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# OVW Sexual Assault Services Culturally Specific Program (CFDA 16.023)

## ***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 Sexual Assault Services Culturally Specific Program**

This program is authorized by 34 U.S.C. § 12511(c). The Sexual Assault Services Culturally Specific Program (hereinafter referred to as the SAS Culturally Specific Program) supports nonprofit organizations that focus primarily on culturally specific communities and have experience in the area of sexual assault or who partner with an organization having such expertise. The goal of the SAS Culturally Specific Program is to establish, maintain, and expand sustainable, culturally appropriate services that address the unique needs and challenges of victims of sexual assault from culturally specific communities. For additional information about this program, see <https://www.justice.gov/ovw/grant-programs> and <http://muskie.usm.maine.edu/vawamei/saspculturalmain.htm>.

### **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. § 12511(c) support the establishment, maintenance, and expansion of culturally specific intervention and related assistance for victims of sexual assault.

Pursuant to 34 U.S.C. § 12511(b)(2)(C), such intervention and related assistance may include:

- 24-hour hotline services providing crisis intervention services and referral;
- Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police, and court proceedings;
- Crisis intervention, short-term individual and group support services, and comprehensive service coordination and supervision to assist sexual assault victims and family or household members;
- Information and referral to assist the sexual assault victim and family or household members;
- Community-based, culturally specific services and support mechanisms, including outreach activities for underserved communities; and

- Development and distribution of materials on issues related to the services offered.

Pursuant to 34 U.S.C. 12291(a)(7), “culturally specific services” means community-based services that include culturally relevant and linguistically specific services and resources to culturally specific communities.

### **OVW Priority Area**

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

- Increase the response to victims of sex trafficking or other severe forms of trafficking in persons who have also experienced sexual assault (hereinafter “sex or labor trafficking”). Projects addressing this priority area must identify how they will engage in outreach to victims of sex or labor trafficking and tailor services to address the unique needs of these victims, including collaborating with mental health and substance abuse professionals as non-funded project partners.

### **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. Activities focused on prevention efforts and public education (e.g., bystander intervention, social norms campaigns, presentations on healthy relationships)
3. Criminal justice-related projects, including law enforcement, prosecution, courts, and forensic interviews
4. Sexual Assault Forensic Medical Examiner programs
5. Sexual Assault Response Team coordination
6. Providing training to allied professionals and the community (e.g., law enforcement, child protection services, prosecution, other community-based organizations)

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**

Grantees must receive prior approval before using grant funds to support **surveys**.

## ***B. Federal Award Information***

### **Availability of Funds**

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. There is no guarantee that funds will be available in the future. OVW may elect to make awards in a future fiscal year for applications submitted under this solicitation but not selected for FY 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 \$290,000-\$320,000. OVW estimates that it will make up to 12 awards for an estimated \$3,500,000.

Awards under this program for FY 2019 will be made for up to \$300,000 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 or 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.

Applicants that received an FY 2017 or 2018 award under this program are NOT eligible to apply.

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

### **Mandatory Program Requirements**

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

1. Recipients must participate in OVW-sponsored training and technical assistance.
2. Recipients **must** provide sexual assault victim services that extend beyond intimate partner sexual assault. *Applications proposing projects to serve only victims of intimate partner sexual assault will be removed from further funding consideration.*

## C. Eligibility Information

Applications that are submitted by ineligible entities or that do not meet all program eligibility requirements will 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](#). 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:

Eligible entities for the SAS Culturally Specific Program are private nonprofit organizations for which the primary purpose of the organization as a whole is to provide culturally specific services to one or more of the following racial and ethnic communities (34 U.S.C. § 12511(c)(2)(A)):

- American Indians (including Alaska Natives, Eskimos, and Aleuts); Asian Americans; Native Hawaiians and other Pacific Islanders; Blacks; and Hispanics.<sup>1</sup>

Additionally, the applicant must meet the following requirements (34 U.S.C. § 12511(c)(2)(B)-(D)):

1. Have documented organizational experience in the area of sexual assault intervention *or* have entered into a formal partnership with an organization having such expertise; and
2. Have expertise in the development of community-based, linguistically and culturally specific outreach and intervention services relevant for the specific communities to which assistance would be provided **or** have the capacity to link to existing services in the community tailored to the needs of culturally specific populations; and
3. Have an advisory board or steering committee and staffing which is reflective of the targeted culturally specific community. **Note:** To determine whether the applicant meets this requirement, OVW will consider whether the advisory board, steering committee, and staff include members with knowledge or experience relevant to the targeted community. If federal funds are used for filling any of these positions, recipients may consider a job applicant's knowledge or experience relevant to the targeted community, as well as language skills needed to work with a particular population, but recipients may not consider a person's race and/or ethnicity as a basis for hiring decisions.

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<sup>1</sup> "Culturally specific" means "primarily directed toward racial and ethnic minority groups (as defined in section 1707(g) of the Public Health Service Act (42 U.S.C. § 300u-6(g))." 34 U.S.C. § 12291(a)(6). Section 300u-6(g)(1) defines the term "racial and ethnic minority group" to mean "American Indians (including Alaska Natives, Eskimos, and Aleuts); Asian Americans; Native Hawaiians and other Pacific Islanders; Blacks; and Hispanics." Therefore, applicants must demonstrate that the primary purpose of the organization as a whole is to provide services to one or more of these minority groups.



**Note:** If an organization has a culturally specific division (for example, a sexual assault organization with a division that focuses on Hispanic victims), the organization is not eligible because providing culturally specific services is not the primary purpose of the organization as a whole.

**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.

Required Partnerships

In order to meet the statutory eligibility requirements in 34 U.S.C. § 12511(c)(2), all applicants must be in one of the following categories as with respect to partnerships:

1. Category I – a) The applicant is a culturally specific organization AND b) the applicant agency has a demonstrated history of providing sexual assault victim services, *beyond intimate partner sexual assault*, for a minimum of three (3) years. No partnership is required.
2. Category II – a) The applicant is a culturally specific organization and will be partnering with (an)other culturally specific organization(s) that would otherwise be eligible to apply independently under the SAS Culturally Specific Program; AND b) either the applicant or its partner(s) has a demonstrated history of providing sexual assault victim services, *beyond intimate partner sexual assault*, for a minimum of three (3) years.
3. Category III – The applicant is a culturally specific organization with less than three (3) years of experience providing sexual assault victim services *beyond intimate partner sexual assault*. The applicant will be partnering with a sexual assault victim service provider that is otherwise NOT eligible to apply independently under the SAS Culturally Specific Program. In such a case, partner compensation is limited to \$30,000 for the three-year award period. The partner must use these funds to provide technical assistance on sexual assault and related victim services to the applicant.

| Partnership Category | Applicant is a Culturally Specific Organization | Sexual Assault Victim Services Experience | Partner Organization |
|----------------------|---|---|----------------------|
| Category I           | Yes   | Minimum of 3 years                        | None required        |

| Partnership Category | Applicant is a Culturally Specific Organization | Sexual Assault Victim Services Experience                        | Partner Organization   |
|----------------------|---|--|--|
| Category II          | Yes   | Minimum of 3 years – held by either applicant <i>or</i> partner  | Another culturally specific organization. No cap on partner compensation.                        |
| Category III         | Yes   | Applicant has less than 3 years; partner has minimum of 3 years. | Non-culturally specific sexual assault victim service provider. Compensation capped at \$30,000. |

Limit on Number of Applications

OVC 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, OVC 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](http://Grants.gov). Applicants wishing to request a paper copy of these materials should contact [OVC.SASP.Cultural@usdoj.gov](mailto:OVC.SASP.Cultural@usdoj.gov) or 202-307-6026.

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

OVC will conduct two web-based pre-application information sessions for entities interested in submitting an application for this program. During these sessions, OVC staff will review this program’s requirements, review the solicitation, and allow for a brief question and answer period. These sessions are tentatively scheduled for:

1. **Tuesday, January 8, 2019 from 2 p.m. to 4 p.m. E.T.**
2. **Friday, January 11, 2019 from 2 p.m. to 4 p.m. E.T.**

The total number of participants for each session may be limited, and therefore interested participants from the same agency/jurisdiction are expected to participate together. OVC reserves the right to deny multiple registrations from a single agency/jurisdiction to allow as many interested applicants as possible to participate.

To register, contact the SAS Culturally Specific Program at [OVC.SASP.Cultural@usdoj.gov](mailto:OVC.SASP.Cultural@usdoj.gov) or at 202-307-6026. Registration must be received at least one day prior to the start of the session. Participants are not registered until they receive a confirmation email. Webinars will be captioned in English and Spanish. Interested applicants needing additional language assistance should contact this program’s POC at [OVC.SASP.Cultural@usdoj.gov](mailto:OVC.SASP.Cultural@usdoj.gov) or at 202-307-6026 as soon as possible, but no later than January 5, 2019.

## 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 OVV at [OVV.SASP.Cultural@usdoj.gov](mailto:OVV.SASP.Cultural@usdoj.gov) by January 30, 2019. 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
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. OVV 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 Memorandum of Exemption (MOE)

## 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 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. Statement as to whether the application addresses the sex or labor trafficking priority area.
11. Culturally specific population(s) served by the applicant and the culturally specific populations to be served under the project.
12. The number of individuals on the applicant's advisory board, steering committee, and staff and whether they reflect the targeted culturally specific community either through knowledge or experience relevant to that community.
13. Statement as to whether the applicant is submitting an MOE or an MOU. If the applicant is submitting an MOU, list the name(s) of MOU project partner(s) and the Partnership Category (II or III) (see [Required Partnerships](#) and [Memorandum of Understanding \(MOU\) or Memorandum of Exemption \(MOE\)](#)).
14. The full mission statement of the applicant.

#### **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 (60 Points Total)**

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

#### **Purpose of Application (20 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);<sup>2</sup>
2. Describe the problem of sexual assault within the community described above (please use local statistics or narrative accounts whenever possible);
3. Describe the current level of sexual assault victim services in the community (from mainstream organizations as well as other culturally specific organizations) and the proximity of those services to the applicant and target population;
4. Describe in detail the gaps in current services and how the target population is currently underserved;
5. Describe the barriers individuals from the identified culturally specific group who are victims of sexual assault experience while attempting to seek services;
6. Clearly state the need for the project. The need must directly relate to the culturally specific population to be served; and
7. Describe how the target population would benefit from the project, including how the project activities will address the identified gaps.

#### **What Will Be Done (20 points)**

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

**NOTE:** Goals and activities **cannot** focus solely on serving victims of intimate partner sexual assault; however, applicants may choose to focus goals and objectives on a certain age range of victims.

This section must:

1. Detail the project's goals and objectives, describing the proposed activities to:
  - a. Meet the needs of the identified culturally specific population; and
  - b. Provide direct intervention and related assistance for sexual assault victims and their family or household members, including 24-hour hotline services; assistance and advocacy through medical, criminal justice, and social support systems; crisis intervention, short-term individual and group support services, and comprehensive service coordination and supervision; information and referral; and community-based, culturally specific services and support

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<sup>2</sup> 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/](http://www.lep.gov/maps/), to obtain this information.

mechanisms, including outreach activities. Applicants **must** propose to provide these core services. Applicants **may** propose to provide additional, comprehensive services that go beyond addressing the immediate needs of victims and their families and support long-term healing.

2. Provide a tentative time line for the implementation of the proposed activities.
3. Describe whether the project will focus on a specific age range in the delivery of services to sexual assault victims (e.g., child and youth victims of sexual assault, adult victims, or sexual assault across the lifespan).
4. Describe the target victims (e.g., adults abused as children, child and youth victims, adults sexually assaulted by those other than an intimate partner such as a stranger, neighbor, family member, coworker, community leader, or clergy/spiritual leader).
5. List current activities that address victim safety and recovery.
6. Provide a plan to address victim safety and recovery in the proposed project.
7. If applicable, describe how applicant will engage in outreach to victims of sex or labor trafficking and tailor services to address the unique needs of these victims.
8. Describe how the various services provided reflect and respond to the culturally specific community served and the needs of victims from that community.
9. Describe how the proposed project will be accessible to individuals with disabilities, individuals who are Deaf or hard of hearing, and persons with limited English proficiency, including the accessibility of services, products, outreach materials, websites, and trainings.

#### Who Will Implement the Project (20 points)

This section must:

1. Identify the key individuals and organizations involved in the proposed project.
2. Describe the mission and the range of services provided by the applicant.
3. Detail the overall experience and expertise of the applicant.
4. Detail how the applicant primarily focuses on the identified culturally specific community.
5. Detail the applicant's expertise in developing community-based, linguistically and culturally specific services for the identified community(ies) to be served. If the applicant does not have this expertise, provide in detail the applicant's capacity to link to existing services in the community tailored to the needs of the identified culturally specific population.
6. Clearly state whether the applicant has the required expertise providing sexual assault services along with a brief description of that expertise. If the applicant organization does not have this expertise, clearly state which partnering organization does along with a brief description of that expertise. NOTE: additional details about the level and range of organizational sexual assault expertise will be required in the [Memorandum of Understanding or Memorandum of Exemption section](#).
7. Describe how the organization's advisory board or steering committee members and staff are reflective of the identified culturally specific community through their knowledge or experience relevant to the targeted community.
8. Detail the expertise of the advisory board or steering committee as it relates to addressing sexual assault in the identified culturally specific community.
9. Detail the experience and expertise of key personnel who will be directly involved with the project, including job responsibilities of any new hires. Information provided must directly address whether such experience/expertise includes providing sexual assault services and to what extent this experience extends beyond intimate partner sexual assault.



10. If applicable, detail the experience and expertise of key personnel of any project partners. Information provided should directly address whether such experience/expertise includes providing sexual assault services and to what extent this experience extends beyond intimate partner sexual assault.
11. If applicable, detail experience and expertise of applicant, its staff, and/or its partners in serving victims of sex or labor trafficking.
12. If applicable, identify any mental health or substance abuse professionals involved in the proposed project as non-funded project partners to address the sex or labor 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

1. The grant award period is 36 months. Budgets must reflect 36 months of project activity.
2. Awards for FY 2019 will be made for up to \$300,000. Proposed budgets must not exceed this amount.

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 \$10,000 for states and \$12,000 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. 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.
4. Compensate all project partners as reflected in the MOU. If a Category III partnership, the MOU partner compensation is limited to \$30,000 for the three-year award period. These funds must be used to provide technical assistance on sexual assault and related victim services to the applicant. 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>.
5. 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)/Memorandum of Exemption (MOE) (20 Points Total)**

SAS Culturally Specific Program applicants are required to submit either an MOU or MOE depending on whether the organization has expertise in providing intervention services to sexual assault victims *beyond intimate partner sexual assault*. SAS Culturally Specific Program applicants that can demonstrate sexual assault services expertise within the organization, in providing services for at least three (3) years, do NOT need to partner with any outside organization and should submit an MOE.

An applicant that submits an MOE but does not demonstrate the required expertise is not eligible for funding and will be removed from further consideration. Therefore, if there is any uncertainty as to whether the applicant meets the MOE criteria, the applicant is encouraged to submit an MOU, which outlines a partnership with an organization that has sexual assault services expertise. For additional information on the types of partnerships to be documented in the MOU, see [Required Partnerships](#).

#### Memorandum of Understanding (MOU)

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.

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. Clearly identify which organization has the expertise in providing sexual assault services. This organization **must** demonstrate a minimum of three (3) years experience in providing sexual assault victim services *beyond intimate partner sexual assault*. **Specifically address the following** for the organization with the demonstrated sexual assault expertise:
  - a) Explain the overall mission of the organization;
  - b) State how many years the organization has been in operation;
  - c) Detail the personnel designated to provide sexual assault victim services, including:
    - The name and title of the each staff person;
    - How many years each staff person has been providing sexual assault services AND how long each person has worked for the organization; and
    - A brief description of each staff person's primary job responsibilities.
  - d) State how many years the organization has been providing sexual assault victim services to victims beyond intimate partner sexual assault;
  - e) State how many victims of intimate partner sexual assault were served by the organization in the past three years;
  - f) State how many victims of sexual assault, other than intimate partner sexual assault, were served by the organization in the past three years (e.g., adults abused as children, child and youth victims, adults sexually assaulted by those other than an intimate partner such as a stranger, neighbor, family member, coworker, community leader, or clergy/spiritual leader);
  - g) Indicate the types of services provided to victims included in [item f](#), with any available data on the number of non-intimate partner sexual assault victims receiving each type of service;
  - h) Describe the service area in which the sexual assault victim services are provided (e.g., county/city-wide, multiple counties/cities, culturally-specific population); and
  - i) Describe whether these services are provided to victims across the lifespan (e.g. children, youth, adults).
5. Describe how the sexual assault services to be provided will be responsive to the culturally-specific needs of the community and sexual assault victims.
6. Describe the resources each partner will contribute to the project, either through time, in-kind contributions, or grant funds.
7. Describe how the applicant and partner(s) will work together to achieve stated project goals and objectives.
8. If applicable: a) identify which partner organization has expertise engaging in outreach to and serving victims of sex or labor trafficking, b) describe that expertise; and c) describe any collaboration with non-funded partners that are mental health and substance abuse professionals.

#### Memorandum of Exemption (MOE)

The MOE must be a single document, signed and dated by the Authorized Representative of the applicant during the development of the application.

The MOE must:

1. Explain the overall mission of the applicant.
2. State how many years the applicant has been in operation.

3. State how many years the applicant has been providing sexual assault victim services.
4. Detail the personnel designated to provide sexual assault victim services with grant funds, including:
  - a) The name and title of the each staff person;
  - b) How many years each staff person has been providing sexual assault services AND how long each person has worked for the applicant; and
  - c) A brief description of each staff person's primary job responsibilities.
5. State how many victims of intimate partner sexual assault were served by the applicant in the past three years.
6. Detail how many victims of sexual assault, other than intimate partner sexual assault, were served in the past three years (e.g., adults abused as children, child and youth victims, adults sexually assaulted by those other than an intimate partner such as a stranger, neighbor, family member, coworker, community leader, or clergy/spiritual leader).
7. Indicate the types of services provided to victims included in item 6, with any available data on the number of non-intimate partner sexual assault victims receiving each type of service.
8. Describe the service area in which the sexual assault victim services are provided (e.g., county/city-wide, multiple counties/cities, culturally-specific population).
9. Describe whether these services are provided to victims across the lifespan (e.g. children, youth, adults).
10. Describe how the sexual assault services provided are responsive to the culturally-specific needs of the community and sexual assault victims.
11. If applicable: a) identify expertise engaging in outreach to and serving victims of sex or labor trafficking, b) describe that expertise; and c) describe any collaboration with non-funded partners that are mental health and substance abuse professionals.

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

9. Does the applicant have policies and procedures in place to manage subawards and monitor activities of subrecipients as necessary to ensure that subawards are used for authorized purposes, in compliance with laws, regulations, and terms and conditions of the award, and that established subaward performance goals are achieved (2 C.F.R. §§ 200.330-200.332)? 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](mailto: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 SAS Culturally Specific 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 OVV is ready to make an award, then OVV may make the determination that the applicant is not qualified to receive an award and use that determination as a basis for making the award to another applicant.

SAM centralizes information about grant recipients and also provides a central location for grant recipients to change organizational information. [Grants.gov](http://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.** OVV 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](http://Grants.gov) no later than January 30, 2019.

### 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 <a href="http://www.dnb.com/us/">http://www.dnb.com/us/</a> or call (866) 705-5711.  | January 30, 2019 |
| Register with SAM  | Access the SAM online registration through the <a href="http://www.sam.gov">SAM</a> homepage at <a href="https://www.sam.gov/portal/SAM/#1#1">https://www.sam.gov/portal/SAM/#1#1</a> 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.<br><b>Organizations must update or renew their SAM registration at least once a year to maintain an active status.</b> | January 30, 2019 |
| Register with <a href="http://Grants.gov">Grants.gov</a> | Once the SAM registration becomes active, the applicant will be able to complete the Grants.gov registration (see <a href="#">Other Submission Requirements</a> for more information on registering for and using Grants.gov).   | January 30, 2019 |
| Submit Letter of Intent                                  | Tonette Ngassa, <a href="mailto:OVV.SASP.Cultural@usdoj.gov">OVV.SASP.Cultural@usdoj.gov</a> and 202-307-6026  | January 30, 2019 |



| Applicant Action                        | Information  | Dates/Deadline  |
|---|--|---|
| 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 <a href="http://www.grants.gov">Grants.gov</a> , visit the following link:<br><a href="http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html">http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html</a> .   | At least 48 hours before the application deadline of February 13, 2019, 11:59 p.m. Eastern Time (E.T.)  |
| 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 <a href="mailto:OVW.SASP.Cultural@usdoj.gov">OVW.SASP.Cultural@usdoj.gov</a> to request permission to submit a hardcopy application.  | January 30, 2019  |
| Begin Application Submission Process    | Applications must be submitted electronically via <a href="http://www.grants.gov">Grants.gov</a>   | February 12, 2019 by 11:59 p.m. Eastern Time (E.T.)   |
| Complete Application Submission Process | <a href="http://www.grants.gov">Grants.gov</a>   | February 13, 2019 by 11:59 p.m. Eastern Time (E.T.)   |
| Confirmation of Application Receipt     | <ol style="list-style-type: none"> <li>1. Authorized Organization Representatives (AORs) should closely monitor their email for any notification from <a href="http://www.grants.gov">Grants.gov</a> about a possible failed submission. <b>The AOR is a user role within Grants.gov for a user who is authorized to submit applications on behalf of the organization.</b></li> <li>2. The AOR should receive a minimum of two emails from <a href="http://www.grants.gov">Grants.gov</a>. 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.</li> </ol> <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 February 13, 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 **February 13, 2019** will not be considered for funding, unless the applicant receives OVW permission to submit a late application. In limited





| Issue  | Applicant Action  | OVW Policy   |
|--|---|--|
| <p>Experiencing Unforeseeable Technical Difficulties During the Application Submission Process</p> | <ol style="list-style-type: none"> <li>1. Document when the applicant began the submission process.</li> <li>2. Contact <a href="http://Grants.gov">Grants.gov</a> for technical support at least 24 hours prior to the application deadline.</li> <li>3. Maintain documentation of all communication with <a href="http://Grants.gov">Grants.gov</a> support.</li> <li>4. Contact the POC for this program at <a href="mailto:29:6\$63&amp;XOWXUDO#XVGRM@JRY">29:6\$63&amp;XOWXUDO#XVGRM@JRY</a> indicating that the applicant is experiencing technical difficulties and would like permission to 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.</li> <li>5. Respond promptly to communication from OVW requesting the complete application package, applicant DUNS Number, <a href="http://Grants.gov">Grants.gov</a> helpdesk tracking numbers, and any other relevant documentation.</li> </ol> | <p>Common foreseeable technical difficulties for which OVW will not approve a late submission requests include:</p> <ol style="list-style-type: none"> <li>a. Using an outdated version of Adobe Acrobat; and</li> <li>b. Attachment rejection.</li> </ol> <p>Through <a href="http://Grants.gov">Grants.gov</a>, OVW can confirm when submission began. Applicants who start the submission process less than 24 hours before the deadline will not be considered for late submission.</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. To ensure that attachments are not rejected, attachment names should only include allowable characters. (See "<a href="#">Other Submission Requirements</a>").</li> </ol> |

**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>













