

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



***** REVISED *****

(Revision made to application deadline.)

OVW Fiscal Year 2020 National Violence Against Women Law Enforcement Training and Technical Assistance Consortium Call for Concept Papers

Release Date: on or about February 26, 2020

Eligibility

Eligible applicants are limited to: institutions of higher education, state law enforcement training and/or standards entities, and nonprofit organizations in the United States or U.S. territories with the capacity to coordinate a national training and technical assistance consortium. Due to the scope and complexity of the project, the lead applicant cannot provide training and technical assistance.
(See "[Eligibility Information](#)")

Deadlines

Applications are due by 11:59 p.m. Eastern Time (E.T.) on May 12, 2020.
(See "[Submission Dates and Times](#)")

Registration Information: To submit an application, all applicants must obtain a Data Universal Number System (DUNS) number and register online with the System for Award Management (SAM) and with [Grants.gov](https://www.grants.gov). To ensure sufficient time to complete the registration process,

applicants must obtain a DUNS number and register online with SAM and with [Grants.gov](https://www.grants.gov) immediately, but no later than April 10, 2020.

(See “[Registration](#)”)

Letter of Intent: Applicants are strongly encouraged to submit a nonbinding Letter of Intent to OVW.ICJR@usdoj.gov by April 10, 2020. This letter confirms that the applicant has registered with SAM and [Grants.gov](https://www.grants.gov). Submitting a Letter of Intent will not obligate a potential applicant to submit an application. Interested applicants who do not submit a Letter of Intent are still eligible to apply.

(See “[Letter of Intent](#)”)

Pre-Application Information Session: OVW will conduct one web-based Pre-Application Information Session for entities interested in submitting an application for this call for concept papers. Participation in this session is optional. Interested applicants who do not participate are still eligible to apply.

(See “[Pre-Application Information Session](#)”)

Contact Information

For assistance with the requirements of this call for concept papers, email OVW at OVW.ICJR@usdoj.gov. Alternatively, interested parties may call OVW at 202-307-6026.

Submission and Notification Information

Submission: Applications for this call for concept papers will be submitted through [Grants.gov](https://www.grants.gov). For technical assistance with [Grants.gov](https://www.grants.gov), contact [Grants.gov](https://www.grants.gov) Applicant Support at 1-800-518-4726.

The [Grants.gov](https://www.grants.gov) number assigned to this announcement is OVW-2020-18274.

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

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Federal Award Information:

Funding Type:	Cooperative Agreement
Estimated Total Funding:	\$4,000,000
Expected Number of Awards:	1
Award Ceiling:	\$4,000,000
Award Floor:	N/A
Registration Due:	April 10, 2020
Letter of Intent Due:	April 10, 2020
Application Due:	May 12, 2020
Anticipated Start Date:	July 1, 2020
Length of Award Period:	39 months

OVW National Violence Against Women Law Enforcement Training and Technical Assistance Consortium (CFDA 16.526)

A. Program Description

Overview of OVW

OVW is a component of the United States Department of Justice (DOJ). Created in 1995, OVW administers grant programs authorized by the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership on issues of domestic violence, dating violence, sexual assault, and stalking. OVW grants support coordinated community responses to hold offenders accountable and serve victims.

Statutory Authority

This program is authorized by 34 U.S.C. 12291(b)(11).

About the OVW Training and Technical Assistance Initiative

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

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

About the OVW National Violence Against Women Law Enforcement Training and Technical Assistance Consortium

OVW seeks to establish a National Violence Against Women Law Enforcement Training and Technical Assistance Consortium (NLETC) to support the training and technical assistance (TTA) needs of state, tribal, territorial, and local law enforcement agencies, sworn officers, and

civilian staff that will enhance and strengthen law enforcement responses to domestic violence, dating violence, sexual assault, and stalking. The NLETC will also provide targeted TTA to tribal law enforcement on sex trafficking. The NLETC reflects OVW's commitment to ensuring that law enforcement responses to and investigations of domestic violence, dating violence, sexual assault, and stalking are victim-centered, can aid in successful prosecution, and empower victims to heal and achieve safety and justice.

OVW expects the NLETC to serve as the initial point of entry and clearinghouse for all law enforcement TTA needs of existing and potential OVW grantees and sub-grantees, with a focus on the following programs:

- Improving Criminal Justice Responses to Domestic Violence, Dating Violence, Sexual Assault, and Stalking Grant Program
- Rural Domestic Violence, Dating Violence, Sexual Assault, and Stalking Program
- Grants to Tribal Governments Program
- Grants to Tribal Governments to Exercise Special Domestic Violence Criminal Jurisdiction
- STOP Formula Grant Program

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

In addition to coordinating all law enforcement TTA requests for agencies serving a range of communities, including urban, suburban, rural, remote, and tribal, the NLETC is intended to provide rapid support and resources in response to time sensitive incidents in a community, and to be a leader in developing the next generation of expert law enforcement trainers. The NLETC will help identify, recruit, and develop law enforcement officers to be skilled trainers and mentors on the topics of domestic violence, dating violence, sexual assault, and stalking cases. OVW is also interested in the NLETC developing trainings that could lead to a certification and/or be recognized by law enforcement agencies, police academies, and state-level officer standards and training organizations/boards/councils for continuing education credits or meeting annual training requirements on domestic violence, dating violence, sexual assault, and stalking.

Program Scope

Activities supported by this call for concept papers are determined by statute, federal regulations, and OVW policies. If an applicant receives an award, the funded project is bound by the provisions of this solicitation, the [DOJ Financial Guide](#), including updates to the financial guide after an award is made, the section of the [Solicitation Companion Guide](#) on post-award requirements for all federal award recipients, and the conditions of the award.

In FY 2020, funds under the NLETC may be used to develop and deliver high-quality training, TA, and resources for OVW grantees, sub-grantees, and potential grantees on building law enforcement agency and officer capacity in responding to and investigating domestic violence, dating violence, sexual assault, and stalking that are trauma-informed, victim-centered, aid in successful prosecution, and support victim healing, safety, and justice. TTA may include but is not limited to:

1. On-site TTA.
2. Regional trainings or conferences.
3. National trainings or conferences.
4. Virtual or telephonic TTA.
5. Resource development and dissemination.

6. Listening sessions.
7. On-line or web-based knowledge development resources.

OVW Priority Areas

In FY 2020, OVW is interested in supporting the priority areas identified below. The NLETC is designed to address three OVW Priority Areas and applicants are encouraged to incorporate one or more of these priorities into their proposed project, as appropriate. Applications proposing activities in the following areas will be given special consideration.

1. Reduce violent crime against women and promote victim safety through investing in law enforcement, increasing prosecution, and promoting effective prevention.
2. Increase efforts to combat stalking.
3. Address the specific challenges that rural communities face in responding to domestic violence, dating violence, sexual assault, and stalking.

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 scope, and they will not be supported by this call for concept paper's funding. See also the list of unallowable costs in the [Funding Restrictions](#) section of this solicitation.

1. Research projects. This does not include assessments conducted only for internal improvement purposes (up to two percent of the award). For information on distinguishing between research and assessments, see the heading on this topic in the [Funding Restrictions](#) section of this solicitation and the [Solicitation Companion Guide](#).
2. Direct victim services and justice system interventions. OVW's TA Initiative funds are intended to support educational and training opportunities and TA for current and potential OVW grantees and sub-grantees. They cannot support law enforcement activities, legal representation, direct services, or other interventions.
3. Applications focused on a single state, region, or local geographic community.

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.

Allowable Activities Requiring Prior Approval

Activities listed below will require prior approval in order to be supported by grant funds (see the [Solicitation Companion Guide](#) for more information on relevant requirements).

1. In-person events, such as conferences, trainings, meetings, roundtables, and on-site TTA. Prior approval for all in-person events is necessary to determine compliance with the [DOJ Conference Request and Reporting Policy](#).

2. 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 NLETC project may receive up to a total of five years (60 months) of funding. The initial award period is 39 months. The total “estimated funding” on the SF-424 must reflect 39 months of activities. OVW anticipates that the award period will start on July 1, 2020.

Subsequently, the selected applicant may be invited to apply non-competitively for supplemental funding to support the remainder of the 60-month period. Any future non-competitive awards will be made at the discretion of the OVW Director and are dependent on successful performance, remaining funds on the initial award, and available funding.

OVW estimates that it will make one award for an estimated \$4,000,000 for the initial 39 months.

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

The award will be made as a cooperative agreement. Cooperative agreements are a form of award under which OVW expects to have ongoing substantial involvement in award activities. For this project, the substantial involvement includes but is not limited to approving project partners, determining scope and approving any changes to the scope of the project, participating in all project meetings, developing and approving agendas, identifying participants for TTA activities, and reviewing and approving faculty, products, and curricula. The award recipient must be willing to work closely with OVW on the implementation of their proposed project and be willing to modify project activities at OVW’s request in order to address the needs of existing grantees and/or emerging issues.

Mandatory Program Requirements

The applicant that receives funding under this call for concept papers will be required to engage in the following activities:

1. OVW-sponsored TTA.
2. If requested, an OVW-sponsored assessment or program evaluation to be administered separately from this project.
3. A planning period with OVW and project partners.

C. Eligibility Information

Eligible Applicants

Eligible applicants for this call for concept papers are limited to:

- Institutions of higher education.
- State law enforcement training and/or standards entities.
- Nonprofit organizations.¹

Required Partnerships

A single applicant cannot fulfill all requirements necessary for the success of the NLETC. OVW is requiring a consortium of organizations to apply under this call for papers. The consortium must include a lead applicant and a minimum of four partner organizations and/or individual consultants that can meet the TTA needs of the range of law enforcement agencies that receive OVW funding, including those in urban, suburban, rural, remote, tribal, and territorial communities. The lead applicant **cannot** provide TTA. All TTA will only be provided by project partner organizations and/or individual consultants.

The lead applicant must:

- Have a documented history of managing large-scale projects both financially and programmatically.
- Demonstrate readiness and capacity to coordinate national level TTA developed and delivered by consortium partners.

The proposed consortium must include partner organizations and/or individual consultants that collectively have:

- A demonstrated history of providing TA on a national level.
- Expertise working with state, tribal, territorial, and local law enforcement.
- Expertise working with community and system-based stakeholders (i.e. prosecutors, advocates, judges, rape crisis centers, etc.) to identify emerging issues related to law enforcement responses to domestic violence, dating violence, sexual assault, and stalking.
- Expertise working with tribal governments.
- Expertise working with law enforcement in rural communities.
- A demonstrated history of meaningfully addressing domestic violence, dating violence, sexual assault, and stalking.

Partnerships must be demonstrated in the form of a Letter of Commitment (LOC) from each partner organization and/or individual consultant. See [Letters of Commitment](#).

Ineligible Entities and Disqualifying Factors

Applications that are submitted by ineligible entities or that do not 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-](#)

¹ Faith-based and community organizations that meet the eligibility requirements are eligible to receive awards under this call for papers (see "Faith-Based Organizations" on the [OVW website](#) for more information).

[award risk assessment](#), 5. [completeness of application contents](#), 6. [timeliness](#), and 7. conflict of interest. An applicant with [past performance issues](#), long-standing open audits, or an open criminal investigation also may not be considered for funding.

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 an award. See 34 U.S.C. § 12291(b)(16)(B)(ii).

Cost Sharing or Matching

This project has no match or cost sharing requirement.

Limit on Number of Applications

OVW will consider only one application per organization. In addition, if an applicant submits multiple applications for this call for concept papers, 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 call for concept papers, including links to required forms) is available on [Grants.gov](#) and on the [OVW website](#). Applicants wishing to request a paper copy of these materials should contact the ICJR Unit via email at OVW.ICJR@usdoj.gov or call 202-307-6026.

Pre-Application Information Session

OVW will conduct an optional web-based pre-application information session for entities interested in submitting an application for this call for concept papers. During this session, OVW staff will review this call for concept paper's requirements, review the call for concept paper, and allow for a brief question and answer period. The session is tentatively scheduled for Tuesday, March 17, 2020 at 1:30 p.m. Eastern.

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

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

To register, contact the ICJR Unit at OVW.ICJR@usdoj.gov or at 202-307-6026. Registration must be received at least seven days prior to the start of the session. Participants are not registered until they receive a confirmation email. The webinar will be close captioned. Interested applicants needing additional language assistance should contact the ICJR Unit at OVW.ICJR@usdoj.gov or at 202-307-6026 as soon as possible, but no later than March 5, 2020.

Content and Form of Application Submission

The information below (“**Letter of Intent**” through “**Additional Required Information**”) describes the full content and form of application submission.

Letter of Intent

Applicants intending to apply for FY 2020 funding under this call for concept papers are strongly encouraged to submit a Letter of Intent. The letter should state that the applicant is registered and current with SAM and with [Grants.gov](https://www.grants.gov). The letter should be submitted to OVW at OVW.ICJR@usdoj.gov by April 10, 2020. This letter will not obligate the applicant to submit an application. See <https://www.justice.gov/ovw/resources-applicants> for a sample Letter of Intent.

Formatting and Technical Requirements

Applications must follow the requirements below for all documents, unless otherwise noted. Points may be deducted for applications that do not adhere to the following requirements:

1. Double spaced (Summary Data Sheet, and charts may be single spaced).
2. 8½ x 11 inch paper.
3. One-inch margins.
4. Type no smaller than 12 point, Times New Roman (TNR) or Arial font, except for footnotes, which may be in 10-point font.
5. Page numbers.
6. No more than 25 pages for the Project Concept Narrative.
7. Word documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).
8. Headings and sub-headings that correspond to the sections identified in this section of the solicitation.

Application Contents

Applications must include the required documents and demonstrate that this call for concept paper's eligibility requirements have been met. For a complete checklist of the application contents, see the [Other Information](#) section in this solicitation.

OVW will not contact applicants for missing items on the list below. Applications that do not include all of the following documents will be considered substantially incomplete and will not be considered for funding:

1. Project Concept Narrative.
2. Letters of Commitment.

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

1. Summary Data Sheet.
2. Proposal Abstract.

Summary Data Sheet (5 Points Total)

The Summary Data Sheet should be one to four pages and may be single or double spaced. The Summary Data Sheet does not count toward the 25 page limit for the Project Concept Narrative. The Summary Data Sheet must include 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 for the program.
4. Statement as to whether the applicant has expended \$750,000 in federal funds in the applicant's past fiscal year. If so, specify the end date of the applicant's fiscal year.
5. Summary of all current and pending OVW grants (if applicable). If the applicant has a current grant or cooperative agreement under any OVW grant program or an award that has been closed within the last 12 months from the date this solicitation closes, the information must be provided in a table using the sample format found on the OVW website at <https://www.justice.gov/ovw/resources-applicants>. Failure to provide the required table will result in a loss of points. The applicant should also provide the same information regarding any current OVW grants or pending applications on which the applicant is a subrecipient.
6. A list of all other federal grant programs from which the applicant currently receives funding or for which it has applied for funding in FY 2020 **to do similar work**. Provide this information in a table using the sample format found on the OVW website at <https://www.justice.gov/ovw/resources-applicants>.
7. Statement as to whether the applicant is a nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code.
8. Statement as to whether the applicant is a nonprofit organization that uses the Internal Revenue Service's (IRS) three-step safe-harbor procedure to establish a rebuttable presumption that its executives' compensation is reasonable. If the applicant is not a nonprofit organization or is a nonprofit that does not use the safe-harbor procedure, provide a statement to that effect. For additional information about the safe-harbor procedure, see "Disclosure of Process Related to Executive Compensation" in the [Additional Required Information](#) section.
9. The award amount requested.
10. A list of all proposed project partners (organization names and/or individual consultants).

Proposal Abstract (Not scored, but used throughout the review process)

The Proposal Abstract must provide a short summary (**no more** than two pages double-spaced) of the proposed project, including names of applicant and partners, project title, purpose of the project (including goal(s) and intended outcome), primary activities for which funds are requested, who will benefit (including geographic area to be served), products and deliverables, and how the applicant will measure progress in completing project goal(s) and objectives. Do not summarize past accomplishments in this section.

Project Concept Narrative (65 Points Total)

The Project Concept Narrative may not exceed 25 pages in length, double-spaced.
The Project Concept Narrative must include the following three sections:

- A. Capacity to Implement the Initiative.

- B. Who Will Implement.
- C. Staffing Plan.

The Project Concept Narrative must clearly demonstrate that the lead applicant and partner organizations and/or individual consultants have the capacity to establish and implement the NLETC to strengthen law enforcement responses to domestic violence, dating violence, sexual assault, and stalking. The lead applicant must have a proven history of successfully coordinating TTA on a national level and managing large scale projects. The consortium partners (organizations and/or individual consultants) must have a proven history of providing TTA at the national level; expertise working with law enforcement; and a demonstrated history of meaningfully addressing domestic violence, dating violence, sexual assault, and stalking.

A. Capacity to Implement the Initiative (40 points)

This section must address the following:

Successfully Coordinating TTA on a National Level and Managing Large Scale Projects

1. Describe the structure of the lead applicant organization and if applicable, the specific agency component that would be responsible for implementing the project.
2. Describe the lead applicant organization's approach and philosophy regarding TTA.
3. Describe the lead applicant's experience partnering and overseeing subawards with other organizations in implementing TTA projects.
4. Describe the lead applicant's experience coordinating and leading large scale, planning projects. The response should include information about establishing goals and objectives, timelines, and meeting deadlines.
5. Describe the lead applicant's experience in marketing and outreach for national events.

Capacity of Partner Organizations/Consultants

Provide the following information for each partner organization and/or individual consultant included in the application's proposed consortium:

1. Identify the area(s) of expertise each partner organization/consultant brings to the consortium and any previous history of collaboration between consortium members.
2. The mission of each partner organization and how its work demonstrates that it has experience enhancing law enforcement training efforts – from dispatch through investigation – to improve case outcomes.
3. The partner's knowledge and experience developing and delivering TA at the national level.
4. The partner's knowledge and experience developing and delivering victim-centered training.
5. The partner's knowledge and experience with: a) federal and tribal laws for American Indian and Alaska Natives; b) laws governing federal/tribal law enforcement jurisdictional issues, including tribes located in P.L. 93-280 status states; c) federal agencies responsible for Indian law enforcement, tribal justice systems, and services; and e) tribal government governance systems, culture, and intergovernmental protocols.
6. The length of time the partner has been involved in addressing issues about domestic violence, dating violence, sexual assault, and stalking.

7. The length of time the partner has been involved in addressing sex trafficking in tribal communities.
8. Examples of past and current TA efforts focused on developing and delivering victim-centered law enforcement training on domestic violence, dating violence, sexual assault, stalking, and sex trafficking.

Capacity and Commitment to Develop a Comprehensive Plan to Establish and Implement the NLETC with Victim-Centered Law Enforcement Training as the Primary Issue Area

1. Provide a description of the consortium's vision for the NLETC to meet the TTA needs of state, tribal, territorial, and local law enforcement agencies, sworn officers, and civilian staff.
2. Describe the consortium's experience working with state, tribal, territorial, and local law enforcement agencies, sworn officers, and civilian staff, including those agencies in rural communities.
3. Describe the consortium's experience with establishing and enhancing training for state, tribal, territorial, and local law enforcement agencies, sworn officers, and civilian staff that meet the needs of all ranks and levels of experience.
4. Describe the consortium's experience developing leadership training for law enforcement.
5. Describe the consortium's experience developing train-the-trainer curricula.
6. Identify needs and gaps of state, tribal, territorial, and local law enforcement agencies, police academies, and state-level officer standards and training organizations/boards/councils in providing training on victim-centered investigations involving domestic violence, sexual assault, dating violence, stalking.
7. Describe the consortium's capacity to support local law enforcement agencies in conducting community and organizational assessments regarding investigations involving domestic violence, sexual assault, dating violence, and stalking.
8. Describe how the applicant will measure its progress in achieving the project's goal(s)/vision. Identify targeted outcome(s) and describe any tool(s) the applicant will use to track those outcomes and report them to OVW. Tools may include OVW performance progress reports and logic model templates (both available at www.vawamei.org).

B. Who Will Implement the Project (15 points)

This section must demonstrate that the individuals and organizations of the proposed consortium have the expertise and capacity to successfully implement the NLETC.

1. Identify the lead applicant's current staff who will be involved in the project.
2. Describe the type of expertise and skills the lead applicant's identified current staff member(s) will bring to the project.
3. Describe the type of expertise and skills each identified partner organization and/or individual consultant will bring to the project.

C. Staffing Plan (10 points)

The application must provide a *preliminary* staffing plan that outlines overall anticipated staffing needs for the applicant organization and any project partner organizations and/or individual consultants in order to successfully develop and implement the NLETC. A final staffing plan will be developed by the selected applicant in coordination with OVW. This section must specify the following:

1. Detail the total anticipated number of personnel that will be needed for the project. Identify and indicate the number of current staff that will be dedicated to the project along with their role, area(s) of expertise, and skills each will bring to the project. Specify how many of these positions (current and new staff) will be full-time and part-time and the number of full-time equivalents (FTEs).
2. If new staff will be hired, include a brief description of the skills and qualifications of the new positions.
3. Provide a breakdown of staff as follows:
 - a. The number and FTE (e.g., .50 FTE, 1.0 FTE) of current staff that will come from the lead applicant organization.
 - b. The number and FTE of current staff that will come from partner organizations/consultants.
 - c. The number and FTE of new staff that will be hired by the lead applicant organization.
 - d. The number and FTE of new staff that will be hired by partner organizations.
 - e. Indicate how many staff (current or new) from partner organizations and/or consultants will provide TA.,
 - f. Indicate how many staff from the lead applicant and partner organizations/consultants might be responsible for resource development/writing, and how many might provide administrative and/or logistical support, including specifically how many will provide logistical conference/meeting planning support.

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

Budget Summary (10 Points)

All applications must include a budget summary document. The budget should be based on the resources needed to successfully implement the NELTC, and include estimated costs for the applicant and partner organization(s) and/or individual consultants. The budget must display a clear link between the project and each budget item, and include a description of each budget item. Applicants may review the sample Budget Detail Worksheet and the Creating a Budget webinar available on the OVW website at <https://www.justice.gov/ovw/resources-applicants>.

The selected consortium will be required to submit additional materials that include specific project goals, objectives, and deliverables, and a budget detail worksheet and budget narrative during the planning phase.²

Letters of Commitment (20 Points Total)

Applicants must include, as separate attachment(s), an LOC from each proposed consortium partner. For purposes of this call for papers, an LOC is a document that clearly demonstrates the project partner's commitment and capacity to fully participate and contribute to the project. The LOC must be submitted on the partner's agency letterhead, and signed and dated by the

² 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 review the sample Budget Detail Worksheet on the OVW website at <https://www.justice.gov/ovw/resources-applicants>.

Authorized Representative of each proposed partner organization during the development of the application.

The LOC must:

1. Detail a commitment to fully participate and contribute in the development and implementation of the NLETC.
2. Describe the specific areas of expertise and skills of the organization/consultant and how this expertise and skill is essential to the project.
3. Detail any past experience and capacity of the organization/consultant to effectively collaborate with other organizations in developing and/or implementing large-scale TA projects.
4. Indicate willingness to enter into a Memorandum of Understanding (MOU).

There is no MOU required at this time. The selected consortium will be required to submit an MOU between the lead applicant and all partners during the planning phase.

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 call for concept papers 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 call for concept papers ("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 (if applicable)

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

Confidentiality Notice Form

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

Disclosure of Process Related to Executive Compensation (if applicable)

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

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

Each applicant must state at the time of its application (in the [Summary Data Sheet](#)) whether the applicant is a nonprofit organization that uses the IRS'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 IRS 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 call for concept papers 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 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 MTDC, 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 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 IRS. 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](https://www.grants.gov) no later than April 10, 2020.

Submission Dates and Times

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

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

Applicant Action and Information	Dates and Deadlines
Apply for a DUNS number	
Obtain a DUNS number at https://www.dnb.com/ or call 1-866-705-5711.	April 10, 2020
Register with SAM	
Access the SAM online registration through the SAM homepage at https://www.sam.gov/SAM/ and follow the online instructions for new SAM users. If the applicant already has the necessary information on hand, the online registration takes approximately 30 minutes to complete, depending upon the size and complexity of the business or organization. Organizations must update or renew their SAM registration at least once a year to maintain an active status.	April 10, 2020
Register with Grants.gov	
Once the SAM registration is active, the applicant will be able to complete the Grants.gov registration (see Other Submission Requirements for more information on registering for and using Grants.gov).	April 10, 2020
Submit Letter of Intent	
Contact the ICJR Unit at OVW.ICJR@usdoj.gov or 202-307-6026	April 10, 2020
Download Updated Version of Adobe	
Applicants are responsible for ensuring that the most up-to-date version of Adobe Acrobat is installed on all computers that may be used to download the grant application package and submit the proposal. To verify if the Adobe software version is compatible with Grants.gov , visit the following link: http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html .	At least 48 hours before application deadline
Request hardcopy submission, if necessary	
Applicants that cannot submit an application electronically due to lack of internet access must contact the ICJR Unit at 202-307-6026 or OVW.ICJR@usdoj.gov to request permission to submit a hardcopy application.	April 21, 2020

Begin Application Submission Process	
Applications must be submitted electronically via Grants.gov .	Begin 24 – 48 hours prior to the application deadline
Confirm Application Receipt	
<p>Authorized Organization Representatives (AORs) should closely monitor their email for any notification from Grants.gov about a possible failed submission. The AOR is a user role within Grants.gov for a user who is authorized to submit applications on behalf of the organization.</p> <p>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.</p> <p>OVW does not send out these notifications, nor does OVW receive a copy of these notifications. It is the applicant's responsibility to notify OVW of any problems with the application submission process.</p>	Submitting the application at least 48 hours before May 12, 2020 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 May 12, 2020 will not be considered for funding, unless the applicant receives OVW permission to submit a late application. In limited circumstances, OVW will approve a request to submit an application after the due date. The charts below provide a description of the circumstances under which OVW will consider such requests. Approval of a late submission request is not an indication of the application's final disposition. Applications approved for late submission are still subject to all of the review process and criteria described in this solicitation.

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

Experiencing Technical Difficulties Beyond the Applicant's Reasonable Control

Issue	Applicant Action	OVW Policy
Issue with SAM or Grants.gov Registration	<ol style="list-style-type: none"> 1. Register and/or confirm existing registration at least three weeks prior to the application due date to ensure that the individual who will be submitting the application has SAM and Grants.gov access and is the person registered to submit on behalf of the applicant. 2. Maintain documentation of when registration began, any issues related to registration, and all communication with applicant support. 3. Notify OVW as soon as the applicant becomes aware of a problem with registration but no later than 14 days before the application due date. 	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.

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

<p>the Application Submission Process</p>	<ol style="list-style-type: none"> 2. Maintain documentation of all communication with Grants.gov Applicant Support. 3. Prior to the application deadline, contact the ICJR Unit, via email at OVW.ICJR@usdoj.gov indicating that the applicant is experiencing technical difficulties and would like permission to submit a late application. The email must include the following: <ul style="list-style-type: none"> • A detailed description of the difficulty that the applicant is experiencing. • The contact information (name, telephone, and email) for the individual making the late submission request. • The complete application packet (Summary Data Sheet, Project Abstract, Project Concept Narrative, Budget Summary, and Letters of Commitment). 4. Within 24 hours after the application deadline, the applicant must email the ICJR Unit at OVW.ICJR@usdoj.gov the following information: <ul style="list-style-type: none"> • Applicant's DUNS number. • Grants.gov Applicant Support tracking numbers. • Other relevant documentation. 	<p>OVW will not approve a late submission request include:</p> <ol style="list-style-type: none"> a. Using an outdated version of Adobe Acrobat. b. Attachment rejection. (To ensure that attachments are not rejected, attachment names should only include allowable characters. See "Other Submission Requirements"). <p>Through Grants.gov, OVW can confirm when submission began. Applicants that start the submission process less than 24 hours before the deadline will not be considered for late submission. By beginning the application submission process 24-48 hours before the deadline, applicants should have sufficient time to receive notice of problems with their submissions and make necessary corrections.</p>
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Issue	Applicant Action	OVW Policy
<p>Severe Inclement Weather or Natural Disaster</p>	<ol style="list-style-type: none"> 1. Contact the ICJR Unit at OVW.ICJR@usdoj.gov as soon as the applicant is aware of severe weather or a natural or man-made disaster that may impede the submission of an application by the deadline. The email should include a detailed description of the weather event or natural or man-made disaster. A detailed description includes when the event occurred, or is likely to occur, the impacted area, and the specific impact on the applicant and/or partners' ability to submit the application by the deadline (e.g., without power for "x" days, office closed for "x" days). If the application is complete and ready for submission at the time the applicant notifies the POC, it should be included with the email. 	<p>OVW may not be able to accommodate all requests resulting from severe inclement weather or a natural disaster.</p>

	2. Applicants impacted by severe weather or a natural or man-made disaster occurring on the deadline must contact OVW within 48 hours after the due date or as soon as communications are restored.	
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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 this call for concept papers requirements.

Unallowable Costs

The costs associated with the activities listed below are unallowable and must not be included in applicants' budgets:

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

Food and Beverage/Costs for Refreshments and Meals

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

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

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

Budget clearance does not constitute prior approval of food and beverage costs. Recipients must seek approval of these costs through the OVW conference approval process.

Conference Planning and Expenditure Limitations

Applicants' budgets must be consistent with all requirements (including specific cost limits and prior approval and reporting requirements, where applicable) governing the use of federal funds

for expenses related to conferences (which is defined to include meetings, retreats, seminars, symposiums, training, and other similar events), and costs of attendance at such events. Information on conference planning, minimization of costs, and conference reporting is available at <https://www.justice.gov/ovw/conference-planning>. This includes requirements pertaining to:

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

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

Research and Assessments

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

However, grantees may use funds (up to two percent of the award) to assess their work for internal improvement purposes only, such as 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](https://www.grants.gov). If applicants experience difficulties at any point during this process, they should call [Grants.gov](https://www.grants.gov) Applicant Support at 1-800-518-4726.

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

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

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

Submitting a Grant Application

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

[Grants.gov](https://www.grants.gov) Applicant Support can be reached at 1-800-518-4726 and is available 24/7, except federal holidays.

E. Application Review Information

Criteria

Applications will be scored based on the degree to which the application responds to each section listed in items 1-4 below and addresses each element in each section. Furthermore, applications will be scored based upon the quality of the response, capacity of the applicant and any partners, and the level of detail provided. Each element **must** be addressed in the section in which it is requested. Points may be deducted if the applicant does not include the information in the appropriate section even if it is included elsewhere within the application. Each section will be reviewed as a separate document and will be scored as such. Specifically, for the NLETC, scoring will be as follows:

1. Summary data sheet: (5) points.
2. Project concept narrative: (65) points, of which:

- A. Capacity to implement the project: (40) points.
- B. Who will implement: (15) points.
- C. Staffing plan: (10) points.
- 3. Budget Summary (10) points.
- 4. Letters of Commitment: (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 that is based on the criteria outlined in this solicitation. OVW may use internal reviewers, external reviewers, or a combination of both.

Programmatic Review

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

- 1. Activities that compromise victim safety and recovery and undermine offender accountability (deduct up to 15 points).
- 2. Out-of-scope and unallowable activities (deduct up to 20 points).
- 3. Past performance (deduct up to 25 points).
- 4. Formatting and Technical Requirements (deduct up to 5 points).

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

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

- 1. Demonstrated effectiveness of the current project indicated by timely progress toward meeting project goals and objectives.
- 2. Demonstration that past activities supported with OVW grant funds have been limited to program purpose areas.
- 3. Adherence to all special conditions of existing grant award(s) from OVW.
- 4. Adherence to programmatic and financial reporting requirements, including timely submission of required reports.
- 5. Completion of close-out of prior awards in a timely manner.

6. Appropriate use of and active participation in OVW-sponsored workshops and other TA events as required by a special condition of the current or recent award.
7. Receipt of financial clearances on all current or recent grants from OVW.
8. Timely resolution of issues identified in any audit or on-site financial or programmatic monitoring visit.
9. Adherence to the Office of Management and Budget single-audit requirement.
10. Timely expenditure of grant funds.
11. Adherence to the requirements of the [DOJ Financial Guide](#).
12. Adherence to the requirements of the conference request process.

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

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

High-Risk Grantees

Based on DOJ's assessment of each grantee with regard to current or previous funding, unresolved audit issues, delinquent programmatic and fiscal reporting, and prior performance, a grantee may be designated "high risk." Awards to high-risk grantees may carry special conditions such as increased monitoring and/or prohibitions on drawing down funds until certain requirements are met. High-risk grantees with substantial or persistent performance or compliance issues, long-standing open audits, or open criminal investigations will likely not receive an additional OVW award until all issues are resolved.

Anticipated Announcement and Federal Award Dates

It is anticipated that all applicants will be notified of the outcome of their applications by June 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 Contact(s)

For assistance with the requirements of this solicitation, contact the following: for programmatic questions, contact the ICJR Unit at 202-307-6026 or OVW.ICJR@usdoj.gov, for financial questions, contact 1-888-514-8556 or OVW.GFMD@usdoj.gov, and for technical support, contact [Grants.gov](https://www.grants.gov) Applicant Support Line at 1-800-518-4726.

H. Other Information

Application Checklist

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

Application Documents	Date Completed
1. Letter of Intent	
2. Summary Data Sheet	
3. Proposal Abstract	
4. Project Concept Narrative: a) Capacity to Implement the Initiative. b) Who Will Implement. c) Staffing Plan.	
5. Budget Summary	
6. Letters of Commitment	
7. Application for Federal Assistance (SF-424)	
8. Assurances (SF-424B) and Disclosure of Lobbying Activities (SF-LLL)	
9. Applicant Financial Capability Questionnaire (if applicable)	
10. Confidentiality Notice Form	
11. Disclosures of Process Related to Executive Compensation	
12. Pre-Award Risk Assessment	
13. Indirect Cost Rate Agreement (if applicable)	
14. Letter of Nonsupplanting	

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.