

U.S. Department of Justice  
Office on Violence Against Women



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## OVW Fiscal Year 2023 National Deaf Services Program Invitation to Apply

**Assistance Listing Number #** 16.056

**Grants.gov Opportunity Number:** O-OVW-2023-171791

**Solicitation Release Date:** September 05, 2023 3:00 PM ET

**Application Grants.gov Deadline:** September 08, 2023 11:59 PM ET

**Application JustGrants Deadline:** September 12, 2023 9:00 PM ET

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### Overview

#### Eligible Applicants:

Other

#### Other

Eligible applicant: Activating Change. For more information, see the Eligibility Information section of this solicitation.

### Contact Information

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

### Submission Information

#### Registration:

Organizations applying for the first time for federal funding must complete a multi-step registration process with the following systems: System for Award Management (SAM), Grants.gov, and JustGrants (after successful SAM and Grants.gov registrations).

Organizations that have applied for funding previously must ensure their accounts with SAM, Grants.gov, and JustGrants are active and up to date.

Applicants experiencing technical difficulties with SAM should go to [https://www.fsd.gov/gsafsd\\_sp](https://www.fsd.gov/gsafsd_sp).

Applicants experiencing technical difficulties with Grants.gov should contact [support@grants.gov](mailto:support@grants.gov)

Applicants experiencing technical difficulties with JustGrants should contact [OVW.JustGrantsSupport@usdoj.gov](mailto:OVW.JustGrantsSupport@usdoj.gov)

Applicants are strongly encouraged to begin the registration process or ensure that all accounts are active and up to date by August 3, 2023.

**Submission:**

Applications will be submitted to OVW in two steps:

**Step 1:** The applicant must submit by the Grants.gov deadline the required Application for Federal Assistance standard form (SF-424) and the Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov - <https://www.grants.gov/web/grants/forms/sf-424-family.html>.

**Step 2:** The applicant must then submit the full application, including attachments, in JustGrants at JustGrants.usdoj.gov. To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. OVW encourages applicants to review the [Solicitation Companion Guide](#) and the [JustGrants](#) website for more information, resources, and training.

For more information about registration and submission, see the Prior to Application Submission and How to Apply sections of this solicitation.

**Notification**

OVW anticipates notifying applicants of funding decisions by October 1, 2023.

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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. 20122

Consolidated Appropriations Act, 2023, Pub. L. No. 117-328, 136 Stat. 4459, 4529

### **About this OVW program**

This program is authorized by 34 U.S.C. 20122 and Consolidated Appropriations Act, 2023, Pub. L. No: 117-328, 136 Stat. 4459, 4529-32.

Clear communication is necessary for victims and survivors when seeking help and receiving services. This is especially true for D/deaf, hard of hearing, and Deaf/Blind (Deaf) victims and survivors. For many Deaf people, the best way to communicate is in-person, using sign language, ProTactile, or an assistive communication device. Services that best meet the needs of Deaf victims and survivors are provided in the preferred form of communication of the individual and are rooted in Deaf culture. These services are “for Deaf, by Deaf” services. However, these types of services are often not available due to the limited number of culturally Deaf domestic violence and sexual assault programs. Additionally, most hearing organizations do not employ Deaf advocates, so few of them are well-positioned to provide culturally appropriate services to Deaf victims and survivors. As a result, many Deaf victims and survivors are either unserved or underserved.

Through its grant programs and initiatives, OVW has supported several projects focused on increasing in-person services to Deaf victims and survivors. Despite these efforts, in-person services to Deaf victims and survivors remain limited. As a result, many Deaf victims and survivors are left without a means of accessing safe, culturally and linguistically appropriate services.

Because in-person, safe, culturally appropriate services for Deaf victims and survivors are so limited, virtual services may be a way to bridge that gap. While virtual services do not replace the need for in-person services, virtual services may provide Deaf victims and survivors the culturally and linguistically appropriate crisis intervention, advocacy, and other healing resources they need. The goal of this project is to increase and strengthen the opportunities and access points for Deaf victims and survivors to receive help, which would include creating new virtual crisis and long-term services, building the capacity of current in-person services, and developing new in-person services.

This is Phase Two of a two-part initiative to expand and strengthen services for Deaf victims and survivors of domestic violence, dating violence, sexual assault, and stalking. Under Phase One, OVW issued the [National Deaf Service Line Initiative solicitation](#), asking applicants to identify the needs of Deaf victims and survivors and write a report with recommendations for how to address these barriers to access. This project resulted in the [Expanding Deaf-Specific Victim Services Nationwide: A 5-Year Strategy](#) report (Report).

Now that Phase One is complete, OVW is seeking to implement the recommended strategy outlined in the [Report](#) and summarized under the Purpose Areas below.

## **Program Scope**

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

## **Purpose Areas**

Pursuant to 34 U.S.C. 20122 and the Consolidated Appropriations Act, 2023, funds under this program must be used to provide remote and in-person services to Deaf victims of domestic violence, dating violence, sexual assault, and stalking. Specifically, funds must be used to implement the strategy recommended in the Phase One [Report](#) to address the needs of Deaf victims and survivors. The three components of this strategy are listed below.

1. Launch a virtual “for Deaf, by Deaf” victim services program. This component is the foundation of the National Deaf Services Program. It will provide immediate assistance to victims of domestic violence, dating violence, sexual assault, and stalking through a virtual 24-hour accessible hotline. In addition to the hotline to address immediate crisis needs, the Virtual “for Deaf, by Deaf” Victim Services Program will also provide Deaf survivors and their families and support networks with case management and long-term assistance, including crisis intervention, individual advocacy, education and support groups, information and referrals, and community education through a service line.
2. Pilot test strategies to expand in-person services. While virtual services can expand access to services for victims and survivors, in-person services are a vital part of healing for many victims and survivors. Since a tested and proven model for how to expand in person “for Deaf, by Deaf” services does not exist, this project will create and implement a three-year, small-scale pilot to test the feasibility and effectiveness of several promising models for expanding in-person “for Deaf, by Deaf” victim services.
3. Scale up in-person services. Assuming the results of the pilot test are successful, the applicant will be asked to expand and scale up the successful aspects of the pilot.

OVW will make one initial, five-year award for \$5 million. However, the recommended strategy outlined in the [Report](#) recommends the project to be funded with \$10 million over five years. Should there be available funding in subsequent years after FY23, the selected recipient may be eligible for additional non-competitive funding to be spent on additional activities during the original five-year period.

## **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. Any activities that compromise victim safety and recovery or undermine offender accountability will need to be removed from the application prior to final approval by OVW. Please note that OVW will support survivor-centered alternative pathways to justice and non-criminal approaches to accountability that fall within the statutory scope of this program. 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. Any out-of-scope activities will need to be removed from the application prior to final approval by OVW. 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. Public awareness campaigns
3. Projects that focus on children.

### **Limited Use of Funds**

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

### **Activities Requiring Prior Approval**

Activities listed below will require prior approval in order to be supported by grant funds (see the [Solicitation Companion Guide](#) for more information on relevant requirements).

1. 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.
2. Renovations, including such minor things as painting, carpeting, or installing lighting. In addition to obtaining prior approval, recipients must follow all necessary steps to ensure that funded renovations are in compliance with the National Environmental Policy Act (NEPA) and related laws, which may be time consuming and may include public notice and consultation.

## Federal Award Information

### Awards, Amounts and Durations

#### Anticipated Number of Awards

1

#### Anticipated Maximum Dollar Amount of Awards

\$5,000,000

#### Period of Performance Start Date

10/1/23

#### Period of Performance Duration (Months)

60

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

\$5,000,000

### 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.

### Type of Award

The award will be made as a cooperative agreement, which is 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 the timeline, goals, and objectives to implement the project, participating in the selection of technologies that will be used for this project, reviewing and providing input on consultants and contractors, and any other activities associated with the implementation of this project. The recipient 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 to address the needs of grantees and/or emerging issues.

### Award Period and Amounts

The award period is 60 months. Budgets must reflect 60 months of project activity, and the total "estimated funding" on the SF-424 must reflect 60 months. OVW anticipates that the award period will start on October 1, 2023.

OVW estimates that it will make one award for a total estimated \$5,000,000.

The award made under this solicitation will consist of funding from two sources:

1. National Deaf Services Line appropriation: \$2,000,000
2. Training and Services to End Violence and Abuse Against Individuals with Disabilities and Deaf People Program (Disability Program): \$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 prior to making an award.

## **Types of Applications**

As this is a new program in FY 2023, the invited applicant is considered new.

## **Mandatory Program Requirements**

The recipient funded under this program will be expected to implement the recommended strategy outlined in the [Report](#). Additionally, they will be required to:

1. Engage in a planning period of a minimum of six months, during which time the recipient must develop a work plan, including detailed goals, objectives, and timeline, a staffing plan, an accessibility plan, and a technology plan, including identifying all equipment, platforms, software, and subscriptions to be used during the project.
2. Develop policies including, but not limited to, policies addressing confidentiality, information-sharing, access, and communication, and human resources matters including employment, leave, remote work, nondiscrimination, and response to workplace-related incidents of sexual misconduct, domestic violence, and dating violence.
3. Maintain a close working relationship with OVW for project development and implementation, including regular coordination and meeting with OVW a minimum of once a month to discuss the project.
4. Submit all products developed with grant funds for review and approval.
5. Coordinate with OVW to identify consultants and advisors for the project.
6. Participate in OVW-sponsored training and technical assistance.

The recipient also will be required to engage in the following activities:

1. Collection and reporting of performance indicators. Forms, instructions, training, and related tools for each OVW program are available on the [VAWA Measuring Effectiveness Initiative webpage](#).
2. OVW may conduct a program assessment or evaluation necessitating grantee involvement. Therefore, recipients may be expected to dedicate some OVW-funded time and resources to participating in an assessment or evaluation.

## **Eligibility Information**

## Eligible Applicants

The invited applicant for this program is Activating Change.

### 501(c)(3) Status

Any entity that is eligible for this program based on its status as a nonprofit organization must be an organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of that Code. See 34 U.S.C. § 12291(b)(15)(B)(i).

### **Ineligible Entities and Disqualifying Factors**

Applications submitted by ineligible entities or that do not meet all program eligibility requirements will not be funded. In addition, an application deemed deficient in one or more of the following categories may not be funded or have to be modified before 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 prevent OVW from making an award. An applicant with past performance issues, long-standing open audits, or an open criminal investigation also may not be funded.

**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 an award from this program. See 34 U.S.C. § 12291(b)(15)(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, the invited applicant must also meet the requirements below. All certification and other eligibility related documents must be current and developed in accordance with the FY 2023 solicitation.

#### Required Partnerships

The implementation of the National Deaf Services Program will require a diverse set of skillsets and expertise. Therefore, the applicant must partner with individuals and organizations that possess the expertise required to successfully implement the recommended strategy outlined in the [Report](#). Partners must represent a variety of backgrounds and experiences including, but not limited to, expertise in Deaf culture, domestic violence, dating violence, sexual assault, and stalking, provision of direct victim services, technology, working with underserved populations, and accessible communication.

#### *Required Skillset of the Applicant*

The applicant must possess the following skillsets to manage the individuals and organizations

working on this project, and to implement the project successfully.

1. Have a documented history of managing large-scale projects financially, operationally, and programmatically.
2. Have experience providing training and technical assistance on a large scale.
3. Possess the ability to coordinate among diverse people, perspectives, and interests seamlessly and efficiently.
4. Possess strong policy development capacity on topics such as workplace violence and harassment, travel, reimbursement, and hiring.

#### *Required Expertise of Partners*

The applicant must partner with individuals and organizations who collectively possess the expertise listed below. Each individual and organization does not need to have all the expertise listed, but all areas of expertise listed below must be represented through a formal partnership.

1. Expertise in Deaf culture.
2. Expertise in the diverse modes of communication used by Deaf people, including, but not limited to using sign language, ProTactile, or assistive communication devices.
3. Expertise in and knowledge of domestic violence, dating violence, sexual assault, and stalking.
4. Expertise in providing direct victim services. This expertise and experience should be extensive and beyond managing a crisis hotline.
5. Expertise in providing direct victim services to specific underserved populations, such as populations that are underserved due to geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, and populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age).
6. Expertise in the various ways technology would be used to implement this project.

#### Limit on Number of Applications

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

## Application and Submission Information

### **Content of Application Submission**

#### **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 OVW at [OVW.DeafVirtualServices@usdoj.gov](mailto:OVW.DeafVirtualServices@usdoj.gov)

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

The information below (“**Formatting and Technical Requirements**” through “**How to Apply**”) describes the full content and form of application submission.

#### **Formatting and Technical Requirements**

The following documents **must** be submitted in **written form**:

1. Proposal Abstract
2. Proposal Narrative
3. Summary Data Sheet
4. Budget Detail Worksheet and Narrative
5. Memorandum of Understanding
6. Pre-Award Risk Assessment

All written documents must follow the requirements below, unless otherwise noted.

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, 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. Documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt)

### **Application Contents**

The application must include the required documents and demonstrate that the program eligibility requirements have been met. Failure to include all of the following components may prevent OVW from making an award or result in a delay in funding. For a complete checklist of the application contents, see the Application Checklist in the Other Information section of this solicitation.

1. Proposal Narrative
2. Budget Detail Worksheet and Narrative
3. Signed 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 of the application. 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 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.

### **Proposal Narrative**

The Proposal Narrative consists of the following two sections: Proposed Activities and Who Will Implement. When responding to the sections, applicants should refer to the [Report](#) and the Purpose Areas section of this solicitation. The recipient under this program will be expected to:

1. Launch a virtual “for Deaf, by Deaf” victim services program
2. Pilot test strategies to expand in-person services
3. Scale up in-person services

A written Proposal Narrative may not exceed 25 pages, double-spaced. The Proposal Narrative must address the two sections below.

#### Proposed Activities

This section must respond to each element below. **Applicants should also identify challenges implementing each of the three components and state how they would address each challenge.**

1. Describe the specific activities needed to develop the virtual “for Deaf, by Deaf” victim services program.
2. Describe the specific activities needed to pilot test the strategies needed to expand in-person services.
3. Describe the specific activities needed to scale up in-person services.

### Who will Implement

This section must demonstrate that the applicant and its project partners have the skillset and expertise to successfully implement the activities described in the Proposed Activities section (see lists of required skillset and expertise in the Required Partnerships section of this solicitation).

1. Identify project partners and detail why each individual or organization was selected to participate in this proposal.
2. Describe the specific responsibilities of each individual or organization and the skillset and knowledge base they bring to the project.

### **Budget and Associated Documentation**

The applicant must submit a detailed budget and budget narrative. OVW strongly encourages the use of a spreadsheet (e.g., excel, numbers, etc.) for the budget. Failure to include the associated documentation may prevent OVW from making the award or result in a delay in access to funding.

### **Budget Worksheet and Budget Narrative (attachment)**

The budget narrative must describe each line item requested in the budget and explain all costs included in the budget, including how the costs of goods and services are determined and how they will fulfill the objectives of the project. See the sample budget and the Creating a Budget webinar available on the [OVW website](#). 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 award will be made for 60 months in the amount of \$5,000,000.

The award made under this solicitation will consist of funding from two sources. Funding from each source will support different activities under the project.

1. National Deaf Services Line appropriation: \$2,000,000
2. Training and Services to End Violence and Abuse Against Individuals with Disabilities and Deaf People Program (Disability Program): \$3,000,000

Applicants must submit one budget for \$5,000,000. The budget must clearly identify the National Deaf Services Line funds and the Disability Program funds.

National Deaf Services Line funds must be used for costs associated with technology, equipment, some accessibility costs (those associated with providing remote services), and some staffing costs (staff working on the service line).

Disability Program funds must be used for costs associated with staffing, training, technical assistance, advocacy, intervention, outreach, education, capacity building, and policy development.

The budget must:

1. Display a clear link between the specific project activities and the proposed budget items. The budget should not contain items that are not supported by the proposal narrative.
2. Compensate all project partners for their full level of effort. For more information on compensating project partners, see the sample Budget Detail Worksheet on the [OVW website](#).
3. Include sufficient funds to fully provide language access or describe other resources available to the applicant to ensure meaningful access for persons who are limited in their English proficiency because of their national origin. See Accessibility under the Federal Award Administration Information section of this solicitation for more information.
4. Include sufficient funds to fully provide access for individuals with disabilities or who are Deaf/hard of hearing or describe other resources available to the applicant to ensure meaningful access for such individuals. See Accessibility under the Federal Award Administration Information section of this solicitation for more information.
5. Compensate survivors and individuals with applicable lived experiences related to the project (such as involvement in the justice system, homelessness, or substance use) who participate as consultants, in an advisory capacity, in focus groups, or in other work activities.
6. Include funds to attend OVW-sponsored TTA in the amount of \$15,000. This amount is for the entire 60 months and NOT per year.
7. Distinguish clearly between subawards and contracts in allocating any grant funds to other entities. Pursuant to 2 C.F.R. § 200.331, a subaward is for the purpose of carrying out a portion of the federal award, such as compensating an MOU partner, and a contract is for the purpose of obtaining goods and services for the grantee's own use. The substance of the relationship is more important than the form of the agreement in determining whether the recipient of the pass-through funds is a subrecipient or a contractor. The awarding and monitoring of contracts must follow the recipient's documented procurement procedures, including full and open competition, pursuant to the procurement standards and monitoring requirements in 2 C.F.R. §§ 200.317-200.327 & 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), except as allowed under the Disability Program to modify facilities to accommodate the needs of Deaf people.
5. Construction.

### Food and Beverage/Costs for Refreshments and Meals

Food and beverages are generally considered personal expenses for which government funds should not be used. Exceptions may be made for working meals that are necessary to accomplish official business and enhance the cost effectiveness of the conference. Recipients **must** receive prior approval before using grant funds to provide a working meal and/or refreshments at a meeting, conference, training, or other event. Examples of when OVW might grant such approval include, but are not limited to:

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-Award Costs**

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)**

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 (if applicable)**

An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees 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)(15)(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).

## Supporting Documents

### Memorandum of Understanding (MOU)

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

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

The MOU must clearly:

1. Identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship.

2. Describe the roles and responsibilities each partner will assume to ensure the success of the proposed project.
3. Demonstrate how the proposed partnership can address the needs of the traditionally underserved population(s) identified in the Purpose of the Proposal section.
4. State that each project partner has reviewed the budget, is aware of the total amount being requested, and is being equitably 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 must be included with the application. Failure to supply this information may result a delay in access to funding. Some components will be generated during the application submission process while others will be uploaded and attached to the application in JustGrants.

### **Letter of Nonsupplanting**

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

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

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

### **Confidentiality Notice Form**

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

### **Summary of Other Federal Funding**

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

closed within the 12 months before 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 2023 **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.

### **Pre-Award Risk Assessment**

Each applicant must submit, as an attachment, the Pre-Award Risk Assessment and respond to each question. **Do not submit responses from a prior fiscal year without updating them to be responsive to all questions listed in the questionnaire.** This information will be used for a mandatory pre-award risk assessment. Failure to provide this information or to respond to questions from OVW regarding this information in a timely manner could result in the application being removed from consideration or a delay in access to funds. Provide complete responses that address all questions included for each numbered item.

1. Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding? Provide a brief description of the applicant's policies and procedures that ensure funds will be tracked appropriately.
2. Does the applicant have written accounting policies and procedures? How often are these policies and procedures updated? Provide a brief list of the topics covered in the applicant's policies and procedures. OVW may request a copy for review during the application/award process or as part of the grant monitoring process.
3. Is the applicant's financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant? Provide a brief summary of the organization's process for tracking expenditures, including tracking budgeted versus actual amounts.
4. Does the applicant have procedures in place for minimizing the time between transfer of funds from the United States Treasury and disbursement for project activities? Provide a short summary of the applicant's policy for requesting payments for grant awards.
5. Does the applicant have effective internal controls in place to ensure that federal funds are used solely for authorized purposes? Provide a brief description of the applicant's internal controls that will provide reasonable assurance that the award funds will be managed properly.
6. Does the applicant have a documented records retention policy? If so, briefly describe the policy and confirm that the policy complies with federal regulations. Information on Record Retention and Access can be found at 2 C.F.R. 200.334-200.338.
7. Does the applicant or any of its employees have any potential personal or organizational conflicts of interest related to the possible receipt of OVW award funds? Applicants are required to disclose in writing any potential conflicts of interest to their awarding agency. See 2 C.F.R. 200.112 and Chapter 3.20, Grant Fraud, Waste and Abuse, of the [DOJ Financial Guide](#) for additional information.
8. Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations

including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. Part 200)? Provide a short list of the individual's qualifications/experience. If the individual is not familiar with the applicable rules and regulations, the applicant must contact OVW's Grants Financial Management Division at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov) or 1-888-514-8556 immediately after the applicant is notified of its award to coordinate training.

9. Does the applicant have policies and procedures in place to manage subawards and monitor activities of subrecipients as necessary to ensure that subawards are used for authorized purposes, in compliance with laws, regulations, and terms and conditions of the award, and that established subaward performance goals are achieved (2 C.F.R. 200.331-200.333)? Provide a brief description of the organization's policies and procedures on subrecipient management and monitoring.
10. Does the applicant currently require employees to maintain time distribution records that accurately reflect the work performed on specific activities or cost objectives in order to support the distribution of employees' salaries among federal awards or other activities (2 C.F.R. 200.430)? Budget estimates do not qualify as support for charges to federal awards. Provide a brief description of the organization's established timekeeping policies and procedures.
11. Is the applicant designated as high risk by a federal agency outside of DOJ? (High risk includes any status under which a federal awarding agency provides additional oversight due to the applicant entity's past performance, or other programmatic or financial concerns with the applicant entity.) If so, provide the names(s) of the federal awarding agency, the date(s) the agency notified the applicant entity of the high risk designation, contact information for the high risk point of contact at the federal agency, and the reason for the high risk status, as set out by the federal agency.

### **Summary Data Sheet**

Each applicant must submit, as an attachment, the Summary Data Sheet, which should be one to four pages in length and may be single or double spaced. The Summary Data Sheet does not count toward the 25-page limit for the written Proposal Narrative. Several of the items below are required for every applicant for OVW funding and therefore may not be obviously relevant or specifically drafted for this program. Applicants should provide the most accurate answers. Provide the following information:

1. Name, title, address, telephone number, and email address for the grant point of contact. This person must be an employee of the applicant.
2. List the following information for each MOU partner: Name of organization and/or individual Type of organization, and areas of expertise.
3. Statement as to whether the applicant (the organization whose unique entity identifier/ DUNS number is being used for the application) will serve as a fiscal agent. A fiscal agent is an entity that does not participate in implementation of the project and passes all funds through to subrecipients, conducting only administrative activities. If this is the case, the applicant must include a statement acknowledging that, should an award be made, the applicant will be responsible for all applicable statutory, fiscal, and programmatic requirements, including those of 2 CFR Part 200, as well as all project deliverables. The applicant must also list all the entities with which it will enter into subaward agreements to

implement the project. Note: The fiscal agent must be an eligible applicant for this program.

4. Statement as to whether the applicant has expended \$750,000 or more in federal funds in the applicant's past fiscal year. If so, specify the end date of the applicant's fiscal year.
5. Statement as to whether the applicant is a nonprofit organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of that Code. Note: Any entity that is eligible for this program based on its status as a nonprofit organization must attach proof of 501(c)(3) status to the application.
6. Statement as to whether the applicant is a nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code.
7. Statement as to whether the applicant is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure to establish a rebuttable presumption that its executives' compensation is reasonable. 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: Applicants that use the safe-harbor procedure will have to submit the required Disclosure of Process Related to Executive Compensation in JustGrants, if selected for funding.

## **Disclosure 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.

### **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.

## **Prior to Application Submission**

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

Entities applying for the first time for federal funding must complete a multi-step registration process. Applicants must register with the systems listed below to successfully submit an application.

1. SAM. Registration with SAM includes receiving a UEI. (**Average registration completion**

**time – 2-3 weeks)**

2. Grants.gov (**Average registration completion time – 1 week**)

3. JustGrants. Registration with SAM and Grants.gov must be completed before an applicant can register with JustGrants. (**Average registration completion time – 3 days**)

**Note:** registration time frames are estimates. Applicants experiencing registration challenges (including lengthy registration wait times) should refer to the contact information below for each system and the OVW Policy on Late Submission, also below.

Please see the [Solicitation Companion Guide](#) for additional details regarding SAM, Grants.gov, and JustGrants registration.

Entities that have previously applied for funding from DOJ must ensure their accounts with SAM, Grants.gov, and JustGrants are active and up to date.

**It is the responsibility of the applicant to ensure that they are properly registered with SAM, Grants.gov, and JustGrants, including ensuring that all accounts are up to date by August 8, 2023. Failure to do so will result in a delay in access to funds.**

Applicants experiencing technical difficulties with SAM should go to [https://www.fsd.gov/gsafsd\\_sp](https://www.fsd.gov/gsafsd_sp).

Applicants experiencing technical difficulties with Grants.gov should contact [support@grants.gov](mailto:support@grants.gov).

Applicants experiencing technical difficulties with JustGrants should contact [OVW.JustGrantsSupport@usdoj.gov](mailto:OVW.JustGrantsSupport@usdoj.gov).

Additionally, applicants experiencing technical difficulties with any of the systems listed above during the registration, account update, or application submission processes should refer to the OVW Policy on Late Submission below for guidance on how to proceed.

## **How to Apply**

### **Submission Dates and Times**

All applications must be submitted electronically first in Grants.gov (SF-424 and SF-LLL) and then in JustGrants. Applicants must make every effort to submit their application in Grants.gov and JustGrants. Note: the Grants.Gov deadline is September 1, 2023. If an applicant must submit their application via email due to a technical difficulty, they must do so by the JustGrants application deadline, but no earlier than 4 hours prior to the JustGrants application deadline. Applicants experiencing technical difficulties should refer to the contact information above for assistance with Grants.gov and JustGrants and to the OVW Policy on Late Submission section of this solicitation for guidance on how to proceed.

**OVW strongly encourages all applicants to begin the application submission process at least 48 hours prior to the Grants.gov application deadline. Failure to do so may prevent OVW from making an award or result in a delay in access to funds. See the OVW Policy on Late Submission section of this solicitation.**

## **Submission Information and Other Submission Requirements**

Applications will be submitted to OVW in two steps:

**Step 1:** The applicant must submit by the Grants.gov deadline the required Application for Federal Assistance standard form (SF-424) and the Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov - <https://www.grants.gov/web/grants/forms/sf-424-family.html>.

**Step 2:** The applicant must then submit the full application, including attachments, in JustGrants at JustGrants.usdoj.gov. To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. OVW encourages applicants to review the [Solicitation Companion Guide](#) and the JustGrants website for more information, resources, and training.

Tip: JustGrants functions better using a PC with Chrome or Edge web browser.

### **OVW Policy on Late Submission**

To ensure timely award processing, the applicant must submit the application by 9:00 pm ET on Wednesday, September 6, 2023. Applicants anticipating late submission should contact OVW at [OVW.DeafVirtualServices@usdoj.gov](mailto:OVW.DeafVirtualServices@usdoj.gov) to provide an explanation for the delay and an anticipated submission date. Submitting the application after the deadline may prevent OVW from making an award or result in a delay in access to funds.

## Application Review Information

### **Review Criteria**

This is a non-competitive solicitation; therefore, applications are not subject to peer review. Applications are subject, however, to a programmatic review to ensure that the application is complete and meets applicable statutory, regulatory, and other program requirements as described in this solicitation. Applicants must submit all information requested in the Application Contents and Additional Required Information sections of this solicitation. If any required elements are missing, OVW will contact the applicant to request prompt submission of relevant documents. Failure to include required information at the time of submission may prevent OVW from making an award or result in a delay in funding.

Each OVW grantee agrees to follow the financial and administrative requirements in the [DOJ Financial Guide](#) as a condition of receiving grant funding. If OVW determines that a current grantee has violated any of the requirements of the [DOJ Financial Guide](#), the grantee may experience a delay in funding or may have additional conditions placed on its award under this solicitation.

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. Applicants may review and comment on information about themselves that another federal awarding agency has previously entered. OVW will consider the applicant's comments as well as other information available in SAM 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, 2023.

### **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 who are limited in their English proficiency because of their national origin have meaningful access to recipients' programs and activities. Recipients are also responsible for ensuring that their programs and activities are readily accessible to individuals with disabilities, including those with physical or cognitive disabilities, as well as individuals who are Deaf or hard of hearing. OVW encourages applicants to go beyond minimum compliance with these requirements and allot sufficient resources to ensure programs and activities are fully accessible. 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 SAM, 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 202-307-6026 or [OVW.DeafVirtualServices@usdoj.gov](mailto:OVW.DeafVirtualServices@usdoj.gov).
- Financial questions, contact 888-514-8556 or [ovw.gfmd@usdoj.gov](mailto:ovw.gfmd@usdoj.gov)
- Technical questions:
  - Grants.gov Applicant Support at 800-518-4726 or [support@grants.gov](mailto:support@grants.gov)
  - 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

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

<b>Application Document</b>	<b>Date Completed</b>
1. <b>Application for Federal Assistance: SF-424</b>	
2. <b>Disclosure of Lobbying Activities (SF-LLL)</b>	
3. <b>Proposal Abstract</b>	
4. <b>Proposal Narrative:</b>  a. <b>Proposed Activities</b> b. <b>Who Will Implement</b>	
5. <b>Budget Worksheet and Budget Narrative</b>	
6. <b>Memorandum of Understanding</b>	
7. <b>Indirect Cost Rate Agreement (if applicable)</b>	
8. <b>Applicant Financial Capability Questionnaire (if applicable)</b>	
9. <b>Disclosure of Process Related to Executive Compensation (if applicable)</b>	
10. <b>Letter of Nonsupplanting</b>	
11. <b>Proof of 501(c)(3) Status (Nonprofit Organizations Only)</b>	
12. <b>Confidentiality Notice Form</b>	
13. <b>Summary of Other Federal Funding</b>	
14. <b>Pre-Award Risk Assessment</b>	
15. <b>Summary Data Sheet</b>	