



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

OVW Fiscal Year 2019 Improving Criminal Justice Responses to Domestic Violence, Dating Violence, Sexual Assault, and Stalking Grant Program Solicitation

Release Date: on or about January 15, 2019

Eligibility

Eligible applicants are limited to: **states; Indian tribal governments; state and local courts (including juvenile courts); units of local government; state, tribal, or territorial domestic violence or sexual assault coalitions; or victim service providers.**

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

Deadlines

Applications are due by 11:59 p.m. Eastern Time (E.T.) on February 26, 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 February 12, 2019.

(See "[Registration](#)")

Letter of Intent: Applicants are strongly encouraged to submit a Letter of Intent to OVW.ICJR@usdoj.gov by February 12, 2019. This letter confirms that the applicant has registered with SAM and [Grants.gov](https://www.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 Sessions: OVW will conduct two (2) web-based Pre-Application Information Sessions for entities interested in submitting an application for this program. Participation in these sessions is optional. Interested applicants who do not participate are still eligible to apply.

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

Contact Information

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

Submission and Notification Information

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

The [Grants.gov](https://www.grants.gov) number assigned to this announcement is OVW-2019-15743.

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

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OVW Improving Criminal Justice Responses to Domestic Violence, Dating Violence, Sexual Assault, and Stalking Grant Program (CFDA 16.590)

A. Program Description

Overview

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

This program is authorized by 34 U.S.C. §§ 10461-10465 and implemented through regulations at 28 C.F.R. Part 90, Subpart D. The Improving Criminal Justice Responses Program encourages state, local, and tribal governments and courts to treat domestic violence, dating violence, sexual assault, and stalking as serious violations of criminal law requiring the coordinated involvement of the entire criminal justice system. For additional information about this program, see <https://www.justice.gov/ovw/grant-programs> and <https://www.vawamei.org/grant-program/improving-criminal-justice-response-icjr-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. § 10461, funds under this program must be used for one or more of the 22 statutory purpose areas. To ensure meaningful implementation of proposed project activities, applicants can address no more than three statutory purpose areas in the proposal.

1. To implement proarrest programs and policies in police departments, including policies for protection order violations and enforcement of protection orders across state and tribal lines.
2. To develop policies, educational programs, protection order registries, data collection systems, and training in police departments to improve tracking of cases and classification of complaints involving domestic violence, dating violence, sexual assault, and stalking. Policies, educational programs, protection order registries, and training described in this paragraph shall incorporate confidentiality, and privacy protections for victims of domestic violence, dating violence, sexual assault, and stalking.

3. To centralize and coordinate police enforcement, prosecution, or judicial responsibility for domestic violence, dating violence, sexual assault, and stalking cases in teams or units of police officers, prosecutors, parole and probation officers, or judges.
4. To coordinate computer tracking systems and provide the appropriate training and education about domestic violence, dating violence, sexual assault, and stalking to ensure communication between police, prosecutors, parole and probation officers, and both criminal and family courts.
5. To strengthen legal advocacy service programs and other victim services for victims of domestic violence, dating violence, sexual assault, and stalking, including strengthening assistance to such victims in immigration matters.
6. To educate federal, state, tribal, territorial, and local judges, courts, and court-based and court-related personnel in criminal and civil courts (including juvenile courts) about domestic violence, dating violence, sexual assault, and stalking and to improve judicial handling of such cases.
7. To provide technical assistance and computer and other equipment to police departments, prosecutors, courts, and tribal jurisdictions to facilitate the widespread enforcement of protection orders, including interstate enforcement, enforcement between states and tribal jurisdictions, and enforcement between tribal jurisdictions.
8. To develop or strengthen policies and training for police, prosecutors, and the judiciary in recognizing, investigating, and prosecuting instances of domestic violence, dating violence, sexual assault, and stalking against older individuals (as defined in section 3002 of title 42) and individuals with disabilities (as defined in section 12102(2) of title 42).
9. To develop state, tribal, territorial, or local policies, procedures, and protocols for preventing dual arrests and prosecutions in cases of domestic violence, dating violence, sexual assault, and stalking, and to develop effective methods for identifying the pattern and history of abuse that indicates which party is the actual perpetrator of abuse.
10. To plan, develop and establish comprehensive victim service and support centers, such as family justice centers, designed to bring together victim advocates from victim service providers, staff from population specific organizations, law enforcement officers, prosecutors, probation officers, governmental victim assistants, forensic medical professionals, civil legal attorneys, chaplains, legal advocates, representatives from community-based organizations and other relevant public or private agencies or organizations into one centralized location, in order to improve safety, access to services, and confidentiality for victims and families. Although funds may be used to support the colocation of project partners under this paragraph, funds may not support construction or major renovation expenses or activities that fall outside of the scope of the other statutory purpose areas.
11. To develop and implement policies and training for police, prosecutors, probation and parole officers, and the judiciary in recognizing, investigating, and prosecuting instances of sexual assault, with an emphasis on recognizing the threat to the community for repeat crime perpetration by such individuals.

12. To develop, enhance, and maintain protection order registries.
13. To develop human immunodeficiency virus (HIV) testing programs for sexual assault perpetrators and notification and counseling protocols.
14. To develop and implement training programs for prosecutors and other prosecution-related personnel regarding best practices to ensure offender accountability, victim safety, and victim consultation in cases involving domestic violence, dating violence, sexual assault, and stalking.
15. To develop or strengthen policies, protocols, and training for law enforcement, prosecutors, and the judiciary in recognizing, investigating, and prosecuting instances of domestic violence, dating violence, sexual assault, and stalking against immigrant victims, including the appropriate use of applications for nonimmigrant status under subparagraphs (T) and (U) of section 1101(a)(15) of title 8.
16. To develop and promote state, local, or tribal legislation and policies that enhance best practices for responding to the crimes of domestic violence, dating violence, sexual assault, and stalking, including the appropriate treatment of victims.
17. To develop, implement, or enhance sexual assault nurse examiner programs or sexual assault forensic examiner programs, including the hiring and training of such examiners.
18. To develop, implement, or enhance Sexual Assault Response Teams or similar coordinated community responses to sexual assault.
19. To develop and strengthen policies, protocols, and training for law enforcement officers and prosecutors regarding the investigation and prosecution of sexual assault cases and the appropriate treatment of victims.
20. To provide human immunodeficiency virus testing programs, counseling, and prophylaxis for victims of sexual assault.
21. To identify and inventory backlogs of sexual assault evidence collection kits and to develop protocols for responding to and addressing such backlogs, including policies and protocols for notifying and involving victims.
22. To develop multidisciplinary high-risk teams focusing on reducing domestic violence and dating violence homicides by-
 - a. using evidence-based indicators to assess the risk of homicide and link high-risk victims to immediate crisis intervention services;
 - b. identifying and managing high-risk offenders; and
 - c. providing ongoing victim advocacy and referrals to comprehensive services including legal, housing, health care, and economic assistance.

Because the majority of the statutory purpose areas listed above include functions and/or activities that are inherently governmental, coalitions and victim service providers applying as the lead applicant may seek funding to address only purpose areas 5 and 10 above.

OVW Priority Areas

In FY 2019, OVW is interested in supporting the priority area(s) identified below. Applications proposing activities in the following areas will be given special consideration or receive additional points as detailed below.

1. Reduce violent crime against women and promote victim safety.

OVW will give special consideration to applications that meaningfully address one or more of the following statutory purpose areas: **3** (specialized units), **10** (co-located services/FJC), **14** (training for prosecutors), **19** (improving investigation and prosecution of sexual assault cases), and **22** (reducing domestic and dating violence homicides).

In considering whether an application meaningfully addresses **purpose area 3, 14, 19, and 22**, no less than 75 percent of proposed goals, objectives, activities, and budget must support law enforcement, prosecution, and/or court partners. Funding can support salaries, fringe, officer overtime, supplies, equipment, training, and travel costs. In considering whether an application meaningfully addresses **purpose area 10**, no less than 50 percent of proposed goals, objectives, activities, and budget must support law enforcement, prosecution, and/or court partners. Applications that meet this requirement will receive a 10 point addition during the recommendation process.

2. Increase the response to victims of trafficking.

OVW will give special consideration to applications that propose to develop or expand government-led coordinated community response teams, multidisciplinary teams, or sexual assault response teams that focus on the criminal justice response to victims of sex trafficking and other severe forms of trafficking (as defined in 22 U.S.C. § 7102) as it intersects with sexual assault, domestic violence, dating violence, and stalking (hereinafter referred to as trafficking). Applications that meaningfully address this priority area must propose to use 50 percent or more of the requested funding to support activities that address trafficking, and the applicant must include a project partner with documented experience working in this area on the MOU, as well as a local, state, tribal and/or federal law enforcement agency and/or prosecutor's office as an MOU partner. Applications that meaningfully address this priority area will not receive additional points, but will receive special consideration during the recommendation process.

Statutory Priority Areas

Pursuant to 34 U.S.C. §10462(b), when making Improving Criminal Justice Responses Program awards, priority is given to applicants that:

- Do not currently provide for centralized handling of cases involving domestic violence, dating violence, sexual assault, or stalking by police, prosecutors, and courts;
- Demonstrate a commitment to strong enforcement of laws, and prosecution of cases, involving domestic violence, dating violence, sexual assault, or stalking, including the enforcement of protection orders from other states and jurisdictions, including tribal jurisdictions;
- Have established cooperative agreements or can demonstrate effective ongoing collaborative arrangements with neighboring jurisdictions to facilitate the enforcement of protection orders from other states and jurisdictions, including tribal jurisdictions; and

- Intend to utilize grant funds to develop and install data collection and communication systems, including computerized systems, and training on how to use these systems effectively to link police, prosecutors, courts and tribal jurisdictions for the purpose of identifying and tracking protection orders and violations of protection orders, in those jurisdictions where such systems do not exist or are not fully effective.

In FY 2019, applications submitted by states, Indian tribal governments, state and local courts (including juvenile courts), and units of local government addressing one or more statutory priority area(s) above will receive one additional point during the recommendation process.

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. **Direct legal representation.** Grant funds may not be used to provide legal representation in civil or criminal matters. However, grant funds may be used to provide legal representation to victims of sexual assault, domestic violence, dating violence, and stalking in the limited context of protection order proceedings.
3. **Prevention activities.** Grant funds may not be used for prevention activities. Grantees are only permitted to engage in outreach activities to inform potential victims about the availability of services.
4. **Family violence services.** Grant funds may not be used to address child abuse, other family violence issues such as violence perpetrated by a child against a parent or violence perpetrated by a sibling against another sibling.
5. **Services for children.** Grant funds may not be used to provide direct services to children, including children who are witnesses or victims of violence, except where such services are an ancillary part of providing services to the child's parent who is a victim of sexual assault, domestic violence, dating violence, or stalking (such as providing child care services while the victim receives services). In addition, funds may not be used to investigate or prosecute child abuse or child sexual abuse cases.
6. **Sex offender registry.** Grant funds may not be used to create sex offender registries.

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 \$500,000 - \$750,000. OVW estimates that it will make up to 45 awards for an estimated \$30,000,000, of which no more than 25% of available funding will be awarded for applications where the lead applicant is a victim service provider or coalition.

Funding levels under this program for FY 2019 are:

- \$500,000 for projects with a service area population up to 400,000;
- \$750,000 for projects with a service area population 400,001 to 700,000;
- \$1,000,000 for projects with a service area population 700,001 and above; or
- \$1,000,000 for statewide projects, regardless of service area population.

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:

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.

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

Additionally, current grantees with a substantial amount of funds remaining (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. OVW-sponsored training and technical assistance.
2. New grantee orientation unless exempted by OVW.

HIV Certification

Pursuant to 34 U.S.C. § 10461(d), states and units of local government that receive Improving Criminal Justice Responses Program funding shall not be entitled to 5 percent of their total award unless the state or unit of local government:

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

All state and local government applicants must submit either a certification that they are in compliance with the above requirement along with a copy of the relevant law, regulation, or policy, or an assurance attesting that the applicant will meet the requirement by the end of the next legislative session from the date of application. The certification or assurance must be in the form of a letter, on government letterhead, signed and dated by the authorized representative. A special condition withholding five percent of funds will be added to all awards to states and units of local governments that submit assurances or do not provide a compliant law, regulation, or policy with the certification.

Pursuant to 28 C.F.R. § 90.64, in the event that a unit of local government does not have authority to prosecute “crime[s] in which by force or threat of force the perpetrator compels the victim to engage in sexual activity[,]” the unit of local government may submit a letter from an appropriate legal authority in the jurisdiction certifying that the jurisdiction does not have the authority to prosecute “crime[s] in which by force or threat of force the perpetrator compels the victim to engage in sexual activity” and that therefore the certification is not relevant to the unit of local government in question.

The signed HIV Certification, HIV Assurance, or HIV Exemption letter must be uploaded as a separate attachment in Grants.gov. Sample Letters can be found on the OVW website at <https://www.justice.gov/ovw/page/file/1123876/download>.

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

Pursuant to 34 U.S.C. § 10461(c), the following entities are eligible to apply for this program:

1. **States;**¹
2. **Indian tribal governments;**²
3. **State and local courts (including juvenile courts);**³
4. **Units of local government;**⁴ (*Note: Pursuant to 28 C.F.R. § 90.61(b), the following are not considered units of local government and not eligible to apply as the lead applicant - police departments, pre-trial service agencies, district or city attorneys' offices, sheriffs' departments, probation and parole departments, and universities.*)
5. **State, tribal, or territorial domestic violence or sexual assault coalitions**⁵ that partner with a state, Indian tribal government, or unit of local government; and
6. **Victim service providers**⁶ that partner with a state, Indian tribal government, or unit of local government.

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).

¹ Pursuant to 34 U.S.C. § 12291(a)(31), “state” means each of the several states and, the District of Columbia, and except as otherwise provided, the Commonwealth of Puerto Rico, the Virgin Islands, American Samoa, Guam, and the Northern Mariana Islands.

² Pursuant to 34 U.S.C. § 12291(a)(36), the term “tribal government” means any tribe, band, nation, or other organized group or community, 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.

³ Pursuant to 34 U.S.C. § 12291(a)(2), the term “courts” means any civil or criminal, tribal, and Alaska Native Village, federal, state, local or territorial court having jurisdiction to address domestic violence, dating violence, sexual assault, or stalking, including immigration, family, juvenile, and dependency courts, and the judicial officers serving in those courts, including judges, magistrate judges, commissioners, justices of the peace, or any other person with decision making authority.

⁴ Pursuant to 34 U.S.C. § 12291(a)(40), “unit of local government” means any city, county, township, town, borough, parish, village, or other general purpose political subdivision of a state.

⁵ A state, tribal, or territorial domestic violence or sexual assault coalition is a coalition recognized by OVV pursuant to 34 U.S.C. § 10441(d)(2)(A), determined by the Secretary of Health and Human Services under 42 U.S.C. § 10411, or determined by the Center for Injury Prevention and Control of the Centers for Disease Control and Prevention under the Public Health Service Act (42 U.S.C. §§ 280b et seq.). See also 34 U.S.C. § 12291(a)(32)-(35).

⁶ Pursuant to 34 U.S.C. § 12291(a)(43), the term “victim service provider” means a nonprofit, nongovernmental or tribal organization or rape crisis center, including a state or tribal coalition, that assists or advocates for domestic violence, dating violence, sexual assault, or stalking victims, including a domestic violence shelter, faith-based organizations, and other organizations, with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.

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.

Certification of Eligibility

All applicants must submit a Certification of Eligibility at the time of application. The Certification of Eligibility must be in the form of a letter, on government letterhead, signed and dated by the chief executive officer of the state, Indian tribal government, unit of local government, or court⁷. The signed Certification of Eligibility letter must be uploaded as a separate attachment in Grants.gov. Sample Certification of Eligibility letters can be found on the OVW website at <https://www.justice.gov/ovw/page/file/1123871/download>.

Pursuant to 34 U.S.C. § 10461(c):

1. **State, Unit of Local Government, and Tribal Government Applicants** must:
 - a. certify that their laws or official policies:
 - i. encourage or mandate arrests of domestic violence offenders based on probable cause that an offense has been committed; and
 - ii. encourage or mandate arrest of domestic violence offenders who violate the terms of a valid and outstanding protection order;
 - b. demonstrate that their laws, policies, or practices and their training programs discourage dual arrests of offender and victim;
 - c. certify that their laws, policies, or practices prohibit issuance of mutual restraining orders of protection except in cases where both parties file a claim and the court makes detailed findings of fact indicating that both parties acted primarily as aggressors and that neither party acted primarily in self-defense;
 - d. certify that their laws, policies, and practices do not require, in connection with the prosecution of any misdemeanor or felony domestic violence, dating violence, sexual assault, or stalking offense, or in connection with the filing, issuance, registration, modification, enforcement, dismissal, or service of a protection order, or a petition for a protection order, to protect a victim of domestic violence, dating violence, stalking, or sexual assault, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, modification, enforcement, dismissal, or service of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the state, tribal, or local jurisdiction; and
 - e. certify that, their laws, policies, or practices will ensure that –

⁷ “Chief executive officer” means the highest official of a state, tribe, local jurisdiction, or court.

- i. no law enforcement officer, prosecuting officer or other government official shall ask or require an adult, youth, or child victim of a sex offense as defined under federal, tribal, state, territorial, or local law to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of, trial of, or sentencing for such an offense; and
 - ii. the refusal of a victim to submit to an examination described in clause (i) shall not prevent the investigation of, trial of, or sentencing for the offense.
2. **Court Applicants** must certify:
 - a. their laws, policies, or practices prohibit issuance of mutual restraining orders of protection except in cases where both parties file a claim and the court makes detailed findings of fact indicating that both parties acted primarily as aggressors and that neither party acted primarily in self-defense;
 - b. the laws, policies, and practices applicable to the court do not require, in connection with the prosecution of any misdemeanor or felony domestic violence, dating violence, sexual assault, or stalking offense, or in connection with the filing, issuance, registration, modification, enforcement, dismissal, or service of a protection order, or a petition for a protection order, to protect a victim of sexual assault, domestic violence, dating violence, or stalking, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, modification, enforcement, dismissal or service of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the state, tribal, or local jurisdiction; and
 - c. the laws, policies or practices applicable to the court ensure that:
 - i. no law enforcement officer, prosecuting officer or other government official shall ask or require an adult, youth, or child victim of a sex offense as defined under federal, tribal, state, territorial, or local law to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of, trial of, or sentencing for such an offense; and
 - ii. The refusal of a victim to submit to an examination described in subparagraph (i) shall not prevent the investigation of, trial of, or sentencing for the offense.
3. **Victim Service Provider and Coalition Applicants**

Coalition and victim service provider applicants must partner with a state, Indian tribal government, or unit of local government, and must submit with their application a Certification of Eligibility as described above signed by the chief executive officer of that government partner on government agency letterhead.

Required Partnerships

All applications to the Improving Criminal Justice Responses Program must include formal partnerships as described below based on lead applicant type. Applicants that fail to include the mandatory partners will be removed from further consideration.

- State, Indian Tribal Government, Unit of Local Government and Court Applicants
Applicants that are states, units of local governments, tribal governments, or courts are required to enter into a formal partnership with: 1) one or more victim service provider(s) that have a

documented history of serving victims of domestic violence, dating violence, sexual assault, and/or stalking, and 2) other governmental organizations that are necessary for the implementation of the proposed project. A victim service provider must be involved in the development and implementation of the project. Victim service provider partners 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.

- **Coalition or Victim Service Provider Applicants**

Lead applicants that are victim service providers, including coalitions, are required to enter into a formal partnership with: 1) a state, Indian tribal government, unit of local government, or court appropriate to the service area and 2) any specific governmental organizations that are necessary for the implementation of the proposed project. All partners must be involved in the development and implementation of the project.

All formal partnerships must be documented in the form of a Memorandum of Understanding (MOU) or Letter of Commitment. Letters of Commitment can only be submitted in place of an MOU when the lead applicant is a court and the court is precluded from entering into an MOU. In that situation, the court applicant may submit a Letter of Commitment in lieu of an MOU, stating how the court is precluded from entering into an MOU, and the project partners may also submit Letters of Commitment. See “Memorandum of Understanding” section for additional information on MOU requirements.

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 202-307-6026 or OVW.ICJR@usdoj.gov.

Pre-Application Information Sessions

OVW will conduct two web-based pre-application information sessions for entities interested in submitting an application for this program. During these sessions, OVW 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. Government Applicants: Wednesday, February 6, 2019, 1:00 p.m. – 2:30 p.m. E.T.
2. Victim Service Provider Applicants: Wednesday, February 6, 2019, 3:00 p.m. – 4:30 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. OVW 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 Improving Criminal Justice Responses Unit at OVW.ICJR@usdoj.gov or at 202-307-6026. Registration must be received at least seven (7) days 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 OVW.ICJR@usdoj.gov or at 202-307-6026 as soon as possible, but no later than January 30, 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 OVW at OVW.ICJR@usdoj.gov by February 12, 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. OVW will not contact applicants for missing items on the list below. Applications that do not include all of the following documents will be considered substantially incomplete and will not be considered for funding:

1. Project Narrative
2. Budget Detail Worksheet and Narrative
3. Memorandum of Understanding (MOU)/Letter of Commitment
4. Certification of Eligibility

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. The percentage of grant activities, should the application be funded, that will address each of the following issues (the total percentages should not exceed 100%):
 - Sexual assault;
 - Domestic violence;
 - Dating/teen dating violence; and/or
 - Stalking.
11. The Purpose Area(s) the application addresses.
12. The Statutory Priority Areas the application addresses, if applicable.

13. Statement as to whether the application addresses any of the OVW priority areas:
 - Reduce violent crime against women and promoting victim safety through activities under purpose areas 3, 10, 14, 19, or 22; and/or
 - Increase the response to victims of trafficking.
14. The name of the lead applicant and type of applicant – state, Indian tribal government, state or local court, unit of local government, coalition or victim service provider.
15. The project’s focus (local, tribal, multi-jurisdiction [involving 10 or more counties], statewide, regional [multiple states], or court) and geographic area(s) where the project will be implemented.
16. The start and end date of the applicant’s next state or tribal legislative session.
17. For state and unit of local government applicants only: Statement as to whether the applicant is in compliance with the HIV Certification requirement.

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 (10 points)

This section must:

1. Describe the communities to be served, including the geographic location, the populations in the service area, and any marginalized and/or underserved population(s);⁸
2. Identify the service area where the project will be implemented and provide a service area map that identifies the project’s targeted area and jurisdiction(s) to be served;
3. Identify the purpose area(s) the applicant is proposing to address;
4. Identify the statutory priority areas and OVW priority areas the application is proposing to address, if applicable;
5. State the problem(s) the project will address (include local statistics/data, whenever possible);
6. Provide a detailed description of the need for the project;
7. Identify gaps in services and explain how the proposed project will compliment and not duplicate existing services; and
8. Describe the impact of current or prior efforts to prevent and reduce domestic violence, dating violence, sexual assault, and/or stalking in the service area.

What Will Be Done (40 points)

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

⁸ Applicants should use U.S. Census and other government data, as well as the Limited English Proficient Mapping Tool, available at www.lep.gov/maps/, to obtain this information.

This section must:

1. Identify and describe project goals, objectives, and expected outcomes;
2. Provide a comprehensive description of the overall strategy and describe the specific tasks and activities necessary to accomplish the goals and objectives;
3. Provide a detailed 36-month timeline with a list of key activities and milestones to take place within the award performance period grouped by month or quarter;
4. Describe why the applicant anticipates that the project will be successful, and describe how the applicant will determine if the project goals are accomplished;
5. If applicable, describe specifically how the proposed project will reduce violent crime against women and promote victim safety through activities under purpose areas 3, 10, 14, 19, and/or 22;
6. If applicable, describe specifically how the proposed project will improve the criminal justice system response to trafficking;
7. Describe how funding will address the identified needs in the service area;
8. List tangible products, if any (e.g., a video, a brochure, a curriculum), that will be created under this project, and describe how the products could assist other jurisdictions addressing domestic violence, dating violence, sexual assault, or stalking. Product development is not required; and
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.

Who Will Implement the Project (10 points)

This section must:

1. Identify the key individuals and organizations involved in the proposed project;
2. Demonstrate that the individuals and organizations identified have the capacity to address the stated need, including the expertise necessary to appropriately serve any marginalized and/or underserved populations identified in the Purpose of the Application section, and can successfully implement the proposed project activities;
3. Demonstrate that the applicant has met its required partnerships;
4. Describe the *applicant's* experience and expertise in the areas of domestic violence, dating violence, sexual assault, and stalking, as appropriate, for both the applicant and key personnel who will be directly involved with the proposed project;
5. Describe the *project partners'* expertise in the areas of domestic violence, dating violence, sexual assault, and stalking, as appropriate, for both the partner's organizations and key personnel who will be directly involved with the proposed project; and
6. Describe the roles and responsibilities of the applicant, each partner, and key personnel. Position descriptions and resumes should be included with the application.

Budget Detail Worksheet and Narrative (20 Points)

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

Award Period and Amount

Budgets should cover a project period of 36 months, or three years, starting on October 1, 2019 and ending on September 30, 2022. Budget requests should not exceed:

- \$500,000 for projects with a service area population up to 400,000;
- \$750,000 for projects with a service area population 400,001 to 700,000;
- \$1,000,000 for projects with a service area population 700,001 and above; or
- \$1,000,000 for statewide projects, regardless of service area population.

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 applications from organizations located in the 48 contiguous states and \$15,000 for applications from organizations located in the territories, Hawaii, or 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 attendance.
3. Include funds for *project partners* to attend OVW-sponsored training and technical assistance in the amount of \$10,000 for partners located in the 48 contiguous states and \$15,000 for partners located in the 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 project partner attendance.
4. Include funds or describe other resources available to the applicant to support activities to ensure access for individuals with disabilities, Deaf/hard of hearing individuals, and persons with limited English proficiency. See [Accessibility](#) under F. [Federal Award Administration Information](#) for more information.
5. Compensate all project partners as reflected in the MOU. For more information on compensating project partners, see the sample Budget Detail Worksheet on the OVW website at <https://www.justice.gov/ovw/resources-applicants>.
6. Distinguish clearly between subawards and contracts in allocating any grant funds to other entities. Pursuant to 2 C.F.R. § 200.330, a subaward is for the purpose of carrying out a portion of the federal award, such as compensating an MOU partner, and a contract is for the purpose of obtaining goods and services for the grantee's own use. The substance of the relationship is more important than the form of the agreement in determining whether the recipient of the pass-through funds is a subrecipient or a contractor. The awarding and monitoring of contracts must follow the recipient's documented procurement procedures, including full and open competition, pursuant to the procurement standards in 2 C.F.R. §§ 200.317-200.329. The issuance and monitoring of subawards must meet the requirements of 2 C.F.R. § 200.331, which includes oversight of subrecipient/partner spending and monitoring performance

measures and outcomes attributable to grant funds. For more information, see the sample Budget Detail Worksheet and the [Solicitation Companion Guide](#) on the OVW website at <https://www.justice.gov/ovw/resources-applicants>.

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

Memorandum of Understanding (MOU) (15 Points Total)

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

The MOU must:

1. Clearly identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
2. Clearly state the roles and responsibilities each partner will assume to ensure the success of the proposed project;
3. Clearly state that each project partner has reviewed the budget and is aware of the total amount being requested and the funding being requested for each project partner;
4. Demonstrate a meaningful partnership among all signing parties;
5. Specify the extent of each partner's participation in developing the application;
6. Identify the people who will be responsible for developing and implementing project activities and describe how they will work together and with project staff;
7. Demonstrate the commitment of each 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); and
9. Clearly state that any partners identified in the budget are able to receive funds from the lead applicant.

Applicants to the OVW trafficking priority area must also:

1. Clearly identify the organization(s) with expertise in providing services to victims of trafficking. Include how many years the organization(s) has been providing services for victims of trafficking;
2. Clearly identify the personnel designated to provide 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; and
3. Include a local, state, tribal, and/or federal law enforcement agency and/or a local, state, tribal, and/or federal prosecutor's office as MOU partners. Note that federal law

enforcement agencies and U.S. Attorney's Offices cannot receive Improving Criminal Justice Responses Program grant funds and should not be compensated in the budget.

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

- If the court is the lead applicant and unable to enter into an MOU, all project partners should submit letters of commitment and no MOU is required.
- If the court is a project partner and unable to enter into an MOU, the lead applicant should still submit an MOU signed by the applicant and any other non-court partners and the court partner should submit a letter of commitment.

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

Each Letter of Commitment must:

1. Be printed on official letterhead signed by the appropriate official;
2. Clearly identify the name of the organization and provide a brief description of the collaborative relationship with the applicant;
3. Highlight the expertise of the individual or organization's staff who will be affiliated with this project;
4. Clearly state the roles and responsibilities the organization or agency would assume to ensure the success of the proposed project;
5. Demonstrate a commitment to work with the applicant and its partners to achieve the stated project goals;
6. Clearly state that the organization has reviewed the budget and is aware of the total amount being requested and the funding being requested for each project partner;
7. Specify the extent of the agency or organization's participation in developing the application;
8. State how the court is precluded from entering into an MOU; and
9. Describe the resources that would be contributed to the project, either through time, in kind contributions, or grant funds (e.g., office space, project staff, and training).

Additional Required Information

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

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

Application for Federal Assistance (SF-424)

Applicants must complete the SF-424 on Grants.gov. For "Type of Applicant," do not select "other." The amount of federal funding requested in the "Estimated Funding" section of this form must match the amount of federal funding requested in the budget section of the application package. This program does not require a match; therefore, the values for the Applicant line should be zero. The individual who is listed in "**Authorized Representative**" must be an

individual who has the authority to apply for and accept grant awards on behalf of the organization or jurisdiction.

Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)

Carefully review the assurances and certification forms online. Applicants will receive a request to compile these forms online during the application submission process. All applicants must complete the *Disclosure of Lobbying Activities* (SF-LLL) form. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form. Applicants that do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.

*The following documents must be uploaded and attached **separately** to the application:*

Applicant Financial Capability Questionnaire (if applicable)

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

Confidentiality Notice Form

All applicants are required to acknowledge that they have received notice that grantees and subgrantees must comply with the confidentiality and privacy requirements of VAWA, as amended. Applicants must submit the acknowledgement form available on the OVW website at http://www.justice.gov/sites/default/files/ovw/pages/attachments/2015/01/20/confidentiality_acknowledgement_form_42015.pdf. This form must be signed by the [Authorized Representative](#).

Disclosure of Process Related to Executive Compensation (if applicable)

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

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

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

At a minimum, the disclosure must describe in pertinent detail: (1) the composition of the body that reviews and approves compensation arrangements for covered persons; (2) the

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

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

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

Pre-Award Risk Assessment

Each applicant must respond to the questions below. This information will be used for a mandatory pre-award risk assessment. Failure to provide this information or to respond to questions from OVW regarding this information in a timely manner could result in the applicant being removed from consideration or a delay in access to funds. Provide complete responses that address all questions included for each numbered item. This section of the application should be no more than four pages.

1. Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding? Provide a brief description of the applicant's policies and procedures that ensure funds will be tracked appropriately.
2. Does the applicant have written accounting policies and procedures? How often are these policies and procedures updated? Provide a brief list of the topics covered in the applicant's policies and procedures. OVW may request a copy for review during the application/award process or as part of the grant monitoring process.
3. Is the applicant's financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant? Provide a brief summary of the organization's process for tracking expenditures, including tracking budgeted versus actual amounts.
4. Does the applicant have procedures in place for minimizing the time between transfer of funds from the United States Treasury and disbursement for project activities? Provide a short summary of the applicant's policy for requesting payments for grant awards.
5. Does the applicant have effective internal controls in place to ensure that federal funds are used solely for authorized purposes? Provide a brief description of the applicant's internal controls that will provide reasonable assurance that the award funds will be managed properly.
6. Does the applicant have a documented records retention policy? If so, briefly describe the policy and confirm that the policy complies with federal regulations. Information on Record Retention and Access can be found at 2 C.F.R. §§ 200.333-200.337.

7. Does the applicant or any of its employees have any potential personal or organizational conflicts of interest related to the possible receipt of OVW award funds? Applicants are required to disclose in writing any potential conflicts of interest to their awarding agency. See 2 C.F.R. § 200.112 and Chapter 3.20, Grant Fraud, Waste and Abuse, of the [DOJ Financial Guide](#) for additional information.
8. Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. Part 200)? Provide a short list of the individual's qualifications/experience. If the individual is not familiar with the applicable rules and regulations, the applicant must contact OVW's Grants Financial Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 immediately after the applicant is notified of its award to coordinate training.
9. Does the applicant have policies and procedures in place to manage subawards and monitor activities of subrecipients as necessary to ensure that subawards are used for authorized purposes, in compliance with laws, regulations, and terms and conditions of the award, and that established subaward performance goals are achieved (2 C.F.R. §§ 200.330-200.332)? Provide a brief description of the organization's policies and procedures on subrecipient management and monitoring.
10. Does the applicant currently require employees to maintain time distribution records that accurately reflect the work performed on specific activities or cost objectives in order to support the distribution of employees' salaries among federal awards or other activities (2 C.F.R. § 200.430)? Budget estimates do not qualify as support for charges to federal awards. Provide a brief description of the organization's established timekeeping policies and procedures.

Indirect Cost Rate Agreement (if applicable)

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

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

Letter of Nonsupplanting

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

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

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

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

Applicants for federal grants and cooperative agreements are required to have a Data Universal Number System (DUNS) Number to submit an application. A DUNS Number is a unique, nine-character identification number provided by the commercial company **Duns & Bradstreet (D&B)**. Once an applicant has applied for a DUNS number through D&B, its DUNS Number should be available within two business days.

Federal regulations require that an applicant (1) be registered in SAM.gov prior to submitting an application; (2) provide a valid DUNS number in its application; and (3) continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application under consideration by a federal awarding agency. Also, federal agencies may not make an award to an applicant until that applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with these requirements by the time that OVW is ready to make an award, then OVW may make the determination that the applicant is not qualified to receive an award and use that determination as a basis for making the award to another applicant.

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

If the applicant already has an Employer Identification Number (EIN), the SAM registration will take **up to two weeks to process**. If the applicant does not have an EIN, then **the applicant should allow two to five weeks for obtaining an EIN from the Internal Revenue Service. There is no fee associated with these processes. Additionally, these processes cannot be expedited.** OVW strongly discourages applicants from paying a third party to apply or register on their behalf in an attempt to expedite these processes. To ensure all applicants are able to apply by the deadline for this solicitation, applicants must have obtained a DUNS number and registered online with the SAM and with Grants.gov no later than February 7, 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 http://www.dnb.com/us/ or call (866) 705-5711.	February 12, 2019
Register with SAM	Access the SAM online registration through the SAM homepage at https://SAM.gov and follow the online instructions for new SAM users. If the applicant already has the necessary information on hand, the online registration takes approximately 30 minutes to complete, depending upon the size and complexity of the business or organization. Organizations must update or renew their SAM registration at least once a year to maintain an active status.	February 12, 2019

Register with Grants.gov	Once the SAM registration becomes active, the applicant will be able to complete the Grants.gov registration (see Other Submission Requirements for more information on registering for and using Grants.gov).	February 12, 2019
Submit Letter of Intent	Improving Criminal Justice Responses Program OVW.ICJR@usdoj.gov or 202-307-6026	February 12, 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 Grants.gov , visit the following link: http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html .	At least 48 hours before application deadline of 11:59 p.m. E.T. on February 26, 2019
Request Hardcopy Submission (If Needed)	Applicants that cannot submit an application electronically due to lack of internet access must contact the POC at 202-307-6026 or OVW.ICJR@usdoj.gov to request permission to submit a hardcopy application.	February 12, 2019
Begin Application Submission Process	Applications must be submitted electronically via Grants.gov	Begin by 11:59 p.m. E.T. on February 24, 2019.
Complete Application Submission Process	Grants.gov	11:59 p.m. E.T. on February 26, 2019
Confirmation of Application Receipt	<ol style="list-style-type: none"> 1. Authorized Organization Representatives (AORs) should closely monitor their email for any notification from Grants.gov about a possible failed submission. The AOR is a user role within Grants.gov for a user who is authorized to submit applications on behalf of the organization. 2. The AOR should receive a minimum of two emails from Grants.gov. One will confirm receipt of the application package. The other will contain either a notice that the application was successfully submitted or a notice that there was an error with the application submission. <p>OVW does not send out these notifications, nor does OVW receive a copy of these notifications. It is the responsibility of the applicant to notify OVW of any problems with the application submission process.</p>	Submitting the application at least 48 hours before the application deadline of 11:59 p.m. E.T. on February 26, 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 26, 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"> 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). 2. Contact OVW at the earliest possible date and provide the information described in #1. 3. Contact OVW at least 24 hours prior to the application deadline to request a late submission. Applicants impacted by severe inclement weather or a natural disaster occurring on the deadline must contact OVW within 72 hours after the due date or as soon as communications are restored. 	<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 SAM or Grants.gov Registration</p>	<ol style="list-style-type: none"> 1. Register and/or confirm existing registration at least 3 weeks prior to the application due date to ensure that the individual who will be submitting the application has SAM and Grants.gov access and is the person registered to submit on behalf of the applicant. 2. Maintain documentation of when registration began, any issues related to registration, and all communication with technical support. 3. Notify OVW as soon as the applicant becomes aware of a problem with registration but no later than 14 days before the application due date. 	<p>Failure to begin the SAM or Grants.gov registration process in sufficient time (i.e., by the date identified in this solicitation) is not an acceptable reason for late submission.</p>
<p>Experiencing Unforeseeable Technical Difficulties</p>	<ol style="list-style-type: none"> 1. Document when the applicant began the submission process. 	<p>Common foreseeable technical difficulties for which OVW will not approve a late submission requests include:</p>

<p>During the Application Submission Process</p>	<ol style="list-style-type: none"> 2. Contact Grants.gov for technical support at least 24 hours prior to the application deadline. 3. Maintain documentation of all communication with Grants.gov support. 4. Contact the POC for this program at 202-307-6026 or OVW.ICJR@usdoj.gov 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. 5. Respond promptly to communication from OVW requesting the complete application package, applicant DUNS Number, Grants.gov helpdesk tracking numbers, and any other relevant documentation. 	<ol style="list-style-type: none"> a. Using an outdated version of Adobe Acrobat; and b. Attachment rejection. <p>Through Grants.gov, OVW can confirm when submission began. Applicants who start the submission process less than 24 hours before the deadline will not be considered for late submission.</p> <ol style="list-style-type: none"> 1. By beginning the application submission process 24-48 hours before the deadline, applicants should have sufficient time to receive notice of problems with their submissions and make necessary corrections. 2. To ensure that attachments are not rejected, attachment names should only include allowable characters. (See "Other Submission Requirements").
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Intergovernmental Review - Single Point of Contact Review

Executive Order 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the state Single Point of Contact (SPOC) if one exists and if the program has been selected for review. Applicants must contact their state SPOCs to determine whether their programs have been selected for state review. The applicant must enter the date that the application was sent to the SPOC or the reason such submission is not required in the section of the SF 424 that refers to EO 12372. Applicants can find a list of SPOCs on the Office of Management and Budget website at <https://www.whitehouse.gov/wp-content/uploads/2017/11/SPOC-Feb.-2018.pdf>.

Funding Restrictions

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

Unallowable Costs

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

1. Lobbying - except with explicit statutory authorization.

2. Fundraising
3. Purchase of real property
4. Physical modifications to buildings, including minor renovations (such as painting or carpeting) and security systems that require permanent installation
5. Construction
6. Purchase of uniforms, weapons, and automobiles

Food and Beverage/Costs for Refreshments and Meals

Generally, food and beverage costs are **not** allowable. OVW may approve the use of grant funds to provide a working meal at a meeting, conference, training, or other event, if one of the following applies:

1. The location of the event is not in close proximity to food establishments, despite efforts to secure a location near reasonably priced and accessible commercial food establishments.
2. Not serving food will significantly lengthen the day or necessitate extending the meeting to achieve meeting outcomes.
3. A special presentation at a conference requires a plenary address where there is no other time for food to be obtained.
4. Other extenuating circumstances necessitate the provision of food.

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

Conference Planning and Expenditure Limitations

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

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

Program Assessments

Grantees under this program are prohibited from using OVW funds to conduct research. They may use funds to assess their work for quality assurance and program improvement purposes only, such as by surveying training participants about the quality of training content and delivery or convening discussion forums with key stakeholders. Applicants considering such

assessments must refer to the [DOJ/OJP decision tree](#) to ensure that the activity does not qualify as human subjects research. For additional information on federal requirements related to assessments or surveys, see the [Solicitation Companion Guide](#).

Pre-Agreement Cost Approval

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

Other Submission Requirements

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

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

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

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

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

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

Submitting a Grant Application

Grants.gov has updated its application tool. The legacy PDF application package was phased out and retired as of December 31, 2017. Grants.gov Workspace is now the standard

application method for applying for grants. Applicants should familiarize themselves with the Workspace format. For complete information and instructions on using Workspace (and other changes), go to the Workspace Overview page at <https://www.grants.gov/web/grants/applicants/workspace-overview.html>.

The [Grants.gov](https://www.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 Improving Criminal Justice Responses Program, scoring will be as follows:

1. Summary data sheet: 5 points
2. Project narrative: 60 points, of which
 - A. Purpose of the project: 10 points
 - B. What will be done: 40 points
 - C. Who will implement: 10 points
3. Budget narrative and detail worksheet: 20 points
4. MOU: 15 points

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

Review and Selection Process

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

Peer Review

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

Programmatic Review

All applications that are considered for funding will be subject to a programmatic review. The programmatic review consists of assessing the application for compliance with the program's scope, activities that compromise victim safety, and, if applicable, past performance and priority area review. OVW reserves the right to add 10 points to applications meaningfully addressing purpose areas 3, 10, 14, 19, and 22, 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 OVW award until all issues are resolved.

Anticipated Announcement and Federal Award Dates

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

F. Federal Award Administration Information

Federal Award Notices

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

Administrative and National Policy Requirements

Information for All Federal Award Recipients

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

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

Violence Against Women Act Non-Discrimination Provision

The Violence Against Women Reauthorization Act of 2013 added a civil rights provision that applies to all FY 2019 OVW grants. This provision prohibits OVW grantees from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW. For more information on this prohibition, see <http://www.justice.gov/ovw/docs/faqs-ngc-vawa.pdf>. Additional information on the civil rights obligations of OVW funding recipients can be found in the [Solicitation Companion Guide](#) under "Civil Rights Compliance."

Accessibility

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

Reporting

OVW grantees are required to submit semi-annual progress reports and quarterly Federal Financial Reports (SF-425). Appropriate progress report forms will be provided to all applicants selected for an award. Forms will be submitted electronically via GMS. Future awards and fund drawdowns may be withheld if reports are delinquent.

G. Federal Awarding Agency Contact(s)

For assistance with the requirements of this solicitation contact the following: for programmatic questions, contact the POC for this program at 202-307-6026 or OVW.ICJR@usdoj.gov, for financial questions, contact 1-888-514-8556 or OVW.GFMD@usdoj.gov, and for Grants.gov technical support, contact the Grants.gov helpdesk at 1-800-518-4726.

H. Other Information

Application Checklist

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

Application Document	Date Completed
1. Letter of Intent (not required)	
2. Summary Data Sheet	
3. Project Narrative a) Purpose of the Application b) What Will Be Done c) Who Will Implement	
4. Proposal Abstract	
5. Budget Detail Worksheet and Narrative	
6. Memorandum of Understanding or Letter of Commitment	
7. Application for Federal Assistance: SF 424	
8. Standard Assurances and Certifications	
9. Applicant Financial Capability Questionnaire (if applicable)	
10. Confidentiality Notice Form	
11. Disclosures of Process Related to Executive Compensation	
12. Pre-Award Risk Assessment	
13. Indirect Cost Rate Agreement (if applicable)	
14. Letter of Nonsupplanting	
15. Proof of 501(c)(3) Status (Nonprofit Organizations Only)	
16. Certification of Eligibility	
17. HIV Certification, HIV Assurance, or HIV Exemption (States and Units of Local Government Only)	
18. Service Area Map	

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.