



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

OVW Fiscal Year 2020 State and Territory Domestic Violence and Sexual Assault Coalitions Program Solicitation

Release Date: On or about April 8, 2020

Eligibility

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

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

Deadlines

Applications are due by 11:59 p.m. Eastern Time (E.T.) on May 20, 2020.

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

Registration Information: To receive an award, all applicants must obtain a Data Universal Number System (DUNS) number and register online with the System for Award Management (SAM) and with the [Grants Management System \(GMS\)](#). To avoid any delays in receiving an award, applicants should obtain a [DUNS](#) Number and register online with [SAM](#) immediately, but no later than, May 8, 2020.

(See "[Registration](#)")

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

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

Contact Information

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

Submission and Notification Information

Submission: Applications for this program will be submitted through [GMS](#). For technical assistance with [GMS](#), contact OVW GMS Support at 1-866-655-4482.

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

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Federal Award Information:

Funding Type:	Grant
Estimated Total Funding:	\$13,642,664
Expected Number of Awards:	87
Award Amount:	Amounts are determined by a statutory formula. See page 4.
Registration Due:	May 8, 2020.
Application Due:	May 20, 2020.
Anticipated Start Date:	September 1, 2020.
Length of Award Period:	12 Months

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

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. § 10441(c).

About the OVW State and Territory Domestic Violence and Sexual Assault Coalitions Program

This grant program supports the critical work of state and territory domestic violence and sexual assault coalitions and is a set-aside program under the OVW STOP Violence Against Women Formula Grant Program statute. These organizations play an important role in advancing the goal of ending domestic violence, dating violence, sexual assault, and stalking.

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

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

Program Scope

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

Purpose Areas

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

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

Examples of activities that may be supported include:

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

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

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

- a. Working with local sexual assault programs and other providers of direct services to encourage appropriate responses to sexual assault within the state or territory.
- b. Working with judicial and law enforcement agencies to encourage appropriate responses to sexual assault cases.

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

OVW Priority Areas

In FY 2020, OVW is interested in supporting the priority area(s) identified below. In shaping their strategies for FY 2020, OVW encourages state coalitions to develop and support projects that:

1. Reduce violent crime against women and promote victim safety through investing in law enforcement, increasing prosecution, and promoting effective prevention.
2. Empower victims to become survivors by growing them past their vulnerabilities to a place of self-sufficiency.
3. Increase efforts to combat stalking.
4. 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. Information on activities that compromise victim safety and recovery or undermine offender accountability may be found in the [Solicitation Companion Guide](#).

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

Out-of-Scope Activities

The activities listed below are out of the program scope, and they will not be supported by this program's funding. 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. 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 services for victims.
3. Prevention (excluding SASP funds).

Any out-of-scope activities will need to be removed from the application prior to final approval by OVW.

Activities Requiring Prior Approval

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

B. Federal Award Information

Availability of Funds

All awards are subject to the availability of appropriated funds (including approval of OVW's Spend Plan) and any modifications or additional requirements that may be imposed by law. There is no guarantee that funds will be available in the future.

Award Period and Amounts

The award period is 12 months. Budgets must reflect 12 months of project activity, and the total "estimated funding" on the SF-424 must reflect 12 months. OVW anticipates that the award period will start on September 1, 2020.

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

Funding levels under this program for FY 2020 are:

Domestic Violence Coalitions:

Awards to domestic violence coalitions in each state, the District of Columbia, the Commonwealth of Puerto Rico, American Samoa, Guam, the Northern Mariana Islands, and the U.S. Virgin Islands under this program for FY 2020 will be made for \$91,274.

Sexual Assault Coalitions:

Awards to sexual assault coalitions in each state, the District of Columbia, the Commonwealth of Puerto Rico, American Samoa, Guam, the Northern Mariana Islands, and the U.S. Virgin Islands under this program for FY 2020 will be made for \$91,274 and awards under the SASP state and territorial coalitions set aside for FY 2020 will be made for \$61,071. The total budget submitted by a sexual assault coalition must clearly identify the different funding streams and should equal \$152,345.

Dual Domestic Violence and Sexual Assault Coalitions:

Awards to dual domestic violence and sexual assault coalitions (dual coalitions) for FY 2020 under this program will be made for \$182,548 and awards under the SASP state and territory coalitions set aside for FY 2020 will be made for \$61,071. Dual coalitions must ensure an equitable distribution of funds in their budgets to domestic violence and sexual assault related activities. The total budget submitted by a dual coalition must clearly identify the different funding streams and should equal \$243,619.

OVW estimates that it will make up to **87** awards for an estimated \$13,642,664.

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

Awards will be made as grants.

Awards will be issued as supplements to the FY 2019 awards.

C. Eligibility Information

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

Eligible Applicants

Eligible entities for this program are:

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

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

Cost Sharing or Matching

This program has no match or cost sharing requirement.

D. Application and Submission Information

Address to Request Application Package

The complete application package (this solicitation, including links to required forms) is available on the [OVW website](#). Applicants wishing to request a paper copy of these materials should contact 202-307-6026 or OVW.StateCoalitions@usdoj.gov.

Pre-Application Information Session

OVW will conduct one optional web-based pre-application information session for state and territory coalitions. During this session, OVW staff will review this program's requirements, review the solicitation, and allow for a brief question and answer period. The session is tentatively scheduled for:

April 15, 2020 at 4 p.m. ET.

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

OVW will send the webinar information to all state and territory coalitions when it becomes available.

Content and Form of Application Submission

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

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 10 pages for the Project Narrative.
7. Word documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).
8. Headings and sub-headings that correspond to the sections identified in this section of the solicitation.

Application Contents

Applications must include the following required documents and demonstrate that the program eligibility requirements have been met. Applications that do not include all of the following components will be considered substantially incomplete and may result in a delay in funding. For a complete checklist of the application contents, see the [Other Information](#) section in this solicitation.

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

Summary Data Sheet

The Summary Data Sheet should be one to four pages and may be single or double spaced. The Summary Data Sheet does not count toward the 10 page limit for the Project Narrative. The following information must be included in the Summary Data Sheet:

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 three-step safe-harbor procedure to establish a rebuttable presumption that its executives' compensation is reasonable. If the applicant is not a

nonprofit organization or is a nonprofit that does not use the safe-harbor procedure, provide a statement to that effect. For additional information about the safe-harbor procedure, see "Disclosure of Process Related to Executive Compensation" in the [Additional Required Information](#) section.

Proposal Abstract

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

Project Narrative

The Project Narrative may not exceed 10 pages, double-spaced. The Project Narrative must include the following 3 sections:

Purpose of Application

This section must:

1. Provide a description of the applicant's state/territory, including demographic information.
2. Describe the need to be addressed.
3. Describe how the project will impact current or prior efforts.

What Will Be Done

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

This section must:

1. Provide a thorough description of the training activities that will be performed (if applicable), including:
 - A. What training activities will address domestic violence, dating violence, sexual assault, and stalking.
 - B. How often the training(s) will be offered.
 - C. Describe how activities will reach and address the needs of all populations in the state or territory.
2. Provide a thorough description of the outreach activities that will be performed (if applicable), including:
 - A. What outreach activities will address domestic violence, dating violence, sexual assault, and stalking.
 - B. Anticipated number of outreach activities.
 - C. Describe how outreach activities will reach and address the needs of all populations in the state or territory.
3. Provide a thorough description of the product(s) to be revised or developed (if applicable), including:

- A. Whether the product(s) will address domestic violence, dating violence, sexual assault, and stalking.
- B. An explanation why the product(s) will be developed or revised.

Who Will Implement the Project

This section must:

1. Identify the key individuals and organizations, including project partners, involved in the proposed project.
2. Demonstrate that the individuals and organizations identified have the capacity to address the stated need and can successfully implement the proposed project activities; attach resumes or job descriptions of all key personnel.

Budget Detail Worksheet and Narrative

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

Award Period and Amount

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

Awards under the State and Territory Coalitions Program for FY 2020 will be made for the following amounts:

1. Domestic Violence Coalitions - \$91,274.
2. Sexual Assault Coalitions - \$152,345.
3. Dual Domestic Violence and Sexual Assault Coalitions - \$243,619.

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

The budget must:

1. Display a clear link between the specific project activities and the proposed budget items. The budget must not contain items that are not supported by the project narrative.
2. Include funds to attend OVW-sponsored T&TA in the amount of \$5,000 for applicants located in the 48 contiguous states and \$8,000 for applicants located in the territories, Hawaii, and Alaska. Applicants also may budget expenses in excess of the required amount if they are aware of relevant non-OVW sponsored conferences or training for which they would like to request permission to attend using grant funds to support staff/project partner attendance.
3. The budget must clearly identify which expenses are allocated to the SASP coalitions funding.

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

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

Additional Required Information

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

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

Application for Federal Assistance (SF-424)

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

Intergovernmental Review: This solicitation ("funding opportunity") is subject to Executive Order (E.O.) 12372. An applicant may find the names and addresses of state Single Points of Contact (SPOCs) at the following website: https://www.whitehouse.gov/wp-content/uploads/2017/11/Intergovernmental-Review-SPOC_01_2018_OFFM.pdf. If the state appears on the SPOC list, the applicant must contact the state SPOC to find out about, and comply with, the state's process under E.O. 12372. In completing the SF-424, an applicant whose state appears on the SPOC list is to make the appropriate selection in response to

question 19 once the applicant has complied with its state E.O. 12372 process. (An applicant whose state does not appear on the SPOC list should answer question 19 by selecting the response that the “Program is subject to E.O. 12372 but has not been selected by the state for review.”)

Assurances and Disclosure of Lobbying Activities

Review the assurances and disclosure forms online. Applicants will be prompted to compile these forms online during the application submission process. All applicants must complete both the *Assurances – Non-Construction Programs* (SF-424B) form and the *Disclosure of Lobbying Activities* (SF-LLL) form. Applicants that expend any funds for lobbying activities must provide the information requested on the SF-LLL. Applicants that do not expend any funds for lobbying activities should enter “N/A” in the required highlighted fields.

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

Applicant Financial Capability Questionnaire (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 subgrantees must comply with the confidentiality and privacy requirements of VAWA, as amended. Applicants must submit the acknowledgement form available on the OVW website at http://www.justice.gov/sites/default/files/ovw/pages/attachments/2015/01/20/confidentiality_acknowledgement_form_42015.pdf. This form must be signed by the [Authorized Representative](#).

Disclosure of Process Related to Executive Compensation (if applicable)

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

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

Each applicant must state at the time of its application (in the [Summary Data Sheet](#)) 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 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 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.

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 [GMS](#) no later than May 8, 2020.

Submission Dates and Times

It is the responsibility of the applicant to ensure that the application is complete and submitted by the deadline. Failure to meet the submission deadline will result in a delay in access to funds. Applicants should refer to the chart below to ensure that all required steps and deadlines are met.

Applicant Action and Information	Dates/Deadlines
Apply for a DUNS number	
Obtain a DUNS number at https://www.dnb.com/ or call 866-705-5711.	May 8, 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.	May 8, 2020.
Request hardcopy submission, if necessary	
Applicants that cannot submit an application electronically due to lack of internet access must contact the POC at 202-307-6026 or OVW.StateCoalitions@usdoj.gov to request permission to submit a hardcopy application.	May 13, 2020.
Begin Application Submission Process	
Applications must be submitted electronically via GMS .	Begin 24 – 48 hours prior to the application deadline.
Complete Application Submission Process	
Applications must be submitted electronically via GMS .	May 20, 2020.

Grants Management System

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

OVW Policy on Late Submissions

To ensure timely award processing, applicants must submit the application by May 20, 2020. Applicants anticipating late submission should contact OVW at 202-307-6026 to provide an explanation for the delay and an anticipated submission date. Submitting the application after the deadline may result in a delay in access to funds.

Funding Restrictions

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

Unallowable Costs

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

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

Food and Beverage/Costs for Refreshments and Meals

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

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

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

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

Research and Assessments

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

However, grantees and subgrantees 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 [GMS](#). Applicants that are unable to submit electronically must follow the instructions in that section.

E. Application Review Information

Criteria, Review, and Award Process

This is a formula grant program; therefore, applications are not subject to a peer review. However, applicants must submit all information requested in the Application Contents and Additional Required Information sections of this solicitation. If any required elements are

missing, OVW will contact the applicant to request prompt submission of relevant documents. Failure to include required information at the time of submission may result in a delay in funding.

Each OVW grantee agrees to follow the financial and administrative requirements in the [DOJ Financial Guide](#) as a condition of receiving grant funding. If OVW determines that a current grantee has violated any of the requirements of the [DOJ Financial Guide](#), the grantee may experience a delay in funding or may have additional conditions placed on its award under this solicitation.

High-Risk Grantees

Based on DOJ's assessment of each grantee with regard to current or previous funding, unresolved audit issues, delinquent programmatic and fiscal reporting, and prior performance, a grantee may be designated "high risk." Awards to high-risk grantees may carry special conditions such as increased monitoring and/or prohibitions on drawing 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 experience a delay in funds, and possibly receive a high risk designation on future OVW awards until all issues are resolved.

Anticipated Announcement and Federal Award Dates

It is anticipated that all applicants will receive an award notification by October 1, 2020. The anticipated award start date will be September 1, 2020.

F. Federal Award Administration Information

Federal Award Notices

Successful applications will receive OVW award notifications electronically from the OJP Grants Management System (GMS) (not Grants.gov). This award notification will be sent to the individuals listed as the [Authorized Representative](#) and the Point of Contact on the SF-424 for the application that was selected for funding and will include instructions on accepting the award. Recipients will be required to log in; accept any outstanding assurances and certifications on the award; designate financial points of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document and terms and conditions by the [Authorized Representative](#), scanning the fully executed award document, and returning the scanned document to OVW via facsimile or email.

Administrative and National Policy Requirements

Information for All Federal Award Recipients

Applicants selected for awards must agree to comply with additional legal, administrative, and national policy requirements. OVW strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. This information can be found in the section of the [Solicitation Companion Guide](#) entitled "Post-Award Requirements for All Federal Award Recipients."

Terms and conditions for OVW awards are available at <https://www.justice.gov/ovw/award-conditions>. These terms are subject to change prior to the issuance of the awards.

Violence Against Women Act Non-Discrimination Provision

The Violence Against Women Reauthorization Act prohibits OVW grantees from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived

race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW. Additional information on the civil rights obligations of OVW funding recipients can be found in the [Solicitation Companion Guide](#) under "Civil Rights Compliance."

Accessibility

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

Reporting

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

G. Federal Awarding Agency Contact(s)

For assistance with the requirements of this solicitation, contact the following: for programmatic questions, contact the POC for this program at 202-307-6026 or OVW.StateCoalitions@usdoj.gov, for financial questions, contact 1-888-514-8556 or OVW.GFMD@usdoj.gov, and for applicant support, contact OVW GMS Support at 1-866-655-4482.

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 solicitation are included with this application. OVW will not redirect documents that are inadvertently submitted with the wrong application (e.g., a Rural Program letter submitted with a Transitional Housing Program application will not be transferred to the Rural application).

Application Document	Date Completed
1. Summary Data Sheet	
2. Project Narrative: a) Purpose of the Application b) What Will Be Done c) Who Will Implement	
3. Budget Detail Worksheet and Narrative	
4. Application for Federal Assistance: SF 424	

5. Assurances (SF 424B) and Disclosure of Lobbying Activities (SF-LLL)	
6. Applicant Financial Capability Questionnaire (if applicable)	
7. Confidentiality Notice Form	
8. Disclosures of Process Related to Executive Compensation	
9. Pre-Award Risk Assessment	
10. Indirect Cost Rate Agreement (if applicable)	
11. 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.