



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

OVW Fiscal Year 2020 Resource Center on Workplace Responses to Assist Victims of Domestic and Sexual Violence Invitation to Apply

Release date: On or about July 29, 2020

Eligibility

This is a noncompetitive funding opportunity for which the only eligible applicant is Futures Without Violence. The applicant was selected for a five-year award, through a competitive process, in FY 2019. This Invitation to Apply is to provide funding for year two (2) of the five-year project.

(See [Eligibility Information](#))

Deadlines

Application is due by 11:59 p.m. Eastern Time (ET) on August 11, 2020.
(See [Submission Dates and Times](#))

Registration: 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). To avoid delays in the receipt of an award, the applicant should complete these steps immediately.
(See [Registration](#))

Contact Information

For assistance with the requirements of this solicitation, email ayesha.gaston@usdoj.gov.

Submission and Notification Information

Submission: Applications are to be submitted through the Office of Justice Program's Grants Management System (GMS). For assistance with GMS, contact OVW GMS Support at 1-866-655-4482.

Contents

A. Program Description 1
 Overview of OVW 1
 Statutory Authority 1
 About the OVW Resource Center on Workplace Responses to Assist Victims of Domestic
 and Sexual Violence 1
 Purpose Area 1
 Activities that Compromise Victim Safety and Recovery or Undermine Offender
 Accountability 2
 Out-of-Scope Activities 2
 Activities Requiring Prior Approval..... 2
B. Federal Award Information..... 2
 Award Period and Amounts 2
 Program Requirements 3
C. Eligibility Information..... 3
 Eligible Applicant 3
 Cost Sharing or Matching 3
D. Application and Submission Information 3
 Address to Request Application Package 3
 Content and Format of Application 3
 Project Narrative..... 5
 Budget Detail Worksheet and Narrative..... 5
 Additional Required Information..... 6
 Unique Entity Identifier (DUNS Number) and System for Award Management (SAM) 9
 Submission Dates and Times 10
 OVW Policy on Late Submissions 10
 Funding Restrictions..... 10
 Submitting a Grant Application 12
E. Application Review Information..... 12
 Review and Selection Process 12
 Anticipated Announcement and Federal Award Dates 13
F. Federal Award Administration Information 13
 Federal Award Notices 13
 Administrative and National Policy Requirements..... 13
G. Federal Awarding Agency Contacts 14
H. Other Information..... 14
 Application Checklist 14
 Public Reporting Burden - Paperwork Reduction Act Notice..... 15

Federal Award Information:

Funding Type:	Cooperative Agreement
Estimated Total Funding:	\$1,000,000.00
Expected Number of Awards:	1
Registration Due:	August 11, 2020
Application Due:	August 11, 2020
Anticipated Start Date:	October 1, 2020
Length of Award Period:	12 months

OVW Fiscal Year 2020 Resource Center on Workplace Responses to Assist Victims of Domestic and Sexual Violence (CFDA 16.028)

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. § 12501.

About the OVW Resource Center on Workplace Responses to Assist Victims of Domestic and Sexual Violence

By statute, this award provides for the establishment and operation of a national resource center on workplace responses to assist victims of domestic and sexual violence. The Resource Center on Workplace Responses to Victims of Domestic and Sexual Violence (Resource Center) provides information and assistance to employers and labor organizations to aid in their efforts to develop and implement responses to such violence.

Program Scope

Activities supported by this initiative 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](#) entitled "Post-Award Requirements for All Federal Award Recipients," and the conditions of the award.

Purpose Area

Pursuant to 34 U.S.C. 12501(c), the recipient may use the funds made available through this grant for staff salaries, travel expenses, equipment, printing, and other reasonable expenses

necessary to develop, maintain, and disseminate to employers and labor organizations information and assistance concerning workplace responses to assist victims of domestic or sexual violence. Such responses may include providing training to promote a better understanding of workplace assistance to victims of domestic or sexual violence, providing conferences or other educational opportunities, and developing protocols and model workplace policies.

Activities that Compromise Victim Safety and Recovery or Undermine Offender Accountability

OVW does not fund activities that jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions. Applications that propose any such activities may receive a deduction in points during the review process or may be eliminated from consideration entirely. Information on activities that compromise victim safety and recovery or undermine offender accountability may be found in the [Solicitation Companion Guide](#).

Out-of-Scope Activities

The activities listed below are out of the program scope and will not be supported by OVW Resource Center on Workplace Responses to Assist Victims of Domestic and Sexual Violence funding. See also the list of unallowable costs in the [Funding Restrictions](#) section.

- Research projects. (This does not include assessments conducted only for internal improvement purposes. For information on distinguishing between research and assessments, see the heading on this topic in the [Funding Restrictions](#) section of this solicitation and the [Solicitation Companion Guide](#).)
- Direct victim services and justice system interventions. OVW's Resource Center on Workplace Responses to Assist Victims of Domestic and Sexual Violence funds are intended to support the establishment and operation of a national resource center for workplace responses to victims of domestic and sexual violence. They cannot support law enforcement activities, legal representation, direct services, or other interventions.

If the application proposes activities that are deemed to be substantially out-of-scope, those activities will not be supported with grant funds and access to funding may be delayed.

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

Award Period and Amounts

The award period is 12 months. The budget must reflect 12 months of project activity, and the total "estimated funding" on the SF-424 must reflect 12 months of funding. OVW anticipates that the award period will start on October 1, 2020 and end on September 30, 2021.

OVW estimates that it will make one award for approximately \$1,000,000.

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 for which OVW expects to have ongoing substantial involvement in award activities. For the Resource Center award, substantial involvement includes working collaboratively with OVW during all phases of the project and on all tasks.

Program Requirements

An applicant that receives funding for the Resource Center will be required to participate in OVW-sponsored training and technical assistance.

C. Eligibility Information

An application that is submitted by an ineligible entity, and an application that does not meet all eligibility requirements, will not be considered for funding. Furthermore, an application that is deemed deficient in one or more of the following categories may not be considered for funding: 1) [activities that compromise victim safety](#), 2) [out-of-scope activities](#), 3) [unallowable costs](#), 4) [pre-award risk assessment](#), 5) [completeness of application contents](#), and 6) [timeliness](#). An applicant with [past performance issues](#), long-standing open audits, or an open criminal investigation also may not be considered for funding.

Eligible Applicant

This is a noncompetitive funding opportunity for which the only eligible applicant is Futures Without Violence. The applicant was selected for a five-year award, through a competitive process, in FY 2019. This Invitation to Apply is to provide funding for year two (2) of the five-year project.

Cost Sharing or Matching

This program has no match or cost sharing requirement.

D. Application and Submission Information

Address to Request Application Package

The complete application package (this solicitation, including links to required forms) is available on the [OVW website](#). An applicant wishing to request a paper copy of these materials should contact Ayesha.Gaston@usdoj.gov or call OVW at 1-202-514-0412.

Content and Format of Application

The information below describes the content and format requirements to which the application must adhere.

Formatting and Technical Requirements

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

- Double-spaced (Summary Data Sheet, and charts may be single-spaced).
- 8½ x 11-inch pages.

- One-inch margins.
- Type no smaller than 12-point, Times New Roman or Arial font, except for footnotes, which may be in 10-point font.
- Correctly numbered pages.
- No more than 12 pages for the Project Narrative.
- Word documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).
- Headings and sub-headings that correspond to the sections identified in this section of the solicitation.

Summary Data Sheet

The Summary Data Sheet should be one to four pages and may be single or double-spaced. The following information must be included:

1. Name, title, address, telephone number, and e-mail address of the individual with authority to accept grants on behalf of the applicant.
2. Name, title, address, telephone number, and e-mail address for the grant point-of-contact. This person must be an employee of the applicant.
3. Statement as to whether the applicant (the organization whose DUNS number is being used for the application) will serve as a fiscal agent/sponsor and pass all funds through to an entity or entities that will implement the project. Such an applicant will not be involved with implementation of the project beyond issuing subaward(s) to these entities and conducting minimal administrative activities. A fiscal agent/sponsor applicant must list these subrecipients and include a statement acknowledging that, should an award be made, the applicant will be responsible for all applicable statutory, fiscal, and programmatic requirements, including those of [2 C.F.R. Part 200](#), as well as all project deliverables. In such situations, the fiscal agent/sponsor must be an eligible applicant.
4. Statement as to whether the applicant has expended \$750,000 in federal funds in the applicant's past fiscal year. If so, specify the end date of the applicant's fiscal year.
5. Summary of all current and pending OVW grants (if applicable). If the applicant has a current grant or cooperative agreement under any OVW grant program or an award that has been closed within the last 12 months from the date this solicitation closes, the information must be provided in a table using the sample format found on the OVW website at <https://www.justice.gov/ovw/resources-applicants>. Failure to provide the required table will result in a loss of points. The applicant should also provide the same information regarding any current OVW grants or pending applications on which the applicant is a subrecipient.
6. 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 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>.
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 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 executive's compensation is reasonable. If the applicant is not a nonprofit organization or is a nonprofit that does not use the safe-harbor procedure, provide a statement to that effect. For additional information about the safe-harbor procedure, see "Disclosure of Process Related to Executive Compensation" in the [Additional Required Information section](#).

Project Narrative

The Project Narrative must not exceed 5 pages, double-spaced. It must include the following information:

1. **Goals, Objectives, and Activities.** Describe the applicant's plan to maximize outreach to employers and labor organizations concerning developing and implementing workplace responses to assist victims of domestic and sexual violence and a plan for developing materials and training for employers that addresses the needs of employees in cases of domestic violence, dating violence, sexual assault, and stalking impacting the workplace, including the needs of underserved communities.
2. **Summary of Key Staff and Partner(s) Roles.** Provide the qualifications and experience of the key individuals and consultants, including their experience providing national technical assistance and/or training on workplace responses to domestic and sexual violence for employers and labor organizations. This should include a demonstration that the applicant has nationally recognized expertise in the area of domestic or sexual violence.

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 reasonable budgets based on the resources needed to implement their projects in their specific geographic location.

The award period is 12 months. The budget must reflect 12 months of project activity, and the total "estimated funding" on the SF-424 must reflect 12 months of funding. OVW anticipates that the award period will start on October 1, 2020 and end on September 30, 2021. OVW estimates that it will make one award. The award amount is approximately \$1,000,000.

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 may not contain items that are not described in the project narrative.
- Include funds to travel to any trainings and conferences the applicant anticipates attending, and to participate in OVW-funded TA. Training and TA funds should be based on the applicant's best estimate at the time of application.
- 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 project partners for their full level of effort. For more information on compensating project partners, see the sample Budget Detail Worksheet on the OVV 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 OVV website at <https://www.justice.gov/ovw/resources-applicants>.

OVV 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 OVV website at <https://www.justice.gov/ovw/resources-applicants>.

Additional Required Information

The following documents also must be included with the application. Failure to supply this information may result in the application being removed from consideration or a delay in accessing funds. 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:

Intergovernmental Review: This solicitation ("funding opportunity") is **not** subject to Executive Order (E.O.) 12372. In completing the SF-424, an applicant should answer question 19 by selecting the response that the "Program is not covered by E.O. 12372."

Assurances and Disclosure of Lobbying Activities

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

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

Confidentiality Notice Form

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

Disclosure of Process Related to Executive Compensation

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

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? Applicants are required to disclose in writing any potential conflicts of interest to their awarding agency. See 2 C.F.R. § 200.112 and Chapter 3.20, Grant Fraud, Waste and Abuse, of the [DOJ Financial Guide](#) for additional information.
8. Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. Part 200)? Provide a short list of the individual's qualifications/experience. If the individual is not familiar with the applicable rules and regulations, the applicant must contact OVW's Grants Financial Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 immediately after the applicant is notified of its award to coordinate training.
9. Does the applicant have policies and procedures in place to manage subawards and monitor activities of subrecipients as necessary to ensure that subawards are used for authorized purposes, in compliance with laws, regulations, and terms and conditions of the award, and that established subaward performance goals are achieved (2 C.F.R. §§

200.330-200.332)? Provide a brief description of the organization's policies and procedures on subrecipient management and monitoring.

10. Does the applicant currently require employees to maintain time distribution records that accurately reflect the work performed on specific activities or cost objectives in order to support the distribution of employees' salaries among federal awards or other activities (2 C.F.R. § 200.430)? Budget estimates do not qualify as support for charges to federal awards. Provide a brief description of the organization's established timekeeping policies and procedures.

Indirect Cost Rate Agreement (if applicable)

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

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

Letter of Nonsupplanting

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

Proof of 501(c)(3) Status (Nonprofit Organizations Only)

As noted under Eligible Applicants, an entity that is eligible for the Resource Center on Workplace Responses to Assist Victims of Domestic and Sexual Violence award based on its status as a nonprofit organization 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 the Code. The applicant is required to submit a determination letter from the Internal Revenue Service recognizing its tax-exempt status. OVW cannot make an award to the eligible applicant if any nonprofit organization that does not submit a 501(c)(3) determination letter from the Internal Revenue Service.

Unique Entity Identifier (DUNS Number) and System for Award Management (SAM)

Applicants for federal grants and cooperative agreements are required to have a Data Universal Number System (DUNS) number. A DUNS number is a unique, nine-character identification number provided by the commercial company Dun & Bradstreet (D&B). Once an applicant has completed the D&B registration, its DUNS number should be available within 2 business days.

Federal regulations require that applicants must: 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 the requirements by the time that OVW is ready to make an award, then the recipient will be prohibited from obligating, expending, or drawing down any funds under this award until: 1) the

recipient acquires current registration with the System for Award Management (SAM); 2) the recipient notifies OVW in writing of its current SAM registration; and 3) a Grant Adjustment Notice (GAN) is issued that removes the withholding special condition from the award.

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 the information from IRS**. There is no fee associated with these processes. These processes cannot be expedited. OVW strongly discourages applicants from paying a third party to apply or register on their behalf in an attempt to expedite these processes. To ensure all applicants are able to apply by the deadline for this solicitation, applicants must have obtained a DUNS number and registered online with the SAM no later than July 15, 2020.

Submission Dates and Times

The deadline for submitting the application in response to this solicitation is **11:59 p.m. E.T. on August 11, 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 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, the applicant 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 July 29, 2020. The application will be submitted online through GMS.

OVW Policy on Late Submissions

Applications submitted after the deadline 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 the applicant's budget:

- Lobbying.
- Fundraising.
- Purchase of real property.
- Physical modifications to buildings, including minor renovations (such as painting or carpeting).
- Construction.

Food and Beverage/Costs for Refreshments and Meals

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

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

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

Conference Planning and Expenditure Limitations

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:

- Cost of logistical conference planning.
- Cost of programmatic conference planning.
- Conference space and audio-visual equipment and services.
- Prohibition on trinkets at conferences.
- Prohibition on entertainment at conferences.
- Food and beverages at conferences.
- Prior approval required before entering into contracts or expending funds for conferences.
- Conference reporting.

Research and Assessments

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

However, grantees may use funds to assess their work for internal improvement purposes only, such as by convening a listening session to identify service gaps in the community, or surveying training participants about the quality of training content and delivery. Applicants considering such assessments must refer to the OVW research decision tree in the Solicitation Companion Guide to ensure that the activity does not qualify as human subjects research. The [Solicitation](#)

[Companion Guide](#) also provides additional information on federal requirements related to research, assessments, and surveys.

Pre-agreement Cost Approval

OVW generally does not allow pre-award costs. Costs incurred prior to the start date of the award may not be charged to the project unless the recipient receives prior approval from OVW. See the [DOJ Financial Guide](#) for more information on pre-award costs.

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

The application will be subject to a programmatic review process.

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 part of the programmatic review process, the applicant will be reviewed for past performance and risk based on the elements listed below.

- Demonstrated effectiveness of the current project indicated by timely progress toward meeting project goals and objectives.
- Demonstration that past activities supported with OVW grant funds have been limited to program purpose areas.
- Adherence to all special conditions of existing grant award(s) from OVW.
- Adherence to programmatic and financial reporting requirements, including timely submission of required reports.
- Completion of close-out of prior awards in a timely manner.
- Appropriate use of and active participation in OVW-sponsored workshops and other TA events as required by a special condition of the current or recent award.
- Receipt of financial clearances on all current or recent grants from OVW.
- Timely resolution of issues identified in any audit or on-site financial or programmatic monitoring visit.
- Adherence to the Office of Management and Budget single-audit requirement.
- Timely expenditure of grant funds.
- Adherence to the requirements of the [DOJ Financial Guide](#).

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

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

High-risk Grantees

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

Anticipated Announcement and Federal Award Dates

OVW anticipates notifying the applicant of its funding decision before October 1, 2020.

F. Federal Award Administration Information

Federal Award Notices

A successful application will receive an OVW award notification 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 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

An applicant selected for an 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 Contacts

For assistance with the requirements of this solicitation, contacts are: for programmatic and financial questions: Ayesha.Gaston@usdoj.gov; 1-202-532-4460. For technical support with GMS, contact OVW GMS Support at 1-866-655-4482.

H. Other Information

Application Checklist

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

✓	WHAT AN APPLICATION SHOULD INCLUDE	DATE COMPLETED
Required Documents		
	1. Proof of 501(c)(3) status	
	2. Summary Data Sheet	
	3. Project Narrative: a) Goals, Objectives, and Activities b) Summary of Key Staff and Partner(s) Roles	
	4. Budget Detail Worksheet and Narrative	
	5. Application for Federal Assistance: SF 424	
	6. Standard Assurances and Certifications	
	7. Confidentiality Notice Form	
	8. Disclosures of Process Related to Executive Compensation	
	9. Pre-Award Risk Assessment	

✓	WHAT AN APPLICATION SHOULD INCLUDE	DATE COMPLETED
	10. Indirect Cost Rate Agreement (if applicable)	
	11. Letter of Nonsupplanting	

Any materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.

Public Reporting Burden - Paperwork Reduction Act Notice

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. OVW tries to create forms and instructions that are accurate, can be easily understood, and impose the least possible burden on applicants. The estimated average time to complete and file this form is 30 hours. Comments regarding the accuracy of this estimate or suggestions for simplifying this form can be submitted to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street, NE, Washington, DC 20530.