



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

OVW Fiscal Year 2018 Sexual Assault Medical Forensic Examiner Training Initiative Solicitation

Release Date: on or about May 18, 2018

Eligibility

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

Deadlines

Applications are due by 11:59 p.m. Eastern Time (E.T.) on June 29, 2018.
(See "[Submission Dates and Times](#)")

Registration Information: To submit an application, all applicants must obtain a Data Universal Number System (DUNS) Number and register online with the System for Award Management (SAM) and with [Grants.gov](#). To ensure sufficient time to complete the registration process, applicants must obtain a DUNS Number and register online with SAM and with [Grants.gov](#) immediately, but no later than, June 18, 2018.
(See "[Registration](#)")

Letter of Registration: Applicants are strongly encouraged to submit a letter of registration to Marnie.Shiels@usdoj.gov by June 18, 2018. This will ensure that applicants are well-positioned to successfully submit an application by the deadline. Submitting a Letter of Registration will not obligate a potential applicant to submit an application. Interested applicants who do not submit a Letter of Registration are still eligible to apply.

(See "[Letter of Registration](#)")

Contact Information

For assistance with the requirements of this solicitation, email OVW at Marnie.shiels@usdoj.gov or Virginia.Baran@usdoj.gov. Alternatively, interested parties may call OVW at (202) 307-6026.

Submission and Notification Information

Submission: Applications for the Sexual Assault Medical Forensic Training Initiative will be submitted through [Grants.gov](#). For technical assistance with [Grants.gov](#), contact the [Grants.gov](#) Customer Support Line at 1-800-518-4726.

The [Grants.gov](#) number assigned to this announcement is OVW-2018-14604.

Notification: OVW anticipates notifying all applicants of funding decisions by October 1, 2018.

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OVW Sexual Assault Medical Forensic Examiner Training Initiative (CFDA 16.029)

A. Program Description

Overview

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

About the OVW Sexual Assault Medical Forensic Examiner Training Initiative

This program is authorized by the Consolidated Appropriations Act, 2018, Pub. L. No. 115-141, and 34 U.S.C. 40723 and is developed in partnership with the National Institute of Justice (NIJ). The OVW Sexual Assault Medical Forensic Examiner Training Initiative (SAMFE Training Initiative) may fund training, technical assistance, education, equipment, and information relating to the identification, collection, preservation, analysis, and use of DNA samples and DNA evidence by medical personnel and other personnel, including doctors, medical examiners, coroners, nurses, victim service providers, and other professionals involved in treating victims of sexual assault and sexual assault examination programs.

Program Scope

Activities supported by the SAMFE Training Initiative are determined by statute, federal regulations, and OVW policies. If an applicant receives an award, the funded project is required to follow the the provisions of this solicitation, the [DOJ Financial Guide](#), including updates to the guide after an award is made, the section of the [Solicitation Companion Guide](#) entitled “Post-Award Requirements for All Federal Grant Recipients,” and the conditions of the award.

Purpose Area

In FY 2018, funds under the SAMFE Training Initiative must be used for updating the SAFE Virtual Practicum.

Sexual Assault: Forensic and Clinical Management (the SAFE Virtual Practicum) provides an interactive training in a “virtual sexual assault forensic facility.” In the virtual facility, students can participate in interactive training sessions on all aspects of the sexual assault medical forensic examination—from interviewing the survivor through courtroom testimony—with master practitioners and trainers. The training primarily targets medical professionals, but is also relevant for other disciplines such as victim advocates, law enforcement officers, and prosecutors. In addition to the steps of the exam itself, the Practicum includes a Sexual Assault Response Team (SART) session, victim interviews, discussion of challenging topics, and an

illustration of how the evidence is processed at the crime lab. For more information on the SAFE Virtual Practicum, please see <https://www.nij.gov/journals/258/pages/sexual-assault.aspx>.

The SAFE Virtual Practicum was released in 2008. Because technology and best practices have evolved since its issuance, the Virtual Practicum is no longer compatible with most operating systems, and portions of the Practicum's content are obsolete. The SAFE Virtual Practicum was based on the 2004 National Protocol for Sexual Assault Medical Forensic Examinations: Adult/Adolescent (SAFE Protocol) and the 2006 SAFE Training Standards. OVW updated the [SAFE Protocol](#) in 2013 to reflect new knowledge and practice and issued a new [Pediatric SAFE Protocol](#) in 2016. In addition, in August, 2017, the National Institute of Justice (NIJ) issued [National Best Practices for Sexual Assault Kits: a Multidisciplinary Approach, which also reflect up-to-date knowledge and practice.](#)

The recipient must develop an updated training based on the SAFE Virtual Practicum. The new training must be web-based and delivered through an online platform (i.e., the training must be hosted on a website and accessible via the internet). It must provide a similar level of interactivity as the original SAFE Virtual Practicum. It also must provide similar depth and breadth in its coverage of issues, including addressing the exam itself, SARTs, challenging topics, evidence processing, and testimony. It must be based on and align with the recommendations set forth in the adult/adolescent and pediatric SAFE Protocols and the SAFE Training Standard, as well as *National Best Practices for Sexual Assault Kits: a Multidisciplinary Approach*.

Mandatory Program Requirements

All applicants for the FY 2018 SAMFE Training Initiative must include a planning period of at least six months that they will undertake with OVW and project partners. The planning period must be incorporated in the project timeline under the Project Narrative "What Will Be Done" section.

Activities that Compromise Victim Safety and Recovery and Undermine Offender Accountability

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

1. Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;¹
2. Procedures or policies that compromise the confidentiality of information and/or privacy of persons receiving OVW-funded services;
3. Procedures or policies that require victims to take certain actions (e.g., seek an order of protection, receive counseling, participate in couples counseling or mediation, report to law enforcement, seek civil or criminal remedies, etc.) in order to receive services;
4. Procedures or policies that fail to include conducting safety planning with victims;

¹ If an award is made, the recipient will also be subject to statutory prohibitions on discrimination. For further information on these civil rights requirements, see the section "Violence Against Women Act Non-Discrimination Provision" under "F. [Federal Award Administration Information.](#)"

5. Project designs and budgets that fail to account for the access needs of individuals with disabilities, with limited English proficiency, or who are Deaf or hard of hearing;
6. Partnering with individuals or organizations that support/promote practices that compromise victim safety and/or minimize offender accountability;
7. Training and technical assistance that does not reflect an understanding of violence against women and the experiences of survivors;
8. Training and technical assistance that fails to incorporate the experiences and unique needs of underserved communities; and
9. Training and technical assistance that includes/promotes practices that re-victimize survivors.

This list is not exhaustive. Applications that propose any activities that compromise victim safety and recovery or undermine offender accountability may receive a deduction in points during the review process or may be eliminated from consideration entirely.

Out-of-Scope Activities

The activities listed below are out of the program scope, and they will not be supported by SAMFE Training Initiative funding.

1. Research projects (This does not include program assessments conducted only for internal improvement purposes. For information about DOJ regulations on research involving human subjects, see “Research and Protection of Human Subjects” in the [Solicitation Companion Guide](#)).
2. Direct victim services and justice system interventions: OVW’s SAMFE Training Initiative funds must support the re-development of the Practicum. They cannot support law enforcement activities, legal representation, direct services, or other interventions.
3. Technical assistance focused on a single state, region, or local geographic community.

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

Unallowable Activities

The activities listed below are unallowable, and they will not be supported by SAMFE Training Initiative funding.

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

Applicants that propose unallowable activities may receive a deduction in points during the review process or may be eliminated from consideration entirely.

An application that is deemed deficient in more than one of the aforementioned categories (activities that compromise victim safety, out-of-scope activities, unallowable activities) may not be considered for funding.

B. Federal Award Information

Availability of Funds

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. There is no guarantee that funds will be available in the future. OVW may elect to make awards in a future fiscal year for applications submitted under this solicitation but not selected for FY 2018 funding, depending on the merits of the applications and on the availability of funding.

Award Period

The anticipated project period is 36 months. In FY 2018, however, OVW only expects to provide an initial 24 months of funding. Therefore, application budgets should be for 24 months. An additional 12 months of funding may be awarded non-competitively, depending on performance and availability of funds. OVW has the discretion to make an award for greater or lesser lengths of time and will negotiate any project activity modifications needed as a result of changes to the estimated award period.

Award Amounts

For information on award amounts, please see “Award Period and Amounts” on page 13.

Note: OVW strives to deliver training and technical assistance that reflects current research on effectively responding to sexual assault, domestic violence, dating violence, and stalking, and the needs of the field. Applicants should be prepared to exercise flexibility in project implementation and direction throughout the project period.

C. Eligibility Information

Eligible Applicants

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

Eligible Entities

Eligible entities for this initiative are national, tribal, statewide, or other nonprofit organizations or institutions of higher education. Eligible applicants must have the capacity to provide training and technical assistance on a national level.

Nonprofit Organization Requirement – Offshore Accounts

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

Cost Sharing or Match Requirement

This initiative has no match or cost sharing requirement.

Other Program Eligibility Requirements

There are no additional eligibility requirements for the SAMFE Training Initiative. All solicitation-related documents must be current and developed in accordance with the FY 2018 SAMFE Training Initiative solicitation.

Limit on Number of Applications

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

D. Application and Submission Information

Address to Request Application Package

The complete application package is available on [Grants.gov](https://www.grants.gov) or the [OVW website](#). Applicants wishing to request a paper copy of the application materials should contact Marnie.shiels@usdoj.gov.

Content and Form of Application Submission

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

Letter of Registration

Applicants intending to apply for FY 2018 funding under this initiative are strongly encouraged to submit a letter of registration. The letter should state that the applying organization is registered and current with [SAM](#) and with [Grants.gov](https://www.grants.gov). The letter should be submitted to OVW at Marnie.shiels@usdoj.gov by June 18, 2018. This will ensure that the applicant is well-positioned to successfully submit a proposal by the application deadline. This letter will not obligate the applicant to submit an application. See [Appendix A](#) for a sample Letter of Registration.

Application Contents

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

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

Formatting and Technical Requirements

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

1. Double spaced (Project Abstract, Summary Data Sheet, and charts may be single spaced)
2. 8½ x 11 inch paper

3. One-inch margins
4. Type no smaller than 12 point, Times New Roman font
5. Correctly numbered pages
6. No more than 20 pages in length for the Project Narrative
7. Word documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).
8. Headings and sub-headings that correspond to the sections identified in this section of the solicitation.

Application Requirements

Applications must include the following required documents and demonstrate that the eligibility requirements have been met. OVW will not contact applicants for missing items on the list below. Applications that do not address all of the following components will be considered substantially incomplete and will not be considered for funding:

1. Project Narrative
2. Budget Detail Worksheet and Narrative
3. Letters of Intent to Collaborate
4. Letters of Support

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

Summary Data Sheet (5 Points Total)

The Summary Data Sheet should be one to four pages in length and may be single or double spaced. The Summary Data Sheet does not count toward the 20-page limit for the Project Narrative. Provide the following information:

1. Name, title, address, phone number, and e-mail address of the individual with authority to accept grants on behalf of the applicant.
2. Name, title, address, phone number, and e-mail address for the grant point-of-contact. This person must be an employee of the applicant.
3. Statement as to whether the applicant (i.e., the organization whose DUNS number is being used for the application) will serve as a fiscal agent/sponsor for an entity or entities that will ultimately implement the project, and that the applicant itself will not be involved with implementation of the project beyond issuing a subaward or subawards to other entities. If this is the case, the applicant must include a statement acknowledging that, should an award be made, the applicant will be responsible for all applicable statutory, fiscal, and programmatic requirements, including those of [2 CFR Part 200](#), as well as all project deliverables. The applicant must also list all of the entities with which it will enter into agreements to implement the project, and should include a description of how these entities intend to accomplish the purposes of the award (if such a description is not already provided in a Memorandum of Understanding submitted as part of the application). Note that, in such situations, the fiscal agent/sponsor must be an eligible applicant for the initiative.
4. Statement as to whether the applicant has expended \$750,000 in federal funds in the applicant's past fiscal year. If so, specify the end date of the applicant's fiscal year.
5. Summary of current and recent OVW projects (if applicable). If the applicant has a current grant or cooperative agreement under any OVW grant program or an award that has been closed within the last 12 months from the date this solicitation closes, the information must be provided in a table using the format found in [Appendix C](#). Failure to provide the required table will result in a loss of points.

6. A list of other federal grant programs from which the applicant currently receives funding or for which it has applied for funding in FY 2018 **to do similar work**. Provide this information in a table using the format found in [Appendix D](#).
7. Statement as to whether the applicant is a nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code.
8. Statement as to whether the applicant is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure to establish a rebuttable presumption that its executives' compensation is reasonable. If the applicant is not a nonprofit organization or is a nonprofit that does not use the safe-harbor procedure, provide a statement to that effect. For additional information about the safe-harbor procedure, see "Disclosure of Process Related to Executive Compensation" in the [Additional Required Information](#) section.
9. The title of the proposed project.
10. The award amount requested.
11. A list of all project partners (organization names and/or individual consultants).

Proposal Abstract (not scored)

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

Project Narrative (65 Points Total)

The Project Narrative may not exceed 20 pages in length, double spaced. The Project Narrative must include the following three sections:

Purpose of Application (10 points)

This section must:

1. Provide a brief statement of the need for the project.
2. Describe the intended audience for the project. Please explain the relationship between the intended audience and the stated area of need.
3. Demonstrate an understanding of emerging issues related to the proposed project.
4. For each gap identified, describe the expected impact that the proposed project will have on the identified gap(s) and the target audience(s).
5. Explain the expected outcome of the project.

What Will Be Done (30 points)

The application must provide a clear link between the proposed activities and the need identified in the "Purpose of Application" section above.

All applicants must:

1. Identify the project goals, objectives, and activities.
2. Provide a timeline for the completion of each activity or deliverable. All applicants must include in their timeline a planning period with OVW and project partners.
3. Describe how the proposed project will be accessible to individuals with disabilities, individuals who are Deaf or hard of hearing, and persons with limited English proficiency.

4. Provide specific details on how the applicant plans to develop the online training, including opportunities for relevant experts to weigh in on the design and substance of the training.
5. Provide examples of similar interactive online trainings developed by the applicant or partners/subcontractors.
6. Describe considerations that have or will factor into the applicant's selection of an online learning platform.

Who Will Implement the Project (25 points)

This section must:

1. Provide the lead applicant's mission statement.
2. Describe the organization's philosophy concerning violence against women.
3. Identify the key individuals and organizations involved in the proposed project, and describe the role of each individual and organization. Provide the percentage of time each individual will devote to the project, and the specific activities in which each individual will participate. Applicants must specifically include partners with expertise in forensic medical examinations, victim advocacy, law enforcement, prosecution, and forensic analysis. Applicants must also identify the individual or entity that will be responsible for the software and website development for the training.
4. Summarize the relevant qualifications and experience of the key individuals and consultants.
5. If an applicant proposes to hold any in-person meetings that necessitate logistical planning, the application must indicate if an outside planner will be hired. If no outside planner will be hired, the application must document that the applicant or a project partner is the most cost-effective means of obtaining conference logistical services.

Budget Detail Worksheet and Narrative (15 Points)

All applications must include a detailed budget and budget narrative. For a fillable budget detail worksheet form, please see <https://ojp.gov/funding/Apply/Forms/BudgetDetailWorksheet.htm>. For a sample budget, contact OVW at marnie.shiels@usdoj.gov. When preparing the Budget Detail Worksheet and Narrative be sure to include all necessary budget categories as outlined in the Worksheet. Also, keep in mind that budgetary requirements vary slightly among programs. Applicants must read the solicitation closely to determine the requirements of the budget and budget narrative for each OVW program. Additionally, the budget must meet the requirements set forth in the [DOJ Financial Guide](#).

Award Period and Amount

The budget cap is up to \$1,000,000 for 24 months. Applicants should not exceed the award amounts listed in this solicitation and should carefully consider the resources needed to successfully implement the proposed project. OVW has limited funds available to support this initiative.

OVW has the discretion to award a cooperative agreement for a greater or lesser amount than requested and to negotiate the scope of work and budget with applicants prior to award of a cooperative agreement.

Applications exceeding the identified budget cap may receive point deductions during the review process.

OVW anticipates that it will make one award for up to an estimated \$1,000,000.

The award will be made as a cooperative agreement. Cooperative agreements are a form of award for which OVW expects to have ongoing substantial involvement in award activities. For this initiative, the substantial involvement includes, but is not limited to, participating in project meetings, reviewing and approving faculty, scripts and design, and identifying participants for planning and development activities.

Budget Requirements

Applicants must submit reasonable budgets based on the resources needed to implement their projects in their specific geographic location. The budget should display a clear link between the specific project activities and the proposed budget items. It should not contain any items that are not detailed in the project narrative. The budget narrative must support all costs included in the budget and explain how the costs of goods and services are determined and how they will fulfill the overall objective of the project.

In some circumstances, the budget and budget narrative will be reviewed separately from the proposed project narrative. Therefore, it is very important that the budget narrative be as comprehensive as possible and describe in a narrative format each line item requested in the budget.

Note: All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. Funding is not guaranteed.

The budget must:

1. Include a budget narrative that supports and justifies all proposed costs and provides a clear link between specific project activities and proposed budget items.
2. Reflect all costs related to implementing the proposed project and include calculations for all costs.
3. Provide an explanation of proposed expenses that is detailed, complete, reasonable, and within established limits.
4. Exclude any unrelated or out-of-scope costs for the proposed project.
5. Include funds or include other resources available to support activities to ensure access for individuals with disabilities, Deaf/hard of hearing individuals, and persons with limited English proficiency. See F. [Federal Award Administration Information](#) for more information.
6. Compensate project partners who are identified in the Letters of Intent to Collaborate.
7. Distinguish clearly between subawards and contracts in allocating any grant funds to other entities. Pursuant to 2 C.F.R. § 200.330, a subaward is for the purpose of carrying out a portion of the federal award, and a contract is for the purpose of obtaining goods and services for the grantee's own use. The substance of the relationship is more important than the form of the agreement in determining whether the recipient of the pass-through funds is a subrecipient or a contractor. Keep in mind that the awarding and monitoring of contracts must follow documented procurement procedures, including full and open competition, pursuant to the procurement standards in 2 C.F.R. §§ 200.317-200.329, and the issuance of subawards must meet the requirements of 2 C.F.R. § 200.331. See the [Solicitation Companion Guide](#) for more information.

For more information, go to the [Funding Restrictions](#) section of this solicitation.

Letters of Intent to Collaborate (10 Points Total)

Appropriate collaborations enhance the effectiveness of training and technical assistance projects just as they enhance local interventions. Moreover, effective partnerships can enhance the depth of overall technical assistance delivery. Therefore, OVW requires all SAMFE Training Initiative applicants to enter into collaborative relationships with key project partners who will bring the necessary substantive expertise to the project. Key partners include any partners who will play a significant role in the development and/or implementation of the project, regardless of compensation. Any project partner receiving funds under the application is considered a key partner in the implementation of the project. The application must include a Letter of Intent to Collaborate from each key partner. The planning stage of the award will include the development of a Memorandum of Understanding (MOU) with all key partners, and this MOU will be a required deliverable under the terms of the award.

The Letters of Intent to Collaborate must:

1. Describe the expertise and experience of the partner and how that expertise and experience relate to the project described in the narrative.
2. Provide a brief history of any previous collaborative relationship between the entity submitting the letter and any other partners, including specifically the applicant.
3. Demonstrate that the partner is committed to the project and to the collaborative relationship with the applicant and other partners.
4. Clearly state that the partner has reviewed the budget and is aware of the total amount being requested and the funding being requested for each project partner.
5. Be signed by the partner's Authorized Representative and be dated during the pendency of this solicitation.

In general, partners that will be receiving funds to carry out a portion of the award should be treated as subrecipients and not contractors. For more information see 2 C.F.R. § 200.330 and the [Solicitation Companion Guide](#).

Letters of Support (5 Points Total)

Applicants must include at least one, but no more than two, letters of support from a previous recipient(s) of their training and/or technical assistance.

A Letter of Support must:

1. Identify the purpose of the training and/or technical assistance that the letter writer received from the applicant and/or key project partner of the applicant.
2. Include the date on which the most recent training and/or technical assistance was provided to the letter writer.
3. Discuss the extent to which the training and/or technical assistance was helpful in improving and/or enhancing the letter writer's response to victims.

Additional Required Information

The following documents will not be scored during the review process but must be included with the application. Failure to include any of the information may result in the application being removed from consideration from funding. Some documents will be generated during the application submission process while other documents will be uploaded and attached to the application.

The following documents will be generated and completed during the application submission process:

Application for Federal Assistance (SF-424)

Applicants must complete the SF-424 online. For “Type of Applicant,” do not select “other.” Pay careful attention to the amount of federal funding requested in the “Estimated Funding” section of this form. This amount must match the amount of federal funding requested in the budget section of the application package. This initiative does not require a match; therefore, the values for “Applicant” line should be zero. The individual who is listed in “**Authorized Representative**” must be an individual who has the authority to apply for and accept grant awards on behalf of the organization or jurisdiction.

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

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

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

The following documents should be uploaded and attached to the application:

Applicant Financial Capability Questionnaire (if applicable)

All nonprofit, nongovernmental organizations that apply for funding from OVW and have not previously (or within the last three years) received funding from OVW must complete an Applicant Financial Capability Questionnaire, and submit it as a separate attachment with their application. Additionally, applicants may be required to submit their current year’s audit report at a later time. The form can be found at <http://www.justice.gov/ovw/how-apply>.

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 the Violence Against Women Act, as amended. Applicants must submit the acknowledgement form available on the OVW website at http://www.justice.gov/sites/default/files/ovw/pages/attachments/2015/01/20/confidentiality_acknowledgement_form_42015.pdf. This form must be signed by the Authorized Representative and uploaded with the application in Grants.gov.

Disclosure of Process Related to Executive Compensation

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

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

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

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

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

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

Applicant nonprofit organizations should note that following receipt of an appropriate request, OVW may be authorized or required by law (34 U.S.C. 12291(b)(16)(B)(iii)) to make information submitted to satisfy this requirement available for public inspection. Also, a recipient may be required to make a prompt supplemental disclosure after the award in certain circumstances (e.g., changes in the way the organization determines compensation).

Financial Accounting Practices

Each applicant must prepare a response to the following questions. OVW will review the applicant's responses to assist in evaluating the adequacy of the organization's financial management system and to identify areas of need for training and technical assistance. This section of the application should be no more than two pages and should be a separate attachment to the online application in [Grants.gov](https://www.grants.gov).

1. Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding? 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 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 CFR 200.333-337.
 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 CFR 200.112 of the Uniform Guidance and Chapter 3.20, Grant Fraud, Waste and Abuse, of the [DOJ Financial Guide](#) for additional information.
 8. Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200)? Provide a short list of the individual's qualifications/experience. If the individual is not familiar with the applicable rules and regulations, the applicant must contact OVW's Grants Financial Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 immediately after the applicant is notified of its award to coordinate training.
 9. Does the applicant organization 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 CFR 200.330-332)? Provide a brief description of the organization's policies and procedures on subrecipient management and monitoring.
 10. Does the applicant organization 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 CFR 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.

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

Indirect Cost Rate Agreement (if applicable)

Applicants that intend to charge indirect costs through the use of an indirect cost rate must have a federally-approved indirect cost rate agreement. Include a copy of a current, signed federally-approved indirect cost rate agreement. This should be a separate attachment to the application in [Grants.gov](#). Applicants that have never received a federally-approved indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs which may be used indefinitely. This includes state, local, and tribal governments that have never negotiated an indirect cost rate with the federal government and receive less than \$35 million in direct federal funding per year.

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

Letter of Nonsupplanting

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

http://www.justice.gov/sites/default/files/ovw/legacy/2012/10/09/nonsup_letter.pdf for a sample letter. This must be a separate attachment to the application in [Grants.gov](#).

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

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

Federal regulations require that applicants must (1) be registered in SAM.gov prior to submitting an application; (2) provide a valid DUNS number in its application; and (3) continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application under consideration by a federal awarding agency. Also, federal agencies may not make an award to an applicant until that applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time that OVW is ready to make an award, then OVW may make the determination that the applicant is not qualified to receive an award and use that determination as a basis for making the award to another applicant.

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

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

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

| Registration | Where to Register | Deadline |
|--------------|----------------------|---------------|
| DUNS | DUNS | June 18, 2018 |

| | | |
|------------|----------------------------|---------------|
| SAM | SAM | June 18, 2018 |
| Grants.gov | Grants.gov | June 18, 2018 |

There is no fee associated with the registration process. Additionally, the registration process cannot be expedited. OVW strongly discourages applicants from paying a third party to register on their behalf in an attempt to expedite the registration process. To ensure all applicants have ample time to complete the registration process, applicants must obtain a DUNS number, register online with the SAM and with [Grants.gov](#) immediately, but no later than Thursday, June 18, 2018.

Submission Dates and Times

It is the responsibility of the applicant to ensure that the application is complete and submitted by the deadline. Applicants should anticipate that failure to meet all registration and submission deadlines will result in their applications being removed from consideration. Applicants should refer to the chart below to ensure that all required steps and deadlines are met.

Applicants are strongly encouraged to begin the application submission process at least 48 hours, and no less than 24 hours, before June 29, 2018.

| Application | Contact Information | Date |
|--|---|---|
| Solicitation Availability | Grants.gov and OVW Website | May 18, 2018- June 29, 2018 |
| Request Permission to Submit a Hardcopy Application Due to Lack of Internet Access | For applicants who cannot submit an application electronically, contact the OVW SAMFE Training Initiative at Marnie.shiels@usdoj.gov | June 18, 2018 |
| Confirmation of Application Receipt | Grants.gov <ol style="list-style-type: none"> The Authorized Organization Representative should closely monitor their email for any notification from Grants.gov about a possible failed submission. The Authorized Organization Representative (AOR) is a user role within Grants.gov for a user that is authorized to submit applications on behalf of the organization. The Authorized Organization Representative should receive a minimum of two emails from Grants.gov. One will confirm receipt of the application package. The other will either | June 29, 2018 Applicants are strongly encouraged to begin the application submission process at least 48 hours but no later than 24 hours before the deadline |

| | | |
|--|--|--|
| | <p>notify the Authorized Organization Representative that the application was successfully submitted, or it will notify the Authorized Organization Representative that there was an error with the application submission.</p> <p>OVW does not send out these notifications, nor does OVW receive a copy of these notifications. It is the responsibility of the applicant to notify OVW of any problems with the application submission process.</p> | |
|--|--|--|

All applications will be submitted electronically. The deadline for submitting applications in response to this solicitation is **11:59 p.m. E.T. on June 29, 2018**. Applications submitted after **11:59 p.m. E.T. on June 29, 2018** will not be considered for funding, unless the applicant receives OVW permission to submit a late application. Applicants experiencing difficulties submitting an application should refer to Experiencing Technical Difficulties During Submission in the chart below.

OVW Policy on Duplicate Applications

An applicant should submit one application. If an applicant submits multiple versions of an application, OVW will review the last version submitted before the deadline.

OVW Policy on Late Submissions

The chart below provides a description of the circumstances under which OVW will consider such requests. OVW will only consider a late submission request in limited circumstances and if all steps outlined below have been followed. Therefore, applicants are strongly encouraged to familiarize themselves with the late submission process. OVW’s approval of a late submission request is not an indication of the application’s final disposition. Applications approved for late submissions are still subject to all of the review process and criteria described in this solicitation.

Failure to begin registration or application submission in sufficient time to acquire the correct version of Adobe software is not an acceptable reason for late submission.

Applicants should register with SAM and Grants.gov by June 18, 2018. To support applicants in submitting their proposals and promote a fair process, applicants who may be in need of an extension of the due date must adhere to the following:

Process for Requesting Late Submission

| Severe Inclement Weather or Natural Disaster | |
|--|--|
| <ol style="list-style-type: none"> 1. Document when the severe inclement weather or natural disaster occurred, the impacted area, and the specific impact on the applicant/partners (e.g., without power for “x” days, office closed for “x” days). 2. Contact OVW at the earliest possible date and provide the information described in #1. 3. Contact OVW at least 24 hours prior to the solicitation closing if needing to request a late | <p>OVW may not be able to accommodate all requests resulting from severe inclement weather or a natural disaster but will do its best.</p> |

| | |
|--|--|
| <p>submission. Applicants impacted by severe inclement weather or a national disaster occurring on the due date can contact OVW up to 72 hours after the due date but as soon as possible.</p> | |
|--|--|

| Experiencing Technical Difficulties Beyond the Applicant’s Reasonable Control | | |
|--|--|---|
| Issue | Applicant Action | OVW Advice |
| <p>Issue with SAM or Grants.gov Registration</p> | <ol style="list-style-type: none"> 1. Register and/or confirm existing registration at least 3 weeks prior to the application due date to ensure that the individual who will be submitting the application has SAM and Grants.gov access. 2. Maintain documentation of when registration began, any issues related to registration, and all communication with technical support. 3. Notify OVW as soon as you become aware of a problem with registration but no later than 14 days before the application due date. | <ol style="list-style-type: none"> 1. Failure to begin the SAM or Grants.gov registration process in sufficient time (i.e., by the date identified in this solicitation) is not an acceptable reason for late submission. 2. Ensure that the person who will be submitting the proposal is the person registered in SAM to submit on behalf of the applicant. |
| <p>Unforeseeable Technical Difficulties During the Application Submission Process</p> | <ol style="list-style-type: none"> 1. Document when you began the submission process. 2. Contact Grants.gov at least 24 hours prior to the solicitation closing. 3. Maintain documentation of all communication with Grants.gov support. 4. Contact the OVW SAMFE Training Initiative at Marnie.shiels@usdoj.gov or Virginia.Baran@usdoj.gov indicating that the applicant is experiencing technical difficulties and would like permission to submit a late application. Provide a phone number and/or email address at which someone with the authority to submit the application and required documentation can be reached for the first 3 | <p>Common foreseeable technical difficulties for which OVW will not approve a late submission requests include:</p> <ol style="list-style-type: none"> a. Using an outdated version of Adobe Acrobat; and b. Attachment rejection. <p>Through Grants.gov, OVW can confirm when submission began. Applicants who start the submission process less than 24 hours before the deadline will not be considered for late submission.</p> <ol style="list-style-type: none"> 1. By beginning the application submission process 24-48 hours before the deadline, applicants should have sufficient time to receive notice of |

| | | |
|--|---|--|
| | <p>business days immediately following the due date.</p> <p>5. Respond promptly to communication from OVW requesting the complete application package, applicant DUNS Number, Grants.gov helpdesk tracking numbers, and any other relevant documentation.</p> | <p>problems with their submissions and make necessary corrections.</p> <p>2. Applicants are responsible for ensuring that the most up-to-date version of Adobe Acrobat is installed on all computers that may be used to submit the proposal. This should be done at least 48 hours before the deadline.</p> <p>3. To ensure that attachments are not rejected, attachment names should only include allowable characters.</p> |
|--|---|--|

Intergovernmental Review - Single Point of Contact Review

Executive Order 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the [state Single Point of Contact \(SPOC\)](#) if one exists and if the program has been selected for review. Applicants must contact their state SPOCs to determine whether their programs have been selected for state review. The applicant should enter the date that the application was sent to the SPOC or the reason such submission is not required in the section of the SF 424 that refers to EO 12372. Applicants can find a list of SPOCs on the Office of Management and Budget website at http://www.whitehouse.gov/omb/grants_spoc.

Funding Restrictions

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

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

Food and Beverage/Costs for Refreshments and Meals

Generally, food and beverage costs are **not** allowable. OVW may approve the use of OVW funds to provide food and/or beverages for a working meal at a meeting, conference, training, or other event, if one of the following applies:

1. The location of the event is not in close proximity to food establishments. It should be a priority to try to secure a location near reasonably priced and accessible commercial food establishments.

2. Not serving food will significantly lengthen the day or necessitate extending the meeting to achieve meeting outcomes.
3. A special presentation at a conference requires a plenary address where there is no other time for food to be obtained.
4. Other extenuating circumstances necessitate the provision of food.

Justification for an exception listed above must be included in the budget narrative, and funds may only be used to purchase food and/or beverages for a meal at a meeting, conference, training, or other event if OVW approves the specific expenditures in advance. For additional information on approval for food and beverage expenditures go to <https://www.justice.gov/ovw/grantees#conference>.

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 should be aware of all applicable laws, regulations, and policies and (including specific cost limits, 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), including the provision of food and/or beverages at such events, and costs of attendance at such events. Information on pertinent laws, regulations, and policies related to conference planning, minimization of costs, and conference cost reporting is available at <https://www.justice.gov/ovw/grantees#conference>. Applicants should also be aware of the following specific restrictions on conference planning and expenditure limitations:

1. Cost of Logistical Conference Planning
2. Cost of Programmatic Conference Planning
3. Conference Space and Audio-Visual Equipment and Services
4. Prohibition on Trinkets at Conferences
5. Entertainment at Conferences
6. Food and Beverages at Conferences
7. Prior Approval Required Before Entering Into Contracts or Expending Funds for Conferences
8. Conference Reporting

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

These funds can **only** be used for OVW-designated technical assistance, unless otherwise approved by OVW. Travel funds should be used to support travel by all project partners including nonprofit, nongovernmental victim service providers. Funds may also be used by persons whose positions are not grant-funded as long as that person's roles and responsibilities are linked to the project's overall mission. Applicants may budget for expenses in excess of the OVW estimate if they are aware of relevant non-OVW sponsored conferences for which they would like permission to use grant funds to support staff/project partner attendance.

Program Assessments

A recipient under this initiative is prohibited from using OVW funds to conduct research. Upon budget approval, it may use funds to assess its work for quality assurance and program improvement purposes only. Assessments for quality assurance and program improvement

might include surveying training participants about the quality of training content and delivery or convening discussion forums with key stakeholders. Applicants considering proposing program assessments should refer to the [DOJ/OJP decision tree](#) to ensure that the activity does not qualify as human subjects research.

Pre-Agreement Cost Approval

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.

Other Submission Requirements

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

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

The E-Business Point of Contact (E-Biz POC) within the applicant’s organization must register the organization with [Grants.gov](#). The E-Biz POC oversees the organization’s [Grants.gov](#) transactions and assigns the AOR. The AOR submits the application to [Grants.gov](#) and must register with [Grants.gov](#) as well. In some cases the E-Biz POC is also the AOR for an organization.

The application process can move forward once the organization successfully registers with [Grants.gov](#). Registration is a one-time process.

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

| Characters | Special Characters | | |
|--------------------|---|-------------------|-----------------------|
| Upper case (A – Z) | Parentheses () | Curly braces { } | Square brackets [] |
| Lower case (a – z) | Ampersand (&) | Tilde (~) | Exclamation point (!) |
| Numbers (0-9) | Comma (,) | Semicolon (;) | Apostrophe (‘) |
| Underscore (_) | At sign (@) | Number sign (#) | Dollar sign (\$) |
| Hyphen (-) | Percent sign (%) | Plus sign (+) | Equal sign (=) |
| Space | When using the ampersand (&) in XML, applicants must use the “&#amp;” format. | | |
| Period (.) | | | |

Use simple titles for all documents, such as “FY 2018 OVW Project Narrative.” Visit the [Grants.gov](#) website to review the most up-to-date recommendations regarding the use of specific characters.

Submitting a Grant Application

Important Grants.gov update. Grants.gov has updated its application tool. The legacy PDF application package is being phased out and was retired on December 31, 2017. Grants.gov Workspace is now the standard application method for applying for grants. Applicants should familiarize themselves with the Workspace option now. For complete information and instructions on using Workspace (and other changes), go to the Workspace Overview page at <https://www.grants.gov/web/grants/applicants/workspace-overview.html>.

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

The [Grants.gov](#) Help Desk can be reached at 1-800-518-4726, Monday through Friday, from 7:00 a.m. to 9:00 p.m. E.T. except federal holidays.

E. Application Review Information

Criteria

Applications will be subject to a peer review and a programmatic review. Applications will be scored based on the degree to which the application responds to each section and addresses each element in the section. Furthermore, applications will be scored based upon the quality of the response and the level of detail provided. Each element **must** be addressed in the section in which it is requested. Points may be deducted if the applicant does not include the information in the appropriate section even if it is included elsewhere within the application. Each section will be reviewed as a separate document and will be scored as such. Specifically, for the SAMFE Training Initiative, scoring will be as follows:

1. Summary Data Sheet: (5) points
2. Project Narrative: (65) points, of which
 - A. Purpose of the Project: (10) points
 - B. What Will be Done: (30) points
 - C. Who Will Implement: (25) points
3. Budget Narrative and Detail Worksheet: (15) points
4. Letters of Intent to Collaborate: (10) points
5. Letters of Support: (5) points

Review and Selection Process

Peer Review

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

Programmatic Review

All applications that are considered for funding will be subject to a programmatic review. The programmatic review consists of assessing the application for compliance with the initiative'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 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 deemed to be substantially out of scope, proposes a substantial number of activities that are unallowable, or proposes activities that pose a significant threat to victim safety or a serious breach of confidentiality will not be considered for funding. An applicant with considerable past performance issues may receive a deduction in points as described above or be removed from consideration entirely regardless of the application's peer review score.

As a part of the programmatic review process described above, applicants will be reviewed for past performance and risk based on the elements listed below.

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

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

High-Risk Grantees

Based on DOJ's assessment of each grantee with regard to current or previous funding, unresolved audit issues, delinquent programmatic and fiscal reporting, and prior performance, a grantee may be designated "high risk." Awards to high-risk grantees may carry special conditions such as increased monitoring and/or prohibitions on drawing funds until certain requirements are met. High-risk grantees with substantial or persistent performance or

compliance issues, long-standing open audits, or open criminal investigations will likely not receive an additional OVW award until all issues are resolved.

Anticipated Announcement and Federal Award Dates

It is anticipated that all applicants will be notified of the outcome of their applications by October 1, 2018.

F. Federal Award Administration Information

Federal Award Notices

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

Administrative and National Policy Requirements

Information for All Federal Award Grantees

Applicants selected for awards must agree to comply with additional legal, administrative, and national policy requirements. 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 Grant Recipients.”](#)

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

Violence Against Women Act Non-Discrimination Provision

The Violence Against Women Reauthorization Act of 2013 added a civil rights provision that applies to all FY 2018 OVW grants. This provision prohibits OVW grantees from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW. For more information on this prohibition, see <http://www.justice.gov/ovw/docs/faqs-ngc-vawa.pdf>. Additional information on the civil rights obligations of OVW funding recipients can be found in the [Solicitation Companion Guide](#) under "Civil Rights Compliance."

Accessibility

Recipients of OVW funds must comply with applicable federal civil rights laws, which, among other things, prohibit discrimination on the basis of disability and national origin. Compliance with these laws includes taking reasonable steps to ensure that persons with limited English proficiency have meaningful access to recipients' programs and activities and that these programs and activities are readily accessible to individuals with disabilities. More information on these obligations is available in the [Solicitation Companion Guide under “Civil Rights Compliance”](#). Applicants must allocate grant funds or other available resources to support

activities that help to ensure meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language interpreter services, language interpretation and translation services, or the purchase of adaptive equipment.

Reporting

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

G. Federal Awarding Agency Contact(s)

For assistance with the requirements of this solicitation, contact the OVW contact OVW SAMFE Training Initiative at Marnie.shiels@usdoj.gov or Virginia.baran@usdoj.gov.

H. Other Information

Application Checklist

Applicants must submit a fully executed application to OVW, including all required supporting documentation. Prior to peer review, OVW will not contact applicants for missing items. Additionally, if an applicant plans to submit an application under any other OVW grant program this fiscal year, 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 Registration | |
| 2. Summary Data Sheet | |
| 3. Project Narrative | |
| a. Purpose of the Application | |
| b. What Will Be Done | |
| c. Who Will Implement | |
| 4. Proposal Abstract | |
| 5. Budget Detail Worksheet and Narrative | |
| 6. Letters of Intent to Collaborate | |
| 7. Letters of Support | |
| 8. Status of Current Project (if applicable) | |
| 9. Application for Federal Assistance: SF 424 | |
| 10. Standard Assurances and Certifications | |
| 11. Applicant Financial Capability Questionnaire (if applicable) | |
| 12. Confidentiality Notice Form | |
| 13. Disclosure of Process Related to Executive Compensation | |
| 14. Financial Accounting Practices | |
| 15. Indirect Cost Rate Agreement (if applicable) | |
| 16. Letter of Nonsupplanting | |

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

Public Reporting Burden - Paperwork Reduction Act Notice

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

APPENDIX A

Sample Letter of Registration

[Applicant Letterhead]

[Date]

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

Dear Director:

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

First Time [Grants.gov](#) Users ONLY - I understand that in order to submit an application for the FY 2018 [Insert Grant Program Name], [Insert Applicant Name] must be registered with [Grants.gov](#). I certify that [Insert Organization Name] began the registration process with [Grants.gov](#) on [Insert Registration Date].

OR

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

Sincerely,

[Authorized Representative]

APPENDIX B

Disclosure of Process Related to Executive Compensation

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

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

Dear Director:

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

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

The text of the letter should include the following: (1) the composition of the body that reviews and approves compensation arrangements for covered persons; (2) the methods and practices used by the applicant nonprofit organization to ensure that no individual with a conflict of interest participates as a member of the body that reviews and approves a compensation arrangement for a covered person; (3) the appropriate data as to comparability of compensation that is obtained in advance and relied upon by the body that reviews and approves compensation arrangements for covered persons; and (4) the written or electronic records that the applicant organization maintains as concurrent documentation of the decisions with respect to compensation of covered persons made by the body that reviews and approves such compensation arrangements, including records of deliberations and of the basis for decisions.

Sincerely,

[Authorized Representative]

Attachments

APPENDIX C

Summary of Current and Recent OVW Projects

Summary of Current and Recent OVW Projects

| Applicant Name | | | | | | | | |
|--|----------------|------------|---------------|---|---|-----------------------------|--|-----------------------------------|
| Service Area: Size of Service Area: Size of Target Population: | | | | | | | | |
| Award Number | Award End Date | Program | Award Amount | Amount Remaining | Extension Needed? | Extension Needed: Timeframe | Grant-Individual(s) and Job Title(s) | Justification for Remaining Funds |
| 2015-XX-XX-XXXX | 7/31/2017 | 2015 CLSSP | \$300,000 | TOTAL: \$250,000 A. Personnel: <u>\$200,000</u> B. Fringe: <u>\$50,000</u> C. Travel: <u>\$0</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$0</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$0</u> H. Other Costs: <u>\$0</u> I. Indirect Costs: <u>\$0</u> | <input type="checkbox"/> Yes <input type="checkbox"/> No | | 2FT DV/SA Advocates: Abby Smith and Bill Thompson | |
| 2016-XX-XX-XXXX | 12/31/2018 | 2016 CTAS | \$932,000 | TOTAL: \$467,850 A. Personnel: <u>\$250,000</u> B. Fringe: <u>\$100,000</u> C. Travel: <u>\$0</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$0</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$100,000</u> H. Other Costs: <u>\$0</u> I. Indirect Costs: <u>\$17,850</u> | <input type="checkbox"/> Yes <input type="checkbox"/> No | | 1FT DV Advocate (Anne Tyler); 2FT Shelter Advocates (Mary Harrison and Elizabeth Baker); 1FT Victim Liaison (John Jones) | |
| | | | TOTAL: | TOTAL: | | | | |
| | | | \$1,232,000 | \$717,850 | | | | |

APPENDIX D

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

**Summary of Current and Pending Non-OVW
 Federal Grants to Do the Same or Similar Work**

| [Applicant Name] | | | | | | | |
|-------------------------|-------------------------------|---------|----------------|------------------------|--|---|---|
| Current Awards | | | | | | | |
| Service Area: | | | | | | | |
| Federal Awarding Agency | Award Number | Program | Award End Date | Award Amount | Amount Remaining | Grant-Individual(s), Job Title(s), and Percentages | Describe how this project differs from the application for OVW funding. |
| OJP | XXX-XXX-XXXX | OVC | 9/30/2018 | \$300,000 | TOTAL: \$250,000 A. Personnel: <u>\$200,000</u> B. Fringe: <u>\$50,000</u> C. Travel: <u>\$0</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$0</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$0</u> H. Other Costs: <u>\$0</u> I. Indirect Costs: <u>\$0</u> | 2FT DV/SA Advocates: John Smith (25%) and Jane Edwards (35%) | [Insert description.] |
| Pending Applications | | | | | | | |
| Service Area: | | | | | | | |
| Federal Awarding Agency | Application Number (if known) | Program | Project Period | Total Requested Amount | Amount Requested | Grant-Individual(s), Job Title(s), and Percentages | Describe how this project differs from the application for OVW funding. |
| COPS | XXX-XXX-XXXX | CAMP | 36 months | \$300,000 | TOTAL: \$300,000 A. Personnel: <u>\$200,000</u> B. Fringe: <u>\$50,000</u> C. Travel: <u>\$0</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$50,000</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$0</u> H. Other Costs: <u>\$0</u> I. Indirect Costs: <u>\$0</u> | 1FT DV Advocate: Janet Anderson (20%); 1FT Shelter Advocate: Jay Summers (10%); 1FT Victim Liaison: John Neil (50%) | [Insert description.] |

