF-LLL on Grants.gov. Go to the [Adobe Software Compatibility](#) page to verify that the Adobe software version is compatible with [Grants.gov](#).
7. **Submit the SF-424 and SF-LLL in Grants.gov as early as possible, but no later than 24 – 48 hours prior to the Grants.gov deadline.** Applicants may find this funding opportunity on Grants.gov by using the CFDA number, Grants.gov opportunity number, or the title of this solicitation, all of which can be found on the cover page. Applicants will receive two notices from Grants.gov, one confirming receipt and another stating whether the forms were validated and successfully submitted or rejected due to errors. Submitting the SF-424 and SF-LLL well ahead of the Grants.gov deadline provides time to correct any rejections.
8. **Register the Entity Administrator and the Application Submitter with JustGrants as early as possible but no later than 48-72 hours before the JustGrants deadline.** Within 24 hours of JustGrants receiving the SF-424 and SF-LLL from Grants.gov, the applicant will receive an email from DIAMD-NoReply@usdoj.gov with instructions on how to create a JustGrants account. Once registered in JustGrants, the Application Submitter will receive an emailed link to complete the rest of the application in JustGrants. The Entity Administrator also will need to log into JustGrants to review and invite the applicant's Authorized Representative(s) before an application can be submitted. More information on JustGrants roles is available on the [JustGrants website](#).
9. **Submit the complete application package at least 24 – 48 hours prior to the JustGrants deadline.** Some of the application components will be entered directly into JustGrants, and others will require uploading attached documents. Therefore, applicants will need to allow ample time before the JustGrants deadline to prepare each component. Applicants may save their progress in the system and revise the application as needed prior to hitting the Submit button at the end of the application in JustGrants. The Application Submitter, Entity Administrator, and Authorized Representative(s) will receive an email from JustGrants confirming submission of the application.

10. **Confirm application receipt:** Applicants should closely monitor their email and JustGrants accounts for any notifications from Grants.gov or JustGrants about a possible failed submission. The user who is authorized to submit applications on behalf of the organization is the one who will receive these notifications. OVW does not send out these notifications, nor does OVW receive a copy of these notifications. It is the applicant's responsibility to notify OVW of any problems with the application submission process. **Submitting the application components at least 48 hours before each deadline (Grants.gov or JustGrants, as applicable) will enable the applicant to receive notice of a failed submission and provide an opportunity to correct the error before the applicable deadline.**

OVW Policy on Late Submissions/Other Submission Requirements

Applications submitted after **11:59 p.m. E.T. on April 1, 2021** will not be considered for funding, unless the applicant receives OVW permission to submit a late application. In limited circumstances, OVW will approve a request to submit an application after the deadline. The lists below provide a description of the circumstances under which OVW will consider such requests. Approval of a late submission request is not an indication of the application's final disposition. Applications approved for late submission are still subject to the review process and criteria described in this solicitation.

To ensure fairness for all applicants, OVW requires that applicants requesting late submission adhere to the following:

Experiencing Technical Difficulties Beyond the Applicant's Reasonable Control

Issue with [SAM](#), Grants.gov, or JustGrants Registration

1. Register and/or confirm existing registration at least three weeks prior to the application deadline to ensure that the individual who will be submitting the application has [SAM](#), Grants.gov, and JustGrants access and is the person registered to submit on behalf of the applicant.
2. Maintain documentation of when registration began, any issues related to registration, and all communication with technical support.

Note: Failure to begin the SAM, Grants.gov, or JustGrants registration process in sufficient time (i.e., by the date identified in this solicitation) is not an acceptable reason for late submission.

Unforeseeable Technical Difficulties During the Submission Process

1. Contact Grants.gov or JustGrants, as applicable, for Applicant/User Support at least 24 hours prior to the applicable deadline.
2. Maintain documentation of all communication with Grants.gov or JustGrants Applicant/User Support.
3. Prior to the applicable deadline, contact this program, via email at

ovw.underserved@usdoj.gov indicating that the applicant is experiencing technical difficulties and would like permission to submit a late application. The email must include the following: a) a detailed description of the difficulty that the applicant is experiencing, b) the contact information (name, telephone, and email) for the individual making the late submission request, and c) in the case of JustGrants technical difficulties, the complete application packet (Proposal Narrative, Budget and Budget Narrative, MOU).

4. Within 24 hours after the applicable deadline, the applicant must email this program at ovw.underserved@usdoj.gov the following information: a) applicant's DUNS number, b) Grants.gov or JustGrants Applicant/User Support tracking numbers, and c) other relevant documentation.

Common foreseeable technical difficulties for which OVW will not approve a late submission: (1) Using an outdated version of Adobe Acrobat; and (2) Attachment rejection (Grants.gov will reject attachments with names that contain certain unallowable characters).

Note: Through Grants.gov or JustGrants, OVW can confirm when submission began. Applicants that attempt final submission less than 24 hours before the deadline will not be considered for late submission. By beginning the final 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.

Severe Inclement Weather or Natural or Man-Made Disaster

1. Contact this program at ovw.underserved@usdoj.gov as soon as the applicant is aware of severe weather or a natural or man-made disaster that may impede the submission of an application by the deadline. The email should include a detailed description of the weather event or natural or man-made disaster. A detailed description includes when the event occurred, or is likely to occur, the impacted area, and the specific impact on the applicant and/or partners' ability to submit the application by the deadline (e.g., without power for "x" days, office closed for "x" days). If the application is complete and ready for the submission at the time the applicant notifies OVW, the application should be included with the email
2. Applicants impacted by severe weather or a natural or man-made disaster occurring on the deadline must contact OVW within 48 hours after the due date or as soon as communications are restored.

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

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

Application Review Information

Review Criteria

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

1. Proposal narrative (65) points, of which:
 - A. Purpose of the proposal: (10) points
 - B. What will be done: (35) points
 - C. Who will implement the proposal: (20) points
2. Budget worksheet and budget narrative: (15) points
3. MOU: (20) points

As described above, the budget narrative and MOU must be directly linked to the plans described in the project narrative. If there are significant disparities among the activities and personnel described in these sections of the application, the overall score of the project may be lowered despite achieving high scores on the separate sections. For example, if the project budget or MOU does not reflect what will be done and who will implement, as described in the project narrative, there may be a reduction in points.

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

Review and Selection Process

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

Peer Review

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

Programmatic Review

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

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

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

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

1. 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 the Federal Award Performance and Integrity Information System or 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. § 200.206.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final

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

High-Risk Grantees

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

Anticipated Announcement and Federal Award Dates

It is anticipated that all applicants will be notified of the outcome of their applications by October 1, 2021.

Federal Award Administration Information

Federal Award Notices

Successful applicants will receive OVW award notifications electronically from JustGrants (not Grants.gov). This award notification will include instructions on enrolling in Automated Standard Application for Payments (ASAP) and accepting the award. Recipients will be required to log into JustGrants to review, sign, and accept the award. The Authorized Representative must acknowledge having read and understood all sections of the award instrument and submit the required declaration and certification to accept the award; these steps will be completed electronically in JustGrants.

Administrative, National Policy, and Other Legal Requirements

Information for All Federal Award Recipients

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

Terms and conditions for OVW awards are available on the [OVW website](#). These terms are subject to change prior to the issuance of the awards.

Violence Against Women Act Non-Discrimination Provision

The Violence Against Women Reauthorization Act prohibits OVW grantees from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW. Recipients may provide sex-segregated or sex-specific programming if doing so is necessary for the essential operation of a program, so long as the recipient provides comparable services to those who cannot be provided with the sex-segregated or sex-specific programming. Additional information on the civil rights obligations of OVW funding recipients can be found in the [Solicitation Companion Guide](#) under "Civil Rights Compliance."

Accessibility

Recipients of OVW funds must comply with applicable federal civil rights laws, which, among other things, prohibit discrimination on the basis of disability and national origin. Compliance with these laws includes taking reasonable steps to ensure that persons 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."

General Information about Post-Federal Award Reporting Requirements

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. Future awards and fund drawdowns may be withheld if reports are delinquent. For more information on post award reporting requirements, including requirements for certain recipients to report information on civil, criminal, and administrative proceedings in FAPIIS, see the [Solicitation Companion Guide](#) and the award condition on recipient integrity and performance matters available on the [OVW website](#).

Federal Awarding Agency Contact(s)

For assistance with the requirements of this solicitation, contact the following: for programmatic questions, contact this program at 202-307-6026 or ovw.underserved@usdoj.gov, for financial questions, contact 888-514-8556 or ovw.gfmd@usdoj.gov, and for technical questions, contact Grants.gov Applicant Support at 800-518-4726 or support@grants.gov or OVW JustGrants Support at 1-866-655-4482 or OVW.JustGrantsSupport@usdoj.gov.

Other Information

Public Reporting Burden- Paper Work Reduction Act Notice

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

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

Application Checklist

Applicants must submit a fully executed application to OVW, including all required supporting documentation. Prior to peer review, OVW will not contact applicants for missing items. Additionally, if an applicant plans to submit an application under any other OVW grant program this fiscal year, it is the applicant's responsibility to ensure that only documents pertinent to this solicitation are included with this application. OVW will not redirect documents that are inadvertently submitted with the wrong application (e.g., a Rural Program letter submitted with a Transitional Housing Program application will not be transferred to the Rural application).

Application Document	Completed
Letter of Intent.	
Data Requested with Application.	
Proposal Narrative • Purpose of Proposal • What Will Be Done • Who Will Implement the Proposal	
Proposal Abstract.	
Budget Worksheet and Budget Narrative.	
Memorandum of Understanding.	
Application for Federal Assistance: SF-424.	
Disclosure of Lobbying Activities (SF-LLL).	
Applicant Financial Capability Questionnaire (if applicable).	
Confidentiality Notice Form.	
Disclosure of Process Related to Executive Compensation (if applicable).	
Pre-Award Risk Assessment.	
Indirect Cost Rate Agreement (if applicable).	
Letter of Nonsupplanting.	
Proof of 501(c)(3) Status (Nonprofit Organizations Only).	
Applicant Disclosure of Duplication in Cost Items.	