



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

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## **OVW Fiscal Year 2024 National Service Line for Incarcerated Survivors of Sexual Abuse Program - Solicitation**

**Assistance Listing Number:** 16.029

**Grants.gov Opportunity Number:** O-OVW-2024-172228

**Solicitation Release Date:** September 12, 2024

**Deadline to submit SF-424 and SF-LLL in Grants.gov:** 11:59 PM Eastern Time (ET) on November 12, 2024

**Deadline to submit full application in JustGrants:** 8:59 PM ET on November 14, 2024

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### **Eligibility:**

Eligible applicants must have the capacity to manage a large-scale project on a national level and are limited to:

- Victim service providers with experience providing services to victims of sexual abuse in correctional settings.
- Nonprofit, nongovernmental organizations providing training and technical assistance regarding services for sexual abuse victims in correctional settings.

For more information, see the [Eligibility Information](#) section of this solicitation.

### **Letter of Intent**

Applicants are strongly encouraged to submit a non-binding Letter of Intent to [OVW.PREAServiceLine@usdoj.gov](mailto:OVW.PREAServiceLine@usdoj.gov) by October 24, 2024. Applicants that do not submit a Letter of Intent can still apply. For more information, see the [Application and Submission Information](#) section of this solicitation.

### **Pre-Application Information Session(s)**

OVW will conduct an optional web-based Pre-Application Information Session. During this session, OVW staff will review this program's requirements, review the solicitation, and allow for a brief question and answer period. For more information, see the [Application and Submission Information](#) section of this solicitation.

### Contact Information

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

### Registration Information: OVW encourages first time applicants to apply for funding.

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 October 24, 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 (11:59 PM ET on November 12, 2024) the required Application for Federal Assistance standard form (SF-424) and the Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov. To view the forms prior to completing them in Grants.gov, applicants can go to the Package tab under the funding opportunity that they're applying for and select Preview. The Preview then provides links to the forms.

**Step 2:** The applicant must then submit the **full application**, including attachments, in JustGrants at <https://justicegrants.usdoj.gov/> by the JustGrants application deadline (8:59 PM ET on November 14, 2024). OVW encourages applicants to review the [JustGrants](#) website for more information, resources, and training.

**Note that the Grants.gov and JustGrants deadlines are typically only a few days apart.**

For more information about application submission, see the [How to Apply](#) section of this solicitation.

### Notification

OVW anticipates notifying applicants of funding decisions by December 30, 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 hold offenders accountable.

### About this OVW Program

This program is authorized by 34 U.S.C. 12291(b)(16), which allows OVW to support pilot projects, demonstration projects, and special initiatives designed to improve responses to gender-based violence through an Innovation Fund. The assistance listing number is 16.029.

According to a recent report of the Bureau of Justice Statistics, correctional administrators reported 36,264 allegations of sexual victimization in 2020.<sup>1</sup> Given how under-reported sexual assault is in general, and particularly in correctional settings, this estimate is probably much lower than the amount of actual victimization. Additionally, certain historically marginalized groups are statistically more likely to experience abuse in prison, though this violence impacts victims across all demographic groups regardless of sex, gender identity, race, ethnicity, age, sexual orientation, religion, and socioeconomic status.

The Prison Rape Elimination Act (PREA) Standards, released in 2012, include requirements that are designed to help confinement agencies prevent, detect, and respond to sexual abuse and sexual harassment. PREA Standard 115.53 requires confinement facilities to provide inmates with access to outside victim advocates for emotional support services related to sexual abuse. The full text of the PREA Standards can be found on the PREA Resource Center website ([Homepage | PREA \(prearesourcecenter.org\)](https://www.prearesourcecenter.org)).

While these Standards apply to all federal, state, and local confinement facilities (including jails, prisons, police lockups, juvenile facilities, and community confinement facilities), many confinement agencies and facilities across the country, especially those in remote and rural areas, have struggled to maintain compliance with Standard 115.53. Such agencies and facilities report that needed victim support services are often scarce or non-existent, and typically under-resourced.

Because of this need, OVW has partnered with the Bureau of Justice Assistance (BJA) within the Office of Justice Programs on an initiative to develop a National Service Line for Incarcerated Survivors of Sexual Abuse (Service Line Initiative). The Service Line Initiative is being administered as a two-phase project including a planning phase followed by an implementation phase.

During Phase One of this initiative, OVW issued a competitive solicitation ([OVW Fiscal Year 2021 National Service Line for Incarcerated Survivors of Sexual Abuse \(justice.gov\)](https://www.justice.gov/ovw)) in fiscal year 2021 and selected the Urban Institute in partnership with the National Sexual Violence Resource Center to engage in a planning process for the service line. The planning process looked at both victim services under PREA Standard 115.53 and external reporting under PREA

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<sup>1</sup> *Sexual Victimization Reported by Adult Correctional Authorities, 2019-2020*; Emily D. Buehler, PhD, and Shelby Kottke-Weaver, PhD, Bureau of Justice Statistics, 2024.

Standard 115.51. PREA Standard 115.53 requires confinement facilities to provide inmates with access to outside victim advocates for emotional support services related to sexual abuse. PREA Standard 115.51 requires every confinement agency to provide at least one way for inmates to report sexual abuse or harassment to a public or private entity or office that is not part of the agency, and that is able to receive and immediately forward inmate reports of sexual abuse and sexual harassment to agency officials, allowing the inmate to remain anonymous upon request. Phase One resulted in the report, *Building a Service Line to Support Incarcerated Survivors of Sexual Abuse* ([Building a Service Line to Support Incarcerated Survivors of Sexual Abuse | Urban Institute](#)).

This solicitation is to support Phase Two - Implementation, through a pilot project in four states using the recommendations from the plan referenced above. Due to the complexity of administering an external reporting mechanism (PREA Standard 115.51) and the limited availability of funds, the Phase Two pilot will focus on **victim services** only (PREA Standard 115.53). OVW will make one award to support the implementation of the Phase Two pilot project in four states.

Note: the organizations funded to develop the comprehensive plan in Phase One of the Service Line Initiative (Urban Institute and National Sexual Violence Resource Center) will not be eligible to receive funding to implement the plan under Phase Two.

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

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

## Program Scope

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

## Purpose Areas

Funds under this program must be used to create and pilot test a service line for sexual abuse victims in adult correctional settings in four states using two different models:

- Model 1 (see page 59 of [Building a Service Line to Support Incarcerated Survivors of Sexual Abuse | Urban Institute](#)) will be implemented in two states. The successful applicant will partner (via subaward) with an entity in each state, such as a victim service provider or sexual assault coalition, to respond to the calls for service.
- Model 2 (see page 60 of the report above) will be implemented in two other states. The successful applicant will operate the line and respond to calls for services directly from abuse victims in adult correctional settings in those two states.

As outlined in the report, the service line must include the following required components:

- Providers specialized in delivering trauma-informed emotional support services to incarcerated survivors of sexual abuse.

- Multiple means of communication for using the service line, such as phone, chat, text, email, letter, or video.
- Privacy and confidentiality to the extent possible in all means of communication for using the service line.
- Accessibility for underserved populations.
- Training for system stakeholders.
- Comprehensive and frequent education for incarcerated people.
- Routine maintenance of the service line.
- Data collection and analysis, such as data on victims served in each of the pilot states, including type of facility, demographic information about the victims, and services provided.

### **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 avoid responsibility for their actions. Applications that propose any such activities may receive a deduction in points during the review process or may be eliminated from consideration. OVW may support survivor-centered alternative pathways to justice and non-criminal approaches to accountability that fall within the statutory scope of this program and do not compromise victim safety. 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 funded under this program. See also the list of unallowable costs in the [Funding Restrictions](#) section of this solicitation.

1. Research projects. Funds under this program may not be used to conduct research, defined by 28 C.F.R. § 46.102(d) as a systematic investigation designed to develop or contribute to generalizable knowledge. Surveys and focus groups, depending on their design and purpose, may constitute research and therefore be out-of-scope. However, assessments conducted for internal improvement purposes only (see Limited Use of Funds below) may not be considered “research” as defined above. For information on distinguishing between research and assessments, see the [Solicitation Companion Guide](#).
2. [External reporting pursuant to PREA Standard 115.51](#).

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

### **Limited Use of Funds**

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



### **Activities Requiring Prior Approval**

Recipients must receive prior approval before using grant funds to support surveys, regardless of the survey's purpose. Prior approval is necessary to determine whether the activity is within the scope of the award and meets the requirements of the Paperwork Reduction Act (see the [Solicitation Companion Guide](#) for more information).

## **Federal Award Information**

### **Availability of Funds**

All awards are subject to the availability of appropriated funds as well as any modifications or additional requirements imposed by law. There is no guarantee that funds will be available in the future. Depending on availability of funding and an applicant's merit, OVW may elect to make awards for a future fiscal year if an application is not selected under this solicitation.

### **Type of Award**

Awards will be made as cooperative agreements. Cooperative agreements are a form of award under which OVW expects to have ongoing substantial involvement in award activities. For this program, the substantial involvement includes, but is not limited to, participating in project meetings, developing and approving the timeline, goals, and objectives to implement the project, participating in the selection of technologies that will be used for this project, reviewing and providing input on consultants and contractors, and any other activities associated with the implementation of this project. Recipients must be willing to work closely with OVW on the implementation of their project and be willing to modify project activities at OVW's request to address the needs of grantees and/or emerging issues.

### **Award Period and Amount**

The award period is 36 months. Budgets, including the total "estimated funding" on the SF-424, must reflect 36 months of project activity. OVW anticipates that the award period will start on January 1, 2025.

The award under this program for FY 2024 will be made for up to \$2,000,000.

OVW has the discretion to make awards for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants before making an award or after an award is made but prior to access to funds.

Subject to availability of funds and performance of the grantee, OVW may provide additional funds non-competitively in subsequent years.

### **Types of Applications**

As this is a new program in FY 2024, all applicants are considered new.

### **Program Requirements**

The recipient funded under this program will be expected to implement the recommended strategy outlined in the [report](#), as it pertains to victim services. Additionally, they will be required to:

1. Engage in a planning period of a minimum of six months, during which time the recipient must develop a work plan, including detailed goals, objectives, and timeline, a

- staffing plan, an accessibility plan, and a technology plan, including identifying all equipment, platforms, software, and subscriptions to be used during the project.
2. Develop a process to select the four pilot states to maximize diversity of facility types, including federal, state, local, and Tribal as well as both urban and rural.
  3. Develop policies including, but not limited to, those addressing confidentiality, information-sharing, communication, and facility participation.
  4. Maintain a close working relationship with OVW for project development and implementation, including regular coordination and meeting with OVW a minimum of once a month to discuss the project.
  5. Submit all products developed with grant funds for review and approval.
  6. Coordinate with OVW to identify consultants and advisors for the project.
  7. Participate in OVW-sponsored training and technical assistance.
  8. Collect data for and report on performance indicators (OVW will provide forms, instructions, training, and related tools on performance reporting).
  9. Participate in an assessment or evaluation, if OVW conducts one that requires grantee involvement.

## Eligibility Information

### Eligible Applicants

The following entities are eligible to apply for this program:

1. Victim service providers with experience providing services to victims of sexual abuse in correctional settings.
2. Nonprofit, nongovernmental organizations providing training and technical assistance regarding services for sexual abuse victims in correctional settings.

A victim service provider is a nonprofit, nongovernmental or tribal organization or rape crisis center, including a State or tribal domestic violence and/or sexual assault coalition, that assists or advocates for domestic violence, dating violence, sexual assault, or stalking victims, including a domestic violence shelter, faith-based organization or other organization, with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking. 34 U.S.C. § 12291(a)(50). Victim service providers 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. Culturally specific organizations, Tribal organizations, and population-specific organizations serving underserved communities that meet the definition of “victim service provider” are eligible to apply.

Applicants must meet the eligibility criteria described above. Additionally, meaningful partnerships are essential to the success of this project. Therefore, applicants must partner with individuals and organizations that possess the subject matter expertise outlined in the [Other Program Eligibility Requirements](#) section below.

### Faith-Based and Community Organizations

Faith-Based and community organizations, including culturally specific organizations, tribal organizations, and population-specific organizations, that meet the eligibility requirements are eligible to receive awards under this solicitation (see [Civil Rights Office | Partnerships with Faith-Based and Other Neighborhood Organizations | Office of Justice Programs](#) (ojp.gov) for more information).

## **Ineligible Entities and Disqualifying Factors**

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

Failure to comply fully with all applicable unique entity identifier and SAM requirements (see Application and Submission section for more information on these requirements) will result in removal from consideration.

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

**Note:** Any nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code is not eligible for a grant from this program. See 34 U.S.C. § 12291(b)(15)(B)(ii).

## **Cost Sharing or Matching**

This program has no matching or cost-sharing requirement.

## **Other Program Eligibility Requirements**

In addition to meeting the eligible entity requirements outlined above, applicants for this program must also meet the requirements below.

### Required Partnerships

The implementation of the National Service Line will require a diverse set of skillsets and expertise. Therefore, the applicant must meaningfully partner with individuals and organizations that possess the expertise required to successfully implement the recommended strategy outlined in the [Report](#). Partners must represent a variety of backgrounds and experiences including, but not limited to, expertise in sexual assault response, addressing sexual abuse in corrections, provision of direct victim services, technology, working with underserved populations, and accessible communication.

### *Required Skillset of the Applicant*

The applicant must possess the following skillsets to manage the individuals and organizations working on this project, and to implement the project successfully.

1. Have a documented history of managing large-scale projects financially, operationally, and programmatically.
2. Have experience providing training and technical assistance on a large scale.
3. Possess the ability to coordinate among diverse people, perspectives, and interests seamlessly and efficiently.

### *Required Expertise of Partners*

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

1. Expertise in and experience working with corrections.
2. Expertise in addressing sexual abuse in correctional settings.

3. Expertise in providing direct sexual assault victim services. This expertise and experience should be extensive and beyond managing a crisis hotline.
4. Expertise in providing direct sexual assault victim services to underserved populations, such as populations that are underserved due to geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, and populations underserved because of special needs (such as language barriers, disabilities, immigration status, or age).
5. Expertise in the various forms of communication used within correctional settings (such as the specific phone systems, chat, email, letters, etc.) and communication technology that would be used to implement this project.

#### Limit on Number of Applications

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

## **Application and Submission Information**

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

The complete application package (this solicitation, including links to required forms) is available on Grants.gov and on the [OVW website](#). Applicants wishing to request a paper copy of these materials should contact OVW at 202-307-6026 or [OVW.PREAServiceLine@usdoj.gov](mailto:OVW.PREAServiceLine@usdoj.gov).

### **Pre-Application Information Session(s)**

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

- September 30, 2024, at 4:00 PM ET

Participation in a pre-application information session is optional and not a requirement to be eligible to apply and the recording will be available on the [OVW website](#).

To register for the live session, contact the National Service Line for Incarcerated Survivors of Sexual Abuse Program at [OVW.PREAServiceLine@usdoj.gov](mailto:OVW.PREAServiceLine@usdoj.gov) or at 202-307-6026. Registration must be received at least two days prior to the start of the session. Participants are not registered until they receive a confirmation email. The webinar will be captioned in English. Interested applicants needing additional language assistance should contact this program at [OVW.PREAServiceLine@usdoj.gov](mailto:OVW.PREAServiceLine@usdoj.gov) or at 202-307-6026 as soon as possible, but no later than September 16, 2024.

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

The information below (**Letter of Intent** through **How to Apply**) describes the full content and form of application submission.

#### **Letter of Intent**

Applicants intending to apply for FY 2024 funding under this program are strongly encouraged to submit a Letter of Intent stating that they are registered and current with SAM and with

Grants.gov. The letter should be submitted to OVW at [OVW.PREAServiceLine@usdoj.gov](mailto:OVW.PREAServiceLine@usdoj.gov) by October 24, 2024. This letter does not obligate the applicant to apply. See the OVW website for a sample [Letter of Intent](#).

### **Formatting and Technical Requirements**

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

1. Double-spaced (charts may be single-spaced)
2. 8½ x 11 inch pages
3. One-inch margins
4. Arial font, type no smaller than 11 point, except for footnotes, which may be 9 point
5. Page numbers
6. No more than 25 pages for the Proposal Narrative
7. Documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt)
8. Headings and sub-headings that correspond to the sections identified in this section of the solicitation

### **Application Contents**

Applications must include the required documents and meet the program eligibility requirements. For a checklist, see the [Application Checklist](#) in the Other Information section of this solicitation.

OVW will not contact applicants for missing items on the list below. **Applications that do not include all the following documents will not be considered for funding:**

1. Proposal Narrative
2. Budget Detail Worksheet and Narrative
3. Signed Memorandum of Understanding (MOU)

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

Applicants must complete the SF-424 in Grants.gov as part of **Step 1 of the application submission process**. 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) should 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 have 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 as part of **Step 1 of the application submission process**. Applicants that expend any funds for lobbying activities must provide the information requested on the SF-LLL. **Applicants that do not expend any funds for lobbying activities should enter “N/A” in the required highlighted fields.**

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

This section in the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. Applicants begin **Step 2 of the application submission process** by reviewing the Standard Applicant Information in JustGrants, making edits as needed, confirming the Authorized Representative, verifying the legal name and address, and entering the ZIP code(s) for the areas affected by the project.

### **Proposal Abstract**

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

### **Data Requested with Application**

Applicants must complete three questionnaires in JustGrants: the Pre-Award Risk Assessment, the Applicant Questionnaire, and the NSLIS Summary Data Sheet. These questionnaires are not scored. Applicants should click on the questionnaire name in JustGrants to access and complete each questionnaire. Although the questionnaires must be completed in JustGrants, the questions can be viewed in Appendices B, C, and D of this solicitation.

### **Proposal Narrative**

The Proposal Narrative may not exceed 25 pages, double-spaced. Reviewers will not read beyond this page limit. The Proposal Narrative must include the two sections below. The total point value for the proposal narrative section is **65 points**. Applicants must upload the Proposal Narrative as an attachment in JustGrants.

#### **Proposed Activities (35 points)**

The application must respond to each element listed below. Do not include any of the activities listed as unallowable costs in the Funding Restrictions section of this solicitation.

1. Describe the planning process to implement the service line in the four states, including the process for selecting the states, to include diversity of facility types such as federal, state, local, and Tribal.
2. Describe what will be needed to implement the mandatory components of the service line (as relevant for victim services) described in the [Report](#), including any likely challenges and how the applicant plans to address such challenges.
3. Describe how the proposed project will address the unique needs of traditionally underserved populations, particularly those who are either over-represented in

correctional settings or who face additional challenges with outside communication in such settings.

4. Describe how the proposed project will address the needs of immigration detainees who may be housed in local jails.
5. Describe how the proposed project will provide accessibility for people with disabilities and people who are Deaf or hard of hearing.
6. Describe how the proposed project will provide accessibility for people with limited English proficiency.
7. Describe how survivors and other people with relevant lived experiences have helped formulate and/or will be involved in shaping and implementing the project. Involving people with lived experience is a way to ensure that an approach is informed by people who have direct experience with the issues the approach is trying to alleviate. An example of involving people with lived experience is asking survivors who have obtained protection orders to help develop a brochure explaining the steps for requesting a protection order. For more information about engaging people with lived experience, see this brief from the [Department of Health and Human Services](#).

#### **Who Will Implement the Proposal (30 points)**

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

This section must:

1. Describe the qualifications of the applicant and how they meet the required skillset.
2. Identify or describe key personnel of the applicant and what qualifications they have or will have relevant to the project.
3. Identify project partners and detail why each individual or organization was selected to participate in this proposal and how they meet the required expertise.

Job descriptions of all key personnel must be attached but will not count toward the page limit.

#### **Budget and Associated Documentation**

Applicants must submit a detailed budget and budget narrative and must upload the applicable associated documentation as described below, under each heading. OVW strongly encourages using a spreadsheet (e.g., Excel, Numbers, etc.) for the budget attachments. The budget worksheet and budget narrative are worth a total of **10 points** and will be reviewed separately from the proposal narrative. The associated documentation will not be scored, but failure to include it may result in removal from consideration or a delay in access to funding.

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

Applicants must upload 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 Budget Information and Sample Budget Narrative in [Appendix A](#) and the [Creating a Budget](#) webinar on the OVW website. Keep in mind that budgetary requirements vary among programs. Budgets should be reasonable and based on the resources needed to implement their projects in their specific geographic location.

### Award Period and Amounts

The award period is 36 months. Budgets, including the total “estimated funding” on the SF-424, must reflect 36 months of project activity. OVW anticipates that the award period will start on January 1, 2025.

The award under this program for FY 2024 will be made for up to \$2,000,000.

The budget must:

1. Present 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. Fairly and reasonably compensate all project partners for their full level of effort, unless otherwise stated in the MOU. The budget must include sufficient time and compensation for partners. For more information on compensating project partners, see the Budget Information and Sample Budget Narrative in [Appendix A](#).
3. Include sufficient funds to provide language access to ensure meaningful access for persons with limited English proficiency. See Accessibility under the [Federal Award Administration Information](#) section of this solicitation for more information.
4. Include sufficient funds to provide access for people with disabilities or who are Deaf/hard of hearing, to ensure meaningful access for such people. See Accessibility under the [Federal Award Administration Information](#) section of this solicitation for more information.
5. Include funds to attend OVW-sponsored TTA in the amount of \$7,000 for applicants located in the 48 contiguous states and \$10,000 for applicants located in the territories, Hawaii, and Alaska. This amount is for the entire 36 months and NOT per year. Applicants also may budget expenses in excess of the required amount if they are aware of relevant non-OVW sponsored conferences or training for which they would like permission to use grant funds to support staff/project partner attendance.
6. 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; 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 Budget Information and Sample Budget Narrative in [Appendix A](#) 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 Budget Information and Sample Budget Narrative in [Appendix A](#).



## Funding Restrictions

The following information is provided to help applicants develop an application and budget consistent with program requirements.

### Unallowable Costs

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

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

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

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. 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 meeting or conference. Examples 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. Failure to serve 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, including relevant details about the applicant's community, such as a rural or remote location. For additional information on restrictions on food and beverage expenditures, see [OVW conference cost planning](#).

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

### Conference Planning and Expenditure Limitations

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

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

### **Pre-Award Costs**

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

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

Applicants that intend to charge indirect costs through the use of a negotiated indirect cost rate must have a current, signed, federally approved indirect cost rate agreement and must upload and attach a copy of the agreement to their application in JustGrants. Applicants that do not have a current negotiated (including provisional) indirect cost rate, except for those non-federal entities described in [Appendix VII to Part 200 paragraph \(d\)\(1\)\(B\)](#), may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC).

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 (if applicable)**

An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees. If so, the applicant 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 [Disclosure of Process Related to Executive Compensation](#) 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., if the recipient changes in the way it determines compensation).

## **Memorandum of Understanding and Supporting Documents**

### Memorandum of Understanding (MOU)

For purposes of this solicitation, the MOU is a document containing the terms of the partnership and the allocation of roles and responsibilities between two or more parties, and it must be included as an attachment to the application in JustGrants. The MOU is worth a total of **25 points**. The MOU is not a substitute for a subaward agreement, which ensures that subrecipients adhere to the requirements of the award and 2 C.F.R. Part 200 (see 2 C.F.R. § 200.332). Partners receiving funds under the award generally are considered subrecipients because they are carrying out a portion of the federal award.

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

The MOU must clearly:

1. Identify the partners and provide a brief history of the collaborative relationship between those partners, including when and under what circumstances the collaborative relationship began and when each partner entered into the relationship.
2. Describe the roles and responsibilities each partner will assume to ensure the success of the proposed project.
3. Demonstrate how the proposed partnership can address the needs of the traditionally underserved population(s) identified in the Purpose of the Proposal section.
4. State that each project partner has reviewed the budget, is aware of the total amount being requested, and is being equitably compensated for their work under the grant or is agreeing to be partially compensated or receive no compensation from the grant.

### **Additional Application Components**

The following components will not be scored but must be included with the application. Failure to do so may 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 of Nonsupplanting](#) 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.

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

Applicants must disclose whether they have any of the following: 1) an OVW grant or cooperative agreement that is open or that closed within 12 months of the date this solicitation closes; 2) a subaward under an OVW grant or cooperative agreement that is open or that closed within 12 months of the date this solicitation closes; 3) a pending OVW application as either the lead applicant/potential recipient or as a partner/potential subrecipient; 4) a federal award to do the same or similar work; or 5) a pending federal application to do the same or similar work.

Applicants will provide this information by completing the Summary of Other Federal Funding form in the Disclosures and Assurances section of JustGrants during the application submission process.

### **Disclosures and Assurances**

All applicants must 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 must register with the following systems:

- SAM.gov: Registration with [SAM.gov](https://sam.gov) includes receiving a UEI and takes an average of **2 to 3 weeks**.
- Grants.gov: Registration with [Grants.gov](https://grants.gov) takes an average of **1 week**.
- JustGrants: Registration with JustGrants needs to be completed **ONLY** after successful submission of Step 1 of the application as described below under [How to Apply](#).

**Note:** Registration time frames are estimates. Applicants experiencing registration challenges should refer to the *OVW Policy for Applicants Experiencing Technical Difficulties During the Registration and Submission Processes* section below for guidance on how to proceed.

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 applicant's responsibility to ensure that they are 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, by **October 24, 2024**. **Failure to do so may result in missing the application deadline and therefore not being considered for funding.**

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

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

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

## 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 11:59 pm ET on November 12, 2024 and the JustGrants application deadline is 8:59 pm ET on November 14, 2024.**

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* below 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 application 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* below.**

## Submission Information and Other Submission Requirements

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 (provided above) the required Application for Federal Assistance standard form (SF-424) and the Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov. To view the forms prior to completing them in Grants.gov, applicants can go to the Package tab under the funding opportunity that they're applying for and select Preview. The Preview then provides links to the forms.

**Step 2:** The applicant must then submit the full application, including attachments, in JustGrants at <https://justicegrants.usdoj.gov/> by the JustGrants application deadline (provided above). OVW encourages applicants to review 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. 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. Before the Grants.gov deadline, notify OVW, via email at [OVW.PREAServiceLine@usdoj.gov](mailto:OVW.PREAServiceLine@usdoj.gov), stating the applicant is experiencing technical difficulties with SAM or Grants.gov. The applicant should provide regular updates to this program via email at [OVW.PREAServiceLine@usdoj.gov](mailto:OVW.PREAServiceLine@usdoj.gov).
4. If the technical difficulty cannot be resolved before the Grants.gov deadline, the applicant must notify OVW via email at [OVW.PREAServiceLine@usdoj.gov](mailto:OVW.PREAServiceLine@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 (SF-LLL, SF-424, Proposal Narrative, Budget and Budget Narrative, MOU) and all documentation confirming the technical difficulty to OVW at [OVW.PREAServiceLine@usdoj.gov](mailto:OVW.PREAServiceLine@usdoj.gov) by **8:59 p.m. E.T. on November 14, 2024**.

#### *Technical difficulties while applying in JustGrants*

1. Contact OVW JustGrants Support at [OVW.JustGrantsSupport@usdoj.gov](mailto:OVW.JustGrantsSupport@usdoj.gov) or 866-655-4482 as soon as the applicant is aware of a problem. OVW JustGrants Support is a separate Help Desk from OJP and COPS and is dedicated to OVW applicants.
2. Maintain documentation of all communication with OVW JustGrants Support.
3. Actively work with OVW JustGrants Support to resolve the technical difficulty.
4. Contact OVW, via email at [OVW.PREAServiceLine@usdoj.gov](mailto:OVW.PREAServiceLine@usdoj.gov), prior to the JustGrants deadline (**8:59 p.m. E.T. on November 14, 2024**). 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 deadline**. The email must include the following:

- A detailed description of the technical difficulty.
- The contact information (name, telephone, and email) for the person making the request.
- The applicant's UEI number.
- JustGrants application numbers and User Support tracking numbers.
- The complete application (SF-LLL, SF-424, Proposal Narrative, Budget and Budget Narrative, MOU)

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

Cases of severe inclement weather or natural or man-made disaster are the only circumstances under which OVW may accept applications after **8:59 pm ET on November 14, 2024**. The information below provides the process applicants must follow in such a circumstance.

1. Contact this program at [OVW.PREAServiceLine@usdoj.gov](mailto:OVW.PREAServiceLine@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 Criteria

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

1. Proposal narrative: (65) points, of which:
  - A. Proposed Activities: (35) points.
  - B. Who will implement the proposal: (30) points.
2. Budget worksheet and budget narrative: (10) points.
3. MOU: (25) points.

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

### **Review and Selection Process**

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

#### Peer Review

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

OVW peer reviewers may include victim advocates, judges, prosecutors, law enforcement officers, legal professionals, and others with expertise in areas such as tribal communities, colleges and universities, rural areas, urban areas, working with people with disabilities or older adults, and providing services to victims, including transitional housing and services provided by culturally specific organizations and the faith community. While some peer reviewers are expert consultants on violence against women issues, the vast majority are current practitioners or recent retirees from the professions mentioned above. To ensure that applications are reviewed by people with on-the-ground experience responding to sexual assault, domestic violence, dating violence, or stalking, OVW does not use professional peer reviewers.

#### Programmatic Review

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

1. Activities that compromise victim safety and recovery and undermine offender accountability (deduct up to 25 points).
2. Out-of-scope and unallowable activities (deduct up to 10 points).
3. Past performance (deduct up to 25 points).
4. Formatting and Technical Requirements (deduct up to 5 points).

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

#### *Past Performance Review*

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



1. Adherence to the grant program's statutory purposes and requirements.
2. Implementation of the project according to plan, without significant obstacles and/or challenges.
3. Implementation of the project within the original period of performance.
4. Drawdown of funds commensurate with the level of program activities completed.
5. Management of award such that applicant has had uninterrupted access to funds.
6. Attendance at/participation in all required OVW-sponsored training and technical assistance events.
7. Timely resolution of issues identified during programmatic monitoring.
8. Completion of close-out of prior awards within 120 days of the project end date.
9. Timely resolution of issues necessary to close out prior awards.
10. Timely resolution of issues identified during financial monitoring.
11. Timely response to OVW requests.
12. Development of deliverables that support the project goals and objectives and are of acceptable quality.
13. Implementation of the project as designed without unjustified modification.
14. Timely submission of federal financial reports (FFR).
15. Timely submission of performance reports.
16. Submission of complete and accurate performance reports.
17. Adherence to the terms and conditions of existing grant award(s) from OVW.

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 consider 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 have meaningful access to recipients’ programs and activities. Recipients are also responsible for ensuring that their programs and activities are readily accessible to people with disabilities, including those with physical or cognitive disabilities, as well as people 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 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). Performance report forms will be provided to all award recipients. Forms will be submitted electronically. Future awards and fund drawdowns may be withheld if reports are delinquent. For more information on post award reporting requirements, including requirements for certain recipients to report information on civil, criminal, and administrative proceedings in SAM, see the [Solicitation Companion Guide](#) and the award condition on recipient integrity and performance matters available on the [OVW website](#).

## Federal Awarding Agency Contact(s)

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

- Programmatic questions, contact this program at 202-307-6026 or [OVW.PREAServiceLine@usdoj.gov](mailto:OVW.PREAServiceLine@usdoj.gov) and reference this solicitation.
- Financial questions, contact 888-514-8556 or [ovw.gfmd@usdoj.gov](mailto:ovw.gfmd@usdoj.gov)
- Technical questions:
  - Grants.gov Applicant Support at 800-518-4726 or [support@grants.gov](mailto:support@grants.gov)
  - OVW JustGrants Support at 1-866-655-4482 or [OVW.JustGrantsSupport@usdoj.gov](mailto:OVW.JustGrantsSupport@usdoj.gov)

## Other Information

### Public Reporting Burden - 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, easily understood, and not unnecessarily burdensome. 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. If an applicant plans to submit an application under any other OVW grant program this fiscal year, it is the applicant's responsibility to ensure that only documents pertinent to this solicitation are included with this application. OVW will not redirect documents that are inadvertently submitted with the wrong application (e.g., a Rural Program letter submitted with a Transitional Housing Program application will not be transferred to the Rural application).

| Application Document  | Date Completed |
|---|----------------|
| 1. Letter of Intent   |                |
| 2. Application for Federal Assistance: SF-424   |                |
| 3. Disclosure of Lobbying Activities (SF-LLL)   |                |
| 4. Proposal Abstract  |                |
| 5. Data Requested with Application: <ul style="list-style-type: none"> <li>a) Pre-Award Risk Assessment</li> <li>b) Applicant Questionnaire</li> <li>c) Summary Data Sheet</li> </ul> |                |
| 6. Proposal Narrative: <ul style="list-style-type: none"> <li>a) Proposed Activities</li> <li>b) Who Will Implement the Proposal</li> </ul>   |                |
| 7. Budget Worksheet and Budget Narrative (attachment)   |                |

|  |  |
|--|--|
| <b>8. Indirect Cost Rate Agreement (if applicable)</b>                             |  |
| <b>9. Applicant Financial Capability Questionnaire (if applicable)</b>             |  |
| <b>10. Disclosure of Process Related to Executive Compensation (if applicable)</b> |  |
| <b>11. Memorandum of Understanding</b>   |  |
| <b>12. Letter of Nonsupplanting</b>  |  |
| <b>13. Confidentiality Notice Form</b>   |  |
| <b>14. Summary of Other Federal Funding</b>  |  |

# **Appendix A**

## **Budget Information and Sample Budget Narrative**

## Budget Information and Sample Budget Narrative

### Budget Information

*Cost information for selected items is provided below to assist applicants in preparing their budgets. Additional information is available in the [DOJ Financial Guide](#).*

#### Consultants/Contracts

Compensation for services by an individual consultant must be reasonable and consistent with that paid for similar services in the marketplace. Applicants must consider the type of services provided and the individual's experience and expertise when deciding if a consultant's rate is reasonable. Applicants are strongly discouraged from requesting consultant rates over \$650 per day. Please note that the rate does not need to be as high as \$650 for all consultants. If a project is selected for funding with a budget allocating more than \$650 per day to a consultant, the applicant must provide additional information to OVW for review and approval before consultant costs are incurred. Applicants must also include all costs associated with consultants or contractors in the "Procurement Contracts" category, including travel-related costs. Applicants should not reflect these costs in the Personnel or Travel categories.

Applicants must follow the same established procurement policies with federal funds as with non-federal funds. All procurement transactions, including the awarding of consultant contracts, must be conducted in a manner that provides maximum open, free, and fair competition, and must follow 2 C.F.R. §§ 200.317-200.327. All sole-source procurements (not awarded competitively) over \$250,000 require prior approval from OVW. This applies to procurements of goods and services, but not to selection of subrecipients.

#### MOU Partner/Subrecipient versus Contractor Determination

Memorandum of Understanding (MOU) project partners are generally considered subrecipients for time spent working on program objectives. The following MOU project partner responsibilities are consistent with the characteristics in 2 C.F.R. § 200.331 that support their classification as subrecipients:

- they are using federal funds to carry out a program for a public purpose specified in the authorizing statute;
- they are responsible for adherence to program requirements;
- they are responsible for programmatic decision-making;
- their performance is measured by meeting program objectives; and
- in some cases, they may be responsible for determining who is eligible to receive assistance (services) under the grant award.

In contrast, a contractor:

- provides goods and services within normal business operations;
- provides similar good and services to many different purchasers;
- normally operates in a competitive environment;
- provides goods and services that are ancillary to the operation of the program; and
- provides goods or services to which programmatic requirements generally do not apply.

For additional information on determining subrecipient or contractor designation, please refer to [2 C.F.R. § 200.331](#), as well as the Solicitation Companion Guide, available at <https://www.justice.gov/ovw/resources-applicants>.

### Compensation for Partners

In developing budgets, applicants should compensate all project partners for their participation in project-related activities, including but not limited to compensation for time and travel expenses to participate in project development, training, and implementation. The budget **must** include compensation for all services rendered by project partners, including nonprofit, nongovernmental domestic violence and/or sexual assault services programs, and state and tribal domestic violence and/or sexual assault coalitions. Partners are generally considered subrecipients and are reimbursed for their actual costs incurred for the project rather than on a fee for service basis. If a partner is a state or local governmental agency and the partnership duties are performed within the course of the agency's "regular" scope of work, applicants do not need to compensate the partner if the partner: a) offers this arrangement; and b) an explanation of this arrangement is included in the application (typically in the MOU).

### Training and Technical Assistance/Travel

The program solicitation specifies the amount of grant funds that must be budgeted for training and technical assistance. These funds must **only** be used for OVW-designated technical assistance, unless otherwise approved by OVW. These funds are to be used to support travel by all project partners, including nonprofit, nongovernmental service providers, to technical assistance events. This may include travel by individuals whose positions are not grant-funded if their roles and responsibilities are linked to the purpose of the project. If the technical assistance funds will be shared between the applicant and any project partners, the applicant's employees' travel costs must be listed in the "Travel" category in the budget, and partners' travel must be in the "Subawards" category. Label both costs as "OVW Technical Assistance" and ensure they total to the full required amount. Do not include registration fees, as OVW technical assistance is free for grantees.

If applicants are aware of relevant non-OVW sponsored conferences or training for which they would like permission to use grant funds to attend, they can budget expenses over the required amount.

### Rent

Rental costs are generally allowable under OVW programs. Applicants must list square footage and cost per square foot in the budget. The amount must be based on the space that will be allocated to implement the OVW project, not the costs of the entire rental facility. **Rental costs are not allowable for property owned by the applicant or if the applicant has a financial interest in the property.** In this case, only the costs of ownership, including maintenance costs, insurance, depreciation, utilities, etc., are allowable. The applicant must state in the budget narrative whether they own the space that will be rented. Refer to the following document for more information on how to appropriately allocate and break down the cost of rent in the budget: Cost Allocation Information, available at <https://www.justice.gov/ovw/resources-applicants>.

### Audit Costs

Costs for audits not required or performed in accordance with 2 C.F.R. Part 200 Subpart F – Audit Requirements are unallowable. If the applicant agency did not meet the applicable expenditure threshold (see 2 C.F.R. § 200.501) during the organization's fiscal year, they may not charge the cost of any audit performed to the grant.

### Indirect Costs

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 that do not

have a current negotiated (including provisional) indirect cost rate, except for those non-Federal entities described in Appendix VII to Part 200 paragraph (d)(1)(B), may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC). 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. Applicants may also choose to waive indirect costs.

#### Purchase and/or Lease of Vehicles

The purchase and lease of vehicles are prohibited under most OVW grant programs. However, some programs allow for purchasing vehicles on a case-by-case basis. Refer to the program solicitation to determine whether vehicles can be purchased or leased. A lease/purchase analysis must be submitted with the application if requesting a vehicle.

#### Non-Federal contributions

Any non-federal contributions can be discussed in the Proposal Narrative or Memorandum of Understanding (if required). **Applicants should not include supplemental contributions in the budget, budget narrative, or SF-424.**

If the applicant voluntarily decides to provide matching funds through the use of in-kind contributions and includes this information in the budget or budget narrative, the voluntary contributions will become a mandatory requirement under the grant award. Grantees that fail to provide these mandatory matching funds through cash or in-kind contributions during the award period may be required to meet their obligation by making a cash payment to OVW to close out the grant award.

#### Cost Allocations

Costs for shared items, those not used solely for the award, should be equitably distributed to the funding sources that receive a benefit from the items. For example, when budgeting for general office supplies, it is important to note that the full cost cannot be allocated to the project. Instead, an allocation method should be used to share the cost among all staff who use the supplies. Refer to the following document for information on allocating shared costs in the budget: Cost Allocation Information, available at <https://www.justice.gov/ovw/resources-applicants>.

#### Accessibility

The program solicitation requires that the applicant include sufficient funds to provide language access or describe other resources available to the applicant to ensure meaningful access for persons with limited English proficiency, including by offering translation and interpretation services, and to provide access for people with disabilities or who are Deaf/hard of hearing.

Determining how much to budget for accessibility requires that recipients analyze the following:

- Available data about the local population to understand the language and accessibility needs in their service area;
- Historical data on screening and serving individuals who are LEP, Deaf or Hard of Hearing, or disabled; and
- Costs or documented estimates of language and other accessibility services and modifications in the service area. For resources and assistance in this process, visit <https://www.justice.gov/atj> and <https://www.lep.gov/>.

Recipients should make every effort to use these funds for their budgeted purpose of providing accessibility, and not reallocate them for other purposes later in the project.



**Sample Budget Narrative**

**Purpose:** The Sample Budget Narrative may be used to assist with preparing the budget and narrative. Applicants may use this form or the format of their choice (plain sheets, Excel document, the applicant’s own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to the applicant’s project may be deleted.

**Note:** The following budget is an example intended to assist applicants in preparing their budgets. The sample expenses may not fit the purposes or activities of this particular grant program.

**A. Personnel** – List each position by title and employee name, if available. Show the annual salary rate and the percentage of time devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

| <u>Name/Position</u>      | <u>Computation</u>        | <u>Cost</u> |
|---------------------------|---------------------------|-------------|
| Program Coordinator       | \$65,000 x 50% x 3 years  | \$97,500    |
| Bilingual Shelter Manager | \$70,000 x 100% x 3 years | \$210,000   |
| Administrative Assistant  | \$45,000 x 10% x 3 years  | \$13,500    |

Sample narrative: The Program Coordinator will dedicate 50% of their time to the project by coordinating and organizing regular council meetings between all partner organizations, ensuring compliance with program requirements, and serving as the central point of contact for all project activities.

The Bilingual Shelter Manager will dedicate 100% of their time to the project by providing direct client assistance, coordinating services and case management for clients, and managing the temporary shelter activities.

The Administrative Assistant for the project will spend 10% of their time on the project, providing administrative and clerical support for activities directly related to this project.

**TOTAL PERSONNEL:     \$ 321,000**

**B. Fringe Benefits** – Fringe benefits must be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Worker’s Compensation, and Unemployment Compensation.

| <u>Name/Position</u> | <u>Computation</u>           | <u>Cost</u> |
|----------------------|------------------------------|-------------|
| Program Coordinator  |                              |             |
| Employer’s FICA      | \$97,500 x 7.65%             | \$ 7,459    |
| Health Insurance     | \$4,800/year x 50% x 3 years | \$ 7,200    |

|                                  |                               |          |
|----------------------------------|-------------------------------|----------|
| Worker's Compensation            | \$97,500 x 1.00%              | \$ 975   |
| Unemployment Compensation        | \$97,500 x 0.50%              | \$ 488   |
| <br>                             |                               |          |
| <b>Bilingual Shelter Manager</b> |                               |          |
| Employer's FICA                  | \$210,000 x 7.65%             | \$16,065 |
| Health Insurance                 | \$4,800/year x 100% x 3 years | \$14,400 |
| Worker's Compensation            | \$210,000 x 1.00%             | \$ 2,100 |
| Unemployment Compensation        | \$210,000 x 0.50%             | \$ 1,050 |
| <br>                             |                               |          |
| <b>Administrative Assistant</b>  |                               |          |
| Employer's FICA                  | \$ 13,500 x 7.65%             | \$ 1,033 |
| Health Insurance                 | \$4,800/year x 10% x 3 years  | \$ 1,440 |
| Worker's Compensation            | \$ 13,500 x 1.00%             | \$ 135   |
| Unemployment Compensation        | \$ 13,500 x 0.50%             | \$ 68    |

Sample Narrative: We request fringe benefits for the Program Coordinator, Bilingual Shelter Manager, and Administrative Assistant. Each employee's share of Health Insurance cost is prorated based on their projected time on the project.

**TOTAL FRINGE BENEFITS: \$ 52,413**

**C. Travel** – Project staff travel expenses should be itemized by purpose (e.g., training, field interviews, advisory group meeting, etc.) and include the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X per diem). For training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of travel policies applied, either the applicant's policy or Federal Travel Regulations.

| <u>Purpose of Travel</u>                       | <u>Location</u> | <u>Item</u> | <u>Computation</u>                         | <u>Cost</u> |
|--|-----------------|-------------|--|-------------|
| OVW-Mandated Training and Technical Assistance | TBD             | TBD         | TBD  | \$12,000    |
| Local Program Mileage                          | XYZ County      |             | 150 miles/month x \$0.655/mile x 36 months | \$ 3,537    |

Sample narrative: According to the requirements in the solicitation for this program, \$12,000 out of the total \$20,000 in OVW mandated technical assistance and training funds has been allocated to cover the travel cost for staff. The remaining amount of \$8,000 has been allocated for partner travel and can be found in Section G of this form. The exact locations of the trainings are currently unknown. However, travel estimates have been made using our formal written travel policy.

It is expected that the Program Coordinator will use a privately owned vehicle for local program mileage when traveling between the program shelter, main office, and all partner organizations. The rate for mileage reimbursement is calculated based on the current GSA Mileage Reimbursement Rate of \$0.655/mile and is estimated to be around 150 miles per month for a period of 36 months.

**TOTAL TRAVEL:        \$ 15,537**

**D. Equipment** – List tangible personal property with a useful life of more than one year that needs to be purchased to support the project. It is important to follow the applicant’s own capitalization policy for equipment classification. For high-cost items and information technology systems, applicants should perform an analysis (and attach it to the application) that compares the cost of purchasing versus leasing equipment items, to determine the most economical approach. Rented or leased equipment items should be listed in the “Procurement Contracts” category. Describe in the narrative how the equipment is necessary for the success of the project.

| <u>Item</u>       | <u>Computation</u>         | <u>Cost</u> |
|-------------------|----------------------------|-------------|
| (2) Video Cameras | \$1,500/camera x 2 cameras | \$ 3,000    |

Sample narrative: The portable video cameras and tripod package will be used during the interviews of alleged offenders, as well as to record witness testimony in preparation for trial in cases of domestic violence, dating violence, sexual assault, and stalking. Our capitalization threshold is \$1,000, so these items are classified as Equipment.

**TOTAL EQUIPMENT:   \$ 3,000**

**E. Supplies** – List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, thumb drives, and flash drives) and show the basis for computation. Generally, supplies include any expendable or consumable materials that are used during the project period that are not equipment.

| <u>Supply Items</u>                                       | <u>Computation</u>             | <u>Cost</u> |
|---|--------------------------------|-------------|
| Office Supplies<br>(paper, printer, toner, pens,<br>etc.) | \$250/month x 53% x 36 months  | \$4,770     |
| Postage   | \$ 100/month x 53% x 36 months | \$1,908     |
| Program Supplies  | \$ 50/month x 36 months        | \$1,800     |
| 75 Client Assistance Kits                                 | \$ 25/kit x 75 kits            | \$1,875     |

Sample narrative: Office supplies and postage are needed for the general operation of the program and are shared amongst all office staff. The FTE allocation rate for shared costs incurred by all staff in this budget is 53% (based on total FTEs in the office is 3FTEs, and total FTEs in this budget is 1.6FTEs, so  $1.6 / 3 = 0.53$ , or 53%). Monthly costs for Office Supplies at \$250/month and Postage at \$100/month are estimated based on historical data. Charges to the grant will be based on the actual supplies purchased and actual percentage of staff time worked on the project (not budgeted amounts).

Program Supplies are estimated at a cost of \$50/month, based on historical data. The program supplies will be used for direct program activities such as art supplies and educational handouts/brochures for healing circles and group meetings for survivors.

The Client Assistance Kits will be provided to clients who receive services for domestic violence, dating violence, sexual assault, and stalking. These kits will contain toiletries and other personal hygiene products. We estimate the need for 75 kits, and the cost is based on similar kits provided by other programs.

**TOTAL SUPPLIES:     \$10,353**

**F. Construction** – As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with OVW before budgeting funds in this category.

| <u>Purpose</u>             | <u>Description of Work</u> | <u>Cost</u>        |
|----------------------------|----------------------------|--------------------|
| <b>TOTAL CONSTRUCTION:</b> |                            | <b><u>\$ 0</u></b> |

**G. Subawards (subgrants):** Describe project activities for which subrecipients/MOU partners will receive compensation under the award, including services for clients. Include any compensation for partner/subrecipient travel in this section as well.

| <u>Subrecipient Name</u>                                    | <u>Computation</u>                    | <u>Cost</u>     |
|---|---------------------------------------|-----------------|
| <b>XYZ Survivor Services Organization</b>                   |                                       |                 |
| Advocate  | \$40,000 per year x .25 FTE x 3 years | \$30,000        |
| Advocate  | Benefits x 28% of FTE salary          | \$ 8,400        |
| OVW-Mandated Training and Technical Assistance              | Location and cost TBD                 | \$ 4,000        |
| <b>Subtotal XYZ Survivor Services Organization Subaward</b> |                                       | <b>\$42,400</b> |

Sample narrative: The MOU partner XYZ Survivor Services Organization will offer advocacy services, such as safety planning and court accompaniment services. To cover the cost of travel for their staff, \$4,000 of the required \$20,000 in OVW mandated technical assistance and training funds has been allocated, in line with the budget requirements set forth in the solicitation. However, the training session locations are currently unknown. Travel estimates are based on the subrecipient's formal written travel policy.

| <u>Subrecipient Name</u>    | <u>Computation</u>                    | <u>Cost</u> |
|-----------------------------|---------------------------------------|-------------|
| <b>123 Housing Provider</b> |                                       |             |
| Permanent housing advocate  | \$40,000 per year x .10 FTE x 3 years | \$12,000    |
| Advocate                    | Benefits x 28% of FTE salary          | \$ 3,360    |

|   |  |           |
|---|--|-----------|
| Rent subsidies                                    | \$150/month x 36 months x<br>15 clients/families | \$ 81,000 |
| OVW-Mandated Training and<br>Technical Assistance | Location and cost TBD                            | \$ 4,000  |

**Subtotal 123 Housing Provider Subaward      \$100,360**

Sample narrative: The MOU partner, 123 Housing Provider, will provide rent subsidies for clients and their dependents, permanent housing placement services, and advocacy. The rent subsidy rates are based on our experience with available community housing. Out of the required \$20,000 for OVW mandated technical assistance and training funds, \$4,000 has been allocated to cover the cost of travel for partner staff. Travel estimates are based on the subrecipient’s formal written travel policy and training locations are currently unknown.

**TOTAL SUBAWARDS:      \$142,760**

**H: Procurement Contracts** – Applicants should follow their documented procurement procedures that comply with the procurement standards in the Uniform Guidance at 2 C.F.R. §§ 200.317-200.327 or the Federal Acquisition Regulation.

**Consultant Fees:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. The actual rate for each consultant should be evaluated on a case-by-case basis, consistent with fair market value, and equal to the individual’s experience, education, and compensation they receive for providing similar services in the marketplace. Consultant fees over \$650 per day (for an 8-hour day) or \$81.25 per hour require additional justification and prior approval from OVW.

| <u>Name of Consultant</u> | <u>Service Provided</u> | <u>Computation</u> | <u>Cost</u> |
|---------------------------|-------------------------|--------------------|-------------|
| Consultant/Trainer        | Sexual Assault Training | \$575/day x 3 days | \$ 1,725    |

Sample narrative: A Consultant/Trainer will provide a three-day on-site training (at 8 hours per day) on sexual assault and related issues to law enforcement, prosecution, court personnel, and medical and social services personnel. The training will focus on addressing cultural needs of clients who experience sexual assault, domestic violence, dating violence, and stalking.

**Subtotal Consultant Fees:      \$ 1,725**

**Consultant Travel:** List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging etc.).

| <u>Purpose of Travel</u>               | <u>Location</u> | <u>Item</u> | <u>Computation</u>               | <u>Cost</u> |
|--|-----------------|-------------|----------------------------------|-------------|
| Delivery of Sexual<br>Assault Training | Town of XYZ     | Airfare     | \$500 (avg.) x 1 person x 1 trip | \$ 500      |
|  |                 | Lodging     | \$ 75 (avg.)/night x 2 nights    | \$ 150      |
|  |                 | Per diem    | \$ 45 (avg.)/day x 3 days        | \$ 135      |

**Subtotal Consultant Travel: \$ 785**

Sample narrative: Funds are allocated to pay for the Consultant/Trainer to travel to provide sexual assault training.

**Subtotal Consultants: \$ 2,510**

**Contracts:** Provide a clear description of the product or services that will be acquired through the contract, along with an estimated cost. All procurement transactions must be conducted in a manner that ensures full and open competition and adheres to the standards in 2 C.F.R. §§ 200.317-200.327. A separate justification must be provided for sole source (non-competitive) contracts in excess of \$250,000.

| <u>Item</u>                         | <u>Computation</u>                   | <u>Cost</u>             |
|-------------------------------------|--------------------------------------|-------------------------|
| Therapist                           | \$85/hr. x 10 hrs./month x 36 months | \$30,600                |
| Cell Phone Service                  | \$75/month x 36 months               | \$ 2,700                |
| Copier and Printer Lease            | \$262/month x 53% x 36 months        | \$ 5,000                |
| Telephonic Interpretation           | \$3.95/min. x 300 min. x 3 years     | \$3,555                 |
| In-person Interpreter – Spanish     | \$100/hour x 20 hours x 3 years      | \$6,000                 |
| In-person Interpreter – non-Spanish | \$125/hour x 10 hours x 3 years      | \$3,750                 |
| Translation – Spanish               | \$25/page x 20 pages x 3 years       | \$1,500                 |
| Translation – non-Spanish           | \$25/page x 14 pages x 3 years       | \$1,050                 |
| Sign Language Interpretation        | \$95/hour x 20 hours x 3 years       | \$5,700                 |
| CART Services                       | \$65/hour x 8 hours x 3 years        | \$1,560                 |
| <b>Subtotal Contracts:</b>          |                                      | <b><u>\$ 61,415</u></b> |

Sample narrative: The Therapist will be compensated at a rate of \$85/hour, consistent with the therapist's normal rate for providing this service in the marketplace. This contracted position will provide individual counseling sessions to clients on an as-needed basis and facilitate the group healing sessions once per week for 2 hours. A total of 10 hours of service per month is estimated.

The Bilingual Shelter Manager will need a cell phone to ensure 24 hours/day communication to provide emergency services and transportation to clients. This position is funded 100% through the application, therefore 100% of this cost is budgeted.

Equipment to be rented and/or leased includes the copier and printer. The copier and printer costs are estimated based on historical costs and allocated using an FTE allocation method (see allocation breakdown in Supplies Category).

The most common language in the local service area is Spanish, followed by Mandarin Chinese and Tagalog. Spanish language interpreters in applicant’s area charge approximately \$100 per hour, and Mandarin and Tagalog interpreters charge approximately \$125 per hour. We estimate the number of hours of interpretation based on previous years plus an anticipated 10% increase during the project period. (We also employ a Spanish-English bilingual Shelter Manager, who assists with Spanish language interpretation.)

Translations in our service area cost approximately \$25 per page. We plan to have the following documents translated into Spanish during the project period: intake form (3 pages), confidentiality policy (1 page), house rules (2 pages), non-discrimination notice and complaint forms (3 pages), pamphlet on domestic violence (5 pages), pamphlet on sexual assault (5 pages), Power and Control Wheel (1 page). We plan to have the following documents translated into Mandarin and Tagalog: intake form (3 pages X 2), confidentiality policy (1 page X 2), non-discrimination notice and complaint forms (3 pages X 2).

Qualified sign language interpreters charge approximately \$95 per hour, and we anticipate using interpreters approximately 20 hours per year, based on past use and allowing for a 5% increase in usage over past years. We will host 1 day-long training session each year and anticipate providing Communication Access Realtime Translation services at each session.

**TOTAL PROCUREMENT CONTRACTS:                    \$ 63,925**

**I. Other Costs** – List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by each type of cost and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

| <u>Item</u>        | <u>Computation</u>                           | <u>Cost</u> |
|--------------------|--|-------------|
| Bus Vouchers       | \$15/client x 10/month x 36 months           | \$ 5,400    |
| Crisis Hotline     | \$ 75/month x 36 months                      | \$ 2,700    |
| Rent               | \$1.50/sq. foot x 1,000 sq. feet x 36 months | \$54,000    |
| Utilities          | \$200/month x 36 months                      | \$ 7,200    |
| Housing Assistance | \$500/family x 12 families/year x 3 years    | \$18,000    |

Sample narrative: Bus Vouchers are estimated at a cost of \$15 per client to attend therapy or group healing sessions and we project distributing 10 per month on an as-needed basis. Vouchers are kept in a locked safe, inventoried by the Program Coordinator, and require a signature for distribution by the Shelter Manager.

Clients in remote areas often lack access to long-distance service providers, and contacting the program office can be a long-distance call for many of them. The project will maintain an 800 hotline for clients, which will be staffed daily by volunteers. The cost budgeted is for the fee associate with the use of the 800 number.





|                                |                              |
|--------------------------------|------------------------------|
| A. Personnel                   | \$ 321,000                   |
| B. Fringe Benefits             | \$ 52,413                    |
| C. Travel                      | \$ 15,537                    |
| D. Equipment                   | \$ 3,000                     |
| E. Supplies                    | \$ 10,353                    |
| F. Construction                | \$ 0                         |
| G. Subawards.                  | \$ 142,760                   |
| H. Procurement Contracts       | \$ 63,925                    |
| I. Other Costs                 | \$ 87,300                    |
| <b>Total Direct Costs</b>      | <b>\$ 694,113</b>            |
| J. Indirect Costs              | \$ 102,720                   |
| <br><b>TOTAL PROJECT COSTS</b> | <br><b><u>\$ 796,833</u></b> |
| <br>Federal Share Requested    | <br>\$ 796,833               |
| Non-Federal (Match) Amount     | \$ 0                         |

# **Appendix B**

## **Pre-Award Risk Assessment**

## Pre-Award Risk Assessment

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

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

Division at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov) or 1-888-514-8556 immediately after the applicant is notified of its award to coordinate training.

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

# Appendix C

## Applicant Questionnaire

## Applicant Questionnaire

**Note:** Applicants must complete this questionnaire in JustGrants. The questions listed below are for reference only.

The Applicant Questionnaire is required for every applicant for OVW funding and therefore includes questions that may not be obviously relevant or specifically focused on a particular grant program. Applicants should provide the most accurate answers and may respond “Yes” to more than one question or “No” to all questions. These questions help OVW understand the organizations that are applying for funding, but the answers do not influence funding decisions.

1. Is the applicant a **sexual assault victim service provider**, defined as a victim service provider for which the primary purpose of the organization is to provide intervention and related assistance to victims of sexual assault without regard to their age (see 34 U.S.C. 12291(a)(50) & 12511(b))?
2. Is the applicant a federally recognized tribe (see 34 U.S.C. 12291(a)(22))?
3. Is the applicant a tribal organization as defined by 34 U.S.C. 12291(a)(45)?

**Note:** 34 U.S.C. 12291(a)(45) defines a tribal organization in three ways:

- the governing body of an Indian tribe;
  - any legally established organization of Indians which is controlled, sanctioned, or chartered by such governing body of a tribe or tribes to be served, or which is democratically elected by the adult members of the Indian community to be served by such organization and which includes the maximum participation of Indians in all phases of its activities; or
  - any tribal nonprofit organization (defined by 34 U.S.C. 12291(a)(44) as a victim services provider that has as its primary purpose to assist Native victims of domestic violence, dating violence, sexual assault, or stalking and that has staff and leadership with a demonstrated history of assisting American Indian or Alaska Native victims of domestic violence, dating violence, sexual assault, or stalking).
4. Does the applicant primarily focus on a rural area or community as defined by 34 U.S.C. 12291(a)(32)?

**Note:** Applicants can enter their address or zip code into the following tool to determine if their area or community is rural: <https://data.hrsa.gov/tools/rural-health>.

5. Is the applicant a **faith-based organization**?
6. Is the applicant a **culturally-specific organization**, defined as a private nonprofit/tribal organization for which the primary purpose of the organization as a whole is to provide culturally specific services to American Indians (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians and other Pacific Islanders, Blacks, or Hispanics (see 34 U.S.C. 20421(c) and 12291(a)(8)-(9); 42 U.S.C. 300u-6(g))?

If yes, are the services of the applicant entity *primarily* directed toward serving:

- Hispanics or Latinos
- Black or African Americans
- American Indians
- Alaska Natives
- Asian Americans
- Native Hawaiians
- Other Pacific Islanders

7. Is the applicant a **population specific organization**, defined by 34 U.S.C. 12291(a)(26) as a nonprofit, nongovernmental organization that primarily serves members of a specific underserved population and has demonstrated experience and expertise providing targeted services to members of the **specific underserved population**?

**Underserved population** (defined by 34 U.S.C. 12291(a)(46)) means a population who faces barriers in accessing and using victim services, including populations underserved because of geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, and populations underserved because of special needs (such as language barriers, disabilities, immigration status, or age).

If yes, is the applicant entity designed *primarily* to serve a population underserved because of:

- Rural location
- Sexual orientation/gender identity
- Religion
- Race
- Ethnicity
- Language barriers
- Disabilities
- Immigration status
- Age

# Appendix D

## Summary Data Sheet



**The Summary Data Sheet questionnaire must be completed and submitted to apply for this program.**

1. Provide the following information for the grant point-of-contact. This person must be an employee of the applicant.
  - Name
  - Title
  - Address
  - Telephone Number
  - Email address
2. Name of formal project partner(s) and organization type (e.g., nonprofit organization, victim service provider, state or local government, etc.).
3. Is the applicant (the organization whose unique entity identifier is being used for the application) serving as a fiscal agent? A fiscal agent is an entity that does not participate in implementation of the project and passes all funds through to subrecipients, conducting minimal administrative activities. Note: The fiscal agent must be an eligible applicant for the program.
  - If yes, list all subrecipients.
  - Note: The applicant acknowledges that it will be responsible for all applicable statutory, fiscal, and programmatic requirements, including those of 2 C.F.R. Part 200, as well as all project deliverables.
4. Has the applicant expended \$750,000 or more in federal funds in the applicant's past fiscal year?
  - If yes, specify the end date of the applicant's fiscal year.
5. Is the applicant a nonprofit organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of that Code? Note: If yes, the applicant must upload proof of 501(c)(3) status in the Additional Application Components section of JustGrants.
6. Is the applicant a nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code?
7. Is the applicant a nonprofit organization that uses the Internal Revenue Service's three step safe-harbor procedure to establish a rebuttable presumption that its executives' compensation is reasonable? For additional information about the safe-harbor procedure, see Disclosure of Process Related to Executive Compensation in the Budget and Associated Documentation section of this solicitation. Note: If yes, the applicant must upload the required Disclosure of Process Related to Executive Compensation in the Budget and Associated Documentation section of JustGrants.