



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

OVW Fiscal Year 2019 State and Territorial Sexual Assault and Domestic Violence Coalitions Program Solicitation

Release Date: on or about March 22, 2019

Eligibility

Eligible applicants are limited to: **state and territorial sexual assault and domestic violence coalitions.**

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

Deadlines

Applications are due by 11:59 p.m. Eastern Time (E.T.) on May 10, 2019.

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

Registration Information: To receive an award, all applicants must obtain a Data Universal Number System ([DUNS](#)) Number, and register online with the System for Award Management ([SAM](#)). To avoid any delays in receiving an award, applicants should obtain a [DUNS](#) Number and register online with [SAM](#) immediately, but no later than, April 26, 2019.

(See "[Registration](#)")

Contact Information

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

Submission and Notification Information

Submission: Applications for this will be submitted through the Office of Justice Program's [Grants Management System \(GMS\)](#). For technical assistance with [GMS](#), contact OVV GMS Support at 1-866-655-4482.

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

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OVW State and Territorial Sexual Assault and Domestic Violence Coalitions Program (CFDA 16.556)

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 State and Territorial Sexual Assault and Domestic Violence Coalitions Program

This program is authorized by 34 U.S.C. § 10441(c). This grant program supports the critical work of state and territorial domestic violence and sexual assault coalitions and is a set-aside program under OVW's STOP Violence Against Women Formula Grant Program. These organizations play an important role in advancing the goal of ending domestic violence, dating violence, sexual assault and stalking.

This program also includes a statutory set aside from the Sexual Assault Services Program (SASP), specifically for state and territorial sexual assault coalitions (34 U.S.C. § 12511(d)).

A current list of eligible state and territorial sexual assault, domestic violence and dual coalitions can be found at: <http://www.justice.gov/ovw/local-resources>.

For additional information about this program see <https://www.justice.gov/ovw/grant-programs> and <https://www.vawamei.org/tools-resource/state-coalitions-sample-progress-reporting-form/>.

Program Scope

Activities supported by this program are determined by statute, federal regulations, and OVW policies. If an applicant receives an award, the funded project is bound by the provisions of this solicitation, the [DOJ Financial Guide](#), including updates to the guide after an award is made, the section of the [Solicitation Companion Guide](#) entitled "Post-Award Requirements for All Federal Award Recipients," and the conditions of the award.

Purpose Areas

Pursuant to 34 U.S.C. § 10441(c), funds under this program must be used for one or more of the following purposes:

1. Coordinating state and territorial victim services activities; and
2. Collaborating and coordinating with federal, state, territorial, and local entities engaged in violence against women activities.

Examples of activities that may be supported include:

- a. Providing training and technical assistance to member organizations;

- b. Expanding the technological capacity of coalitions and/or member organizations;
- c. Developing or enhancing appropriate standards of services for member programs, including culturally appropriate services for underserved populations;
- d. Conducting statewide, regional and/or community-based meetings or workshops for victim advocates, survivors, legal service providers, and criminal justice representatives;
- e. Bringing local programs together to identify gaps in services and to coordinate activities;
- f. Increasing the representation of underserved populations in coordination activities, including providing financial assistance to organizations that serve underserved communities to participate in planning meetings, task forces, committees, etc.;
- g. Engaging in activities that promote coalition-building at the local and/or state level; or
- h. Coordinating with federal, state and territorial and/or local law enforcement agencies to develop or enhance strategies to address identified problems.

Eligible sexual assault coalitions or dual sexual assault and domestic violence coalitions will receive additional funding from SASP's state and territorial sexual assault coalitions set-aside to support the maintenance and expansion of state and territorial sexual assault coalitions.

Pursuant to 34 U.S.C. § 12511(d)(2), grant funds may be used for the following statutory purposes:

- a. Working with local sexual assault programs and other providers of direct services to encourage appropriate responses to sexual assault within the state or territory;
- b. Working with judicial and law enforcement agencies to encourage appropriate responses to sexual assault cases;
- c. Working with courts, child protective services agencies, and children's advocates to develop appropriate responses to child custody and visitation issues when sexual assault has been determined to be a factor;
- d. Designing and conducting public education campaigns;
- e. Planning and monitoring the distribution of grants and grant funds to their state or territory; or
- f. Collaborating with and informing federal, state, or local public officials and agencies to develop and implement policies to reduce or eliminate sexual assault.

OVW Priority Areas

In FY 2019, OVW is interested in supporting the priority area(s) identified below. In shaping their strategies for FY 2019, OVW encourages coalitions to develop and support projects that:

1. Reduce violent crime against women and promote victim safety.
2. Increase the response to victims of human trafficking.
3. Include substance abuse professionals in a coordinated community response to VAWA crimes and increase victim access to substance abuse services.
4. Increase efforts to combat stalking.

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](#).

Any activities that compromise victim safety and recovery or undermine offender accountability will need to be removed from the application prior to final approval by OVW.

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. See "Research and Protection of Human Subjects" in the [Solicitation Companion Guide](#)).
2. Direct services for victims.

Any out of scope activities will need to be removed from the application.

Activities Requiring Prior Approval

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

B. Federal Award Information

Availability of Funds

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. There is no guarantee that funds will be available in the future.

Award Period and Amounts

The award period is 12 months. Budgets must reflect 12 months of project activity, and the total "estimated funding" on the SF-424 must reflect 12 months. Generally, the award period will start on October 1, 2019.

Applicants should not exceed the award amounts listed in this solicitation and should carefully consider the resources needed to successfully implement the proposed project.

Funding levels under this program for FY 2019 are:

Sexual Assault Coalitions:

Awards to sexual assault coalitions in each state, the District of Columbia, the Commonwealth of Puerto Rico, American Samoa, Guam, the Northern Mariana Islands, and the Virgin Islands under this program for FY 2019 will be made for \$90,975 and awards under the SASP Program state and territorial coalitions set aside for FY 2019 will be made for \$60,267. The total budget submitted by a sexual assault coalition must clearly identify the different funding streams and should equal \$151,242.

Domestic Violence Coalitions:

Awards to domestic violence coalitions in each state, the District of Columbia, the Commonwealth of Puerto Rico, American Samoa, Guam, the Northern Mariana Islands, and the Virgin Islands under this program for FY 2019 will be made for \$90,975.

Dual Sexual Assault and Domestic Violence Coalitions:

Awards to dual sexual and domestic violence coalitions (dual coalitions) for FY 2019 under this program will be made for \$181,950 and under the SASP Program state and territorial coalitions set aside for \$60,267. Dual coalitions must ensure an equitable distribution of funds in their budgets to sexual assault and domestic violence related activities. The total budget submitted by a dual coalition must clearly identify the different funding streams and should equal \$242,217.

OVW estimates that it will make up to 87 awards for an estimated \$13,564,152.

OVW has the discretion to negotiate the scope of work and budget with applicants prior to an award and /or release of funding.

Awards will be made as grants.

Awards will be considered new awards.

C. Eligibility Information

Applications that are submitted by ineligible entities will not be considered for funding. Pursuant to 34 U.S.C. § 12291(b)(16)(iii), an applicant that is found to have an unresolved audit finding (not closed or resolved within 12 months of the final audit report from the Inspector General of the Department of Justice) is not eligible for funding during the following two fiscal years.

Eligible Applicants

Eligible entities for this program are:

Eligible Entity	Coalitions Program	SASP Program set aside
Sexual assault coalitions: current list of eligible sexual assault coalitions can be found at: https://www.justice.gov/ovw/local-resources	Sexual assault coalitions are eligible for funding through this program and should provide programming, activities, and budget details addressing the purpose areas of this program.	Sexual assault coalitions are eligible for funding through the SASP Program set aside and should provide programming, activities, and budget details addressing the purpose areas of the SASP Program set aside.
Domestic violence coalitions: current list of eligible domestic violence coalitions can be found at: https://www.justice.gov/ovw/local-resources	Domestic violence coalitions are eligible for funding through this program and should provide programming, activities, and budget details addressing the	Domestic violence coalitions are not eligible for funding appropriated through the SASP Program set aside.

	purpose areas of this program.	
Dual coalitions: current list of eligible dual coalitions can be found at: https://www.justice.gov/ovw/local-resources	Dual coalitions are eligible for funding through this program and should provide programming, activities, and budget details addressing the purpose areas of this program, with funding evenly divided between sexual assault and domestic violence activities.	Dual coalitions are eligible for funding through the SASP Program set aside as it relates to their sexual assault services and should provide programming, activities, and budget details addressing the purpose areas of the SASP Program set aside.

Nonprofit Organization Requirement – Offshore Accounts

Any nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code is not eligible for a grant from this program. See 34 U.S.C. § 12291(b)(16)(B)(ii).

Cost Sharing or Matching

This program has no match or cost sharing requirement.

D. Application and Submission Information

Address to Request Application Package

The complete application package (this solicitation, including links to required forms) is available on the [OVW website](#). Applicants wishing to request a paper copy of these materials should contact 202-514-7909 or ovw.statecoalitions@usdoj.gov.

Content and Form of Application Submission

The information below (“**Formatting and Technical Requirements**” 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.

Formatting and Technical Requirements

Applications must follow the requirements below.

1. Double spaced (Project Abstract, Summary Data Sheet and charts may be single spaced)
2. 8½ x 11 inch paper
3. One-inch margins
4. Type no smaller than 12 point, Times New Roman font
5. Page numbers
6. No more than 20 pages for the Project Narrative
7. Word documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).
8. Headings and sub-headings that correspond to the sections identified in this section of the solicitation.

Application Contents

Applications must include the following required documents and demonstrate that the program eligibility requirements have been met. Applications that do not include all of the following components will be considered substantially incomplete and this may result in a delay in funding:

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

Summary Data Sheet

The Summary Data Sheet should be one to four pages and may be single or double spaced. The Summary Data Sheet does not count toward the 20 page limit for the Project Narrative. Provide the following information:

1. Name, title, address, telephone number, and e-mail address of the individual with authority to accept grants on behalf of the applicant.
2. Name, title, address, telephone number, and e-mail address for the grant point-of-contact. This person must be an employee of the applicant.
3. Statement as to whether the applicant (the organization whose DUNS number is being used for the application) will serve as a fiscal agent/sponsor for an entity or entities that will implement the project, and the applicant itself will not be involved with implementation of the project beyond issuing subaward(s) to these entities. If this is the case, the applicant also must list these subrecipients and include a statement acknowledging that, should an award be made, the applicant will be responsible for all applicable statutory, fiscal, and programmatic requirements, including those of [2 C.F.R. Part 200](#), as well as all project deliverables. In such situations, the fiscal agent/sponsor must be an eligible applicant for the program.
4. Statement as to whether the applicant has expended \$750,000 in federal funds in the applicant's past fiscal year. If so, specify the end date of the applicant's fiscal year.
5. Summary of current and pending OVW grants (if applicable). If the applicant has a current grant or cooperative agreement under any OVW grant program or an award that has been closed within the last 12 months from the date this solicitation closes, the information must be provided in a table using the sample format found on the OVW website <https://www.justice.gov/ovw/resources-applicants>. Failure to provide the required table may result in a delay of the award. 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. Statement as to whether the applicant is a nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code.
8. Statement as to whether the applicant is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure to establish a rebuttable presumption that its executives' compensation is reasonable. If the applicant is not a nonprofit organization or is a nonprofit that does not use the safe-harbor procedure, provide a statement to that effect. For additional information about the safe-harbor

procedure, see "Disclosure of Process Related to Executive Compensation" in the [Additional Required Information](#) section.

Proposal Abstract

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

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

Purpose of Application

This section must:

1. Provide a description of the applicants state/territory, including the demographic information, and any marginalized and/or underserved population(s);¹
2. Describe current services offered by the coalition;
3. Describe the need to be addressed;
4. Provide a detailed description of the applicant's efforts to forge collaborative relationships with key stakeholders;
5. Describe how the project will impact current or prior efforts; and
6. Describe the project's goals and objectives.

What Will Be Done

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

This section must:

1. Describe the specific tasks and activities necessary to accomplish each of the project goals and objectives;
2. Describe any awareness campaigns, education and training events that will be conducted;
3. Describe any activities specifically related to establishing a coordinated community response;
4. Describe any activities addressing the needs of specific underserved populations (if applicable);
5. Describe the expected outcomes and how these outcomes will be measured;
6. Provide a timeline that identifies when project tasks and activities will be accomplished;
7. Describe all products/deliverables that will be developed or revised with grant funds; This description should include how the product/deliverable will be used to increase awareness; enhance response; or provide technical assistance to coalition membership, local communities and other stakeholders;

¹ Applicants should use U.S. Census and other government data, as well as the Limited English Proficient Mapping Tool, available at www.lep.gov/maps/, to obtain this information.

8. Applicants that are dual coalitions should describe how tasks, activities, service delivery, and collaborations will differ to meet the specific needs for victims of sexual assault;
9. Identify and describe any OVV priority areas the project will address; and
10. Describe how the proposed project will be accessible to individuals with disabilities, individuals who are Deaf or hard of hearing, and persons with limited English proficiency.

Who Will Implement the Project

This section must:

1. Identify the key individuals and organizations involved in the proposed project;
2. Demonstrate that the individuals and organizations identified have the capacity to address the stated need, including the expertise necessary to appropriately serve any marginalized and/or underserved populations identified in the Purpose of the Application section, and can successfully implement the proposed project activities;
3. Identify any partners and explain how these partners will support the proposed project.

Budget Detail Worksheet and Narrative

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

Award Period and Amount

The grant award period is 12 months. Budgets must reflect 12 months of project activity, and the total “estimated funding” (block 15) on the SF-424 must reflect 12 months.

Awards under the State and Territorial Coalitions Program for FY 2019 will be made for the following amounts:

1. Sexual Assault Coalitions - \$151,242
2. Domestic Violence Coalitions - \$90,975
3. Dual Sexual Assault and Domestic Violence Coalitions - \$242,217

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

The budget must:

1. Display a clear link between the specific project activities and the proposed budget items and not contain items that are not supported by the project narrative.
2. Include funds to attend OVV-sponsored training and technical assistance in the amount of \$5,000 for coalitions in states and \$8,000 for coalitions in territories, Hawaii, and Alaska. This amount is for the entire 12 months. Applicants also may budget expenses in excess of the required amount if they are aware of relevant non-OVV sponsored conferences or training for which they would like permission to use grant funds to support staff/project partner attendance.

3. The budget must clearly identify which expenses are allocated to the SASP coalitions funding.
4. Include funds or describe other resources available to the applicant to support activities to ensure access for individuals with disabilities, Deaf/hard of hearing individuals, and persons with limited English proficiency. See [Accessibility](#) under F. [Federal Award Administration Information](#) for more information.
5. 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 OVV website at <https://www.justice.gov/ovw/resources-applicants>.

OVV 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 OVV website at <https://www.justice.gov/ovw/resources-applicants>.

Additional Required Information

The following documents must be included with the application. Failure to include any of the information may result in a delay in access to funds. Some documents will be generated during the application submission process while other documents will be uploaded and attached to the application.

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

Application for Federal Assistance (SF-424)

Applicants must complete the SF-424 online. For "Type of Applicant," do not select "other." The amount of federal funding requested in the "Estimated Funding" section of this form must match the amount of federal funding requested in the budget section of the application package. This program does not require a match; therefore, the values for the Applicant line should be zero. The individual who is listed in "**Authorized Representative**" must be an individual who has the authority to apply for and accept grant awards on behalf of the organization or jurisdiction.

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

Carefully review the assurances and certification forms online. Applicants will receive a request to compile these forms online during the application submission process. All applicants must complete the *Disclosure of Lobbying Activities* (SF-LLL) form. Applicants that expend any funds

for lobbying activities must provide the detailed information requested on the form. Applicants that do not expend any funds for lobbying activities should enter “N/A” in the required highlighted fields.

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

Applicant Financial Capability Questionnaire (if applicable)

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

Confidentiality Notice Form

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

Disclosure of Process Related to Executive Compensation (if applicable)

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

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

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

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

basis for decisions. For a sample letter, see the OVW website at <https://www.justice.gov/ovw/resources-applicants>.

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

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

Pre-Award Risk Assessment

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

1. Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding? Provide a brief description of the applicant's policies and procedures that ensure funds will be tracked appropriately.
2. Does the applicant have written accounting policies and procedures? How often are these policies and procedures updated? Provide a brief list of the topics covered in the applicant's policies and procedures. OVW may request a copy for review during the application/award process or as part of the grant monitoring process.
3. Is the applicant's financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant? Provide a brief summary of the organization's process for tracking expenditures, including tracking budgeted versus actual amounts.
4. Does the applicant have procedures in place for minimizing the time between transfer of funds from the United States Treasury and disbursement for project activities? Provide a short summary of the applicant's policy for requesting payments for grant awards.
5. Does the applicant have effective internal controls in place to ensure that federal funds are used solely for authorized purposes? Provide a brief description of the applicant's internal controls that will provide reasonable assurance that the award funds will be managed properly.
6. Does the applicant have a documented records retention policy? If so, briefly describe the policy and confirm that the policy complies with federal regulations. Information on Record Retention and Access can be found at 2 C.F.R. §§ 200.333-200.337.
7. Does the applicant or any of its employees have any potential personal or organizational conflicts of interest related to the possible receipt of OVW award funds? Applicants are required to disclose in writing any potential conflicts of interest to their awarding agency. See 2 C.F.R. § 200.112 and Chapter 3.20, Grant Fraud, Waste and Abuse, of the [DOJ Financial Guide](#) for additional information.
8. Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. Part 200)? Provide a short list of the individual's qualifications/experience. If the individual is not familiar with the applicable

rules and regulations, the applicant must contact OVV's Grants Financial Management Division at OVV.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 OVV's Grants Financial Management Division at OVV.GFMD@usdoj.gov or 1-888-514-8556 for more information.

Letter of Nonsupplanting

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

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

Applicants for federal grants and cooperative agreements are required to have a Data Universal Number System ([DUNS](#)) Number to submit an application. A [DUNS](#) Number is a unique, nine-character identification number provided by the commercial company **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](#) 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. See 2. C.F.R. §§ 25.200, 25.205.

If the applicant already has an Employer Identification Number (EIN), the [SAM](#) registration will take **up to two weeks to process**. If the applicant does not have an EIN, then **the applicant should allow two to five weeks for obtaining an EIN from the Internal Revenue Service. There is no fee associated with these processes. Additionally, these processes cannot**

be expedited. OVV strongly discourages applicants from paying a third party to apply or register on their behalf in an attempt to expedite these processes. To ensure all applicants are able to apply by the deadline for this solicitation, applicants must have obtained a [DUNS](#) number and registered online with the [SAM](#) no later than April 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 a delay in access to funds. Applicants should refer to the chart below to ensure that all required steps and deadlines are met.

Applicant Action	Information	Dates/Deadline
Apply for a DUNS number	Obtain a DUNS number at the following website http://www.dnb.com/us/ or call (866) 705-5711.	April 26, 2019
Register with SAM	Access the SAM online registration through the SAM homepage at https://www.sam.gov/portal/SAM#1#1 and follow the online instructions for new SAM users. If the applicant already has the necessary information on hand, the online registration takes approximately 30 minutes to complete, depending upon the size and complexity of the business or organization. Organizations must update or renew their SAM registration at least once a year to maintain an active status.	April 26, 2019
Request Hardcopy Submission (If Needed)	Applicants that cannot submit an application electronically due to lack of internet access must contact the POC at 202-514-7909 or Kevin.Sweeney@usdoj.gov to request permission to submit a hardcopy application.	April 26, 2019
Begin Application Submission Process	Applications must be submitted electronically via GMS	Begin by May 8, 2019
Complete Application Submission Process	GMS	May 10, 2019

Grants Management System

Applicants are required to submit applications through [GMS](#). This is not Grants.gov. In order to apply for a grant through [GMS](#), go to <https://grants.ojp.usdoj.gov/gmsexternal/> and either sign in using the applicant’s current [GMS](#) ID and password or register as a new user. Once applicants have logged into [GMS](#), they should select the program for which they intend to apply and follow the instructions. Training materials are available on the main [GMS](#) homepage. **Note:** GMS does not provide acknowledgement of receipt after the application is submitted.

OVW Policy on Late Submissions

To ensure timely award processing, applicants must submit the application by May 10, 2019. Applicants anticipating late submission should contact OVW at 202-514-7909 to provide an explanation for the delay and an anticipated submission date. Submitting the application after the deadline may result in a delay in access to funds.

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

Funding Restrictions

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

Unallowable Costs

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

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

Food and Beverage/Costs for Refreshments and Meals

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

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

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

Conference Planning and Expenditure Limitations

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

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

Program Assessments

Grantees under this program are prohibited from using OVV funds to conduct research. They may use funds to assess their work for quality assurance and program improvement purposes only, such as by surveying training participants about the quality of training content and delivery or convening discussion forums with key stakeholders. Applicants considering such assessments must refer to the [DOJ/OJP decision tree](#) to ensure that the activity does not qualify as human subjects research. For additional information on federal requirements related to assessments or surveys, see the [Solicitation Companion Guide](#).

Pre-Agreement Cost Approval

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

Other Submission Requirements

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

E. Application Review Information

Criteria, Review, and Award Process

This is a formula grant program; therefore, applications are not subject to a peer review. However, applicants must submit all information requested in the Application Contents and Additional Required Information sections of this solicitation. If any required elements are missing, OVV will contact the applicant to request prompt submission of relevant documents. Failure to include required information at the time of submission may result in a delay in funding.

Each OVV grantee agrees to follow the financial and administrative requirements in the [DOJ Financial Guide](#) as a condition of receiving grant funding. If OVV determines that a current

grantee has violated any of the requirements of the [DOJ Financial Guide](#), the grantee may experience a delay in funding or may have additional conditions placed on its award under this solicitation.

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 Grantees

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

Reporting

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

G. Federal Awarding Agency Contact(s)

For assistance with the requirements of this solicitation contact the following: for programmatic questions, contact the POC for this program at 202-514-7909 or Kevin.Sweeney@usdoj.gov, for financial questions, contact 1-888-514-8556 or OVV.GFMD@usdoj.gov, and for technical support, contact OVV.GMSSupport@usdoj.gov.

H. Other Information

Application Checklist

Applicants must submit a fully executed application to OVV, including all required supporting documentation. Additionally, if an applicant plans to submit an application under any other OVV 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. OVV 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. Summary Data Sheet	
2. Proposal Abstract	
3. Project Narrative	
Purpose of the Application	
What Will Be Done	
Who Will Implement	
4. Budget Detail Worksheet and Narrative	
5. Application for Federal Assistance: SF 424	
6. Standard Assurances and Certifications	
7. Disclosures of Process Related to Executive Compensation	
8. Confidentiality Notice Form	
9. Letter of Nonsupplanting	
10. Financial Accounting Practices	
11. Applicant Financial Capability Questionnaire (new nonprofits only)	
12. Indirect Cost Rate Agreement (only if the applicant has a current federally-approved rate)	

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 205