

Enhancing Investigation and Prosecution of Domestic Violence, Dating Violence, Sexual Assault, and Stalking (EIP) Initiative

FY 2024 Pre-application Information Session



U.S. Department of Justice
OVW
Office on Violence Against Women
Working Together to End the Violence

FY 2024 EIP Initiative Solicitation

- Posted on or about February 26, 2024
- Application submissions are due by 8:59pm ET on May 2, 2024
- Application submitted through a two-step process
 1. Submission of SF-424 and SF-LLL in Grants.gov by April 30, 2024 at 11:59 ET
 2. Submission of the full application including attachments in the Justice Grants System (JustGrants) by May 2, 2024 at 8:59pm ET

Recommended: A letter of intent may be submitted to OVW
March 25, 2024.



About the EIP Initiative

- Authorized by the Consolidated Appropriations Act, 2023, PL 117-328, December 29, 2022, 136 Stat 4459
- Purpose: To promote effective policing and prosecution responses to domestic violence, dating violence, sexual assault, and stalking, including evaluation of the effectiveness of funded interventions



EIP Purpose Areas and OVW Priority Areas



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Purpose Areas

PA 1. To enhance law enforcement and prosecution responses to domestic violence, dating violence, sexual assault, and stalking as part of a coordinated community response*

PA. 2 To fund law enforcement officers, prosecutors, investigators, and victim assistants dedicated to handling cases stemming from domestic violence, dating violence, sexual assault, and stalking*

PA. 3 To support the identification, implementation, and evaluation of trauma-informed investigation and prosecution strategies



Purpose Areas (pg 2.)

PA 4. To support policies, practices, and protocols designed to ensure that domestic violence, dating violence, sexual assault, and stalking are promptly and thoroughly investigated and appropriately charged and prosecuted, consistent with the [Department's 2022 Guidance on Improving Law Enforcement Response to Sexual Assault and Domestic Violence by Identifying and Preventing Gender Bias](#)

PA 5. To foster greater accountability, transparency, and building of community trust related to the investigation and prosecution of domestic violence, dating violence, sexual assault, and stalking*



Purpose Areas (pg 3.)

PA 6. To provide and support training for law enforcement officers and prosecutors who handle investigations related to domestic violence, dating violence, sexual assault, and stalking, including but not limited to providing strategies to build a case based on trauma-informed, victim-centered, and offender-focused practices

PA 7. To promote enhanced criminal justice data collection, tracking, use, and reporting regarding domestic violence, dating violence, sexual assault, and stalking



OVW Priority Areas

In FY 2024, OVW has four programmatic priorities. The **two** priorities identified in the solicitation are applicable to this program. Applicants are strongly encouraged, but not required, to address the priorities.



OVW Priority Area 1 – Access to Justice

In FY 2024, all applicants meaningfully proposing to address **purpose areas 1, 2, and/or 5** will meet the priority. Purpose areas 1, 2, and 5 are centered around creating avenues of access for survivors who choose to engage in the criminal justice system.

Projects that **meaningfully** propose to implement this priority will address access to justice through implementing survivor centered approaches and/or strategies within the criminal justice system.

An asterisk (*) was used within the purpose area slides to indicate which purpose areas meet this priority area.



Priority Area 2 – Prevent and End Sexual Assault

In FY 2024, to meaningfully implement this priority area, applicants must allocate **at least 25%** of their proposed grant funded activities and budget expenses on addressing sexual assault committed by non-intimate partners.

Applicants will receive special consideration if they **meaningfully** engage in project activities and allocate budget expenses toward non-intimate partner sexual assault. OVW will assess these applicants for **special consideration** during the application review process.



Out-of-Scope Activities

- Page 7 of the solicitation lists specific activities that are outside the scope of the EIP Initiative and will not be supported by the program's funding
- Applications that propose activities deemed to be substantially out-of-scope may receive a deduction in points during the review process or may be eliminated from consideration



Activities that Compromise Victim Safety

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. Please refer to page 6 of the EIP Solicitation and the OVW Solicitation Companion Guide for additional details.



Federal Award Information



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Award Period, Amount, and Type of Application

Award Period: 36 months

Award Amounts: up to \$500,000

Estimated Number of Awards: 10

Estimated Total Award Amount: \$5,000,000

Type of Applications: New



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Program Requirements

- Participate in OVW Training and Technical Assistance (TTA)
- Report Performance Indicators
- Participate in an assessment or evaluation



DOJ 2022 Updated Guidance on Improving Law Enforcement Response to SA and DV by Identifying and Preventing Gender Based Violence



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Eight Principles

Principle 1: Recognize and Address Biases, Assumptions, and Stereotypes about Victims

Principle 2: Treat All Victims with Respect

Principle 3: Ensure that Policies, Training, Supervision, and Resource Allocation Support Thorough and Effective Investigations

Principle 4: Appropriately Classify Reports of Sexual Assault or Domestic Violence



Eight Principles (cont.)

Principle 5: Refer Victims to Appropriate Services

Principle 6: Properly Identify the Predominant Aggressor in Domestic Violence Incidents

Principle 7: Implement Policies to Prevent Officer-perpetrated Sexual Assault and Domestic Violence and Hold Officers Who Commit These Offenses Accountable

Principle 8: Maintain, Review, and Act Upon Data Regarding Sexual Assault and Domestic Violence



DOJ Guidance - Resources

Guidance: [Improving Law Enforcement Response to Sexual Assault and Domestic Violence by Identifying and Preventing Gender Bias \(justice.gov\)](#)

Resource List: [Office on Violence Against Women \(OVW\) | Policing Guidance Resource List \(justice.gov\)](#)



Eligible Applicants

- Law Enforcement Agencies
- Prosecutors' Offices
- States
- Tribal Government
- Units of local government



Required Partnerships

- All applicants are required to partner with a victim service provider or state, territorial, or tribal domestic violence and/or sexual assault coalition
 - **Applicants that do not meet this requirement will not be eligible for the EIP Initiative funding and will be removed from consideration**
- Formal partnership must be clearly documented in the form of a signed Memorandum of Understanding (MOU)
- **NOTE:** Indian Tribes can submit a Letter of Commitment in lieu of an MOU, but must submit an MOU if awarded



Required Partnerships (cont.)

The term “**victim service provider**” means:

- A nonprofit, nongovernmental or tribal organization or rape crisis center,
- A documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking
- Must provide direct services to victims of domestic violence, dating violence, sexual assault, or stalking as one of their primary purposes and have a demonstrated history of effective work in this field



Application and Submission Information



U.S. Department of Justice
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Letter of Intent

Due: March 25, 2024

Submit to OVW at OVW.ICJR@usdoj.gov

Sample on OVW website

This letter does not obligate the applicant to apply.



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Formatting and Technical Requirements

- Double-spaced (charts may be single-spaced)
- 8½ x 11 inch pages
- One-inch margins
- Arial font, type no smaller than 11 point, except for footnotes, which may be 9 point
- Page numbers
- No more than 20 pages for the Proposal Narrative
- Documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt)
- Headings and sub-headings that correspond to the sections identified in this section of the solicitation



Application Contents

- Proposal Narrative
- Budget Detail Worksheet and Narrative
- Signed Memorandum of Understanding (MOU)



Proposal Abstract

The Proposal Abstract must be entered into a text box in JustGrants and will not be scored but is used throughout the review process.

Applicants are strongly encouraged to use the template provided in the solicitation for the abstract.



Data Requested with Application

The following are critical components and must be completed and in JustGrants:

- Pre-Award Risk Assessment
 - 11 questions found on page 42 of solicitation
- Application Questionnaire
- Summary Data Sheet



Proposal Narrative

- All questions should be responded to within the Proposal Narrative and must be limited to 20 pages and include all three sections: Purpose of the Proposal, What Will be Done, and Who Will Implement
- Please ensure that each section contains a header and responses to the questions asked in that sections for the solicitation.
- Additional attachments such as the MOU will not be considered when reviewing the proposal narrative sections



Proposal Narrative (cont.)

- In developing the Proposal Narrative, applicants are strongly encouraged to review the 2022 DOJ's Law Enforcement Guidance, as familiarity with this Guidance is necessary to address the questions asked in the "What Will Be Done Section."
- Question #1 in the "What Will Be Done Section" includes a sample chart. Applicants are strongly encouraged to use the chart provided in the solicitation in addressing the question.
- The "Who Will Implement Section" should reflect the roles listed in the "What Will Be Done Section."



Budget Worksheet and Budget Narrative

- This will be attached in JustGrants.
- Budget should be for the entire 36-month period and not divided by year
- Include sufficient funds for disabilities or who are deaf/hard of hearing, or describe other resources available to the applicant to ensure meaningful access to such people
- Include sufficient funds for persons with Limited English Proficiency



Budget Worksheet and Budget Narrative (cont.)

- Budget funds to attend OVW-sponsored Training and Technical Assistance (TTA) in the amount of:
 - \$20,000 for applicants located in the 48 contiguous states
 - \$25,000 for applicants located in the territories, Hawaii, and Alaska



Budget Limitations

Applicants may allocate up to \$50,000 to compensate victim service providers for their work on the proposed project

Activities that victim service providers are projected to complete can include, but are not limited to:

- Establishing or enhancing referral policies/protocols,
- Assisting with training efforts,
- Developing, or updating communication guidelines, and
- Other collaborative efforts outside of direct services to victims

No more than 20% of funding can be allocated to training and technical assistance activities. (NOTE: this does not include the OVW TTA set-aside discussed on the previous slide)



Memorandum of Understanding and Letter(s) of Commitment



Memorandum of Understanding (MOU)

Applicants are required to submit an MOU, a document containing the terms of the partnership and the allocation of roles and responsibilities between two or more parties.

The MOU must:

- Be a single document, and
- Be signed and dated by the Authorized Representative of each proposed partner organization during the development of the application



Letters of Commitment (LOC) – Tribal Applicants Only

Tribal law enforcement agencies or Tribal prosecutors' offices (or Tribal governments applying on behalf of a Tribal law enforcement agency or prosecutor's office) unable to submit a signed MOU may submit a Letter of Commitment from each partnering organization(s). If funded, the Tribal applicant will be required to submit a signed MOU as a deliverable post award.



Grants Financial Management Division (GFMD)

Summary Data Sheet (questionnaire)

- Single Audit (threshold and fiscal year)
- IRS three-step safe-harbor procedure (Executive Compensation)
- Sample Disclosure Letter
 - Address all four parts

Pre-Award Risk Assessment (questionnaire)

- 11 questions; Multiple parts to each question
- Most Common issues:
 - Brief list of policies and procedures not provided
 - Budgeted vs Actual process not provided
 - Recorded Retention policy not provided
 - Knowledge of rules and regulations



GFMD Resources

Training for OVW Applicants:

<https://www.justice.gov/ovw/resources-applicants>

Budget Information and Sample Budget Detail Worksheet:

<https://www.justice.gov/ovw/page/file/1107316/download>

Creating a Budget:

<https://www.justice.gov/ovw/video/creating-budget>



Resources (cont.)

Uniform Guidance - 2 CFR Part 200:

<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1>

DOJ Financial Guide:

<https://www.justice.gov/media/1282146/dl?inline=>

Program Specific Solicitation:

<https://www.justice.gov/ovw/open-solicitations>



OVW GFMD Helpdesk:
1-888-514-8556
OVW.GFMD@usdoj.gov



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How to Apply

- Applicants may find this funding opportunity on Grants.gov by:
 - Using the Assistance Listing number (16.590),
 - Grants.gov Opportunity number (O-OVW-2024-171989), or
 - The title of this solicitation, all of which can be found on the cover page
- The FY 2024 application submission process is a **two-step process**
 - Application documents will be started in Grants.gov and fully submitting in JustGrants



How to Apply (cont.)

- Read the solicitation carefully to understand all steps required to submit an application and the time to complete those steps
- Some steps, such as obtaining a Unique Entity Identifier (or UEI) number or registering with the System for Award Management (SAM) or Grants.gov may take several days to complete
- We recommend applicants begin these process **as soon as possible** but no later than dates suggested in the solicitation



Grants.gov

- Applicants must complete the Application for Federal Assistance (SF-424) in Grants.gov
 - Carefully read the “Information to Complete the Application for Federal Assistance (SF-424)” section in the solicitation for all requirements
- Applicants must complete and submit the Disclosure of Lobbying Activities (SF-LLL) in Grants.gov



Grants.gov (cont.)

After submitting the SF-424 and SF-LLL, the applicant will receive an email notification from JustGrants to complete the rest of the application in JustGrants.

If the applicant is a new user in JustGrants, the email will include instructions on registering with JustGrants.



JustGrants

- Applicants will submit the full application, including attachments, in JustGrants
 - Proposal Abstract – entered into text box in JustGrants
 - Summary Data Sheet – completed in JustGrants
 - Applicant Questionnaire – completed in JustGrants
 - Proposal Narrative – upload as an attachment
 - Budget Detail Worksheet and Budget Narrative – uploaded as an attachment
 - MOU – uploaded as an attachment



JustGrants (pg 2)

- In JustGrants, each applying entity will have an assigned Entity Administrator who is responsible for managing entity-level information and assigning roles in the system. The Entity Administrator is also the E-Biz POC designated in SAM.gov. For more information on registering with JustGrants, see <https://justicegrants.usdoj.gov>.
- Within 24 hours of JustGrants receiving your application from Grants.gov, the user submitting the application in Grants.gov and SAM E-Biz POC will receive an email to register for a JustGrants account. The email is from DOJ's secure user management system (DIAMD) and will include instructions on how to create an account.
- To ensure that you receive these emails and that they are not flagged as spam, we recommend adding "DIAMD-NoReply@usdoj.gov" to the trusted sender list in your email settings.



JustGrants (pg 3.)

- The E-Biz POC at the applicant organization serves as the Entity Administrator and must log-in to JustGrants to confirm the entity's profile and add users. The user submitting the application in Grants.gov serves as the Application Submitter. Within minutes of completing your JustGrants account registration, the Application Submitter and the E-Biz POC (Entity Administrator) users will receive an email from JustGrants with a link to the application started in Grants.gov. Registration.
- Alternately, the Applicant Submitter can log-in to JustGrants and locate your pending application, numeric digits, excluding "GRANT", of the Grants.gov Tracking Number, in your Task list on the Home/Landing Page. (Example Grants.gov format: GRANT999999999 and JustGrants format: 99999999.)



JustGrants (pg 4.)

- The Entity Administrator will need to log-in to JustGrants to review the Authorized Representatives associated with the Entity. If an Authorized Representative needs to be invited, the Entity Administrator will need to invite the individual to receive a JustGrants account. Note that an organization can have more than one Authorized Representative, as long as those individuals have documented authority to sign an agreement with the federal government. These actions are required before an application can be submitted.
- Within minutes of being invited to be an Authorized Representative, the individual will receive an email from DIAMD-NoReply@usdoj.gov with instructions on how to create an account in DOJ's secure user management system.
- Once the Authorize Representative, receives the email and completes the steps to create an account, the Authorize Representative will be available in JustGrants



JustGrants (pg 5.)

- The Application Submitter will need to complete the application by entering data into web-based forms, uploading attachments, and accepting assurances and certifications. The Application Submitter will also need to select the Authorized Representative(s).
- Once all sections are completed, the application submitter will submit the application.
- Upon successful submission of an application, the Application Submitter, Entity Administrator, and Authorized Representative will receive an email from JustGrants confirming submission of the application.



JustGrants (pg 6.)

The Department of Justice has made a collection of self-guided training resources, including training and a Virtual Q&A session on Application Submission, available at

<https://justicegrants.usdoj.gov/training-resources/justgrants-training/grants-management-lifecycle>



Federal Civil Rights Law

- 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
- Applicants must include funds or other resources in their budget to ensure access for individuals with disabilities, Deaf/hard of hearing individuals, and persons with limited English proficiency



Application Deadline

- Applications are due by 8:59 p.m. E.T. on May 2, 2024.
- Carefully review the “How to Apply” and “Submission Dates and Time” sections (pages 21-23 of the solicitation) for applicant actions with required deadlines and OVW's policy on late submissions.
- Submitting the application components at least 48 hours before each deadline (Grants.gov or JustGrants, as applicable) will enable applicants to receive notice of a failed submission and provide an opportunity to correct the error before the applicable deadline.



Have Questions...

- Programmatic Questions:
 - Email OVW.ICJR@usdoj.gov or call 202-307-6026
- Financial Questions:
 - Email OVW.GFMD@usdoj.gov or call 1-888-514-8556
- Technical Questions
 - Grants.gov Applicant Support: email support@grants.gov or call 800-518-4726
 - OVW JustGrants Support: email OVW.JustGrantsSupport@usdoj.gov or call 866-655-4482



Questions?



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