



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

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## **OVW Fiscal Year 2024 Administrative Funding Adjustment Research and Evaluation Initiative Solicitation – Invitation to Apply**

**Assistance Listing Number:** 16.026

**Grants.gov Opportunity Number:** O-OVW-2024-171961

**Solicitation Release Date:** May 1, 2024

**Deadline to submit SF-424 and SF-LLL in Grants.gov:** 11:59 PM Eastern Time (ET) on May 7, 2024

**Deadline to submit full application in JustGrants:** 8:59 PM ET on May 9, 2024

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### **Eligibility:**

The only eligible applicant is: The University of Texas Health Science Center Houston (UT Health Houston). For more information, see the [Eligibility Information](#) section of this solicitation.

### **Contact Information**

For assistance with the requirements of this solicitation, email OVW at [Kia.jackson@usdoj.gov](mailto:Kia.jackson@usdoj.gov). Applicants also may call OVW at 202-307-6026.

**Registration Information:** Organizations applying for the first time must complete registrations with multiple systems:

- i. System for Award Management (SAM) (<https://sam.gov/content/entity-registration>)
- ii. Grants.gov (<https://www.grants.gov/applicants/applicant-registration>)
- iii. JustGrants registration needs to be completed **ONLY** after successful submission of Step 1 of the application as described below.

For more information, see the [Prior to Application Submission](#) section of this solicitation.

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

Applicants are strongly encouraged to begin the registration process or ensure that all accounts are active and up to date by May 3, 2024.

**Submission Information:** Applications must be submitted to OVW through a two-step process that begins in Grants.gov and is completed in JustGrants:

**Step 1:** The applicant must **submit** by the Grants.gov deadline the required Application for Federal Assistance standard form (SF-424) and the Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov.

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

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

**Notification**

OVW anticipates notifying the applicant of the funding decision by June 1, 2024.

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## Program Description

### Overview of OVW

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

### About this OVW program

This program is authorized by 34 U.S.C. 12291(b)(7).

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

### Program Scope

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

## Topics for Research and Evaluation

The applicant is invited to address the topic listed below.

1. **Evaluations of emerging innovations** for serving victims of VAWA crimes and holding offenders accountable, such as:
  - a. Flexible financial assistance or other ways of mitigating survivors’ financial insecurity resulting from their victimization

### **Activities that Compromise Victim Safety and Recovery or Undermine Offender Accountability**

OVW does not fund activities that jeopardize victim safety, deter, or prevent physical or

emotional healing for victims, or allow offenders to escape responsibility for their actions. Please note that OVW will support survivor-centered alternative pathways to justice and non-criminal approaches to accountability that fall within the statutory scope of this program. Information on activities that compromise victim safety and recovery or undermine offender accountability may be found in the [Solicitation Companion Guide](#).

### **Out-of-Scope Activities**

The activities listed below are out of the program scope and will not be supported by this program's funding. See also the list of unallowable costs in the Funding Restrictions section of this solicitation.

- Proposals to conduct needs assessment activities exclusively for the purpose of program improvement. (Refer to the OVW research decision tree in the Solicitation Companion Guide.)
- Proposals primarily to purchase equipment, materials, or supplies. (A budget may include these items if they are necessary to conduct the proposed study.)
- Proposals that are not responsive to this specific solicitation.
- Programs or services unrelated to the scope of the research project or the intervention being evaluated.
- Training in support of programs or direct services unrelated to or, unassociated with, the proposed research project.

### **Areas of Study**

The invited applicant's research and evaluation award is expected to contribute to knowledge in the areas of study listed below.

- 1. Victims' needs:** How victimization and its aftermath affect people's lives, and what victims need to cope, heal, and achieve safety and justice.
- 2. Indicators of success:** What success looks like and how to measure it—for victims pursuing safety and justice, for offenders being held accountable for their violence, and for people who work with victims and offenders.
- 3. Reducing recidivism:** How to prevent violence from recurring.

## 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.

### Type of Award

Awards will be made as grants.

### Award Period and Amounts

The award period is 36 months (beginning January 1, 2024), and total project funding is \$550,000. The budget cap of \$550,000 includes direct and indirect costs.

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

### Program Requirements

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

### Methodological Principles

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

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

OVW will not support research that:

- Prioritizes scientific rigor over practical value or ethics, ethics being broadly defined and not limited to published standards;

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

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

Any recipient of an award under this solicitation will be required to comply with DOJ regulations on confidentiality and human subjects' protection. See Human Subjects and Privacy Protection, at: <https://nij.ojp.gov/funding/human-subjects-and-privacy-protection>.

### **Expected Products**

OVW expects products to result from the award, taking the form of all of the following:

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

## **Eligibility Information**

### **Eligible Applicants**

This is a non-competitive funding opportunity related to an administrative funding adjustment for which the only eligible applicant is the University of Texas Health Science Center Houston.

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

Applications submitted by ineligible entities or that do not meet all program eligibility requirements will not be funded. In addition, an application deemed deficient in one or more of the following categories may not be funded: 1. activities that compromise victim safety, 2. out-of-scope activities, 3. unallowable costs, 4. pre-award risk assessment, 5. completeness of application contents, and 6. timeliness.

Failure to comply fully with all applicable unique entity identifier and SAM requirements (see Application and Submission section for more information on these requirements) will prevent OVW from making an award.

An applicant with past performance issues, long-standing open audits, or an open criminal investigation also may not be funded.

Note: Any nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code is not



eligible for a grant from OVW. See 34 U.S.C. § 12291(b)(15)(B)(ii).

### **Cost Sharing or Matching**

This program has no matching or cost-sharing requirement.

### **Other Program Eligibility Requirements**

The R&E Initiative has no additional eligibility requirements.

## **Application and Submission Information**

### **Content of Application Submission**

#### **Address to Request Application Package**

The complete application package (this solicitation, including links to required forms) is available on Grants.gov and on the [OVW website](#). Applicants that require a paper copy of these materials should contact (202) 307-6026.

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

The information below (**Formatting and Technical Requirements** through **How to Apply**) describes the content and form an application must take.

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

The applications must follow the requirements below for all documents attached to the application unless otherwise noted.

1. Double-spaced (charts may be single-spaced)
2. 8½ x 11-inch pages
3. One-inch margins
4. Type no smaller than 12 point, Times New Roman (TNR) or Arial font, except for footnotes, which may be in 10-point font
5. Correctly numbered pages
6. No more than 30 pages for the Project Narrative (excludes the title page and table of contents and figures)
7. 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 this solicitation

#### **Application Contents**

The applications must be responsive to the scope and criteria of this solicitation and must include the documents listed below.

1. Proposal Abstract

2. Proposal Narrative
3. Budget Detail Worksheet and Narrative
4. Appendices

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

Applicants must complete the SF-424 in Grants.gov. The SF-424 is generated when the applicant begins the submission process in Grants.gov. For Type of Applicant (box 9), do not select "Other." The amount of federal funding requested in the "Estimated Funding" section of this form (box 18a) must match the amount of federal funding requested in the budget of the application. This program does not require a match; therefore, the value for the Applicant line (box 18b) should be zero. The individual who is listed as *Authorized Representative* (box 21) must be an individual who has the authority to apply for and accept grant awards on behalf of the organization or jurisdiction.

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

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

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

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

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

#### **Proposal Abstract**

The abstract (no more than 400 words) should summarize the proposed project in plain language, including its purpose primary activities, expected outcomes, intended beneficiaries, and subrecipient involvement.

The abstract is an important part of the application and serves as an introduction to the proposed project. If the application is funded, the abstract typically will become public information and be used to describe the project.

The abstract does not count against the page limit for the Proposal Narrative.

#### **Proposal Narrative**

The proposal narrative must not exceed 30 double-spaced pages in 12-point font with one-inch margins. It should have a title page (listing the project title, submission date, and name and contact information for the applicant's Authorized Representative and Principal Investigator), as well as a table of contents and figures. If included in the main body of the Proposal Narrative

rather than in the appendices, the tables, charts, figures, and other illustrations will count toward the 30-page limit for the narrative section. The title page, abstract, appendices (including appended tables, charts, and figures), and government forms do not count toward the 30-page limit.

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

1. Statement of the problem, weighted at 10%, must include:
  - The topic the proposed project will address.
  - Purpose, goals, and objectives of the proposed project.
  - A review of relevant literature.
  - A statement as to how the study is expected to contribute to one or more of the Areas of Study.
2. Project design and implementation, weighted at 50%, must include:
  - An explanation of the theoretical foundation on which the proposed study is based.
  - A description of a sound research design and appropriate analytic methods, including research questions, hypotheses, description of sample, and analysis plan, all of which must align with the Methodological Principles in the Program Requirements section of this solicitation.
  - A discussion of potential pitfalls of the proposed project design and how the applicant will minimize and/or mitigate them.
  - An explanation of how people with direct experience with the issues being studied, and connection to the communities being studied, are involved in project design and implementation (other than as study participants).
3. Potential impact, weighted at 15%, must include:
  - Implications for practice and policy in victim services and the justice system's response to VAWA crimes.
4. Capabilities and competencies, weighted at 20%, must include:
  - Description of the applicant's qualifications and the qualifications of key staff and partners.
  - An approach and a management plan that reflect a strong researcher-practitioner partnership.
5. Dissemination plan, weighted at 5%, must include:
  - A brief description of a plan to produce at least one scholarly product (see Expected Products) and make findings available to broader audiences, including practitioners, through written material and interactive formats, such as conferences or webinars.

### **Budget and Associated Documentation**

Applicants must submit a detailed budget and budget narrative and must upload the associated documentation as described below. OVW strongly encourages applicants to prepare and submit budgets in a spreadsheet, using Excel or similar software. A failure to submit

associated documentation may result in removal from consideration or a delay in access to funding.

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

Attach in JustGrants a detailed budget and budget narrative for all applicable cost categories. The budget narrative must describe each line item requested in the budget and explain all costs included in the budget, including how the costs of goods and services are determined and how they will fulfill the objectives of the project. See the sample budget and the Creating a Budget webinar available on the [OVW website](#). Keep in mind that budget requirements vary across programs. Applicants must submit reasonable budgets based on the resources needed to implement their projects.

### **Award Period and Amount**

The award period is 36 months, and maximum total project funding is \$550,000. The budget cap of \$550,000 includes direct and indirect costs.

The budget must:

1. Provide a clear link between the specific project activities and the proposed budget items. The budget should not contain items that are not supported by the Proposal Narrative.
2. Include sufficient funds to fully provide language access or describe other resources available to the applicant to ensure meaningful access for persons who are limited in their English proficiency because of their national origin. See Accessibility under the Federal Award Administration Information section of this solicitation for more information.
3. Include sufficient funds to fully provide access for individuals with disabilities or who are Deaf/hard of hearing or describe other resources available to the applicant to ensure meaningful access for such individuals. See Accessibility under the Federal Award Administration Information section of this solicitation for more information.
4. Compensate all project partners (including study participants, consultants, and members of advisory groups that inform and guide the project) for their full level of effort, unless otherwise stated in a memorandum of understanding or letter of support. For more information on compensating project partners, see the sample Budget Detail Worksheet on the OVW website.
  - Applicants are strongly encouraged to include stipends for research participants in their budgets unless there is a compelling reason provided for not compensating participants. Refer to information on Participant Support Costs in the DOJ Financial Guide for information on providing research participant stipends to cover the cost of participants' time, transportation, gas, and other incidentals (excluding food and beverages). A stipend, which can be in the form of cash, is not a salary, honorarium, incentive, or fee.

5. Distinguish clearly between subawards and contracts in allocating any grant funds to other entities. Pursuant to 2 C.F.R. § 200.331, a subaward is for the purpose of carrying out a portion of the federal award, such as compensating an MOU partner, and a contract is for the purpose of obtaining goods and services for the grantee's own use. The substance of the relationship is more important than the form of the agreement in determining whether the recipient of the pass-through funds is a subrecipient or a contractor. The awarding and monitoring of contracts must follow the recipient's documented procurement procedures, including full and open competition, pursuant to the procurement standards and monitoring requirements in 2 C.F.R. §§ 200.317-200.327 & 200.329. The issuance and monitoring of subawards must meet the requirements of 2 C.F.R. § 200.332, which includes oversight of subrecipient/partner spending and monitoring performance measures and outcomes attributable to grant funds. For more information, see the sample Budget Detail Worksheet and the Solicitation Companion Guide on the [OVW website](#).

OVW awards are governed by the provisions of 2 C.F.R. Part 200 and the [DOJ Financial Guide](#), which include information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. For additional information on allowable and unallowable costs, see the Funding Restrictions section below and the sample budget on the [OVW website](#).

## Funding Restrictions

Applicants should use the information in this section to ensure your proposed budget adheres to OVW's requirements for the R&E Initiative.

### *Unallowable Costs*

The costs associated with the activities listed below are unallowable and must not be included in applicants' budgets.

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

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

Food and beverages are generally considered personal expenses for which government funds should not be used. Exceptions may be made for working meals that are necessary to accomplish official business and enhance the cost effectiveness of the conference.

Recipients must receive prior approval before using grant funds to provide a working meal and/or refreshments at a meeting, conference, training, or other event. Examples of when OVW might grant such approval include, but are not limited to:

1. The location of the event is not in close proximity to food establishments, despite

- efforts to secure a location near reasonably priced and accessible commercial food establishments.
2. Not serving food will significantly lengthen the day or necessitate extending the meeting to achieve meeting outcomes.
  3. A special presentation at a conference requires a plenary address where there is no other time for food to be obtained.
  4. Other extenuating circumstances necessitate the provision of food.

Justification for an exception listed above must be included in the applicant's budget narrative. For additional information on restrictions on food and beverage expenditures, see [OVW conference cost planning](#).

#### *Conference Planning and Expenditure Limitations*

Applicants' budgets must be consistent with all requirements (including specific cost limits and prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (which is defined to include meetings, retreats, seminars, symposiums, training, and other similar events), and costs of attendance at such events. Information on conference planning, minimization of costs, and conference reporting is available at [OVW conference cost planning](#).

#### **Pre-Award Costs**

OVW generally does not allow pre-award costs. Costs incurred prior to the start date of the award may not be charged to the project unless the recipient receives prior approval from OVW. See the [DOJ Financial Guide](#) for more information on pre-award costs.

#### **Indirect Cost Rate Agreement (if applicable)**

Applicants that intend to charge indirect costs through the use of a negotiated indirect cost rate must have a current, signed, federally approved indirect cost rate agreement, and must upload and attach a copy of the agreement to their application in JustGrants. Applicants (other than state, local, and tribal governments that receive more than \$35 million in direct federal funding per year) that do not have a current negotiated (including provisional) rate may elect to charge a de minimis rate of 10% of modified total direct costs, which may be used indefinitely.

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

#### **Applicant Financial Capability Questionnaire (if applicable)**

All nonprofit, nongovernmental organizations that apply for funding from OVW and have not previously (or within the last three years) received funding from OVW must complete an [Applicant Financial Capability Questionnaire](#) and attach it to their application in JustGrants. In addition, applicants may be required to submit their current year's audit report at a later time.

## **Disclosure of Process Related to Executive Compensation**

An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees and must upload and attach a document with these disclosures to its application in JustGrants.

Under certain circumstances, a nonprofit organization that provides unreasonably high compensation to certain persons may subject both the organization's managers and those who receive the compensation to additional federal taxes. A rebuttable presumption of the reasonableness of a nonprofit organization's compensation arrangements, however, may be available if the nonprofit organization satisfies certain rules set out in Internal Revenue Service regulations with regard to its compensation decisions.

Each applicant must state at the time of its application (in the Data Requested with Application section) whether the applicant is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure to establish a rebuttable presumption that its executives' compensation is reasonable. If the applicant states that it uses the safe-harbor procedure, then it must disclose, in an attachment to its application (to be titled "Disclosure of Process Related to Executive Compensation"), the process it uses to determine the compensation of its officers, directors, trustees, and key employees (together, "covered persons"). See 34 U.S.C. § 12291(b)(15)(B)(iii).

At a minimum, the disclosure must describe in pertinent detail: (1) the composition of the body that reviews and approves compensation arrangements for covered persons; (2) the methods and practices used by the applicant nonprofit organization to ensure that no individual with a conflict of interest participates as a member of the body that reviews and approves a compensation arrangement for a covered person; (3) the appropriate data as to comparability of compensation that is obtained in advance and relied upon by the body that reviews and approves compensation arrangements for covered persons; and (4) the written or electronic records that the applicant maintains as concurrent documentation of the decisions with respect to compensation of covered persons made by the body that reviews and approves such compensation arrangements, including records of deliberations and of the basis for decisions. For a sample letter, see the OVW website.

For purposes of the required disclosure, the following terms and phrases have the meanings set out by the Internal Revenue Service for use in connection with 26 C.F.R. § 53.4958-6: officers, directors, trustees, key employees, compensation, conflict of interest, appropriate data as to comparability, adequate documentation, and concurrent documentation.

Following receipt of an appropriate request, OVW may be authorized or required by law to make information submitted to satisfy this requirement available for public inspection. Also, a recipient may be required to make a prompt supplemental disclosure after the award in certain circumstances (e.g., changes in the way the organization determines compensation).

## **Required Appendices**

Listed below are appendices that applicants are required to submit with their applications. If an applicant determines that a particular appendix is not relevant to their application, they can

attach a file with a statement to that effect. Appendices do not count against the page limit for the Proposal Narrative.

Appendices can be submitted as separate attachments or in consolidated files in Just Grants.

## Appendices 1-7

1. **Bibliography/references.**
2. **Any tools/instruments, questionnaires, tables/charts/graphs, or maps** pertaining to the proposed project that are supplemental to such items included in the main body of the narrative.
3. **Curriculum vitae or resumes** of the Principal Investigator(s) and key project partners.
4. **Letters of commitment** from organizations or agencies serving as partner entities and/or collaborating on the project, such as victim services organizations, law enforcement agencies, prosecutors' offices, etc. Letters of commitment must be dated and signed by the partnering entity's Authorized Representative. Budget note regarding partner entities: In general, partners that will be receiving funds to carry out a portion of the award should be treated as subrecipients in the proposed budget, not contractors. For more information see 2 C.F.R. § 200.331 and the [Solicitation Companion Guide](#).
5. **Documentation of Research and Evaluation Independence and Integrity.** In order to receive funds, the applicant must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity, both in this proposal and as it may relate to the applicant's other current or prior related projects. This documentation may be included as an attachment to the application that addresses both i. and ii. below.
  - i. For purposes of this solicitation, applicants must document research and evaluation independence and integrity by including, at a minimum, one of the following two items:
    - a) a specific assurance that the applicant has reviewed its proposal to identify any research integrity issues (including all principal investigators and subrecipients) and it has concluded that the design, conduct, or reporting of research and evaluation funded by OVW grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of part of its staff, consultants, and/or subrecipients responsible for the research and evaluation or on the part of the applicant organization. **OR**



b) a specific listing of actual or apparent conflicts of interest that the applicant has identified in relation to this proposal. These conflicts could be either personal (related to specific staff, consultants, and/or subrecipients) or organizational (related to the applicant or any subgrantee organization). Examples of potential investigator (or other personal) conflict situations may include, but are not limited to, those in which an investigator would be in a position to evaluate a spouse's work product (actual conflict), or an investigator would be in a position to evaluate the work of a former or current colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that specific project or a location implementing the project (whether funded by OVW or other sources), as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on the objectivity and reliability of an evaluation or research product is a problem and must be disclosed.

ii. In addition, for purposes of this solicitation applicants must address the issue of possible mitigation of research integrity concerns by including, at a minimum, one of the following two items:

a) if an applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant must provide a brief narrative explanation of how and why it reached that conclusion. Applicants must also include an explanation of the specific procedures that the applicant will put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest. **OR**

b) if the applicant has identified specific personal or organizational conflicts of interest in its proposal during this review, the applicant must propose a specific and robust mitigation plan to address conflicts noted above. At a minimum, the plan must include specific processes and procedures that the applicant will put in place to eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan will be accepted as proposed.

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

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

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

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

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

2. **Data archiving plan.** OVW will require through special award conditions that data sets, resulting in whole or in part from projects funded under this solicitation, be prepared for archiving. Applications must include as an appendix a brief plan – labeled "Data Archiving Plan" – consistent with the instructions found here: <https://nij.ojp.gov/funding/data-archiving#data-archiving-plan>. Data sets are to be submitted 90 days before the end of the project period unless the recipient receives different instructions from OVW. Please note that OVW will consider requests for exemptions from data archiving requirements post-award.

## **Appendices 8-9 - Human Subjects Paperwork and Privacy Certificate**

3. **Human Subjects Protection paperwork.** This is documentation and forms related to Institutional Review Board (IRB) review. See

[nij.gov/funding/humansubjects/Pages/welcome.aspx](https://nij.gov/funding/humansubjects/Pages/welcome.aspx), and **note that final IRB approval is not required at the time an application is submitted.**

4. **Privacy Certificate.** For further information and a model privacy certificate, see [nij.gov/funding/humansubjects/pages/confidentiality.aspx](https://nij.gov/funding/humansubjects/pages/confidentiality.aspx) and [https://nij.ojp.gov/sites/g/files/xyckuh171/files/media/document/NIJ\\_pccr\\_fillable.pdf](https://nij.ojp.gov/sites/g/files/xyckuh171/files/media/document/NIJ_pccr_fillable.pdf).

## **Appendix 10 - Project Staff, Affiliation, and Roles Form**

10. **Proposed Project Staff, Affiliation, and Roles Form**, for the purposes of avoiding any conflicts of interest during the peer review process. Provide a list (to the extent known) of all proposed project staff members, including those affiliated with the applicant organization or any proposed subrecipient organization(s), any proposed consultant(s), and contractors (whether individuals or organizations), and any proposed members of an advisory board for the project (if applicable). The list must include, for each individual and organization: name, title (if applicable), employer or other organizational affiliation, and roles and responsibilities proposed for the project. Applicants should use the Proposed Project Staff, Affiliation, and Roles form available at [nij.ojp.gov/media/document/16911](https://nij.ojp.gov/media/document/16911) to provide this listing.

## **Additional Application Components**

The following components will not be scored but must be included with the application. Failure to supply this information will result in the application being removed from consideration. Some components will be generated during the application submission process while others will be uploaded and attached to the application in JustGrants.

### **Letter of Nonsupplanting**

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

### **Confidentiality Notice Form**

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

### **Pre-award Risk Assessment**

Each applicant must submit, as an attachment, the Pre-award Risk Assessment. Do not submit responses from a prior fiscal year without updating them to be responsive to all questions listed in the questionnaire. This information will be used for a mandatory pre-award risk assessment. Failure to provide this information or to respond to questions from OVW

regarding this information in a timely manner could result in a delay in access to funds. Provide complete responses that address all questions included for each numbered item.

1. Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding? Provide a brief description of the applicant's policies and procedures that ensure funds will be tracked appropriately.
2. Does the applicant have written accounting policies and procedures? How often are these policies and procedures updated? Provide a brief list of the topics covered in the applicant's policies and procedures. OVW may request a copy for review during the application/award process or as part of the grant monitoring process.
3. Is the applicant's financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant? Provide a brief summary of the organization's process for tracking expenditures, including tracking budgeted versus actual amounts.
4. Does the applicant have procedures in place for minimizing the time between transfer of funds from the United States Treasury and disbursement for project activities? Provide a short summary of the applicant's policy for requesting payments for grant awards.
5. Does the applicant have effective internal controls in place to ensure that federal funds are used solely for authorized purposes? Provide a brief description of the applicant's internal controls that will provide reasonable assurance that the award funds will be managed properly.
6. Does the applicant have a documented records retention policy? If so, briefly describe the policy and confirm that the policy complies with federal regulations. Information on Record Retention and Access can be found at 2 C.F.R. 200.334-200.338.
7. Does the applicant or any of its employees have any potential personal or organizational conflicts of interest related to the possible receipt of OVW award funds? Applicants are required to disclose in writing any potential conflicts of interest to their awarding agency. See 2 C.F.R. 200.112 and Chapter 3.20, Grant Fraud, Waste and Abuse, of the DOJ Financial Guide for additional information.
8. Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. Part 200)? Provide a short list of the individual's qualifications/experience. If the individual is not familiar with the applicable rules and regulations, the applicant must contact OVW's Grants Financial Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 immediately after the applicant is notified of its award to coordinate training.
9. Does the applicant have policies and procedures in place to manage subawards and monitor activities of subrecipients as necessary to ensure that subawards are used for authorized purposes, in compliance with laws, regulations, and terms and conditions of the award, and that established subaward performance goals are achieved (2 C.F.R. 200.331-200.333)? Provide a brief description of the organization's policies and procedures on subrecipient management and monitoring.

10. Does the applicant currently require employees to maintain time distribution records that accurately reflect the work performed on specific activities or cost objectives in order to support the distribution of employees' salaries among federal awards or other activities (2 C.F.R. 200.430)? Budget estimates do not qualify as support for charges to federal awards. Provide a brief description of the organization's established timekeeping policies and procedures.
11. Is the applicant designated as high risk by a federal agency outside of DOJ? (High risk includes any status under which a federal awarding agency provides additional oversight due to the applicant entity's past performance, or other programmatic or financial concerns with the applicant entity.) If so, provide the names(s) of the federal awarding agency, the date(s) the agency notified the applicant entity of the high-risk designation, contact information for the high-risk point of contact at the federal agency, and the reason for the high-risk status, as set out by the federal agency.

### Summary Data Sheet

Each applicant must submit, as an attachment, the Summary Data Sheet, which should be one to four pages in length (single or double spaced). This document is not scored. The Summary Data Sheet does not count toward the page limit for the Proposal Narrative. Several of the items below are required for every applicant for OVW funding and therefore may not be obviously relevant or specifically written for this program.

Applicants should provide the most accurate answers. Responses to these items alone will not result in removal from consideration or an eligibility determination for any funding priorities described in the solicitation for this program. Provide the following information:

1. Name, title, address, telephone number, and email address for the grant point of contact. This person must be an employee of the applicant.
2. Statement as to whether the applicant (the organization whose unique entity identifier/DUNS number is being used for the application) will serve as a fiscal agent. A fiscal agent is an entity that does not participate in implementation of the project and passes all funds through to subrecipients, conducting only administrative activities. If this is the case, the applicant must include a statement acknowledging that, should an award be made, the applicant will be responsible for all applicable statutory, fiscal, and programmatic requirements, including those of 2 CFR Part 200, as well as all project deliverables. The applicant must also list all of the entities with which it will enter into subaward agreements to implement the project. Note: The fiscal agent must be an eligible applicant for this program.
3. Statement as to whether the applicant has expended \$750,000 or more in federal funds in the applicant's past fiscal year. If so, specify the end date of the applicant's fiscal year.
4. 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.
5. Statement as to whether the applicant is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure to establish a rebuttable presumption that its executives' compensation is reasonable. For additional

information about the safe-harbor procedure, see Disclosure of Process Related to Executive Compensation in the Budget and Associated Documentation section of this solicitation. **Note: Applicants that use the safe-harbor procedure must upload the required Disclosure of Process Related to Executive Compensation in the Budget/Financial Attachments section of JustGrants.**

## Disclosures and Assurances

Review, complete, and submit all disclosures, assurances, and certifications as described below.

### Disclosure of Lobbying Activities

Applicants must complete and submit the Disclosure of Lobbying Activities (SF-LLL) form in Grants.gov before beginning the application process in JustGrants.

### DOJ Certified Standard Assurances

Applicants must read and acknowledge the DOJ Certified Standard Assurances in JustGrants.

### DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants must read and acknowledge these DOJ certifications in JustGrants.

## Prior to Application Submission

**Unique Entity Identifier (UEI) and System for Award Management (SAM)** Entities applying for the first time for federal funding must complete a multi-step registration process. Applicants must register with the systems listed below to successfully submit an application.

1. SAM. Registration with SAM includes receiving a UEI. **(Average registration completion time – 2-3 weeks)**
2. Grants.gov **(Average registration completion time – 1 week)**
3. JustGrants. Registration with SAM and Grants.gov must be completed before an applicant can register with JustGrants. **(Average registration completion time – 3 days)**

**Note:** registration time frames are estimates. Applicants experiencing registration challenges (including lengthy registration wait times) should refer to the OVW Policy for Applicants Experiencing Technical Difficulties During the Registration and Submission Processes section of this solicitation for guidance on how to proceed.

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

Entities that have previously applied for funding from DOJ must ensure their accounts with

SAM, Grants.gov, and JustGrants are active and up to date.

It is the responsibility of the applicant to ensure that they are properly registered with SAM, Grants.gov, and JustGrants. OVW strongly encourages all applicants to begin the registration process or ensure that all accounts are active and up to date, as soon as possible. Failure to do so may result in the application being removed from consideration for funding.

## How to Apply

### Submission Dates and Times

All applications must be submitted electronically first in Grants.gov (SF-424 and SF-LLL) and then in JustGrants. **Applicants must make every effort to submit their application in Grants.gov and JustGrants. Note: the Grants.Gov deadline is several days before the JustGrants application deadline.** If an applicant must submit their application via email due to a technical difficulty, they must do so by the JustGrants application deadline, but **no earlier than 4 hours prior to the JustGrants application deadline.** Applicants experiencing technical difficulties during the application submission process should refer to the OVW Policy for Applicants Experiencing Technical Difficulties During the Registration and Submission Processes section of this solicitation for guidance on how to proceed.

**OVW strongly encourages all applicants to begin the application submission process at least 48 hours prior to the Grants.gov application deadline. Failure to do so may result in missing the deadline and therefore not being considered for funding.**

**OVW will not accept applications after the JustGrants deadline, except for severe inclement weather or natural or man-made disaster. See the OVW Policy on Late Submission Request Due to Severe Inclement Weather or Natural or Man-Made Disaster section of this solicitation.**

### Submission Information and Other Submission Requirements

Applications will be submitted to OVW in two steps:

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

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

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

## **OVW Policy for Applicants Experiencing Technical Difficulties During the Registration and Submission Processes**

Technical difficulties are issues that are beyond the applicant's control (e.g., JustGrants login issue, issue with the web-based budget). OVW can confirm when each registration and/or submission action began.

### *Technical difficulties with SAM or Grants.gov*

1. Contact SAM or Grants.gov support as soon as the applicant is aware of a problem.
2. Maintain documentation of when the issue began and all communication with technical support.
3. Send an email to [OVW.Research@usdoj.gov](mailto:OVW.Research@usdoj.gov) stating the applicant is experiencing technical difficulties with SAM or Grants.gov. The applicant should provide regular updates to this same email.
4. If the technical difficulty cannot be resolved before the Grants.gov deadline, the applicant must notify [OVW.Research@usdoj.gov](mailto:OVW.Research@usdoj.gov) before the Grants.gov deadline.
5. Once the Grants.gov deadline passes an applicant will not be able to apply in JustGrants. Therefore, the applicant must email the complete application packet (Project Narrative, Budget and Budget Narrative, all appendices) and all documentation supporting the technical difficulty to [OVW.Research@usdoj.gov](mailto:OVW.Research@usdoj.gov).

### *Technical difficulties while applying in JustGrants*

1. Contact the OVW JustGrants Help Desk at [OVW.JustGrantsSupport@usdoj.gov](mailto:OVW.JustGrantsSupport@usdoj.gov) prior to the JustGrants deadline.
2. Maintain documentation of all communication with the OVW JustGrants Help Desk.
3. Actively work with the OVW JustGrants Help Desk to attempt to resolve the technical difficulty.
4. Contact [OVW.Research@usdoj.gov](mailto:OVW.Research@usdoj.gov) prior to the JustGrants deadline, indicating the applicant is experiencing technical difficulties with JustGrants and would like permission to submit an application via email. The email must include the following:
  - A detailed description of the technical difficulty the applicant is experiencing.
  - The contact information (name, telephone, and email) for the individual making the request.
  - The applicant's UEI number
  - JustGrants application numbers and User Support tracking numbers.
  - The complete application, including the Project Narrative, Budget and Budget Narrative, and all appendices.

It is not guaranteed that applications submitted via email will be considered for funding, even if the email is received before the JustGrants application deadline. OVW will decide and notify applicants of the decision within 30 days of the JustGrants application deadline. Applicants may be asked to coordinate with OVW to submit their application in Grants.gov and JustGrants later.



## **OVW Policy on Late Submission Request Due to Severe Inclement Weather or Natural or Man-Made Disaster**

OVW will only accept applications after the JustGrants deadline in cases of severe inclement weather or natural or man-made disaster. The information below provides the process applicants must follow in such a circumstance.

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

**Note: OVW may not be able to accommodate all requests resulting from severe inclement weather or a natural or man-made disaster.**

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

## **Application Review Information**

### **Review and Selection Process**

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

Prior to making an award, OVW is required to review and consider any information about applicants included in the designated integrity and performance system accessible through SAM. Applicants may review and comment on information about themselves that another federal awarding agency has previously entered. OVW will consider the applicant's comments as well as other information available in SAM in making its judgment about the risk posed by making an award to the applicant as described in 2 C.F.R. § 200.206.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the OVW Director, who also may give consideration to factors including but not limited to reaching underserved populations, geographic diversity, OVW priorities, past performance, and available funding when making awards. All award decisions are final and not subject to appeal.

### **High-risk Grantees**

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

## **Federal Award Administration Information**

### **Federal Award Notices**

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

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

#### **Information for All Federal Award Recipients**

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

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

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

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

## Accessibility

Recipients of OVW funds must comply with applicable federal civil rights laws, which, among other things, prohibit discrimination on the basis of disability and national origin. Compliance with these laws includes taking reasonable steps to ensure that persons who are limited in their English proficiency because of their national origin have meaningful access to recipients' programs and activities. Recipients are also responsible for ensuring that their programs and activities are readily accessible to individuals with disabilities, including those with physical or cognitive disabilities, as well as individuals who are Deaf or hard of hearing. OVW encourages applicants to go beyond minimum compliance with these requirements and allot sufficient resources to ensure programs and activities are fully accessible. More information on these obligations is available in the [Solicitation Companion Guide](#) under "Civil Rights Compliance."

## General Information about Post-Federal Award Reporting Requirements

OVW grantees are required to submit semi-annual performance reports and quarterly Federal Financial Reports (SF-425). Recipients of R&E funding will be provided with guidance on using the Research Performance Progress Report for fulfilling the performance reporting requirement. Information can be found here: [nij.ojp.gov/funding/research-performance-progress-report-guidelines-nij-awardees](http://nij.ojp.gov/funding/research-performance-progress-report-guidelines-nij-awardees). Reports will be submitted electronically. Future awards and fund drawdowns may be withheld if reports are delinquent. For more information on post-award reporting requirements, including requirements for certain recipients to report information on civil, criminal, and administrative proceedings in SAM, see the [Solicitation Companion Guide](#) and the award condition on recipient integrity and performance matters available on the [OVW website](#).

## Federal Awarding Agency Contact(s)

For assistance with the requirements of this solicitation, contacts are as follows:

- Programmatic questions, contact [OVW.Research@usdoj.gov](mailto:OVW.Research@usdoj.gov) or call (202) 802-7306.
- Financial questions, contact 888-514-8556 or [ovw.gfmd@usdoj.gov](mailto:ovw.gfmd@usdoj.gov).
- Technical questions:
  - [Grants.gov](http://Grants.gov) Applicant Support at 800-518-4726 or [support@grants.gov](mailto:support@grants.gov)
  - OVW JustGrants Support at 1-866-655-4482 or [OVW.JustGrantsSupport@usdoj.gov](mailto:OVW.JustGrantsSupport@usdoj.gov)

## Other Information

### Public Reporting Burden 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.

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

## Application Checklist

Applicants must submit a fully executed application to OVW, including all required supporting documentation listed below.

Document	Date Completed
1. Application for Federal Assistance: SF-424	
2. Disclosure of Lobbying Activities (SF-LLL)	
3. Proposal Abstract	
4. Proposal Narrative	
5. Budget Worksheet and Budget Narrative	
6. Appendices <ul style="list-style-type: none"> <li>1. Bibliography/references</li> <li>2. Any tools/instruments, questionnaires, tables/charts/ graphs, or maps</li> <li>3. Curriculum vitae or resumes</li> <li>4. Letters of commitment</li> <li>5. Documentation of Research and Evaluation Independence and Integrity</li> <li>6. Applicant disclosure of pending applications</li> <li>7. Data archiving plan</li> <li>8. Human Subjects Protection paperwork</li> <li>9. Privacy Certificate</li> <li>10. Project Staff, Affiliation, and Roles Form</li> </ul>	
7. Indirect Cost Rate Agreement (if applicable)	
8. Applicant Financial Capability Questionnaire (if applicable)	
9. Disclosure of Process Related to Executive Compensation (if applicable)	
10. Letter of Nonsupplanting	
11. Confidentiality Notice Form	
13. Pre-award Risk Assessment	
14. Summary Data Sheet	