



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

OVW Fiscal Year 2019 Justice for Families Program Solicitation

Release Date: on or about November 6, 2018

Eligibility

Eligible applicants are limited to: **states, units of local government, courts (including juvenile courts), Indian tribal governments, nonprofit organizations, legal services providers, and victim service providers.**

(See "[Eligibility Information](#)")

Deadlines

Applications are due by 11:59 p.m. Eastern Time (E.T.) on January 8, 2019.

(See "[Submission Dates and Times](#)")

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

(See "[Registration](#)")

Letter of Intent: Applicants are strongly encouraged to submit a Letter of Intent to OVW.JFF@usdoj.gov by December 18, 2018. This letter confirms that the applicant has registered with SAM and [Grants.gov](#). Submitting a Letter of Intent will not obligate a potential applicant to submit an application. Interested applicants who do not submit a Letter of Intent are still eligible to apply.

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

Pre-Application Information Session: OVW will post a pre-recorded Pre-Application Information Session on its website for entities interested in submitting an application for this program. Listening to this session is optional. Interested applicants who do not listen to the pre-recorded session are still eligible to apply. The session is tentatively scheduled to be available by November 20, 2018 on the [OVW website](#).

(See “[Pre-Application Information Session](#)”)

Contact Information

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

Submission and Notification Information

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

The [Grants.gov](#) number assigned to this announcement is OVW-2019-15529.

Notification: OVW anticipates notifying applicants of funding decisions by October 1, 2019.

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OVW Justice for Families Program (CFDA 16.021)

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 administers grant programs authorized by the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership on issues of sexual assault, domestic violence, dating violence, and stalking. OVW grants support coordinated community responses to hold offenders accountable and serve victims.

About the OVW Justice for Families Program

This program is authorized by 34 U.S.C. § 12464. The Grants to Support Families in the Justice System program (referred to as the Justice for Families Program) was authorized in the Violence Against Women Reauthorization Act (VAWA) of 2013 to improve the response of the civil and criminal justice system to families with a history of sexual assault, domestic violence, dating violence, and stalking, or in cases involving allegations of child sexual abuse. The program supports the following activities for improving the capacity of courts and communities to respond to families affected by the targeted crimes: court-based and court-related programs; supervised visitation and safe exchange by and between parents; training for people who work with families in the court system; civil legal services; and the provision of resources in juvenile court matters. For additional information about this program, see <https://www.justice.gov/ovw/grant-programs> and <https://www.vawamei.org/grant-program/justice-for-families-iff-program>.

Program Scope

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

Purpose Areas

Pursuant to 34 U.S.C. § 12464, funds under this program must be used for one or more of the purposes as discussed below. OVW is interested in funding projects that take a coordinated approach to helping families victimized by sexual assault, domestic violence, dating violence, and stalking as they navigate the justice system. To help achieve this coordinated approach, applicants may propose either a **standard project** or a **comprehensive project**.

Standard Project: Applicants **must** propose activities under **purpose area number 1 (supervised visitation) or 5 (courts)**. If an applicant is proposing to provide supervised visitation/safe exchange services (purpose area 1), the applicant **must** also propose activities under at least one additional purpose area. The courts purpose area (purpose area 5) can be addressed on its own (under any one sub-category or multiple sub-categories, except that OVW will not consider applications that only propose pro se victim assistance programs under purpose area 5(b) or only propose education and outreach programs under purpose area 5(e)), or in combination with another purpose area.

Comprehensive Project: Applicants **must** propose activities under **purpose areas 1 (supervised visitation), 5 (courts), and 6 (civil legal services)**. Applicants may include additional purpose areas in a comprehensive project application but are required to include purpose areas 1, 5, **and** 6.

VAWA 2013 includes eight distinct purpose areas for the Justice for Families Program. In FY 2019, however, OVW is limiting applicants to addressing only purpose areas 1, 3, 4, 5, 6, and 8:

- **(Purpose Area 1) Supervised visitation and safe exchange:** Provide supervised visitation and safe visitation exchange of children and youth by and between parents in situations involving domestic violence, dating violence, child sexual abuse, sexual assault, or stalking. Although the program statute allows for sliding scale fees (34 U.S.C. § 12464(d)(2)), to ensure accessibility of OVW-funded services, grantees providing supervised visitation and safe exchange services are not allowed to charge fees to parents served with OVW funds. ***Applicants proposing activities under this purpose area must propose activities under at least one additional purpose area for a standard project. This purpose area must be included in a comprehensive project.***
- **(Purpose Area 3) Training for court-based and court-related personnel:** Educate court-based and court-related personnel and court-appointed personnel (including custody evaluators and guardians ad litem) and child protective services workers on the dynamics of domestic violence, dating violence, sexual assault, and stalking, including information on perpetrator behavior, evidence-based risk factors for domestic and dating violence homicide, and on issues relating to the needs of victims, including safety, security, privacy, and confidentiality, including cases in which the victim proceeds pro se. ***Applicants proposing activities under this purpose area must also propose activities under purpose area 1 and/or 5.***
- **(Purpose Area 4) Juvenile court resources:** Provide appropriate resources in juvenile court matters to respond to dating violence, domestic violence, sexual assault (including child sexual abuse), and stalking and ensure necessary services dealing with the health and mental health of victims are available. ***Applicants proposing activities under this purpose area must also propose activities under purpose area 1 and/or 5.***
- **(Purpose Area 5) Court and court-based programs and services:** Enable courts or court-based or court-related programs to develop or enhance- a) court infrastructure (such as specialized courts, consolidated courts, dockets, intake centers, or interpreter services); b) community-based initiatives within the court system (such as court watch programs, victim assistants, pro se victim assistance programs, or community-based supplementary services); c) offender management, monitoring, and accountability programs; d) safe and confidential information-storage and information-sharing databases within and between court systems; e) education and outreach programs to improve community access, including enhanced access for underserved populations; and f) other projects likely to improve court responses to domestic violence, dating violence, sexual assault, and stalking. ***Applicants proposing activities under purpose area 5 are not required to propose activities under any other purpose area for a standard project (OVW, however, will not consider applications that only propose pro se victim assistance programs under purpose area 5(b) or only propose education and outreach programs under purpose area 5(e)), but applicants may***

apply to implement additional purpose areas if they choose. This purpose area must be included in a comprehensive project.

- **(Purpose Area 6) Civil legal assistance:** Provide civil legal assistance and advocacy services, including legal information and resources in cases in which the victim proceeds pro se, to:
 - (a) victims of domestic violence; and
 - (b) nonoffending parents in matters:
 - (i) that involve allegations of child sexual abuse;
 - (ii) that relate to family matters, including civil protection orders, custody, and divorce; and
 - (iii) in which the other parent is represented by counsel.

Applicants proposing activities under this purpose area must also propose activities under purpose area 1 and/or 5 for a standard project. This purpose area must be included in a comprehensive project. In addition, a project in which the primary focus is on providing civil legal assistance is not appropriate for the Justice for Families Program and will be removed from consideration. At least 50% of all proposed activities and budget items in the application must be targeted toward activities other than civil legal services. All costs supporting civil legal services, including indirect costs and pro se victim assistance programs that provide civil legal assistance proposed under purpose area 5(b), will be counted toward this cap on civil legal assistance.

- **(Purpose Area 8) Training within the civil justice system:** Improve training and education to assist judges, judicial personnel, attorneys, child welfare personnel, and legal advocates in the civil justice system. ***Applicants proposing activities under this purpose area must also propose activities under purpose area 1 and/or 5.***

OVW Priority Areas

In FY 2019, OVW is interested in supporting the priority areas identified below. Applications proposing activities in the following areas will be given special consideration.

1. Reduce violent crime against women and promote victim safety. ***Applications meaningfully addressing purpose area 5(a) (34 U.S.C. § 12464(b)(5)(A)) as a way to reduce violent crime and promote victim safety will receive special consideration.***
2. Increase the response to victims of human trafficking. ***To receive special consideration under this priority, applicants must identify how they will improve the response to trafficked victims of sexual violence, domestic violence, dating violence, and stalking and address the unique needs of these victims. In order to enhance a coordinated community response to trafficked victims, the JFF Program encourages applicants to include mental health and substance abuse professionals as non-funded project partners.***
3. Increase efforts to combat stalking. ***To receive special consideration under this priority, applicants must clearly identify how they will meaningfully engage in efforts to combat stalking.***

Activities that Compromise Victim Safety and Recovery and Undermine Offender Accountability

OVW does not fund activities that jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions.

Information on activities that compromise victim safety and recovery and undermine offender accountability may be found in the [Solicitation Companion Guide](#).

Applications that propose any activities that compromise victim safety and recovery or undermine offender accountability may receive a deduction in points during the review process or may be eliminated from consideration entirely.

Out-of-Scope Activities

The activities listed below are out of the program scope, and they will not be supported by this program's funding.

1. Research projects (This does not include program assessments conducted only for internal improvement purposes. For information about DOJ regulations on research involving human subjects, see "Research and Protection of Human Subjects" in the [Solicitation Companion Guide](#)).
2. Mediation in cases where sexual assault, domestic violence, dating violence, or stalking is an issue (except where law mandates).
3. Therapeutic visitation.
4. Parent education programs.
5. Individual, group, and family counseling.
6. Telephone and/or virtual (e.g., Skype) monitoring.
7. Supervised visitation and exchange services unrelated to domestic violence, dating violence, child sexual abuse, sexual assault, or stalking.
8. Legal representation in child protection cases, except for cases in which the legal services are provided to a victim of domestic violence and the proceedings relate to or arise out of the abuse or violence committed against the victim.
9. Legal representation in child sexual abuse cases, except for cases in which the legal services are provided to nonoffending parents and relate to family matters, including civil protection orders, custody, and divorce, and in which the other parent is represented by counsel.
10. Criminal defense of victims charged with crimes.
11. Support of law reform initiatives, including but not limited to litigation.

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

Activities Requiring Prior Approval

Activities listed below will require prior approval in order to be supported by grant funds.

1. Surveys.
2. Renovations, including such minor things as painting and carpeting (i.e., National Environmental Policy Act (NEPA) compliance).

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. OVV may elect to make awards in a future fiscal year for applications

submitted under this solicitation but not selected for FY 2019 funding, depending on the merits of the applications and the availability of funding.

Award Period and Amounts

The 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. Generally, the award period will start on October 1, 2019.

This program typically makes awards in the range of \$550,000 for standard projects and \$650,000 for comprehensive projects. OVW estimates that it will make up to 15 standard awards and 3-7 comprehensive awards for an estimated \$11,000,000.

Funding levels under this program for FY 2019 are:

1. Standard projects: up to \$550,000 for the entire 36 months.
2. Comprehensive projects: up to \$650,000 for the entire 36 months.

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

Awards will be made as grants.

Types of Applications

In FY 2019, OVW will accept the following types of applications for this program from the following:

New: applicants that have never received funding under this program, including current or former OVW Safe Haven and OVW Courts grantees and subgrantees, or Justice for Families grantees whose previous funding expired more than 12 months ago.

Continuation: applicants that have an existing or recently closed (within the last 12 months) award under this program. Continuation funding is not guaranteed.

This program’s grant recipients that received an FY 2017 or FY 2018 award are NOT eligible to apply.

Additionally, current grantees with a substantial amount of funds remaining (more than 50% of the award) at the time of application submission without adequate justification may not be considered for funding in FY 2019.

Mandatory Program Requirements

Applicants that receive funding under this program will be required to engage in the following activities:

1. Recipients must participate in OVW-sponsored training and technical assistance.
2. Recipients must attend a new grantee orientation unless exempted by OVW.

C. Eligibility Information

Applications that are submitted by ineligible entities or that do not meet all program eligibility requirements may not be considered for funding. In addition, an application that is deemed

deficient in one or more of the following categories may not be considered for funding: 1. [activities that compromise victim safety](#), 2. [out-of-scope activities](#), 3. [unallowable costs](#), 4. [pre-award risk assessment](#), 5. [completeness](#), and 6. [timeliness](#). Further, an applicant with [past performance issues](#), long-standing open audits, or an open criminal investigation also may not be considered for funding.

Eligible Applicants

The following entities are eligible to apply for this program (34 U.S.C. § 12464(a)):

1. **States**, meaning any of the states and the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands, and the Northern Mariana Islands (34 U.S.C. § 12291(a)(31)).
2. **Units of local government**, meaning any city, county, township, town, borough, parish, village, or other general purpose political subdivision of a state (34 U.S.C. § 12291(a)(40)).
3. **Courts (including juvenile courts)**, meaning any civil or criminal, tribal, and Alaska Native Village, federal, state, local or territorial court having jurisdiction to address domestic violence, dating violence, sexual assault or stalking, including immigration, family, juvenile, and dependency courts (34 U.S.C. § 12291(a)(2)). This does not include prosecutors' offices.
4. **Indian tribal governments**, meaning a tribe, band, pueblo, nation, or other organized group or community of Indians, including any Alaska Native village or regional or village corporation (as defined in, or established pursuant to, the Alaska Native Claims Settlement Act (43 U.S.C. 1601 et seq.)), that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians (34 U.S.C. § 12291(a)(16)).
5. **Nonprofit organizations**, meaning an organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of such Code (34 U.S.C. § 12291(b)(16)(B)(i)).
6. **Legal services providers**, meaning entities that provide legal assistance to victims of domestic violence, dating violence, sexual assault, and stalking, including private nonprofit entities, law schools, bar associations, and organizations that receive Legal Service Corporation funding. This does *not* include for-profit organizations.
7. **Victim service providers**, meaning nonprofit, nongovernmental or tribal organizations or rape crisis centers, including state or tribal coalitions, that assist or advocate for domestic violence, dating violence, sexual assault, or stalking victims, including domestic violence shelters, faith-based organizations, and other organizations, with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking (34 U.S.C. § 12291(a)(43)).

Nonprofit Organization Requirement – 501(c)(3) Status

Any entity that is eligible for this program based on its status as a nonprofit organization must be an organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of that Code. See 34 U.S.C. § 12291(b)(16)(B)(i).

Nonprofit Organization Requirement – Offshore Accounts

Any nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code is not eligible for a grant from this program. See 34 U.S.C. § 12291(b)(16)(B)(ii).

Cost Sharing or Matching

This program has no match or cost sharing requirement.

Other Program Eligibility Requirements

In addition to meeting the eligible entity requirements outlined above, applications for this program must also meet the requirements below. All certification and other eligibility related documents must be current and developed in accordance with the FY 2019 solicitation.

Note: OVW will not make an award to any applicant that has not provided the requisite certification(s) listed below. Each certification must take the form of a letter, on letterhead, signed and dated by the authorizing official. Failure to provide a letter/s certifying to these requirements may disqualify an application from further consideration. Applicants missing required certification letter/s will be required to submit the certification letter/s prior to receiving an award.

Certification of Eligibility

Under 34 USC § 12464(d), all applicants for the Justice for Families Program must:

- Certify that the organizational policies of the applicant do not require mediation or counseling involving offenders and victims being physically present in the same place, in cases where sexual assault, domestic violence, dating violence, or stalking is alleged.

Applicants proposing projects under purpose area 1 (supervised visitation and/or safe exchange services) must also:

- Demonstrate that adequate security measures, including adequate facilities, procedures, and personnel capable of preventing violence, and adequate standards are, or will be, in place (including the development of protocols or policies to ensure that confidential information is not shared with courts, law enforcement agencies, or child welfare agencies unless necessary to ensure the safety of any child or adult using the services of a program funded by OVW).

Applicants proposing projects under purpose area 4 or 5 (court and court-based programs and services) must also:

- Certify that victims of domestic violence, dating violence, sexual assault, or stalking are not charged fees or any other costs related to the filing, petitioning, modifying, issuance, registration, enforcement, withdrawal, or dismissal of matters relating to the sexual assault, domestic violence, dating violence, or stalking.

Applicants proposing projects under purpose area 5 to support custody evaluation and/or guardian ad litem (GAL) services must also:

- Certify that any person providing custody evaluation or guardian ad litem services through a program funded under this program has completed or will complete training developed with input from and in collaboration with a tribal, state, territorial, or local sexual assault, domestic violence, dating violence, or stalking victim service provider or coalition on the dynamics of domestic violence and sexual assault, including child sexual

abuse, that includes training on how to review evidence of past abuse and the use of evidenced-based theories to make recommendations on custody and visitation.

Applicants proposing projects under purpose area 5(b) or 6 to provide civil legal assistance services must also certify the following:

Delivery of Legal Assistance Certification

Pursuant to 34 U.S.C. § 12291(b)(12) and 34 U.S.C. § 12464(d), to be eligible for an award, any recipient or subrecipient providing legal assistance with funds awarded under this program must certify in writing that:

1. any person providing legal assistance with funds through this program
 - (A) has demonstrated expertise in providing legal assistance to victims of domestic violence, dating violence, sexual assault, or stalking in the targeted population; or
 - (B)
 - i. is partnered with an entity or person that has demonstrated expertise described in subparagraph (A); and
 - ii. has completed, or will complete, training in connection with domestic violence, dating violence, sexual assault or stalking and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide;
2. any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a tribal, state, territorial, or local domestic violence, dating violence, sexual assault or stalking victim service provider or coalition, as well as appropriate tribal, state, territorial, and local law enforcement officials;
3. any person or organization providing legal assistance with funds through this program has informed and will continue to inform state, local, or tribal domestic violence, dating violence, or sexual assault programs and coalitions, as well as appropriate state and local law enforcement officials of their work;
4. the grantee's organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, domestic violence, dating violence, or child sexual abuse is an issue; and
5. any person providing legal assistance through a program funded under the Justice for Families Program has completed or will complete training on domestic violence, dating violence, sexual assault, and stalking, including child sexual abuse, and related legal issues.

This certification shall take the form of a letter, on letterhead, signed and dated by the authorized representative. Failure to provide a letter certifying to these requirements may disqualify an application from further consideration. At a minimum, an application missing the required legal assistance certification letter will be required to submit a certification letter prior to receiving an award. The signed certification letter must be uploaded as a separate attachment in Grants.gov. Sample certification letters can be found on the OVW website at <https://www.justice.gov/ovw/page/file/1106476/download>.

Required Partnerships

All applicants for the Justice for Families Program must include formal partnerships with both 1) a domestic violence or sexual assault victim service provider and 2) a court. If a court is the lead applicant, it must have a domestic violence and/or sexual assault victim service provider as a project partner. If a domestic violence and/or sexual assault victim service provider is the lead applicant, it must have a court as a partner. If the lead applicant is neither a domestic violence

and/or sexual assault victim service provider nor a court, it must have a partnership with both a domestic violence and/or sexual assault victim service provider and a court. Applications that do not meet this requirement will not be eligible for Justice for Families Program funding and will be removed from consideration.

In addition to meeting the definition provided in the “Eligible Applicants” section, victim service providers must meet all of the following criteria: 1) provide direct services to victims of sexual assault, domestic violence, dating violence, or stalking as one of their primary purposes and have a demonstrated history of effective work in this field; 2) address a demonstrated need in their communities by providing services that promote the dignity and self-sufficiency of victims, improve their access to resources, and create options for victims seeking safety from perpetrator violence; and 3) not engage in or promote activities that compromise victim safety.

Limit on Number of Applications

OVW will consider only one application per organization for the same service area in response to this solicitation. In addition, if an applicant submits multiple versions of the same application, OVW will review only the most recent system-validated version submitted before the deadline.

D. Application and Submission Information

Address to Request Application Package

The complete application package (this solicitation, including links to required forms) is available on Grants.gov or the OVW website. Applicants wishing to request a paper copy of these materials should contact the Justice for Families Program at OVW.JFF@usdoj.gov or 202-307-6026.

Pre-Application Information Session

OVW will post a pre-recorded Pre-Application Information Session on its website for entities interested in submitting an application for this program. Listening to this session is optional. Interested applicants who do not listen to the pre-recorded session are still eligible to apply. The session is tentatively scheduled to be available by November 20, 2018 on the OVW website.

The session will be captioned in English and Spanish. Interested applicants needing additional language assistance should contact this program’s POC at OVW.JFF@usdoj.gov or at 202-307-6026 as soon as possible, but no later than November 13, 2018.

Content and Form of Application Submission

The information below (“**Letter of Intent**” through “**Additional Required Information**”) describes the full content and form of application submission. For a complete checklist of required contents, see the “[Other Information](#)” section in this solicitation.

Letter of Intent

Applicants intending to apply for FY 2019 funding under this program are strongly encouraged to submit a Letter of Intent. The letter should state that the applicant is registered and current with SAM and with Grants.gov. The letter should be submitted to OVW at OVW.JFF@usdoj.gov by December 18, 2018. This letter will not obligate the applicant to submit an application. See <https://www.justice.gov/ovw/resources-applicants> for a sample Letter of Intent.

Formatting and Technical Requirements

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

1. Double spaced (Project Abstract, Summary Data Sheet and charts may be single spaced)
2. 8½ x 11 inch paper
3. One-inch margins
4. Type no smaller than 12 point, Times New Roman font
5. Page numbers
6. No more than 20 pages for the Project Narrative for standard projects and no more than 25 pages for comprehensive projects
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 Contents

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

1. Project Narrative
2. Budget Detail Worksheet and Narrative
3. Memorandum of Understanding (MOU) or Letters of Commitment in lieu of MOU

Summary Data Sheet (5 Points Total)

The Summary Data Sheet should be one to four pages and may be single or double spaced. The Summary Data Sheet does not count toward the 20 page (standard projects) or 25 page (comprehensive projects) limit for the Project Narrative. Provide the following information:

1. Name, title, address, telephone number, and e-mail address of the individual with authority to accept grants on behalf of the applicant.
2. Name, title, address, telephone number, and e-mail address for the grant point-of-contact. This person must be an employee of the applicant.
3. Statement as to whether the applicant (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 implement the project, and the applicant itself will not be involved with implementation of the project beyond issuing subaward(s) to these entities. If this is the case, the applicant also must list these subrecipients and 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 C.F.R. Part 200](#), as well as all project deliverables. In such situations, the fiscal agent/sponsor must be an eligible applicant for the program.
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 pending OVW grants (if applicable). If the applicant has a current grant or cooperative agreement under any OVW grant program or an award that has been closed within the last 12 months from the date this solicitation closes, the information must be provided in a table using the sample format found on the OVW

website <https://www.justice.gov/ovw/resources-applicants>. Failure to provide the required table will result in a loss of points. The applicant should also provide the same information regarding any current OVW grants or pending applications on which the applicant is a subrecipient.

6. Statement as to whether the applicant is a nonprofit organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of that Code.
7. A list of other federal grant programs from which the applicant currently receives funding or for which it has applied for funding in FY 2019 **to do similar work**. Provide this information in a table using the sample format found on the OVW website <https://www.justice.gov/ovw/resources-applicants>.
8. Statement as to whether the applicant is a nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code.
9. Statement as to whether the applicant is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure to establish a rebuttable presumption that its executives' compensation is reasonable. If the applicant is not a nonprofit organization or is a nonprofit that does not use the safe-harbor procedure, provide a statement to that effect. For additional information about the safe-harbor procedure, see "Disclosure of Process Related to Executive Compensation" in the [Additional Required Information](#) section.
10. The percentage of grant activities, should the application be funded, that will address each of the following issues (the total percentages should not exceed 100%):
 - Sexual assault;
 - Domestic violence;
 - Dating/teen dating violence; and/or
 - Stalking.
11. Statement as to whether the application addresses any of the priority areas listed on page 3 of the solicitation:
 - Reduce violent crime against women and promoting victim safety through activities under purpose area 5(a);
 - Increase the response to victims of human trafficking; and/or
 - Increase efforts to combat stalking.
12. The purpose areas the application addresses and whether the application is standard or comprehensive. If the application is addressing purpose area 5(b), pro se victim assistance programs and providing civil legal assistance and/or purpose area 6, Civil Legal Assistance, state the percentage of activities and funds of the project that will support civil legal assistance.
13. Name of the domestic violence or sexual assault victim service provider partnering on the project (not applicable if the lead applicant is such an entity).
14. Name of the court partner on the project (not applicable if the lead applicant is such an entity).

Proposal Abstract (not scored)

The Proposal Abstract must provide a short summary (no more than two pages double-spaced) of the proposed project, including names of applicant and partners, primary activities, products and deliverables, the service area, and who will benefit. Applicants must not summarize past accomplishments in this section.

Project Narrative (65 Points Total)

The Project Narrative may not exceed 20 pages (standard project) or 25 pages (comprehensive project), double-spaced. The Project Narrative must include the following three sections:

Purpose of Application (10 points)

This section must:

1. Describe the communities to be served, including the geographic location, the populations in the service area, and any marginalized and/or underserved population(s);¹
2. Identify the purpose area(s) the applicant is proposing to address;
3. State the problem(s) the project will address;
4. Describe the need for the project in the community;
5. Identify gaps in services and explain how the proposed project will compliment and not duplicate existing services; and
6. Describe any previous or current efforts (OVW-funded or not) to address the problem(s) the proposed project targets, and the effectiveness of those efforts.

What Will Be Done (45 points)

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

This section must:

1. Describe the safety needs of victims of sexual assault, domestic violence, dating violence, and stalking, and the applicant’s commitment to addressing those needs through the proposed project;
2. Identify project goals, objectives, activities, and products (if applicable), and provide a corresponding 36-month timeline;
3. Describe why the applicant anticipates that the project will be successful, including whether it involves an evidence-informed approach or a promising practice, and describe how the applicant will determine if it accomplished its goals for the project;
4. Describe how the proposed project will be accessible and culturally appropriate to individuals with disabilities, individuals who are Deaf or hard of hearing, and persons with limited English proficiency;
5. If applicable, describe specifically how the proposed project will reduce violent crime against women and promote victim safety through activities under purpose area 5(a);
6. If applicable, describe specifically how the proposed project will increase the response to victims of human trafficking; and
7. If applicable, describe specifically how the proposed project will increase efforts to combat stalking.

¹ Applicants should use U.S. Census and other government data, as well as the Limited English Proficient Mapping Tool, available at www.lep.gov/maps/, to obtain this information.

For applicants proposing projects under purpose area 1 - supervised visitation and/or safe exchange services:

1. Using *concrete* examples, describe the extent to which the applicant's or a project partner's supervised visitation and/or safe exchange services align—or will be aligned—with OVW's Supervised Visitation [Guiding Principles](#);
2. If applicable, describe the applicant's or a partner's previous experience providing supervised visitation and exchange services to families affected by sexual assault, domestic violence, dating violence, child sexual abuse, and stalking; and
3. Provide a detailed statement of how the applicant will ensure that adequate security measures, including adequate facilities, procedures, and personnel capable of preventing violence, and adequate standards are, or will be, in place. Describe the layout and security features of the facility and where in the community the facility is located. Describe how the applicant will develop protocols or policies to ensure that confidential information is not shared with courts, law enforcement agencies, or child welfare agencies unless necessary to ensure the safety of any child or adult using the services of a program funded by OVW.

For applicants proposing projects under purpose area 4 or 5 - court programs and services:

1. Describe any specialized docket or court infrastructure that is currently in place or will be established as part of this project;
2. Describe how the project will improve the judicial handling of sexual assault, domestic violence, dating violence, stalking, and cases involving allegations of child sexual abuse; ensure offender accountability; and promote informed judicial decision-making; and
3. If the applicant is proposing to use any technology, the applicant must explain how it plans to address any victim safety concerns that could arise from the use of the technology, such as confidentiality, safety planning, and informed consent.

For applicants proposing projects under purpose area 6 - civil legal assistance:

1. Describe the extent to which the applicant will provide legal services to victims of domestic violence; and/or to nonoffending parents in matters that involve allegations of child sexual abuse, relate to family matters, including civil protection orders, custody, and divorce, and in which the other parent is represented by counsel;
2. Describe how the applicant or project partner will provide a supervision and mentoring plan for attorney staff supported by this project; and
3. If the applicant is not a domestic violence or sexual assault victim service provider, explain how it will coordinate with a local domestic violence or sexual assault victim service provider.

For applicants proposing projects under purpose area 3 or 8 – training:

1. Describe any training program or curriculum that is currently in place or will be established as part of this project;
2. Identify the agencies that will be trained, the estimated number of trainings and attendees for each training, and the purpose of the trainings;
3. Describe how the project will improve training and education for court-based and court-related personnel on the dynamics of domestic violence, dating violence, sexual assault,

and stalking and/or improve training and education for those within the civil justice system; and

4. Provide a detailed statement of how the applicant will reach the intended audience for training and education, including efforts MOU partners will engage in to encourage identified participants to attend the trainings.

Who Will Implement the Project (10 points)

This section must:

1. Identify the key individuals and organizations involved in the proposed project;
2. Demonstrate that the individuals and organizations identified have the capacity to address the stated need, including the expertise necessary to appropriately serve any marginalized and/or underserved populations identified in the Purpose of the Application section, and can successfully implement the proposed project activities;
3. Demonstrate that the applicant and/or project partner(s) include a domestic violence and/or sexual assault victim service provider and a court;
4. Describe the *applicant's* expertise in the areas of sexual assault, domestic violence, dating violence, child sexual abuse, and stalking, as appropriate;
5. Describe the *project partner(s)*' expertise in the areas of sexual assault, domestic violence, dating violence, child sexual abuse, and stalking, as appropriate; and
6. If applicable, identify any mental health or substance abuse professionals involved in the proposed project as non-funded project partners to address the trafficking priority area.

Budget Detail Worksheet and Narrative (15 Points)

All applications must include a detailed budget and budget narrative. A sample Budget Detail Worksheet is available on the OVW website at <https://www.justice.gov/ovw/resources-applicants>. Keep in mind that budgetary requirements vary among programs. Applicants must submit reasonable budgets based on the resources needed to implement their projects in their specific geographic location.

Award Period and Amount

Budgets should cover a project period of 36 months, or three years, starting on October 1, 2019 and ending on September 30, 2022. Budget requests should not exceed \$550,000 for standard projects and \$650,000 for comprehensive projects.

The budget and budget narrative will be reviewed separately from the proposed project narrative. The budget narrative must describe each line item requested in the budget and explain all costs included in the budget, including how the costs of goods and services are determined and how they will fulfill the objectives of the project.

The budget must:

1. Display a clear link between the specific project activities and the proposed budget items and not contain items that are not supported by the project narrative.
2. Include funds to attend OVW-sponsored training and technical assistance in the amount of \$15,000 for standard projects and \$20,000 for comprehensive projects for states and \$20,000 for standard projects and \$25,000 for comprehensive projects for territories, Hawaii, and Alaska. This amount is for the entire 36 months and NOT per year. Applicants also may budget expenses in excess of the required amount if they are aware

- of relevant non-OVW sponsored conferences or training for which they would like permission to use grant funds to support staff/project partner attendance.
3. For applicants that anticipate using OVW funds to cover only a portion of a particular service they provide (e.g., supervised visitation or civil legal assistance), the budget should prorate operational costs like rent and phone service accordingly.
 4. Include funds or describe other resources available to the applicant to support activities to ensure access for individuals with disabilities, Deaf/hard of hearing individuals, and persons with limited English proficiency. See [Accessibility](#) under F. [Federal Award Administration Information](#) for more information.
 5. Compensate all project partners as reflected in the MOU or Letters of Commitment, or clearly explain why a project partner is not compensated. For more information on compensating project partners, see the sample Budget Detail Worksheet on the OVW website at <https://www.justice.gov/ovw/resources-applicants>.
 6. Distinguish clearly between subawards and contracts in allocating any grant funds to other entities. Pursuant to 2 C.F.R. § 200.330, a subaward is for the purpose of carrying out a portion of the federal award, such as compensating an MOU partner, and a contract is for the purpose of obtaining goods and services for the grantee's own use. The substance of the relationship is more important than the form of the agreement in determining whether the recipient of the pass-through funds is a subrecipient or a contractor. The awarding and monitoring of contracts must follow the recipient's documented procurement procedures, including full and open competition, pursuant to the procurement standards in 2 C.F.R. §§ 200.317-200.329. The issuance and monitoring of subawards must meet the requirements of 2 C.F.R. § 200.331, which includes oversight of subrecipient/partner spending and monitoring performance measures and outcomes attributable to grant funds. For more information, see the sample Budget Detail Worksheet and the [Solicitation Companion Guide](#) on the OVW website at <https://www.justice.gov/ovw/resources-applicants>.

OVW awards are governed by the provisions of 2 C.F.R. Part 200 and the [DOJ Financial Guide](#), which include information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. For additional information on allowable and unallowable costs, go to the [Funding Restrictions](#) section of this solicitation and the sample Budget Detail Worksheet on the OVW website at <https://www.justice.gov/ovw/resources-applicants>.

Memorandum of Understanding (MOU) or Letters of Commitment (15 Points Total)

For purposes of this solicitation, the MOU is a document containing the terms of the partnership and the roles and responsibilities between two or more parties. The MOU **must** be a single document and **must** be signed and dated by the [Authorized Representative](#) of each proposed partner organization during the development of the application. If necessary, an MOU can include multiple signature pages so long as each page includes the names and titles of all signatories to the MOU.

Applicants must have formal partnerships, delineated in the MOU (or letters of commitment) with both 1) a domestic violence and/or sexual assault victim service provider and 2) a court (as outlined in the "Required Partnerships" section under C. Eligibility Information).

The MOU must:

1. Clearly identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
2. Clearly state the roles and responsibilities each partner will assume to ensure the success of the proposed project;
3. Clearly state that each project partner has reviewed the budget and is aware of the total amount being requested and the funding being requested for each project partner;
4. Demonstrate meaningful collaboration with a state, tribal, or local court system and a domestic violence and/or sexual assault victim service provider;
5. Demonstrate a meaningful partnership among all signing parties;
6. Specify the extent of each partner's participation in developing the application;
7. Identify the people who will be responsible for developing and implementing project activities and describe how they will work together and with project staff;
8. Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, and training); and
9. Demonstrate that the project has commitments from entities that will receive training if the applicant proposes training under purpose area 3 or 8 (training for court-based, court-related personnel or those within the civil justice system).

If a court is unable to sign an MOU, the court may submit a letter of commitment in lieu of signing the MOU as described below.

- If the court is the lead applicant and unable to sign an MOU, all project partners should submit letters of commitment and no MOU is required.
- If the court is a project partner and unable to sign an MOU, the lead applicant should still submit an MOU signed by the applicant and any other non-court partners and the court partner should submit a letter of commitment.
- If the domestic violence and/or sexual assault victim service provider is the lead applicant and the only project partner is the court, the court should submit a letter of commitment but the lead applicant is not required to submit an MOU or letter of commitment.

Each Letter of Commitment must:

1. Clearly identify the name of the organization and provide a brief description of the collaborative relationship with the applicant;
2. Highlight the expertise of the individual or organization's staff who will be affiliated with this project;
3. Clearly state the roles and responsibilities the organization or agency would assume to ensure the success of the proposed project;
4. Demonstrate a commitment to work with the applicant and its partners to achieve the stated project goals;
5. Clearly state that the organization has reviewed the budget and is aware of the total amount being requested and the funding being requested for each project partner (not applicable to courts submitting Letter of Commitment as lead applicant);
6. Specify the extent of the agency or organization's participation in developing the application;

7. Describe the resources that would be contributed to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, and training); and
8. Demonstrate that the project has commitments from entities that will receive training if the applicant proposes training under purpose area 3 or 8 (training for court-based, court-related or those in the civil justice system).

Note that letters of commitment submitted in lieu of an MOU under circumstances other than those defined above will **not** be accepted.

Additional Required Information

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

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

Application for Federal Assistance (SF-424)

Applicants must complete the SF-424 on Grants.gov. For “Type of Applicant,” do not select “other.” The amount of federal funding requested in the “Estimated Funding” section of this form 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 the 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 must be uploaded and attached **separately** to the application:*

Applicant Financial Capability Questionnaire (if applicable)

All nonprofit, nongovernmental organizations that apply for funding from OVW and have not previously (or within the last three years) received funding from OVW must complete an Applicant Financial Capability Questionnaire. In addition, applicants may be required to submit their current year’s audit report at a later time. The questionnaire can be found at <https://www.justice.gov/ovw/file/866126/download>.

Confidentiality Notice Form

All applicants are required to acknowledge that they have received notice that grantees and subgrantees must comply with the confidentiality and privacy requirements of VAWA, as amended. Applicants must submit the acknowledgement form available on the OVW website at

http://www.justice.gov/sites/default/files/ovw/pages/attachments/2015/01/20/confidentiality_acknowledgement_form_42015.pdf. This form must be signed by the [Authorized Representative](#).

Disclosure of Process Related to Executive Compensation (if applicable)

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

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

Each applicant must state at the time of its application (in the Summary Data Sheet mentioned earlier) whether the applicant is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure to establish a rebuttable presumption that its executives' compensation is reasonable. If the applicant states that it uses the safe-harbor procedure, then it must disclose, in an attachment to its application (to be titled "Disclosure of Process Related to Executive Compensation"), the process it uses to determine the compensation of its officers, directors, trustees, and key employees (together, "covered persons"). See 34 U.S.C. § 12291(b)(16)(B)(iii).

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

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

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

Pre-Award Risk Assessment

Each applicant must respond to the questions below. This information will be used for a mandatory pre-award risk assessment. Failure to provide this information or to respond to questions from OVW regarding this information in a timely manner could result in the applicant

being removed from consideration or a delay in access to funds. Provide complete responses that address all questions included for each numbered item. This section of the application should be no more than four pages.

1. Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding? Provide a brief description of the applicant's policies and procedures that ensure funds will be tracked appropriately.
2. Does the applicant have written accounting policies and procedures? How often are these policies and procedures updated? Provide a brief list of the topics covered in the applicant's policies and procedures. OVW may request a copy for review during the application/award process or as part of the grant monitoring process.
3. Is the applicant's financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant? Provide a brief summary of the organization's process for tracking expenditures, including tracking budgeted versus actual amounts.
4. Does the applicant have procedures in place for minimizing the time between transfer of funds from the United States Treasury and disbursement for project activities? Provide a short summary of the applicant's policy for requesting payments for grant awards.
5. Does the applicant have effective internal controls in place to ensure that federal funds are used solely for authorized purposes? Provide a brief description of the applicant's internal controls that will provide reasonable assurance that the award funds will be managed properly.
6. Does the applicant have a documented records retention policy? If so, briefly describe the policy and confirm that the policy complies with federal regulations. Information on Record Retention and Access can be found at 2 C.F.R. §§ 200.333-200.337.
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 C.F.R. § 200.112 and Chapter 3.20, Grant Fraud, Waste and Abuse, of the [DOJ Financial Guide](#) for additional information.
8. Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. Part 200)? Provide a short list of the individual's qualifications/experience. If the individual is not familiar with the applicable rules and regulations, the applicant must contact OVW's Grants Financial Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 immediately after the applicant is notified of its award to coordinate training.
9. Does the applicant have policies and procedures in place to manage subawards and monitor activities of subrecipients as necessary to ensure that subawards are used for authorized purposes, in compliance with laws, regulations, and terms and conditions of the award, and that established subaward performance goals are achieved (2 C.F.R. §§ 200.330-200.332)? Provide a brief description of the organization's policies and procedures on subrecipient management and monitoring.
10. Does the applicant currently require employees to maintain time distribution records that accurately reflect the work performed on specific activities or cost objectives in order to support the distribution of employees' salaries among federal awards or other activities (2 C.F.R. § 200.430)? Budget estimates do not qualify as support for charges to federal awards. Provide a brief description of the organization's established timekeeping policies and procedures.

Indirect Cost Rate Agreement (if applicable)

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

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

Letter of Nonsupplanting

Applicants must submit a letter to OVW's Director, signed by the [Authorized Representative](#), certifying that federal funds will not be used to supplant non-federal funds should a grant award be made. A sample letter is available at <https://www.justice.gov/ovw/resources-applicants>.

Proof of 501(c)(3) Status (Nonprofit Organizations Only)

As noted under Eligible Applicants, an entity that is eligible for the Justice for Families Program based on its status as a nonprofit organization must be an organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of the Code. All such applicants are required to submit a determination letter from the Internal Revenue Service recognizing their tax-exempt status. OVW cannot make an award to any nonprofit organization that does not submit a 501(c)(3) determination letter from the Internal Revenue Service.

Unique Entity Identifier (DUNS Number), System for Award Management (SAM), and Grants.gov Registration

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 applied for a DUNS number through D&B, its DUNS Number should be available within two business days.

Federal regulations require that an applicant (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 these requirements by the time that OVW is ready to make an award, then OVW may make the determination that the applicant is not qualified to receive an award and use that determination as a basis for making the award to another applicant.

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

If the applicant already has an Employer Identification Number (EIN), the SAM registration will take **up to two weeks to process**. If the applicant does not have an EIN, then **the applicant should allow two to five weeks for obtaining an EIN from the Internal Revenue Service**.

There is no fee associated with these processes. Additionally, these processes cannot be expedited. OVW strongly discourages applicants from paying a third party to apply or register on their behalf in an attempt to expedite these processes. To ensure all applicants are able to apply by the deadline for this solicitation, applicants must have obtained a DUNS number and registered online with the SAM and with Grants.gov no later than December 18, 2018.

Submission Dates and Times

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

Applicant Action	Information	Dates/Deadline
Apply for a DUNS number	Obtain a DUNS number at the following website http://www.dnb.com/us/ or call (866) 705-5711.	December 18, 2018
Register with SAM	Access the SAM online registration through the SAM homepage at https://www.sam.gov and follow the online instructions for new SAM users. 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. Organizations must update or renew their SAM registration at least once a year to maintain an active status.	December 18, 2018
Register with Grants.gov	Once the SAM registration becomes active, the applicant will be able to complete the Grants.gov registration (see Other Submission Requirements for more information on registering for and using Grants.gov).	December 18, 2018
Submit Letter of Intent	Justice for Families Program, OVW.JFF@usdoj.gov , 202-307-6026	December 18, 2018
Download Updated Version of Adobe	Applicants are responsible for ensuring that the most up-to-date version of Adobe Acrobat is installed on all computers that may be used to download the grant application package and submit the proposal. To verify if the Adobe software version is compatible with Grants.gov , visit the following link: http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html .	At least 48 hours before application deadline of 11:59 p.m. Eastern Time (E.T.) on January 8, 2019.
Request Hardcopy Submission (If Needed)	Applicants that cannot submit an application electronically due to lack of internet access must contact the POC at 202-307-6026 or OVW.JFF@usdoj.gov to request permission to submit a hardcopy application.	December 18, 2018

Begin Application Submission Process	Applications must be submitted electronically via Grants.gov	11:59 p.m. Eastern Time (E.T.) on January 6, 2019
Complete Application Submission Process	Grants.gov	11:59 p.m. Eastern Time (E.T.) on January 8, 2019
Confirmation of Application Receipt	<ol style="list-style-type: none"> 1. Authorized Organization Representatives (AORs) should closely monitor their email for any notification from Grants.gov about a possible failed submission. The AOR is a user role within Grants.gov for a user who is authorized to submit applications on behalf of the organization. 2. The AOR should receive a minimum of two emails from Grants.gov. One will confirm receipt of the application package. The other will contain either a notice that the application was successfully submitted or a notice that there was an error with the application submission. <p>Ovw does not send out these notifications, nor does Ovw receive a copy of these notifications. It is the responsibility of the applicant to notify Ovw of any problems with the application submission process.</p>	Submitting the application at least 48 hours before the application deadline of 11:59 p.m. Eastern Time (E.T.) on January 8, 2019 will enable the applicant to receive notice of a failed submission and provide an opportunity to correct the error before the deadline.

OVW Policy on Late Submissions

Applications submitted after **11:59 p.m. E.T.** on January 8, 2019 will not be considered for funding, unless the applicant receives OVW permission to submit a late application. In limited circumstances, OVW will approve a request to submit an application after the due date. The charts below provide a description of the circumstances under which OVW will consider such requests. OVW’s approval of a late submission request is not an indication of the application’s final disposition. Applications approved for late submission are still subject to all of the review process and criteria described in this solicitation.

Failure to begin registration or application submission by the deadlines stated in the chart above is not an acceptable reason for late submission. To ensure fairness for all applicants, OVW requires that applicants requesting late submission adhere to the following:

Severe Inclement Weather or Natural Disaster	
1. Document when the severe inclement weather or natural disaster occurred, the impacted area, and the specific impact on the applicant/partners (e.g., without power for “x” days, office closed for “x” days).	OVW may not be able to accommodate all requests resulting from severe inclement weather or a natural disaster.

<ol style="list-style-type: none"> 2. Contact OVW at the earliest possible date and provide the information described in #1. 3. Contact OVW at least 24 hours prior to the application deadline to request a late submission. Applicants impacted by severe inclement weather or a natural disaster occurring on the deadline must contact OVW within 72 hours after the due date or as soon as communications are restored. 	
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Experiencing Technical Difficulties Beyond the Applicant’s Reasonable Control		
Issue	Applicant Action	OVW Policy
Issue with SAM or Grants.gov Registration	<ol style="list-style-type: none"> 1. Register and/or confirm existing registration at least 3 weeks prior to the application due date to ensure that the individual who will be submitting the application has SAM and Grants.gov access and is the person registered to submit on behalf of the applicant. 2. Maintain documentation of when registration began, any issues related to registration, and all communication with technical support. 3. Notify OVW as soon as the applicant becomes aware of a problem with registration but no later than 14 days before the application due date. 	Failure to begin the SAM or Grants.gov registration process in sufficient time (i.e., by the date identified in this solicitation) is not an acceptable reason for late submission.
Experiencing Unforeseeable Technical Difficulties During the Application Submission Process	<ol style="list-style-type: none"> 1. Document when the applicant began the submission process. 2. Contact Grants.gov for technical support at least 24 hours prior to the application deadline. 3. Maintain documentation of all communication with Grants.gov support. 4. Contact the POC for this program at OVW.JFF@usdoj.gov or 202-307-6026 indicating that the applicant is experiencing technical difficulties and would like permission to 	Common foreseeable technical difficulties for which OVW will not approve a late submission requests include: <ol style="list-style-type: none"> a. Using an outdated version of Adobe Acrobat; and b. Attachment rejection. Through Grants.gov , OVW can confirm when submission began. Applicants who start the submission process less than 24 hours before the deadline will not be considered for late submission.

	<p>submit a late application. Provide a telephone number and/or email address at which someone with the authority to submit the application and required documentation can be reached for the first 3 business days immediately following the application deadline.</p> <p>5. Respond promptly to communication from OVW requesting the complete application package, applicant DUNS Number, Grants.gov helpdesk tracking numbers, and any other relevant documentation.</p>	<ol style="list-style-type: none">1. By beginning the application submission process 24-48 hours before the deadline, applicants should have sufficient time to receive notice of problems with their submissions and make necessary corrections.2. To ensure that attachments are not rejected, attachment names should only include allowable characters. (See "Other Submission Requirements").
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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 must 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/SPOC-Feb.-2018.pdf>

Funding Restrictions

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

Unallowable Costs

The activities listed below are unallowable, and costs for them must not be included in applicants' budgets.

1. Lobbying
2. Fundraising
3. Purchase of real property
4. Physical modifications to buildings, including minor renovations (such as painting or carpeting) without prior approval by OVW through the submission of a detailed Grant Adjustment Notice
5. Construction without prior approval by OVW through the submission of a detailed Grant Adjustment Notice

Food and Beverage/Costs for Refreshments and Meals

Generally, food and beverage costs are **not** allowable. OVW may approve the use of grant funds to provide 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, despite efforts to secure a location near reasonably priced and accessible commercial food establishments.
2. Not serving food will significantly lengthen the day or necessitate extending the meeting to achieve meeting outcomes.
3. A special presentation at a conference requires a plenary address where there is no other time for food to be obtained.
4. Other extenuating circumstances necessitate the provision of food.

Justification for an exception listed above must be included in the applicant's budget narrative, and grantees may only use funds to purchase food and/or beverages if OVW approves the specific expenditures in advance. For additional information on restrictions on food and beverage expenditures go to <https://www.justice.gov/ovw/conference-planning>.

Conference Planning and Expenditure Limitations

Applicants' budgets must be consistent with all requirements (including specific cost limits and prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (which is defined to include meetings, retreats, seminars, symposiums, training, and other similar events), and costs of attendance at such events. Information on conference planning, minimization of costs, and conference reporting is available at <https://www.justice.gov/ovw/conference-planning>. This includes requirements pertaining to:

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

Program Assessments

Grantees under this program are prohibited from using OVW funds to conduct research. They may use funds to assess their work for quality assurance and program improvement purposes only, such as by surveying training participants about the quality of training content and delivery or convening discussion forums with key stakeholders. Applicants considering such assessments must refer to the [DOJ/OJP decision tree](#) to ensure that the activity does not qualify as human subjects research. For additional information on federal requirements related to assessments or surveys, see the [Solicitation Companion Guide](#).

Pre-Agreement Cost Approval

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

Other Submission Requirements

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

After applicants obtain their DUNS number and register with SAM, they can begin the [Grants.gov](#) registration process. The applying organization must complete the [Grants.gov](#) registration process prior to beginning an application for a federal grant. The E-Business Point of Contact (E-Biz POC) must register the applicant organization with [Grants.gov](#). The E-Biz POC oversees the applicant's [Grants.gov](#) transactions and assigns the AOR. The AOR submits the application to [Grants.gov](#) and must register with [Grants.gov](#) as well. In some cases the E-Biz POC is also the AOR for the applicant. Complete instructions can be found at [Grants.gov](#).

This registration process generally takes between three and five business days and may take as long as four weeks if all steps are not completed in a timely manner. The application process can move forward once the applicant successfully registers with [Grants.gov](#). Grants.gov is not the Office of Justice Programs' (OJP) Grants Management System (GMS). If applicants experience difficulties at any point during this process, they should call the [Grants.gov](#) Customer Support Hotline at **1-800-518-4726**.

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

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

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

Submitting a Grant Application

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

The [Grants.gov](#) Help Desk can be reached at 1-800-518-4726 and is available 24/7, except federal holidays.

E. Application Review Information

Criteria

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

1. Summary data sheet: (5) points
2. Project narrative: (65) points, of which
 - A. Purpose of the project: (10) points
 - B. What will be done: (45) points
 - C. Who will implement: (10) points
3. Budget narrative and detail worksheet: (15) points
4. MOU (or Letters of Commitment in lieu of MOU): (15) points

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

Review and Selection Process

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

Peer Review

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

Programmatic Review

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

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

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

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

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

Prior to making an award, OVW is required to review and consider any information about applicants included in the designated integrity and performance system accessible through SAM (currently FAPIIS). Applicants may review and comment on information in FAPIIS about themselves that another Federal awarding agency has previously entered. OVW will consider the applicant's comments as well as other information available in FAPIIS in making its judgment about the risk posed by making an award to the applicant as described in 2 C.F.R. § 200.205.

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

High-Risk Grantees

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

Anticipated Announcement and Federal Award Dates

It is anticipated that all applicants will be notified of the outcome of their applications by October 1, 2019.

F. Federal Award Administration Information

Federal Award Notices

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

Administrative and National Policy Requirements

Information for All Federal Award Grantees

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

Terms and conditions for OVW awards are available at <https://www.justice.gov/ovw/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 2019 OVW grants. This provision prohibits OVW grantees from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW. For more information on this prohibition, see <http://www.justice.gov/ovw/docs/faqs-ngc-vawa.pdf>. Additional information on the civil rights obligations of OVW funding recipients can be found in the [Solicitation Companion Guide](#) under “Civil Rights Compliance.”

Accessibility

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

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 following: for programmatic questions, contact the POC for this program at 202-307-6026 or OVW.JFF@usdoj.gov, for financial questions, contact 202-307-6026 or OVW.GFMD@usdoj.gov, and for technical support, contact 1-800-518-4726 for the Grants.gov helpdesk.

H. Other Information

Application Checklist

Applicants must submit a fully executed application to OVW, including all required supporting documentation. Prior to peer review, OVW will not contact applicants for missing items. Additionally, if an applicant plans to submit an application under any other OVW grant program this fiscal year, it is the applicant's responsibility to ensure that only documents pertinent to this solicitation are included with this application. OVW will not redirect documents that are inadvertently submitted with the wrong application (e.g., a Rural Program letter submitted with a Transitional Housing Program application will not be transferred to the Rural application).

Application Document	Date Completed
1. Letter of Intent (not required)	
2. Summary Data Sheet	
3. Project Narrative a) Purpose of the Application b) What Will Be Done c) Who Will Implement	
4. Proposal Abstract	
5. Budget Detail Worksheet and Narrative	
6. Memorandum of Understanding (MOU) or Letters of Commitment	
7. Application for Federal Assistance: SF 424	
8. Standard Assurances and Certifications	
9. Applicant Financial Capability Questionnaire (if applicable)	
10. Confidentiality Notice Form	
11. Disclosures of Process Related to Executive Compensation	
12. Pre-Award Risk Assessment	
13. Indirect Cost Rate Agreement (if applicable)	
14. Letter of Nonsupplanting	
15. Proof of 501(c)(3) Status (Nonprofit Organizations Only)	
16. Certification Regarding Legal Assistance Letter (only applicable to applicants proposing to provide civil legal assistance under purpose area 6)	
17. Certification of Eligibility Regarding Mediation or Counseling (required of all applicants)	

18. Certification Letter Demonstrating Safe Operation of Supervised Visitation or Safe Exchange (only applicable to applicants proposing activities under purpose area 1)	
19. Certification Letter Regarding Filing and Other Fees (only applicable to applicants proposing activities under purpose area 4 or 5 that are court-based programs)	
20. Certification Letter Regarding Custody Evaluation and Guardian Ad Litem Services (only applicable to applicants proposing activities under purpose area 4 or 5 to support custody evaluation and/or guardian ad litem services)	

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.