



---

# OVW Fiscal Year 2022

## Research and Evaluation

### Solicitation

|                                  |                        |
|----------------------------------|------------------------|
| Assistance Listing Number #      | 16.026                 |
| Grants.gov Opportunity Number:   | O-OVW-2022-171120      |
| Solicitation Release Date:       | April 21, 2022 5:00 PM |
| Version:                         | 1                      |
| Grants.gov Deadline:             | June 17, 2022 11:59 PM |
| Application JustGrants Deadline: | June 21, 2022 9:00 PM  |

---

#### Eligible Applicants:

City or township governments, County governments, Native American tribal governments (Federally recognized), Native American tribal organizations (other than Federally recognized tribal governments), Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education, Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education, Private institutions of higher education, Public and State controlled institutions of higher education, State governments

#### Letter of Intent

Applicants are encouraged to submit a non-binding letter of intent to [virginia.baran@usdoj.gov](mailto:virginia.baran@usdoj.gov) by May 20, 2022. Potential applicants who do not submit a letter can still apply. For more information, see the Application and Submission Information section of this solicitation.

#### Pre-Application Information Sessions

There will be no pre-application information sessions. Instead, applicants are encouraged to contact Ginger Baran Lyons at [virginia.baran@usdoj.gov](mailto:virginia.baran@usdoj.gov) or (202) 598-9445 if they have questions about this solicitation.

#### Contact Information

For assistance with the requirements of this solicitation, email [virginia.baran@usdoj.gov](mailto:virginia.baran@usdoj.gov).

#### Submission Information

**Registration:** To submit an application, all applicants must register online with the System

for Award Management (SAM) and with Grants.gov. To ensure sufficient time to complete the registration process, applicants should register online with SAM and with Grants.gov immediately and no later than May 31, 2022.

**Submission:** Applications for this program will be submitted through a 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, 2022.

# Contents

|                                                                                            |    |
|--------------------------------------------------------------------------------------------|----|
| Contact Information                                                                        | 1  |
| Program Description                                                                        | 5  |
| Overview of OVW                                                                            | 5  |
| Statutory Authority                                                                        | 5  |
| About this OVW Program                                                                     | 5  |
| Program Scope                                                                              | 5  |
| Purpose Areas                                                                              | 5  |
| OVW Priority Areas                                                                         | 7  |
| Activities that Compromise Victim Safety and Recovery or Undermine Offender Accountability | 7  |
| Out-of-Scope Activities                                                                    | 7  |
| Activities Requiring Prior Approval                                                        | 8  |
| Areas of Study                                                                             | 8  |
| Federal Award Information                                                                  | 8  |
| Awards, Amounts and Durations                                                              | 8  |
| Availability of Funds                                                                      | 8  |
| Types of Awards                                                                            | 9  |
| Types of Applications                                                                      | 9  |
| Mandatory Program Requirements                                                             | 9  |
| Methodological Principles                                                                  | 9  |
| Eligibility Information                                                                    | 10 |
| Eligible Applicants                                                                        | 10 |
| Cost Sharing or Matching                                                                   | 11 |
| Other Program Eligibility Requirements                                                     | 11 |
| Application and Submission Information                                                     | 11 |
| Address to Request Application Package                                                     | 11 |
| Content and Form of Application Submission                                                 | 11 |
| Letter of Intent                                                                           | 12 |
| Formatting and Technical Requirements                                                      | 12 |
| Application Contents                                                                       | 12 |
| Information to Complete the Application for Federal Assistance (SF-424)                    | 12 |
| Standard Applicant Information (JustGrants 424 and General Agency Information)             | 13 |
| Proposal Abstract                                                                          | 13 |
| Data Requested with Application                                                            | 13 |
| Proposal Narrative                                                                         | 14 |
| Budget and Associated Documentation                                                        | 15 |
| Budget Worksheet and Budget Narrative (Web-based Form)                                     | 15 |
| Funding Restrictions                                                                       | 16 |
| Pre-Agreement Cost                                                                         | 17 |
| Indirect Cost Rate Agreement (if applicable)                                               | 17 |
| Financial Management Questionnaire (including applicant disclosure of high-risk status)    | 17 |
| Disclosure of Process Related to Executive Compensation                                    | 18 |
| Required Appendices                                                                        | 19 |
| Additional Application Components                                                          | 22 |
| Letters of Nonsupplanting                                                                  | 22 |
| Confidentiality Notice Form                                                                | 22 |
| Disclosures and Assurances                                                                 | 23 |
| Disclosure of Lobbying Activities                                                          | 23 |

|                                                                                                                                        |    |
|----------------------------------------------------------------------------------------------------------------------------------------|----|
| DOJ Certified Standard Assurances                                                                                                      | 23 |
| Applicant Disclosure of Duplication in Cost Items                                                                                      | 23 |
| DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters;<br>and Drug-Free Workplace Requirements | 23 |
| How to Apply                                                                                                                           | 23 |
| Submission Dates and Time                                                                                                              | 24 |
| Application Review Information                                                                                                         | 27 |
| Review Criteria                                                                                                                        | 27 |
| Review and Selection Process                                                                                                           | 29 |
| Anticipated Announcement and Federal Award Dates                                                                                       | 30 |
| Federal Award Administration Information                                                                                               | 31 |
| Federal Award Notices                                                                                                                  | 31 |
| Administrative, National Policy, and Other Legal Requirements                                                                          | 31 |
| General Information about Post-Federal Award Reporting Requirements                                                                    | 31 |
| Federal Awarding Agency Contact(s)                                                                                                     | 32 |
| Other Information                                                                                                                      | 32 |
| Public Reporting Burden- Paper Work Reduction Act Notice                                                                               | 32 |
| Application Checklist                                                                                                                  | 32 |
| Survey Questions                                                                                                                       | 33 |

## 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. 12291(b)(7)(B)

### About this OVW Program

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

### Program Scope

Activities supported by the R&E Initiative 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](#), the conditions of the award, and federal regulations pertaining to human subjects research.

### Purpose Areas

## Toics for Research and Evaluation

This year, OVW invites applications addressing the topics listed below.

1. **Evaluations of VAWA-funded interventions.** “VAWA-funded intervention” refers to any activity that is funded, or could potentially be funded, through OVW grant programs to address sexual assault, domestic/dating violence, and stalking. OVW is especially interested in studying the effectiveness of interventions that cut across multiple grant programs and align with one or more of OVW’s Priority Areas.

2. **Evaluations of emerging innovations** for serving victims of VAWA crimes and holding offenders accountable, such as:
- Restorative justice/restorative practices models
  - Flexible financial assistance or other ways of mitigating survivors' financial insecurity resulting from their victimization
  - Strategies for serving justice-involved, incarcerated, and/or formerly incarcerated survivors
  - Approaches to addressing the safety, healing, and justice/legal needs of survivors whose lives intersect with the child welfare system (including protective parents whose children are removed from them, youth in foster care and youth aging out of foster care, including pregnant and parenting youth)
  - Engaging culturally specific, community-based organizations and youth in prevention and response programming
  - Community violence intervention models
3. **Evaluation of training curricula, tools, and other technical assistance (TA) resources developed and implemented with OVW grant funds.** *Note: TA providers can be practitioner partners on R&E applications under this topic, but should not apply to lead an evaluation of their own TA/training.*
4. **Secondary data analyses related to domestic/dating violence, sexual assault, and/or stalking.** Applicants proposing studies under this topic may include multiple, distinct projects in one application.
5. **Research, evaluation, and data analysis related to domestic violence homicide prevention.** Applicants proposing projects under this area—which may fall under additional topics listed above—can address models and tools designed to help prevent domestic violence homicides, as well as analysis of data related to domestic violence homicides and efforts to prevent them.
6. **Noncompetitive supplements for three FY 2021 awards that were not fully funded in FY 2021.** Three applicants are eligible to apply for noncompetitive funding in FY 2022:
- The University of South Dakota may apply for \$305,550 for the final 24 months of its OVW R&E project for which the initial 12 months were funded in FY 2021.
  - The University System of New Hampshire may apply for \$147,050 for the final 12 months of its R&E project for which the initial 24 months were funded in FY 2021.

- Northern Illinois University may apply for \$278,823 for the final 24 months of its R&E project for which the initial 12 months were funded in FY 2021.
- *Note: The three recipients of FY 2021 R&E awards who are invited to apply noncompetitively for supplemental funds under topic #6 above do not need to submit any of the required appendices. These three applicants only need to submit a workplan and budget for the remaining 12 or 24 months of their projects.*

Applications proposing research that does not correspond to one or more of the topics described above will not be considered for FY 2022 R&E funding.

#### **OVW Priority Areas**

In FY 2022, OVW is interested in supporting these priority areas:

1. Advance racial equity as an essential component of ending sexual assault, domestic violence, dating violence, and stalking.
2. Increase access to justice for all survivors of sexual assault, domestic violence, dating violence, and stalking, including through exploration of survivor-centered criminal justice system reform.
3. Strengthen efforts to prevent and end sexual assault, including victim services and civil and criminal justice responses.
4. Expand economic justice and financial advocacy for survivors of sexual assault, domestic violence, dating violence, and stalking, including as a tool for violence prevention.
5. Improve outreach, services, civil and criminal justice responses, prevention, and support for survivors of sexual assault, domestic violence, dating violence, and stalking from underserved communities, particularly LGBTQ and immigrant communities.

#### **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. Proposals to conduct needs assessment activities exclusively for the purpose of program improvement. (Refer to the OVW research decision tree in the [Solicitation Companion Guide](#).)

2. Proposals primarily to purchase equipment, materials, or supplies. (A budget may include these items if they are necessary to conduct the proposed study.)
3. Proposals that are not responsive to this specific solicitation.
4. Programs or services unrelated to the scope of the research project or the intervention being evaluated.
5. Training in support of programs or direct services unrelated to or, unassociated with, the proposed research project.

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

#### Activities Requiring Prior Approval

This section is not applicable to the R&E Initiative.

#### Areas of Study

OVW is interested in funding research and evaluation on the topics above that will contribute to knowledge in the six areas of study listed below.

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

#### Federal Award Information

##### Solicitation Categories

This solicitation does not include Solicitation Categories.

##### Awards, Amounts and Durations

##### Anticipated Number of Awards

7

##### Anticipated Maximum Dollar Amount of Awards

\$450,000.00

##### Period of Performance Start Date

11/1/22 12:00 AM

##### Period of Performance Duration (Months)

36

##### Anticipated Total Amount to be Awarded Under Solicitation

\$3,000,000.00

##### 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 2022 funding, depending on the merits of the applications and the availability of funding.

#### **Types of Awards**

##### **Award Period and Amounts**

Awards will be made as grants. Applicants can request award periods ranging from 12 months to 36 months, and maximum total project funding of \$450,000. The budget cap of \$450,000 includes direct and indirect costs.

Budgets, including the total estimated funding requested on the SF-424, must reflect the requested project duration (no more than 36 months). Generally, the award period will begin on November 1, 2022. R&E awards typically are in the range of \$300,000 to \$450,000. OVW estimates that it will make approximately seven awards for an estimated total of \$3,000,000.

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 before making an award.

#### **Types of Applications**

Not applicable.

#### **Mandatory Program Requirements**

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

##### ***Methodological Principles***

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

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

OVW will not support research that:

- Prioritizes scientific rigor over practical value or ethics, ethics being broadly defined and not limited to published standards;
- Is minimally useful to practitioners;
- Offers minimal cost benefit;

- Lacks a clear theoretical foundation; and/or
- Is designed to generate descriptive findings that emphasize vulnerabilities and neglect strengths of specific populations. (For instance, a study that examines risk-taking behavior among members of a certain population, without testing any strategies for serving the target population, is not of value to OVW.)

### ***Confidentiality and Human Subjects Protection***

Any recipient of an award under this solicitation will be required to comply with DOJ regulations on confidentiality and human subjects' protection. See *Human Subjects and Privacy Protection*, at:

<https://nij.ojp.gov/funding/human-subjects-and-privacy-protection>.

### ***Expected Products***

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

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

### **Eligibility Information**

#### **Eligible Applicants**

#### ***Eligible Applicants***

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

- Nonprofits, including culturally specific and population specific organizations, with 501 (c)(3) status with the IRS
- Nonprofits, including culturally specific and population specific organizations, without 501(c)(3) status with the IRS
- Private institutions of higher education
- Public and state-controlled institutions of higher education
- City or township governments
- County governments
- State governments
- Native American tribal governments (federally recognized)
- Native American tribal organizations (other than Federally recognized tribal governments)

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

OVW welcomes applications that involve two or more entities; however, one eligible entity must be the applicant and the other(s) must be proposed as the subrecipient(s). The applicant must be the entity with primary responsibility for conducting and leading the

research. If successful, the applicant will be responsible for monitoring and appropriately managing any subrecipients or, as applicable, for administering any procurement subcontracts that would receive federal program funds from the applicant under the award.

### ***Number of Applications***

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

### ***Faith-Based and Community Organizations***

Faith Based and community organizations--including culturally specific organizations, tribal organizations, and population specific 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).

### ***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***

N/A

### ***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.

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

The information below describes the full content and form of application submission.

### **Letter of Intent**

Applicants intending to apply for FY 2022 R&E funding 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. It should be emailed to [virginia.baran@usdoj.gov](mailto:virginia.baran@usdoj.gov) by May 20, 2022. This letter will not obligate the applicant to submit an application.

### **Formatting and Technical Requirements**

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

- Double-spaced text (charts may be single-spaced)
- 8½ x 11 pages
- One-inch margins
- Type no smaller than 12 point, Times New Roman or Arial font, except for footnotes, which may be in 10-point font
- Correctly numbered numbers
- No more than 30 pages for the Proposal Narrative (excludes the title page and table of contents and figures)
- Word documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt)
- Headings and sub-headings that correspond to the sections identified in this section of the solicitation

### **Application Contents**

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

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

*Note: Recipients of FY 2021 awards who are invited to apply for noncompetitive supplemental funding for their projects under topic #6 do not need to submit an abstract, a full project narrative, or appendices. Instead, these three applicants must submit a workplan not to exceed 10 double-spaced pages and a budget for the remaining 12 or 24 months of the project.*

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

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

Applicants must complete the SF-424 in Grants.gov. The SF-424 is generated when the

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

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

### **Disclosure of Lobbying Activities (SF-LLL)**

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

#### **Standard Applicant Information (JustGrants 424 and General Agency Information)**

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

#### **Proposal Abstract**

Project abstracts must follow the template available at: [www.nij.gov/funding/documents/nij-project-abstracttemplate.pdf](http://www.nij.gov/funding/documents/nij-project-abstracttemplate.pdf).

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

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

- Written for a general public audience;
- Submitted as a separate attachment with "Abstract" as part of its file name; and Single-spaced, using a standard 12-point font with one-inch margins.
- The abstract does not count against the page limit for the project narrative.

#### **Data Requested with Application**

The Data Requested with Application (DRA) includes two surveys that must be completed in JustGrants but are not scored. The lists of questions included in the *Pre-award Risk Assessment* and the *R&E DRA* surveys appear at the end of this solicitation under the heading, *Survey Questions*. Applicants should click on the Survey Name to access and complete the survey.

## Proposal Narrative

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

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

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

- The Topic the proposed project will address.
- Purpose, goals, and objectives of the proposed project.
- A review of relevant literature.
- A statement as to how the study is expected to contribute to one or more of the six *Areas of Study*.

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

- An explanation of the theoretical foundation on which the proposed study is based.
- A description of a sound research design and appropriate analytic methods, including research questions, hypotheses, description of sample, and analysis plan, all of which must align with the *Methodological Principles* in the Program Requirements section of this solicitation.
- A discussion of potential pitfalls of the proposed project design and how the applicant will minimize and/or mitigate them.
- An explanation of how people with direct experience with the issues being studied, and connection to the communities being studied, are involved in project design and implementation (other than as study participants).

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

- Implications for practice and policy in victim services and the justice system response to VAWA crimes.

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

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

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

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

#### **Budget and Associated Documentation**

Applicants must complete the web-based budget form in JustGrants. Applicants also must upload the applicable associated documentation as described below under each heading. The budget worksheet and budget narrative are required but they are not scored during peer review.

#### **Budget Worksheet and Budget Narrative (Web-based Form)**

Complete the web-based 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. Each budget cost category includes a text box to enter the budget narrative for that section. See the sample budget and the Creating a Budget webinar available on the [OVW website](#). Keep in mind that budgetary requirements vary among programs. Applicants must submit reasonable budgets based on the resources needed to implement their projects in their specific geographic location.

#### **Award Period and Amount**

Applicants can request award periods ranging from 12 months to 36 months, and maximum total project funding of \$450,000. The budget cap of \$450,000 includes direct and indirect costs.

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 in the proposal narrative.
2. 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.
3. Compensate all project partners (including study participants, consultants, and members of advisory groups that inform and guide the project) for their full level of effort, unless otherwise stated in a memorandum of understanding or letter of support. For more information on compensating project partners, see the sample Budget Detail Worksheet on the [OVW website](#).

Applicants are strongly encouraged to include stipends for research participants in their budgets unless there is a compelling reason provided for not compensating participants. Refer to information on Participant Support Costs in the DOJ Financial Guide for information on providing research participant

stipends to cover the cost of participants' time, transportation, gas, and other incidentals (excluding food and beverages). A stipend, which can be in the form of cash, is not a salary, honorarium, incentive, or fee.

4. 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. §§ 200.317-200.327 & 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 receive more than \$35 million in direct federal funding per year) that do not have a current negotiated (including provisional) rate may elect to charge a de minimis rate of 10% of modified total direct costs, which may be used indefinitely.

Organizations that wish to negotiate an indirect cost rate should contact OVW's Grants Financial Management Division at [OVW.GFMD@usdoj.gov](mailto: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.

#### **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).

#### **Required Appendices**

The following appendices are not counted against the page limit for the Project Narrative, and should be uploaded as attachments to the application in Just Grants.

*Note: These items are not required for the three applicants applying for noncompetitive supplemental funds for the projects that received initial funding in FY 2021.*

**1. Bibliography/references.**

**2. Any tools/instruments, questionnaires, tables/charts/graphs, or maps** pertaining to the proposed project that are supplemental to such items included in the main body of the narrative.

**3. Curriculum vitae or resumes** of the Principal Investigator(s) and key project partners.

**4. Proposed Project Staff, Affiliation, and Roles Form**, for the purposes of avoiding any conflicts of interest during the peer review process. Provide a list (to the extent known) of all proposed project staff members, including those affiliated with the applicant organization or any proposed subrecipient organization(s), any proposed consultant(s) and contractors (whether individuals or organizations), and any proposed members of an advisory board for the project (if applicable). The list must include, for each individual and organization: name, title (if applicable), employer or other organizational affiliation, and roles and responsibilities proposed for the project. Applicants should use the Proposed Project Staff, Affiliation, and Roles form available at [www.nij.gov/funding/documents/nij-project-staff-template.xlsx](http://www.nij.gov/funding/documents/nij-project-staff-template.xlsx) to provide this listing.

**5. Proposed project timeline** and expected milestones.

**6. Human Subjects Protection paperwork.** This is documentation and forms related to Institutional Review Board (IRB) review. See [nij.gov/funding/humansubjects/Pages/welcome.aspx](http://nij.gov/funding/humansubjects/Pages/welcome.aspx), and note that final IRB approval is not required at the time an application is submitted.

**7. Privacy Certificate.** For further information and a model privacy certificate, see [nij.gov/funding/humansubjects/pages/confidentiality.aspx](http://nij.gov/funding/humansubjects/pages/confidentiality.aspx) and <https://nij.ojp.gov/funding/model-privacycertificate>.

**8. Letters of commitment** from organizations or agencies serving as partner entities and/or collaborating on the project, such as victim services organizations, law enforcement

agencies, prosecutors' offices, etc. Letters of commitment must be dated and signed by the partnering entity's Authorized Representative. *Budget note regarding partner entities:* In general, partners that will be receiving funds to carry out a portion of the award should be treated as subrecipients in the proposed budget, not contractors. For more information see 2 C.F.R. § 200.330 and the Solicitation Companion Guide.

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

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

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

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

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

information at the applicable funding agency.

Applicants must include this information as a separate attachment, in a table format, with the file name "Disclosure of Pending Applications," to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., "[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application submitted under this solicitation.").

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

i. For purposes of this solicitation, applicants must document research and evaluation independence and integrity by including, at a minimum, one of the following two items: a) a specific assurance that the applicant has reviewed its proposal to identify any research integrity issues (including all principal investigators and subrecipients) and it has concluded that the design, conduct, or reporting of research and evaluation funded by OVW grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of part of its staff, consultants, and/or subrecipients responsible for the research and evaluation or on the part of the applicant organization. - OR - b) a specific listing of actual or apparent conflicts of interest that the applicant has identified in relation to this proposal. These conflicts could be either personal (related to specific staff, consultants, and/or subrecipients) or organizational (related to the applicant or any subgrantee organization). Examples of potential investigator (or other personal) conflict situations may include, but are not limited to, those in which an investigator would be in a position to evaluate a spouse's work product (actual conflict), or an investigator would be in a position to evaluate the work of a former or current colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that specific project or a location implementing the project (whether funded by OVW or other sources), as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on the objectivity and reliability of an evaluation or research product is a problem and must be disclosed.

ii. In addition, for purposes of this solicitation applicants must address the issue of possible mitigation of research integrity concerns by including, at a minimum, one of the following two items: a) if an applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant must provide a brief narrative explanation of how and why it reached that conclusion. Applicants must also include an explanation of the specific procedures that the applicant will put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest. - OR - b) if the applicant has identified specific personal or organizational conflicts of interest in its proposal during this review, the applicant must propose a specific and robust mitigation plan to address conflicts noted above. At a minimum, the plan must include specific processes and procedures that the applicant will put in place to eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan will be accepted as proposed.

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

#### **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](#).

#### **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.

### DOJ Certified Standard Assurances

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 2022 **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 (UEI) 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 ID (SAM) is a 12-character alpha-numeric value and once issued, will not change. Entities that are currently registered in SAM.gov already have a Unique Entity ID (SAM) which can be viewed in SAM.gov.

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 registered online with the SAM and with Grants.gov no later than June 7, 2022.

#### Submission Dates and Time

After applicants 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

- 1. Register with SAM by June 7, 2022 and be assigned a Unique Entity ID (SAM) upon registration.** Access the SAM online registration through the [SAM homepage](#) and follow the online instructions for new SAM users. **Entities must update or renew their SAM registration at least once a year to maintain an active status.**

2. **Register with Grants.gov by June 7, 2022.** Once the SAM registration is active, the applicant will be able to complete the Grants.gov registration.
3. **Submit Letter of Intent by May 20, 2022** to [virginia.baran@usdoj.gov](mailto:virginia.baran@usdoj.gov).
4. **If necessary, request hardcopy submission by May 20, 2022.** Applicants that cannot submit an application electronically due to lack of internet access must contact OVW (202) 307-6026 or [ovw.info@usdoj.gov](mailto:ovw.info@usdoj.gov) to request permission to submit a hardcopy application.
5. **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](#).
6. **Submit the SF-424 and SF-LLL in Grants.gov at least 48 hours before the Grants.gov deadline.** Applicants may find this funding opportunity on Grants.gov by using the CFDA/Assistance Listing number, Grants.gov opportunity number, or the title of this solicitation, all of which can be found on the cover page. Submitting the SF-424 and SF-LLL well ahead of the Grants.gov deadline provides time to correct any rejections. The Grants.gov Workspace Status will change from “In Progress” to “Submitted” once the application has been successfully submitted in Grants.gov. Within 48 hours after submitting the application in Grants.gov, the applicant should receive four notifications from Grants.gov (i.e., submission receipt, validation receipt, grantor agency retrieval receipt, and agency tracking number assignment). Note: It is possible to receive the submission receipt and then receive a rejection notice a few minutes or hours later.
7. **Register the Entity Administrator and the Application Submitter with JustGrants as early as possible but no later than 48 hours before the JustGrants deadline.** Within 24 hours AFTER receiving a confirmation email from Grants.gov, the applicant will receive an email from [DIAMD-NoReply@usdoj.gov](mailto: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](#).
8. **Submit the complete application package at least 24 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.

**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 not submitted by **9:00 p.m. E.T. on June 21, 2022** 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:

### **Instructions for When Applicants are Having Technical Difficulties Beyond Their 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 OVW 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.  
Prior to the applicable deadline, contact [lucille.moran@usdoj.gov](mailto:lucille.moran@usdoj.gov), indicating that the applicant is experiencing technical difficulties, including issues with SAM.gov.

Grants.Gov, or JustGrants, and would like permission to submit a late application. The email must include the following:

- A detailed description of the difficulty that the applicant is experiencing.
- The contact information (name, telephone, and email) for the individual making the late submission request.
- The applicant's DUNS/UEI number.
- Grants.gov or JustGrants application numbers and User Support tracking numbers.
- In the case of technical difficulties, the complete application (project narrative, budget and budget narrative, abstract, and required appendices).

**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 and 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 Human-made Disaster**

1. Contact [lucille.moran@usdoj.gov](mailto:lucille.moran@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 human-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 human-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**

## **TECHNICAL MERIT 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 on the quality of the response and the level of detail provided. Each element must be addressed in the section in which it is requested. Points may be deducted if the applicant does not include the information in the appropriate section, even if it is included elsewhere within the application.

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

### Statement of the problem – 10%

- Stated which topic the proposed project will address.
- Demonstrated understanding of the problem.
- Demonstrated awareness of the state of current research.
- Explained the Area(s) of Study to which the proposed project is expected to contribute knowledge.

### Project design and implementation – 50%

- Soundness of methods and analytic and technical approach to addressing the stated aim(s) of the proposed project, including alignment with the Methodological Principles.
- Feasibility of proposed project.
- Awareness of potential pitfalls of proposed project design and feasibility of proposed actions to minimize and/or mitigate them.
- Cogency of the theoretical basis for the proposed project.
- Addresses how people with direct experience with the issues being studied, and connection to the communities being studied, are involved in project design and implementation (other than as study participants).

### Potential impact – 15%

- Potential to yield valuable knowledge related to practice and policy in victim services and the justice system response to VAWA crimes, such as:
  - Potential for significantly improved understanding of the stated problem.
  - Potential for an innovative solution to address the stated problem.

### Capabilities/competencies – 20%

- Qualifications and experience of proposed organizations (including partner organizations) and project staff, including any individual that will be significantly involved in the project.
- Reflective of a strong researcher-practitioner partnership.

- Demonstrated ability of the applicant organization to manage the effort.
- Relationship between the capabilities/competencies of the proposed project staff (including the applicant organization) and the scope of the proposed project.

#### Dissemination plan – 5%

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

#### Budget and Budget Narrative

- Peer reviewers will consider and may comment on the following additional items in the context of scientific and technical merit:
- Total cost of the project relative to the perceived benefit (cost effectiveness).
- Appropriateness of the budget relative to the level of effort. Use of existing resources to conserve costs.
- Proposed budget alignment with proposed project activities.

#### Review and Selection Process

##### **PEER REVIEW**

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

##### **PROGRAMMATIC REVIEW**

All applications that are considered for funding will be subject to a programmatic review. The programmatic review consists of assessing the application for alignment with the scope of the R&E Initiative, activities that compromise victim safety, and, if applicable, past performance issues.

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 be removed from consideration entirely regardless of the application's peer review score.**

##### **Past Performance Review**

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. Adherence to the grant program's statutory purpose and requirements.  
Implementation of the project according to plan, without significant obstacles and/or

challenges.

3. Implementation of the project within the original period of performance.
4. Drawdown of funds commensurate with the level of program activities completed.
5. Management of award such that applicant has had uninterrupted access to funds.
6. Attendance at/participation in all required OVW-sponsored training and technical assistance events.
7. Timely resolution of issues identified during programmatic monitoring.
8. Completion of close-out of prior awards within 120 days of the project end date.
9. Timely resolution of issues necessary to close out prior awards.
10. Timely resolution of issues identified during financial monitoring.
11. Timely response to OVW requests.
12. Development of deliverables that support the project goals and objectives and are of acceptable quality.
13. Implementation of the project as designed without unjustified modification.
14. Timely submission of federal financial reports (FFR).
15. Timely submission of performance reports.
16. Submission of complete and accurate performance reports.
17. Adherence to the terms and conditions of existing grant award(s) from OVW.

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, 2022.

## **Federal Award Administration Information**

### **Federal Award Notices**

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

### **Administrative, National Policy, and Other Legal Requirements**

#### Information for All Federal Award Recipients

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

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

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

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

#### Accessibility

Recipients of OVW funds must comply with applicable federal civil rights laws, which, among other things, prohibit discrimination on the basis of disability and national origin. Compliance with these laws includes taking reasonable steps to ensure that persons 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 performance reports and quarterly Federal Financial Reports (SF-425). Appropriate performance report forms will be provided

to all applicants selected for an award. Forms will be submitted electronically. Future awards and fund drawdowns may be withheld if reports are delinquent. For more information on post award reporting requirements, including requirements for certain recipients to report information on civil, criminal, and administrative proceedings in 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)**

Contact information for assistance with the requirements of this solicitation is as follows:

- For programmatic questions, contact Ginger Baran Lyons at virginia.baran@usdoj.gov, or (202) 598-9445.
- For financial questions, contact 888-514-8556 or [ovw.gfmd@usdoj.gov](mailto:ovw.gfmd@usdoj.gov).
- For technical questions about Grants.gov, contact Grants.gov Applicant Support at 800-518-4726 or [support@grants.gov](mailto:support@grants.gov).
- For technical questions about Just Grants, contact OVW JustGrants Support at 1-866-655-4482 or [OVW.JustGrantsSupport@usdoj.gov](mailto: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**

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

## Survey Questions

### Pre-Award Risk Assessment 2

#### Pre-Award Risk Assessment 3

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.

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.

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.

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.

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.

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.

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.

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.GFMDusdoj.gov or 1-888-514-8556 immediately after the applicant is notified of its award to coordinate training.

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.

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.

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.

## **RE DRA**

### **Research and Evaluation DRA**

Applicants must respond to each question. The Data Requested with Application questionnaire is a required element and must be fully completed and submitted to successfully apply for this program.

#### **Authorized Representative Contact Information**

1. Provide the following information for the Authorized Representative. This person must be an employee of the applicant.

Name

Title

Address

Telephone number

Email address

#### **Grant Point of Contact Information**

2. Provide the following information for the grant point-of-contact. This person must be an employee of the applicant.

Name

Title

Address

Telephone number

Email address

#### Organizational Questions

3. Is the applicant (the organization whose unique entity identifier/DUNS number is being used for the application) serving 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. Note: The fiscal agent must be an eligible applicant for the program.

List all subrecipients

The applicant must check the box to acknowledge that 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.

4. Has the applicant expended \$750,000 or more in federal funds in the applicant's past fiscal year?

Specify the end date of the applicant's fiscal year.

5. Is the applicant 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?

Note: Any entity that is eligible for this program based on its status as a nonprofit organization must upload proof of 501(c)(3) status in the Additional Application Components section of JustGrants.

6. Is the applicant 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?

7. Is the applicant 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? For additional information about the safe-harbor procedure, see "Disclosure of Process Related to Executive Compensation" in the Budget and Associated Documentation section of this solicitation.

Note: Applicant must upload the required Disclosure of Process Related to Executive Compensation in the Budget/Financial Attachments section of JustGrants.

8. Is the applicant one of the following (check all that apply). Note: Checking any of these categories will not determine eligibility for funding; eligibility criteria, including related documentation requirements, are set forth in the Eligibility section of the solicitation.

9. Does the application propose to focus on a rural community or area (as defined by 34 U.S.C. 12291(a)(26))?

10. Is the applicant a federally recognized tribe?

11. Is the applicant a tribal organization as defined by 34 U.S.C. 12291(a)(38)?