



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

OVW Fiscal Year 2017 Technical Assistance Outreach Initiative to Strengthen Indian Tribes' Capacity to Address Violence Against Women

Call for Concept Papers

Release Date: on or about January 18, 2017

Eligibility

Eligible applicants are limited to: **national, tribal, statewide or other nonprofit organizations with the capacity to provide nationwide training and technical assistance.**
(See "[Eligibility Information](#)")

Deadlines

Concept papers are due by 11:59 p.m. Eastern Time (E.T.) on March 2, 2017.
(See "[Submission Dates and Times](#)")

Registration Information: To submit a concept paper, all applicants must obtain a Data Universal Number System (DUNS) Number, and register online with the System for Award Management (SAM) and with [Grants.gov](#). To ensure sufficient time to complete the registration process, applicants must obtain a DUNS Number, and register online with SAM and with [Grants.gov](#) immediately, but no later than, **February 8, 2017**
(See "[Registration](#)")

Letter of Registration: Applicants are strongly encouraged to submit a letter of registration to Nicole.ashley@usdoj.gov by **February 8, 2017**. This will ensure that applicants are well-positioned to successfully submit a concept paper by the deadline. Submitting a Letter of Registration will not obligate potential applicants to submit a concept paper. Interested applicants who do not submit a Letter of Registration are still eligible to apply.

(See “[Letter of Registration](#)”)

Pre-Application Information Sessions: OVW will conduct one conference call Pre-Application Information Session for eligible entities interested in submitting a concept paper for the OVW Fiscal Year 2017 Technical Assistance Outreach Initiative to Strengthen Indian Tribes’ Capacity to Address Violence Against Women. Participation in this session is optional. Interested applicants who do not participate are still eligible to apply.

(See “[Content and Form of Application Submission](#)”)

Contact Information

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

Submission and Notification Information

Submission: Concept papers for the Technical Assistance Outreach Initiative to Strengthen Indian Tribes’ Capacity to Address Violence Against Women will be submitted through Grants.gov. For technical assistance with Grants.gov, please contact the Grants.gov Customer Support Hotline at 1-800-518-4726.

The Grants.gov number assigned to this announcement is **OVW-2017-12440**.

Notification: OVW anticipates notifying all applicants of funding decisions by **October 1, 2017**.

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OVW Technical Assistance Outreach Initiative to Strengthen Indian Tribes' Capacity to Address Violence Against Women (Tribal TA Outreach Initiative) (CFDA 16.029)

A. Initiative Description

Overview

The Office on Violence Against Women (OVW) is a component of the United States Department of Justice (DOJ). Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership on issues of sexual assault, domestic violence, dating violence, and stalking. Since its inception, OVW has supported a multifaceted approach to responding to these crimes through implementation of grant programs authorized by VAWA. By forging state, local and tribal partnerships among police, prosecutors, judges, victim advocates, health care providers, faith leaders, organizations that serve culturally specific and underserved communities, and others, OVW grants help provide victims, across their life span with the protection and services they need to pursue safe and healthy lives, while improving communities' capacity to provide justice for victims and hold offenders accountable.

About the OVW Technical Assistance Outreach Initiative to Strengthen Indian Tribes' Capacity to Address Violence Against Women

The Technical Assistance Outreach Initiative to Strengthen Indian Tribes' Capacity to Address Violence Against Women (referred to as the Tribal TA Outreach Initiative) was created to maximize resources and extend technical assistance beyond the limited number of tribes that receive OVW grant funding. It is well documented, through national and regional studies, that violence against women is widespread and severe among self-identified American Indian (AI) and Alaska Native (AN) people. Most recently, a study from the National Institute of Justice noted that more than 4 in 5 American Indian and Alaska Native women (84.3 percent) have experienced violence in their lifetimes. This includes more than 56 percent who have experienced sexual violence, 55.5 percent who have experienced physical violence by an intimate partner, 48.8 percent who have experienced stalking, and 66.4 percent who have experienced psychological aggression by an intimate partner. Overall more than 1.5 million American Indian and Alaska Native women have experienced violence in their lifetime. More than 1 in 3 American Indian and Alaska Native women (39.8 percent) have experienced violence in the past year.¹

Through this initiative, OVW seeks to build the capacity of tribal governments, tribal justice system professionals, and tribal victim services organizations to respond effectively to sexual assault, domestic violence, dating violence and stalking. Specifically, OVW wants to focus technical assistance support toward tribes which have had no or marginal success in accessing grant funding through grant administration by the OVW Tribal Affairs Division or other OVW

¹ 1 Source: NIJ Research Report, Violence against American Indian and Alaska Native Women and Men, 2010 Findings from the National Intimate Partner and Sexual Violence Survey, by Dr. Andre B. Rosay, Ph.D.

grant programs, in an effort to enhance victim services and assist tribal criminal justice systems to more effectively address victim safety and offender accountability.

Program Scope

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

Purpose Areas

Concept papers should include the entirety of expertise needed to provide tribal specific technical assistance (TA) to tribal governments and organizations for planning, implementing and sustaining critical and comprehensive responses to violence against American Indian and Alaska Native women which includes, but is not limited to, developing coordinated community responses (CCR), outreach and education, community-based and systems advocacy, safety planning, developing and sustaining basic safety measures for survivors and their children, and emergency shelter sustainability.

In FY 2017, funds under the Tribal TA Outreach Initiative must comprehensively include all the following purposes:

1. Coordinated Community Responses (CCR) - Provide TA to potential tribal grantees to enhance and support efforts to successfully plan, implement, and sustain comprehensive CCR which address sexual assault, domestic violence, dating violence and stalking in tribal communities. Address baseline victim safety issues such as emergency shelter, effectively written orders of protection, and offender accountability.
2. Professional Training - Provide training for tribal criminal justice system employees and professions, such as law enforcement, prosecutors, judges, court personnel, community- and system-based victim service providers and other tribal organizations that serve tribal populations. Training topics may include, but should not be limited to system collaboration and coordination, victim safety and autonomy, primary aggressor and writing effective orders of protection.
3. Emergency Shelter/Safe Home - Provide TA support for the critical sustainability of emergency shelter/safe homes where resources are scarce and no other options for emergency placement of victims and their families exist.
4. Alaska Native Villages - Provide culturally specific strategies for TA that must be tailored to meet the unique needs of Alaska Native communities.

Mandatory Program Requirements

The selected applicant that receives funding under the Tribal TA Outreach Initiative will be required to engage in the following activities:

1. Closely collaborating with OVW-designated existing Technical Assistance providers, OVW Tribal Coalitions, tribes, and tribal organizations;
2. Individual on-site TA and national technical assistance/training/conference events;

3. Completing an initial planning phase to develop an outreach and strategic implementation plan and budget which must be approved by OVW prior to project start up; and
4. Fully demonstrating the entirety of expertise needed to implement all required purpose areas and provide technical assistance to the targeted audiences. Full expertise may be demonstrated through meaningful partnerships and/or consultants.

Activities that Compromise Victim Safety and Recovery

The following activities have been found to jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions:

1. Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;²
2. Procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services;
3. Procedures or policies that impose requirements on victims in order to receive services (e.g. seek an order of protection, receive counseling, participate in couples counseling or mediation, report to law enforcement, seek civil or criminal remedies, etc.);
4. Procedures or policies that fail to include conducting safety planning with victims;
5. Project design and budget allocation that fail to account for the access needs of participants with disabilities and participants who have limited English proficiency or who are Deaf or hard of hearing;
6. Partnering with individuals or organizations that support/promote practices that compromise victim safety and/or minimize offender accountability;
7. Training and technical assistance that does not reflect an understanding of violence against women and the experience of survivors; and
8. Training and technical assistance that fails to incorporate the experiences and unique needs of underserved communities – specifically American Indian and Alaska Native communities.

Concept papers that propose activities that compromise victim safety and recovery may receive a deduction in points during the review process or may be eliminated from further consideration entirely.

Out-of-Scope Activities

OVW has determined the activities listed below to be out of the program scope, and they will not be supported by Tribal TA Outreach Initiative funding.

1. Research projects (This does not include program assessments conducted only for internal improvement purposes. See “Research and Protection of Human Subjects” in the [Solicitation Companion Guide](#)).
2. Direct victim services and justice system interventions: Tribal TA Outreach Initiative funds are intended to support educational opportunities, advice, and guidance for

² If an award is made, the recipient will also be subject to statutory prohibitions on discrimination. For further information on these civil rights requirements, see the section “F under Federal Award Notices”

potential grantees. They are not meant to support law enforcement activities, legal representation, direct services, or other interventions.

A concept paper that is deemed to be substantially out-of-scope, proposes a substantial number of activities that are unallowable, or proposes activities that pose a significant threat to victim safety or a serious breach of confidentiality will not be considered for funding.

Unallowable Activities

OVW has determined the activities listed below to be unallowable, and they will not be supported by Tribal TA Outreach Initiative funding.

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

Concept papers that propose unallowable activities may receive a point deduction during the review process or may be eliminated from further consideration entirely.

B. Federal Award Information

Availability of Funds

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. There is no guarantee that funds will be available in the future. Therefore, OVW encourages applicants to develop a plan to sustain project activities if federal funding through the Tribal TA Outreach Initiative ceases to be available. Also, please note that OVW may elect to make awards for applications submitted under this solicitation in future fiscal years, depending on the merits of the applications and on the availability of funding.

Award Period

The grant award period is 24 months. Budgets must reflect 24 months of project activity, and the total "estimated funding" on the SF-424 must reflect 24 months. Generally, the award period will start on October 1, 2017.

Comprehensive Technical Assistance Projects

To promote the consistent delivery of TA for certain grant programs, professions, and core/critical areas, OVW has identified some TA projects as comprehensive. OVW's Comprehensive Technical Assistance Providers must offer an exceptionally extensive scope of training, technical assistance, and resources. The successful applicant will be eligible for an additional 36 months of funding, noncompetitively, depending on performance and availability of funds.

Award Amounts

Applicants should not exceed the award amounts listed in this solicitation and should carefully consider the resources needed to successfully implement the proposed project. The award under the Tribal TA Outreach Initiative for FY 2017 will be made for up to \$700,000.

OVW has the discretion to award grants for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to award of a grant.

OVW estimates that it will make one award for an estimated \$700,000.

The award will be made as a cooperative agreement. Cooperative agreements are a form of award in which OVW expects to have ongoing substantial involvement in award activities. For this program, the substantial involvement includes participating in project planning to include budget development and approval; the development and approval of agendas; reviewing and approving faculty, products and curriculum; and identifying participants for training and technical assistance activities.

OVW strives to deliver training and technical assistance that reflects current research on effectively responding to sexual assault, domestic violence, dating violence, sex trafficking, and stalking, and the needs of OVW grantees and sub-grantees. Applicants should be prepared to exercise flexibility in project implementation and direction throughout their awards.

Types of Applicants

In FY 2017, OVW will accept papers for the Tribal TA Outreach Initiative from the following:

New: This is a new TA effort, therefore all awards will be made as “new” awards. Applicants with existing OVW awards are eligible to apply.

C. Eligibility Information

Eligible Applicants

It is very important that applicants review this information carefully. Concept papers that are submitted by ineligible entities or that do not meet all program eligibility requirements will not be considered for funding.

Eligible entities for this program are:

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

Nonprofit Organization Requirement – Offshore Accounts

Any nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code is not eligible for a grant from the Tribal TA Outreach Initiative.

Cost Sharing or Match Requirement

This program has no match or cost sharing requirement.

Other Program Eligibility Requirements

In addition to meeting the eligible entity requirements outlined above, papers for the Tribal TA Outreach Initiative must also meet the requirements below. All certification and other eligibility related documents must be current and developed in accordance with the FY 2017 solicitation. Concept papers that do not meet all of the Program Eligibility Requirements below will not be considered for funding under the Tribal TA Outreach Initiative.

Applicant Required Experience

Applicants must have a documented history, more than 5 years, of successfully providing culturally specific domestic violence or sexual assault training and TA to tribes, tribal governments, and tribal organizations, and describe that they have delivered training and TA to a national tribal audience on at least two occasions. This experience must be fully demonstrated within the [Summary Data Sheet](#) section of this application. The mere delivery of a conference open to nationwide registration does not suffice.

Required Partnerships

All applicants for the Tribal TA Outreach Initiative must include formal partnerships with a nonprofit domestic violence or sexual assault direct victim service provider that has experience serving American Indian and Alaska Native people. Note, it may be necessary to partner with two victim service providers to fully demonstrate experience for the unique difference between Alaska and the lower 48 states.

D. Application and Submission Information

Address to Request Application Package

The complete concept paper package is available on Grants.gov or at the [OVW website](#) at <http://www.justice.gov/ovw>. Applicants wishing to request a paper copy of the application materials should contact Nicole Ashley at Nicole.ashley@usdoj.gov or 202-307-6026.

Content and Form of Application Submission

The information below (“**Letter of Registration**” through “**Additional Required Information**”) describes the full content and form of application submission.

Letter of Registration

Applicants intending to apply for FY 2017 funding under this program are strongly encouraged to submit a letter of registration. The letter should state that the applying organization is registered and current with SAM and with [Grants.gov](#). The letter should be submitted to OVW at Nicole.ashley@usdoj.gov by **February 8, 2017**. This will ensure that the applicant is well-positioned to successfully submit a proposal by the concept paper deadline. This letter will not obligate the applicant to submit a concept paper. See [Appendix A](#) for a sample Letter of Registration.

Pre-Application Information Sessions

OVW will conduct one Pre-Application Information Session. During this session, OVW staff will review the Tribal TA Outreach Initiative requirements, review the Call for Concept Papers, and allow for a brief question and answer session. Participation in this session is optional. The session is tentatively scheduled for **February 1, 2017**.

Anyone interested in submitting a concept paper to the Tribal TA Outreach Initiative may register to participate in a pre-application information session. Registration is on a first-come-first-serve basis, and space is not guaranteed. Interested participants from the same agency/jurisdiction are strongly encouraged to participate together so that as many communities as possible may join the session. OVW reserves the right to deny multiple registrations from a single agency/jurisdiction.

To register, please contact Nicole Ashley at Nicole.ashley@usdoj.gov. Registration must be received at least two days prior to the start of the session.

Concept Paper Contents

This section describes what is included in a complete concept paper package. Applicants should anticipate that failure to submit a concept paper that contains all of the specified elements will negatively affect the review of the paper and may result in the paper not being considered for funding. Should a decision be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions. It is the responsibility of the applicant to ensure that a complete concept paper is submitted by the deadline. OVW will not contact applicants for missing items.

Applicants should not submit documents that were not specifically asked for in the call for concept papers. Providing information that was not requested will not increase the likelihood that a paper will be selected for funding. All materials submitted as part of a paper may be released pursuant to a request under the Freedom of Information Act.

Formatting and Technical Requirements

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

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

Concept Paper Requirements

Concept papers must include the following required documents and demonstrate that the program eligibility requirements have been met. Papers that do not address all of the following components will be considered substantially incomplete and will not be considered for funding:

1. Project Narrative
2. MOU
3. Letters of Support

In addition to the concept paper being scored on the documents listed above, the Summary Data Sheet will also be scored.

Summary Data Sheet (5 Points Total)

The Summary Data Sheet 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 Project Narrative. Please provide the following information:

1. Name, title, address, phone number, and e-mail address for the individual with authority to accept grants on behalf of the agency.

2. Name, title, address, phone number, and e-mail address for the grant point-of-contact. This person must be an employee of the applicant agency.
3. Statement as to whether the organization applying will serve as a “pass through entity” a (fiscal agent / sponsor) for an organization, or organizations, that will ultimately implement the project. If so, the applicant must include a statement acknowledging that, should an award be made, it would be responsible for all statutory, fiscal and programmatic requirements, including those of 2 CFR Part 200, as well as all project deliverables. The organization applying for the award must also list all of the entities it will enter into agreements with to perform the work, and should include a description of how these entities intend to accomplish the purposes of the award if such a description is not already provided in a Memorandum of Understanding (MOU) submitted as part of the application.
4. Statement as to whether the agency applying has expended \$750,000 in federal funds in the organization’s past fiscal year. If yes, please also specify the end date of the applicant’s fiscal year.
5. A list of other federal grant programs from which the applicant organization currently receives funding or for which it has applied for funding in FY 2017 to do similar work. Please provide this information in a table using the format found in [APPENDIX D](#).
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. If the applicant is not a nonprofit organization or is a nonprofit that does not use the safe-harbor procedure, provide a statement to that effect. For additional information about the safe-harbor procedure, see "[Disclosure of Process Related to Executive Compensation](#)" section.
8. The percentage of grant activities, should the application be funded, that will address each of the following issues:
 - Sexual assault;
 - Domestic violence;
 - Dating/teen dating violence; and/or
 - Stalking.
9. Summary of Current and Recent OVW Projects (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 format found in [APPENDIX C](#). Failure to provide the required table will result in a loss of points.
10. In two pages or less, provide two examples of national training/conferences/events that your organization has held with the primary target audience being American Indian and/or Alaska Native people.
11. Name of the nonprofit domestic violence or sexual assault victim service organization(s) partnering on the project.

Proposal Abstract

The Proposal Abstract should provide a short and accurate summary (no more than two pages double-spaced) of the proposed project, including who will be involved with the proposed project, what will be done as primary activities, what products will be produced, the service area where the proposed project will take place and who will be impacted by the proposed project. Applicants should not summarize past accomplishments in this section.

Project Narrative (75 points)

The Project Narrative may not exceed 25 pages in length, double-spaced. The Project Narrative comprises the following three sections: Purpose of the Concept Paper, What Will Be Done, and Who Will Implement.

Purpose of the Concept Paper (10 points)

The target audience for the Tribal TA Outreach Initiative is American Indian and Alaska Native communities that are not currently benefiting from OVW technical assistance and have not established effective coordinated community responses for sexual assault or domestic violence, including those tribal communities that are at risk of losing critical resources to house victims in emergency shelter or safe homes.

With this in mind, this section must:

1. Describe the need for TA to enhance and support efforts by American Indian tribes and Alaska Native villages to successfully plan, implement, and sustain comprehensive, culturally-specific programs which address sexual assault and domestic violence.
2. Describe the audience for the proposed TA, including specific professions to receive training. Please explain the relationship between the target audience and the stated area of need.
3. Describe the gaps and challenges tribes experience with addressing sexual assault and domestic violence, and the impact that the proposed project could have for those gaps and challenges.
4. Describe the expected impact this TA project could have on victim safety and offender accountability.
5. Estimate the number of individuals, agencies, and tribes that would receive training and TA under this project annually as well as throughout a five year period.

What Will Be Done (40 points)

The concept paper must provide a clear link between the proposed activities and the need identified in the "Purpose of the Concept Paper" section above.

This section must describe in detail how the proposed project will address the four [Purpose Areas](#). The following points should be detailed in the description:

1. Strategies to be used for project implementation;
2. TA delivery methods, evidence –informed approaches and promising practices;
3. Project goals, objectives, activities and products;
4. TA recipient engagement and follow-up;
5. Intended impact and outcomes;
6. Project/program evaluation;
7. Timeline for the completion of each activity. Provide a detailed timeline for a **24-month project period**. The timeline must demonstrate who is responsible for each task.

Who Will Implement the Project (25 points)

The concept paper must identify the key individuals and organizations involved in the proposed project. This section must demonstrate that the individuals and organizations identified have the capacity and experience to address the stated need and can successfully implement the proposed project activities.

This section must:

1. Describe the applicant's philosophy concerning violence against women, in the context of tribal communities, including its understanding of culture, emerging issues, best practices, and activities that compromise victim safety.
2. Identify all project partners and key consultants;
3. Describe the qualifications, experience and role of staff, project partner staff or consultants involved with the project. Provide the percentage of time each individual will devote to the project, and the specific activities in which each individual will participate;
4. Describe how conference logistical services will be obtained;
5. Describe the capacity to provide on-site TA for recipients; and
6. Describe the capacity and experience to provide national professional training/education opportunities.

Memorandum of Understanding (15 Points)

Applicants must include, but are not limited to, a formal partnership(s) with a nonprofit domestic violence or sexual assault direct victim service provider that has experience serving American Indian and Alaska Native people (see Required Partnerships). OVW believes that appropriate collaborations enhance the effectiveness of TA projects just as they enhance local interventions. **Therefore, OVW strongly encourages all potential TA providers to enter into Memorandum of Understanding (MOU) with key project partners.** Any project partner receiving funds under the proposal must be an MOU signatory. **Letters of support or commitment will not be considered in place of an MOU.**

For purposes of this solicitation, the MOU is a document containing the terms of the partnership and the roles and responsibilities between two or more parties. The MOU should be a single document and should be signed and dated by the Authorized Representative of each proposed partner agency during the development of the application. If necessary, an MOU can include multiple signature pages as long as each page includes the name and title of each signing party.

The MOU must:

1. Clearly 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. Include any key project partners and all project partners receiving funds from the cooperative agreement;
3. Describe the partners' roles in the project, their commitment to the collaboration, and the expertise they each bring to the endeavor; and
4. Describe how this project intersects with any of the other training and technical assistance projects the lead applicant and MOU partners have.

Letters of Support (5 Points)

Applicants must include two letters of support from previous recipient(s) of their training and/or TA.

Letters of support must:

1. Identify the purpose of the training and/or TA that the letter's writer received from the applicant and/or a key project partner of the applicant;

2. Include the date on which the most recent training and/or TA was provided to the letter's writer; and
3. Concisely describe the benefit of the training and/or TA.

Additional Required Information

The following documents will not be scored during the review process but they should be included with your submission. Failure to include any of the information may result in the inability to access funds if your application is selected for funding.

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.

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 satisfied certain rules set out in Internal Revenue Service regulations with regard to its compensation decisions.

Each applicant nonprofit organization must state at the time of its application (in the "Summary Data Sheet" mentioned earlier) whether the applicant is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure to establish a rebuttable presumption that its executives' compensation is reasonable.

A nonprofit organization that states on the Summary Data Sheet that it uses the safe-harbor procedure must then disclose, in an attachment to its application (to be titled "Disclosure of Process related to Executive Compensation"), the process used by the applicant nonprofit organization to determine the compensation of its officers, directors, trustees, and key employees (together, "covered persons").

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 organization 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 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.

Applicant nonprofit organizations should note that 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).

Confidentiality Notice Form

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

http://www.justice.gov/sites/default/files/ovw/pages/attachments/2015/01/20/confidentiality_acknowledgement_form_42015.pdf. This form must be signed by the authorized representative and uploaded with the concept paper on Grants.gov.

Application for Federal Assistance (SF-424)

Applicants must complete the SF-424 online. For "Type of Applicant," please do not select "other." Please pay careful attention to the amount of federal funding requested in the "Estimated Funding" section of this form. Only include values for "Applicant" if the program solicitation requires a match. The individual who is listed in "Authorized Representative" must be an individual who has the authority to apply for and accept grant awards on behalf of the organization or jurisdiction.

Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)

Please carefully review the assurances and certification forms online. Applicants will receive a request to compile these forms online during the application submission process.

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

Letter of Nonsupplanting

Applicants must submit a letter to OVW's Director, signed by the [Authorized Representative](#), certifying that federal funds will not be used to supplant state or local funds should a grant award be made. Please refer to

http://www.justice.gov/sites/default/files/ovw/legacy/2012/10/09/nonsup_letter.pdf for a sample letter. This should be a separate attachment to the concept paper in Grants.gov.

Financial Accounting Practices

Each applicant must prepare a response to the following questions. Please be sure to provide complete responses that address all questions included for each numbered item. OVW will review the applicant's responses to assist in evaluating the adequacy of the organization's financial management system and to identify areas of need for training and technical assistance. This section of your concept paper should be no more than two pages and should be a separate attachment to the online application in Grants.gov.

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? Please provide a brief description of the organization'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? Please provide a brief list of the topics covered in the organization'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? Please 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? Please provide a short summary of the organization'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? Please provide a brief description of the applicant organization'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.
7. Does the applicant organization or any of its employees have any potential personal or organizational conflicts of interest related to the possible receipt of OVW award funds? Organizations are required to disclose in writing any potential conflicts of interest to their awarding agency. See 2 CFR 200.112 of the Uniform Guidance 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 CFR Part 200)? Please provide a short list of the individual's qualifications/experience. If the individual is not familiar with the applicable rules and regulations, the applicant must contact OVW's Grants Financial Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 immediately after the organization is notified of its award to coordinate training.

This information will be used for a mandatory pre-award risk assessment. Failure to provide this information or to respond to questions from OVW regarding this information in a timely manner could result in the applicant being removed from consideration or a delay in funds.

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 submit it as a separate attachment with their concept paper. Additionally, applicants may be required to submit their current year's audit report at a later time. The form can be found at <http://www.justice.gov/ovw/how-apply>.

Indirect Cost Rate Agreement (if applicable)

Applicants that intend to charge indirect costs through the use of an indirect cost rate must have a federally-approved indirect cost rate agreement. Please include a copy of a current, signed federally-approved indirect cost rate agreement. This should be a separate attachment to the Concept paper in [Grants.gov](#).

Non-federal entities that have never received a federally-approved indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs which may be used indefinitely.

This includes state and local governments that have never negotiated an indirect cost rate with the federal government and receive less than \$35 million in direct federal funding per year. Tribes that have never negotiated an indirect cost rate with the federal government may also use the 10% de minimis rate.

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

Unique Entity Identifier (DUNS Number) and System for Award Management (SAM)

Applicants for federal grants and cooperative agreements are required to have a Data Universal Number System (DUNS) Number to submit an application. A DUNS Number is a unique nine-character identification number provided by the commercial company **Duns & Bradstreet (D&B)**. Once an applicant has completed the D&B registration, its DUNS Number should be available within two business days.

Federal guidelines require that applicant organizations must (1) be registered in SAM.gov prior to submitting an application; (2) provide a valid DUNS number 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 under consideration by a federal awarding agency. Also, federal agencies may not make an award to an applicant until that applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time that OVW is ready to make an award, then OVW may make the determination that the applicant is not qualified to receive an award and use that determination as a basis for making the award to another applicant.

The SAM centralizes information about grant recipients and also provides a central location for grant recipients to change organizational information. Grants.gov uses SAM to establish roles and IDs for electronic grant applicants.

If the applying organization already has an Employer Identification Number (EIN), the SAM registration will take **up to two weeks to process**. If the applying organization does not have an EIN, then **the applicant should allow two to five weeks for obtaining the information from IRS when requesting the EIN via phone, fax, mail or Internet**. Follow the steps listed below to register in the SAM:

1. Obtain a DUNS number at the following website <http://www.dnb.com/us/> or call (866) 705-5711.
2. Access the SAM online registration through the SAM homepage at <https://www.sam.gov/> and follow the online instructions for new SAM users.
3. Complete and submit the online registration. If the applying organization already has the necessary information on hand, the online registration takes approximately 30 minutes to complete, depending upon the size and complexity of the business or organization. Once the SAM registration becomes active, the applicant will be able to return to Grants.gov and complete the registration. **Please note that organizations must update or renew their SAM registration at least once a year to maintain an active status.**

Registration	Where to Register	Deadline
DUNS	DUNS	February 8, 2017
SAM	SAM	February 8, 2017
Grants.gov	Grants.gov	February 8, 2017

There is no fee associated with the registration process. Additionally, the registration process cannot be expedited. OVW strongly discourages applicants from paying a third party to register on their behalf in an attempt to expedite the registration process. To ensure all applicants have ample time to complete the registration process, applicants must obtain a DUNS number, register online with the SAM and with Grants.gov immediately, but no later than February 8, 2017.

Submission Dates and Times

It is very important that applicants read this section carefully. It is the responsibility of the applicant to ensure that the application is complete and submitted by the deadline. OVW will not contact applicants for missing items. Applicants should anticipate that failure to meet all registration and submission deadlines will result in their application being removed from consideration. Applicants should refer to the chart below to ensure that all required steps and deadlines are met.

Applicants are strongly encouraged to begin the application submission process at least 48 hours but no later than 24 hours before March 2, 2017.

Application Action	Contact Information	Date
Solicitation	Grants.gov and OVW Website	Once the solicitation is released January 18, 2017 – March 2, 2017
Request Permission to Submit a Hardcopy Application Due to Lack of Internet Access.	For applicants who cannot submit an application electronically, please contact Darla Sims at Darla.sims@usdoj.gov and Nicole.ashley@usdoj.gov	March 2, 2017
Confirmation of Application	<p>Grants.gov</p> <ol style="list-style-type: none"> 1. The Authorized Organization Representative (AOR) should closely monitor their email for any notification from Grants.gov about a possible failed submission. The Authorized Organization Representative (AOR) is a user role within Grants.gov for a user that is authorized to submit applications on behalf of the organization. 2. The Authorized Organization Representative (AOR) will receive a minimum of two emails from Grants.gov. One will confirm receipt of the application package. The other will either notify the Authorized Organization Representative (AOR) that the application was successfully submitted, or it will notify the Authorized Organization Representative (AOR) that there was an error with the 	March 2, 2017 *Applicants are strongly encouraged to begin the application submission process at least 48 hours but no later than 24 hours before the deadline.

	<p>application submission.</p> <p>OVW does not send out these notifications, nor does OVW receive a copy of these notifications. It is the responsibility of the applicant to notify OVW of any problems with the application submission process.</p>	
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All applications will be submitted electronically. The deadline for submitting applications in response to this solicitation is **11:59 p.m. E.T. on March 2, 2017**. Applications submitted after **11:59 p.m. E.T. on March 2, 2017** will not be considered for funding. Applicants experiencing difficulties submitting an application should refer [Experiencing Technical Difficulties During Submission](#) in the chart below.

OVW Policy on Duplicate Applications

An applicant should submit one application for the same project per program. If an applicant submits multiple versions of an application, OVW will review the most recent version submitted.

OVW Policy on Late Submissions

OVW offers several options for an applicant to provide advance notice to OVW if receipt of its application will be delayed. Applicants should refer to the chart below for the various scenarios. Applicants should thoroughly familiarize themselves with the requirements as outlined by OVW in the chart below. An applicant’s request to submit an application after the deadline will be considered by OVW if all of the steps below are followed. Only in rare circumstances are extensions granted. For applicants that receive permission to submit an application after the deadline, those applications will be reviewed to ensure that the application meets the basic minimum eligibility requirements (BMR) and will be subject to the review process as outlined in this solicitation.

<p>Experiencing Technical Difficulties Prior to or During Application Submission</p>	<p>Prior to the application deadline, the applicant must contact the Grants.gov Customer Support Hotline at 1-800-518-4726, or support@grants.gov, 24 hours a day, 7 days a week, except on Federal holidays.</p> <p>Contact the OVW Tribal Affairs Division at Darla.sims@usdoj.gov and Nicole.ashley@usdoj.gov prior to the application deadline stating that the applicant is experiencing unforeseeable technical issues and provide a phone number and/or email address where the applicant can be reached.</p>	<p>Prior to the application deadline March 2, 2017</p>
<p>Request Permission to Submit a Late Application.</p>	<p>Within 24 hours after the application deadline, the applicant must email the following information to the OVW Tribal Affairs Division at Darla.sims@usdoj.gov and Nicole.ashley@usdoj.gov to request permission to submit a late application. The request should include the complete grant application, DUNS</p>	<p>Within 24 hours after the deadline March 2, 2017</p>

	number, and the Grants.gov Help Desk tracking number(s).	
OVW Review and Late Application Submission Decision	<p>OVW will review and verify, with the Grants.gov Customer Support Hotline or OVW GMS Support, all information submitted related to the technical difficulties experienced by the applicant.</p> <p>OVW will contact the applicant to either approve or deny the request to submit a late application. If the technical issues cannot be verified as unforeseeable, the application will be rejected as late.</p> <p>Applicant may contact the OVW Tribal Affairs Division at Darla.sims@usdoj.gov and Nicole.ashley@usdoj.gov for information on the request.</p>	It is anticipated that decisions will be made within four weeks from the application deadline.
Extraordinary Natural or Manmade Disasters	<p>In cases of extraordinary natural or manmade disasters, such as extreme weather emergencies or terrorist acts, applicants may request to submit late applications to the OVW Tribal Affairs Division at Darla.sims@usdoj.gov and Nicole.ashley@usdoj.gov. The request should specify the nature of the disaster and how it affected the applicant's ability to submit an application on time. OVW may request additional documentation from the applicant verifying the extraordinary natural or manmade disaster.</p>	Up to 7 calendar days after the application deadline of March 2, 2017 . Therefore, no later than March 1, 2017.

Failure to begin the registration or application submission process in sufficient time is not an acceptable reason for a late application submission. Applicants should register with SAM and Grants.gov by **February 8, 2017**. To ensure a successful application submission, OVW strongly encourages applicants to submit their applications at least 48, but no less than 24, hours before the deadline.

Please note that the Grants.gov notification process is automatic. OVW does not send out these notifications, nor does OVW receive a copy of these notifications. It is the responsibility of the applicant to notify OVW of any problems with the application submission process. Please see "[Experiencing Unforeseeable Technical Issues](#)" for information on the steps applicants must follow if corrective action is required.

Intergovernmental Review -Single Point of Contact Review

Executive Order 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the [state Single Point of Contact \(SPOC\)](#) if one exists and if the program has been selected for review. Applicants must contact their state SPOCs to determine whether their programs have been selected for state review. The applicant should enter the date that the application was sent to the SPOC or the reason such submission is not required in the section of the SF 424 which

refers to EO 12372. Applicants can find a list of SPOCs on the Office of Management and Budget website at http://www.whitehouse.gov/omb/grants_spoc.

Funding Restrictions

Federal assistance awards are governed by the provisions of 2 CFR Part 200. Additionally, OVW awards are covered by the [DOJ Financial Guide](#). The [DOJ Financial Guide](#) includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document also outlines the successful administration of grant funds.

Any recipient of an award will be responsible for monitoring subgrants/contracts, including MOU partner activities, under the grant in accordance with all applicable statutes, regulations, guidelines, and the [DOJ Financial Guide](#). Primary recipients will be responsible for oversight of subgrantee/partner spending and monitoring specific performance measures and outcomes attributable to the use of OVW funds.

Other Submission Requirements

As discussed in the “[Submission Dates and Times](#)” section above, applications must be submitted electronically via grants.gov. Applicants that are unable to submit electronically must follow the instructions in the [OVW Policy on Late Submission](#) above.

After applicants obtain their DUNS number and register with SAM, they can begin the [Grants.Gov](#) registration process. In order to apply for a grant, the applying organization must complete the [Grants.gov](#) registration process prior to beginning an application for a federal grant. Complete instructions can be found at www.grants.gov. **The registration process can take between three and five business days or as long as four weeks if all steps are not completed in a timely manner.** Please note that Grants.gov is not the Office of Justice Programs’ (OJP) Grants Management System (GMS). If applicants experience difficulties at any point during this process, they should call the [Grants.gov](#) Customer Support Hotline at **1-800-518-4726**.

Note: [Grants.gov](#) limits the use of specific characters in names of attachment files. Valid file names include only the characters shown in the table below. [Grants.gov](#) is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below.

Characters			
Upper case (A – Z)	Parentheses ()	Curly braces { }	Square brackets []
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore (_)	Comma (,)	Semicolon (;)	Apostrophe (‘)
Hyphen (-)	At sign (@)	Number sign (#)	Dollar sign (\$)
Space	Percent sign (%)	Plus sign (+)	Equal sign (=)
Period (.)	When using the ampersand (&) in XML, applicants must use the “&” format.		

OVW strongly suggests using simple titles for all documents, such as “FY 2017 OVW Project Narrative.” Please visit the [Grants.gov](#) website to review the most up-to-date guidelines about the use of specific characters.

The E-Business Point of Contact (E-Biz POC) within the applicant’s organization must register the organization with [Grants.gov](#). The E-Biz POC oversees the organization's [Grants.gov](#)

transactions and assigns the AOR. The AOR submits the application to Grants.gov and must register with Grants.gov as well. In some cases the E-Biz POC is also the AOR for an organization.

1. *Step 1:* Go to Grants.gov. Mouse over the “APPLICANTS” drop down and click the “Organization Registration Link”.
2. *Step 2:* Register with SAM
3. [Step 3: Username & Password](#)
4. [Step 4: AOR Authorization](#)
5. [Step 5: TRACK AOR STATUS](#)

The application process can move forward once the organization successfully registers with Grants.gov.

Downloading a Grant Application Package

An applicant may download the application package to complete it offline and route it through the applying organization for review before final submission.

Applicants must use the correct version of Adobe software in order to download the grant application. To verify if the Adobe software version is compatible with Grants.gov, visit the following link: <http://www.grants.gov/web/grants/support/technical-support/software/adobe-reader-compatibility.html>.

Instructions on how to open and use the forms in the package are on the application package cover sheet. Agency-specific instructions are available for download when the application package is downloaded. The instructions identify the required information for a complete application.

Completing the Grant Application Package

The applicant must manually save changes to the grant application. Grants.gov does NOT automatically save changes. The package cannot be submitted until all required fields have been completed.

Submitting the Completed Grant Application Package

[AORs](#) should closely monitor their email for any notification from Grants.gov about a possible failed submission. The [AOR](#) will receive a minimum of two emails from Grants.gov. Log on to Grants.gov. After the application is fully completed, errors are corrected, and the application is saved, click the “Save & Submit” button on the cover page. The application package will be automatically uploaded to Grants.gov.

To ensure a successful application submission, OVW strongly encourages applicants to start their applications at least 48, but no less than 24, hours before the deadline.

A confirmation screen will appear once the submission is complete. A Grants.gov tracking number will be provided at the bottom of this screen, as well as the official date and time of the submission. Applicants must record the tracking number if technical support is needed. The Grants.gov Help Desk can be reached at 1-800-518-4726, Monday through Friday, from 7:00 a.m. to 9:00 p.m. E.T; except federal holidays.

E. Application Review Information

Criteria

Applications will be subject to a peer review and a programmatic review. 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 and the level of detail provided. Each element **must** be addressed in the section in which it is requested. Points may be deducted if the applicant does not include the information in the appropriate section even if it is included elsewhere within the application. Each section will be reviewed as a separate document and will be scored as such. Specifically for the Tribal TA Outreach Initiative, scoring will be as follows:

1. Summary Data Sheet: (5) points
2. Project Narrative: (75) points, of which
 - A. Purpose of the Project: (10) points
 - B. What Will Be Done: (40) points
 - C. Who Will Implement: (25) points
3. Memorandum of Understanding (MOU): (15) points
4. Letters of Support: (5) points

Review and Selection Process

Peer Review

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

Programmatic Review

All applications that are considered for funding will be subject to a programmatic review. An applicant with considerable past performance issues may be removed from consideration. 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 review. OVW reserves the right to deduct points from applications for the following reasons:

1. Activities that compromise victim safety and recovery (up to 10 points).
2. Out-of-scope activities (up to 10 points)
3. Past performance (up to 25 points)
4. Formatting and technical requirements (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.

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

1. Progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the current project, indicating timely progress toward meeting project goals and objectives

2. Demonstration that past activities supported with OVW grant funds have been limited to program purpose areas
3. Adherence to all special conditions of existing grant award(s) from OVW
4. Adherence to programmatic and financial reporting requirements, including timely submission of required reports
5. Completion of close-out of prior awards in a timely manner
6. Appropriate use of and active participation in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current or recent award
7. Receipt of financial clearances on all current or recent grants from OVW
8. Timely resolution of issues identified in any audit or on-site financial or programmatic monitoring visit
9. Adherence to the Office of Management and Budget single-audit requirement;
10. Timely expenditure of grant funds
11. Adherence to the requirements of the [DOJ Financial Guide](#)

OVW grantees with significant past performance issues may not be considered for funding.

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, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards. All award decisions are final and not subject to appeal.

High Risk Grantees

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

Anticipated Announcement and Federal Award Dates

It is anticipated that all applicants will be notified of the outcome of their Concept Papers by October 1, 2017.

F. Federal Award Administration Information

Federal Award Notices

Successful applications will receive OVW award notifications electronically from the OJP Grants Management System (GMS) (not.grants.gov). This award notification will be sent to the individuals listed as the Authorized Representative and the Point of Contact on the SF-424 for the application that was selected for funding and will include instructions on accepting the award. Recipients will be required to login; accept any outstanding assurances and certifications on the award; designate financial points of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document and terms and conditions by the [Authorized Representative](#) and the scanning of the fully-executed award document to OVW.

Administrative and National Policy Requirements

Information for All Federal Award Grantees

Applicants selected for awards must agree to comply with additional legal, administrative, and national policy requirements upon acceptance of an award. OVW strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found in the [Solicitation Companion Guide](#)

1. Civil Rights Compliance
2. Funding to Faith-Based Organizations
3. Confidentiality and Privacy Protections
4. Research and the Protection of Human Subjects (if applicable)
5. Anti-Lobbying Act
6. Reporting Requirements
7. National Environmental Policy Act (NEPA) (if applicable)
8. National Historic Preservation Act (NHPA) (if applicable)
9. DOJ Information Technology Standards (if applicable)
10. Non-Supplanting of State or Local Funds
11. Criminal Penalty for False Statements
12. Reporting Fraud, Waste, Error, and Abuse
13. Suspension or Termination of Funding
14. Nonprofit Organizations
15. Government Performance and Results Act (GPRA)
16. Rights in Intellectual Property
17. Federal Funding Accountability and Transparency Act (FFATA) of 2006
18. Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
19. Active SAM Registration and Unique Identifier Requirements
20. Whistleblower Protections for Employees of OVW Grantees
21. Prohibited Conduct by Recipients Related to Trafficking in Persons
22. General Appropriations Law Restrictions on Use of Federal Funds
23. Recipient Integrity and Performance Matters Including Recipient Reporting to FAPIIS
24. [Civil Rights Compliance](#)
25. Funding to Faith-Based Organizations
26. Confidentiality and Privacy Protections
27. Research and the Protection of Human Subjects (if applicable)
28. Anti-Lobbying Act
29. Reporting Requirements
30. National Environmental Policy Act (NEPA) (if applicable)
31. DOJ Information Technology Standards (if applicable)
32. Non-Supplanting of State or Local Funds
33. Criminal Penalty for False Statements
34. Reporting Fraud, Waste, Error, and Abuse
35. Suspension or Termination of Funding
36. Nonprofit Organizations
37. Government Performance and Results Act (GPRA)
38. Rights in Intellectual Property
39. Federal Funding Accountability and Transparency Act (FFATA) of 2006
40. Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
41. Active SAM Registration

Terms and conditions for OVW awards, including awards under the Tribal TA Outreach Initiative are available at <http://www.justice.gov/ovw/grantees>. These terms are subject to change prior to the issuance of the awards.

Violence Against Women Act Non-Discrimination Provision

The Violence Against Women Reauthorization Act of 2013 added a new civil rights provision that applies to all FY 2017 OVW grants. This provision prohibits OVW grantees from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW. For more information on this prohibition, see <http://www.justice.gov/ovw/docs/faqs-ngc-vawa.pdf>. Additional information on the civil rights obligations of OVW funding recipients can be found in the [Solicitation Companion Guide](#) under "Civil Rights Compliance."

Accessibility

Recipients of OVW funds must comply with applicable federal civil rights laws, which, among other things, prohibit discrimination on the basis of disability and national origin. This includes taking reasonable steps to ensure that persons with limited English proficiency (LEP) have meaningful access to recipients' programs and activities and ensuring that these programs and activities are readily accessible to qualified individuals with disabilities, including Deaf or hard of hearing individuals. More information on these obligations is available in the Solicitation Companion Guide. Applicants must allocate grant funds or other available resources to support activities that help to ensure meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services, language interpretation and translation services, or the purchase of adaptive equipment.

Reporting

Reporting Requirements

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

G. Federal Awarding Agency Contact(s)

For assistance with the requirements of this solicitation, contact the OVW Tribal Affairs Division at (202) 307-6026 or darla.sims@usdoj.gov and Nicole.ashley@usdoj.gov.

H. Other Information

Application Checklist

Applicants must submit a fully executed application to OVW, including all required supporting documentation. (OVW will not contact applicants for missing items.) Additionally, if an applicant plans to submit an application under any other OVW grant program this fiscal year, please 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 letter submitted with a Transitional Housing Program Application will not be transferred to the Rural application).

Application Document

Date

	Completed
1. Letter of Registration	
2. Summary of Current OVW Projects, If Applicable	
3. Summary Data Sheet	
4. Proposal Abstract	
5. Project Narrative	
6. Memorandum of Understanding	
7. Letters of Support	
8. Application for Federal Assistance: SF 424	
9. Standard Assurances and Certifications	
10. Disclosures of Process Related to Executive Compensation	
11. Confidentiality Notice Form	
12. Letter of Nonsupplanting	
13. Financial Accounting Practices	
14. Applicant Financial Capability Questionnaire	
15. Indirect Cost Rate Agreement (only if the applicant has a current Federally-approved rate)	

Do not submit documents in addition to those specified in this solicitation. Please note that any materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.

Public Reporting Burden - Paperwork Reduction Act Notice

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

APPENDIX A

Sample Letter of Registration

[Applicant Letterhead]

[Date]

Director
Office on Violence Against Women
145 N Street NE
Suite 10W.121
Washington, DC 20530

Dear Director:

This letter serves to certify that [Insert Applicant Name] is registered and current with the System for Award Management (SAM) under DUNS number [insert DUNS number]. [Insert Applicant Name] registered/verified registration on [Insert Verification Date]. The SAM registration for [Insert Applicant Name] will expire on [Insert Expiration Date].

First Time [Grants.gov](https://www.grants.gov) Users ONLY - I understand that in order to submit an application for the FY 2017 [Insert Grant Program Name], [Insert Applicant Name] must be registered with [Grants.gov](https://www.grants.gov). I certify that [Insert Organization Name] began the registration process with [Grants.gov](https://www.grants.gov) on [Insert Registration Date].

OR

Repeat [Grants.gov](https://www.grants.gov) Users ONLY – I understand that upon application submission in [Grants.gov](https://www.grants.gov) the Authorized Organization Representative (AOR) will receive a minimum of two email messages. One will confirm receipt of the application package. The other will either notify the AOR that the application was successfully submitted, or it will notify the AOR that there was an error with the application submission. In order to successfully receive notifications from [Grants.gov](https://www.grants.gov), all information listed in [Grants.gov](https://www.grants.gov) must be current and active. [Insert Applicant Name] verified that all information listed in [Grants.gov](https://www.grants.gov) (Name and contact information for the AOR, organization address, etc.) is current and active on [Insert Date].

Sincerely,

[Authorized Organization Representative]

APPENDIX B

Disclosures of Process Related to Executive Compensation

Disclosures of Process Related to Executive Compensation
Sample Cover Letter
[Applicant Letterhead]
[Date]

Director
Office on Violence Against Women
145 N Street, NE
Suite 10 W.
Washington, DC 20530

Dear Director:

The **[Applicant]** is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure for establishing a rebuttable presumption that our executives' compensation is reasonable. Therefore, I am submitting the following information to you, as required by the Violence Against Women Reauthorization Act of 2013:

Following is the process used to determine the compensation of officers, directors, trustees, and key employees (together, "covered persons"):

The text of the letter should include the following: (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 organization 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.

Sincerely,

[Applicant's Authorizing Official]

Attachments

APPENDIX C

Summary of Current and Recent OVW Projects

Summary of Current and Recent OVW Projects

Applicant Name								
Service Area: Size of Service Area: Size of Target Population:								
Award Number	Award End Date	Program	Award Amount	Amount Remaining	Extension Needed?	Extension Needed: Timeframe	Grant-Individual(s) and Job Title(s)	Justification for Remaining Funds
2012-XX-XX-XXXX	7/31/2015	2014 CLSSP	\$300,000	TOTAL: \$250,000 A. Personnel: <u>\$200,000</u> B. Fringe: <u>\$50,000</u> C. Travel: <u>\$0</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$0</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$0</u> H. Other Costs: <u>\$0</u> I. Indirect Costs: <u>\$0</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No		2FT DV/SA Advocates: John Doe and Jane Doe	
2013-XX-XX-XXXX	12/31/2014	2011 CTAS	\$932,000	TOTAL: \$467,850 A. Personnel: <u>\$250,000</u> B. Fringe: <u>\$100,000</u> C. Travel: <u>\$0</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$0</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$100,000</u> H. Other Costs: <u>\$0</u> I. Indirect Costs: <u>\$17,850</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No		1FT DV Advocate (Anne Tyler); 2FT Shelter Advocates (Jane Doe and Jane Doe); 1FT Victim Liaison (John Doe)	
			\$1,232,000	\$717,850				

APPENDIX D

Summary of Current and Pending Non-OVW Grants to do the Same or Similar Work

Summary of Current and Pending Non-OVW Grants to do Same or Similar Work

[Applicant Name]							
Current Awards							
Service Area:							
Federal Awarding Agency	Award Number	Program	Award End Date	Award Amount	Amount Remaining	Grant-Individual(s), Job Title(s), and Percentages	Please describe how this project differs from the Application for OVW funding.
OJP	XXX-XXX-XXXX	OVC	9/30/2017	\$300,000	TOTAL: \$250,000 A. Personnel: <u>\$200,000</u> B. Fringe: <u>\$50,000</u> C. Travel: <u>\$0</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$0</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$0</u> H. Other Costs: <u>\$0</u> I. Indirect Costs: <u>\$0</u>	2FT DV/SA Advocates: John Doe (25%) and Jane Doe (35%)	[Insert description.]
Pending Applications							
Service Area:							
Federal Awarding Agency	Application Number (if known)	Program	Project Period	Total Requested Amount	Amount Requested	Grant-Individual(s), Job Title(s), and Percentages	Please describe how this project differs from the Application for OVW funding.
COPS	XXX-XXX-XXXX	CAMP	36 months	\$300,000	TOTAL: \$300,000 A. Personnel: <u>\$200,000</u> B. Fringe: <u>\$50,000</u> C. Travel: <u>\$0</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$50,000</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$0</u> H. Other Costs: <u>\$0</u> I. Indirect Costs: <u>\$0</u>	1FT DV Advocate: Janet Doe (20%); 1FT Shelter Advocate: Jay Doe (10%); 1FT Victim Liaison: John Doe (50%)	[Insert description.]