



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

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# **OVW Fiscal Year 2020 Legal Assistance for Victims (LAV) Grant Program Solicitation**

**Release Date: on or about November 21, 2019**

## **Eligibility**

Eligible applicants are limited to: **Private nonprofit entities; publicly funded organizations not acting in a governmental capacity; territorial organizations; Indian tribal governments; and tribal organizations.**  
(See "[Eligibility Information](#)")

## **Deadlines**

**Applications are due by 11:59 p.m. Eastern Time (E.T.) on January 29, 2020.**  
(See "[Submission Dates and Times](#)")

**Registration Information:** To submit an application, all applicants must obtain a Data Universal Number System (DUNS) number and register online with the System for Award Management (SAM) and with [Grants.gov](#). To ensure sufficient time to complete the registration process, applicants must obtain a DUNS number and register online with SAM and with [Grants.gov](#) immediately, but no later than January 14, 2020.

(See "[Registration](#)")

**Letter of Intent:** Applicants are strongly encouraged to submit a Letter of Intent to [ovw.lav@usdoj.gov](mailto:ovw.lav@usdoj.gov) by January 14, 2020. This letter confirms that the applicant has registered with SAM and [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 conduct a web-based Pre-Application Information Session for entities interested in submitting an application for this program. Participation in this session is optional. Interested applicants who do not participate are still eligible to apply.

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

## Contact Information

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

## Submission and Notification Information

**Submission:** Applications for this program will be submitted through [Grants.gov](https://www.grants.gov). For technical assistance with [Grants.gov](https://www.grants.gov), contact [Grants.gov](https://www.grants.gov) Applicant Support at (800) 518-4726 or [support@grants.gov](mailto:support@grants.gov).

The [Grants.gov](https://www.grants.gov) number assigned to this announcement is OVW-2020-17672.

**Notification:** OVW anticipates notifying applicants of funding decisions by October 1, 2020.

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**Federal Award Information:**

Funding Type:	Grant
Estimated Total Funding:	\$34,000,000,000
Expected Number of Awards:	56
Award Ceiling:	\$800,000
Award Floor:	N/A
Registration Due:	January 14, 2020
Letter of Intent Due:	January 14, 2020
Application Due:	January 29, 2020
Anticipated Start Date:	October 1, 2020
Length of Award Period:	36 months

**OVW LEGAL ASSISTANCE FOR VICTIMS (LAV)  
GRANT PROGRAM  
(CFDA 16.524)**

***A. Program Description***

**Overview of OVW**

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 domestic violence, dating violence, sexual assault, and stalking. OVW grants support coordinated community responses to hold offenders accountable and serve victims.

**Statutory Authority**

This program is authorized by 34 U.S.C. § 20121.

**About the OVW Legal Assistance for Victims Grant Program**

The LAV Grant Program is intended to increase the availability of civil and criminal legal assistance<sup>1</sup> needed to effectively aid adult and youth (ages 11 and older) victims of domestic violence, dating violence, sexual assault, and stalking by providing funds for comprehensive direct legal services to victims in legal matters relating to or arising out of that abuse or violence. Comprehensive legal services should address the broad spectrum of legal issues that victims encounter and help promote economic independence for victims. In addition to representation in emergency and non-emergency protection order hearings, this includes representation in family matters (divorce, child custody, or child support), consumer or housing matters, and credit restoration.

For additional information about this program, see <https://www.justice.gov/ovw/grant-programs> and <https://www.vawamei.org/grant-program/legal-assistance-program/>.

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<sup>1</sup> "Legal assistance" includes assistance to adult and youth victims of domestic violence, dating violence, sexual assault, and stalking in: a) family, tribal, territorial, immigration, employment, administrative agency, housing matters, campus administrative, or protection or stay away order proceedings, and other similar matters; and b) criminal justice investigations, prosecutions, and post-trial matters (including sentencing, parole, and probation) that impact the victim's safety and privacy. Intake or referral, by itself, does not constitute legal assistance. 34 U.S.C. §12291(a)(19).

## 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 financial guide after an award is made, the section of the [Solicitation Companion Guide](#) on post-award requirements for all federal award recipients, and the conditions of the award.

## Purpose Areas

Pursuant to 34 U.S.C. § 20121(c), funds under this program must be used for one or more of the following purposes:

1. To implement, expand, and establish cooperative efforts and projects between domestic violence, dating violence, and sexual assault victim service providers and legal assistance providers to provide legal assistance for victims of domestic violence, dating violence, stalking, and sexual assault.
2. To implement, expand, and establish efforts and projects to provide legal assistance for victims of domestic violence, dating violence, stalking, and sexual assault by organizations with a demonstrated history of providing direct legal or advocacy services on behalf of these victims.
3. To implement, expand, and establish efforts and projects to provide competent supervised pro bono legal assistance for victims of domestic violence, dating violence, sexual assault, or stalking, except that not more than 10 percent of the funds awarded may be used for this purpose.<sup>2</sup>

## OVW Priority Areas

In FY 2020, OVW is interested in supporting the priority areas identified below. Applications proposing activities in the following areas will be given special consideration:

1. Empower victims to become survivors by growing them past their vulnerabilities to a place of self-sufficiency.
2. Increase efforts to combat stalking.
3. Address the specific challenges that rural communities face in responding to domestic violence, dating violence, sexual assault, and stalking.

## LAV Statutory Priorities

### Improve the Availability of Legal Services for Sexual Assault Survivors

Pursuant to 34 U.S.C. § 20121(f)(2)(C), not less than 25 percent of funds made available for the LAV Grant Program must be used to support projects focused solely or primarily on providing legal assistance to victims of sexual assault. OVW recognizes the need to place increased focus on sexual assault in order to address the lack of available direct legal services for survivors of sexual assault and the unique aspects of sexual assault trauma from which survivors must heal. Applicants proposing to focus 50 percent or more of their grant-funded activities on **intimate and non-intimate partner** sexual assault legal services will be given special consideration. In addition, applications that are submitted by sexual assault victim

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<sup>2</sup> The 10 percent limit is on the funds awarded under the LAV Program overall and is not specific to an individual project.

service providers<sup>3</sup> or sexual assault coalitions that propose to focus 80 percent or more of their grant-funded activities on **non-intimate** partner sexual assault legal services can apply for larger awards and may be eligible for an additional 24 months of non-competitive funding (see [“Award Period and Amounts”](#) for more information).

### Tribal Programs

Pursuant to 34 U.S.C. § 20121(f)(2)(A), not less than three percent of funds made available for the LAV Program must be used for projects that assist adult and youth victims of domestic violence, dating violence, stalking, and sexual assault on lands within the jurisdiction of an Indian tribe. Applications proposing to assist such victims will receive special consideration in order to meet this requirement, but they must include the percentage of proposed activities that will support services to victims on tribal lands.

### **Activities that Compromise Victim Safety and Recovery or 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. Applications that propose any such activities may receive a deduction in points during the review process or may be eliminated from consideration entirely. Information on activities that compromise victim safety and recovery or undermine offender accountability may be found in the [Solicitation Companion Guide](#).

### **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. See also the list of unallowable costs in the [Funding Restrictions](#) section of this solicitation.

1. Research projects. (This does not include assessments conducted only for internal improvement purposes up to one percent of the award). For information on distinguishing between research and assessments, see the heading on this topic in the [Funding Restrictions](#) section of this solicitation and the [Solicitation Companion Guide](#)).
2. Representation in tort cases.
3. Child sexual abuse cases (i.e., involving victims under the age of 11).
4. Cases involving the child protection system unless the child dependency hearing involves allegations “relating to or arising out of” abuse of the client (rather than abuse of the children).
5. Criminal representation of victims charged with crimes.
6. Support of law reform initiatives, including but not limited to litigation.
7. Providing general training and/or technical assistance to agencies that are not formal or informal LAV Grant Program project partners.
8. Cases involving Deferred Action for Childhood Arrivals (DACA).

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<sup>3</sup> A “victim service provider” is a nonprofit, nongovernmental or tribal organization or rape crisis center, including a state or tribal domestic violence and/or sexual assault coalition, that assists or advocates for domestic violence, dating violence, sexual assault, or stalking, including a domestic violence shelter, faith-based organization or other organization, with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking. 34 U.S.C. § 12291(a)(43). Victim service providers must provide direct services to victims of domestic violence, dating violence, sexual violence, or stalking as one of their primary purposes and have a demonstrated history of effective work in this field.

9. Funds for victim assistance/support unrelated to the provision of legal assistance or legal advocacy (such as transitional housing assistance, therapeutic counseling, hotlines, and rental assistance).
10. Training events that do not support the provision of legal assistance to victims. (Limited exceptions are allowed for outreach and cross-training between project partners, but such exceptions require prior approval from OVW).

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**

Recipients must receive prior approval before using grant funds to support surveys, whether conducted as part of a program or needs assessment, or for any other purpose. Prior approval is necessary to determine whether the activity is within the scope of the award and meets the requirements of the Paperwork Reduction Act (see the [Solicitation Companion](#) Guide for more information).

## ***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 2020 funding, depending on the merits of the applications and the availability of funding.

### **Award Period and Amounts**

The award period is 36 months. Budgets must reflect 36 months of project activity, and the total “estimated funding” on the SF-424 must reflect 36 months. OVW anticipates that the award period will start on October 1, 2020.

This program typically makes awards in the range of \$600,000 - \$800,000. OVW estimates that it will make up to 56 awards for an estimated \$34,000,000.

Funding levels under this program for FY 2020 are:

1. New and Continuation LAV Grant Program applications proposing to provide legal services primarily to victims of domestic violence or that do not meet the requirements for the specific sexual assault-related project described below may request up to \$600,000 for the entire 36-month project period.
2. New and Continuation LAV Grant Program applications **submitted by sexual assault victim service providers or sexual assault coalitions** and that are proposing to focus 80 percent or more of the project’s activities on legal services for victims of **non-intimate partner** sexual assault, may request up to \$800,000 for the entire 36-month project period. Note: if funded, at the end of the 36-month award period, these grantees may be eligible to receive 24 months of additional non-competitive funding to continue their projects.



OVW has the discretion to make awards for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to making an award.

Awards will be made as grants.

### **Types of Applications**

In FY 2020, OVW will accept applications for this program from the following:

New: Applicants that have never received funding under this program or whose previous funding expired more than 12 months ago.

Continuation: Applicants that have an existing or recently closed (within the last 12 months from the date the solicitation closes) award under this program. Continuation funding is not guaranteed.

Recipients of an FY 2018 or 2019 award under this program are NOT eligible to apply as the lead applicant on an FY 2020 proposal. In making award decisions and assessing award amounts, OVW will take into consideration the overall LAV funding an applicant partner has received under an FY 2018 or 2019 LAV award or subaward.

**Note**: OVW will not fund the same entity, as either a lead recipient or partner/subrecipient, on more than two discretionary awards in FY 2020, absent extenuating circumstances. This award limit applies across all OVW programs but does not include awards made for nationwide projects, such as those made under OVW's Training and Technical Assistance Initiative.

Additionally, current grantees with a substantial amount of unobligated funds remaining (50 percent or more of the previous award) as of March 31, 2020 without adequate justification may not be considered for funding, or may receive a reduced award amount if selected for funding in FY 2020.

### **Mandatory Program Requirements**

Applicants that receive funding under this program will be required to engage in the following activities:

1. OVW-sponsored training and technical assistance.
2. An OVW-sponsored assessment or program evaluation, if applicable.
3. A New grantee orientation, unless exempted by OVW.

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

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

### **Eligible Applicants**

The following entities are eligible to apply for this program (34 U.S.C. § 20121(c)):

1. Private nonprofit entities.
2. Indian tribal governments,<sup>4</sup> including tribal consortia.<sup>5</sup>
3. Tribal organizations.<sup>6</sup>
4. Territorial organizations.<sup>7</sup>
5. Publicly funded organizations not acting in a governmental capacity such as law schools.

Faith-based and community organizations that meet the eligibility requirements are eligible to receive awards under this solicitation (see “Faith-Based Organizations” on the [OVW website](#) for more information).

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

### **Cost Sharing or Matching**

This program has no match or cost sharing requirement.

### **Other Program Eligibility Requirements**

In addition to meeting the eligible entity requirements outlined above, applications for this program must also meet the requirements below. All certification and other eligibility related documents must be current and developed in accordance with the FY 2020 solicitation.

Certifications must take the form of a letter, on letterhead, signed and dated by the authorized representative. Failure to provide required certifications may disqualify an application from further consideration. At a minimum, an application missing the required certification letter will be required to submit a certification letter prior to receiving an award. The signed certification

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<sup>4</sup> A “tribal government” is the governing body of an Indian tribe or a tribe, band, pueblo, nation, or other organized group or community of Indians, including any Alaska Native village or regional or village corporation (as defined in, or established pursuant to, the Alaska Native Claims Settlement Act (43 U.S.C. §§ 1601 et seq.)), that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. 34 U.S.C. § 12291(a)(36).

<sup>5</sup> Regarding a tribal consortium application, the applicant must submit documentation of authority in the form of a resolution or legal equivalent from each tribal consortium member, unless existing consortium bylaws or other tribal governance documents allow action without explicit authorization from the member tribes in the consortium. In that case, the tribal consortium must submit a resolution, letter, affidavit, or other documentation, as appropriate, that certifies that the tribal consortium has the legal authority to apply for grants under this solicitation on behalf of the consortium. This documentation must be current, be sufficient to demonstrate authority for the application, contain authorizing signature(s), and be submitted by the application’s due date. In addition, a copy of the bylaws or other governance documents that allow the tribal consortium’s action without support from all consortium members must be included with this documentation.

<sup>6</sup> A “tribal organization” is the governing body of any Indian tribe; any legally established organization of Indians which is controlled, sanctioned, or chartered by such governing body of a tribe or tribes to be served, or which is democratically elected by the adult members of the Indian community to be served by such organization and which includes the maximum participation of Indians in all phases of its activities; or any tribal nonprofit organization. 34 U.S.C. § 12291(a)(38). A “tribal nonprofit organization” is a victim services provider that has as its primary purpose to assist Native victims of domestic violence, dating violence, sexual assault, or stalking; and that has staff and leadership with a demonstrated history of assisting American Indian or Alaska Native victims of domestic violence, dating violence, sexual assault, or stalking. 34 U.S.C. § 12291(a)(37).

<sup>7</sup> For the purposes of this solicitation, a “territorial organization” is a nonprofit, nongovernmental organization addressing domestic violence, dating violence, sexual assault, and/or stalking within a United States Territory, which include the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands, and the Northern Mariana Islands.

letter must be uploaded as a separate attachment in Grants.gov. Sample certification letters can be found on the OVW website at <https://www.justice.gov/ovw/resources-applicants>.

#### Delivery of Legal Assistance Certification

Pursuant to 34 U.S.C. § 20121(d), to be eligible for an award, any recipient or subrecipient providing legal assistance with funds awarded under this program must certify in writing that:

1. any person providing legal assistance with funds through this program:
  - (A) has demonstrated expertise in providing legal assistance to victims of domestic violence, dating violence, sexual assault, or stalking in the targeted population; or
  - (B)
    - i. is partnered with an entity or person that has demonstrated expertise described in subparagraph (A); and
    - ii. has completed, or will complete, training in connection with domestic violence, dating violence, sexual assault, or stalking and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide;
2. any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a tribal, state, territorial, or local domestic violence, dating violence, sexual assault or stalking victim service provider or coalition, as well as appropriate tribal, state, territorial, and local law enforcement officials;
3. any person or organization providing legal assistance with funds through this program has informed and will continue to inform state, local, or tribal domestic violence, dating violence, or sexual assault programs and coalitions, as well as appropriate state and local law enforcement officials of their work; and
4. the grantee's organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, domestic violence, dating violence, or child sexual abuse is an issue.

#### Eligible Service Area

Applicants from within all U.S. states and territories and tribes are eligible to apply. However, the LAV Grant Program will give special consideration to applicants proposing to serve communities within rural areas.

#### Required Partnerships

An applicant must include a nonprofit, nongovernmental or tribal organization with demonstrated expertise on domestic violence, dating violence, sexual assault, and/or stalking either as a lead applicant or a partner. The organization serving as the required expert on these crimes may be a larger, multi-service organization that does not solely address domestic violence, dating violence, sexual assault, and/or stalking but has a distinct or designated division or program that focuses on serving victims of these crimes. Additional documentation of the required expertise must be provided through either a Memorandum of Understanding (MOU) or a Memorandum of Exemption (MOE) (see [MOU/MOE requirements section](#)).

#### Limit on Number of Applications

OVW will consider only one application per organization for the same service area. In addition, if an applicant submits multiple versions of the same application, OVW will review only the most recent system-validated version submitted before the deadline.

## ***D. Application and Submission Information***

### **Address to Request Application Package**

The complete application package (this solicitation, including links to required forms) is available on [Grants.gov](https://www.grants.gov) and on the [OVW website](#). Applicants wishing to request a paper copy of these materials should contact [ovw.lav@usdoj.gov](mailto:ovw.lav@usdoj.gov) or (202) 307-6026.

### **Pre-Application Information Session**

OVW will conduct an optional web-based pre-application information session for entities interested in submitting an application for this program. During this session, OVW staff will review this program's requirements, review the solicitation, and allow for a brief question and answer period. The session is tentatively scheduled for: **Tuesday December 17, 2019.**

The total number of participants for the session may be limited, and therefore interested participants from the same agency/jurisdiction are expected to participate together. OVW reserves the right to deny multiple registrations from a single agency/jurisdiction to allow as many interested applicants as possible to participate.

Participation in the pre-application information session is optional. Interested applicants that do not participate in the session are still eligible to apply.

To register, contact the LAV Grant Program at [ovw.lav@usdoj.gov](mailto:ovw.lav@usdoj.gov) or at (202) 307-6026. Registration must be received at least five days prior to the start of the session. Participants are not registered until they receive a confirmation email. The webinar will be captioned in English and Spanish. Interested applicants needing additional language assistance should contact this program's POC at [ovw.lav@usdoj.gov](mailto:ovw.lav@usdoj.gov) or (202) 307-6026 at as soon as possible, but no later than December 10, 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.

#### Letter of Intent

Applicants intending to apply for FY 2020 funding under this program are strongly encouraged to submit a Letter of Intent. The letter should state that the applicant is registered and current with SAM and with [Grants.gov](https://www.grants.gov). The letter should be submitted to OVW at by January 14, 2020. 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 for all documents, unless otherwise noted. Points may be deducted for applications that do not adhere to the following requirements:

1. Double spaced (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 (TNR) or Arial font, except for footnotes, which may be in 10-point 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 required documents and demonstrate that the program eligibility requirements have been met. For a complete checklist of the application contents, see the [Other Information](#) section in this solicitation.

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) or Memorandum of Exemption (MOE).

In addition, the following three documents are required; failure to submit them will not result in removal from consideration but may result in a loss of points:

1. Summary Data Sheet.
2. Proposal Abstract.
3. Delivery of Legal Assistance Certification.

### **Summary Data Sheet (5 Points Total)**

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

1. Name, title, address, telephone number, and email address of the individual with authority to accept grants on behalf of the applicant.
2. Name, title, address, telephone number, and email 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 and pass all funds through to an entity or entities that will implement the project. Such an applicant will not be involved with implementation of the project beyond issuing subaward(s) to these entities and conducting minimal administrative activities. A fiscal agent/sponsor applicant 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 all current and pending OVW grants (if applicable). If the applicant has a current grant or cooperative agreement under any OVW grant program or an award that has been closed within the last 12 months from the date this solicitation closes, the information must be provided in a table using the sample format found on the OVW website at <https://www.justice.gov/ovw/resources-applicants>. 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 all other federal grant programs from which the applicant currently receives funding or for which it has applied for funding in FY 2020 **to do similar work**. Provide this information in a table using the sample format found on the OVW website at <https://www.justice.gov/ovw/resources-applicants>.
7. Statement as to whether the applicant is a nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code.
8. Statement as to whether the applicant is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure to establish a rebuttable presumption that its executives' compensation is reasonable. If the applicant is not a nonprofit organization or is a nonprofit that does not use the safe-harbor procedure, provide a statement to that effect. For additional information about the safe-harbor procedure, see "Disclosure of Process Related to Executive Compensation" in the [Additional Required Information](#) section.
9. The percentage of grant activities, should the application be funded, that will address each of the following issues (the total percentages should not exceed 100 percent):
  - Domestic violence.
  - Sexual assault (intimate partner).
  - Sexual assault (non-intimate partner).
  - Dating violence.
  - Stalking.
10. Statement as to whether the applicant is a recipient, or partner/subrecipient, on a current grant or pending application for this grant program. If a current grant, provide the year of the award and the role of the applicant on the award (recipient or project partner).
11. Statement as to whether any proposed project partner/subrecipient is a recipient, or partner/subrecipient, on a current grant or pending application for this grant program. If a current grant, provide the year of the award and the role of the partner(s) on the award (recipient or project partner/subrecipient).
12. Statement as to whether the applicant is addressing the LAV sexual assault priority area, focusing 50 percent or more of grant-funded activities on **intimate and non-intimate** sexual assault legal services.
13. Statement as to whether the applicant is addressing the LAV sexual assault priority area, focusing 80 percent or more of grant-funded activities on **non-intimate** sexual assault legal services.
14. Statement as to whether the application addresses the self-sufficiency priority area.
15. Statement as to whether the application addresses the stalking priority area.
16. Statement as to whether the application addresses the rural priority area.
17. If applicable, the percentage of grant activities, should the application be funded, that will support services to victims on tribal lands.
18. If applicable, the amount of funding, should the application be funded, that will be allocated towards pro bono activities.
19. Name of the required nonprofit, nongovernmental or tribal organization with demonstrated expertise on domestic violence and/or sexual assault.

**Proposal Abstract (not scored but used throughout the review process)**

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, project title, purpose of the project (including goal and intended outcome), primary activities for which funds are requested, who will benefit (including geographic area to be served), products and deliverables, and how the applicant will measure progress in completing project goals and objectives. Applicants must not summarize past accomplishments in this section.

**Project Narrative (55 Points Total)**

The Project Narrative may not exceed 20 pages, double-spaced. Reviewers will only read the equivalent of 20 pages, double-spaced during the review process. The Project Narrative must include the following three sections:

Purpose of Application (10 points)

This section must:

1. Describe the challenge or need faced by the community and how the goal/vision for the project will meet that need.
2. Describe the communities to be served, including the geographic location and the populations in the service area. Special consideration will be given to applicants that propose to serve each population in their geographic/service area.
3. To qualify for the OVW rural priority, describe what makes the geographic service area rural (using U.S. Census or other appropriate government data) and how isolated the area is from needed services.
4. Describe the current legal services to prevent or reduce domestic violence, dating violence, sexual assault, and/or stalking in the jurisdiction, and the gaps in those services in the proposed service area.

Applicants proposing to address the LAV sexual assault priority must also:

1. Describe the problem of sexual assault (both intimate and non-intimate partner) in the proposed service area (include local statistics/data, whenever possible).
2. Describe the available legal services for victims of sexual assault in the proposed service area.
3. Describe the gaps in legal services for victims of sexual assault in the proposed service area.
4. Describe the barriers victims of sexual assault experience when attempting to access support and legal services in the proposed service area.

Applicants proposing to address the stalking priority area must also:

1. Describe the problem of stalking within the proposed service area.
2. Describe the available legal services for victims of stalking in the proposed service area.
3. Describe the barriers victims of stalking experience when attempting to access support and legal services in the proposed service area.

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. The application must not include any of the activities listed as unallowable costs in the [Funding Restrictions](#) section of this solicitation.

This section must:

1. Describe the approach to addressing the challenge or need identified in the [Purpose of the Application](#) section, including, to qualify for the OVW rural priority, how the project will address the challenges associated with the remoteness of the service area.
2. *Performance measurement:* Describe how the applicant will measure its progress in achieving the project’s goal(s)/vision. Identify targeted outcome(s) and describe any tool(s) the applicant will use to track those outcomes and report them to OVW. Tools may include OVW performance progress reports and logic model templates (both available at [www.vawamei.org](http://www.vawamei.org)).
3. Describe how the applicant will move to project sustainability.
4. Describe the extent to which the project will provide holistic and comprehensive legal services to victims of domestic violence, dating violence, sexual assault, and/or stalking who cannot afford legal services. Special consideration will be given to applications proposing to provide legal services that promote economic independence, including protective order hearings, family matters (divorce, child custody, or child support), consumer or housing matters, and credit restoration.
5. Describe measurable goals and objectives for the proposed project.
6. Describe specific tasks and activities necessary for accomplishing all stated goals and objectives.
7. Describe how proposed activities would address the need identified.
8. Detail how the proposed activities will protect victim confidentiality.
9. Include a timeline for the proposed project that identifies when the tasks and activities will be accomplished within the 36-month grant period.
10. Provide a supervision and mentoring plan for grant-funded attorney staff.
11. If applicable, include a description of any products that will be generated using grant funds and how these products will be used to address the legal needs of victims of domestic violence, dating violence, sexual assault, and stalking. Product development is not required as some communities would not benefit from the development of new products.
12. If the applicant proposes to use databases or other information-gathering or sharing technology, explain how the project will address any victim safety concerns that may arise from the use of the technology, such as confidentiality, safety planning, and informed consent.
13. Describe the planned outreach activities to promote services to all victims in the proposed geographic service area identified in the [Purpose of the Application](#) section.

Applicants proposing to address the LAV sexual assault priority must also:

1. Describe the legal services that will be provided to victims of sexual assault with LAV Grant Program funding.
2. Describe any proposed outreach efforts to victims of sexual assault regarding the comprehensive legal sexual assault services that will be provided by the proposed project.
3. Provide (1) the number of victims of intimate partner sexual assault served in the past 12 months, (2) the number of victims of non-intimate partner sexual assault served in the past 12 months, and (3) information on the types of legal support provided to survivors of



intimate partner and non-intimate partner sexual assault by the lead applicant and project partner(s) in the past 12 months.

Applicants proposing to address the stalking priority area must also describe:

1. The legal services that will be provided to victims of stalking with LAV Grant Program funding.
2. Any proposed outreach efforts to victims of stalking regarding the comprehensive legal services that will be provided by the proposed project.

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

This section must:

1. Identify the key individuals and organizations, including project partners, involved in the proposed project.
2. Demonstrate that the individuals and organizations identified have the capacity to address the stated need and can successfully implement the proposed project activities; attach resumes or job descriptions of all key personnel.
3. Identify all project partners, specifying their respective roles and responsibilities, including linking all activities listed in the [What Will Be Done](#) section to a specific agency. In particular, identify and describe the organization that will provide legal representation to victims.
4. For the individuals identified in response to #1, above, describe their relevant experience and expertise in addressing domestic violence, dating violence, sexual assault, and/or stalking; or, where positions are vacant, describe the required experience and expertise for those positions.
5. If the applicant is not the nonprofit, nongovernmental or tribal organization with demonstrated expertise in domestic violence, dating violence, sexual assault, and/or stalking, identify and describe the partner that meets this requirement.
6. If the required organization with domestic violence, dating violence, sexual assault, and/or stalking (either applicant or partner) is a larger, multi-service organization that does not solely address one or more of these crimes, describe the distinct or designated division or program within the larger organization that focuses on serving victims of these crimes.

Applicants proposing to address the LAV sexual assault priority must also:

- Detail the experience and expertise of staff from the lead applicant and/or project partners in providing legal services to victims of sexual assault beyond intimate partner assault.

Applicants proposing to address the stalking priority area must also:

- Detail the experience and expertise of staff from the lead applicant and/or project partners in providing legal services to victims of stalking.

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

All applications must include a detailed budget and budget narrative. See the sample Budget Detail Worksheet and the Creating a Budget webinar available on the OVW website at <https://www.justice.gov/ovw/resources-applicants>. Keep in mind that budgetary requirements

vary among programs. Applicants must submit reasonable budgets based on the resources needed to implement their projects in their specific geographic location.

#### Award Period and Amount

Budgets should cover a period of 36 months, commencing October 1, 2020 and ending on September 30, 2023. Budget requests should not exceed \$600,000, with the exception of sexual assault victim service providers or sexual assault coalitions proposing to focus 80 percent or more of grant-funded activities on legal services for victims of non-intimate partner sexual assault, who may request up to \$800,000.

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

The budget must:

1. Display a clear link between the specific project activities and the proposed budget items. The budget should not contain items that are not supported by the project narrative.
2. Include funds to attend OVW-sponsored training and technical assistance in the amount of \$10,000 for applicants located in the 48 contiguous states and \$15,000 for applicants located in the territories, Hawaii, and Alaska. This amount is for the entire 36 months and NOT per year. Applicants also may budget expenses in excess of the required amount if they are aware of relevant non-OVW sponsored conferences or training for which they would like permission to use grant funds to support staff/project partner attendance.
3. Include funds or describe other resources available to the applicant to ensure access for individuals with disabilities, Deaf/hard of hearing individuals, and persons with limited English proficiency. See [Accessibility](#) under [Federal Award Administration Information](#) for more information.
4. Compensate all project partners for their full level of effort, unless otherwise stated in the MOU/MOE. For more information on compensating project partners, see the sample Budget Detail Worksheet on the OVW website at <https://www.justice.gov/ovw/resources-applicants>.
5. Distinguish clearly between subawards and contracts in allocating any grant funds to other entities. Pursuant to 2 C.F.R. § 200.330, a subaward is for the purpose of carrying out a portion of the federal award, such as compensating an MOU partner, and a contract is for the purpose of obtaining goods and services for the grantee's own use. The substance of the relationship is more important than the form of the agreement in determining whether the recipient of the pass-through funds is a subrecipient or a contractor. The awarding and monitoring of contracts must follow the recipient's documented procurement procedures, including full and open competition, pursuant to the procurement standards in 2 C.F.R. §§ 200.317-200.329. The issuance and monitoring of subawards must meet the requirements of 2 C.F.R. § 200.331, which includes oversight of subrecipient/partner spending and monitoring performance measures and outcomes attributable to grant funds. For more information, see the sample Budget Detail Worksheet and the [Solicitation Companion Guide](#) on the OVW website at <https://www.justice.gov/ovw/resources-applicants>.

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

**Memorandum of Understanding (MOU) or Memorandum of Exemption (MOE) (20 Points Total)**

For purposes of this solicitation, the MOU is a document containing the terms of the partnership and the roles and responsibilities between two or more parties. The MOU is not a substitute for a subaward agreement, which ensures that subrecipients adhere to the requirements of the award and 2 C.F.R. Part 200 (see 2 C.F.R. § 200.331). Partners receiving funds under the award generally are considered subrecipients because they are carrying out a portion of the federal award.

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. MOUs missing signatures may result in a point deduction or removal from consideration, particularly if the MOU is missing the signature of a required partner. If necessary, an MOU can include multiple signature pages so long as each page includes the names and titles of all signatories to the MOU.

The MOU must clearly:

1. 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. Include the mission statement of the organization (or designated subdivision) serving as the required expert on domestic violence, dating violence, sexual assault and/or stalking.
3. State the roles and responsibilities each partner will assume to ensure the success of the proposed project, including identification of who will be providing legal representation to victims.
4. State that each project partner has reviewed the budget, is aware of the total amount being requested, and is being fully compensated for their work under the grant or is agreeing to be partially compensated or receive no compensation from the grant.
5. Describe the resources each organization would contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, and training).
6. Specify the extent of each partner's participation in developing the application and/or proposed project.

Applicants proposing to address the LAV sexual assault priority must also:

1. Clearly identify which organization(s) has the expertise in providing sexual assault services. For those proposing to provide 80 percent or more of the project's legal services to victims of non-intimate partner sexual assault, the expert must be the lead applicant. Include how many years the organization(s) has provided sexual assault services for victims.

2. Detail the personnel designated to provide sexual assault legal services, including: a) the name and title of each person; and b) how many years each staff person has provided sexual assault legal services.

Applicants proposing to address the stalking priority area must also:

1. Clearly identify which organization(s) has the expertise in providing services to victims of stalking. Include how many years the organization(s) has provided services for victims of stalking.
2. Detail the personnel designated to provide legal services to victims of stalking, including: a) the name and title of each person; and b) how many years each staff person has provided services to victims of stalking.

### **Memorandum of Exemption (MOE)**

Applications from lead applicants that, as their mission (or designated subdivision's mission), provide services to domestic violence, dating violence, sexual assault, and/or stalking victims may submit an MOE in lieu of an MOU if they demonstrate that they have the required expertise in providing services and/or legal representation for victims of domestic violence, dating violence, sexual assault, and/or stalking. If an MOE is submitted in lieu of an MOU, and the applicant does not meet the criteria to submit an MOE, the application may be removed from consideration. Applicants with any questions about whether they meet these requirements should contact OVW.

The MOE should be provided on agency letterhead and signed (electronic or typed signatures do not satisfy this requirement) and dated by the [Authorized Representative](#).

The MOE must:

1. Demonstrate that the purpose/mission of the organization (or designated subdivision) is to serve victims of domestic violence, dating violence, sexual assault, and/or stalking.
2. Include the mission statement of the organization (or designated subdivision).
3. Describe the applicant's experience providing legal representation to victims of domestic violence, dating violence, sexual assault, and/or stalking by in-house attorneys or contract attorneys, including the length of time the applicant has operated.

Applicants proposing to address the LAV sexual assault priority must also:

1. State how many years the organization has provided services for sexual assault victims.
2. Detail the personnel designated to provide sexual assault legal services under the proposed project, including: a) the name and title of each person; and b) how many years each staff person has been providing sexual assault legal services.

Applicants proposing to address the stalking priority area must also:

1. Clearly identify that the applicant has the expertise in providing services to victims of stalking. Include how many years the organization(s) has been providing services for victims of stalking.
2. Detail the personnel designated to provide legal services to victims of stalking, including: a) the name and title of each person; and b) how many years each staff person has been providing services to victims of stalking.

### **Statutory Requirements (Certification Letter) (5 Points Total)**

The Delivery of Legal Assistance Certification must be completed and submitted as described in the "[Other Program Requirements](#)" section.

### **Additional Required Information**

The following documents will not be scored but must be included with the application. Failure to supply this information may result in the application being removed from consideration. 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. The SF-424 is generated when the applicant begins the submission process. 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 as "**Authorized Representative**" must be an individual who has the authority to apply for and accept grant awards on behalf of the organization or jurisdiction.

*Intergovernmental Review:* This solicitation ("funding opportunity") is subject to Executive Order (E.O.) 12372. An applicant may find the names and addresses of state Single Points of Contact (SPOCs) at the following website: <https://www.whitehouse.gov/wp-content/uploads/2017/11/Intergovernmental-Review-SPOC-01-2018-OFFM.pdf>. If the state appears on the SPOC list, the applicant must contact the state SPOC to find out about, and comply with, the state's process under E.O. 12372. In completing the SF-424, an applicant whose state appears on the SPOC list is to make the appropriate selection in response to question 19 once the applicant has complied with its state E.O. 12372 process. (An applicant whose state does not appear on the SPOC list should answer question 19 by selecting the response that the "Program is subject to E.O. 12372 but has not been selected by the state for review.")

#### Assurances and Disclosure of Lobbying Activities

Review the assurances and disclosure forms online. Applicants will be prompted to compile these forms online during the application submission process. All applicants must complete both the *Assurances – Non-Construction Programs* (SF-424B) form and the *Disclosure of Lobbying Activities* (SF-LLL) form. Applicants that expend any funds for lobbying activities must provide the information requested on the SF-LLL. 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

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

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

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

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

At a minimum, the disclosure must describe in pertinent detail: (1) the composition of the body that reviews and approves compensation arrangements for covered persons; (2) the methods and practices used by the applicant nonprofit organization to ensure that no individual with a conflict of interest participates as a member of the body that reviews and approves a compensation arrangement for a covered person; (3) the appropriate data as to comparability of compensation that is obtained in advance and relied upon by the body that reviews and approves compensation arrangements for covered persons; and (4) the written or electronic records that the applicant maintains as concurrent documentation of the decisions with respect to compensation of covered persons made by the body that reviews and approves such compensation arrangements, including records of deliberations and of the basis for decisions. For a sample letter, see the OVW website at <https://www.justice.gov/ovw/resources-applicants>.

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

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



### Pre-Award Risk Assessment

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

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

Federal regulations require that an applicant (1) be registered in SAM.gov prior to submitting an application; (2) provide a valid DUNS number in its application; and (3) continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application under consideration by a federal awarding agency. Also, federal agencies may not make an award to an applicant until that applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with these requirements by the time that OVW is ready to make an award, then OVW may make the determination that the applicant is not qualified to receive an award and use that determination as a basis for making the award to another applicant. See 2 C.F.R. §§ 25.200, 25.205.

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

If the applicant already has an Employer Identification Number (EIN), the SAM registration will take **up to two weeks to process**. If the applicant does not have an EIN, then **the applicant should allow two to five weeks for obtaining an EIN from the Internal Revenue Service. There is no fee associated with these processes. These processes cannot be expedited.** OVW strongly discourages applicants from paying a third party to apply or register on their behalf in an attempt to expedite these processes. To ensure all applicants are able to apply by



the deadline for this solicitation, applicants must have obtained a DUNS number and registered online with the SAM and with [Grants.gov](http://Grants.gov) no later than January 14, 2020.

**Submission Dates and Times**

It is the applicant’s responsibility to ensure that the application is complete and submitted by the deadline. Failure to meet the submission deadline will result in an application not being considered for funding. Applicants should refer to the chart below to ensure that all required steps and deadlines are met.

**Failure to begin the registration or application submission by the deadlines stated in the chart below is not an acceptable reason for late submission.**

Applicant Action and Information	Dates/Deadlines
<b>Apply for a DUNS number</b>	
Obtain a DUNS number at <a href="https://www.dnb.com/">https://www.dnb.com/</a> or call (866) 705-5711.	January 14, 2020
<b>Register with SAM</b>	
Access the SAM online registration through the SAM homepage at <a href="https://www.sam.gov/SAM/">https://www.sam.gov/SAM/</a> and follow the online instructions for new SAM users. If the applicant already has the necessary information on hand, the online registration takes approximately 30 minutes to complete, depending upon the size and complexity of the business or organization. <b>Organizations must update or renew their SAM registration at least once a year to maintain an active status.</b>	January 14, 2020
<b>Register with Grants.gov</b>	
Once the SAM registration is active, the applicant will be able to complete the Grants.gov registration (see <a href="#">Other Submission Requirements</a> for more information on registering for and using Grants.gov).	January 14, 2020.
<b>Submit Letter of Intent</b>	
Legal Assistance for Victims, <a href="mailto:ovw.lav@usdoj.gov">ovw.lav@usdoj.gov</a> (202) 307-6026	January 14, 2020.
<b>Download Updated Version of Adobe</b>	
Applicants are responsible for ensuring that the most up-to-date version of Adobe Acrobat is installed on all computers that may be used to download the grant application package and submit the proposal. To verify if the Adobe software version is compatible with <a href="http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html">Grants.gov</a> , visit the following link: <a href="http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html">http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html</a> .	At least 48 hours before application deadline.
<b>Request Hardcopy Submission, if necessary</b>	
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.lav@usdoj.gov">ovw.lav@usdoj.gov</a> to request permission to submit a hardcopy application.	January 22, 2020.
<b>Begin Application Submission Process</b>	
Applications must be submitted electronically via <a href="http://Grants.gov">Grants.gov</a> or GMS.	Begin 24 – 48 hours prior to the application deadline.

Confirm Application Receipt	
<p>Authorized Organization Representatives (AORs) should closely monitor their email for any notification from <a href="https://www.grants.gov">Grants.gov</a> about a possible failed submission. <b>The AOR is a user role within Grants.gov for a user who is authorized to submit applications on behalf of the organization.</b></p> <p>The AOR should receive a minimum of two emails from <a href="https://www.grants.gov">Grants.gov</a>. One will confirm receipt of the application package. The other will contain either a notice that the application was successfully submitted or a notice that there was an error with the application submission.</p> <p>OVW does not send out these notifications, nor does OVW receive a copy of these notifications. It is the applicant's responsibility to notify OVW of any problems with the application submission process.</p>	<p>Submitting the application at least 48 hours before January 29, 2020 will enable the applicant to receive notice of a failed submission and provide an opportunity to correct the error before the deadline.</p>

### OVW Policy on Late Submissions

Applications submitted after **11:59 p.m. E.T.** on January 29, 2020 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. 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.

To ensure fairness for all applicants, OVW requires that applicants requesting late submission adhere to the following:

### Experiencing Technical Difficulties Beyond the Applicant's Reasonable Control

Issue	Applicant Action	OVW Policy
Issue with SAM or <a href="https://www.grants.gov">Grants.gov</a> Registration	<ol style="list-style-type: none"> <li>1. Register and/or confirm existing registration at least three weeks prior to the application due date to ensure that the individual who will be submitting the application has SAM and <a href="https://www.grants.gov">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>	Failure to begin the SAM or <a href="https://www.grants.gov">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.

Issue	Applicant Action	OVW Policy
Unforeseeable Technical Difficulties	<ol style="list-style-type: none"> <li>1. Contact <a href="https://www.grants.gov">Grants.gov</a> for technical support at least 24 hours prior to the application deadline.</li> </ol>	Common foreseeable technical difficulties for which OVW will

<p>During the Application Submission Process</p>	<ol style="list-style-type: none"> <li>2. Maintain documentation of all communication with <a href="http://Grants.gov">Grants.gov</a> support.</li> <li>3. Prior to the application deadline, contact the POC for this program, via email at <a href="mailto:ovw.lav@usdoj.gov">ovw.lav@usdoj.gov</a> indicating that the applicant is experiencing technical difficulties and would like permission to submit a late application. The email must include the following:           <ul style="list-style-type: none"> <li>• A detailed description of the difficulty that the applicant is experiencing.</li> <li>• The contact information (name, telephone, and email) for the individual making the late submission request.</li> <li>• The complete application packet (Summary Data sheet, Project Narrative, Budget and Budget Narrative, MOU/MOE and Delivery of Legal Assistance Certification.</li> </ul> </li> <li>4. Within 24 hours after the application deadline, the applicant must email the POC for this program at <a href="mailto:ovw.lav@usdoj.gov">ovw.lav@usdoj.gov</a> the following information:           <ul style="list-style-type: none"> <li>• Applicant's DUNS number.</li> <li>• <a href="http://Grants.gov">Grants.gov</a> applicant support.</li> <li>• Other relevant documentation.</li> </ul> </li> </ol>	<p>not approve a late submission request include:</p> <ol style="list-style-type: none"> <li>a. Using an outdated version of Adobe Acrobat.</li> <li>b. Attachment rejection. (To ensure that attachments are not rejected, attachment names should only include allowable characters. See "<a href="#">Other Submission Requirements</a>").</li> </ol> <p>Through <a href="http://Grants.gov">Grants.gov</a>, OVW can confirm when submission began. Applicants that start the submission process less than 24 hours before the deadline will not be considered for late submission. 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.</p>
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Issue	Applicant Action	OVW Policy
<p>Severe Inclement Weather of Natural Disaster</p>	<ol style="list-style-type: none"> <li>1. Contact the POC for this program at <a href="mailto:ovw.lav@usdoj.gov">ovw.lav@usdoj.gov</a> as soon as the applicant is aware of severe weather or a natural or manmade disaster that may impede the submission of an application by the deadline. The email should include a detailed description of the weather event or natural or manmade disaster. A detailed description includes when the event occurred, or is likely to occur, the impacted area, and the specific impact on the applicant and/or partners' ability to submit the application by the deadline (e.g., without power for "x" days, office closed for "x" days). If the application is complete and ready for submission at the time the applicant notifies the POC, it should be included with the email.</li> <li>2. Applicants impacted by severe weather or a natural or manmade disaster occurring on the deadline must contact OVW within 48 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>

Submission of the required documents to the POC is not an approval of a late application submission request. OVW will review the information provided, consider the request, and inform the applicant of its decision within 30 days of the request.

### **Funding Restrictions**

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

#### Unallowable Costs

The costs associated with the activities listed below are unallowable and 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.

### Research and Assessments

Grantees under this program are prohibited from using OVW funds to conduct research, which is defined in 28 C.F.R. § 46.102 as a systematic investigation designed to develop or contribute to generalizable knowledge. Surveys and focus groups, depending on their design and purpose, may constitute research and therefore be out of scope.

However, grantees may use funds (up to one percent of the award) to assess their work for internal improvement purposes only, such as by convening a listening session to identify service gaps in the community, or surveying training participants about the quality of training content and delivery. Applicants considering such assessments must refer to the OVW research decision tree in the Solicitation Companion Guide to ensure that the activity does not qualify as human subjects research. The [Solicitation Companion Guide](#) also provides additional information on federal requirements related to research, assessments, and surveys.

### 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 **(800) 518-4726**.

**Note:** [Grants.gov](https://www.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](https://www.grants.gov) is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below.

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

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

### Submitting a Grant Application

In 2017, Grants.gov 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>.

[Grants.gov](https://www.grants.gov) Applicant Support can be reached at 1-800-518-4726 or [support@grants.gov](mailto:support@grants.gov) 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, capacity of the applicant and any partners, 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 LAV Grant Program, scoring will be as follows:

1. Summary data sheet: (5) points.
2. Project narrative: (55) points, of which:
  - A. Purpose of the project: (10) points.
  - B. What will be done: (30) points.
  - C. Who will implement: (15) points.
3. Budget detail worksheet and narrative: (15) points.
4. MOU/MOE: (20) points.
5. Statutory Requirements (Certification Letter): (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 based on the criteria outlined in this solicitation. OVW may use internal reviewers, external reviewers, or a combination of both.

#### Programmatic Review

All applications that are considered for funding will be subject to a programmatic review. The programmatic review consists of assessing the application for compliance with the program's scope, activities that compromise victim safety, and, if applicable, past performance and priority area review. OVW reserves the right to deduct points from applications for the following reasons:

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

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

As a part of the programmatic review process described above, applicants with current or recently closed OVW awards will be reviewed for past performance and risk based on the elements listed below:

1. Demonstrated effectiveness of the current project indicated by timely progress toward meeting project goals and objectives.
2. Demonstration that past activities supported with OVW grant funds have been limited to program purpose areas.
3. Adherence to all special conditions of existing grant award(s) from OVW.
4. Adherence to programmatic and financial reporting requirements, including timely submission of required reports.
5. Completion of close-out of prior awards in a timely manner.
6. Appropriate use of and active participation in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current or recent award.
7. Receipt of financial clearances on all current or recent grants from OVW.
8. Timely resolution of issues identified in any audit or on-site financial or programmatic monitoring visit.



9. Adherence to the Office of Management and Budget single-audit requirement.
10. Timely expenditure of grant funds.
11. Adherence to the requirements of the [DOJ Financial Guide](#).

Prior to making an award, OVW is required to review and consider any information about applicants included in the designated integrity and performance system accessible through SAM (currently FAPIIS). Applicants may review and comment on information in FAPIIS about themselves that another federal awarding agency has previously entered. OVW will consider the applicant's comments as well as other information available in FAPIIS in making its judgment about the risk posed by making an award to the applicant as described in 2 C.F.R. § 200.205.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the OVW Director, who also may give consideration to factors including, but not limited to, reaching underserved populations, geographic diversity, OVW priorities, past performance, and available funding when making awards. All award decisions are final and not subject to appeal.

#### High-Risk Grantees

Based on DOJ's assessment of each grantee with regard to current or previous funding, unresolved audit issues, delinquent programmatic and fiscal reporting, and prior performance, a grantee may be designated "high risk." Awards to high-risk grantees may carry special conditions such as increased monitoring and/or prohibitions on drawing down 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, 2020.

## ***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 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. Additional information on the civil rights obligations of OVW funding recipients can be found in the [Solicitation Companion Guide](#) under “Civil Rights Compliance.”

#### Accessibility

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

#### **Reporting**

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

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

For assistance with the requirements of this solicitation, contact the following: for programmatic questions, contact the POC for this program at (202) 307-6026 or [ovw.lav@usdoj.gov](mailto:ovw.lav@usdoj.gov), for financial questions, contact (202) 307-6026 or [ovw.qfmd@usdoj.gov](mailto:ovw.qfmd@usdoj.gov), and for technical support, contact (800) 518-4726 for Grants.gov Applicant Support.

### ***H. Other Information***

#### **Application Checklist**

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

Application Document	Date Completed
1. Letter of Intent	
2. Summary Data Sheet	
3. Project Narrative: a) Purpose of the Application. b) What Will Be Done. c) Who Will Implement.	
4. Proposal Abstract	
5. Budget Detail Worksheet and Narrative	
6. Memorandum of Understanding/Memorandum of Exemption	
7. Application for Federal Assistance: SF 424	
8. Assurances (SF 424B) and Disclosure of Lobbying Activities (SF-LLL)	
9. Applicant Financial Capability Questionnaire (if applicable)	
10. Confidentiality Notice Form	
11. Disclosure of Process Related to Executive Compensation	
12. Pre-Award Risk Assessment	
13. Indirect Cost Rate Agreement (if applicable)	
14. Letter of Nonsupplanting	
15. Delivery of Legal Assistance Certification Letter	

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.