



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

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# **OVW Fiscal Year 2020 Grants to Tribal Domestic Violence and Sexual Assault Coalitions Invitation to Apply**

**Release Date: on or about April 28, 2020**

## **Eligibility**

**Eligible applicants are limited to:** recognized tribal domestic violence and sexual assault coalitions.

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

## **Deadlines**

**Applications are due by 11:59 p.m. Eastern Time (E.T.) on June 4, 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](#)). 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 11, 2020.

(See "[Registration](#)")

## Contact Information

For assistance with the requirements of this solicitation, email OVW at [tia.farmer@usdoj.gov](mailto: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 [GMS](#). For technical assistance (TA) 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:	\$6,718,685
Expected Number of Awards:	19
Award Amount:	\$353,615
Registration Due:	May 11, 2020
Application Due:	June 4, 2020
Anticipated Start Date:	October 1, 2020
Length of Award Period:	12 month

## **OVW Grants to Tribal Coalitions Grant Program (CFDA 16.557)**

### ***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(d) and 34 U.S.C. § 12511(d).

#### **About the OVW Tribal Domestic Violence and Sexual Assault Coalitions Program (Tribal Coalitions Program)**

The Tribal Coalitions Program supports the development and operation of nonprofit, nongovernmental tribal domestic violence and sexual assault coalitions. It is a mixed formula and discretionary program, with each recognized coalition receiving an equal amount of base funding, sexual assault and dual coalitions receiving an additional amount for sexual assault-focused activities, and organizations determined by OVW to be qualified to apply to incorporate and operate new tribal coalitions eligible for discretionary funding. For additional information about this program, see <https://www.justice.gov/ovw/grant-programs> and <http://muskie.usm.maine.edu/vawamei/tribalcoalitionsmain.htm>.

#### **Program Scope**

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

#### **Purpose Areas**

Pursuant to 34 U.S.C. § 10441(d)(1), funds under this program must be used for one or more of the following purposes:

1. Increasing awareness of domestic violence and sexual assault against Indian women;
2. Enhancing the response to violence against Indian women at the federal, state, and tribal levels;
3. Identifying and providing TA to coalition membership and tribal communities to enhance access to essential services to Indian women victimized by domestic and sexual violence, including sex trafficking; and
4. Assisting Indian tribes in developing and promoting state, local, and tribal legislation and policies that enhance best practices for responding to violent crimes against Indian women, including the crimes of domestic violence, dating violence, sexual assault, sex trafficking, and stalking.

### **Sexual Assault Purpose Areas**

Pursuant to 34 U.S.C. § 12511(d)(2), eligible tribal sexual assault coalitions or dual sexual assault and domestic violence coalitions will receive additional funding in the amount of \$20,000 if they propose activities in the following areas:

1. Work with local sexual assault programs and other providers of direct services for sexual assault victims to encourage appropriate responses to sexual assault within the state, territory, or tribe;
2. Work with judicial and law enforcement agencies to encourage appropriate responses to sexual assault cases;
3. Work 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;
4. Design and conduct public education campaigns on sexual assault;
5. Plan and monitor the distribution of grants and grant funds to their state, territory, or tribe; or
6. Collaborate with and inform 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 areas identified below. In shaping their strategies for FY 2020, OVW encourages tribal 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**

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 before 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 (up to three percent of the award). For information on distinguishing between research and assessments, see the heading on this topic in the [Funding Restrictions](#) section of this solicitation and the [Solicitation Companion Guide](#).)
2. Civil legal services beyond assisting victims with obtaining protection orders or legal representation beyond what is needed to protect a victim's safety.

In addition, recipients may not allocate more than 15 percent of their award funds to direct services for victims of domestic violence, dating violence, sexual assault, sex trafficking, and stalking.

***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 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. Generally, the award period will start on October 1, 2020.

FY 2020 funding levels under the Tribal Coalitions Program are as follows:

1. Recognized sexual assault only or dual domestic violence and sexual assault coalitions are eligible for \$333,615 plus an additional \$20,000 for the sexual assault purpose areas, for a total of \$353,615.

2. Recognized domestic violence coalitions are eligible for \$333,615.

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

Applicants may also elect to request less than the eligible award amount.

OVW will make a maximum of 19 awards.

All awards will be made as grants.

### **Types of Applications**

In FY 2020, OVW will accept applications for this program from all recognized coalitions listed in the next section. Applicants with current awards must ensure that activities proposed in the FY 2020 application are not duplicative of activities funded under previous Tribal Coalitions Program awards unless funds for these activities have been fully expended. Coalitions that elect not to receive an award in FY 2020 will not be removed from consideration for future years.

### **Mandatory Program Requirements**

Applicants that receive funding under this program will be required to engage in OVW-sponsored training and TA and an OVW-sponsored assessment or program evaluation, if applicable.

## ***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.

Pursuant to 34 U.S.C. § 10441(d)(2), eligible entities for this program are tribal coalitions that meet the statutory definition of a “tribal coalition,” are recognized by OVW, and provide services to Indian tribes.<sup>1</sup>

The following Tribal Coalitions have been recognized by OVW:<sup>2</sup>

1. Yupik Women's Coalition, AK
2. Healing Native Hearts Coalition, AK
3. Hopi-Tewa Women's Coalition to End Abuse, AZ
4. Southwest Indigenous Women's Coalition, AZ

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<sup>1</sup> To meet the statutory definition, a tribal coalition must (1) provide education, support, and TA to member Indian service providers in a manner that enables those member providers to establish and maintain culturally appropriate services, including shelter and rape crisis services, designed to assist Indian women and the dependents of those women who are victims of domestic violence, dating violence, sexual assault, and stalking; and (2) be comprised of board and general members that are representative of its member service providers and the tribal communities in which the services are being provided. See 34 U.S.C. § 12291(a)(35).

<sup>2</sup> By statute, OVW may make discretionary awards to organizations that propose to incorporate and operate a tribal coalition in areas where Indian tribes are located and no tribal coalition exists. See 34 U.S.C. § 10441(d)(3)(A). To be invited to apply for funding as a new coalition, organizations must have engaged in a multi-step planning process. For FY 2020, no organizations have completed this process, and therefore OVW will not be making any discretionary awards to new coalitions under this solicitation.



5. Strong Hearted Native Women's Coalition, Incorporated, CA
6. Wabanaki Women's Coalition, Incorporated, ME
7. Uniting Three Fires Against Violence, MI
8. Minnesota Indian Women's Sexual Assault Coalition, MN
9. Mending the Sacred Hoop, MN
10. Montana Native Women's Coalition, MT
11. First Nations Women's Alliance, ND
12. Coalition to Stop Violence Against Native Women, NM
13. Seven Dancers Coalition, NY
14. Native Alliance Against Violence, Incorporated, OK
15. Native Women's Society of the Great Plains, SD
16. Restoring Ancestral Winds, Incorporated, UT
17. Washington State Native American Coalition, WA
18. American Indians Against Abuse, WI
19. Midwest Coalition for Justice and Peace, KS

**Note:** To be eligible for this program, an applicant must be an organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of that Code. See 34 U.S.C. § 12291(b)(16)(B)(i). Proof of 501(c)(3) status must be submitted with the application (see Application Contents section below).

**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.

### **Other Program Eligibility Requirements**

In addition to meeting the eligible entity requirements outlined above, applications for this program must also meet the requirements below. All certification and other eligibility related documents must be current and developed in accordance with the FY 2020 solicitation.

#### Documentation of Services and Membership

Pursuant to 34 U.S.C. § 12291(a)(35), a tribal coalition must be an established nonprofit, nongovernmental organization that (1) provides education, support, and TA to member Indian service providers in a manner that enables those member providers to establish and maintain culturally appropriate services, including shelter and rape crisis services, designed to assist Indian women and the dependents of those women who are victims of domestic violence, dating violence, sexual assault, sex trafficking, and stalking; and (2) is comprised of board and general members that are representative of its member service providers and the tribal communities in which the services are being provided. To demonstrate that the applicant meets these requirements, the application must include a description of services provided (or planned to be provided, in the case of new coalitions) to member service providers, a list of the coalition's board members, a list and a map of the Indian tribes served by the coalition, and a list of the coalition's membership, as set forth in the Application Contents and Project Narrative sections below.

#### Limit on Number of Applications

OVW will consider only one application per organization for the same service area in response to this solicitation. In addition, if an applicant submits multiple versions of the same application, OVW will review only the most recent system-validated version submitted before the deadline.

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

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

The complete application package is available on the [OVW website](#). Applicants wishing to request a paper copy of the application materials should contact Tia Farmer at [202-307-6026](tel:202-307-6026) or [Tia.Farmer@usdoj.gov](mailto:Tia.Farmer@usdoj.gov).

### **Content and Form of Application Submission**

The information below (“**Formatting and Technical Requirements**” 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:

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 20 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 documents will be considered substantially incomplete and may result in a delay of funding. For a complete checklist of the application contents, see the [Other Information](#) section in this solicitation.

1. Project Narrative.
2. Budget Detail Worksheet and Narrative.
3. List of Coalition Members.
4. List of Coalition Board Members.
5. Proof of 501(c)(3) status.

### **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 20 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 for an entity or entities that will implement the project, and the applicant itself will not be involved with implementation of the project beyond issuing subaward(s) to these entities. If this is the case, the applicant also must list these subrecipients and include a statement acknowledging that, should an award be made, the applicant will be responsible for all applicable statutory, fiscal, and programmatic requirements, including those of [2 C.F.R. Part 200](#), as well as all project deliverables. In such situations, the fiscal agent/sponsor must be an eligible applicant for the program.
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 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 <https://www.justice.gov/ovw/resources-applicants>. The applicant should also provide the same information regarding any current OVW grants or pending applications on which the applicant is a subrecipient.
6. Statement as to whether the applicant is a nonprofit organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of that Code.
7. A list of 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 <https://www.justice.gov/ovw/resources-applicants>.
8. 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.
9. 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.
10. 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%):
  - Sexual assault.
  - Domestic violence.
  - Dating violence.
  - Stalking.
  - Sex Trafficking.

### **Project Narrative**

The Project Narrative may not exceed **20** pages in length, double-spaced. The Project Narrative must include the following three sections:

### 1. Purpose of Application

This section must:

- Include a list and map of the specific Indian tribes and region served by the coalition.
- Describe the services, support, and TA provided to coalition members and Indian tribes by the coalition.
- Summarize the programs which currently provide direct services to victims of domestic violence, dating violence, sexual assault, sex trafficking, and stalking in the proposed service area.
- Describe in detail the applicant's efforts to forge collaborative relationships with key stakeholders in the service area, including: tribal governments; tribal victim services programs; tribal, state, and local criminal justice agencies; healthcare and social services professionals; and other relevant entities.
- Describe how the project will impact current or prior efforts.

### 2. 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:

- Describe the specific tasks and activities necessary to accomplish each of the project goals and objectives.
- Describe any services, awareness campaigns, and education and training events, including establishing a coordinated community response and addressing the needs of specific underserved populations, that will be provided to members and tribal communities by the coalition.
- Describe how existing research and evaluation have been or will be used to inform the project.
- Describe the expected outcomes and how these outcomes will be measured.
- Provide a timeline that identifies when project tasks and activities will be accomplished.
- Describe all products/deliverables that will be developed or revised with grant funds. This description should include how the product/deliverable will be used to increase awareness, enhance response, provide TA to coalition membership and tribal communities, or assist with the development or enhancement of tribal legislation and policies.

All applicants requesting funding to address the Sexual Assault purpose areas (sexual assault only or dual sexual assault/domestic violence coalitions) must:

- Describe how tasks, activities, service delivery, and collaborations will meet the specific needs of victims of sexual assault.

### 3. Who Will Implement the Project

This section must:

- Identify the key individuals and organizations involved in the proposed project.
- Demonstrate that the individuals and organizations identified have the capacity to address the stated need and successfully implement the proposed project activities.
- Identify the name, title, and a summary of qualifications and responsibilities/duties for all grant-funded positions that will be maintained with award funds.
- Identify the title of any new positions that will be created with grant funds, as well as provide a summary of the qualifications and responsibilities for each position.
- Identify the name, summary of qualifications, and responsibilities of any consultants or contractors who would be hired to support the goals and objectives of the proposed project.
- Identify any partners on the project.
- Describe the capacity of the coalition to implement the project, including demonstrated expertise in addressing domestic violence committed against American Indian or Alaska Native women.

All applicants requesting funding to address the Sexual Assault purpose areas (sexual assault only or dual sexual assault/domestic violence coalitions) must:

- Demonstrate that the lead applicant organization, one of its collaborative partners, and/or a proposed consultant on the project has demonstrated expertise in addressing sexual assault committed against American Indian or Alaska Native women.
- Describe activities addressing sexual assault performed to date by the coalition.

### **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.

1. Recognized sexual assault only or dual sexual assault/domestic violence coalitions are eligible for \$333,615, plus an additional \$20,000 for the sexual assault purpose areas, for a total of \$353,615.
2. The budget **must clearly identify** which expenses are allocated to the sexual assault purpose areas. These sexual assault expenses may exceed the \$20,833 amount, **but may not be less than \$20,000**.

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 cost 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 training and technical assistance in the amount of **\$15,000** for applicants located in the 48 contiguous states and **\$20,000** for applicants located in 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 permission to use grant funds to support staff/project partner attendance.
3. Include funds or describe other resources available to the applicant to support activities 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.
4. 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 Memorandum Of Understanding 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 online. For "Type of Applicant," do not select "other." The amount of federal funding requested goes in the "Estimated Funding" section of this form. The amount in the "Applicant" section of this form is the match provided by the applicant. The individual who is listed in "**Authorized Representative**" must be an individual who has the authority to apply for and accept grant awards on behalf of the organization or jurisdiction.

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

*Intergovernmental Review:* This solicitation (“funding opportunity”) is subject to Executive Order (E.O.) 12372. An applicant may find the names and addresses of state Single Points of Contact (SPOCs) at the following website: [https://www.whitehouse.gov/wp-content/uploads/2017/11/Intergovernmental\\_-Review-\\_SPOC\\_01\\_2018\\_OFFM.pdf](https://www.whitehouse.gov/wp-content/uploads/2017/11/Intergovernmental_-Review-_SPOC_01_2018_OFFM.pdf). If the state appears on the SPOC list, the applicant must contact the state SPOC to find out about, and comply with, the state’s process under E.O. 12372. In completing the SF-424, an applicant whose state appears on the SPOC list is to make the appropriate selection in response to question 19 once the applicant has complied with its state E.O. 12372 process. (An applicant whose state does not appear on the SPOC list should answer question 19 by selecting the response that the “Program is subject to E.O. 12372 but has not been selected by the state for review.”)

#### Assurances and Disclosure of Lobbying Activities

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

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

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

At a minimum, the disclosure must describe in pertinent detail: (1) the composition of the body that reviews and approves compensation arrangements for covered persons; (2) the methods and practices used by the applicant nonprofit organization to ensure that no individual with a conflict of interest participates as a member of the body that reviews and approves a compensation arrangement for a covered person; (3) the appropriate data as to comparability of compensation that is obtained in advance and relied upon by the body that reviews and approves compensation arrangements for covered persons; and (4) the written or electronic records that the applicant maintains as concurrent documentation of the decisions with respect to compensation of covered persons made by the body that reviews and approves such compensation arrangements, including records of deliberations and of the basis for decisions. For a sample letter, see the OVW website at <https://www.justice.gov/ovw/resources-applicants>.

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

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

#### Pre-Award Risk Assessment

Each applicant must respond to the questions below. This information will be used for a mandatory pre-award risk assessment. Failure to provide this information or to respond to questions from OVW regarding this information in a timely manner could result in the application being removed from consideration or a delay in access to funds. Provide complete responses that address all questions included for each numbered item. This section of the application should be no more than four pages.

1. Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding? Provide a brief description of the applicant's policies and procedures that ensure funds will be tracked appropriately.
2. Does the applicant have written accounting policies and procedures? How often are these policies and procedures updated? Provide a brief list of the topics covered in the applicant's policies and procedures. OVW may request a copy for review during the application/award process or as part of the grant monitoring process.



3. Is the applicant's financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant? Provide a brief summary of the organization's process for tracking expenditures, including tracking budgeted versus actual amounts.
4. Does the applicant have procedures in place for minimizing the time between transfer of funds from the United States Treasury and disbursement for project activities? Provide a short summary of the applicant's policy for requesting payments for grant awards.
5. Does the applicant have effective internal controls in place to ensure that federal funds are used solely for authorized purposes? Provide a brief description of the applicant's internal controls that will provide reasonable assurance that the award funds will be managed properly.
6. Does the applicant have a documented records retention policy? If so, briefly describe the policy and confirm that the policy complies with federal regulations. Information on Record Retention and Access can be found at 2 C.F.R. §§ 200.333-200.337.
7. Does the applicant or any of its employees have any potential personal or organizational conflicts of interest related to the possible receipt of OVW award funds? Applicants are required to disclose in writing any potential conflicts of interest to their awarding agency. See 2 C.F.R. § 200.112 and Chapter 3.20, Grant Fraud, Waste and Abuse, of the [DOJ Financial Guide](#) for additional information.
8. Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. Part 200)? Provide a short list of the individual's qualifications/experience. If the individual is not familiar with the applicable rules and regulations, the applicant must contact OVW's Grants Financial Management Division at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov) or 1-888-514-8556 immediately after the applicant is notified of its award to coordinate training.
9. Does the applicant have policies and procedures in place to manage subawards and monitor activities of subrecipients as necessary to ensure that subawards are used for authorized purposes, in compliance with laws, regulations, and terms and conditions of the award, and that established subaward performance goals are achieved (2 C.F.R. §§ 200.330-200.332)? Provide a brief description of the organization's policies and procedures on subrecipient management and monitoring.
10. Does the applicant currently require employees to maintain time distribution records that accurately reflect the work performed on specific activities or cost objectives in order to support the distribution of employees' salaries among federal awards or other activities (2 C.F.R. § 200.430)? Budget estimates do not qualify as support for charges to federal awards. Provide a brief description of the organization's established timekeeping policies and procedures.

Indirect Cost Rate Agreement (if applicable)

Applicants that intend to charge indirect costs through the use of a negotiated indirect cost rate must have a current, signed, federally-approved indirect cost rate agreement. Applicants that have never received a federally-approved indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs, which may be used indefinitely. This includes state, local, and tribal governments that have never negotiated an indirect cost rate with the federal government and receive less than \$35 million in direct federal funding per year.

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

Letter of Nonsupplanting

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

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

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

Federal regulations require that an applicant (1) be registered in SAM.gov prior to submitting an application; (2) provide a valid DUNS number in its application; and (3) continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application under consideration by a federal awarding agency. Also, federal agencies may not make an award to an applicant until that applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with these requirements by the time that OVW is ready to make an award, then OVW may make the determination that the applicant is not qualified to receive an award and use that determination as a basis for making the award to another applicant. See 2 C.F.R. §§ 25.200, 25.205.

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 no later than May 11, 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.

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

Applicant Action and Information	Dates/Deadlines
<b>Apply for a DUNS number</b>	
Obtain a DUNS number at <a href="https://www.dnb.com/">https://www.dnb.com/</a> or call (866) 705-5711.	May 11, 2020
<b>Register with SAM</b>	
Access the SAM online registration through the SAM homepage at <a href="https://www.sam.gov/SAM/">https://www.sam.gov/SAM/</a> 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. <b>Organizations</b>	May 11, 2020

<b>must update or renew their SAM registration at least once a year to maintain an active status.</b>	
<b>Begin Application Submission Process</b>	
Applications must be submitted electronically via <a href="#">GMS</a> .	Begin 24 – 48 hours prior to the application deadline.
<b>Complete Application Submission Process</b>	
Applications must be submitted electronically via <a href="#">GMS</a> .	June 4, 2020

### Grants Management System

Applicants are required to submit applications through GMS which is different than 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 June 4, 2020. Applicants anticipating late submission should contact OVW at [tia.farmer@usdoj.gov](mailto:tia.farmer@usdoj.gov) to provide an explanation for the delay and an anticipated submission date.

### 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 (up to three 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. 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.

## ***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.

## ***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 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 [Tia.Farmer@usdoj.gov](mailto:Tia.Farmer@usdoj.gov), for financial questions, contact 1-888-514-8556 or [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov), and for technical 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).

<b>Application Document</b>	<b>Date Completed</b>
<b>1. Summary Data Sheet</b>	
<b>2. Project Narrative:</b> a) Purpose of the Application. b) What Will Be Done. c) Who Will Implement.	
<b>3. List of Coalition Members</b>	
<b>4. List of Coalition Board Members</b>	

<b>5. Budget Detail Worksheet and Narrative</b>	
<b>6. Application for Federal Assistance: SF 424</b>	
<b>7. Standard Assurances and Certifications</b>	
<b>8. Confidentiality Notice Form</b>	
<b>9. Disclosures of Process Related to Executive Compensation</b>	
<b>10. Pre-Award Risk Assessment</b>	
<b>11. Indirect Cost Rate Agreement (if applicable)</b>	
<b>12. Applicant Financial Capability Questionnaire (if applicable)</b>	
<b>13. Letter of Nonsupplanting</b>	
<b>14. Proof of 501(c)(3) Status</b>	

**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.