



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

---

# OVW Fiscal Year 2019 Rural Sexual Assault, Domestic Violence, Dating Violence, and Stalking Program Solicitation

Release Date: on or about December 18, 2018

## Eligibility

Eligible applicants are limited to:  
states and territories, Indian tribes, local governments, and nonprofit (public or private)  
entities, including tribal nonprofit organizations.  
(See "[Eligibility Information](#)")

## Deadlines

Applications are due by 11:59 p.m. Eastern Time (E.T.) on February 14, 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 January 23, 2019.

(See "[Registration](#)")

**Letter of Intent:** Applicants are strongly encouraged to submit a Letter of Intent to [ovw.rural@usdoj.gov](mailto:ovw.rural@usdoj.gov) by January 29, 2019. This letter confirms that the applicant has registered with SAM and [Grants.gov](http://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:** OVV 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 January 4, 2019 on the [OVV website](#).

(See "[Pre-Application Information Session](#)")

## Contact Information

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

## Submission and Notification Information

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

The [Grants.gov](http://Grants.gov) number assigned to this announcement is OVV-2019-15825.

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

# Contents

<i>A. Program Description</i> .....	1
Overview.....	1
Purpose Areas.....	1
OWW Priority Areas .....	2
Activities that Compromise Victim Safety and Recovery and Undermine Offender Accountability .....	3
Out-of-Scope Activities.....	3
Activities Requiring Prior Approval .....	3
<i>B. Federal Award Information</i> .....	4
Availability of Funds .....	4
Award Period and Amounts .....	4
Types of Applications.....	4
Mandatory Program Requirements.....	4
<i>C. Eligibility Information</i> .....	5
Eligible Applicants .....	5
Cost Sharing or Matching .....	6
Other Program Eligibility Requirements .....	6
<i>D. Application and Submission Information</i> .....	8
Address to Request Application Package .....	8
Pre-Application Information Session.....	8
Content and Form of Application Submission.....	8
Formatting and Technical Requirements.....	9
Application Contents .....	9
Summary Data Sheet.....	9
Proposal Abstract.....	10
Project Narrative.....	10
Budget Detail Worksheet and Narrative .....	12
Memorandum of Understanding (MOU) .....	13
Additional Required Information .....	14
OWW Policy on Late Submissions.....	20
Intergovernmental Review - Single Point of Contact Review.....	21
Funding Restrictions .....	22

Other Submission Requirements..... 23

Submitting a Grant Application ..... 24

*E. Application Review Information* ..... 24

    Criteria ..... 24

    Review and Selection Process ..... 24

    Anticipated Announcement and Federal Award Dates ..... 26

*F. Federal Award Administration Information* ..... 26

    Federal Award Notices..... 26

    Administrative and National Policy Requirements..... 26

    Reporting..... 27

*G. Federal Awarding Agency Contact(s)*..... 27

*H. Other Information* ..... 27

    Application Checklist..... 27

# **OVW Rural Sexual Assault, Domestic Violence, Dating Violence, and Stalking Program (CFDA 16.589)**

## ***A. Program Description***

### **Overview**

The Office on Violence Against Women (OVW) is a component of the United States Department of Justice (DOJ). Created in 1995, OVW 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 Rural Sexual Assault, Domestic Violence, Dating Violence, and Stalking Program (Rural Program)**

This program is authorized by the Violence Against Women Act (34 U.S.C. § 12341). The Rural Program supports efforts to enhance the safety of rural victims of sexual assault, domestic violence, dating violence, and stalking and supports projects uniquely designed to address and prevent these crimes in rural areas. For additional information about this program see <https://www.justice.gov/ovw/grant-programs> and <https://www.vawamei.org/grant-program/rural-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 Award Recipients," and the conditions of the award.

### **Purpose Areas**

Pursuant to 34 U.S.C. § 12341, funds under this program must be used for one or more of the following purposes:

1. To identify, assess, and appropriately respond to child, youth, and adult victims of domestic violence, sexual assault, dating violence, and stalking in rural communities, by encouraging collaboration among domestic violence, dating violence, sexual assault, and stalking victim service providers; law enforcement agencies; prosecutors; courts; other criminal justice service providers; human and community service providers; educational institutions; and health care providers, including sexual assault forensic examiners;
2. To establish and expand nonprofit, nongovernmental, State, tribal, territorial, and local government victim services in rural communities to child, youth, and adult victims; and
3. To increase the safety and well-being of women and children in rural communities, by--
  - (A) dealing directly and immediately with domestic violence, sexual assault, dating violence, and stalking occurring in rural communities; and
  - (B) creating and implementing strategies to increase awareness and prevent domestic violence, sexual assault, dating violence, and stalking.

For many applicants, the Rural Program is one of the few sources of funding to support the provision of core services for victims of sexual assault, domestic violence, dating violence, and stalking. For this reason, OWW will only fund applications that propose projects that implement a collaborative response, support victim services, and/or create a direct response to these crimes in rural communities. Proposed projects must devote at least 70% of their project activities and budget to Rural Program purpose areas 1, 2 and/or 3(A). Applicants may apply to address purpose area 3(B), but no more than 30%<sup>1</sup> of the project budget and activities may be dedicated to prevention and awareness activities.

In addition to the purpose areas, Rural Program grantees are required to implement at least one of the strategies specified in 34 U.S.C. § 12341(b)(1)-(5):

1. Implementing, expanding, and establishing cooperative efforts and projects among law enforcement officers, prosecutors, victim service providers, and other related parties to investigate and prosecute incidents of sexual assault, domestic violence, dating violence, and stalking, including developing multidisciplinary teams focusing on high risk cases with the goal of preventing domestic and dating violence homicides;
2. Providing treatment, counseling, advocacy, legal assistance, and other long-term and short-term victim and population specific services to adult and minor victims of domestic violence, dating violence, sexual assault, and stalking in rural communities, including assistance in immigration matters;
3. Working in cooperation with the community to develop education and prevention strategies directed toward such issues;
4. Developing, enlarging, or strengthening programs addressing sexual assault, including sexual assault forensic examiner programs, Sexual Assault Response Teams, law enforcement training, and programs addressing rape kit backlogs; and
5. Developing programs and strategies that focus on the specific needs of victims of domestic violence, dating violence, sexual assault, and stalking who reside in remote rural and geographically isolated areas, including addressing the challenges posed by the lack of access to shelters and victims services, limited law enforcement resources and training, and providing training and resources to Community Health Aides involved in the delivery of Indian Health Service programs.

### **OWW Priority Areas**

In FY 2019, OWW is interested in supporting the priority area(s) 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 addressing this priority area, through activities proposed under purpose areas 34 U.S.C. § 12341(a)(1), (2) & (3)(A), must describe how the proposed activities would reduce violent crime and promote victim safety. In addition, applicants are required to use at least one of the five strategies identified above.
2. Increase the response to victims of human trafficking. Applicants must identify how they will engage in outreach to trafficked victims of sexual assault, domestic violence, dating violence, and stalking and tailor services to address the unique needs of these victims. Applicants are encouraged to support victim services projects that create a direct and immediate response for individuals who are both victims of trafficking and of sexual assault, domestic violence, dating violence, or stalking. Applicants proposing to serve

---

<sup>1</sup> OWW may approve project budgets that allocate a higher than 30% for prevention and awareness activities where strong justification is provided by the applicant.

trafficking victims must specify this in their application and must demonstrate capacity to serve this population, either through their own expertise and experience or through partnerships with organizations and/or agencies that have such expertise and experience. Applicants are required to partner with federal, state, and/or local law enforcement and prosecution to develop comprehensive response protocols to ensure that trafficking victims are identified and referred for appropriate services. Applicants proposing to address this priority must also submit an MOU with a law enforcement or prosecution agency.

3. Include substance abuse professionals in a coordinated community response to VAWA crimes and increase victim access to substance abuse services. Applicants are encouraged to partner with agencies that provide assistance to victims with substance abuse and mental health issues.
4. Increase efforts to combat stalking. Applicants are encouraged to address stalking in their proposed projects.

### **Activities that Compromise Victim Safety and Recovery and Undermine Offender Accountability**

OWW 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. Child abuse or family violence issues such as violence perpetrated by a child against a parent or violence perpetrated by a sibling against another sibling.
3. Services to children for anything other than child sexual assault or services beyond ancillary services provided to a victim's child when there is an inextricable link between a parent's victimization and the child's need for services and in connection to providing victim services for the parent. For example, funds may be used to provide services to children of battered clients residing in a shelter.
4. Education and prevention for students not specifically related to sexual assault, domestic violence, dating violence, and/or stalking, such as "bullying" or "character building" educational programs.

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. 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 \$350,000 - \$750,000. OVV estimates that it will make up to 50 awards for an estimated \$35,000,000.

Funding levels under this program for FY 2019 are:

1. Continuation applications are limited to \$750,000 for the entire 36 months.
2. New applications are limited to \$500,000 for the entire 36 months.

OVV 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, OVV 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 and/or an applicant that received funding under this program in FY 2015 or earlier that does not qualify as a new applicant as defined above. Continuation funding is not guaranteed.

This program's grant recipients that received an FY 2017 or 2018 award(s) 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 activities:



1. Participate in OVV-sponsored training and technical assistance.
2. Attend a new grantee orientation unless exempted by OVV.
3. Provide services within statutorily defined rural areas and communities.

Pursuant to 34 U.S.C. § 12341(d)(5), at least 75% of the total amount of funding made available for this program must be allocated to eligible entities located in “rural states.” The term “rural state” means a state that has a population density of 57 or fewer persons per square mile or a state in which the largest county has fewer than 250,000 people, based on the most recent decennial census.<sup>2</sup>

Regardless of whether an application is submitted by an entity from a rural state or a non-rural state, all applicants must target services in a rural area or community. The statute defines the terms “rural area” and “rural community” as:

**(A)** any area or community, respectively, no part of which is within an area designated as a standard metropolitan statistical area by the Office of Management and Budget;

**(B)** any area or community, respectively, that is—

**(i)** within an area designated as a metropolitan statistical area or considered as part of a metropolitan statistical area; and

**(ii)** located in a rural census tract; or

**(C)** any federally recognized Indian tribe. See 34 U.S.C. 12291(a)(26).

### ***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](#). 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:

1. States and territories;<sup>3</sup>

---

<sup>2</sup> 34 U.S.C. § 12291(a)(27). NOTE: The following states and territories are designated as “rural” based on the definition of “rural state” and the 2010 Census: Alaska, Arizona, Arkansas, Colorado, Idaho, Iowa, Kansas, Maine, Mississippi, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Utah, Vermont, West Virginia, Wyoming and the U.S. Territories: American Samoa, Guam, Northern Mariana Islands, Puerto Rico, and Virgin Islands.

<sup>3</sup> A state is any of the states, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, American Samoa, Guam, and the Northern Mariana Islands. See 34 U.S.C. § 12291(a)(31). Note, although the District of Columbia is included in the statutory definition of “state,” due to the rural service area program eligibility requirement, the District of Columbia is not eligible for this grant program.

2. Indian tribes;<sup>4</sup>
3. Local governments;<sup>5</sup> and
4. Nonprofit (public or private) entities, including tribal nonprofit organizations.<sup>6</sup>

#### 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.

#### Eligible Service Area

To be eligible to receive Rural Program funding, an applicant *must* demonstrate that it proposes to serve a *rural area* or *rural community*. Every application (other than those submitted by federally recognized Indian tribes, which are statutorily defined as “rural”) must include the proper printed documentation demonstrating that the proposed service area meets this eligibility requirement. Instructions to complete the documentation process (“Rural Eligibility Documentation Process”) can be found on the OVV website at <https://www.justice.gov/ovv/page/file/1119056/download>.

1. Applications must propose to serve a *rural area* or *rural community*, as defined by 34 U.S.C. § 12291(a)(26) to mean (a) any area or community, respectively, no part of which is within an area designated as a standard metropolitan statistical area by the Office of Management and Budget; (b) any area or community, respectively, that is (i) within an area designated as a metropolitan statistical area or considered part of a metropolitan statistical area; and (ii) located in a rural census tract; or (c) any federally recognized Indian tribe. Note that all areas outside of this definition cannot be served with funding from this Program.
2. Carefully read the directions outlined in the Rural Eligibility Documentation Process, available at <https://www.justice.gov/ovv/page/file/1119056/download>, and submit documentation for *all* areas the application proposes to serve, i.e. every county and/or census tract. If proposing to serve a town, city, or area within a county, the application must clearly identify which census tract(s) in that county the communities to be served

---

<sup>4</sup> The term “Indian tribe” refers to 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. See 34 U.S.C. § 12291(a)(16).

<sup>5</sup> For purposes of this grant program, a local government is a unit of local government defined by statute as any city, county, township, town, borough, parish, village, or other general purpose political subdivision of a state. See 34 U.S.C. § 12291(a)(40).

<sup>6</sup> A tribal nonprofit organization means a victim services provider that has as its primary purpose to assist Native victims of domestic violence, dating violence, sexual assault, or stalking; and staff and leadership of the organization must include persons with a demonstrated history of assisting American Indian or Alaska Native victims of domestic violence, dating violence, sexual assault, or stalking. See 34 U.S.C. § 12291(a)(37).

are in and include corresponding documentation that demonstrates they are eligible rural census tracts.

3. The only documentation that will be accepted is described in the Rural Eligibility Documentation Process, available at <https://www.justice.gov/ovw/page/file/1119056/download>. Other types of documentation (from other sources, showing different information, etc.) will NOT be accepted.

#### Required Partnerships

Eligible applications must include a victim service provider as a formal project partner and/or the lead applicant, as demonstrated through a required Memorandum of Understanding (MOU) or Letters of Support (for state, tribal, territory or local court applicants only, if applicable). A victim service provider is a nonprofit, nongovernmental or tribal organization or rape crisis center<sup>7</sup>, including a state or tribal domestic violence and/or sexual assault coalition, that assists or advocates for domestic violence, dating violence, sexual assault, or stalking victims, including a domestic violence shelter, faith-based organization or other organization, with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking. 34 U.S.C. § 12291(a)(43). Victim service providers must 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.

Eligible applications, including those submitted by a victim service provider, must include at least one project partner, and must include agencies and organizations necessary to implement the proposed project. These partners may include victim service providers addressing sexual assault, domestic violence, dating violence, and/or stalking; law enforcement agencies; prosecutors; courts; other criminal justice service providers; human and community service providers; educational institutions; and/or health care providers, including sexual assault forensic examiners. See 34 U.S.C. § 12341(a)(1).

#### Delivery of Legal Assistance Certification

Pursuant to U.S.C. § 12291(b)(12), 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;

---

<sup>7</sup> For the purposes of this grant program, a rape crisis center means a nonprofit, nongovernmental, or tribal organization, or governmental entity in a state other than a territory that provides intervention and related assistance, as specified in 34 U.S.C. § 12511(b)(2)(C), to victims of sexual assault without regard to their age. In the case of a governmental entity, the entity may not be part of the criminal justice system (such as a law enforcement agency) and must be able to offer a comparable level of confidentiality as a nonprofit entity that provides similar victim services. 34 U.S.C. § 12291(a)(25).

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; and
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.

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. A sample Certification Letter can be found on the OVW website at <https://www.justice.gov/ovw/resources-applicants>.

#### 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 OVW at [ovw.rural@usdoj.gov](mailto:ovw.rural@usdoj.gov) or (202) 305-1660.

**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 January 4, 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.rural@usdoj.gov](mailto:ovw.rural@usdoj.gov) or at (202) 305-1660 as soon as possible, but no later than December 21, 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](https://www.grants.gov). The letter should be submitted to OVV at [ovw.rural@usdoj.gov](mailto:ovw.rural@usdoj.gov) by January 29, 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)/Letter(s) of Support (for state, tribal, territory or local court applicants only, if applicable)
4. Eligible Service Area Documentation

### **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 OVV grants (if applicable). If the applicant has a current grant or cooperative agreement under any OVV grant program or an award that has been closed within the last 12 months from the date this solicitation closes, the information must be provided in a table using the sample format found on the OVV website <https://www.justice.gov/ovv/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 OVV grants or pending applications on which the applicant is a subrecipient.
6. A list of other federal grant programs from which the applicant currently receives funding or for which it has applied for funding in FY 2019 **to do similar work**. Provide this information in a table using the sample format found on the OVV website <https://www.justice.gov/ovv/resources-applicants>.
7. Statement as to whether the applicant is a nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code.
8. Statement as to whether the applicant is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure to establish a rebuttable presumption that its executives' compensation is reasonable. If the applicant is not a nonprofit organization or is a nonprofit that does not use the safe-harbor procedure, provide a statement to that effect. For additional information about the safe-harbor procedure, see "Disclosure of Process Related to Executive Compensation" in the [Additional Required Information](#) section.
9. The 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
  - Stalking.
10. Identify which, if any of the FY 2019 OVV Priority areas the application addresses.

### **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 (15 points)**

This section must:

1. Describe the targeted rural service area(s), including the geographic location, the populations within the rural service area(s), current and relevant demographic statistics for the targeted service area, and any marginalized and/or underserved population(s);<sup>8</sup>
2. Describe the problem to be addressed, including local statistics/data whenever possible;

---

<sup>8</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.

3. Identify current services available to victims in the targeted rural service area(s);
4. Identify any gaps in services for victims of sexual assault, domestic violence, dating violence, and/or stalking within the targeted rural service area(s);
5. Describe how grant funding will address the identified problem and how the proposed project will help alleviate service gaps;
6. If the project is to serve more than one county and/or census tract, specifically describe how services and/or activities will be accessed and/or implemented within each county and/or census tract;
7. Clearly identify where the applicant organization is located in relationship to the service area, and specifically describe where all grant funded positions (for both the applicant and any partner organizations) will be located in terms of the project service area;
8. If the applicant is located in a non-rural area and/or is an agency serving both rural and non-rural areas, describe how the proposed project and requested funding, including all proposed activities and costs, *directly* benefit *only* the rural area(s) and/or rural community(ies);
9. Identify project partners who identify with, or are representative of, the marginalized and/or underserved population (if applicable); and
10. Describe how the proposed project will complement other current OVW-funded projects (if applicable), and not duplicate efforts.

**What Will Be Done (35 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 measurable goals and objectives for the proposed project;
2. If the applicant is applying to serve trafficked victims of sexual assault, domestic violence, dating violence, or stalking, identify how outreach and services will be tailored to address the unique needs of these victims;
3. If the applicant is applying to reduce violent crime against women and promote victim safety, describe how activities would reduce violent crime and promote victim safety;
4. If the applicant is applying to include substance abuse professionals in a coordinated community response to VAWA crimes and increase victim access to substance abuse services, describe partnerships with agencies that provide assistance to victims with substance abuse and mental health issues.
5. If the applicant is applying to increase efforts to combat stalking, describe efforts to combat stalking.
6. Describe in detail the specific tasks and activities necessary to accomplish each goal and objective;
7. Include a timeline that identifies when the tasks and activities will be accomplished;
8. Describe the expected outcomes. At a minimum, the applicant should quantify expected outputs for each activity for each year of the project (e.g. number of victims to be served; number of domestic violence cases to be investigated; number of trainings to be provided and the number of individuals to be trained);
9. Describe how the applicant plans to address victim safety, confidentiality and autonomy in the project;
10. Describe any proposed training or educational course content;
11. State whether grant funds will be used to develop any tangible products (brochures, posters, curricula, etc.). (Note: product development is not required);

12. For applicants proposing to provide direct legal services, provide a supervision and mentoring plan for attorney staff involved in the project; and
13. 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.

**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. Identify all project partners, specify their respective roles and responsibilities, and describe the collaborative relationship to be developed or enhanced;
4. Describe the experience and expertise of the project partners that will be directly involved with the project to serve victims of sexual assault, domestic violence, dating violence, and stalking;
5. Clearly demonstrate that any partnerships required by the solicitation have been developed; and
6. Clearly demonstrate that staff, partners, and consultants are reflective of the culturally specific or marginalized communities to be served by the project activities and have knowledge or experience relevant to the targeted communities.

**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 OVV website at <https://www.justice.gov/ovv/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**

The FY 2019 Rural Program award period is 36 months and will generally begin on October 1, 2019. Funding levels under the Rural Program for FY 2019 are as follows:

1. Continuation applications are limited to \$750,000
2. New applications are limited to \$500,000

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 OVV-sponsored training and technical assistance in the amount of \$10,000 for applications from organizations located in the 48 contiguous states and \$15,000 for applications from the U.S. territories, Hawaii, and Alaska. This amount is for



the entire 36-month project period 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/Letter(s) of Support. 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)/Letters of Support (20 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.

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 and approved the budget and is aware of the total amount being requested and the funding being requested for each project partner;
4. Directly mirror the project as described in "What Will Be Done" section (goals, objectives and activities) and budget;
5. Include all relevant agencies or organizations that will collaborate to implement the goals, objectives and activities of the proposed project;
6. Specify the extent of each partner's participation in developing the application;
7. Demonstrate a commitment on the part of all project partners to work together to achieve stated project goals;
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);
9. Adequately demonstrate the correlation between the issue(s) to be addressed and the expertise of proposed organizations and key staff/positions;
10. Include the titles and agencies of all signatories under their signatures. A sample MOU is available at <https://www.justice.gov/ovw/resources-applicants>; and
11. Include partners reflective of any OVV priorities to be implemented, including information regarding their relevant experience and participation in developing the project.

Applicants applying under the trafficking priority area must also:

1. Clearly identify which organization(s) has the expertise in providing services to victims of trafficking. Include how many years the organization(s) has been providing services for victims of trafficking.
2. Detail the personnel designated to provide legal and/or support services to victims of trafficking, including: a) the name and title of each person; and b) how many years each staff person has been providing services to victims of trafficking.
3. Include a federal, state, and/or local law enforcement or prosecution agency in the MOU to develop comprehensive response protocols to ensure that trafficking victims are identified and referred for appropriate services.

**Letter(s) of Support (for state, tribal, territory and local court applicants only, if applicable)**

Court applicants, if they are precluded from entering into MOUs, may submit letters of support. Each letter of support must clearly identify what service gaps exist, how the project will bridge the gap(s), and how the court that submitted the letter will be involved with implementing project activities. The letters should clearly demonstrate what role the court, victim service providers, or other service providers will have in achieving the goals and objectives of the project.

**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](http://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/resources-applicants>.

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 OVV website at <https://www.justice.gov/ovv/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, OVV 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 OVV 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. OVV may request a copy for review during the application/award process or as part of the grant monitoring process.
3. Is the applicant's financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant? Provide a brief summary of the organization's process for tracking expenditures, including tracking budgeted versus actual amounts.
4. Does the applicant have procedures in place for minimizing the time between transfer of funds from the United States Treasury and disbursement for project activities? Provide a short summary of the applicant's policy for requesting payments for grant awards.
5. Does the applicant have effective internal controls in place to ensure that federal funds are used solely for authorized purposes? Provide a brief description of the applicant's

internal controls that will provide reasonable assurance that the award funds will be managed properly.

6. Does the applicant have a documented records retention policy? If so, briefly describe the policy and confirm that the policy complies with federal regulations. Information on Record Retention and Access can be found at 2 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>.

#### **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](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.** 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](http://Grants.gov) no later than January 23, 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 23, 2019
Register with SAM	Access the SAM online registration through the <a href="https://SAM.gov">SAM</a> homepage at <a href="https://SAM.gov">https://SAM.gov</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. <b>Organizations must update or renew their SAM registration at least once a year to maintain an active status.</b>	January 23, 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 23, 2019

Applicant Action	Information	Dates/Deadline
Submit Letter of Intent	Sue Pugliese, <a href="mailto:ovw.rural@usdoj.gov">ovw.rural@usdoj.gov</a> , (202) 305-1660	January 29, 2019
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: <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> .	By 11:59 pm Eastern Time (E.T.) on February 12, 2019 (48 hours before the application deadline of 11:59 p.m. E.T. on February 14, 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) 305-1660 or <a href="mailto:ovw.rural@usdoj.gov">ovw.rural@usdoj.gov</a> to request permission to submit a hardcopy application.	January 23, 2019
Begin Application Submission Process	Applications must be submitted electronically via <a href="http://www.grants.gov">Grants.gov</a>	Begin by 11:59 p.m. E.T. on February 12, 2019.
Complete Application Submission Process	<a href="http://www.grants.gov">Grants.gov</a>	11:59 p.m. E.T. on February 14, 2019
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>OWW does not send out these notifications, nor does OWW receive a copy of these notifications. It is the responsibility of the applicant to notify OWW 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 February 14, 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 14, 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	
<ol style="list-style-type: none"> <li>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).</li> <li>2. Contact OVW at the earliest possible date and provide the information described in #1.</li> <li>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.</li> </ol>	<p>OVW may not be able to accommodate all requests resulting from severe inclement weather or a natural disaster.</p>

**Experiencing Technical Difficulties Beyond the Applicant’s Reasonable Control**

Issue	Applicant Action	OVW Policy
<p>Issue with <a href="#">SAM</a> or <a href="#">Grants.gov</a> Registration</p>	<ol style="list-style-type: none"> <li>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 <a href="#">SAM</a> and <a href="#">Grants.gov</a> access and is the person registered to submit on behalf of the applicant.</li> <li>2. Maintain documentation of when registration began, any issues related to registration, and all communication with technical support.</li> <li>3. Notify OVW as soon as the applicant becomes aware of</li> </ol>	<p>Failure to begin the SAM or <a href="#">Grants.gov</a> registration process in sufficient time (i.e., by the date identified in this solicitation) is not an acceptable reason for late submission.</p>



Issue	Applicant Action	OWW Policy
<p>Experiencing Unforeseeable Technical Difficulties During the Application Submission Process</p>	<p>a problem with registration but no later than 14 days before the application due date.</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 (202) 305-1660 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 deadline.</li> <li>5. Respond promptly to communication from OWW 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 OWW 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>, OWW 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>

## 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)
5. Construction

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

Generally, food and beverage costs are **not** allowable. OVV 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 OVV 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 OVV 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

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

**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 “&#amp;” format.		
Period ( . )			

**Use simple titles for all documents, such as “FY 2018 OWW 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: (60) points, of which
  - A. Purpose of the project: (15) points
  - B. What will be done: (35) points
  - C. Who will implement: (10) points
3. Budget narrative and detail worksheet: (15) points
4. MOU/Letter(s) of Support (state, tribal, territory or local court applicants only, if applicable): (20) 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

OWW 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. OWW 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 give special consideration to applications fully addressing OVW priority areas and to deduct points from applications for the following reasons:

1. Activities that compromise victim safety and recovery and undermine offender accountability (deduct up to 25 points.)
2. Out-of-scope and unallowable activities (deduct up to 25 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 OVV award until all issues are resolved.

### **Anticipated Announcement and Federal Award Dates**

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

## ***F. Federal Award Administration Information***

### **Federal Award Notices**

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

### **Administrative and National Policy Requirements**

#### Information for All Federal Award Recipients

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

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

#### Accessibility

Recipients of OVV funds must comply with applicable federal civil rights laws, which, among other things, prohibit discrimination on the basis of disability and national origin. Compliance

with these laws includes taking reasonable steps to ensure that persons with limited English proficiency have meaningful access to recipients' programs and activities and that these programs and activities are readily accessible to individuals with disabilities. More information on these obligations is available in the [Solicitation Companion Guide](#) under "Civil Rights Compliance."

**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) 305-1660 or [ovw.rural@usdoj.gov](mailto:ovw.rural@usdoj.gov), for financial questions, contact (888) 514-8556 or [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov), and for technical support, contact 1-800-518-4726 for Grants.gov or <https://www.grants.gov/>.

**H. Other Information**

**Application Checklist**

Applicants must submit a fully executed application to OVW, including all required supporting documentation. Prior to peer review, OVW will not contact applicants for missing items. Additionally, if an applicant plans to submit an application under any other OVW grant program this fiscal year, 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	
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/Letter(s) of Support (for state, tribal, territory or local court applicants only, if applicable)	
7. Application for Federal Assistance: SF 424	
8. Standard Assurances and Certifications	
9. Applicant Financial Capability Questionnaire (if applicable)	
10. Confidentiality Notice Form	

<b>11. Disclosures of Process Related to Executive Compensation</b>	
<b>12. Pre-Award Risk Assessment</b>	
<b>13. Indirect Cost Rate Agreement (if applicable)</b>	
<b>14. Letter of Nonsupplanting</b>	
<b>15. Proof of 501(c)(3) Status (Nonprofit Organizations Only)</b>	
<b>16. Delivery of Legal Assistance Certification Letter (if applicable)</b>	
<b>17. Rural Eligibility Documentation</b>	

**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.