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Program Description

Overview of OVW

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

Statutory Authority

34 U.S.C. 12291(b)(11)

About this OVW Program

This program is authorized by 34 U.S.C. 12291(b)(11). The primary purpose of the OVW Training and Technical Assistance Initiative (TA Initiative) (CFDA 16.526) is to provide direct training and technical assistance to existing and potential OVW recipients and subrecipients to enhance their efforts to successfully implement projects supported by OVW grant funds. OVW's TA Initiative is designed to strengthen and build the capacity of civil and criminal justice system professionals and victim service providers across the nation to respond effectively to domestic violence, dating violence, sexual assault, and stalking and foster partnerships among organizations that have not traditionally worked together to address these crimes.

For additional information about this program and related performance measures, including how awards contribute to the achievement of program goals and objectives, see:

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

About the OVW Firearms Training and Technical Assistance Project Special Initiative

On May 26, 2021, the U.S. Department of Justice released a comprehensive strategy for reducing violent crimes. Under federal law, individuals with domestic violence misdemeanor and felony convictions, as well as individuals subject to domestic violence protection orders, are prohibited from possessing firearms. The data shows that offenders with domestic violence in their past pose a high risk of homicide. In fact, domestic violence abusers with a gun in the home are five times more likely to kill their partners. In addition to their lethality, firearms are used by abusers to inflict fear, intimidation, and coercive control.

In support of the Justice Department's strategy, in FY 2022 OVW funded 12 sites to participate in the Firearms Technical Assistance Project (FTAP) with the goal of reducing violent crime and helping communities across the country reduce domestic violence homicides and injuries committed by firearms. The 12 sites are: One Place Metro Alabama Family Justice Center; the City of Tucson, Arizona; the Georgia Department of Community Supervision; the City of Detroit, Michigan; the Muscogee (Creek) Nation; the City of Columbus, Ohio; the City of New York, New York; the Young Women's Christian Association (YWCA) of Knoxville and the Tennessee Valley in Tennessee; the City of Austin, Texas; the Vermont Network Against Sexual and Domestic Violence; the City of Spokane, Washington; and the City of Yakima, Washington. Through the FTAP Special Initiative, OVW seeks to support the training and technical assistance needs of the sites to enhance and strengthen the community's response to domestic violence homicide.

Program Scope

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

Purpose Areas

The purpose of the OVW FTAP Special Initiative is to provide specialized, jurisdiction specific training and technical assistance to the 12 FTAP pilot sites related to the implementation of state, tribal, and/or federal domestic violence firearms policies and laws.

OVW Priority Areas

In FY 2022, OVW, through its grant programs, is supporting the priority areas identified below. The FTAP Special Initiative reflects these priorities and all applicants, including the Culturally Specific Training and Technical Assistance Consortium (CS TAC), must incorporate one or more of them into their proposed project.

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. 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. Research projects. Funds under this program may not be used to conduct research, defined in 28 C.F.R. § 46.102 as a systematic investigation designed to develop or contribute to generalizable knowledge. Surveys and focus groups, depending on their design and purpose, may constitute research and therefore be out-of-scope. Prohibited research does not include assessments conducted for internal improvement purposes only (see Limited Use of Funds below). For information on distinguishing between research and assessments, see the [Solicitation Companion Guide](#).
2. Direct victim services and justice system interventions. OVW's FTAP Special Initiative funds are intended to support the work of the 12 FTAP sites through educational and training opportunities and technical assistance for current and potential OVW grantees and subgrantees. They cannot support law enforcement activities, legal representation, direct services, or other intervention.

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

Limited Use of Funds

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

Activities Requiring Prior Approval

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

Federal Award Information

Solicitation Categories

This solicitation does not include Solicitation Categories.

Awards, Amounts and Durations

Anticipated Number of Awards

3

Anticipated Maximum Dollar Amount of Awards

\$2,500,000.00

Period of Performance Start Date

10/1/22 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

Awards will be made as cooperative agreements. Cooperative agreements are a form of award under which OVW expects to have ongoing substantial involvement in award activities. For this program, the substantial involvement includes participating in project meetings, developing and approving final agendas, reviewing and approving faculty, products, and curricula, and identifying participants. Recipients must be willing to work closely with OVW on the implementation of their project and be willing to modify project activities at OVW's request in order to address the needs of grantees and/or emerging issues.

Award Period and Amounts

New Applicants:

The FTAP Special Initiative award recipient will receive up to a total of 5 years (60) months of funding to provide training and technical assistance to the 12 FTAP sites. The initial award period is 36 months. Budgets must reflect 36 months of project activity, and the total "estimated funding" on the SF-424 must reflect 36 months. OVW anticipates that the award period will start on October 1, 2022.

OVW estimates that it will make one new award for an estimated \$2,500,000 for the initial 36 months.

Awards under this program for FY 2022 will be made for up to \$2,500,000 for the entire 36 of months.

Culturally Specific Training and Technical Assistance Consortium (CS TAC):

The CS TAC may receive up to 24 months of funding under this solicitation to support the 12 FTAP sites. Budgets must reflect 24 months of project activity, and the total "estimated funding" on the SF-424 must reflect 24 months. OVW anticipates that the award period will start on October 1, 2022.

OVW estimates that it will make two CS TAC awards for an estimated \$250,000 each for 24 months.

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

Types of Applications

In FY 2022, OVW will accept applications for this program from the following:

New: All applicants applying for the FTAP Special Initiative will be considered new.

CS TAC: In FY 2022, OVW will accept applications for the FTAP Special Initiative to support the FTAP sites from the organizations that currently exist under CS TAC.

Mandatory Program Requirements

Applicants that receive funding under this program will be required to engage in the following activities, in conjunction with all FTAP award recipients, including the CS TAC:

1. OVW-sponsored training and technical assistance (TTA).
2. OVW may conduct a program assessment or evaluation necessitating grantee involvement. Therefore, recipients may be expected to dedicate some OVW-funded time and resources to participating in an assessment or evaluation.
3. A planning period with the recipient's OVW program specialist and project partners.
4. The planning and dissemination of TTA.
5. Participate, along with project partners, in professional development opportunities identified by OVW.
6. Assign a multidisciplinary TA team to each site that includes representation from victim services, community violence intervention (i.e., gun violence), courts, prosecution, and law enforcement, and tribal communities.
7. Dedicate a project director, at least .5 FTE, to manage communication and logistics.
8. Create a formal process to share and address TA requests from the sites, that includes OVW.
9. Create a pre- and post- evaluation process, not limited to survey, to evaluate TTA provided to each site.
10. Develop a TTA framework that is both responsive to and anticipates the needs of the sites. This framework must be comprised of basic and advance methods to support the needs of each site to be approved by OVW within the first 3 months of the project.
11. Establish discipline specific cohorts comprised of virtual and in-person training opportunities and peer-to-peer exchanges for the 12 FTAP sites and other interested jurisdictions.
12. At a minimum, host one all-sites meeting annually to be attended by the 12 FTAP sites and other interested jurisdictions.
13. Create a twofold documentation plan that: (1) captures the sites' processes throughout the project, to include highlighting community change, common themes, and site success; and (2) highlights best and promising practices identified throughout the project aimed at jurisdictions undertaking similar work. This documentation plan should complement the documentation and reports completed by the 12 FTAP sites.
14. Identify emerging issues in the field of firearms and domestic violence and develop relevant tools and documents to inform the sites and the field nationally, on an ongoing basis.
15. Create and house products that can be utilized by the 12 FTAP sites and jurisdictions interested in addressing domestic violence and firearms.

Eligibility Information

Eligible Applicants

The following entities are eligible to apply for this program:

New Applicants:

Eligible entities for the FTAP Special Initiative are national, tribal, statewide, or other nonprofit organizations. Eligible applicants must have the capacity to provide training and technical assistance on a national level. In rare circumstances, OVW may support institutions of higher education; state, local, or tribal governments or governmental agencies (e.g., police departments, prosecutor's offices, or probation departments); or local nonprofit organizations. However, in such circumstances, those entities must describe in detail their demonstrated history or providing TTA and include justification in the application that they have delivered TTA to a national audience.

CS TAC:

1. Esperanza United; and
2. Ujima: the National Center on Violence Against Women in the Black Community

Faith-Based and Community Organizations

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

Ineligible Entities and Disqualifying Factors

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

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

Cost Sharing or Matching

This program has no matching or cost-sharing requirement.

Other Program Eligibility Requirements

In addition to meeting the eligible entity requirements outlined above, applicants for this program must also meet the requirements below. All certification and other eligibility related documents must be current and developed in accordance with the FY 2022 solicitation.

Required Partnerships**New Applicants:**

A single applicant cannot fulfill all requirements necessary for the success of FTAP. OVW is requiring a consortium of organizations to apply under this solicitation. The consortium must include a lead applicant and project partners and/or individual consultants that can meet the diverse TTA needs of the 12 FTAP sites.

The lead applicant must:

- Have a documented history of managing large-scale projects both financially and programmatically.
- Demonstrate readiness and capacity to coordinate national level TTA developed and delivered by consortium partners.

The proposed consortium must include partner organizations and/or individual consultants that collectively have:

- A demonstrated history of providing TA on a national level.
- Expertise working with community and system-based stakeholders (e.g. law enforcement, prosecutors, advocates, courts, etc.).
- Expertise working on issues related to firearms in the context of domestic violence.
- Expertise working with tribal governments.
- Expertise working with rural communities.

Partnerships must be demonstrated in the form of a Memorandum of Understanding (MOU) with each partner organization and/or individual consultant. See Memorandum of Understanding.

Limit on Number of Applications

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

Application and Submission Information

Address to Request Application Package

The complete application package (this solicitation, including links to required forms) is available on Grants.gov and on the [OVW website](#). Applicants wishing to request a paper copy of these materials should contact 202-532-3444 or OVW.ICJR@usdoj.gov.

Pre-Application Information Session

OVW will conduct a web-based pre-application information session. During this session, OVW staff will review this program's requirements, review the solicitation, and allow for a brief question and answer period. The session is tentatively scheduled for: September 27, 2022.

Participation in a pre-application information session is optional and not a requirement to be eligible to apply.

To register, contact the Improving Criminal Justice Responses Program at OVW.ICJR@usdoj.gov or at 202-532-3444. Registration must be received at least 1 days prior to the start of the session. Participants are not registered until they receive a confirmation email. The webinar will be captioned in English and Spanish. Interested applicants needing additional language assistance should contact this program at OVW.ICJR@usdoj.gov or at 202-532-3444 as soon as possible, but no later than September 22, 2022.

Content and Form of Application Submission

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

Letter of Intent

Applicants intending to apply for FY 2022 funding under this program are strongly encouraged to submit a Letter of Intent. The letter should state that the applicant is registered and current with SAM and with Grants.gov. The letter should be submitted to OVW at OVW.ICJR@usdoj.gov by September 27, 2022. This letter will not obligate the applicant to submit an application. See the [OVW website](#) for a sample Letter of Intent.

Formatting and Technical Requirements

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

1. Double-spaced (charts may be single-spaced)
2. 8½ x 11 inch pages
3. One-inch margins
4. Type no smaller than 12 point, Times New Roman (TNR) or Arial font, except for footnotes, which may be in 10-point font
5. Page numbers
6. No more than 25 pages for the Proposal Narrative
7. Word documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt)
8. Headings and sub-headings that correspond to the sections identified in this section of the solicitation

Application Contents

Applications must include the required documents and demonstrate that the program eligibility requirements have been met. For a complete checklist of the application contents, see the Application Checklist in the Other Information section of this solicitation.

Applications that do not include all the following documents may be considered substantially incomplete and will not be considered for funding:

New Applicants:

Applications that do not include all the following documents may not be considered for funding:

1. Proposal Narrative
2. Budget Detail Worksheet and Narrative
3. Memorandum of Understanding

CS TAC:

Applications that do not include the following documents may not be considered for funding:

1. Work Plan Narrative
2. Work Plan Budget Detail Worksheet and Narrative
3. Work Plan Memorandum of Understanding

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 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 JustGrants 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

The Proposal Abstract must provide a short summary (**no more** than two pages double-spaced) of the proposed project, including names of applicant and partners, project title, purpose of the project (including goal and intended outcome), primary activities for which funds are requested, who will benefit (including geographic area to be served), products and deliverables, and how the applicant will measure progress in completing project goals and objectives. Applicants must not summarize past accomplishments in this section. The Proposal Abstract, which is to be entered into a text box in JustGrants, will not be scored but is used throughout the review process.

Data Requested with Application

The Data Requested with Application (DRA) includes two surveys that must be completed in JustGrants but are not scored: Pre-Award Risk Assessment and TA DRA. A list of the questions included in each survey appears 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

CS TACs:

Please attach the work plan narrative submitted to OVW on July 6, 2022.

New Applicants:

The Proposal Narrative may not exceed 25 pages, double-spaced, and reviewers will not read beyond this page limit. The Proposal Narrative must include the 4 sections below and address the Mandatory Program Requirements listed above. The total point value for the proposal narrative section is (75 points). Applicants must upload the Proposal Narrative as an attachment in JustGrants.

Purpose of the Proposal (10 points)

This section must:

1. Describe the need for the project, including the challenges and knowledge gaps in victim service provision and/or the justice system response that will be addressed by the FTAP Special Initiative.
2. Describe the target audience(s) for the project, including the grant program(s), profession(s), and the communities to be served through the proposed project, including, but not limited to, traditionally underserved populations, such as communities of color, individuals with disabilities, individuals who are Deaf or hard of hearing, persons with limited English proficiency, older adults, rural and tribal communities, and LGBTQ communities.
3. Demonstrate an understanding of emerging issues related to the FTAP Special Initiative.
4. Describe the expected impact that the proposed project will have on each of the identified challenges(s), knowledge gap(s), and target audience(s).

Capacity to Implement the Proposal (15 points)

This section must:

1. Describe the lead applicant's experience leading and managing large-scale planning projects. The response should include information about establishing goals objectives, and timelines, and meeting deadlines.
2. Describe the lead applicant's experience identifying and recruiting experts.
3. Describe the lead applicants experience documenting the impact of large-scale national projects.
4. Provide examples of the experience that the applicant and/or its project partners have had using each proposed technical assistance delivery method in the last five years.
5. If the applicant proposes to provide on-site technical assistance with OVW grantees, describe the capacity and experience to do so.
6. If an applicant proposes to hold any in-person meetings that necessitate logistical planning, indicate if an outside planner will be hired. If no outside planner will be hired, the application must justify that the applicant or a project partner is the most cost-effective means of obtaining conference logistical services.
7. List examples of past and current TA efforts focused on developing and delivering victim-centered training and technical assistance related to the intersectionality of firearms and domestic violence.
8. Describe the need for the project, including challenges and knowledge gaps in victim service provision, the criminal justice system responses, civil justice system response, and community response that will be addressed by the FTAP Special Initiative.
9. For each partner that is identifies as having Tribal expertise: Discuss the partner's experience providing comprehensive TTA to tribal governments, tribal justice systems, and local and state justice systems on:
 - a. tribal government governance systems, culture, and intergovernmental protocols
 - b. how tribal justice systems and victims interact and are impacted by local, state, and federal laws and justice systems including the unique jurisdictional considerations of tribes located in P.L. 280 states;
 - c. federal agencies responsible for Indian law enforcement, tribal justice systems, and services under certain circumstances; and
 - d. best practices to support access to justice for American Indian and Alaska Native victims in tribal, local, state, and federal justice systems.

What Will Be Done (25 points)

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

This section must:

1. Describe the approach to addressing the challenge or need identified in the Purpose of the Proposal section above.
2. Explain the project goals and objectives.
3. Provide a detailed description of the activities that will be undertaken to accomplish the project goals and objectives and how these activities clearly address the purpose area.

4. Provide a clear link between activities and the challenges and knowledge gaps identified in the Purpose of the Proposal section.
5. Identify the technical assistance delivery methods proposed for the project and explain why the chosen technical assistance delivery methods are appropriate for the target audience or profession and for the goals and objectives.
6. List the products to be developed and describe the dissemination method/plan for each proposed product.
7. Provide a timeline for the completion of each activity and product to be developed. Include in the timeline the estimated number of each deliverable (e.g., number of trainings, webinars, and on-site technical assistance opportunities). Applicants must provide a detailed timeline for the initial project period as well as general timeline for the remainder of the five years of the proposed project. The timeline must be included within the Proposal Narrative.
8. Describe how the proposed project will serve the 12 FTAP sites, in collaboration with the CS TAC.
9. Describe how the proposed project will address the unique needs of the traditionally underserved populations identified in the Purpose of the Proposal section above.
10. Describe how the proposed project will be accessible to individuals with disabilities, individuals who are Deaf or hard of hearing, and persons with limited English proficiency.

Who Will Implement the Proposal (25 points)

This section must:

1. Describe the mission of the lead applicant's organization.
2. Identify the lead applicant's current staff who will be involved in the project.
3. Describe the type of expertise and skills staff members bring to the project.
4. If new staff will be hired, include a brief description of the skills and qualifications of the new positions.
5. Identify the key individuals and organizations, including project partners, involved in the proposed project.
6. Describe the mission of each partner organization.
7. Demonstrate that the individuals and organizations identified have the capacity to address the stated need and can successfully implement the proposed project activities; attach job descriptions of all key personnel.
8. Provide the qualifications and experience of the individuals and consultants to provide national TTA on the selected purpose area and to the identified audience.
9. Provide the percentage of time each key individual will devote to the project and the specific activities in which each individual will participate.
10. Indicate how many staff (current or new) from partner organizations and/or consultants will provide TTA.
11. Indicate how many staff from the lead applicant and partner organizations/consultants might be responsible for resource development/writing, and how many might provide administrative and/or logistical support, including specifically how many will provide logistical conference/meeting planning support.
12. Provide a project staffing chart of all involved in the implementation of the project, including the CS TAC, that illustrates how project staff and partners will work together to complete the proposed activities including lines of supervision and inter-agency reporting. The chart will not be counted towards the 25-page limit.

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 worth a total of **15 points** and will be reviewed separately from the proposal narrative. The associated documentation will not be scored, but failure to include it may result in removal from consideration or a delay in access to funding.

Budget Worksheet and Budget Narrative (Web-based Form)

Complete the 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

The budget must:

1. Display a clear link between the specific project activities and the proposed budget items. The budget should not contain items that are not supported by the proposal narrative.
Include funds to attend OVW-sponsored TTA in the amount of \$7,500 for projects proposed for 36 months and \$2,500 for projects proposed for 24 months. This amount is for the entire project period and NOT per year.
Applicants also may budget expenses in excess of the required amount if they are aware of relevant non-OVW

sponsored conferences or training for which they would like permission to use grant funds to support staff/project partner attendance.

3. Reflect all costs related to implementing the proposed project and include basis for computation for all costs.
4. Provide an explanation of proposed expenses that is detailed, complete, reasonable, and within establish limits.
5. Exclude any unrelated or out-of-scope costs for the proposed project.
6. 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.
7. Compensate all project partners for their full level of effort, unless otherwise stated in the MOU. For more information on compensating project partners, see the sample Budget Detail Worksheet on the [OVW website](#).
8. 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](#).

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

Conference Planning and Expenditure Limitations

Applicants' budgets must be consistent with all requirements (including specific cost limits and prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (which is defined

to include meetings, retreats, seminars, symposiums, training, and other similar events), and costs of attendance at such events. Information on conference planning, minimization of costs, and conference reporting is available at [OVW conference cost planning](#).

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

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 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).

Memoranda of Understanding (MOUs) and Other Supportive Documents

OVW recognizes that appropriate collaborations enhance the effectiveness of TTA projects just as they enhance local interventions. OVW also understands that effective partnerships can strengthen the depth of overall technical assistance delivery. Therefore, OVW requires all potential technical assistance providers to enter a collaborative relationship with organization(s) and/or key consultant(s) who will bring the necessary substantive expertise to the project. MOU partnerships are any partners who will play a role in the development and/or implementation of the project, regardless of compensation. Any project partner receiving funds under the application is considered a partner in the development and/or implementation of the project.

For purposes of this solicitation, the MOU is a document containing the terms of the partnership and the roles and responsibilities between two or more parties, and it must be included as an attachment to the application in JustGrants. The MOU is worth a total of 10 **points**. The MOU is not a substitute for a subaward agreement, which ensures that subrecipients adhere to the requirements of the award and 2 C.F.R. Part 200 (see 2 C.F.R. § 200.332). Partners receiving funds under the award generally are considered subrecipients because they are carrying out a portion of the federal award.

The MOU **must** be a single document and **must** be signed and dated (after September 5, 2022) by the Authorized Representative of each proposed partner organization and key consultants during the development of the application. OVW will accept electronic signatures. MOUs missing signatures may result in a point deduction or removal from consideration, particularly if the MOU is missing the signature of a required partner. If necessary, an MOU can include multiple signature pages so long as each page includes the names and titles of all signatories to the MOU. A sample MOU is available on the [OVW website](#).

The MOU must clearly:

1. Identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship.
2. Directly mirror the project as described in the "What Will Be Done" section (goals, objectives, and activities) and budget.
3. Describe the roles and responsibilities each partner.
4. Demonstrate how the proposed partnership can address the needs of the traditionally underserved population(s) identified in the Purpose of the Proposal section.
5. Include the printed name, title, and agency, for the applicant and all partners, and state that each project partner has reviewed the budget, is aware of the total amount being requested, and is being fully compensated for their work under the grant or is agreeing to be partially compensated or receive no compensation from the grant.

Additional Application Components

The following components will not be scored but must be included with the application. Failure to supply this information will not 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 October 1, 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 October 1, 2022.** Access the SAM online registration through the [SAM homepage](#) and follow the online instructions for new SAM users. **Organizations must update or renew their SAM registration at least once a year to maintain an active status.**
2. **Register with Grants.gov by October 12, 2022.** Once the SAM registration is active, the applicant will be able to complete the Grants.gov registration.
3. **Submit Letter of Intent by September 27, 2022** to the Improving Criminal Justice Responses Program, OVW.ICJR@usdoj.gov or 202-532-3444.
4. **If necessary, request hardcopy submission by October 13, 2022.** Applicants that cannot submit an application electronically due to lack of internet access must contact the program at 202-532-3444 or OVW.ICJR@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 as early as possible, but no later than 24 – 48 hours prior to the Grants.gov deadline.** Applicants may find this funding opportunity on Grants.gov by using the CFDA/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 48-72 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](#) 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 – 48 hours prior to the JustGrants deadline.** Some of the application components will be entered directly into JustGrants, and others will require uploading attached documents. Therefore, applicants will need to allow ample time before the JustGrants deadline to prepare each component. Applicants may save their progress in the system and revise the application as needed prior to hitting the Submit button at the end of the application in JustGrants. The Application Submitter, Entity Administrator, and Authorized Representative(s) will receive an email from JustGrants confirming submission of the application. **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 **11:59 p.m. E.T.** on October 18, **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:

Experiencing Technical Difficulties Beyond the Applicant's Reasonable Control

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

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

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

Unforeseeable Technical Difficulties During the Submission Process

1. Contact Grants.gov or 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.
3. Prior to the applicable deadline, contact this program, via email at OVW.ICJR@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 packet (Proposal Narrative, Budget and Budget Narrative, MOU).

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 Man-Made Disaster

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

Note: OVW may not be able to accommodate all requests resulting from severe inclement weather or a natural or

man-made disaster.

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

Application Review Information

Review Criteria

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

1. Proposal narrative: (75) points, of which:
 - A. Purpose of the proposal: (10) points.
 - B. Capacity to implement the proposal (15) points.
 - C. What will be done: (25) points.
 - D. Who will implement the proposal: (25) points.
2. Budget worksheet and budget narrative: (15) points.
3. MOU: (10) points.

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

Review and Selection Process

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

Peer Review

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

Programmatic Review

All applications that are considered for funding will be subject to a programmatic review. The programmatic review consists of assessing the application for compliance with the program's scope, activities that compromise victim safety, and, if applicable, past performance and priority area review. OVW reserves the right to add up to 10 points to applications fully addressing OVW priority areas and to deduct points from applications for the following reasons:

1. Activities that compromise victim safety and recovery and undermine offender accountability (deduct up to 15 points).
2. Out-of-scope and unallowable activities (deduct up to 20 points).
3. Past performance (deduct up to 25 points).
4. Formatting and Technical Requirements (deduct up to 5 points).

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

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.
2. 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.
18. Adherence to the requirements of the conference request process.

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 December 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)

For assistance with the requirements of this solicitation, contact the following:

- Programmatic questions, contact this program at 202-532-3444 or OVW.ICJR@usdoj.gov
- Financial questions, contact 888-514-8556 or ovw.gfmd@usdoj.gov
- Technical questions:
 - Grants.gov Applicant Support at 800-518-4726 or support@grants.gov
 - OVW JustGrants Support at 1-866-655-4482 or OVW.JustGrantsSupport@usdoj.gov

Other Information

Public Reporting Burden- Paper Work Reduction Act Notice

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

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

Application Checklist

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

Application Document	Date Completed
1. Application for Federal Assistance: SF-424.	
2. Disclosure of Lobbying Activities (SF-LLL).	
3. Proposal Abstract.	
4. Letter of Intent.	
5. Surveys: a. Pre-Award Risk Assessment. b. TA DRA.	
6. Proposal Narrative: a. Purpose of the Proposal. b. Capacity to Implement the Proposal. c. What Will Be Done. d. Who Will Implement the Proposal.	
7. Budget Worksheet and Budget Narrative.	
8. Indirect Cost Rate Agreement (if applicable).	
9. Applicant Financial Capability Questionnaire (if applicable).	
10. Disclosure of Process Related to Executive Compensation (if applicable).	
11. Memorandum of Understanding.	
12. Letter of Nonsupplanting.	
13. Confidentiality Notice Form.	
14. Disclosure(s) of Duplication in Cost Items.	

Survey Questions

TA DRA

TA - Data Requested with Application

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.

Grant Point of Contact Information

1. 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

2. 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.

3. 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.

4. 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?

5. 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.

6. 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.

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

8. Is the applicant a federally recognized tribe?

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

10. Is the applicant a partner/subrecipient on a current grant or pending application for this grant program?

If a partner/subrecipient on a current award, provide the year of the award and the role of the applicant on the award.

If a partner/subrecipient on another pending application, provide the name of the applicant organization.

11. Are any proposed project partner(s)/subrecipient(s) on this application also a recipient, or project partner/subrecipient, on a current grant or another pending application for this grant program? If yes, the applicant is required to provide information on the relevant project partner(s)/subrecipient(s). The questionnaire allows for three project partner(s)/subrecipient(s). If the proposed project includes additional project partner(s)/subrecipient(s) that are on current grants or pending applications, contact the Program Unit at the email provided in this solicitation.

Provide the following information for the partner/subrecipient.

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12. State the title of the proposed project

13. List all project partners (organization names and/or individual consultants) and the funding amount requested for each partner.

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 name(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.