



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

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# **OVW Fiscal Year 2018 Violence Against Women Tribal Special Assistant U.S. Attorney Fellowship Program - Invitation Only APPLICATION INSTRUCTIONS**

**Release Date: on or about September 17, 2018**

## **Eligibility**

Eligible applicants are limited to:  
**Confederated Tribes of the Umatilla Indian Reservation**  
**Confederated Tribes of the Colville Reservation**  
**Ft. Peck Assiniboine & Sioux Tribes**  
**Rosebud Sioux Tribe**  
**Salt River Pima Maricopa Indian Community**  
(See [Eligibility Information](#))

## **Deadlines**

**Applications are due by 11:59 p.m. Eastern Time (E.T.) on September 27, 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.

(See [Registration](#))

## Contact Information

For assistance with the requirements of this solicitation, email OVV at [OVV.TribalSAUSA@usdoj.gov](mailto:OVV.TribalSAUSA@usdoj.gov). Alternatively, interested parties may call OVV at 202-307-6026.

## Submission and Notification Information

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

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# **OVW Violence Against Women Tribal Special Assistant U.S. Attorney Fellowship Program (CFDA# 16.589)**

## ***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.

### **About the Violence Against Women Tribal Special Assistant U.S. Attorney Fellowship Program (Tribal SAUSA Program)**

Through this special initiative, OVW is partnering with United States Attorneys' Offices (USAOs) and the Executive Office of United States Attorneys (EOUSA) to support tribes and USAOs in their investigation and prosecution of Indian country cases involving sexual assault, domestic violence, dating violence, and stalking, and certain sex trafficking cases.<sup>1</sup> Tribes will receive funds to work with their USAO partner to hire or retain a mutually agreed upon attorney to be cross-deputized as both a Special Assistant United States Attorney (SAUSA) and a tribal prosecutor. These Tribal SAUSAs will be appointed to a three-year fellowship position to be divided between the USAO and the tribal prosecutor's office, as agreed between the USAO and the tribe, provided that the SAUSA spends sufficient time at the beginning of the award period at the USAO to be trained as a federal prosecutor. The cross-designated prosecutors will maintain an active caseload, while also helping to promote higher quality investigations and better inter-governmental communication.

### **Program Scope**

Activities supported by the Tribal SAUSA Program 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 [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.

Funding will support salary and fringe benefits for a Tribal SAUSA, as well as training, travel, and other resources needed to support the work of the SAUSA.

A sample federal caseload may include the following crimes, if authorized by the relevant USAO:

- a. Misdemeanor crimes of domestic violence and criminal violations of protection orders committed by non-Indians
- b. Stalking and dating violence
- c. Felony assault of a spouse, intimate partner, or dating partner
- d. Adult and youth sexual assault

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<sup>1</sup> Sex trafficking cases must also involve domestic violence, sexual assault, dating violence, or stalking.

- e. Child sexual assault
- f. Interstate Violence Against Women Act crimes (18 U.S.C. 2261, 2261A, 2262)
- g. Habitual domestic violence (18 U.S.C. 117)

### **Mandatory Program Requirements**

Applicants that receive funding under the Tribal SAUSA Program will be required to engage in the following activities:

#### *Training and Technical Assistance Participation*

Selected Tribal SAUSAs will be required to attend training provided by the Executive Office of United States Attorneys (EOUSA)'s National Indian Country Training Initiative.

#### *Required Partnership(s) Memorandum of Understanding (MOU)*

Prior to award funds being released, recipients must submit a fully executed MOU.

**DO NOT submit the MOU as a part of the initial application.**

The MOU is a document containing the terms of the partnership between the USAO and the participating tribe(s). The MOU must be a single document and must remain current for the entire duration of the grant award period. It must be signed and dated by the USAO and the [Authorized Representative](#) of each tribal partner. If necessary, the MOU can include multiple signature pages so long as each page includes the names and titles of all signatories. Letters of support **will not** be accepted in lieu of the MOU. The MOU must be submitted for OVW review and approval within 60 days of the award date.

The MOU must:

1. Clearly identify the partners;
2. Demonstrate each partner's commitment to the project goals:
  - a. filling gaps in jurisdictional coverage;
  - b. increasing communication and coordination with tribal, federal, and state law enforcement agencies;
  - c. establishing consistent relationships between federal prosecutors and the Tribal community(ies); and
  - d. improving the quality of sexual assault, domestic violence, dating violence, stalking, and certain sex trafficking cases through training and best practices.
3. Clearly describe the roles, responsibilities, and resources each partner commits to ensure the success of the proposed project either through time, logistical or staff support, or grant funds. This section must describe:
  - For each of the three years of the award, the type(s) of cases the Tribal SAUSA will work on – federal and/or tribal and how the SAUSA's time will be divided between federal and tribal cases;
  - Name and title of the USAO staff tasked with supervision responsibility of the Tribal SAUSA;
  - How supervision of the SAUSA will be handled at the tribe, including the name and title of the SAUSA's tribal supervisor, and how the supervisors at the USAO and the tribe will communicate with each other;
  - Commitment to coordination of cases worked by the Tribal SAUSA;
  - The personnel selection process including minimum qualifications for employment and who from the USAO and the tribe will serve on the selection committee;
  - The minimum training the selected Tribal SAUSA will receive;
  - Other activities the Tribal SAUSA will engage in as a part of the proposed project (i.e. receiving or delivering training, multi-disciplinary team(s) participation, etc.)

- Data collection and reporting requirements and responsibilities; and
  - Resources available to the Tribal SAUSA at the USAO and the tribe, including logistical support, victim witness staff, and support staff, and a commitment to provide the SAUSA with office space and equipment at both the USAO and the tribe.
4. Identify the time period for which the MOU is to be in effect. The time period must, at a minimum, cover the period of the grant award but may exceed it.
  5. Address how client and confidentiality obligations will be managed and conflicts of interest resolved.

### **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, and will not be supported by Tribal SAUSA Program funding:

1. Procedures or policies that compromise the confidentiality of information and/or privacy of persons receiving OVW-funded services;
2. The use of pre-trial diversion programs without prior OVW review and approval of the program or the automatic placement of offenders in such program;
3. Offering or ordering anger management programs for offenders as a substitute for batterer intervention programs;
4. Relying on batterer intervention programs that do not use court monitoring to hold batterers accountable for their behavior;
5. Issuance of mutual restraining orders or 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;
6. Requiring that victims bear the costs associated with: (1) the prosecution of any misdemeanor or felony domestic violence, dating violence, sexual assault, or stalking offense; (2) 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; (3) the filing of criminal charges against the offender; or (4) the filing, issuance, registration, modification, enforcement, dismissal or service of a warrant, protection order, petition for a protection order, or witness subpoena; and
7. Policies or practices that discourage accepting cases when victims do not have physical evidence.

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

The activities listed below are out of the program scope, and they will not be supported by Tribal SAUSA Program funding.

1. Prosecuting cases that do not involve sexual assault, domestic violence, dating violence, or stalking.
2. 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](#)).
3. Purchase or lease of vehicles.

## **Unallowable Activities**

The activities listed below are unallowable, and they will not be supported by Tribal SAUSA Program funding.

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

## ***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. Therefore, OVW encourages applicants to develop a plan to sustain project activities if federal funding through this project ceases to be available. Also, OVW may elect to make awards in a future fiscal year for applications submitted under this solicitation depending on the merits of the applications and on the availability of funding.

### **Award Period**

OVW has the discretion to make awards 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. Initial awards under the Tribal SAUSA Program are for **36 months**. Budgets submitted with this application must reflect **36 months** of project activity, and the total “estimated funding” on the SF-424 must reflect **36 months**. Generally, the award period will start on November 1, 2018.

### **Award Amounts**

This is a non-competitive special initiative announcement. Awards will be made for up to **\$437,500** for the entire **36 months**.

OVW has the discretion to award grants for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to awarding a grant.

OVW estimates that it will make four awards for an estimated \$1,750,000 in FY 2018.

Awards will be made as cooperative agreements. Cooperative agreements are a form of award when OVW expects to have ongoing substantial involvement in award activities. For this initiative, the substantial involvement will be supporting collaboration between the recipient and its partner USAO, including the agreed upon structure for dividing the Tribal SAUSA's time between the USAO and the tribe.

## ***C. Eligibility Information***

### **Eligible Applicants**

Applications are invited from the following federally recognized tribes:

- Confederated Tribes of the Umatilla Indian Reservation

- Confederated Tribes of the Colville Reservation
- Ft. Peck Assiniboine & Sioux Tribes
- Rosebud Sioux Tribe
- Salt River Pima Maricopa Indian Community

### **Cost Sharing or Match Requirement**

This program 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 may result in an award that precludes access to or use of funds pending satisfaction of specific conditions.

Applicants should not submit documents that were not specifically asked for in the solicitation. 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.

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. Page numbers
6. No more than seven (7) pages 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. Applications that do not include items one through six below will be incomplete, which may result in a delayed award or delayed access to funds.

1. Summary Data Sheet
2. Project Abstract
3. Project Narrative
4. Budget Detail Worksheet and Narrative
5. 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
6. Forms generated and populated during the GMS application process:
- Application for Federal Assistance (SF-424)
  - Standard Assurances and Certifications

### **Summary Data Sheet**

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 seven (7) 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 tribe.
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 tribe.
3. Name, title, address, phone number, and e-mail address for the partner U.S. Attorney's Office point-of-contact for the project.
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 OVV projects (if applicable). If the applicant has a current grant or cooperative agreement under any OVV 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 A](#).
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 B](#).

### **Proposal Abstract**

The Proposal Abstract must provide a short and accurate summary (no more than two pages double-spaced) of the proposed project. The abstract must include:

- the USAO and the tribal partner(s) who will be involved with the project;
- the geographic area covered by the project;
- what will be done as primary activities including the type of federal and/or tribal cases that will be assigned to the SAUSA; and
- a statement that the SAUSA, when performing work as a SAUSA, will be supervised by an attorney in the USAO.

### **Project Narrative**

The Project Narrative may not exceed seven (7) pages in length, double-spaced.

- Clearly define the measurable goals, objectives, activities, and timeline for the project. Objectives/activities/timeline must clearly demonstrate how the project will meet the project goals:
  - a. fill gaps in jurisdictional coverage;
  - b. increase communication and coordination with tribal, federal, and state law enforcement agencies;
  - c. establish consistent relationships between federal prosecutors and the tribal community(ies); and
  - d. improve the quality of sexual assault, domestic violence, dating violence, stalking, and certain sex trafficking cases through training and best practices.
- Describe the planned structure of the three-year position, including how the SAUSA's time will be divided between the USAO and the tribal prosecutor's office for each year of

the project. The SAUSA must spend sufficient time at the beginning of the award period at the USAO to receive training as a federal prosecutor. Absent substantial prior federal experience, this is likely to be a minimum of six months.

- Discuss anticipated challenges or barriers to implementing the Tribal SAUSA project goals and objectives (e.g., lack of qualified candidates in the area could delay hiring for the position; distance between the reservation and the USAO will make frequent in-person meetings difficult, etc.).
- Describe the availability of direct victim services in the geographic area to be served for American Indian/Alaska Native victims of sexual assault, domestic violence, dating violence, stalking, and sex trafficking and how the proposed project will work with the direct victim service provider(s) to enhance victim safety and autonomy.

### **Budget Detail Worksheet and Narrative**

All applications must include a detailed budget and budget narrative. A sample Budget Detail Worksheet is available at <https://www.justice.gov/ovw/resources-applicants#Resources>. When preparing the Budget Detail Worksheet and Narrative, use the Sample Budget Detail Worksheet as a guide and 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 OVV program. Additionally, the budget must adhere to the guidelines contained in the [DOJ Financial Guide](#).

### Award Period and Amount

The grant award period is 36 months. Budgets must reflect 36 months of project activity, and the total “estimated funding” on the SF-424 must reflect 36 months.

### Budget Requirements.

Applicants must submit a reasonable budget based on the resources needed to implement the project 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 goals 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.

The budget must:

1. Include travel expenses, including lodging and mileage, for the Tribal SAUSA while in travel status for travel between the USAO and tribal community(ies) to be served, if applicable.
2. Include funds to attend OVV-sponsored/approved training and technical assistance in the amount of \$10,000. The \$10,000 is for the entire 36 month project period and NOT per year. See Training and Technical Assistance in the [Funding Restrictions](#) section of the solicitation for additional information. Costs associated with the required training provided by EOUSA’s National Indian Country Training Initiative, will be covered by EOUSA’s Office of Legal Education. Do not include funds for these costs in the budget.

Grant funds, with OVV approval, may be used for other training identified by the tribe and the USAO as necessary for the Tribal SAUSA funded by this project.

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

#### Allowable Costs

Examples of allowable costs include, *but are not limited to*, the following:

- Salary and fringe benefits
- Travel costs for the Tribal SAUSA, and other tribal staff directly involved in the implementation of the proposed project, to participate in OVV training and technical assistance. Travel could also include lodging, per diem, and mileage for the Tribal SAUSA while in travel status between the USAO and tribal community(ies), if applicable and in compliance with the tribe's travel policies.
- Supplies (at the tribe), including cell phone, laptop, desktop computer, printer, and/or office supplies such as business cards, paper, folders, etc.

#### **Additional Required Information**

The following documents must be included with the application. 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 program 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 are **not** generated in GMS and should be uploaded and attached to the 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/ovw/pages/attachments/2015/01/20/confidentiality\\_acknowledgement\\_form\\_42015.pdf](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.

### 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. 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.

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? 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 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](mailto:OVW.GFMD@usdoj.gov) or 1-888-514-8556 immediately after the applicant is notified of its award to coordinate training.
9. Does the applicant 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 OVV 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. 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 OVV's Grants Financial Management Division at [OVV.GFMD@usdoj.gov](mailto:OVV.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 should a grant award be made. Refer to [http://www.justice.gov/sites/default/files/ovw/legacy/2012/10/09/nonsup\\_letter.pdf](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.

#### **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 OVV is ready to make an award, then OVV 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](http://www.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](http://www.sam.gov) homepage at <https://uscontractorregistration.com/sam-registration/> 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 GMS and complete the registration. **Organizations must update or renew their SAM registration at least once a year to maintain an active status.**

### **Grants Management System**

All applications will be submitted electronically 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.

### **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 application being removed from consideration.

The deadline for submitting applications in response to this solicitation is **11:59 p.m. E.T. on September 27, 2018**. Applications submitted after **11:59 p.m. E.T. on September 27, 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. **Applicants are strongly encouraged to begin the application submission process at least 48 hours, but no later than 24 hours, before September 27, 2018.**

### **OVW Policy on Duplicate Applications**

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

### **OVW Policy on Late Submissions**

To ensure timely award processing, applicants must submit the application by **September 27, 2018**. Applicants anticipating late submission should contact OVW at 202-307-6026 or [OVW.TribalSAUSA@usdoj.gov](mailto:OVW.TribalSAUSA@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 [https://www.whitehouse.gov/wp-content/uploads/2017/11/Intergovernmental\\_-\\_Review\\_-\\_SPOC\\_01\\_2018\\_OFFM.pdf](https://www.whitehouse.gov/wp-content/uploads/2017/11/Intergovernmental_-_Review_-_SPOC_01_2018_OFFM.pdf).

## **Funding Restrictions**

Federal assistance awards are governed by the provisions of 2 CFR Part 200. Additionally, OVV 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 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 OVV funds.

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

Generally, food and beverage costs are **not** allowable. OVV may approve the use of OVV 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.

Funds may only be used to purchase food and/or beverages for a meal at a meeting, conference, training, or other event if OVV 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>.

### Training and Technical Assistance

All applicants are required to allocate funds in the amount of \$10,000 to support travel costs associated with training and technical assistance. The \$10,000 is for the entire 36 month project period and NOT per year. These funds can **only** be used for OVV-designated training and technical assistance unless otherwise approved by OVV. Funds may 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 OVV estimate if they are aware of relevant non-OVV sponsored conferences for which they would like permission to use grant funds to support attendance.

### Program Assessments

Grantees under this program are prohibited from using OVV funds to conduct research. Upon budget approval, they 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 ensure that the activity does not qualify as human subjects research.

### Pre-Agreement Cost Approval

OVV 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 OVV. See the [DOJ Financial Guide](#) for more information on pre-award costs.

## ***E. Application Review Information***

### Programmatic Review

All applications that are considered for funding will be subject to a programmatic review. The programmatic review consists of assessing the application for compliance with the program's scope, activities that compromise victim safety, and, if applicable, past performance.

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 funded.

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

1. Demonstrated effectiveness of current OVV funded projects indicated by timely progress toward meeting project goals and objectives.
2. Demonstration that past activities supported with OVV grant funds have been limited to program purpose areas.
3. Adherence to all special conditions of existing grant award(s) from OVV.
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 OVV-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 OVV.
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 OVV 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 OVV 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 December 31, 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 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 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 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 (LEP) have meaningful access to recipients' programs and activities and ensuring that these programs and activities are readily accessible to qualified individuals with disabilities, including Deaf or hard of hearing individuals. 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 (ASL) 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 Tribal Affairs Division at [OVW.TribalJurisdiction@usdoj.gov](mailto:OVW.TribalJurisdiction@usdoj.gov) or by telephone at 202-307-6026.

### ***H. Other Information***

#### **Application Checklist**

Applicants must submit a fully executed application to OVW, including all required supporting documentation. Additionally, if an applicant plans to submit an application under any other OVW grant program this fiscal year, please 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).

<b>Application Document</b>	<b>Date Completed</b>
1. <a href="#">Summary Data Sheet</a>	
2. <a href="#">Proposal Abstract</a>	
3. <a href="#">Project Narrative</a>	
4. <a href="#">Budget Detail Worksheet and Narrative</a>	
5. <a href="#">Application for Federal Assistance: SF 424</a>	
6. <a href="#">Standard Assurances and Certifications</a>	
7. <a href="#">Confidentiality Notice Form</a>	

8. <a href="#">Financial Accounting Practices</a>	
9. <a href="#">Indirect Cost Rate Agreement (if applicable)</a>	
10. <a href="#">Letter of Nonsupplanting</a>	

**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**

### **Summary of Current and Recent OVW Projects**

### Summary of Current and Recent OYW 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	<b>TOTAL: \$250,000</b> 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	<b>TOTAL: \$467,850</b> 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)	
			\$1,232,000	\$717,850				

## **APPENDIX B**

### **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 fro application for OVW funding.
OJP	XXX-XXX-XXXX	OVC	9/30/2018	\$300,000	<b>TOTAL: \$250,000</b> 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	<b>TOTAL: \$300,000</b> 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.]