



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

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# **OVW Fiscal Year 2019 Training and Technical Assistance Initiative Solicitation**

**Release Date: on or about February 28, 2019**

## **Eligibility**

Eligible applicants are generally limited to: **national, tribal, statewide, or other nonprofit organizations with the capacity to provide nationwide training and technical assistance.** In limited circumstances, OVW may support institutions of higher education and state, local, or tribal governments or governmental agencies (e.g., police departments, prosecutor's offices, or probation departments) or local nonprofit organizations.

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

## **Deadlines**

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

(See "[Registration](#)")

**Letter of Intent:** Applicants are strongly encouraged to submit a Letter of Intent to [OVW.TechAssistance@usdoj.gov](mailto:OVW.TechAssistance@usdoj.gov) by March 26, 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 Session:** OVW will post a pre-recorded Pre-Application Information Session on its website for entities interested in submitting an application for this initiative. Listening to this session is optional. Interested applicants who do not listen to the pre-recorded session are still eligible to apply. The session is tentatively scheduled to be available by March 14, 2019 on the OVW website <https://www.justice.gov/ovw/resources-applicants>

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

## Contact Information

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

## Submission and Notification Information

**Submission:** Applications for this initiative 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-2019-16169.

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

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# OVW Training and Technical Assistance Initiative (CFDA 16.526)

## ***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 Initiative**

This program is authorized by 34 U.S.C. 12291(b)(11). The primary purpose of the OVW Training and Technical Assistance Initiative (TA Initiative) is to provide direct technical assistance to existing and potential grantees and sub-grantees to enhance their efforts to successfully implement projects supported by OVW grant funds. OVW's TA Initiative is designed to strengthen and build the capacity of civil and criminal justice system professionals and victim service providers across the nation to respond effectively to sexual assault, domestic violence, dating violence, and stalking and foster partnerships among organizations that have not traditionally worked together to address these crimes.

For additional information about this program, see <https://www.justice.gov/ovw/grant-programs> and <http://muskie.usm.maine.edu/vawamei/taprovidergraphs.htm>.

### **Program Scope**

Activities supported by this initiative 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. All applicants must propose activities to serve the current and potential grant or sub-grant recipients of one or more OVW grant programs. OVW cannot support projects focusing on entities or individuals that are not eligible to receive funding, services, training, or other resources through any of OVW's grant programs.

### **Purpose Areas**

In FY 2019, funds under the TA Initiative may be used for the purposes identified in this solicitation. There are three categories of technical assistance in FY 2019: Competitive Targeted; Competitive Comprehensive; and Non-Competitive Comprehensive.

Applicants must submit separate and distinct applications for each purpose area for which they are applying. For example, an applicant interested in applying to provide training and technical assistance for law enforcement should apply separately if it also wants to provide trial advocacy and/or litigation skills training for attorneys.

**Note: OVW will support only the Targeted and Comprehensive training and technical assistance purpose areas identified in this solicitation. Applicants requesting to develop Targeted or Comprehensive projects for issues other than those listed below will be removed from consideration. Applications that modify or expand an OVW purpose area, including combining two or more purpose areas will also be removed from consideration. To avoid confusion, OVW also requests that applicants applying to provide Targeted technical assistance refrain from using the word “comprehensive” in their project titles.**

For each FY 2019 purpose area, OVW has projected the amount of funding available to support technical assistance efforts for that purpose area and the proposed project period. Applicants should not exceed the stated budget cap. OVW reserves the right to not make an award for a specific purpose area if there are no applications that effectively meet the need for the purpose area or if there are not sufficient funds to fully support the purpose area. If the same applicant is selected for two or more purpose areas, OVW may elect to make a single award. OVW may also make awards to multiple organizations for a single Targeted purpose area.

Competitive Targeted Technical Assistance

Targeted purpose areas are intended to provide current and potential OVW grantees and sub-grantees with training and technical assistance related to a specific knowledge gap or promising practice within one or more of the four crimes.

| <b>FY 2019 Competitive Targeted Technical Assistance Purpose Areas</b> |   |                      |
|--|---|----------------------|
| <b>Purpose Area Title</b>  | <b>Purpose Area Content</b>   | <b>Budget Cap</b>    |
| 1) Economic Self-Sufficiency   | Provide training and technical assistance to OVW grantees serving survivors of sexual assault, domestic violence, dating violence, and stalking regarding economic security issues, including consumer legal advocacy, credit issues, coercive debt, and strengthening survivor economic self-sufficiency.                | \$600,000/ 36 months |
| 2) Interstate Civil Legal Assistance                                   | Provide training and technical assistance to attorneys and legal advocates on interstate civil legal matters, including interstate custody, interstate enforcement of protection orders, and jurisdictional issues in divorce proceedings in the context of domestic violence cases.                                      | \$600,000/ 36 months |
| 3) Domestic Violence Model Code  | Provide training and technical assistance to Justice for Families grantees on a model code addressing custody and visitation as it relates to domestic violence. The technical assistance provider will be given an established model code on which the training and technical assistance must be developed and provided. | \$300,000/ 24 months |
| 4) Training and Technical Assistance on                                | Provide training and technical assistance to Justice for Families grantees to enhance their ability to design and deliver educational and   | \$300,000/ 24 months |

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| How to Provide Effective Training to Courts                                  | training programs to court-based staff and those within the civil justice system using adult learning methods.  |                      |
| 5) Supervised Visitation   | Provide training and technical assistance to Justice for Families and Tribal Governments grantees providing supervised visitation and safe exchange services. Training and TA must include assisting grantees in enhancing collaboration among local, state and/or tribal governments, courts, victim service organizations, and supervised visitation and/or safe exchange centers and aligning supervised visitation and safe exchange services with the Guiding Principles of the Supervised Visitation Program, which can be found here:<br><a href="https://www.justice.gov/sites/default/files/ovw/legacy/2008/08/06/guiding-principles032608.pdf">https://www.justice.gov/sites/default/files/ovw/legacy/2008/08/06/guiding-principles032608.pdf</a> . | \$700,000/ 24 months |
| 6) Training and Technical Assistance on the Civil Protection Order Guidebook | Provide training and technical assistance for communities and targeted professionals, including judges, law enforcement officers, advocates, civil attorneys, and prosecutors, on implementing the provisions of the Civil Protection Orders: A Guide for Improving Practice (CPO Guidebook). Applicants interested in addressing this purpose area can contact OVW for a copy of the CPO Guidebook.  | \$350,000/ 24 months |
| 7) Confidentiality and Relocation Privacy and Identity Protection            | Provide training and technical assistance for victim service providers and other grantees on addressing confidentiality. This includes complying with provisions of the Violence Against Women Act, as amended; information sharing with partners; the use of waivers; the intersection with relevant state, federal, and tribal laws including mandatory reporting, guardianship, medical privacy and privileged communications; and issues of survivor relocation privacy and identity protection.  | \$900,000/ 24 months |
| 8) Training for Judges on Elder Abuse  | Provide training and technical assistance for law enforcement, prosecutors or relevant officers of federal, state, tribal, territorial, and local courts on elder abuse, neglect and exploitation, including sexual assault, domestic violence, dating violence, and stalking of older adults.  | \$400,000/ 24 months |

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| <p>9) Judicial Engagement Network</p>                                    | <p>Provide training and technical assistance in support of an existing national network of judges who handle domestic violence and/or sexual assault cases. The lead applicant should have expertise in: 1) fostering judicial leadership through the facilitation/coordination of a fellowship program, targeted training, and peer mentorship opportunities; 2) assisting judges in identifying and promulgating new approaches to advance victim safety and offender accountability; and 3) maintaining and expanding a website that will contain a repository of resources for judges, as well as foster connections and peer relationships around leadership.</p> | <p>\$350,000/ 24 months</p> |
| <p>10) VAWA Housing Provisions</p>                                       | <p>Provide training and technical assistance on the housing provisions of VAWA to improve the capacity of grantees to provide housing assistance to survivors of sexual assault, domestic violence, dating violence, and stalking. Training and technical assistance should assist attorneys, legal advocates, and domestic violence advocates improve compliance with and implementation of the VAWA housing provisions.</p>  | <p>\$300,000/ 36 months</p> |
| <p>11) Campus Victim Services</p>  | <p>Provide training and technical assistance to institutions of higher education on developing effective victim services and advocacy programs for college students, including capacity building, referral processes, collaborative victim service models with local victim services organizations, and training for campus advocates.</p>   | <p>\$150,000/ 12 months</p> |
| <p>12) Strengthening Campus Needs Assessments and Strategic Planning</p> | <p>Provide training and technical assistance to institutions of higher education on strategies to strengthen the development of campus needs assessments, strategic planning to establish comprehensive violence against women programs, and assist the Campus Program technical assistance providers with tools and strategies to support effective technical assistance delivery.</p>  | <p>\$400,000/ 36 months</p> |
| <p>13) Online Clearinghouse on Campus Violence Against Women Issues</p>  | <p>Provide technical assistance and resources to institutions of higher education through the existing online clearinghouse on campus violence against women issues that include resources tailored to students, faculty, law enforcement and administrators. This project</p>   | <p>\$150,000/ 12 months</p> |



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|  | includes maintaining and updating the clearinghouse and grantee password protected website, creating mechanisms for more effective dissemination of information, and ensuring the latest and most relevant information is disseminated.   |                      |
| 14) Training and Technical Assistance on Working with College Student Populations          | Provide basic and advanced training and technical assistance to institutions of higher education to enhance their prevention and intervention approaches to various student populations on campus. OVW is seeking to support a consortium of organizations that demonstrate relevant expertise and experience working with institutions of higher education to address various populations.   | \$200,000/12 months  |
| 15) Technical Assistance to Tribal and Historically Black Institutions of Higher Education | Provide training and technical assistance to historically black and tribal colleges and universities. Applicants must have extensive experience and expertise working directly with these institutions to address sexual assault, domestic violence, dating violence, and stalking.   | \$300,000/ 24 months |
| 16) Family Justice Centers   | Provide training and technical assistance on the implementation of multi-agency, multidisciplinary service center models designed to meet the needs of sexual assault, domestic violence, dating violence, and stalking victims.  | \$350,000/ 24 months |
| 17) Blueprint for Safety   | Provide advanced training and technical assistance on implementing the St. Paul Model Blueprint for Safety Program, a collaborative approach to confronting the issues of domestic violence in communities by providing individual and system advocacy within criminal justice agencies, including developing, increasing, and building partnerships and implementing a coordinated community response team within the criminal justice system. | \$450,000/ 24 months |
| 18) Culturally Specific Outreach   | Develop and convene regional workshops, webinars, and/or other forms of outreach for potential grantees that address the culturally specific needs of sexual assault, domestic violence, dating violence, and stalking victims.   | \$300,000/ 24 months |
| 19) Sexual Assault in Asian and Pacific  | Provide training and technical assistance on sexual assault services to organizations currently serving and planning to serve victims/survivors of  | \$400,000/ 24 months |

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| Islander Communities  | sexual assault from the Asian and Pacific Islander communities.   |                      |
| 20) Sexual Assault Survivors in Correctional Facilities   | Provide training and technical assistance to local rape crisis centers, state sexual assault coalitions, and correctional facilities (including prisons, jails, and juvenile detention) to strengthen organizational expertise and build community-based partnerships that address the unique needs of sexual assault survivors in detention.   | \$675,000/ 36 months |
| 21) Enhance the Capacity of Tribal Communities to Respond to Children and Youth                           | Provide culturally based training and technical assistance to tribal communities to address the needs of children and youth who are exposed to or are victims of sexual assault, domestic violence, dating violence, stalking, and sex trafficking. Provide a continuum of efforts that assist communities with the implementation of strategies that forge collaboration, develop effective responses, and build capacity.   | \$500,000/ 24 months |
| 22) Tribal Housing and Homeless Services for American Indian and Alaska Native Survivors                  | Provide training and technical assistance to tribal transitional housing programs and shelters to include the development of policies, services, and coordination with community agencies and systems. Proposed training and technical assistance must incorporate culture, tradition, and victim safety, and include a focus on wrap-around services to address issues such as permanent housing and economic stability for families fleeing domestic or sexual violence. A successful applicant must have expertise on housing for American Indian and Alaska Native survivors.   | \$450,000/ 24 months |
| 23) Improving Responses for American Indian and Alaska Native Populations Residing Within Urban Locations | Provide training and technical assistance on improving victim services and justice responses for American Indian and Alaska Native populations residing within urban areas. Applicants should have experience with implementing culturally specific strategies and approaches in working with non-tribal and tribal victim service programs that serve American Indian and Alaska Native victims residing in urban communities. Activities should focus on addressing the unique challenges experienced by Native victims in urban communities and improving coordination and service provision between both non-tribal and tribal organizations. | \$350,000/ 24 months |

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| 24) Tribal Community Awareness, Outreach, and Prevention Strategies | Provide training and technical assistance to OVW tribal grantees, including tribal coalitions, on developing and implementing effective prevention, awareness, and outreach strategies and campaigns that address sexual assault, domestic violence, dating violence, stalking, and sex trafficking within tribal communities.   | \$350,000/ 24 months |
| 25) Collaboration with Faith Based Organizations                    | Provide training and technical assistance to OVW grantees on how to work with faith communities and how to support the role of faith-based organizations in a coordinated community response to sexual assault, domestic violence, dating violence, and stalking.  | \$450,000/ 24 months |
| 26) Rural Teen Dating   | Provide evidence-based basic and/or advanced training and technical assistance on teen dating violence prevention and/or intervention, outreach strategies, and effective youth advocacy in rural communities.   | \$350,000/ 24 months |
| 27) Rural Sexual Assault Services                                   | Provide training and technical assistance to Rural Program grantees on sexual assault response teams and increasing and/or enhancing the capacity, and effectiveness to address sexual violence.   | \$800,000/ 36 months |
| 28) Rural Coordinated Community Response                            | Provide training and technical assistance to rural programs on a coordinated community response (CCR) to child, youth, and/or adult victims of sexual assault, dating violence, dating violence, and stalking, including developing, increasing and building partnerships, implementing a CCR team, and providing individual and systems advocacy.   | \$300,000/ 24 months |
| 29) Rural Law Enforcement   | Provide basic and advanced training and technical assistance to rural law enforcement agencies that addresses the law enforcement response and investigation of sexual assault, domestic violence, dating violence, and stalking. Training and technical assistance must focus on the needs of line officers, detectives, investigators, other non-supervisory officers, call-takers, and dispatchers. | \$450,000/ 24 months |
| 30) Sexual Assault Online Training for Rural Law Enforcement        | Provide online training and technical assistance on rural law enforcement responses to sexual assault.   | \$450,000/ 24 months |

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| <p>31) Corrections, Probation, and Parole</p> | <p>Provide specialized training and technical assistance to enhance community correction strategies and build the capacity of pre-trial, probation, and parole officers to effectively supervise cases involving domestic violence, sexual assault, dating violence, and stalking. Applicants should develop and implement training and technical assistance that approaches offender accountability programs as a critical component of a broad and coordinated criminal justice response. Applications should address both on-going and emerging training needs such as risk assessment, bail reform, investigations, batterer intervention programming, victim notification, pre-trial release, and other related topics. The lead applicant should have experience developing trainings for criminal justice professionals and understand the dynamics of sexual assault, domestic violence, dating violence, and stalking.</p>   | <p>\$750,000/ 36 months</p> |
| <p>32) Service Members and Veterans</p>       | <p>Provide specialized training and technical assistance to enhance and build the capacity of communities serving large military populations to respond to cases of sexual assault, domestic violence, dating violence, and stalking involving military personnel (active duty and veterans) and their families. Applicants should develop and implement training and technical assistance that recognizes the complexities and roles of civilian and military criminal justice systems as well as the legal practitioners who serve service members, veterans, and their families. Applications should also include training and technical assistance for civilian law enforcement, prosecution, courts, pre-trial services, probation and parole officers, and advocates on working with military personnel and families, as well as training and technical assistance on sexual assault, domestic violence, dating violence, and stalking for Veteran Courts and similar court programs. The lead applicant should have experience developing and delivering trainings for military and civilian criminal justice professionals.</p> | <p>\$625,000/ 36 months</p> |
| <p>33) Lethality Assessment</p>               | <p>Provide training and technical assistance on implementing lethality/risk assessments to reduce domestic violence incidents, including domestic violence related homicides.</p>   | <p>\$200,000/ 12 months</p> |

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| 34) Medical Forensic Care | Provide training and technical assistance related to implementing the recommendations contained in the National Protocol for Sexual Assault Medical Forensic Examinations: Adult/ Adolescent and the National Protocol for Sexual Abuse Medical Forensic Examinations: Pediatric. | \$550,000/ 24 months |
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Comprehensive Technical Assistance (Competitive and Non-competitive)

Comprehensive purpose areas promote the consistent delivery of technical assistance for certain grant programs, professions, and core/critical areas. Typically, each OVW Comprehensive Technical Assistance award is competed every five years. If OVW designates a purpose area as Comprehensive, the funded project is eligible for an initial competitive award and non-competitive supplemental funding for a total award period for 5 years. The projects listed on the Competitive Comprehensive Technical Assistance chart are being competed in FY 2019 for initial award periods as stated in the chart and projects listed on the Non-Competitive Comprehensive Technical Assistance chart are still within their five-year non-competitive award period.

| <b>FY 2019 Competitive Comprehensive Technical Assistance Purpose Areas</b> |  |                      |
|---|--|----------------------|
| <b>Purpose Area Title</b>   | <b>Purpose Area Content</b>  | <b>Budget Cap</b>    |
| 35) Comprehensive for the Tribal Coalitions Grant Program                   | Provide comprehensive training and technical assistance to existing and potential tribal coalitions to address domestic violence, sexual assault, dating violence, stalking and sex trafficking. Develop three distinct annual training institutes for: 1) coalition directors; 2) trainers/outreach staff; and 3) board members. Applications must address all program statutory purpose areas including code revision and best practices for the provision of technical assistance.  | \$500,000/ 24 months |
| 36) Comprehensive for the Disability Grant Program                          | Provide comprehensive training and technical assistance to the Disability Grant Program grantees. Applications must address collaboration, organizational capacity, accessibility, and topics related to sexual assault, domestic violence, dating violence, and/or stalking against individuals with disabilities. Activities must include a grantee orientation and applicants must incorporate a variety of delivery methods that demonstrate a capacity to provide appropriate technical assistance on the intersection of disability and abuse. | \$650,000/12 months  |
| 37) Comprehensive for the Underserved Grant Program                         | Provide comprehensive training and technical assistance to Underserved Program grantees. Applications must address all Underserved Program statutory purpose areas, organizational capacity, outreach strategies, victim services, and topics related to sexual assault, domestic  | \$450,000/12 months  |

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|   | violence, dating violence, and stalking in underserved communities. Activities must include a grantee orientation and incorporate a variety of delivery methods that demonstrate a capacity to work with multiple underserved populations and prioritize accessibility (e.g., disability access, language access).   |                      |
| 38) Coordination of Campus TA Delivery                      | Provide support to Campus Program technical assistance providers by coordinating a webinar series, managing the dissemination of Campus Program specific TA information for grantees, convening focus groups and roundtable discussions on new and emerging issues, and coordinating mandatory trainings for Campus Program grantees and other meetings for institutions of higher education on campus sexual assault, domestic violence, dating violence, and stalking.   | \$650,000/36 months  |
| 39) Comprehensive on Prevention Strategies for Men and Boys | Develop a comprehensive training and technical assistance project focused on increasing organizational and community prevention strategies for men and boys in addressing sexual assault, domestic violence, dating violence, and stalking. Project activities must include developing the capacity of organizations and communities; creating resources and materials; and strengthening community collaborative approaches. OVW is seeking to support a consortium of organizations that demonstrate relevant expertise and experience to meet the myriad needs of OVW grantees interested in exploring and/or implementing community prevention practices that engage men and boys. | \$750,000/ 36 months |

To continue to receive funding for the following Non-Competitive Comprehensive Technical Assistance projects, applicants should work with their OVW program specialist to determine the budget amount and project period.

| <b>FY 2019 Non-Competitive Comprehensive Technical Assistance Purpose Areas</b>  |
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| Improving Criminal Justice Responses to Sexual Assault, Domestic Violence, Dating Violence, and Stalking Grant Program |
| Consolidated Youth Grant Program   |
| Comprehensive Training and Technical Assistance for Prosecutors  |
| Comprehensive for the Transitional Housing Grant Program   |
| Comprehensive for the Culturally Specific Services Grant Program   |
| Comprehensive Training and Technical Assistance for Advocates  |
| Comprehensive for the Training and Technical Assistance Initiative Program   |

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| Comprehensive Training and Technical Assistance to Judges  |
| Comprehensive Training and Technical Assistance on the Jeanne Clery Act                                    |
| Comprehensive Training and Technical Assistance on Campus Student Conduct and Other Disciplinary Personnel |
| Comprehensive for the Tribal Sexual Assault Services Program   |
| Comprehensive for the Tribal Jurisdiction Program  |
| National Domestic Violence Fatality Review Initiative & Clearinghouse                                      |
| Comprehensive for State Domestic Violence Coalitions   |
| National Tribal Trial College  |
| Comprehensive for the Abuse in Later Life Program  |
| Abuse in Later Life National Resource Center   |
| Comprehensive for Law Enforcement  |
| Comprehensive for the Sexual Assault Services Culturally Specific Grant Program                            |

### **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 victim services and justice system interventions - OVW's TA Initiative funds are intended to support educational and training opportunities and technical assistance for current and potential OVW grantees and sub-grantees. They are not meant to support law enforcement activities, legal representation, direct services, or other interventions.
3. Applications focused on a single state, region, or local geographic community, unless specified in the purpose areas.

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

### **Activities Requiring Prior Approval**

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

1. Surveys.
2. Training events including conferences, meetings, roundtables, and on-site trainings.

## ***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 and amount indicated with each competitive Targeted and Comprehensive purpose area are OVW's best estimate for purposes of the FY 2019 solicitation. Budgets must reflect the number of months of project activity as stated for each purpose area, and the total "estimated funding" on the SF-424 must reflect the same number of months. Generally, the award period will start on October 1, 2019.

In FY 2019, OVW has identified the funding available for each purpose area. Applicants should adjust their funding requests accordingly.

This initiative typically makes awards in the range of \$150,000-\$1,500,000. OVW estimates that it will make up to 58 awards for an estimated \$30,000,000.

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 cooperative agreements. Cooperative agreements are awards that OVW expects to have ongoing substantial involvement in grant-funded activities. For this initiative, the substantial involvement includes, but is not limited to, participating in project meetings, developing and approving final agendas, reviewing and approving faculty, products, and curriculum, and identifying participants for training and technical assistance activities. Award recipients must be willing to work closely with OVW on the implementation of their proposed project, and be willing to modify project activities at OVW's request in order to address the needs of existing grantees and/or emerging issues.

### **Types of Applications**

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

New: Applicants that have never received funding under the TA Initiative or current and former recipients of a TA Initiative award that propose to address a purpose area included in the FY 2019 TA Initiative solicitation for which they have not previously received funding.

Continuation: Applicants that have an existing or recently closed (within the last 12 months) award under the TA Initiative for a purpose area included in the FY 2019 TA Initiative solicitation for which they will be submitting an application and applicants submitting an application for a Non-Competitive Comprehensive purpose area. Continuation funding is not guaranteed.



Additionally, current grantees with a substantial amount of funds remaining (over 60% 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 initiative will be required to engage in the following activities:

1. Recipients must participate in OVW-sponsored training and technical assistance.
2. All applicants for the FY 2019 TA Initiative must include a planning period with their OVW program specialist and project partners. The planning period must be incorporated in the project timeline under the Project Narrative “What Will Be Done” section.

## ***C. Eligibility Information***

Applications that are submitted by ineligible entities or that do not meet all initiative 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**

Eligible entities for this initiative are national, tribal, statewide, or other nonprofit organizations. Eligible applicants must have the capacity to provide training and technical assistance on a national level. In rare circumstances, OVW may support institutions of higher education; state, local, or tribal governments or governmental agencies (e.g., police departments, prosecutor’s offices, or probation departments); or local non-profit organizations. However, in such circumstances, those entities must describe in detail their demonstrated history of providing training and technical assistance, and include documentation that they have delivered training and technical assistance to a national audience.

### **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 initiative. See 34 U.S.C. § 12291(b)(16)(B)(ii).

### **Cost Sharing or Matching**

This initiative has no match or cost sharing requirement.

### **Limit on Number of Applications**

OVW will consider only one application per organization in response to each purpose area in this solicitation. If an applicant submits multiple applications for a purpose area, OVW will review only the most recent system-validated version submitted before the deadline. Applicants interested in applying to multiple purpose areas should clearly distinguish the purpose area for each application and use clearly differentiated project titles for each application. It is the responsibility of each applicant to match submitted applications to the intended purpose areas.

## ***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](https://www.grants.gov) or the [OVW website](https://www.ovw.justice.gov). Applicants wishing to request a paper copy of these materials should contact [OVW.TechAssistance@usdoj.gov](mailto:OVW.TechAssistance@usdoj.gov) or 202-307-6026.

**Pre-Application Information Session:** OVW will post a pre-recorded Pre-Application Information Session on its website for entities interested in submitting an application for this initiative. Listening to this session is optional. Interested applicants who do not listen to the pre-recorded session are still eligible to apply. The session is tentatively scheduled to be available by March 14, 2019 on the OVW website <https://www.justice.gov/ovw/resources-applicants>. **The session will be captioned in English and Spanish. Interested applicants needing additional language assistance should contact this initiative's POC at [OVW.TechAssistance@usdoj.gov](mailto:OVW.TechAssistance@usdoj.gov) or at 202-307-6026 as soon as possible, but no later than March 21, 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 initiative are strongly encouraged to submit a Letter of Intent. The letter should state that the applicant is registered and current with SAM and with [Grants.gov](https://www.grants.gov). The letter should be submitted to OVW at [OVW.TechAssistance@usdoj.gov](mailto:OVW.TechAssistance@usdoj.gov) by March 26, 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 Targeted Technical Assistance Project Narrative and no more than 25 pages for the Competitive and Non-Competitive Comprehensive Project Narratives
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 initiative 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)
4. Letter(s) of Support

## 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- or 25-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 initiative.
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. 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>.
7. A list of current and pending non-federal grants for which the applicant currently receives funding or for which it has applied for funding in FY 2019 **to do the same work**. Provide this information in a table using the sample format 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 title of the proposed project.
11. Statement whether the application is addressing a Targeted or a Comprehensive purpose area. Identify the specific purpose area by number and purpose area title. Applicants should address only one technical assistance purpose area in a single application and should not modify a purpose area.
12. Duration of the project (i.e., 12, 24, 36 months).
13. The award amount requested. For Competitive Comprehensive Purpose Area applicants, please include projected five-year costs, as well as funding being requested for the initial award period (i.e., 12, 24, or 36 months as stated in the purpose area section).
14. A list of all project partners (organization names and/or individual consultants) and the funding amount requested for each partner.

### **Proposal Abstract (not scored)**

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

### **Project Narrative (65 Points Total)**

The Project Narrative may not exceed 20 pages in length, double-spaced for Targeted technical assistance applications and 25 pages in length, double-spaced for Comprehensive technical assistance applications. The Project Narrative must include the following three sections:

#### **Purpose of Application (20 points)**

This section must:

1. Identify the Targeted or Comprehensive technical assistance purpose area the project addresses;
2. Describe the need for the project, including the challenges and knowledge gaps in victim service provision and/or the justice system response that will be addressed by the technical assistance project;
3. Describe the intended audience for the project, including the grant program(s) and profession(s). Please explain the relationship between the intended audience and the stated area of need;
4. Describe the communities to be served, including the geographic location, the populations in the service area, and any marginalized and/or underserved population(s);<sup>1</sup>
5. Demonstrate an understanding of emerging issues related to the proposed project;

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<sup>1</sup> Applicants should use U.S. Census and other government data, as well as the Limited English Proficient Mapping Tool, available at [www.lep.gov/maps/](http://www.lep.gov/maps/), to obtain this information.

6. Describe current or previous technical assistance efforts to address the challenges and knowledge gaps in victim service provision and/or the justice system response, including lessons learned and promising practices;
7. Describe the expected impact that the proposed project will have on each of the identified challenge(s) and knowledge gap(s) and the target audience(s);
8. Describe a practice that compromises victim safety, relevant to the purpose area being addressed. Include an explanation of how the proposed training and technical assistance will address the specific victim safety issue; and
9. Explain the expected outcome of the project.

### **What Will Be Done (30 points)**

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

This section must:

1. Explain the project goals and objectives;
2. Provide a detailed description of the activities that will be undertaken to accomplish the project goals and objectives and how these activities clearly address the purpose area;
3. Provide a clear link between all activities and the challenges and knowledge gaps identified in the Purpose of the Application section;
4. Justify why the chosen technical assistance delivery methods are appropriate for the target audience or profession and for the goals and objectives;
5. Provide a corresponding timeline for the completion of each activity and product to be developed. Include in the timeline the estimated number of each deliverable (e.g., number of trainings, webinars, and on-site technical assistance opportunities). An applicant applying for a Competitive Comprehensive Technical Assistance purpose area must provide a detailed timeline for the initial project period included in the Competitive Comprehensive Technical Assistance purpose area chart, as well as a general timeline for the remainder of the five years of the proposed project. All applicants for the FY 2019 TA Initiative must include in their timeline a planning period with OVW and project partners;
6. Provide a justification of the estimate number of individuals, agencies, and/or jurisdictions that would receive training and technical assistance under this project;
7. 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; and
8. If the application includes developing a product, describe the dissemination method/plan for each proposed product.

### **Who Will Implement the Project (15 points)**

This section must:

1. Provide the lead applicant's mission statement;
2. Identify the key individuals and organizations involved in the proposed project, and describe the role of each individual and organization;
3. Provide the percentage of time each key individual will devote to the project, and the specific activities in which each individual will participate;

4. Provide the qualifications and experience of the key individuals and consultants, including their experience providing national technical assistance and/or training on the selected purpose area and to the identified audience;
5. Demonstrate that the individuals and organizations identified have the capacity to address the stated need, including the expertise necessary to address the identified crime area(s) and appropriately serve any marginalized and/or underserved populations identified in the Purpose of the Application section, and can successfully implement the proposed project activities;
6. Provide examples of the experience that the applicant and/or its project partners have had using each proposed technical assistance delivery method in the last five years;
7. If the applicant proposes on-site technical assistance with OVW grantees, describe the capacity and experience to do so; and
8. If an applicant proposes to hold any in-person meetings, which necessitate logistical planning, the application must indicate if an outside planner will be hired. If no outside planner will be hired, the application must document that the applicant or a project partner is the most cost-effective means of obtaining conference logistical services.

### **Budget Detail Worksheet and Narrative (15 Points)**

All applications must include a detailed budget and budget narrative. A sample Budget Detail Worksheet is available on the OVW website at <https://www.justice.gov/ovw/resources-applicants>.

#### Award Period and Amount

Refer to the Targeted and the Competitive Comprehensive Technical Assistance purpose areas charts for information on the award period and amount. Non-Competitive Comprehensive applicants should work with their OVW program specialist to determine the budget amount and project period. OVW has the discretion to award cooperative agreements for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to award of a cooperative agreement.

Applications exceeding the identified budget cap for a purpose area may receive point deductions during the review process. Applicants should carefully consider the resources needed to successfully implement the proposed project and present a realistic budget that accurately reflects project costs. OVW has limited funds available to support technical assistance, and, therefore, all applicants should be mindful and carefully consider all costs when developing their proposed budgets.

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 \$7,500. This amount is for the entire project period and NOT per year. Applicants also may budget expenses in excess of the required amount if they are aware of relevant non-OVW sponsored conferences or training for which they would like permission to use grant funds to support staff/project partner attendance.



3. Budgets for projects that include STOP Violence Against Women Formula Grant Program grantees and sub- grantees in the intended audience must include scholarship funds to support participant travel.
4. Reflect all costs related to implementing the proposed project and include basis for computation for all costs.
5. Provide an explanation of proposed expenses that is detailed, complete, reasonable, and within established limits.
6. Exclude any unrelated or out-of-scope costs for the proposed project.
7. 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.
8. 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> .
9. 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) (10 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.

OVW recognizes that appropriate collaborations enhance the effectiveness of training and technical assistance projects just as they enhance local interventions. OVW also understands that effective partnerships can strengthen the depth of overall technical assistance delivery. Therefore, OVW requires all potential technical assistance providers to enter into an MOU with key project partners who will bring the necessary substantive expertise to the project. Key

partners include any partners who will play a significant role in the development and/or implementation of the project, regardless of compensation. Any project partner receiving funds under the application is considered a key partner in the implementation of the project.

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. Describe, for each partner, the expertise the partner brings to the project, and their commitment to the collaboration; and
4. 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.

### **Letter(s) of Support (5 Points Total)**

Applicants must include at least one, but no more than two, letter(s) of support from a previous recipient(s) of their training and/or technical assistance.

A Letter of Support must:

1. Identify the purpose of the training and/or technical assistance that the letter writer received from the applicant and/or key project partner of the applicant;
2. Include the date on which the most recent training and/or technical assistance was provided to the letter writer; and
3. Discuss the extent to which the training and/or technical assistance was helpful in improving and/or enhancing the letter writer's services to victims or enhanced their capacity to address sexual assault, domestic violence, dating violence, and stalking.

### **Additional Required Information**

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

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

#### Application for Federal Assistance (SF-424)

Applicants must complete the SF-424 online. For "Type of Applicant," do not select "other." The amount of federal funding requested in the "Estimated Funding" section of this form must match the amount of federal funding requested in the budget section of the application package. This 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)



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

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

Applicant Financial Capability Questionnaire (if applicable)

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

Confidentiality Notice Form

All applicants are required to acknowledge that they have received notice that grantees and subgrantees must comply with the confidentiality and privacy requirements of VAWA, as amended. Applicants must submit the acknowledgement form available on the OVW website at [http://www.justice.gov/sites/default/files/ovw/pages/attachments/2015/01/20/confidentiality\\_acknowledgement\\_form\\_42015.pdf](http://www.justice.gov/sites/default/files/ovw/pages/attachments/2015/01/20/confidentiality_acknowledgement_form_42015.pdf). This form must be signed by the Authorized Representative.

Disclosure of Process Related to Executive Compensation (if applicable)

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

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

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

At a minimum, the disclosure must describe in pertinent detail: (1) the composition of the body that reviews and approves compensation arrangements for covered persons; (2) the methods and practices used by the applicant nonprofit organization to ensure that no individual with a conflict of interest participates as a member of the body that reviews and approves a compensation arrangement for a covered person; (3) the appropriate data as to comparability of compensation that is obtained in advance and relied upon by the body that reviews and approves compensation arrangements for covered persons; and (4) the written

or electronic records that the applicant maintains as concurrent documentation of the decisions with respect to compensation of covered persons made by the body that reviews and approves such compensation arrangements, including records of deliberations and of the basis for decisions. For a sample letter, see the OVW website at <https://www.justice.gov/ovw/resources-applicants>.

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

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

#### Pre-Award Risk Assessment

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

1. Will all funds awarded under this initiative be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding? Provide a brief description of the applicant's policies and procedures that ensure funds will be tracked appropriately.
2. Does the applicant have written accounting policies and procedures? How often are these policies and procedures updated? Provide a brief list of the topics covered in the applicant's policies and procedures. OVW may request a copy for review during the application/award process or as part of the grant monitoring process.
3. Is the applicant's financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant? Provide a brief summary of the organization's process for tracking expenditures, including tracking budgeted versus actual amounts.
4. Does the applicant have procedures in place for minimizing the time between transfer of funds from the United States Treasury and disbursement for project activities? Provide a short summary of the applicant's policy for requesting payments for grant awards.
5. Does the applicant have effective internal controls in place to ensure that federal funds are used solely for authorized purposes? Provide a brief description of the applicant's internal controls that will provide reasonable assurance that the award funds will be managed properly.
6. Does the applicant have a documented records retention policy? If so, briefly describe the policy and confirm that the policy complies with federal regulations. Information on Record Retention and Access can be found at 2 C.F.R. §§ 200.333-200.337.
7. Does the applicant or any of its employees have any potential personal or organizational conflicts of interest related to the possible receipt of OVW award funds? Applicants are required to disclose in writing any potential conflicts of interest to their awarding agency. See 2 C.F.R. § 200.112 and Chapter 3.20, Grant Fraud, Waste and Abuse, of the [DOJ Financial Guide](#) for additional information.

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

#### Indirect Cost Rate Agreement (if applicable)

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

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

#### Letter of Nonsupplanting

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

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

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

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

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

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

If the applicant already has an Employer Identification Number (EIN), the SAM registration will take **up to two weeks to process**. If the applicant does not have an EIN, then **the applicant should allow two to five weeks for obtaining an EIN from the Internal Revenue Service. There is no fee associated with these processes. Additionally, these processes cannot be expedited.** OVW strongly discourages applicants from paying a third party to apply or register on their behalf in an attempt to expedite these processes. To ensure all applicants are able to apply by the deadline for this solicitation, applicants must have obtained a DUNS number and registered online with the SAM and with [Grants.gov](http://Grants.gov) no later than March 26, 2019.

### Submission Dates and Times

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

| Applicant Action   | Information  | Dates/Deadline  |
|--|--|---|
| Apply for a DUNS number                                  | Obtain a DUNS number at the following website <a href="http://www.dnb.com/us/">http://www.dnb.com/us/</a> or call (866) 705-5711.  | March 26, 2019  |
| Register with SAM  | Access the SAM online registration through the <a href="http://SAM">SAM</a> homepage at <a href="https://www.sam.gov/portal/SAM/#1#1">https://www.sam.gov/portal/SAM/#1#1</a> and follow the online instructions for new SAM users. If the applicant already has the necessary information on hand, the online registration takes approximately 30 minutes to complete, depending upon the size and complexity of the business or organization.<br><b>Organizations must update or renew their SAM registration at least once a year to maintain an active status.</b> | March 26, 2019  |
| Register with <a href="http://Grants.gov">Grants.gov</a> | Once the SAM registration becomes active, the applicant will be able to complete the Grants.gov registration (see <a href="#">Other Submission Requirements</a> for more information on registering for and using Grants.gov).   | March 26, 2019  |
| Submit Letter of Intent                                  | Training and Technical Assistance Initiative, <a href="mailto:OVW.TechAssistance@usdoj.gov">OVW.TechAssistance@usdoj.gov</a> , (202)307-6026   | March 26, 2019  |
| Download Updated Version of Adobe                        | Applicants are responsible for ensuring that the most up-to-date version of Adobe Acrobat is installed on all computers that may be used to download the grant application package and submit the proposal. To verify if the Adobe software version is compatible with <a href="http://Grants.gov">Grants.gov</a> , visit the  | At least 48 hours before application deadline of 11:59 p.m. Eastern Time (E.T.) on April 11, 2019 |

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|   | following link:<br><a href="http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html">http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html</a> .   |   |
| Request Hardcopy Submission (If Needed) | Applicants that cannot submit an application electronically due to lack of internet access must contact the POC at (202)307-6026 or <a href="mailto:OVW.TechAssistance@usdoj.gov">OVW.TechAssistance@usdoj.gov</a> to request permission to submit a hardcopy application.   | March 26, 2019  |
| Begin Application Submission Process    | Applications must be submitted electronically via <a href="http://Grants.gov">Grants.gov</a>   | 11:59 p.m. Eastern Time (E.T.) on April 9, 2019   |
| Complete Application Submission Process | <a href="http://Grants.gov">Grants.gov</a>   | 11:59 p.m. Eastern Time (E.T.) on April 11, 2019  |
| Confirmation of Application Receipt     | <ol style="list-style-type: none"> <li>1. Authorized Organization Representatives (AORs) should closely monitor their email for any notification from <a href="http://Grants.gov">Grants.gov</a> about a possible failed submission. <b>The AOR is a user role within Grants.gov for a user who is authorized to submit applications on behalf of the organization.</b></li> <li>2. The AOR should receive a minimum of two emails from <a href="http://Grants.gov">Grants.gov</a>. One will confirm receipt of the application package. The other will contain either a notice that the application was successfully submitted or a notice that there was an error with the application submission.</li> </ol> <p>OVW does not send out these notifications, nor does OVW receive a copy of these notifications. It is the responsibility of the applicant to notify OVW of any problems with the application submission process.</p> | Submitting the application at least 48 hours before the application deadline of 11:59 p.m. Eastern Time (E.T.) on April 9, 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 April 11, 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:

| <b>Severe Inclement Weather or Natural Disaster</b>  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. Document when the severe inclement weather or natural disaster occurred, the impacted area, and the specific impact on the applicant/partners (e.g., without power for “x” days, office closed for “x” days).</li> <li>2. Contact OVW at the earliest possible date and provide the information described in #1.</li> <li>3. Contact OVW at least 24 hours prior to the application deadline to request a late submission. Applicants impacted by severe inclement weather or a natural disaster occurring on the deadline must contact OVW within 72 hours after the due date or as soon as communications are restored.</li> </ol> | <p>OVW may not be able to accommodate all requests resulting from severe inclement weather or a natural disaster.</p> |

| <b>Experiencing Technical Difficulties Beyond the Applicant’s Reasonable Control</b> |  |  |
|--|--|--|
| <b>Issue</b>   | <b>Applicant Action</b>  | <b>OVW Policy</b>  |
| <p>Issue with <a href="#">SAM</a> or <a href="#">Grants.gov</a> Registration</p>     | <ol style="list-style-type: none"> <li>1. Register and/or confirm existing registration at least 3 weeks prior to the application due date to ensure that the individual who will be submitting the application has <a href="#">SAM</a> and <a href="#">Grants.gov</a> access and is the person registered to submit on behalf of the applicant.</li> <li>2. Maintain documentation of when registration began, any issues related to registration, and all communication with technical support.</li> <li>3. Notify OVW as soon as the applicant becomes aware of a problem with registration but no later than 14 days before the application due date.</li> </ol> | <p>Failure to begin the <a href="#">SAM</a> or <a href="#">Grants.gov</a> registration process in sufficient time (i.e., by the date identified in this solicitation) is not an acceptable reason for late submission.</p> |
| <p>Experiencing Unforeseeable Technical Difficulties During the Application</p>      | <ol style="list-style-type: none"> <li>1. Document when the applicant began the submission process.</li> <li>2. Contact <a href="#">Grants.gov</a> for technical support at least 24 hours prior to the application deadline.</li> </ol>   | <p>Common foreseeable technical difficulties for which OVW will not approve a late submission requests include:</p>  |



|                           |   |   |
|---------------------------|---|---|
| <p>Submission Process</p> | <ol style="list-style-type: none"> <li>3. Maintain documentation of all communication with <a href="https://www.grants.gov">Grants.gov</a> support.</li> <li>4. Contact the POC for this initiative at <a href="mailto:OVW.TechAssistance@usdoj.gov">OVW.TechAssistance@usdoj.gov</a> indicating that the applicant is experiencing technical difficulties and would like permission to submit a late application. Provide a telephone number and/or email address at which someone with the authority to submit the application and required documentation can be reached for the first 3 business days immediately following the application deadline.</li> <li>5. Respond promptly to communication from OVW requesting the complete application package, applicant DUNS Number, <a href="https://www.grants.gov">Grants.gov</a> helpdesk tracking numbers, and any other relevant documentation.</li> </ol> | <ol style="list-style-type: none"> <li>a. Using an outdated version of Adobe Acrobat; and</li> <li>b. Attachment rejection.</li> </ol> <p>Through <a href="https://www.grants.gov">Grants.gov</a>, OVW can confirm when submission began. Applicants who start the submission process less than 24 hours before the deadline will not be considered for late submission.</p> <ol style="list-style-type: none"> <li>1. By beginning the application submission process 24-48 hours before the deadline, applicants should have sufficient time to receive notice of problems with their submissions and make necessary corrections.</li> <li>2. To ensure that attachments are not rejected, attachment names should only include allowable characters. (See "<a href="#">Other Submission Requirements</a>").</li> </ol> |
|---------------------------|---|---|

**Intergovernmental Review - Single Point of Contact Review**

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

**Funding Restrictions**

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

Unallowable Costs

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

1. Lobbying

2. Fundraising
3. Purchase of real property
4. Physical modifications to buildings, including minor renovations (such as painting or carpeting)
5. Construction

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

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

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

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

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

#### Program Assessments



Grantees under this initiative 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 “&#amp;#x26;” format. |                  |                       |
| Period ( . )       |  |                  |                       |

**Use simple titles for all documents, such as “FY 2019 OVW Project Narrative.” Visit the [Grants.gov](#) website to review the most up-to-date guidelines about the use of specific characters.**

## **Submitting a Grant Application**

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

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

## ***E. Application Review Information***

### **Criteria**

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

1. Summary data sheet: (5) points
2. Project narrative: (65) points, of which
  - A. Purpose of the project: (20) points
  - B. What will be done: (30) points
  - C. Who will implement: (15) points
3. Budget narrative and detail worksheet: (15) points
4. MOU: (10) points
5. Letter(s) of Support: (5) 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 initiative's scope, activities that compromise victim safety, and, if applicable, past performance. OVW reserves the right to deduct points from applications for the following reasons:

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

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

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

1. Demonstrated effectiveness of the current project indicated by timely progress toward meeting project goals and objectives
2. Demonstration that past activities supported with OVW grant funds have been limited to program purpose area
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](#)
12. Adherence to the requirements of the conference request process.

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 initiative at (202)307-6026 or [OVW.TechAssistance@usdoj.gov](mailto:OVW.TechAssistance@usdoj.gov), for financial questions, contact (202)307-6026 or [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov), and for technical support, contact (800)518-4726 for Grants.gov helpdesk.

**H. Other Information**

**Application Checklist**

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

| Application Document   | Date Completed |
|--|----------------|
| 1. Letter of Intent  |                |
| 2. Summary Data Sheet  |                |
| 3. Project Narrative<br>a) Purpose of the Application<br>b) What Will Be Done<br>c) Who Will Implement |                |
| 4. Proposal Abstract   |                |
| 5. Budget Detail Worksheet and Narrative   |                |
| 6. Memorandum of Understanding (MOU)   |                |
| 7. Letter(s) of Support  |                |
| 8. Application for Federal Assistance: SF 424  |                |
| 9. Standard Assurances and Certifications  |                |
| 10. Applicant Financial Capability Questionnaire (if applicable)                                       |                |
| 11. Confidentiality Notice Form  |                |
| 12. Disclosures of Process Related to Executive Compensation   |                |
| 13. Pre-Award Risk Assessment  |                |

|   |  |
|---|--|
| <b>14. Indirect Cost Rate Agreement (if applicable)</b> |  |
| <b>15. Letter of Nonsupplanting</b>                     |  |

**Any materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.**

**Public Reporting Burden - Paperwork Reduction Act Notice**

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. OVW tries to create forms and instructions that are accurate, can be easily understood, and impose the least possible burden on applicants. The estimated average time to complete and file this form is 30 hours. Comments regarding the accuracy of this estimate or suggestions for simplifying this form can be submitted to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street, NE, Washington, DC 20530.