



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

OVW Fiscal Year 2020 Technical Assistance Outreach Initiative to Strengthen Indian Tribes' Capacity to Address Violence Against Women Invitation to Apply

Release Date: On or about March 20, 2020

Eligibility

This is a noncompetitive funding opportunity for which the only eligible applicant is the Tribal Law and Policy Institute. The applicant was selected for a two year award through a competitive process in FY 2017. This Invitation to Apply is to provide supplemental funding for an additional 15 months of the project.

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

Deadlines

Application is due by 11:59 p.m. Eastern Time (E.T.) on March 25, 2020.

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

Registration Information: To submit an application, the applicant 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 ensure sufficient time to complete the registration process, the applicant must obtain a DUNS number and register online with SAM and with [GMS](#) immediately, but no later than March 23, 2020.

(See "[Registration](#)")

Contact Information

For assistance with the requirements of this Invitation to Apply, email OVW at tia.farmer@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 [Office of Justice Programs \(GMS\)](#). For technical assistance (TA) with [GMS](#) contact OVW GMS Customer Support at (866) 655-4482.

Notification: OVW anticipates notifying the applicant of the funding decisions by May 1, 2020.

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Federal Award Information:

Funding Type:	Cooperative Agreement
Estimated Total Funding:	\$500,000
Expected Number of Awards:	One
Award Ceiling:	\$500,000
Award Floor:	\$500,000
Registration Due:	March 23, 2020
Application Due:	March 25, 2020
Anticipated Start Date:	May 1, 2020
Length of Award Period:	15 months

**OVW Technical Assistance Outreach Initiative to
Strengthen Indian Tribes' Capacity to Address
Violence Against Women
(Tribal TA Outreach Initiative)
(CFDA 16.029)**

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 Technical Assistance Outreach Initiative to Strengthen Indian Tribes' Capacity to Address Violence Against Women

The Technical Assistance Outreach Initiative to Strengthen Indian Tribes' Capacity to Address Violence Against Women (referred to as the Tribal TA Outreach Initiative) was created to maximize resources and extend TA beyond the limited number of tribes that receive OVW grant funding. It is well documented, through national and regional studies, that violence against women is widespread and severe among self-identified American Indian (AI) and Alaska Native (AN) people. A 2010 study found that more than 1 in 3 AI and AN women (39.8 percent) had experienced violence in the course of 2010.¹

¹ Rosay, Andre, PhD, "NIJ Research Report," Violence against American Indian and Alaska Native Women and Men, 2010 Findings from the National Intimate Partner and Sexual Violence Survey.

In FY 2017, the Tribal Law and Policy Institute (TLPI) was competitively selected to implement the Tribal TA Outreach Initiative and received 24 months of initial funding through a cooperative agreement with the possibility of additional funding to be awarded noncompetitively to continue the Tribal TA Outreach Initiative, depending on performance and availability of funds. With this supplemental funding, OVW seeks to continue to build the capacity of tribal governments, tribal justice system professionals, and tribal victim services organizations to respond effectively to domestic violence, dating violence sexual assault, and stalking. Specifically, the Tribal TA Outreach Initiative focuses TA toward tribes that have had no or marginal success in accessing OVW grant funding in an effort to enhance victim services and assist tribal criminal justice systems to more effectively address victim safety and offender accountability. In addition, the Initiative will support new and struggling tribal grantees within the state of Alaska with project implementation.

Program Scope

Activities supported by the Tribal TA Outreach Initiative are determined by statute, federal regulations, and OVW policies. If the applicant receives an award, the funded project is bound by the provisions of this Invitation to Apply, 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

Funds under the Tribal TA Outreach Initiative must be used for all the following purposes:

1. Coordinated Community Responses (CCRs) - Provide TA to potential tribal grantees to enhance and support efforts to successfully plan, implement, and sustain comprehensive CCRs that address domestic violence, dating violence, sexual assault, and stalking in tribal communities. Address basic victim safety issues such as emergency shelter, orders of protection, and offender accountability.
2. Training for Criminal Justice Personnel - Provide training for tribal criminal justice system personnel, such as law enforcement, prosecutors, judges and other court personnel, community and system-based victim service providers, and staff from other tribal organizations that serve tribal populations. Training topics may include, but should not be limited to, system collaboration and coordination, victim safety and autonomy, primary aggressor determination, and writing effective orders of protection.
3. Emergency Shelter/Safe Home - Provide TA to sustain emergency shelter/safe homes where resources are scarce and few options for emergency placement of victims and their families exist.
4. Alaska Native Villages - Provide culturally specific TA tailored to meet the unique needs of AN communities.

Activities that Compromise Victim Safety

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. An application that proposes any such activities may be eliminated from consideration entirely. Information on activities that compromise victim safety and recovery or undermine offender accountability may be found in the [Solicitation Companion Guide](#).

Out-of-Scope Activities

The activities listed below are out of the program scope, and they will not be supported by Tribal TA Outreach Initiative funding. See also the list of unallowable costs in the [Funding Restrictions](#) section of this Invitation to Apply.

1. Research projects: (This does not include assessments conducted only for internal improvement purposes. The applicant may budget up to three percent of the award for this activity. For information on distinguishing between research and assessments, see the heading on this topic in the [Funding Restrictions](#) section of this Invitation to Apply and the [Solicitation Companion Guide](#).)
2. Direct victim services and justice system interventions: Tribal TA Outreach Initiative funds are intended to support training and technical assistance (TTA) opportunities, advice, and guidance for potential tribal grantees and existing tribal grantees in Alaska. They cannot support law enforcement activities, legal representation, direct services, or other interventions.

If the application proposes activities that are substantially out of scope, it may be eliminated from consideration.

Activities Requiring Prior Approval

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

B. Federal Award Information

Availability of Funds

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. There is no guarantee that funds will be available in the future.

Award Period and Amounts

The award period is 15 months. The budget must reflect 15 months of project activity, and the total "estimated funding" on the SF-424 must reflect 15 months. OVW anticipates that the award period will start on May 1, 2020.

OVW estimates that it will make one award under the FY 2020 Tribal TA Outreach Initiative for approximately \$500,000.

OVW has the discretion to make an award for a greater or lesser amount than requested and to negotiate the scope of work and budget with the applicant prior to making the 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 program, the substantial involvement includes participating in project meetings, developing and approving final agendas, reviewing and approving faculty, products, and curriculum, and identifying participants for TTA activities. The award recipient must be willing to

work closely with OVW on the implementation of the 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 award recipient under this Initiative will be required to engage in the following activities:

1. OVW-sponsored TTA.
2. An OVW-sponsored assessment or program evaluation, if applicable.
3. Collaboration with OVW-designated TA providers, OVW Tribal Coalitions, tribes, and tribal organizations.
4. Provide on-site individual TA and national TA/training/conference events.
5. An initial planning phase to develop an outreach and strategic implementation plan and budget that must be approved by OVW prior to project start up.

C. Eligibility Information

An application that is submitted by an ineligible entity or one that does not meet all program eligibility requirements will not be considered for funding. In addition, an application that is deemed deficient in one or more of the following categories may not be considered for funding:

1. [activities that compromise victim safety](#), 2. [out-of-scope activities](#), 3. [unallowable costs](#), 4. [pre-award risk assessment](#), 5. [completeness of application contents](#), and 6. [timeliness](#). An applicant with [past performance issues](#), long-standing open audits, or an open criminal investigation also may not be considered for funding.

Eligible Applicant

The following entity is eligible to apply for this Initiative: Tribal Law and Policy Institute.

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 Initiative has no match or cost sharing requirement.

Other Program Eligibility Requirement

In addition to meeting the eligible entity requirement outlined above, the application for the Tribal TA Outreach Initiative must also meet the program requirement below. All eligibility related documents must be current and developed in accordance with this FY 2020 Invitation to Apply.

Required Partnerships

The applicant for the Tribal TA Outreach Initiative must have a formal partnership with a nonprofit domestic violence or sexual assault direct victim service provider that has experience serving both AI and AN people.

Note: it may be necessary to partner with more than one victim service provider to fully demonstrate experience that reflects the unique differences between Alaska and the lower 48 states.

A "victim service provider" is a nonprofit, nongovernmental or tribal organization or rape crisis center, including a state or tribal domestic violence and/or sexual assault coalition, that assists

or advocates for domestic violence, dating violence, sexual assault, or stalking victims, including a domestic violence shelter, faith-based organization or other organization, with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking. 34 U.S.C. § 12291(a)(43). Victim service providers must provide direct services to victims of domestic violence, dating violence, sexual assault, or stalking as one of their primary purposes and have a demonstrated history of effective work in this field

D. Application and Submission Information

Address to Request Application Package

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

Formatting and Technical Requirements

The application must follow the requirements below for all documents, unless otherwise noted:

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 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

The application must include the required documents and demonstrate that the program eligibility requirement has been met. For a complete checklist of the application contents, see the [Other Information](#) section in this Invitation to Apply.

An application that does not include all of the following documents will be considered substantially incomplete and funding may be delayed:

1. Project Narrative.
2. Budget Detail Worksheet and Narrative.
3. Memorandum of Understanding (MOU).

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

1. Summary Data Sheet.
2. Proposal Abstract.

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 25-page limit for the Project Narrative. The following information must be provide 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 delay of funding. The applicant should also provide the same information regarding any current OVW grants or pending applications on which the applicant is a subrecipient.
6. A list of all other federal grant programs from which the applicant currently receives funding or for which it has applied for funding in FY 2020 **to do similar work**. Provide this information in a table using the sample format found on the OVW website at <https://www.justice.gov/ovw/resources-applicants>.
7. Statement as to whether the applicant is a nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code.
8. Statement as to whether the applicant is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure to establish a rebuttable presumption that its executives' compensation is reasonable. If the applicant is not a nonprofit organization or is a nonprofit that does not use the safe-harbor procedure, provide a statement to that effect. For additional information about the safe-harbor procedure, see "Disclosure of Process Related to Executive Compensation" in the [Additional Required Information](#) section.
9. The percentage of grant activities, should the application be funded, that will address each of the following issues (the total percentages should not exceed 100%):
 - Domestic violence.
 - Dating violence.
 - Sexual assault.
 - Stalking.
10. Name(s) of the nonprofit domestic violence or sexual assault victim service provider(s) partnering on the project.

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. The applicant must not summarize past accomplishments in this section.

Project Narrative

The Project Narrative may not exceed 25 pages, double-spaced. The Project Narrative must include the following information:

Purpose of the Application

The target audience for the Tribal TA Outreach Initiative is AI and AN communities that are not currently benefiting from OVW grants and TA and have not established effective CCR's for domestic violence or sexual assault including those tribal communities that have not provided training for tribal criminal justice system personnel, have few or no resources to house victims in emergency shelter or safe homes or provide culturally specific TA tailored to meet the unique needs of AN communities.

This section must include:

1. Describe the need for TA to enhance and support efforts by AI tribes and AN villages to successfully plan, implement, and sustain comprehensive, culturally-specific programs that address domestic violence, dating violence, sexual assault and stalking
2. Describe the audience for the proposed TA, including specific professions to receive training. Please explain the relationship between the target audience and the stated area of need.
3. Describe the gaps and challenges tribes experience with addressing domestic violence, dating violence, sexual assault, stalking, and the impact that the proposed project will have on those gaps and challenges.
4. Describe the expected impact this TA project will have on victim safety and offender accountability.

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 Invitation to Apply.

This section must:

1. Describe the approach to addressing the challenge or need identified in the Purpose of the Application section.
2. Explain the project goals and objectives.
3. Provide a detailed description of the activities that will be undertaken to accomplish the project goals and objectives and how these activities clearly address the purpose area.

4. Describe how the proposed project will reach the target audience(s) identified in the Purpose of the Application section.
5. Provide a clear link between all activities and the challenges and knowledge gaps identified in the Purpose of the Application section.
6. Explain why the chosen technical assistance delivery methods are appropriate for the target audience or profession and for the goals and objectives.
7. Provide a corresponding timeline for the completion of each activity and product, if any, to be developed. Include in the timeline the estimated number of each deliverable (e.g., number of trainings, webinars, and on-site technical assistance opportunities). The time line should cover a 15-month period and indicate who is responsible for each task. The applicant must include in its timeline a planning period with OVW and project partners.
8. Provide a justification of the estimated number of individuals, agencies, and/or jurisdictions that would receive training and technical assistance under this project.
9. Describe how accessibility issues will be addressed in this project.
10. If the application includes developing a product, describe the dissemination method/plan for each proposed product.
11. Performance measurement. Describe how the applicant will measure its progress in achieving the project's goal(s)/vision. Identify targeted outcome(s) and describe any tool(s) the applicant will use to track those outcomes and report them to OVW. Tools may include OVW performance progress reports and logic model templates (both available at www.vawamei.org).
12. Describe how the applicant will move to project sustainability.

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.
3. Describe how conference logistical services will be obtained.
4. Describe the capacity to provide on-site TA for recipients.
5. Describe the applicant's capacity to provide national professional training/education opportunities, including two examples of national training/conferences/events that the applicant has held with the primary target audience being AI and/or AN.
6. Describe the applicant's or partners' expertise to address any or all of the 4 purpose areas.

Budget Detail Worksheet and Narrative

The application 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. The applicant must submit a reasonable budget based on the resources needed to implement its project in its specific geographic location.

Award Period and Amount

The award period is 15months. The budget must reflect 15 months of project activity, and the total "estimated funding" on the SF-424 must reflect 15 months of funding. OVW anticipates that

the award period will start on May 1, 2020 and end on July 31, 2021. OVW estimates that it will make a minimum of one award. A total of \$500,000 is available for this Initiative.

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

The budget must:

- Display a clear link between project activities and budgeted items, and not contain items that are not supported by the project narrative.
- Include funds to travel to any trainings and conferences the applicant anticipates attending, and to participate in OVW-funded TA. TTA funds should be based on the applicant's best estimate at the time of application.
- Not include funds to pay for a single SAFE or advocate to be on-call 24/7.
- Include funds or describe other resources available to the applicant to ensure access for individuals with disabilities, Deaf/hard of hearing individuals, and persons with limited English proficiency. See [Accessibility](#) under [Federal Award Administration Information](#) for more information.
- Compensate all project partners for their full level of effort, unless the MOU explains that certain contributions to this project are already supported with other funding or are being offered in-kind. For more information on compensating project partners, see the sample Budget Detail Worksheet on the OVW website at <https://www.justice.gov/ovw/resources-applicants>.
- Distinguish clearly between subawards and contracts in allocating any grant funds to other entities. Pursuant to 2 C.F.R. § 200.330, a subaward is for the purpose of carrying out a portion of the federal award, such as compensating an MOU partner, and a contract is for the purpose of obtaining goods and services for the grantee's own use. The substance of the relationship is more important than the form of the agreement in determining whether the recipient of the pass-through funds is a subrecipient or a contractor. The awarding and monitoring of contracts must follow the recipient's documented procurement procedures, including full and open competition, pursuant to the procurement standards in 2 C.F.R. §§ 200.317-200.329. The issuance and monitoring of subawards must meet the requirements of 2 C.F.R. § 200.331, which includes oversight of subrecipient/partner spending and monitoring performance measures and outcomes attributable to grant funds. For more information, see the sample Budget Detail Worksheet and the [Solicitation Companion Guide](#) on the OVW website at <https://www.justice.gov/ovw/resources-applicants>.

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

Memorandum of Understanding (MOU)

For purposes of this Invitation to Apply, the MOU is a document containing the terms of the partnership and the roles and responsibilities between two or more parties. The MOU is not a

substitute for a subaward agreement, which ensures that subrecipients adhere to the requirements of the award and 2 C.F.R. Part 200 (see 2 C.F.R. § 200.331). Partners receiving funds under the award generally are considered subrecipients because they are carrying out a portion of the federal award.

The MOU **must** be a single document and **must** be signed and dated by the [Authorized Representative](#) of each proposed partner organization during the development of the application. MOUs missing signatures may result in a delay of funding, particularly if the MOU is missing the signature of a required partner. If necessary, an MOU can include multiple signature pages so long as each page includes the names and titles of all signatories to the MOU.

The MOU must clearly:

1. Identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship.
2. State the roles and responsibilities each partner will assume to ensure the success of the proposed project.
3. State that each project partner has reviewed the budget, is aware of the total amount being requested, and is being fully compensated for their work under the grant or is agreeing to be partially compensated or receive no compensation from the grant.
4. Identify the relevant expertise of each partner as it relates to one or more of the four [purpose areas](#) in the Tribal TA Outreach Initiative.

Additional Required Information

The following documents will not be scored but must be included with the application. Failure to supply this information may result in the application being removed from consideration. Some documents will be generated during the application submission process while other documents will be uploaded and attached to the application.

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

Application for Federal Assistance (SF-424)

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

Intergovernmental Review: This solicitation (“funding opportunity”) **is 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. The applicant will be prompted to compile these forms online during the application submission process. The applicant must complete

both the *Assurances – Non-Construction Programs* (SF-424B) form and the *Disclosure of Lobbying Activities* (SF-LLL) form. If applicant expends any funds for lobbying activities applicant must provide the information requested on the SF-LLL. If applicant does not expend any funds for lobbying activities, applicant 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

The applicant is required to acknowledge that they have received notice that grantees and subgrantees must comply with the confidentiality and privacy requirements of VAWA, as amended. The applicant 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.

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

At a minimum, the disclosure must describe in pertinent detail: (1) the composition of the body that reviews and approves compensation arrangements for covered persons; (2) the methods and practices used by the applicant nonprofit organization to ensure that no individual with a conflict of interest participates as a member of the body that reviews and approves a compensation arrangement for a covered person; (3) the appropriate data as to comparability of compensation that is obtained in advance and relied upon by the body that reviews and approves compensation arrangements for covered persons; and (4) the written or electronic records that the applicant maintains as concurrent documentation of the

decisions with respect to compensation of covered persons made by the body that reviews and approves such compensation arrangements, including records of deliberations and of the basis for decisions. For a sample letter, see the OVW website at <https://www.justice.gov/ovw/resources-applicants>.

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

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

Pre-Award Risk Assessment

The 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? The applicant is 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 (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)

If the applicant intends to charge indirect costs through the use of a negotiated indirect cost rate, the applicant must have a current, signed, federally-approved indirect cost rate agreement. If the applicant has never received a federally-approved indirect cost rate, the applicant 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.

If the applicant wishes to negotiate an indirect cost rate, the applicant should contact OVW's Grants Financial Management Division at OVW.GFMD@usdoj.gov or (888) 514-8556 for more information.

Letter of Nonsupplanting

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

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

Applicants for federal grants and cooperative agreements are required to have a Data Universal Number System (DUNS) number to submit an application. A DUNS number is a unique, nine-character identification number provided by the commercial company Dun & Bradstreet (D&B). Once an applicant has applied for a DUNS number through D&B, its DUNS number should be available within two business days.

Federal regulations require that an applicant (1) be registered in SAM.gov prior to submitting an application; (2) provide a valid DUNS number in its application; and (3) continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application under consideration by a federal awarding agency. Also, federal agencies may not make an award to an applicant until that applicant has complied with all

applicable DUNS and SAM requirements. If an applicant has not fully complied with these requirements by the time that OVW is ready to make an award, then OVW may make the determination that the applicant is not qualified to receive an award and use that determination as a basis for making the award to another applicant. See 2 C.F.R. §§ 25.200, 25.205.

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

If the applicant already has an Employer Identification Number (EIN), the SAM registration will take up to two weeks to process. If the applicant does not have an EIN, then the applicant should allow two to five weeks for obtaining an EIN from the Internal Revenue Service. There is no fee associated with these processes. These processes cannot be expedited. OVW strongly discourages applicants from paying a third party to apply or register on their behalf in an attempt to expedite these processes. To ensure all applicants are able to apply by the deadline for this solicitation, applicants must have obtained a DUNS number and registered online with the SAM and with Grants.gov no later than December 20, 2019.

Submission Dates and Times

The deadline for submitting the application in response to this Invitation to Apply is **11:59 p.m. E.T. on March 25, 2020**. It is the responsibility of the applicant to ensure that the application is complete and submitted by the deadline.

Grants Management System

The applicant is required to submit its application online 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 the applicant has logged into GMS, it should select the program for which it intends to apply and follow the instructions. Training materials are available on the main GMS homepage.

The applicant is encouraged to begin the application submission process at least 48 hours before March 23, 2020.

OVW Policy on Late Submissions

An application submitted after **11:59 p.m. E.T. on March 25, 2020** may result in delayed access to funds.

Funding Restrictions

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

Unallowable Costs

The costs associated with the activities listed below are unallowable and must not be included in applicant's budget.

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 the grantee 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

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

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

Research and Assessments

The grantee under this Initiative is 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, the grantee may use funds up to one percent of the award to assess their work for internal improvement purposes only, such as by convening a listening session to identify service gaps in the community, or surveying training participants about the quality of training content and delivery. An applicant 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, the application must be submitted electronically via [GMS](#). An applicant that is unable to submit electronically must follow the instructions in that section.

Submitting a Grant Application

The applicant must follow [the above instructions](#) to submit the application in GMS.

E. Application Review Information

Review and Selection Process

An application will be subject to programmatic review.

Programmatic Review

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.

As a part of the programmatic review process described above, an applicant 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](#).

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, reaching rural populations, 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 the applicant will be notified of the outcome of its application by May 1, 2020,

F. Federal Award Administration Information

Federal Award Notices

The successful application will receive OVW award notification electronically from GMS (not Grants.gov). This award notification will be sent to the individual 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. The recipient 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

The applicant selected for the award must agree to comply with additional legal, administrative, and national policy requirements. OVW strongly encourages the applicant 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 Invitation to Apply, contact the following: for programmatic questions, contact the OVW Tribal Affairs Division at (202) 307-6026 or tia.farmer@usdoj.gov for financial questions, contact (888) 514-8556 or ovw.gfmd@usdoj.gov and for technical support, contact the OVW GMS Support Line at (866) 655-4482.

H. Other Information

Application Checklist

The applicant must submit a fully executed application to OVW, including all required supporting documentation. If the 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 Invitation to Apply are included with this application. OVW will not redirect documents that are inadvertently submitted with the wrong 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. Proposal Abstract	
5. Memorandum of Understanding	

6. Application for Federal Assistance: SF 424	
7. Assurances (SF 424B) and Disclosure of Lobbying Activities (SF-LLL)	
8. Applicant Financial Capability Questionnaire (if applicable)	
9. Confidentiality Notice Form	
10. Disclosure of Process Related to Executive Compensation	
11. Indirect Cost Rate Agreement (if applicable)	
12. 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.