



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

OVW Fiscal Year 2018 Sexual Assault Justice Initiative Bridge Funding APPLICATION INSTRUCTIONS

Release date: on or about May 31, 2018

Eligibility

Eligible applicants are limited to two current Sexual Assault Justice Initiative (SAJI) sites, specifically, the City of Los Angeles (California) and Cobb County (Georgia).
(See [Eligibility Information](#))

Deadline

Applications are due by 11:59 p.m. Eastern Time (ET) on June 13, 2018.
(See [Submission Dates and Times](#))

Registration Information

All applicants must have a Data Universal Number System (DUNS) number and register online with the System for Award Management (SAM). To avoid delays in the receipt of an award, applicants should obtain a DUNS number and register online with SAM immediately.

Contact Information

For assistance with the requirements of this solicitation, email Ginger Baran at Virginia.Baran@usdoj.gov, or call (202) 305-2093.

Submission and Notification Information

Submission: Applications are to be submitted through the Office of Justice Program's Grants Management System (GMS). For technical assistance with GMS, contact OVW GMS Support at 1-866-655-4482.

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Sexual Assault Justice Initiative Bridge Funding (CFDA 16.590)

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 Sexual Assault Justice Initiative

The Sexual Assault Justice Initiative (SAJI) supports enhanced community responses to sexual violence with an emphasis on prosecution. The initiative involves the implementation of a set of performance measures that look beyond conviction rates to measure success and reflect promising practices for prosecuting sexual assault. OVW competitively selected seven prosecutors' offices to implement the performance measures, receive technical assistance and training, and participate in an evaluation of the SAJI, funded through the National Institute of Justice (NIJ).

SAJI is funded through the Improving Criminal Justice Responses (ICJR) Program, the Rural Grant Program, and the Tribal Governments Grant Program. For additional information on the ICJR, Rural, and Tribal Governments Programs, including what past grantees have accomplished with their grant funds and to view the programs' performance measures, see <http://muskie.usm.maine.edu/vawamei/VAWAMEIwebsite/reports.htm>.

Scope and Requirements

Through these application instructions, OVW invites two current recipients of SAJI funding to apply for supplemental funding to carry their projects through December 31, 2018. Funding can support staffing, training, technology upgrades, and other resources needed for the prosecutor's office to continue its participation in the SAJI and its evaluation.

Purpose Areas

Supplemental funding will be used to continue current SAJI tasks, including activities falling under any of these purpose areas:

- Centralization and coordination of prosecution, law enforcement, and judicial responsibility for sexual assault in teams or units of prosecutors, law enforcement officers, or judges;
- Strengthening victim services for victims of sexual assault;
- Development and strengthening of policies, protocols, and training for law enforcement officers and prosecutors regarding the investigation and prosecution of sexual assault cases and the appropriate treatment of victims;

- Development, enhancement, or strengthening of programs addressing sexual assault, including sexual assault forensic examiner programs or Sexual Assault Response Teams;
- Development and implementation of policies and training for law enforcement, prosecutors, probation and parole officers, and the judiciary in recognizing, investigating, and prosecuting sexual assault cases, with an emphasis on recognizing the threat to the community for repeat crime perpetration by offenders;
- Development or strengthening of policies, protocols, and training for law enforcement, prosecutors, and the judiciary in recognizing, investigating, and prosecuting instances of sexual assault against older individuals, individuals with disabilities, and immigrant victims, including the appropriate use of applications for nonimmigrant status under subparagraphs (T) and (U) of section 1101(a)(15) of title 8, United States Code;
- Education for judges and other criminal court-based and court-related personnel about sexual assault, and improving the judicial handling of such cases; and
- Identification and inventorying of backlogged and untested sexual assault kits and develop protocols for responding to and addressing backlogged and untested kits, including policies and protocols for notifying and involving victims.

Activities supported by the SAJI are determined by statute, federal regulations, and OVW policies. If an applicant receives an award, the funded project is bound by the provisions of this solicitation, the [Financial Guide](#), any updates to the Financial Guide, the section of the [Solicitation Companion Guide](#) entitled “Post-Award Requirements for All Federal Grant Recipients,” and the conditions of the recipient’s award.

Required Partnerships

Applicants must continue existing partnerships with:

- A prosecutor’s office;
- A sexual assault victim services organization; and
- A law enforcement agency.

Applicants that do not provide an [Extension of Partnership Agreement / MOU Extension](#) may have their funds withheld until that document is submitted.

Activities that Compromise Victim Safety 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 and therefore will not be supported with OVW funding:

- 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

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 titled: Applicants selected for awards must agree to comply with additional legal, administrative, and national policy requirements. OVW encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. This information is found in the section of the Solicitation Companion Guide titled *Post-award Requirements for All Federal Grant Recipients*.

- Policies or practices that discourage prosecutors from accepting cases for victims who do not have physical evidence of sexual assault;
- Procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services;
- Offering perpetrators the option of entering pre-trial diversion programs;
- Requiring victims of intimate partner sexual assault to file for a protection order or file criminal charges against their abusers as a condition of receiving services;
- Procedures that would penalize victims of violence for failing to testify against their abusers or impose other sanctions on victims;
- Imposing restrictive conditions on victims in order for them to receive services (e.g., requiring a sexual assault victim to report the offense to law enforcement to receive a medical forensic examination, counseling or advocacy services); and
- Procedures that indicate criminal record background checks are performed on individuals presenting for services prior to providing those individuals with services.

This list is not exhaustive. Applications that propose any activities that compromise victim safety and recovery or undermine offender accountability may not be funded.

Out-of-Scope Activities

Applications that are determined to be substantially outside the scope of the SAJI will not be funded. The following activities are out of scope:

- Research. For information about DOJ regulations on research involving human subjects, see *Research and Protection of Human Subjects* in the [Solicitation Companion Guide](#).
- Direct legal representation or other civil legal services.
- Prevention activities, including awareness campaigns.
- Child abuse or family violence issues such as violence perpetrated by a child against a parent, or violence perpetrated by a sibling against another sibling.
- Direct services to children, including children who are witnesses or victims of violence, except where such services are an ancillary part of providing services to the child's parent who is a victim of sexual assault (such as providing child care services while the victim receives services). In addition, funds may not be used to investigate or prosecute child abuse or child sexual abuse cases.
- Sex offender registry development or maintenance.

Unallowable Activities

The activities listed below to be unallowable, and will not be supported by SAJI funding.

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

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

Violence Against Women Act Non-Discrimination Provision, under F. Federal Award Administration Information.

Applicants proposing unallowable activities may be eliminated from consideration.

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. Approximately \$200,000 is available in FY 2018 to support two supplemental SAJI awards.

Award Period and Amount

Applicants may request up to \$100,000 for an award period starting on July 1, 2018 and ending on December 31, 2018. OVV has the discretion to award grants for greater or lesser amounts and longer or shorter durations than requested, and to negotiate the scope of work and budget with applicants before awarding a grant. Awards will be made as cooperative agreements.

C. Eligibility Information

Eligible Applicants

Eligibility for SAJI Bridge funding is limited to two current SAJI grantees that require additional funding to continue their projects through the end of 2018: the City of Los Angeles, California; and Cobb County, Georgia.

Other Eligibility Requirements

Applicants must also meet the requirements below, which apply to any recipient of ICJR Program funds. All certification and other eligibility related documents must be current and developed in accordance with this solicitation. Applications that do not meet all of the eligibility requirements below will not receive an award.

Certification of Eligibility

Applicants must:

- (1) certify that their laws or official policies—
 - (A) encourage or mandate arrests of domestic violence offenders based on probable cause that an offense has been committed; and
 - (B) encourage or mandate arrest of domestic violence offenders who violate the terms of a valid and outstanding protection order;
- (2) demonstrate that their laws, policies, or practices and their training programs discourage dual arrests of offender and victim;
- (3) certify that their laws, policies, or practices prohibit issuance of mutual restraining orders of protection except in cases where both parties file a claim and the court makes detailed findings of fact indicating that both parties acted primarily as aggressors and that neither party acted primarily in self-defense;
- (4) certify that their laws, policies, and practices do not require, in connection with the prosecution of any misdemeanor or felony sexual assault, domestic violence, dating violence, or stalking offense, or in connection with the filing, issuance, registration, modification, enforcement, dismissal, or service of a protection order, or a petition for a protection order, to protect a victim of sexual assault, domestic violence, dating violence, or

stalking, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, modification, enforcement, dismissal or service of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the state, tribal, or local jurisdiction; and

- (5) certify that their laws, policies or practices ensure that—
 - (A) no law enforcement officer, prosecuting officer or other government official shall ask or require an adult, youth, or child victim of a sex offense as defined under federal, tribal, state, territorial, or local law to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of, trial of, or sentencing for such an offense; and
 - (B) the refusal of a victim to submit to an examination described in subparagraph (A) shall not prevent the investigation of, trial of, or sentencing for the offense.

Applicants must submit a Certification of Eligibility letter at the time of application. The Certification of Eligibility Letter must be signed by the chief executive officer of the unit of local government. See Appendix B for a sample letter. Submission of state and/or local statutes, laws, and policies in lieu of a letter with proper certifications signed by the chief executive officer will not satisfy these statutory requirements.

HIV Certification, Assurance, or Exemption Letter

In addition to the certification of eligibility requirements mentioned above, under 34 U.S.C. § 10461(d), all states and units of local government that receive ICJR Program funding shall not be entitled to five percent of their total ICJR Program award unless the state or unit of local government:

- (1) certifies that it has a law, policy, or regulation that requires:
 - (A) The state or unit of local government at the request of a victim to administer to a defendant, against whom an information or indictment is presented for a crime in which by force or threat of force the perpetrator compels the victim to engage in sexual activity, testing for the immunodeficiency virus (HIV) not later than **48 hours** after the date on which the information or indictment is presented and the defendant is in custody or has been served with the information or indictment;
 - (B) as soon as practicable notification to the victim, or parent and guardian of the victim, and defendant of the testing results; and
 - (C) follow-up tests for HIV as may be medically appropriate, and that as soon as practicable after each such test the results be made available in accordance with subparagraph (B); or
- (2) gives the Attorney General assurances that its laws and regulations will be in compliance with requirements of paragraph (1) by the period ending on the date on which the next session of the state legislature ends.

All applicants must submit either a certification that they are in compliance with the above requirement along with a copy of the relevant law, regulation, or policy, or an assurance attesting that the applicant will meet the requirement by the end of the next legislative session from the date of application. A special condition withholding five percent of funds will be added to all awards to recipients that submitted assurances or did not provide a compliant law, regulation, or policy with

the certification. The certification or assurance shall take the form of a letter, on letterhead, signed and dated by the authorizing official. See Appendix B for a sample letter.

The special condition for grantees with assurances—or those which do not submit compliant laws, regulations, or policies—will prohibit the drawdown of five percent of the award until an HIV Certification Letter and compliant law, regulation, or policy have been reviewed and approved by OVW and a Grant Adjustment Notice has been issued removing the relevant award special condition.

Note regarding potential exemption to this requirement: pursuant to 28 CFR 90.64, in the event that a unit of local government does not have authority to prosecute “crime[s] in which by force or threat of force the perpetrator compels the victim to engage in sexual activity[,]” the unit of local government may submit a letter from an appropriate legal authority in the jurisdiction certifying that the jurisdiction does not have the authority to prosecute “crime[s] in which by force or threat of force the perpetrator compels the victim to engage in sexual activity” and that therefore the certification is not relevant to the unit of local government in question.

Please note that the submission of a Certification of Eligibility Letter does not constitute compliance with the HIV Certification requirement.

Cost Sharing or Match Requirement

This initiative has no match or cost sharing requirement.

D. Application and Submission Information

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 funded. Should an award be made, it may include special conditions that preclude access to or use of funds pending satisfaction of specific conditions. 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

Application formatting must adhere to the following requirements:

- 8½ x 11-inch pages
- One-inch margins
- Type no smaller than 12-point, Times New Roman font
- No more than 10 correctly numbered, double-spaced pages for the Project Narrative
- Documents in file formats that are compatible with Microsoft Office Professional 2016 or Adobe Acrobat Pro, e.g., those with the following extensions: .doc, .xls, .pdf, and .txt.
- Headings and subheadings that correspond to the sections identified in this section of the solicitation

Application Requirements

Applications must be responsive to the scope and criteria of this solicitation, and must include the following required documents. Applications that do not include items 1 through 7 below will be incomplete and may result in a delayed receipt of an award or delayed access to funds.

1. Summary Data Sheet
2. Project Narrative
3. Budget Detail Worksheet and Budget Narrative
4. Extension of Partnership Agreement / MOU Extension
5. Certification of Eligibility and HIV Certification
6. Forms generated and populated during the GMS application process: Application for Federal Assistance (SF-424), and Standard Assurances and Certifications
7. Documents NOT generated in GMS and which must be attached to the application: Confidentiality Notice Form, Financial Accounting Practices, Indirect Cost Rate Agreement (if applicable), and Letter of Nonsupplanting

Summary Data Sheet

The Summary Data Sheet should be approximately one page long and must include the following:

- Name, title, address, phone number, and e-mail address of the individual with authority to accept grants on behalf of the applicant.
- Name, title, address, phone number, and e-mail address for the grant point-of-contact. This person must be an employee of the applicant.
- 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 the MOU Extension submitted as part of the application). Note that, in such situations, the fiscal agent/sponsor must be an eligible applicant for the program.
- 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.

Project Narrative

The project narrative section of the application should not exceed 10 double-spaced pages. It should include the following three items:

1. **SAJI Accomplishments to Date.** Describe what has been accomplished so far in your jurisdiction using SAJI funds.
2. **Goals, Objectives, and Activities.** Describe how SAJI funds will be used between July 1 and December 31, 2018. Identify the project goals and their corresponding objectives and activities.
3. **Summary of Key Staff and Partner(s) Roles.** Identify key project staff and partners and explain their roles on the project. Note whether you anticipate implementing any changes to staff or partners, including changes to their roles on the SAJI project or level of effort (i.e., time dedicated to the project).

Budget Detail Worksheet and Narrative

All applications must include a detailed budget and budget narrative. Budgets must adhere to the guidelines contained in the [DOJ Financial Guide](#).

Award Period and Amount

OVW expects to make two awards of \$100,000 each under this announcement. Award periods will be six months in length. OVW has the discretion to award grants for greater or lesser amounts than requested, and for longer or shorter durations than requested. Applicants should propose an award start date of July 1, 2018 and end date of December 31, 2018.

Budget Requirements

Applicants must submit reasonable budgets based on the resources needed to implement their projects. The budget should display a clear link between project activities and 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 objective of the project. The budget narrative should comprehensively describe, in a narrative format, each line item requested in the budget.

The budget must:

- Include funds or other resources necessary to ensure access for persons with disabilities, persons who are Deaf/hard of hearing, and persons with limited English proficiency. See [Accessibility](#) for more information.
- Compensate project partners appropriately. See [Appendix A](#) for additional information on compensating project partners.
- Distinguish clearly between subawards and contracts in allocating any grant funds to other entities. Pursuant to 2 CFR § 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 CFR §§ 200.317-200.329, and the issuance of subawards must meet the requirements of 2 CFR § 200.331. See [Appendix A](#) and the [Solicitation Companion Guide](#) for more information.

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

Extension of Partnership Agreement / MOU Extension

Applicants must submit a document confirming the applicant's and all partner agencies'/organizations' commitment to extending existing partnerships described in the applicant's current SAJI memorandum of understanding (MOU) through the continuation period (July 1, 2018 – December 31, 2018). Required partners are: a prosecutor's office, a sexual assault victim services organization, and a law enforcement agency. The MOU extension must be signed and dated by the Authorized Organization Representative (AOR) (see [Application for Federal Assistance](#) section for the definition of the AOR) of each partner agency/organization.

An MOU extension does not need to be received by OVW prior to making an award, but supplemental funds awarded under this solicitation will not be accessible to the recipient until an MOU extension has been submitted.

Additional Required Information

The following documents, which will be generated and completed during the application submission process, must be included with the application:

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 program does not require a match; therefore, the values for “Applicant” line should be zero. The person listed as “Authorized Representative” must be a person who has the authority to apply for and accept grant awards on behalf of the 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 are **not** generated in GMS and should be uploaded and attached to your application:

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 OVV website at

http://www.justice.gov/sites/default/files/ovv/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 GMS.

Financial Accounting Practices

Each applicant must prepare a response to the following questions. Be sure to provide complete responses that address all questions included for each numbered item. OVV 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 GMS.

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. OVV 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 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)? Please 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. Please 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 not receiving an award 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. 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 OVV's Director, signed by the Authorized Representative, certifying that federal funds will not be used to supplant state or local funds. Refer to http://www.justice.gov/sites/default/files/ovv/legacy/2012/10/09/nonsup_letter.pdf for a sample letter. This should be a separate attachment to the application in GMS.

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. A DUNS number is a unique, nine-character identification number provided by the commercial company Dun & Bradstreet (D&B). Once an applicant has completed the D&B registration, its DUNS number should be available within 2 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 OVV is ready to make an award, then the recipient will be prohibited from obligating, expending, or drawing down any funds under this award until: 1) the recipient acquires current registration with the System for Award Management (SAM); 2) the recipient notifies OVV in writing of its current SAM registration; and 3) a Grant Adjustment Notice (GAN) is issued that removes the withholding special condition from the award.

The SAM centralizes information about grant recipients and also provides a central location for grant recipients to change organizational information. GMS 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 SAM online registration through the SAM homepage at <https://www.sam.gov/> and follow the 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 on the size and complexity of the business or organization. Once the SAM registration becomes active, the applicant will be able to return to GMS and complete the registration. Registering in GMS refers to initiating or starting an application, resulting in an application number. **Please note that organizations must update or renew their SAM registration at least once a year to maintain an active status.**

Submission Dates and Times

The deadline for submitting applications in response to this solicitation is **11:59 p.m. E.T. on June 13, 2018**. It is the responsibility of the applicant to ensure that the application is complete and submitted by the deadline. OVV will contact applicants for missing items. However, failure to submit all required documents may result in a delay in access to funds.

Grants Management System

Applicants are required to submit applications through GMS. This is not Grants.gov. In order to apply for a grant through GMS, go to <https://grants.ojp.usdoj.gov/gmsexternal/> and either sign in using the applicant's current GMS ID and password or register as a new user. Once the applicant has logged into GMS, they should select the program for which they intend to apply and follow the instructions. Training materials are available on the main GMS homepage.

Applicants are encouraged to begin the application submission process at least 48 hours before June 13, 2018. All applications will be submitted online through GMS.

OVW Policy on Duplicate Applications

If an applicant submits multiple versions of an application, OVW will review one application only. The applicant will be contacted for missing documents.

OVW Policy on Late Submissions

To ensure timely award processing, applicants must submit the application by June 13, 2018. Applicants anticipating late submission should contact OVW at (202) 305-2093 or Virginia.Baran@usdoj.gov to provide an explanation for the delay and an anticipated submission date. Applications submitted after the deadline may result in delayed access to funds.

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. This guide also outlines the successful administration of grant funds.

Any recipient of an award will be responsible for monitoring subawards and contracts, including MOU 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

Food and beverage costs for meetings, conferences, or other events convened using SAJI funds awarded under this solicitation are not allowable. Event-related food and beverage costs should not be included in application budgets.

Conference Planning and Expenditure Limitations

Applicants should be aware of all applicable laws, regulations, and policies (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: a) cost of logistical conference planning; b) cost of programmatic conference planning; c) conference space and audio-visual equipment and services; d) prohibition on trinkets at conferences; e) entertainment at conferences; f) food and beverages at conferences; g) prior approval required before entering into contracts or expending funds for conferences; and h) conference reporting.

Program Assessments

Grantees under this program are prohibited from using OVW funds to conduct research. Subrecipients may use funds to assess their 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 confirm 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.

E. Application Review Information

Programmatic Review

All eligible applications that are considered for funding will be subject to a programmatic review. The programmatic review consists of assessing the application for alignment with the scope of the SAJI, activities that compromise victim safety, and past performance.

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. Past performance issues noted in programmatic review may also be taken into consideration.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the OVW Director.

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

OVW anticipates notifying applicants of the outcome of their applications by June 30, 2018.

F. Federal Award Administration Information

Federal Award Notices

Successful applications will receive OVV 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 OVV 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. OVV encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. This information is found in the section of the [Solicitation Companion Guide](#) titled *Post-award Requirements for All Federal Grant Recipients*.

Terms and conditions for OVV awards, including awards under this program, are available at <https://www.justice.gov/ovw/grantees#award-conditions>. 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 OVV grants. This provision prohibits OVV 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 OVV. 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 OVV funding recipients can be found in the [Solicitation Companion Guide](#) under *Civil Rights Compliance*.

Accessibility

Recipients of OVV 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 Requirements

SAJI grantees are required to submit semi-annual progress reports and quarterly Federal Financial Reports (SF-425). Reports will be submitted through 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 Ginger Baran at Virginia.Baran@usdoj.gov or (202) 305-2093.

H. Other Information

Application Checklist

✓	WHAT AN APPLICATION SHOULD INCLUDE	SEE PAGE...
	Application for Federal Assistance (SF-424) (auto-populated in GMS)	12
	Summary Data Sheet	10
	Project Narrative	10
	Budget Detail Worksheet and Budget Narrative	10
	Extension of Partnership Agreement / MOU Extension	11
	Certification of Eligibility	7 – 9; appendix B
	HIV Certification or Exemption Letter	7-9; appendix B
	Indirect Cost Rate Agreement (if applicable)	13
	Standard Assurances and Certifications	12
	Confidentiality Notice Form	12
	Letter of Nonsupplanting	14
	Financial Accounting Practices	12

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. OVV 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 20002.

Appendix A: Budget Information

Budget Information

Cost information for selected items is provided below to assist applicants in preparing the budget detail worksheet. In developing your budget detail worksheet please refer to the [DOJ Financial Guide](#).

Consultants/Contracts

Compensation for services by an individual consultant should be reasonable and consistent with that paid for similar services in the marketplace. Applicants should consider the type of services provided and the experience and expertise of the individual consultant when deciding if a consultant's rate is reasonable. Applicants are strongly discouraged from requesting consultant rates in excess of \$650 per day. Please note that this does not mean that the rate can or should be as high as \$650 for all consultants. If a project is ultimately selected for funding with a budget allocating more than \$650 per day to a consultant, the applicant must provide additional information to OVV for review and approval before consultant costs are incurred.

Applicants should also include all costs associated with consultants/contracts in the "Consultants/Contracts" category, including travel-related costs. These costs should not be reflected in the Personnel or Travel categories.

Applicants should follow the same established procurement policies with federal funds as they would with non-federal funds. All procurement transactions, including the awarding of consultant contracts, should be conducted in a manner that provides maximum open, free and fair competition, and must follow 2 C.F.R. §§ 200.317-200.326. All sole-source procurements (those not awarded competitively) in excess of \$150,000 require prior approval from OVV. This applies to procurements of goods and services, but not to selection of sub recipients.

Partners/Subrecipients

Project partners are generally considered subrecipients for time spent working on program objectives. The following project partner responsibilities are consistent with the characteristics in 2 C.F.R. § 200.330 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 in relation to whether program objectives are met, 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 programmatic requirements may not be applicable to the services they are providing. For additional information on determining whether the recipient of the pass-through funds is a subrecipient or a contractor, please refer to [2 CFR Part 200.330](#), as well as the [Solicitation Companion Guide](#).

Compensation for Partners

In developing the budget, applicants should compensate all project partners for their participation in any 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 victim services programs and state and tribal domestic violence and/or sexual assault coalitions. Keep in mind that partners are generally considered a subrecipient and would be reimbursed for their actual costs incurred for the project rather than a fee for service. If a partner is a state or local governmental agency and the partnership duties are conducted 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.

Rent

Rental costs are generally allowable under OVV programs. Applicants should 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 OVV project, not the costs of the entire rental space. **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 costs. The applicant must indicate in the budget narrative whether or not they own the space that will be rented.

Audit Costs

Costs for audits not required or performed in accordance with the Office of Management and Budget (OMB) Circular A-133 or 2 CFR Part 200 Subpart F – Audit Requirement are unallowable. If the applicant agency did not meet the applicable expenditure threshold during the organization's fiscal year, the cost of any audit performed may not be charged to the grant.

Indirect Costs

Applicants that have current, federally-approved, indirect cost rates may seek to claim indirect costs and must submit a copy of their current federally-approved indirect cost rate agreement with the application. Applicants may choose to waive indirect costs.

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

Purchase and/or Lease of Vehicles

The purchase and lease of vehicles are prohibited under most OVV grant programs, although some programs allow for purchasing vehicles on a case-by-case basis. Refer to the solicitation for which you are applying to determine whether vehicles can be purchased or leased. If requesting a vehicle, a lease/purchase analysis must be submitted with the application.

Non-Federal contributions

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

Applicants are advised that if they voluntarily decide to provide matching funds through the use of in-kind contributions, and include 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 sufficient 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 the Office on Violence Against Women in order to close out the grant award.

Appendix B: ICJR Program Certification Requirements

Tips for Letters of Certification of Eligibility and HIV Certification, Assurance, or Exemption Letters

- If you have certified in the past, you must certify again.
- If your jurisdiction is compliant with all statutory eligibility requirements, please refer to the sample Certification of Eligibility Letter on page 25.
- Ensure that all language in the letter accurately reflects what is required in this solicitation. Note: a missing or misplaced “and” or an “or” can make the letter deficient, thus making the application ineligible for funding. Please note too that some of the certification language has changed, so read it carefully. Please follow the templates on the next pages, assuming their contents are true for your jurisdiction. OVV encourages use of the templates, to the extent they are applicable.
- The Certification of Eligibility letter must be submitted on the letterhead of the governmental agency (unit of local government) associated with this application.
- Have the Chief Executive Officer of the governmental agency sign the letter. This is often the Mayor or County Executive for a unit of local government applicant.
- Applicants that submit HIV assurances will have until the end of their next legislative session to meet the statutory requirements and submit a copy of the compliant statute, regulation, or policy, or lose five percent of awarded funds;
- Applicants that submit HIV certifications must include a copy of the compliant statute, regulation, or policy;
- Local governments that do not have authority to prosecute offenses in which by force or threat of force the perpetrator compels the victim to engage in sexual activity may submit a letter of exemption in lieu of the certification or assurance; and

Sample certification letters can be found on the next pages.

Sample Certification of Eligibility Letter

[Applicant's Letterhead]

[Date]

Director
Office on Violence Against Women
145 N Street, NE
Suite 10 W.121
Washington, DC 20002

Re: Improving Criminal Justice Responses Program

Dear Director:

As Chief Executive Officer of [enter jurisdiction name], I submit this letter to certify to the following:

- 1) the laws or official policies of [the jurisdiction] encourage or mandate arrests of domestic violence offenders based on probable cause that an offense has been committed;
- 2) the laws or official policies of [the jurisdiction] encourage or mandate arrests of domestic violence offenders who violate the terms of a valid and outstanding protection order;
- 3) the laws, policies, or practices and the training programs of [the jurisdiction] discourage dual arrests of offender and victim;
- 4) the laws, policies, or practices of [the jurisdiction] prohibit issuance of mutual restraining orders of protection except in cases where both parties file a claim and the court makes detailed findings of fact indicating that both parties acted primarily as aggressors and that neither party acted primarily in self-defense;
- 5) the laws, policies, and practices of [the jurisdiction] do not require, in connection with the prosecution of any misdemeanor or felony domestic violence, dating violence, sexual assault, or stalking offense, or in connection with the filing, issuance, registration, modification, enforcement, dismissal, or service of a protection order, or a petition for a protection order, to protect a victim of sexual assault, domestic violence, dating violence, or stalking, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, modification, enforcement, dismissal or service of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the state, tribal, or local jurisdiction; and
- 6) the laws, policies or practices of [the jurisdiction] ensure that:
 - (A) no law enforcement officer, prosecuting officer or other government official shall ask or require an adult, youth, or child victim of a sex offense as defined under federal, tribal, state, territorial, or local law to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of, trial of, or sentencing for such an offense; and
 - (B) the refusal of a victim to submit to an examination described in subparagraph (A) shall not prevent the investigation of, trial of, or sentencing for the offense.

Sincerely,
[Chief Executive Officer]

HIV Certification Letter

[Applicant Letterhead]

[Date]

Director
Office on Violence Against Women 145 N Street, NE
Suite 10 W.121
Washington, DC 20002

Dear Director:

I certify that [enter jurisdiction name] laws, regulations, or policies are in compliance with the requirements of 34 U.S.C. § 10461(d). Specifically, [specify the law, policy, or regulation by name and/or number] requires:

- (A) The state or unit of local government at the request of a victim to administer to a defendant, against whom an information or indictment is presented for a crime in which by force or threat of force the perpetrator compels the victim to engage in sexual activity, testing for the immunodeficiency virus (HIV) not later than **48 hours** after the date on which the information or indictment is presented **and defendant is in custody or has been served** with the information or indictment;
- (B) as soon as practicable notification to the victim, or parent and guardian of the victim, and defendant of the testing results; and
- (C) follow-up tests for HIV as may be medically appropriate, and that as soon as practicable after each such test the results be made available in accordance with subparagraph (B).

I have attached documentation that supports our certification.

Sincerely,
[Applicant's Authorizing Official]

HIV Letter of Exemption

[Applicant Letterhead]

[Date]

Director
Office on Violence Against Women 145 N Street, NE
Suite 10 W.121
Washington, DC 20002

Dear Director:

[Name of local government] does not have authority to prosecute crime in which by force or threat of force the perpetrator compels the victim to engage in sexual activity. Such authority rests in [insert appropriate information]. [Insert information on any relevant state or local laws governing authority to prosecute sex offenses]. Therefore, the HIV provision at 34 U.S.C. 10461(d) is not relevant to [name of local government].

Sincerely,
[Applicant's Legal Officer Such as City or County Attorney]