



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

OVW Fiscal Year 2019 Training and Technical Assistance to Support Grantee Reporting

INVITATION TO APPLY

Release date: on or about January 28, 2019

Eligibility

This is a noncompetitive funding opportunity for which the only eligible applicant is the University of Southern Maine. The applicant was selected for a five-year award, through a competitive process, in FY 2017. This Invitation to Apply is to provide funding for years 3 and 4 of the five-year project.

(See [Eligibility Information](#))

Deadlines

Applications are due by 11:59 p.m. Eastern Time (ET) on March 14, 2019.

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

Registration

The applicant must have a Data Universal Number System (DUNS) number and register online with the System for Award Management (SAM). To avoid delays in the receipt of an award, the applicant should obtain a DUNS number and register online with SAM immediately.

Contact Information

For assistance with the requirements of this solicitation, email Ginger Baran at Virginia.Baran@usdoj.gov, or call (202) 305-2093.

Submission and Notification Information

Submission: Applications are to be submitted through the Office of Justice Program's Grants Management System (GMS). For technical assistance with GMS, contact OVW GMS Support at 1-866-655-4482 or OVW.GMSSupport@usdoj.gov.

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OVW Training and Technical Assistance to Support Grantee Reporting (CFDA 16.026)

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 Training and Technical Assistance to Support Grantee Reporting (Reporting TA)

The Violence Against Women Act (VAWA) requires that grantees report on the effectiveness of their VAWA-funded programs to the Attorney General, who, in turn, must report to Congress every two years on the effectiveness of grant-funded activities (Pub. L No. 106-386, section 1003, codified at 34 U.S.C. § 10238). Some OVW grant programs also have specific reporting requirements as outlined in their respective authorizing legislation.

In response to these reporting requirements, OVW developed annual and semi-annual progress reporting forms for each OVW grant program that track grant-funded activities and incorporate measures tied to program objectives. Grantees funded by OVW report consistent, quantitative data that can be aggregated to reflect the accomplishments within and across grant programs. The reporting forms also collect qualitative information on grantees' goals, objectives, activities, accomplishments, and remaining areas of need. OVW uses the information collected through these progress reports in different ways, including: monitoring grant activities, providing information to grantees on how their own grant-funded activities and accomplishments compare with others, identifying promising practices, meeting reporting obligations under the Government Performance and Results Act (GPRA) and subsequent legislation, responding to the Department of Justice's data requests related to performance and budget, reporting to Congress, and responding to ad hoc data requests from within and outside government.

In FY 2017, the University of Southern Maine (USM) was competitively selected to continue the Measuring Effectiveness Initiative (MEI), which encompasses the work described above. USM received 26 months of initial funding through a cooperative agreement for a five-year—or 60-month—project, to support project activities through November 30, 2019. The purpose of this Invitation to Apply is to provide an additional 22 months of funding to USM to carry the project through September 30, 2021. With this supplemental funding, USM will continue to: review, clean, and analyze data collected from grantee progress reports; maintain that information in a database; work in partnership with OVW to fulfill reporting requirements; respond to data requests; make data accessible and useful to OVW and its grantees; provide ongoing training and technical assistance to OVW grantees on collecting data to assess their own performance and accurately completing their progress reports; and develop new progress reporting forms and instructions, as necessary, as well as review and revise existing forms. USM will also assist

OVW in the preparation of reports to Congress and additional materials and analyses related to VAWA-funded activities.

For additional information on OVW grantee reporting materials and data, see the VAWA MEI website at <http://muskie.usm.maine.edu/vawamei/index.htm>.

Project Scope

Activities supported by Reporting TA are determined by statute, federal regulations, and OVW priorities and policies. 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 on post-award requirements for all federal award recipients, and the conditions of the award.

The recipient of this cooperative agreement will work in cooperation with and under the direction of OVW. Activities under this project may include, but are not limited to:

- Reviewing, cleaning, and analyzing data collected from OVW progress reporting forms, which includes collecting the data twice per year from the Grants Management System (GMS) and developing and maintaining a process for accepting annual subgrantee reports directly from the State Administrators of OVW's formula grant programs
- Developing progress reporting forms and instructions for new grant programs and revising existing forms and instructions
- Drafting, revising, and finalizing biennial Reports to Congress on the effectiveness of OVW's discretionary grant programs and on the STOP Violence Against Women Formula Grant Program and the SASP Formula Grant Program (which includes updating literature reviews for each report)
- Producing six-month data summaries for each program, twice per year
- Using in-person meetings, web-based forums, and other methods of providing training and technical assistance for grantees and subgrantees on how to collect and report data and complete progress reporting forms
- Providing training at OVW new grantee orientations, including the annual STOP Administrators conference
- Developing and revising/updating self-paced online training tools and products for OVW grant programs
- Responding in a timely manner to all requests for information from OVW, including ad hoc data requests
- Maintaining a website that includes aggregate information about OVW grant programs, materials to facilitate effective completion of progress reporting forms (including online training modules on the forms), a calendar for trainings, instructions and tips on how to complete the forms, databases to help grantees collect the information required during the reporting period, and contact information for technical assistance for grantees and subgrantees
- Developing logic models for domains in which OVW grant funds are used, i.e., law enforcement, prosecution, victim services, courts, etc., and drawing from logic models and other sources to identify potential outcome measures

- Producing and distributing email alerts to grantees and subgrantees on issues relating to reporting on grant-funded activities and trainings

The proposed project will address OVW's 15 discretionary grant programs and four formula grant programs, which together account for about 3,500 active awards. For information on OVW's grant programs, see OVW's website at <http://www.justice.gov/ovw>, including the fact sheet at: <http://www.justice.gov/sites/default/files/ovw/legacy/2014/05/28/ovw-grant-programs-fact-sheet-grouped.pdf>.

For past reports to Congress, existing progress reporting forms, graphic reports of aggregated data by grant program, and training tools, visit <http://muskie.usm.maine.edu/vawamei/>.

Activities that Compromise Victim Safety

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 can be found in the Solicitation Companion Guide. Applications that propose any activities that compromise victim safety and recovery or undermine offender accountability may be eliminated from consideration.

B. Federal Award Information

Availability of Funds

The award will be 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. Approximately \$2,442,000 is available for 22 months of funding.

Award Period and Amount

The applicant should request up to \$2,442,000 for a budget period of 22 months, spanning December 1, 2019 through September 30, 2021. OVW has the discretion to make awards for greater or lesser amounts than requested and to negotiate the scope of work and budget with the applicant. The award will be made as a cooperative agreement. Cooperative agreements are a form of award in which OVW expects to have substantial involvement in award activities. For this program, the substantial involvement includes working collaborative with OVW during all phases of the project and on all tasks.

C. Eligibility Information

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

Eligible Applicants

The entity eligible to apply is the University of Southern Maine.

Cost Sharing or Matching

This program has no match or cost sharing requirement.

D. Application and Submission Information

Formatting and Technical Requirements

Applications must follow the requirements below.

- Double spaced (Summary Data Sheet and charts may be single spaced)
- 8½ x 11 inch paper with one-inch margins
- Type no smaller than 12 point, Times New Roman or Arial
- Correctly numbered pages
- No more than 10 pages for the Project Narrative
- Documents in these formats: Microsoft Word (.doc), PDF files (.pdf), or text files (.txt).

Application Contents

The application must be responsive to the scope and criteria of this solicitation, and must include the following documents:

1. Summary Data Sheet
2. Project Narrative
3. Budget Detail Worksheet and Narrative

Summary Data Sheet

The Summary Data Sheet should be one to four pages and may be single- or double-spaced. It does not count toward the 10-page limit for the Project Narrative. It must provide:

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 at <https://www.justice.gov/ovw/resources-applicants>. The applicant should also provide the same information regarding any current OVW grants or pending applications on which the applicant is a subrecipient.

6. A list of other federal grant programs from which the applicant currently receives funding or for which it has applied for funding in FY 2019 to do similar work. Provide this information in a table using the sample format found on the OVW website at <https://www.justice.gov/ovw/resources-applicants>.

Project Narrative

The project narrative section of the application should not exceed 10 double-spaced pages. It should include the following two items:

1. **Goals, Objectives, and Activities.** Describe how funds will be used between December 1, 2019 and September 30, 2021. Identify the project goals and their corresponding objectives and activities. Attach target dates to key deliverables.
2. **Summary of Key Staff and Partner(s) Roles.** Identify key project staff and partners and briefly explain their roles on the project. Note whether any changes to staff or partners will be implemented, including changes to their roles on the project or level of effort (i.e., time dedicated to the project).

Budget Detail Worksheet and Narrative

The application 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>. Submit a reasonable budget based on the resources needed to implement the project. The applicant can request up to \$2,442,000 for a supplemental funding period of 22 months, beginning December 1, 2019 and ending September 30, 2021.

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

The budget must:

- 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 [Federal Award Administration Information](#) for more information.
- Compensate all project partners appropriately.
- 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>.

Additional Required Information

The following documents are also required. Failure to include this information may result in the applicant not receiving an award or a delay in accessing funds. Some documents are generated during the submission process while others must be uploaded and attached to the application.

These documents will be generated and completed during the submission process:

Application for Federal Assistance (SF-424)

Complete the SF-424 in GMS. 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 initiative 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)

Review the assurances and certification forms online. Applicants will be prompted to compile these forms online during the 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.

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

Confidentiality Notice Form

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](#).

Pre-Award Risk Assessment

The 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 delayed access to funds. Provide complete responses to all questions. This section of the application should not exceed 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

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

Unique Entity Identifier (DUNS Number) and System for Award Management (SAM)

Applicants for federal grants and cooperative agreements are required to have a Data Universal Number System (DUNS) number to submit an application. A DUNS number is a unique, nine-character identification number provided by the commercial company Dun & 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.

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 the applicant to develop an application and budget consistent with program requirements.

Unallowable Costs

The following activities are unallowable, and costs for them must not be included in the applicant's budget: lobbying, fundraising, purchase of real property, physical modifications to buildings (including minor renovations, such as painting or carpeting), and construction.

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:

- 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.
- Not serving food will significantly lengthen the day or necessitate extending the meeting to achieve meeting outcomes.
- A special presentation at a conference requires a plenary address where there is no other time for food to be obtained.
- 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>. Budget clearance does not constitute prior approval of food and beverage costs. Recipients must seek approval of these costs through the OVW conference approval process.

Conference Planning and Expenditure Limitations

The applicant's budget 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:

- Cost of logistical conference planning
- Cost of programmatic conference planning
- Conference space and audio-visual equipment and services
- Prohibition on trinkets at conferences
- Prohibition on entertainment at conferences
- Food and beverages at conferences
- Prior approval required before entering into contracts or expending funds for conferences

- Conference reporting

Budget clearance does not constitute prior approval to hold a conference. The recipient must seek approval of these costs through the conference approval process.

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.

E. Application Review Information

Programmatic Review

The application will be subject to a programmatic review. Programmatic review consists of assessing the application for alignment with the scope of Reporting TA, activities that compromise victim safety, and past performance. The applicant's past performance and risk will be reviewed based on the elements listed below.

- Demonstrated effectiveness of the current project indicated by timely progress toward meeting project goals and objectives
- Demonstration that past activities supported with OVW grant funds have been limited to program purpose areas
- Adherence to all special conditions of existing grant award(s) from OVW
- Adherence to programmatic and financial reporting requirements, including timely submission of required reports
- Completion of close-out of prior awards in a timely manner
- 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
- Receipt of financial clearances on all current or recent grants from OVW
- Timely resolution of issues identified in any audit or on-site financial or programmatic monitoring visit
- Adherence to the Office of Management and Budget single-audit requirement
- Timely expenditure of grant funds
- 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. 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.

F. Federal Award Administration Information

Federal Award Notices

Successful applications will receive OVW award notifications electronically from the OJP Grants Management System (GMS). 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, including financial questions, contact Ginger Baran, Senior Program Analyst, at Virginia.Baran@usdoj.gov or (202) 305-2093. For technical support, contact OVWGMSupport@usdoj.gov.

H. Other Information

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 20002.