



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

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**\*\*\* REVISED \*\*\***

**(Revisions made to application deadline and Program Point  
of Contact telephone number)**

**OVW Fiscal Year 2020  
Research and Evaluation Initiative Solicitation**

Release date: on or about January 15, 2020

**Eligibility**

Eligible applicants are: States, units of local government, federally recognized Indian tribal governments, nonprofit organizations, and institutions of higher education. (See [Eligibility Information](#))

**Deadlines**

**Applications are due by 11:59 p.m. Eastern Time (E.T.) on April 8, 2020.**  
(See [Submission Dates and Times](#))

**Registration:** 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 complete these steps immediately, and no later than February 28, 2020. (See [Registration](#))

**Letter of Intent:** Applicants are encouraged to submit a non-binding Letter of Intent to [Virginia.Baran@usdoj.gov](mailto:Virginia.Baran@usdoj.gov) by February 28, 2020. This letter confirms the applicant has registered with SAM and Grants.gov. Submitting a letter will not obligate a potential applicant to submit an application. Applicants who do not submit a letter of intent are still eligible to apply. (See [Letter of Intent](#))

**Contact Information**

For assistance with the requirements of this solicitation, email [Virginia.Baran@usdoj.gov](mailto:Virginia.Baran@usdoj.gov). Alternatively, interested parties may call OVW at (202) 598-9445.

## Submission and Notification Information

**Submission:** Applications for this initiative will be submitted through Grants.gov. For technical support with Grants.gov, contact Grants.gov Applicant Support at 1 (800) 518-4726.

The [Grants.gov](#) number assigned to this announcement is OVW-2020-18032.

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

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**Federal Award Information:**

Funding Type:	Grants
Estimated Total Funding:	Approximately \$3 million
Expected Number of Awards:	Approximately 6
Award Ceiling:	Depends on topic area - \$450,000 to \$1 million
Award Floor:	None
Registration Due:	February 28, 2020
Letter of Intent Due:	February 28, 2020
Application Due:	April 8, 2020
Anticipated Start Date:	November 1, 2020
Length of Award Period:	12 – 36 months

**OVW Fiscal Year 2020  
Research and Evaluation Initiative  
(CFDA 16.026)**

***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 (CCR) to hold offenders accountable and serve victims.

**Statutory Authority**

VAWA authorizes OVW to set aside up to three percent of available funds from OVW programs to conduct evaluations of promising practices or problems emerging in the field or related research. See: 34 U.S.C. § 12291(b)(7).

**About the Initiative**

The purpose of the Research and Evaluation (R&E) Initiative is to research and evaluate approaches to combatting domestic violence, dating violence, sexual assault, and stalking (hereafter referred to as “VAWA crimes”). By generating more knowledge about strategies for serving victims and holding offenders accountable, communities that benefit from VAWA funding will be better equipped to align their work with practices that are known to be effective, and they will be more capable of generating empirical knowledge on the efficacy of new and promising ways of doing things. The initiative is designed to support researcher-practitioner partnerships and a broad range of research and evaluation methods, including qualitative, mixed-method, and quasi-experimental, and experimental designs. Because OVW has very limited funds to support research and evaluation, this initiative prioritizes topics for which a stronger evidence base would help OVW grantees use federal funds most effectively.<sup>1</sup>

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<sup>1</sup> For a list of R&E awards made in previous years, see: <https://www.justice.gov/ovw/awards>.

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## Scope of the Initiative

Activities supported by this program are determined by statute, federal regulations, and OVW policies and priorities. If an applicant receives an award, the 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 federal award recipients, the conditions of the award, and federal regulations related to human subjects research.

### AREAS OF STUDY

OVW is interested in funding research and evaluation to contribute to knowledge in the six areas of study listed below.

1. **Justice:** Ways the justice system can effectively pursue and achieve justice in cases involving VAWA crimes.
2. **Victims' needs:** How victimization and its aftermath affect people's lives, and what victims need to cope, heal, and achieve safety and justice.
3. **Cultures, disparities, and access:** Ways that cultural differences and social inequalities matter in terms of where and to whom people go for help, and whether people are able to access justice and get services that are useful to them.
4. **Impact:** Short- and long-term impact of the justice system's response, victim services, and other VAWA-funded interventions on victim safety and offender accountability.
5. **Indicators of success:** What success looks like and how to measure it—for victims pursuing safety and justice, for offenders being held accountable for their violence, and for people who work with victims and offenders.
6. **Reducing recidivism:** How to prevent violence from recurring.

## Priority Areas

In FY 2020, OVW is interested in supporting the priority areas identified below. The topics for research and evaluation listed in the next section align with these priorities.

- Reduce violent crime against women and promote victim safety through investing in law enforcement, increasing prosecution, and promoting effective prevention.
- Empower victims to become survivors by growing them past their vulnerabilities to a place of self-sufficiency.
- Increase efforts to combat stalking.
- Address the specific challenges that rural communities face in responding to VAWA crimes.

## Topics for Research and Evaluation

This year, OVW invites applications addressing one or more of the topics listed below.

1. **Evaluations of VAWA-funded interventions, particularly criminal justice interventions.** "VAWA-funded intervention" refers to any activity that is funded, or could potentially be funded, through OVW grant programs to address VAWA crimes. OVW is especially interested in studying the effectiveness of interventions that meet any of the

following criteria: a) cut across multiple grant programs; b) are used by law enforcement, prosecutors, and/or courts to combat VAWA crimes; c) involve training criminal justice professionals; d) are a component of a CCR; and/or e) are specifically designed to work in rural areas.

2. **Evaluation of training curricula, tools, and other technical assistance (TA) resources developed and implemented with OVW grant funds.** *Note: OVW TA providers can be practitioner partners on R&E applications under this topic, but may not apply to lead an evaluation of their own TA/training.*
3. **Research on stalking and cyberstalking**, including descriptive research and evaluations of interventions designed to combat stalking.
4. **Longitudinal research comparing the effectiveness of transitional housing models** for helping victims establish safety and self-sufficiency.

Applications proposing research that does not correspond to one of the topics described above will not be considered for FY 2020 R&E funding.

### **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. Information on activities that compromise victim safety and recovery or undermine offender accountability can be found in the [Solicitation Companion Guide](#).

### **Out-of-scope Activities**

The activities listed below are outside the R&E Initiative's scope and will not be supported. See also the list of unallowable costs in the [Funding Restrictions](#) section.

- Proposals to conduct needs assessment activities exclusively for the purpose of program improvement. (Refer to the OVW research decision tree on page nine of the [Solicitation Companion Guide](#).)
- Proposals primarily to purchase equipment, materials, or supplies. (A budget may include these items if they are necessary to conduct the proposed study.)
- Proposals that are not responsive to this specific solicitation.
- Programs or services unrelated to the scope of the research project or the intervention being evaluated.
- Training in support of programs or direct services unrelated to or, unassociated with, the proposed research project.

Applications proposing activities that are substantially out-of-scope may be eliminated from consideration.

## ***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.

OVW may share R&E application information and peer review outcomes with the National Institute of Justice (NIJ). Both OVW and NIJ have FY 2020 funding for violence against women research, but each office must consider program scope, current priorities, and availability of funds in making funding decisions. In the event that an application fares well in peer review but cannot be funded this year by OVW, and in the event that the application aligns closely with NIJ's priorities, OVW may give NIJ the option of funding it. If NIJ elects to fund an application initially submitted under the OVW FY 2020 R&E Initiative solicitation, the applicant will be contacted before an award is made, to give the applicant the option of accepting or declining funding from a source other than the one to which the applicant applied.

### **Award Period and Amounts**

For topics 1 – 3 (see [Topics for Research and Evaluation](#)), applicants can request award periods ranging from 12 months to 36 months, and maximum total project funding of \$450,000. The budget cap of \$450,000 includes direct and indirect costs.

For topic 4 (transitional housing), applicants may design a proposal for up to \$1 million for up to 60 months (five years) but may request funding to carry out no more than 36 months of the proposal. An award made under this topic area will supply funding for the first 12, 24, or 36 months of the project only. Funds to carry out the remainder of the project, for a maximum total amount of \$1 million and maximum duration of 60 months, will be awarded noncompetitively in future years, provided that sufficient funding is available and there are no performance or financial issues to preclude OVW from issuing supplemental funding.

Budgets, including the total estimated funding requested on the SF-424, must reflect the requested project duration (no more than 36 months). Generally, the award period will begin on November 1, 2020. R&E awards typically are in the range of \$300,000 to \$450,000. OVW estimates that it will make approximately five awards for an estimated total of \$3,000,000.

OVW has the discretion to make awards for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants before making an award. Awards will be made as grants.

### **Program Requirements**

This section describes the requirements of the R&E Initiative, including methodological principles to which grantees must adhere, regulations regarding confidentiality and human subjects protection, and expected products.

#### METHODOLOGICAL PRINCIPLES

Any project funded under this solicitation must adhere to the methodological principles listed below. OVW will only support research methods that:

- Are well-matched to the purpose of the research and build on existing evidence.
- Uphold victim safety as the paramount objective, with the understanding that scientific progress is always subordinate to that objective.
- Are likely to yield findings that have practical utility for victim services providers and the justice system.
- Are developed collaboratively between researchers and practitioners.<sup>2</sup>
- Place as minimal a burden as possible on crime victims, offenders, and systems.
- Operate from a cogent theoretical framework.
- Have been approved by an Institutional Review Board (IRB) if they involve human subjects research.

OVW will not support research that:

- Prioritizes scientific rigor over practical value or ethics, ethics being broadly defined and not limited to published standards.
- Is minimally useful to practitioners.
- Offers minimal cost benefit.
- Lacks a clear theoretical foundation.
- Is designed to generate descriptive findings that emphasize vulnerabilities and neglect strengths of specific populations. (For instance, a study that examines risk-taking behavior among members of a certain population, without testing any strategies for serving the target population, is not of value to OVW.)

#### CONFIDENTIALITY AND HUMAN SUBJECTS PROTECTION

Any recipient of an award under this solicitation will be required to comply with DOJ regulations on confidentiality and human subjects' protection. See *Human Subjects and Privacy Protection*, at: <https://nij.ojp.gov/funding/human-subjects-and-privacy-protection>.

#### EXPECTED PRODUCTS

OVW expects products to result from each award under this solicitation, taking the form of all of the following:

- One or more scholarly products, meaning published, peer-reviewed, scientific journal articles, and/or (if appropriate) law review journal articles, book chapter(s) or book(s) in the academic press.
- One or more products written in layperson's terms and intended for practitioners and/or the general public.

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<sup>2</sup> Researcher-practitioner partnerships should be a learning experience for both researchers and practitioners, with researchers and practitioners holding equal status on the project and both standing to benefit comparably from the work.

- One or more presentations made via webinar or conferences.

### **C. Eligibility Information**

Applications submitted by ineligible entities or failing to meet all eligibility requirements will not be considered for funding. In addition, an application that is deemed deficient in one or more of the following categories may not be considered for funding: 1) [activities that compromise victim safety](#), 2) [out-of-scope activities](#), 3) [unallowable costs](#), 4) [pre-award risk assessment](#), 5) [completeness](#), and 6) [timeliness](#). 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 R&E Initiative funding:

- States (including territories).
- Units of local government.
- Federally recognized Indian tribal governments.
- Nonprofit organizations.
- Institutions of higher education.

Foreign governments, foreign organizations, and foreign institutions of higher education are not eligible to apply.

OVW welcomes applications that involve two or more entities; however, one eligible entity must be the applicant and the other(s) must be proposed as the subrecipient(s). The applicant must be the entity with primary responsibility for conducting and leading the research. If successful, the applicant will be responsible for monitoring and appropriately managing any subrecipients or, as applicable, for administering any procurement subcontracts that would receive federal program funds from the applicant under the award.

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.

#### **Number of Applications**

An eligible applicant may submit more than one application, as long as each application proposes a different project in response to the solicitation. (If an applicant submits multiple versions of the same application, OVW will review only the most recent system-validated version submitted.) Subrecipients may be part of multiple proposals.

Applicants should be aware that FY 2020 R&E applications will most likely be reviewed through the same peer review mechanism as NIJ's Violence Against Women Research applications. OVW's and NIJ's FY 2020 solicitations stipulate different research priorities and funding caps; however, if an applicant submits the same application under both OVW's and NIJ's solicitations, the application will be reviewed and scored only once, and against the scoring criteria of the solicitation with which the application appears on its face to be most aligned in terms of scope.

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

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

The complete application package (this solicitation, including links to required forms) is available at Grants.gov and on the [OVW website](#). Applicants wishing to request a paper copy of these materials should contact [Lucille.Moran@usdoj.gov](mailto:Lucille.Moran@usdoj.gov) or call OVW at (202) 598-9445.

### **Letter of Intent**

Applicants are encouraged to submit a letter of intent. The letter should state that the applicant is registered and current with SAM and with Grants.gov. The letter should be sent to [virginia.baran@usdoj.gov](mailto:virginia.baran@usdoj.gov) by February 28, 2020. This letter will not obligate the applicant to submit an application. See <https://www.justice.gov/ovw/resources-applicants> for a sample letter.

### **Content and Format of Application**

The information below describes the content and format requirements to which applications must adhere. For a complete checklist of the application contents, see the [Other Information](#) section in this solicitation.

#### **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:

- Double spaced (Project Abstract, Summary Data Sheet and charts may be single spaced).
- 8½ x 11 inch paper.
- One-inch margins.
- Type no smaller than 12 point, Times New Roman or Arial.
- Correctly numbered pages.
- No more than 30 pages for the Project Narrative (excludes the title page and table of contents and figures).
- Documents in these formats: Microsoft Word (.doc), PDF files (.pdf), or text files (.txt)
- Headings and subheadings that correspond to the sections identified in this section of the solicitation

## APPLICATION CONTENTS

Applications must be responsive to the scope and criteria of this solicitation, and must include the documents listed below.<sup>3</sup> Applications that do not include items 1 through 4 may be considered substantially incomplete and not be considered for funding:

1. Project Abstract.
2. Project Narrative.
3. Budget Detail Worksheet and Narrative.
4. Appendices. (While an application missing any of the required appendices will not automatically be removed from consideration, OVW has the discretion to deem an application unresponsive if it is missing significant required items.)

**Note for applicants applying under topic 4 (transitional housing): The abstract, project narrative, and all other application items except for the budget and budget narrative should cover all activities and phases of the project, for a maximum duration of five years. The proposed budget and budget narrative should include only the first 36 months of the project.**

## PROJECT ABSTRACT

Project abstracts must follow the detailed template available at:

[www.nij.gov/funding/documents/nij-project-abstract-template.pdf](http://www.nij.gov/funding/documents/nij-project-abstract-template.pdf).

The abstract is an important part of the application, and serves as an introduction to the proposed project. OVW uses the project abstract for a number of purposes, including assignment of the application to an appropriate review panel. If the application is funded, the abstract typically will become public information and be used to describe the project.

The abstract should summarize the proposed project in 250-400 words. It should be:

- Written for a general public audience.
- Submitted as a separate attachment with “Abstract” as part of its file name.
- Single-spaced, using a standard 12-point font with one-inch margins.

The abstract will **not** count against the page limit for the project narrative.

## PROJECT NARRATIVE

The project narrative must not exceed 30 double-spaced pages in 12-point font with one-inch margins. It should have a title page (listing the project title, submission date, and name and contact information for the applicant’s Authorizing Official and Principal Investigator), as well as a table of contents and figures. If included in the main body of the Project Narrative rather than in the appendices, the tables, charts, figures, and other illustrations will count toward the 30-page limit for the narrative section. The title page, abstract, appendices (including appended tables, charts, and figures), and government forms do **not** count toward the 30-page limit.

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<sup>3</sup> Note: Some of the forms that OVW requires R&E applicants to submit are standard forms used by the Office of Justice Programs (OJP) and NIJ. Links are provided as appropriate.

Following the title page and table of contents and figures, the project narrative must include these five sections:

- 1. Statement of the problem**, weighted at **10%**, must include:
  - The [Topic](#) the proposed project will address.
  - Purpose, goals, and objectives of the proposed project.
  - A review of relevant literature.
  - Statement as to how the study is expected to contribute to one or more of the six [Areas of Study](#).
- 2. Project design and implementation**, weighted at **50%**, must include:
  - An explanation of the theoretical foundation on which the proposed study is based.
  - A description of a sound research design and appropriate analytic methods, including research questions, hypotheses, description of sample,<sup>4</sup> and analysis plan, all of which must align with [Methodological Principles](#).
  - A discussion of potential pitfalls of the proposed project design and how the applicant will minimize and/or mitigate them.
- 3. Potential impact**, weighted at **15%**, must include:
  - Implications for practice and policy in victim services and the justice system response to VAWA crimes.
- 4. Capabilities and competencies**, weighted at **20%**, must include:
  - Description of the applicant's qualifications and the qualifications of key staff and partners.
  - An approach and a management plan that reflect a strong researcher-practitioner partnership.
- 5. Dissemination plan**, weighted at **5%**, must include:
  - A brief description of a plan to produce at least one scholarly product (see [Expected Products](#)) and make findings available to broader audiences, including practitioners, through written material and interactive formats, such as conferences or webinars.

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<sup>4</sup> If the applicant is proposing an experimental or quasi-experimental design, a power analysis must be included.

## APPENDICES

The following appendices are not counted against the page limit for the Project Narrative:

1. **Summary data sheet**, which must include:
  - a. Statement as to whether the applicant (the organization whose DUNS number is being used for the application) will serve as a fiscal agent/sponsor for an entity or entities that will implement the project, and the applicant itself will not be involved with implementation of the project beyond issuing subaward(s) to these entities. If this is the case, the applicant also must list these subrecipients and include a statement acknowledging that, should an award be made, the applicant will be responsible for all applicable statutory, fiscal, and programmatic requirements, including those of [2 C.F.R. Part 200](#), as well as all project deliverables. In such situations, the fiscal agent/sponsor must be an eligible applicant for the program.
  - b. 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.
  - c. 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.
  - d. 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.
2. **Bibliography/references.**
3. **Any tools/instruments, questionnaires, tables/charts/graphs, or maps** pertaining to the proposed project that are supplemental to such items included in the main body of the narrative.
4. **Curriculum vitae** or resumes of the Principal Investigator(s) and key project partners.
5. **Proposed Project Staff, Affiliation, and Roles Form**, for the purposes of avoiding any conflicts of interest during the peer review process. Provide a list (to the extent known) of all proposed project staff members, including those affiliated with the applicant organization or any proposed subrecipient organization(s), any proposed consultant(s) and contractors (whether individuals or organizations), and any proposed members of an advisory board for the project (if applicable). The list must include, for each individual and organization: name, title (if applicable), employer or other organizational affiliation, and roles and responsibilities proposed for the project. Applicants should use the *Proposed Project Staff, Affiliation, and Roles* form available at [www.nij.gov/funding/documents/nij-project-staff-template.xlsx](http://www.nij.gov/funding/documents/nij-project-staff-template.xlsx) to provide this listing.
6. **Proposed project timeline and expected milestones.**

7. **Human Subjects Protection paperwork.** This is documentation and forms related to Institutional Review Board (IRB) review. See [nij.gov/funding/humansubjects/Pages/welcome.aspx](https://nij.gov/funding/humansubjects/Pages/welcome.aspx), and note that final IRB approval is **not** required at the time an application is submitted.
8. **Privacy Certificate.** For further information and a model privacy certificate, see [nij.gov/funding/humansubjects/pages/confidentiality.aspx](https://nij.gov/funding/humansubjects/pages/confidentiality.aspx) and <https://nij.ojp.gov/funding/model-privacy-certificate>.
9. **Letters of commitment** from organizations or agencies serving as partner entities and/or collaborating on the project, such as victim services organizations, law enforcement agencies, prosecutors' offices, etc. Letters of commitment must be dated and signed by the partnering entity's Authorized Representative.

*Budget note regarding partner entities:* In general, partners that will be receiving funds to carry out a portion of the award should be treated as subrecipients in the proposed budget, not contractors. For more information see 2 C.F.R. § 200.330 and the [Solicitation Companion Guide](#).

10. **Data archiving plan.** OVW will require through special award conditions that data sets, resulting in whole or in part from projects funded under this solicitation, be submitted for archiving with the National Archive of Criminal Justice Data (NACJD) (see [www.nij.gov/funding/data-resources-program/applying/Pages/data-archiving-strategies.aspx](https://www.nij.gov/funding/data-resources-program/applying/Pages/data-archiving-strategies.aspx)). Applications must include as an appendix a brief plan – labeled “Data Archiving Plan” – to comply with data archiving requirements. The plan must provide brief details about proposed data management and archiving, including submission to OVW (through NACJD) of all files and documentation necessary to allow for future efforts by others to reproduce the project's findings and/or to extend the scientific value of the data set through secondary analysis. Pertinent files and documentation include, among other things, qualitative and quantitative data produced, instrumentation and data collection forms, codebook(s), any specialized programming code necessary to reproduce all constructed measures and the original data analysis, description of necessary de-identification procedures, and (when required) a copy of the privacy certificate and informed consent protocols.

The plan should be one or two pages in length and include the level of effort associated with meeting archiving requirements. Note that required data sets are to be submitted 90 days before the end of the project period unless the recipient receives different instructions from OVW.

11. **Applicant disclosure of pending applications.**<sup>5</sup> Applicants must disclose whether they have pending applications for federally funded grants or subgrants that include requests for funding to support the same project being proposed under this solicitation and will cover identical cost items outlined in the budget narrative and worksheet in the application submitted under this solicitation. The disclosure must include both direct applications for federal funding (i.e., applications to federal agencies) and indirect applications for such funding (e.g., applications to state agencies that will subaward federal funds).

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<sup>5</sup> The applicant is not the Principal Investigator; rather, the applicant is usually the institution or organization at which the Principal Investigator is employed.

OVW seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months: the federal or state funding agency, the solicitation name/project name, and the point of contact information at the applicable funding agency.

Applicants must include this information as a separate attachment, in a table format, with the file name "Disclosure of Pending Applications," to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., "[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application submitted under this solicitation.").

**12. Documentation of Research and Evaluation Independence and Integrity.** In order to receive funds, the applicant must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity, both in this proposal and as it may relate to the applicant's other current or prior related projects. This documentation may be included as an attachment to the application that addresses both i. and ii. below.

i. For purposes of this solicitation, applicants must document research and evaluation independence and integrity by including, at a minimum, one of the following two items:

a. A specific assurance that the applicant has reviewed its proposal to identify any research integrity issues (including all principal investigators and subrecipients) and it has concluded that the design, conduct, or reporting of research and evaluation funded by OVW grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of part of its staff, consultants, and/or subrecipients responsible for the research and evaluation or on the part of the applicant organization.

OR

b. A specific listing of actual or apparent conflicts of interest that the applicant has identified in relation to this proposal. These conflicts could be either personal (related to specific staff, consultants, and/or subrecipients) or organizational (related to the applicant or any subgrantee organization). Examples of potential investigator (or other personal) conflict situations may include, but are not limited to, those in which an investigator would be in a position to evaluate a spouse's work product (actual conflict), or an investigator would be in a position to evaluate the work of a former or current colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that specific project or a location implementing the project (whether funded by OVW or other sources), as the

organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on the objectivity and reliability of an evaluation or research product is a problem and must be disclosed.

- ii. In addition, for purposes of this solicitation applicants must address the issue of possible mitigation of research integrity concerns by including, at a minimum, one of the following two items:
  - a. If an applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant must provide a brief narrative explanation of how and why it reached that conclusion. Applicants must also include an explanation of the specific processes and procedures that the applicant will put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest.

OR

- b. If the applicant has identified specific personal or organizational conflicts of interest in its proposal during this review, the applicant must propose a specific and robust mitigation plan to address conflicts noted above. At a minimum, the plan must include specific processes and procedures that the applicant will put in place to eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan will be accepted as proposed.

Considerations in assessing research and evaluation independence and integrity include, but are not limited to: the adequacy of the applicant's efforts to identify factors that could affect the objectivity or integrity of the proposed staff and/or the organization in carrying out the research; and the adequacy of the applicant's existing or proposed remedies to control any such factors.

13. **Summary of Current and Recent OVW Projects, and Pending Applications for OVW Funding (if applicable).** If the applicant has another application pending with OVW as of the closing date of this solicitation, or is a direct recipient (not a subrecipient) of a current grant or cooperative agreement under any OVW program, or of an award that has been closed within the last 12 months from the date this solicitation closes, information about those awards and pending applications must be provided in a table using the format found in the [Appendix](#). The table must:

- Identify all grants by OVW program, award number and project period (if current or recent).
- Specify the total funding amount for each current grant (initial and supplemental amounts, if applicable).
- Specify the total funds remaining in each current grant as of the date of application.
- State whether an extension will be needed to complete a current project.
- Briefly explain the nexus, if any, between any current or pending OVW project and the proposed research project.

Note that R&E applications are reviewed separately from applications to any other OVW grant program. A nexus between the proposed research project and a pending application with another OVW grant program may factor into OVW's funding decisions under this solicitation. Applicants should consider that project feasibility is a criterion considered by peer reviewers in assessing the Project Narrative.

#### BUDGET DETAIL WORKSHEET AND NARRATIVE

Applications must include a detailed budget and budget narrative. A sample Budget Detail Worksheet and webinar on creating a budget are available on the OVW website at <https://www.justice.gov/ovw/resources-applicants>. Keep in mind that budgetary requirements vary among OVW funding opportunities.

For topics 1 – 3 (see [Topics for Research and Evaluation](#)), applicants can request award periods ranging from 12 months to 36 months, and maximum total project funding of \$450,000. The budget cap of \$450,000 includes direct and indirect costs. Budgets, including the total estimated funding requested on the SF-424, must reflect the requested project duration. Generally, the award period will begin on November 1, 2020.

For topic 4 (transitional housing), applicants may design a proposal for up to \$1 million for up to 60 months (five years) but may request funding to carry out no more than 36 months of the proposal. An award made under this topic area will supply funding for the first 12, 24, or 36 months of the project only. Funds to carry out the remainder of the project, for a maximum total amount of \$1 million and maximum duration of 60 months, will be awarded noncompetitively in future years, provided that sufficient funding is available and there are no performance or financial issues to preclude OVW from issuing supplemental funding.

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:

- Display a clear link between the specific project activities and the proposed budget items and not contain items that are not supported by the project narrative.
- Compensate all project partners appropriately.
- Follow NIJ's guidance for determining and justifying [research participant costs and incentives](#). Applicants' budgets can request OVW approval to provide research participant

stipends to cover the cost of participants' time, transportation, gas, and other incidentals (excluding food and beverages). A stipend, which can be in the form of cash, is not a salary, honorarium, incentive, or fee.

- 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 F. [Federal Award Administration Information](#) for more information.
- Distinguish clearly between subawards and contracts in allocating any grant funds to other entities. Pursuant to 2 C.F.R. § 200.330, a subaward is for the purpose of carrying out a portion of the federal award, such as compensating an MOU partner, and a contract is for the purpose of obtaining goods and services for the grantee's own use. The substance of the relationship is more important than the form of the agreement in determining whether the recipient of the pass-through funds is a subrecipient or a contractor. The awarding and monitoring of contracts must follow the recipient's documented procurement procedures, including full and open competition, pursuant to the procurement standards in 2 C.F.R. §§ 200.317-200.329. The issuance and monitoring of subawards must meet the requirements of 2 C.F.R. § 200.331, which includes oversight of subrecipient/partner spending and monitoring performance measures and outcomes attributable to grant funds. For more information, see the sample Budget Detail Worksheet and the [Solicitation Companion Guide](#) on the OVW website at <https://www.justice.gov/ovw/resources-applicants>.

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

## Additional Required Information

The following documents 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: Intergovernmental Review:* This solicitation ("funding opportunity") is **not** subject to Executive Order (E.O.) 12372. (In completing the SF-424, an applicant is to answer question 19 by selecting the response that the "Program is not covered by E.O. 12372.")

#### 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 application 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% of modified total direct costs, which may be used indefinitely. This includes state, local, and tribal governments that have never negotiated an indirect cost rate with the federal government and receive less than \$35 million in direct federal funding per year.

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

#### LETTER OF NONSUPPLANTING

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

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

Applicants for federal grants and cooperative agreements are required to have a Data Universal Number System (DUNS) number to submit an application. A DUNS number is a unique, nine-character identification number provided by the commercial company 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 no later than February 28, 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 completed/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="http://www.dnb.com/us/">http://www.dnb.com/us/</a> or call 1 (866) 705-5711.	By Feb. 28, 2020
<b>Register with SAM</b>	
Access the SAM online registration through the SAM homepage at <a href="https://SAM.gov">https://SAM.gov</a> and follow the 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 on 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>	By Feb. 28, 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).	By Feb. 28, 2020
<b>Submit letter of intent</b>	
Email to: <a href="mailto:virginia.baran@usdoj.gov">virginia.baran@usdoj.gov</a>	By Feb. 28, 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 Grants.gov, 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, which is 11:59 PM E.T. on April 8, 2020.

Applicant Action and Information		Dates / Deadlines
<b>Request hardcopy submission, if necessary</b>		
Applicants that cannot submit an application online due to lack of internet access must contact Lucy Moran at (202) 532-4460 / <a href="mailto:Lucille.Moran@usdoj.gov">Lucille.Moran@usdoj.gov</a> to request to submit a hardcopy.	By Feb. 28, 2020	
<b>Begin and complete application submission</b>		
Applications must be submitted in Grants.gov.	Start at least 48 hrs. before deadline: April 8, 2020.	
<b>Confirmation of application receipt</b>		
<ol style="list-style-type: none"> <li>1. Authorized Organization Representatives (AORs) should closely monitor their email for any notification from Grants.gov about a possible failed submission. <b>The AOR is a user role within Grants.gov for a user who is authorized to submit applications on behalf of the organization.</b></li> <li>2. The AOR should receive a minimum of two emails from Grants.gov. One will confirm receipt of the application package. The other will contain either a notice that the application was successfully submitted or a notice that there was an error with the application submission.</li> </ol> <p>OVW neither sends nor receives these notifications. It is the applicant's responsibility to notify OVW of any problems with the application submission.</p>	Submitting the application at least 48 hrs. before the April 8, 2020 application deadline will enable the applicant to receive notice of a failed submission and provide an opportunity to correct the error before the deadline.	

### OVW Policy on Late Submissions

Applications submitted after **11:59 p.m. E.T.** on April 8, 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 steps and requirements outlined below.

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

Severe Inclement Weather or Natural Disaster	
<ol style="list-style-type: none"> <li>1. Document when the weather/natural disaster occurred, the affected area, and the specific impact on the applicant/partners (e.g., without power for x days, office closed for x days).</li> <li>2. Contact OVW as soon as possible and provide info described in #1.</li> <li>3. Contact OVW at least 24 hours prior to the solicitation closing if you need to request a late submission. Applicants affected by severe weather or a natural disaster occurring on the due date can contact OVW as soon as possible and up to 72 hours after the due date.</li> </ol>	OVW may not be able to accommodate a request resulting from severe weather or a natural disaster but will do its best.

Experiencing Technical Difficulties Beyond the Applicant's Reasonable Control		
Issue	Applicant Action	OVW Advice
Issue with <a href="#">SAM</a> or Grants.gov 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 person who will be submitting the application has <a href="#">SAM</a> and Grants.gov access.</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 you become aware of a problem with registration, and no later than 14 days before the application due date.</li> </ol>	<ol style="list-style-type: none"> <li>1. Failure to begin the SAM or Grants.gov registration process in sufficient time (i.e., by the date identified in this solicitation) is not an acceptable reason for late submission.</li> <li>2. Ensure that the person who will be submitting the proposal is the person registered in SAM to submit on behalf of the applicant.</li> </ol>

Experiencing Technical Difficulties Beyond the Applicant's Reasonable Control		
Issue	Applicant Action	OVW Advice
Unforeseeable technical difficulties during the application submission process	<ol style="list-style-type: none"> <li>1. Document when you began the submission process.</li> <li>2. Contact Grants.gov at least 24 hours prior to the solicitation closing.</li> <li>3. Maintain documentation of all communication with Grants.gov Applicant Support.</li> <li>4. Contact <a href="mailto:Virginia.Baran@usdoj.gov">Virginia.Baran@usdoj.gov</a> (or (202) 598-9445 if you do not have access to email) indicating that the applicant is experiencing technical difficulties and would like permission to submit a late application. Provide a number and/or email address at which someone with the authority to submit the application and required documentation can be reached for the first three business days immediately following the due date.</li> <li>5. Respond promptly to communication from OVW requesting the complete application package, applicant DUNS number, Grants.gov Applicant Support tracking numbers, and any other relevant documentation.</li> </ol>	<p>Common foreseeable technical difficulties for which OVW will not approve a late submission request include: (a) using an outdated version of Adobe Acrobat; and (b) attachment rejection.</p> <p>Through Grants.gov, OVW can confirm when submission began. Applicants who start the submission process less than 24 hours before the deadline will not be considered for late submission.</p> <ol style="list-style-type: none"> <li>1. By beginning the application submission 24-48 hours before the deadline, applicants should have sufficient time to receive notice of problems with their submissions and make corrections.</li> <li>2. Applicants should ensure, at least 48 hours before deadline, that the most up-to-date version of Adobe Acrobat is installed on all computers that may be used to submit the proposal.</li> <li>3. To ensure that attachments are not rejected, attachment names should only include allowable characters. (See <a href="#">Other Submission Requirements</a>).</li> </ol>

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.

- Lobbying.
- Fundraising.
- Purchase of real property.
- Physical modifications to buildings, including minor renovations (such as painting or carpeting).
- Construction.

### FOOD AND BEVERAGE/COSTS FOR REFRESHMENTS AND MEALS

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

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

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

#### 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:

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

#### PRE-AGREEMENT COST APPROVAL

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

#### Other Submission Requirements

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

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

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

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

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

Use simple titles for all documents, such as “Project Narrative.” Visit Grants.gov 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 Applicant Support can be reached at 1 (800) 518-4726 and is available 24/7, except on federal holidays.

## E. Application Review Information

### Technical Merit 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 on the quality of the response and the level of detail provided. Each element **must** be addressed in the section in which it is requested. Points may be deducted if the applicant does not include the information in the appropriate section, even if it is included elsewhere within the application.

A technical merit score will be determined for each R&E application based on the scoring criteria below.

#### Statement of the problem – 10%

- Stated which [topic](#) the proposed project will address.
- Demonstrated understanding of the problem.

- Demonstrated awareness of the state of current research.
- Explained the [Area\(s\) of Study](#) to which the proposed project is expected to contribute knowledge.

*Project design and implementation – 50%*

- Soundness of methods and analytic and technical approach to addressing the stated aim(s) of the proposed project, including alignment with the [Methodological Principles](#).
- Feasibility of proposed project.
- Awareness of potential pitfalls of proposed project design and feasibility of proposed actions to minimize and/or mitigate them.
- Cogency of the theoretical basis for the proposed project.

*Potential impact – 15%*

- Potential to yield valuable knowledge related to practice and policy in victim services and the justice system response to VAWA crimes, such as:
  - Potential for significantly improved understanding of the stated problem.
  - Potential for an innovative solution to address the stated problem.

*Capabilities/competencies – 20%*

- Qualifications and experience of proposed organizations (including partner organizations) and project staff, including any individual that will be significantly involved in the project.
- Reflective of a strong researcher-practitioner partnership.
- Demonstrated ability of the applicant organization to manage the effort.
- Relationship between the capabilities/competencies of the proposed project staff (including the applicant organization) and the scope of the proposed project.

*Dissemination plan – 5%*

- Described plans to produce at least one scholarly product and make findings available to broader audiences, including practitioners and policymakers, through written material and/or interactive formats, such as conferences or webinars.

*Budget and Budget Narrative*

Peer reviewers will consider and may comment on the following additional items in the context of scientific and technical merit:

- Total cost of the project relative to the perceived benefit (cost effectiveness).
- Appropriateness of the budget relative to the level of effort.
- Use of existing resources to conserve costs.
- Proposed budget alignment with proposed project activities.

**Review and Selection Process**

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

#### PEER REVIEW

OVW will subject all eligible applications to a peer review process based on the criteria outlined in this solicitation. OVW may use internal reviewers, external reviewers, or a combination of both. Following peer review and the assignment of a technical merit score to each application, a threshold is established and applications scoring at or above that threshold are discussed by a full peer review panel.

#### 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 alignment with the scope of the R&E Initiative, activities that compromise victim safety, and, if applicable, past performance.

An application that is 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. Past performance issues noted in programmatic review may also be taken into consideration.

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.

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

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

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the OVW Director, 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**

OVW anticipates notifying applicants of funding decisions before 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). Progress reports will comprise the non-budgetary components of the Research Performance Progress Report (RPPR) template/format. General information on the RPPR can be found at [www.nsf.gov/bfa/dias/policy/rppr/](http://www.nsf.gov/bfa/dias/policy/rppr/). Future awards and fund drawdowns may be withheld if reports are delinquent.

As indicated earlier in this solicitation, OVW expects products to result from any award under this solicitation. Please review the [Expected Products](#) section for specific requirements. Additionally, recipients of R&E funding will be required to submit the following deliverables:

- **Draft and Final Summary Overview of the Work Conducted under the Award**

The overview is expected to provide an overall summary of the work under, and results of, the project funded by OVW under this solicitation. Among other things, the summary overview should address the purpose of the project, project subjects (if applicable), project design and methods, data analysis, findings, and implications for policy and practice. A draft summary is to be submitted 90 days before to the end of the project period for OVW review and comment.

- **Required Data Sets and Associated Files and Documentation**

As discussed earlier, OVW requires recipients of an award under this solicitation to submit to NACJD all data sets that result in whole or in part from the work funded by OVW, along with associated files and any documentation necessary to allow for future efforts by others to reproduce the project's findings and/or to extend the scientific value of the data set through secondary analysis. All data sets and necessary documentation are to be submitted 90 days prior to the end of the project period.

## ***G. Federal Awarding Agency Contacts***

For assistance with the requirements of this solicitation, contacts are: for programmatic and financial questions: [Virginia.Baran@usdoj.gov](mailto:Virginia.Baran@usdoj.gov) or (202) 598-9445; for technical support with Grants.gov, Grants.gov Customer Applicant Support: 1 (800) 518-4726.

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

### **Application Checklist**

Applicants must submit a complete application to OVW, including all required supporting documentation. 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 an R&E application will not be transferred to the Rural application).

✓	<b>WHAT AN APPLICATION SHOULD INCLUDE</b>	<b>SEE PAGE...</b>
<b>Required Documents</b>		
<i>Any application missing any one or more of these items may not be sent to peer review.</i>		
	Application for Federal Assistance (SF-424) (auto-populates in Grants.gov)	15
	Project Abstract	8
	Project Narrative	8
	Budget Detail Worksheet and Budget Narrative	14
<b>Appendices</b>		
<i>OVW may not make an award to an applicant that has not provided all appendices.</i>		
	Summary data sheet	10
	Bibliography/references	10
	Tools/instruments, questionnaires, tables/charts/graphs, or maps	10
	Curriculum vitae or resumes for key staff	10
	Proposed Project Staff, Affiliation, and Roles form	10
	Project timeline	10
	Human subjects protection paperwork	11
	Privacy Certificate	11
	Letters of commitment	11
	Data archiving plan	11
	Applicant disclosure of pending applications	11-12
	Documentation of Research and Evaluation Independence and Integrity	12-13
	Summary of Current and Recent OVW Projects (if applicable)	13-14
<b>Additional Required Information</b>		
<i>Failure to include any of the information may result in the inability to access funds if the application is selected for funding.</i>		
	Pre-award Risk Assessment	17
	Indirect Cost Rate Agreement (if applicable)	18
	Standard Assurances and Certifications	16
	Disclosure of Process Related to Executive Compensation	16
	Confidentiality Notice Form	16
	Letter of Nonsupplanting	18
	Financial Capability Questionnaire (nonprofits only)	16

**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.

## Appendix - Summary of Current and Recent OVW Projects, and Pending Applications for OVW Funding

### Summary of Current and Recent OVW Projects

Award Number	Award End Date	Program	Award Amount	Amount Remaining	Extension Needed?	Extension Needed: Timeframe	Nexus, if any, to the Proposed Research Project
2017-XX-XX-XXXX	9/30/2019	2017 CSSP	\$300,000	<b>\$250,000</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		The CSSP project funds a support group model that will be studied through the proposed project.
2018-XX-XX-XXXX	12/31/2021	2018 CTAS	\$932,000	<b>\$467,850</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		None.

### Summary of Pending Applications for OVW Funding

Program	Anticipated Start Date	Anticipated End Date	Requested Amount	Nexus, if any, to the Proposed Research Project
2020 RURAL	10/1/2020	9/30/2022	\$500,000	None.