



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

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# OVW Fiscal Year 2020 Sexual Assault Forensic-Medical and Advocacy Services for Tribes (FAST) Initiative Solicitation

Release date: on or about November 1, 2019

## Eligibility

Eligible applicants include state, local, and federally recognized tribal governments; agencies of state, local, or federally recognized tribal governments; nonprofit organizations; tribal organizations; entities whose principal purpose is to provide healthcare (such as hospitals, clinics, and health departments); and institutions of higher education in the United States or U.S. territories. Applicants must—directly or through partnerships—meet the capacity criteria listed on page 4. (See [Eligibility Information](#))

## Deadlines

**Applications are due by 11:59 p.m. Eastern Time (ET) on January 10, 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 December 20, 2019. (See [Registration](#))

**Letter of Intent:** Applicants are strongly encouraged to submit a Letter of Intent to [Lucille.Moran@usdoj.gov](mailto:Lucille.Moran@usdoj.gov) by December 20, 2019. 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. Interested 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 [Lucille.Moran@usdoj.gov](mailto:Lucille.Moran@usdoj.gov). Alternatively, interested parties may call OVW at (202) 307-6026.

## Submission and Notification Information

**Submission:** Applications for this initiative will be submitted through Grants.gov. For technical assistance with Grants.gov, contact the Grants.gov Customer Support Line at 1-800-518-4726.

The [Grants.gov](#) number assigned to this announcement is OVW-2020-17592.

**Notification:** OVW anticipates notifying applicants of funding decisions by March 30, 2020.

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**Federal Award Information:**

Funding Type:	Grants
Estimated Total Funding:	\$7,000,000
Expected Number of Awards:	Minimum of 3
Award Ceiling:	\$2,000,000
Award Floor:	\$500,000
Registration Due:	December 20, 2019
Letter of Intent Due:	December 20, 2019
Application Due:	January 10, 2020
Anticipated Start Date:	April 1, 2020
Length of Award Period:	30 months

**OVW Fiscal Year 2020  
Sexual Assault Forensic-Medical and Advocacy  
Services for Tribes (FAST) Initiative  
(CFDA 16.841)**

***A. Program Description***

**Overview of OVW**

The Office on Violence Against Women (OVW) is a component of the United States Department of Justice (DOJ). Created in 1995, OVW administers grant programs authorized by the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership on issues of 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 the Consolidated Appropriations Act, 2019, Pub. L. No. 116-6, Div. C, Sec. 510; 28 U.S.C. § 530C.

**About the Initiative**

The Sexual Assault Forensic-Medical and Advocacy Services for Tribes (FAST) Initiative is a special initiative designed to increase the availability of trained Sexual Assault Forensic Examiners (SAFEs) and trained sexual assault victim advocates (advocates) in tribal communities, including Alaska Native villages. It was developed through a partnership between OVW and the Office of Justice Programs (OJP)'s Office for Victims of Crime (OVC), which provided funding for the initiative. The FAST Initiative reflects both offices' shared commitment to ensuring that sexual assault victims in tribal communities where there are significant resource gaps have access to high quality post-sexual assault medical care from a trained SAFE, victim services, and other services they require to heal and achieve safety and justice.

## Scope of the Initiative

FAST Initiative funding may be used to establish, sustain, and/or expand programs offering sexual assault medical forensic exams and sexual assault victim services in tribal communities. Funding priority will be given to applicants proposing innovative ways of bringing experienced SAFEs to remote tribal communities, such as traveling SAFEs, telemedicine, rural preceptorships, or other promising or entirely new approaches. OVW is particularly interested in proposals to operate in a regional service model or otherwise provide services to multiple tribal communities. **Given the ample funding available through this initiative and the broadness of the parameters outlined in this solicitation, OVW expects applicants to propose creative and ambitious strategies for responding to sexual assault victims' needs in tribal communities.**

This initiative will also build tribal communities' capacity to train, mentor, and retain SAFEs and advocates. Operational costs (including salaries and fringe benefits for program staff), training and mentoring for aspiring and current SAFEs and advocates, and equipment and supplies are costs that can be supported under this initiative. Furthermore, funding may be used to establish, sustain, and/or expand a Sexual Assault Response Team (SART), including employing a SART Coordinator and financing collaborative projects undertaken by the SART. Finally, with appropriate justification, resources and training for individuals who are critical to improving victim access to SAFEs and advocates, but who themselves are not SAFEs or victim advocates, can also be a feature of a larger FAST project. Forensic interviewing is also an activity that can be supported by the FAST Initiative.

Activities supported by this program are determined by statute, federal regulations (including 2 C.F.R. Part 200), and Department of Justice policies. If an applicant receives an award, the project is bound by the provisions of this solicitation, the [DOJ Financial Guide](#), including updates to the guide after an award is made, the section of the [Solicitation Companion Guide](#) on post-award requirements for federal award recipients, and the conditions of the award.

## OVW Priority Area

In FY 2020, OVW is interested in supporting projects that address the specific challenges rural communities face in responding to sexual assault. FAST Initiative applicants are encouraged to propose innovative ways of providing sexual assault medical-forensic care, advocacy, and SART response to victims in rural and remote tribal communities.

## 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 will not be supported by FAST Initiative funding. See also the list of unallowable costs in the [Funding Restrictions](#) section.

- Activities not designed specifically to enhance sexual assault medical-forensic care, victim advocacy services, and SART coordination in at least one tribal community.
- Criminal justice system operations, including investigation, prosecution, court, and corrections positions, such as law enforcement officers, criminal investigators, prosecutors, pre-trial services officers, probation officers, judges, clerks, and court administrators. However, applicants may propose using funds to support system-based victim advocates (e.g., an advocate who is employed by the tribal police department), SART coordination or similar coordinated community response activities, and forensic interviewers if their use is intended to improve outcomes for victims.
- General training and technical assistance projects. (This does not include funds used for capacity building related to project implementation and training that is designed to improve services provided under the proposed project.)
- Research projects. (This does not include assessments conducted only for internal improvement purposes. 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](#).)

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**

The activity identified below requires prior approval before it can be supported with FAST Initiative funds. (See the [Solicitation Companion Guide](#) for more information.)

- 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.

## ***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 30 months. Budgets must reflect 30 months of project activity, and the total “estimated funding” on the SF-424 must reflect 30 months of funding. OVW anticipates that the award period will start on April 1, 2020 and end on September 30, 2022.

OVW estimates that it will make a minimum of four awards, with at least one award serving Alaska Native villages not covered by OVC’s FY 2019 telehealth award in Alaska’s Yukon-Kuskokwim region. Awards may range in amount from \$500,000 to \$2,000,000. A total of \$7,000,000 is available for this initiative.

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.

## Program Requirements

Applicants must demonstrate coordination with victim service providers, law enforcement (including a crime laboratory), and prosecutors. Applicants are encouraged to dedicate a portion of the proposed budget to hiring a Sexual Assault Response Team (SART) Coordinator if such a position in the community is not already funded.

## C. Eligibility Information

Applications that are submitted by ineligible entities, and applications that do not meet all eligibility requirements, will not be considered for funding. Furthermore, 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

Eligible applicants must demonstrate—directly or through partnerships—capacity in three areas: a) provision of healthcare, b) provision of confidential victim services to survivors of sexual assault, such as through a nonprofit, community-based, and/or tribe-affiliated victim services provider; and c) expertise working with tribal communities. If the lead applicant does not possess the requisite capacity in all three areas, the application must include an MOU or letters of commitment from project partners whose organizational expertise fulfills the capacity requirements.<sup>1</sup>

The following are eligible entities, if they can meet the capacity requirements:

- State, local, and federally recognized tribal governments
- Agencies of state, local, or federally recognized tribal governments
- Nonprofit organizations
- Tribal organizations
- Entities whose principal purpose is to provide healthcare, such as hospitals, clinics, and health departments. (Indian Health Service (IHS)-operated facilities are **not** eligible, but eligible entities may partner with IHS-operated facilities.)
- Institutions of higher education

Applicants with questions about eligibility requirements are encouraged to contact OVW at [Lucille.Moran@usdoj.gov](mailto:Lucille.Moran@usdoj.gov).

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<sup>1</sup> For example, a tribal government applying as the lead applicant on its own fulfills the capacity requirement regarding tribal expertise, and may provide a letter of commitment from a partnering hospital, clinic, or health department to fulfill the healthcare capacity requirement, and a letter from a tribal victim services program to fulfill the confidential sexual assault victim services capacity requirement.



## **Nonprofit Organization Requirement – Offshore Accounts**

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

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).

## **Cost Sharing or Matching**

This program has no match or cost sharing requirement.

## **Limit on Number of Applications**

OVW will consider only one application per applicant. 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 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) 307-6026.

### **Letter of Intent**

Applicants 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. The letter should be sent to [Lucille.Moran@usdoj.gov](mailto:Lucille.Moran@usdoj.gov) by December 20, 2019. This letter will not obligate the applicant to submit an application. See <https://www.justice.gov/ovw/resources-applicants> for a sample Letter of Intent.

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

The information below (*Letter of Intent* through *Additional Required Information*) describes the content and format requirements to which applications must adhere.

#### 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 (Summary Data Sheet, and charts may be single-spaced)
- 8½ x 11-inch pages
- One-inch margins
- Type no smaller than 12-point, Times New Roman or Arial font, except for footnotes, which may be in 10-point font
- Correctly numbered pages
- No more than 25 pages for the Project Narrative

- Word documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt)
- 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 might not contact applicants for missing items on the list below. Applications that do not include all of the following documents may be considered substantially incomplete and may not be considered for funding:

- Abstract
- Project Narrative
- Budget Detail Worksheet and Narrative
- Memorandum of Understanding (MOU) *or* Letters of Commitment, or a statement as to how the applicant on its own fulfills all three capacity requirements listed on page 4.

In addition, the following document is required; failure to submit it will not result in removal from consideration but may result in a loss of points:

- Summary Data Sheet

#### PROPOSAL ABSTRACT (2 POINTS)

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[s]), primary activities for which funds are requested, who will benefit (including tribal community(ies) to be served), products and deliverables, and how the applicant will measure progress in completing project goals and objectives. Do not summarize past accomplishments in this section.

#### SUMMARY DATA SHEET (3 POINTS)

The Summary Data Sheet should be one to four pages and may be single- or double-spaced. It does not count toward the 25-page limit for the Project Narrative. Provide the following information:

1. Name, title, address, telephone number, and e-mail address of the individual with authority to accept grants on behalf of the applicant.
2. Name, title, address, telephone number, and e-mail address for the grant point-of-contact. This person must be an employee of the applicant.
3. Statement as to whether the applicant (the organization whose DUNS number is being used for the application) will serve as a fiscal agent/sponsor 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.
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.

#### PROJECT NARRATIVE (60 POINTS TOTAL)

The Project Narrative must not exceed 25 pages, double-spaced. It must include the following three sections:

##### Purpose of Application (15 points)

This section must:

- Identify and describe the tribal community/ies the project will serve, including the geographic location and the tribal communities in the service area(s);
- State whether the proposed project will establish new programming in the targeted area(s), expand existing programming, or both;
- Describe the need for, and challenges to providing, sexual assault medical-forensic exams and advocacy to victims of sexual assault in the targeted area(s); and
- State the key goal(s) of the project and the strategies that will be employed to accomplish goal(s).

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

The application must provide a clear link between the proposed activities and the needs identified in the *Purpose of Application* section. The application must not include any of the activities listed as unallowable costs in the [Funding Restrictions](#) section of this solicitation.

This section must:

- Describe the approach to addressing the challenges and needs identified in the *Purpose of the Application* section and reaching sexual assault survivors in the targeted area(s);
- Provide a timeline for project objectives, activities, and deliverables;
- Identify any potential challenges to the project's success, and describe how the applicant will mitigate those challenges;
- *Performance measurement.* Describe how the applicant will measure its progress in achieving the project's goal(s). 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));
- Describe any sustainability measures the applicant will take to continue its efforts beyond the funding period;
- Provide concrete definitions and examples to accompany any terms of art, e.g., "trauma-informed;" and
- Describe the safety needs of victims of sexual assault and the applicant's commitment to addressing those needs through the proposed project.

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

This section must:

- Identify the key individuals and organizations, including project partners, involved in the proposed project (Resumes or job descriptions for key positions should be attached to the application and do not count against the 25-page limit.);
- Estimate the level-of-effort (in FTEs or percent of time) that key individuals will dedicate to the project;
- Demonstrate that the individuals and organizations have the capacity to address the challenges and needs described in the *Purpose of the Application* section, and can successfully implement the proposed activities;
- Demonstrate, as appropriate to the project, coordination with victim service providers, law enforcement (including a crime laboratory), and prosecutors; and
- If there is an existing SART, or the project involves creating or supporting a SART, describe how the SART will help facilitate the project's success.

#### 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.

The award period is 30 months. Budgets must reflect 30 months of project activity, and the total "estimated funding" on the SF-424 must reflect 30 months of funding. OVW anticipates that the award period will start on April 1, 2020 and end on September 30, 2022. OVW estimates that it will make a minimum of three awards. Awards may range in amount from \$500,000 to \$2,000,000. Budgets are capped at \$2,000,000 (including direct and indirect costs). A total of \$7,000,000 is available for this initiative.

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 project activities and budgeted items, and not contain items that are not supported by the project narrative.
- Include funds to travel to any trainings and conferences the applicant anticipates attending, and to participate in OVW-funded technical assistance. Training and technical assistance funds should be based on the applicant's best estimate at the time of application.
- Not include funds to pay for a single SAFE or advocate to be on-call 24/7.
- 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.
- Compensate all project partners for their full level of effort, unless the MOU or letters of support explain that certain contributions to this project are already supported with other funding or are being offered in-kind. 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>.
- 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), LETTERS OF COMMITMENT, OR LETTER CONFIRMING THE APPLICANT'S FULFILLMENT OF ALL THREE CAPACITY REQUIREMENTS (20 POINTS TOTAL)

Applicants must demonstrate—directly or through partnerships—capacity in three areas: a) provision of healthcare, b) provision of confidential victim services for survivors of sexual assault, such as through a nonprofit, community-based, and/or tribe-affiliated victim services

provider; and c) expertise working with tribal communities. If the lead applicant does not possess the requisite capacity in all three areas, the application must include an MOU or letters of commitment from project partners whose organizational expertise fulfills the capacity requirements. An applicant who meets all three capacity requirements on its own must provide a letter in lieu of an MOU or letters of commitment.

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. Letters of commitment must be on letterhead, dated, and signed by the partnering entity's authorizing official.

An MOU must address the criteria below for all signatories. Letters of commitment must address the criteria for the entity supplying the letter. The MOU and/or letters must:

- Describe each partner's mission and purpose;
- Explain how partners help fulfill one or more of the three capacity requirements identified on page 4 of this solicitation;
- Provide a brief history of the collaborative relationship among partners, or between the partner and the lead applicant;
- State each partner's roles and responsibilities on the project; and
- Confirm that each partner has reviewed the budget, and is being fully compensated for its work under the grant or is agreeing to be partially compensated or receive no compensation from the grant.

If the lead applicant is providing a letter confirming its fulfillment of all three capacity requirements without relying on partners, the letter must:

- Explain and offer concrete examples of how the applicant independently fulfills the three capacity criteria; and
- Provide its history of serving as a healthcare provider and confidential sexual assault victim services provider, and its expertise working with a tribal community.

### **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](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% 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 December 20, 2019.

### **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="http://www.dnb.com/us/">http://www.dnb.com/us/</a> or call (866) 705-5711.	By Dec. 20, 2019
<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 Dec. 20, 2019
<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 Dec. 20, 2019
<b>Submit letter of intent</b>	
Email to: <a href="mailto:Lucille.Moran@usdoj.gov">Lucille.Moran@usdoj.gov</a>	By Dec. 20, 2019
<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 ET on January 10, 2020.
<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 or <a href="mailto:Lucille.Moran@usdoj.gov">Lucille.Moran@usdoj.gov</a> to request to submit a hardcopy application.	By Dec. 20, 2019
<b>Begin and complete application submission</b>	
Applications must be submitted in Grants.gov.	Start at least 48 hrs. before deadline: Jan. 10, 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 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>	Submitting the application at least 48 hours before the January 10, 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. ET** on January 10<sup>th</sup>, 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 or 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>	<p>OVW may not be able to accommodate all requests resulting from severe inclement weather or a natural disaster but will do its best.</p>

Experiencing Technical Difficulties Beyond the Applicant’s Reasonable Control		
Issue	Applicant Action	OVW Advice
<p>Issue with <a href="#">SAM</a> or Grants.gov registration</p>	<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
<p>Unforeseeable technical difficulties during the application submission process</p>	<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 support.</li> <li>4. Contact <a href="mailto:Virginia.Baran@usdoj.gov">Virginia.Baran@usdoj.gov</a> (or 202.305.2093 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 phone 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 Helpdesk 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 process 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; and/or
- 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

#### RESEARCH AND ASSESSMENTS

Grantees under this initiative 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 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 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>. The Grants.gov Help Desk can be reached at 1-800-518-4726 and is available 24/7, except on 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. Scoring will be as follows:

- Abstract (2 points)
- Summary data sheet (3 points)
- Project narrative (60 points total)
  - Purpose of the project (15 points)
  - What will be done (30 points)
  - Who will implement (15 points)
- Budget detail worksheet and narrative (15 points)
- MOU, letters of commitment, or letter confirming the applicant’s fulfillment of capacity requirements (20 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 based on the criteria outlined in this solicitation. OVW may use internal reviewers, external reviewers, or a combination of both.

### PROGRAMMATIC REVIEW

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

- Activities that compromise victim safety and recovery and undermine offender accountability (deduct up to 25 points)
- Out-of-scope and unallowable activities (deduct up to 20 points)
- Past performance (deduct up to 25 points)
- 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.

- 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. Furthermore, OVW anticipates that at least one of the funded projects will be in Alaska, serving Alaska Native villages not covered by OVC's FY 2019 telehealth award in Alaska's Yukon-Kuskokwim region.

#### 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 March 30, 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 Contacts***

For assistance with the requirements of this solicitation, contacts are: for programmatic and financial questions: [Lucille.Moran@usdoj.gov](mailto:Lucille.Moran@usdoj.gov); (202) 532-4460. For technical support with Grants.gov, contact the Customer Support Line at 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 a Transitional Housing Program application will not be transferred to the Rural application).

✓	WHAT AN APPLICATION SHOULD INCLUDE	SEE PAGE...
<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)	11
	Project Abstract	6
	Project Narrative	7
	Budget Detail Worksheet and Budget Narrative	8
	Memorandum of Understanding (MOU), Letters of Commitment, or Letter Confirming Applicant's Fulfillment of Capacity Requirements	9
<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>		
	Summary Data Sheet	6
	Pre-award Risk Assessment	12
	Indirect Cost Rate Agreement (if applicable)	13
	Standard Assurances and Certifications	11
	Disclosures Related to Executive Compensation	11
	Confidentiality Notice Form	11
	Letter of Nonsupplanting	14
	Financial Capability Questionnaire (nonprofits only)	11

**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.