



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

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# **OVW Fiscal Year 2018 Sexual Assault Medical Forensic Examiner Training Curriculum Initiative APPLICATION INSTRUCTIONS**

**Release date: on or about August 20, 2018**

## **Eligibility**

The Eligible Applicant is the International Association of Forensic Nurses.  
(See [Eligibility Information](#))

## **Deadline**

**Applications are due by 11:59 p.m. Eastern Time (ET) on September 3, 2018.**  
(See [Submission Dates and Times](#))

## **Registration Information**

The applicant must have 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 obtain a DUNS number and register online with SAM immediately.

## **Contact Information**

For assistance with the requirements of this solicitation, email Marnie Shiels at [marnie.shiels@usdoj.gov](mailto:marnie.shiels@usdoj.gov), or call (202) 598-3522.

## **Submission Information**

The application is to be submitted through the Office of Justice Program's Grants Management System (GMS). For technical assistance with GMS, contact OVW GMS Support at 1-866-655-4482.

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# Sexual Assault Medical Forensic Examiner Training Curriculum Initiative (CFDA 16.029)

## **A. Program Description**

### **Overview**

The Office on Violence Against Women (OVW) is a component of the United States Department of Justice (DOJ). Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership on issues of sexual assault, domestic violence, dating violence, and stalking. Since its inception, OVW has supported a multifaceted approach to responding to these crimes through implementation of grant programs authorized by VAWA. By forging state, local, and tribal partnerships among police, prosecutors, judges, victim advocates, health care providers, faith leaders, organizations that serve culturally specific and underserved communities, and others, OVW grants help provide victims, across their life span, with the protection and services they need to pursue safe and healthy lives, while improving communities' capacity to provide justice for victims and hold offenders accountable.

### **About the Sexual Assault Medical Forensic Examiner Training Curriculum Initiative**

This program is authorized by the Consolidated Appropriations Act, 2018, Pub. L. No. 115-141, and 34 U.S.C. 40723 and is developed in partnership with the National Institute of Justice (NIJ). The OVW Sexual Assault Medical Forensic Examiner Training Curriculum Initiative (SAMFE Curriculum Initiative) provides grants for training, technical assistance, education, equipment, and information relating to the identification, collection, preservation, analysis, and use of DNA samples and DNA evidence by medical personnel and other personnel, including doctors, medical examiners, coroners, nurses, victim service providers, and other professionals involved in treating victims of sexual assault and sexual assault examination programs.

### **Program Scope**

Activities supported by the SAMFE Curriculum 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 guide after an award is made, the section of the [Solicitation Companion Guide](#) entitled "Post-Award Requirements for All Federal Grant Recipients," and the conditions of the award.

### **Purpose Areas**

In FY 2018, funds under the SAMFE Curriculum Initiative may be used for developing and pilot testing a train-the-trainer curriculum based on the National Training Standards for Sexual Assault Medical Forensic Examiners.

In 2006, OVW issued the National Training Standards for Sexual Assault Medical Forensic Examiners (Training Standards). In July, 2018, the Attorney General approved the release of updated Training Standards. The Training Standards include recommendations for training objectives, topics, and content, serving as a blueprint for training medical forensic examiners to provide specialized care to patients seeking care after sexual violence or abuse. The Training Standards make recommendations for didactic (i.e., classroom) and clinical preparation of pediatric and adolescent/adult Sexual Assault Medical Forensic Examiners (SAFEs). The goal of the Training Standards is to promote uniform quality and comprehensiveness in SAFEs' knowledge and skills.

Funding under this program must be used to turn the contents of the Training Standards into a train-the-trainer curriculum. The train-the-trainer curriculum must be designed to simultaneously educate trainers on the Training Standards and give those trainers practical tools and resources for delivering training content. The recipient must also pilot test the train-the-trainer curriculum.

### **Mandatory Program Requirements**

The applicant for the FY 2018 SAMFE Curriculum Initiative must include a planning period of at least six months that they will undertake with OVW and project partners. The planning period must be incorporated in the project timeline under the Project Narrative “What Will Be Done” section.

### **Activities that Compromise Victim Safety and Recovery and Undermine Offender Accountability**

The following activities have been found to jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions:

1. Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;<sup>1</sup>
2. Procedures or policies that compromise the confidentiality of information and/or privacy of persons receiving OVW-funded services;
3. Procedures or policies that require victims to take certain actions (e.g., seek an order of protection, receive counseling, participate in couples counseling or mediation, report to law enforcement, seek civil or criminal remedies, etc.) in order to receive services;
4. Procedures or policies that fail to include conducting safety planning with victims;
5. Project designs and budgets that fail to account for the access needs of individuals with disabilities, with limited English proficiency, or who are Deaf or hard of hearing;
6. Partnering with individuals or organizations that support/promote practices that compromise victim safety and/or minimize offender accountability;
7. Training and technical assistance that does not reflect an understanding of violence against women and the experiences of survivors;
8. Training and technical assistance that fails to incorporate the experiences and unique needs of underserved communities; and
9. Training and technical assistance that includes/promotes practices that re-victimize survivors.

This list is not exhaustive. Applications that propose any activities that compromise victim safety and recovery or undermine offender accountability may be eliminated from consideration.

### **Out-of-Scope Activities**

The activities listed below are out of the program scope, and they will not be supported by SAMFE Curriculum Initiative funding.

1. Research projects (This does not include program assessments conducted only for internal improvement purposes. For information about DOJ regulations on research involving human subjects, see “Research and Protection of Human Subjects” in the [Solicitation Companion Guide](#)).

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<sup>1</sup> If an award is made, the recipient will also be subject to statutory prohibitions on discrimination. For further information on these civil rights requirements, see the section [“Violence Against Women Act Non-Discrimination Provision”](#) under [“F. Federal Award Administration Information.”](#)

2. Direct victim services and justice system interventions: OVW's SAMFE Curriculum Initiative funds must support the development of specific training tools. They cannot support law enforcement activities, legal representation, direct services, or other interventions.
3. Technical assistance focused on a single state, region, or local geographic community.

Applications that propose activities that are deemed to be substantially out-of-scope may be eliminated from consideration.

### **Unallowable Activities**

The activities listed below are unallowable, and they will not be supported by SAMFE Curriculum Initiative funding.

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

Applicants that propose unallowable activities may be eliminated from consideration.

### ***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. Approximately \$300,000 is available in FY 2018 to support one SAMFE Curriculum Initiative award.

#### **Award Period and Amount**

The applicant may request up to \$300,000 for 24 months of funding. OVW has the discretion to award grants for greater or lesser amounts and longer or shorter durations than requested, and to negotiate the scope of work and budget with the applicant before awarding a grant.

Awards will be made as cooperative agreements. Cooperative agreements are a form of award for which OVW expects to have ongoing substantial involvement in award activities. For this initiative, the substantial involvement includes, but is not limited to, participating in project meetings, developing agendas and approving final agendas, reviewing and approving faculty, products, and curriculum, and identifying participants for training and technical assistance activities.

**Note:** OVW strives to deliver training and technical assistance that reflect current research on effectively responding to sexual assault, domestic violence, dating violence, and stalking, and the needs of the field. The applicant should be prepared to exercise flexibility in project implementation and direction throughout the project period.

### ***C. Eligibility Information***

#### **Eligible Applicant**

Eligibility for the SAMFE Curriculum Initiative is limited to the International Association of Forensic Nurses.

### **Nonprofit Organization Requirement – Offshore Accounts**

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 the SAMFE Training Initiative.

### **Cost Sharing or Match Requirement**

This initiative has no match or cost sharing requirement.

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

### **Application Contents**

This section describes what is included in a complete application package. The applicant should anticipate that failure to submit an application that contains all of the specified elements will negatively affect the review of the application and may result in the application not being funded. Should an award be made, it may include special conditions that preclude access to or use of funds pending satisfaction of specific conditions. All materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.

### **Formatting and Technical Requirements**

Application formatting must adhere to the following requirements:

- 8½ x 11-inch pages
- One-inch margins
- Type no smaller than 12-point, Times New Roman font
- No more than 10 correctly numbered, double-spaced pages for the Project Narrative
- Documents in file formats that are compatible with Microsoft Office Professional 2016 or Adobe Acrobat Pro, e.g., those with the following extensions: .doc, .xls, .pdf, and .txt.
- Headings and subheadings that correspond to the sections identified in this section of the solicitation

### **Application Requirements**

The application must be responsive to the scope and criteria of this solicitation, and must include the following required documents. Applications that do not include items 1 through 7 below will be incomplete and may result in a delayed receipt of an award or delayed access to funds.

1. Summary Data Sheet
2. Project Narrative
3. Budget Detail Worksheet and Budget Narrative
4. Forms generated and populated during the GMS application process: Application for Federal Assistance (SF-424), and Standard Assurances and Certifications
5. Documents NOT generated in GMS and which must be attached to the application: Confidentiality Notice Form, Financial Accounting Practices, Indirect Cost Rate Agreement (if applicable), and Letter of Nonsupplanting.

### **Summary Data Sheet**

The Summary Data Sheet should be approximately one page long and must include the following:

- Name, title, address, phone number, and e-mail address of the individual with authority to accept grants on behalf of the applicant.
- Name, title, address, phone number, and e-mail address for the grant point-of-contact. This person must be an employee of the applicant.

- Statement as to whether the applicant (i.e., 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 ultimately implement the project, and that the applicant itself will not be involved with implementation of the project beyond issuing a subaward or subawards to other entities. If this is the case, the applicant must 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 CFR Part 200](#), as well as all project deliverables. The applicant must also list all of the entities with which it will enter into agreements to implement the project, and should include a description of how these entities intend to accomplish the purposes of the award (if such a description is not already provided in the MOU Extension submitted as part of the application). Note that, in such situations, the fiscal agent/sponsor must be an eligible applicant for the program.
- 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.
- 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.
- 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.
- A list of all project partners (organization names and/or individual consultants).

### **Project Narrative**

The project narrative section of the application should not exceed 10 double-spaced pages. It should include the following items:

1. Identify the project goals, objectives, and activities.
2. Provide a timeline for the completion of each activity or deliverable.
3. Describe how the proposed project will be accessible to individuals with disabilities, individuals who are Deaf or hard of hearing, and persons with limited English proficiency.
4. Provide specific details on how the applicant plans to develop and pilot test the curriculum, and how principles of adult learning will be incorporated.
5. Identify the key individuals and organizations involved in the proposed project, and describe the role of each individual and organization. Provide the percentage of time each individual will devote to the project, and the specific activities in which each individual will participate.

### **Budget Detail Worksheet and Narrative**

All applications must include a detailed budget and budget narrative. Budgets must adhere to the guidelines contained in the [DOJ Financial Guide](#).

### **Award Period and Amount**

OVW expects to make one award of \$300,000 under this announcement. The award period will be 24 months. OVW has the discretion to award grants for greater or lesser amounts than requested, and for longer or shorter durations than requested.



## Budget Requirements

The applicant must submit a reasonable budget based on the resources needed to implement their project. The budget should display a clear link between project activities and proposed budget items. It should not contain any items that are not detailed in the project narrative. The budget narrative must support all costs included in the budget and explain how the costs of goods and services are determined and how they will fulfill the objective of the project. The budget narrative should comprehensively describe, in a narrative format, each line item requested in the budget.

The budget must:

- Include funds or other resources necessary to ensure access for persons with disabilities, persons who are Deaf/hard of hearing, and persons with limited English proficiency. See [Accessibility](#) for more information.
- Compensate project partners appropriately. See [Appendix A](#) for additional information on compensating project partners.
- Distinguish clearly between subawards and contracts in allocating any grant funds to other entities. Pursuant to 2 CFR § 200.330, a subaward is for the purpose of carrying out a portion of the federal award, 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. Keep in mind that the awarding and monitoring of contracts must follow documented procurement procedures, including full and open competition, pursuant to the procurement standards in 2 CFR §§ 200.317-200.329, and the issuance of subawards must meet the requirements of 2 CFR § 200.331. See [Appendix A](#) and the [Solicitation Companion Guide](#) for more information.

For additional information, go to the [Funding Restrictions](#) section of this solicitation.

## **Additional Required Information**

The following documents, which will be generated and completed during the application submission process, must be included with the application:

### Application for Federal Assistance (SF-424)

The applicant must complete the SF-424 online. For "Type of Applicant," do not select "other." Pay careful attention to the amount of federal funding requested in the "Estimated Funding" section of this form. This amount must match the amount of federal funding requested in the budget section of the application package. This program does not require a match; therefore, the values for "Applicant" line should be zero. The person listed as "Authorized Representative" must be a person who has the authority to apply for and accept grant awards on behalf of the jurisdiction.

### Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)

Carefully review the assurances and certification forms online. The applicant will receive a request to compile these forms online during the application submission process. The applicant must complete the *Disclosure of Lobbying Activities* (SF-LLL) form. OVW applicants that expend any funds for lobbying activities must provide the detailed information requested on the form. OVW applicants that do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.

The following documents are **not** generated in GMS and should be uploaded and attached to your application:

### Confidentiality Notice Form

The applicant is required to acknowledge that they have received notice that grantees and subgrantees must comply with the confidentiality and privacy requirements of the Violence Against Women Act, as amended. The applicant must submit the acknowledgement form available on the OVW website at:

[http://www.justice.gov/sites/default/files/ovw/pages/attachments/2015/01/20/confidentiality\\_acknowledgement\\_form\\_42015.pdf](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 and uploaded with the application in GMS.

### Financial Accounting Practices

Each applicant must prepare a response to the following questions. Be sure to provide complete responses that address all questions included for each numbered item. OVW will review the applicant's responses to assist in evaluating the adequacy of the organization's financial management system and to identify areas of need for training and technical assistance. This section of the application should be no more than two pages and should be a separate attachment to the online application in GMS.

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 CFR 200.333-337.
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 CFR 200.112 of the Uniform Guidance 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 CFR 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 organization 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 CFR 200.330-332)? Please provide a brief description of the organization's policies and procedures on subrecipient management and monitoring.
10. Does the applicant organization 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 CFR 200.430)? Budget estimates do not qualify as support for charges to Federal awards. Please provide a brief description of the organization's established timekeeping policies and procedures.

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 not receiving an award or a delay in access to funds.

#### Indirect Cost Rate Agreement (if applicable)

OVW applicants that intend to charge indirect costs through the use of an indirect cost rate must have a federally-approved indirect cost rate agreement. Include a copy of a current, signed federally approved indirect cost rate agreement. This should be a separate attachment to the application. 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

The applicant must submit a letter to OVW's Director, signed by the Authorized Representative, certifying that federal funds will not be used to supplant state or local funds. Refer to [http://www.justice.gov/sites/default/files/ovw/legacy/2012/10/09/nonsup\\_letter.pdf](http://www.justice.gov/sites/default/files/ovw/legacy/2012/10/09/nonsup_letter.pdf) for a sample letter. This should be a separate attachment to the application in GMS.

#### **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.

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

If the applicant already has an Employer Identification Number (EIN), the SAM registration will take up to two weeks to process. If the applicant does not have an EIN, then the applicant should allow two to five weeks for obtaining the information from IRS when requesting the EIN via phone, fax, mail or Internet. Follow the steps listed below to register in the SAM:

1. Obtain a DUNS number at the following website <http://www.dnb.com/us/>, or call (866) 705-5711.
2. Access SAM online registration through the SAM homepage at <https://www.sam.gov/> and follow the instructions for new SAM users.
3. Complete and submit the online registration. If the applicant already has the necessary information on hand, the online registration takes approximately 30 minutes to complete, depending on the size and complexity of the business or organization. Once the SAM registration becomes active, the applicant will be able to return to GMS and complete the registration. Registering in GMS refers to initiating or starting an application, resulting in an application number. **Please note that organizations must update or renew their SAM registration at least once a year to maintain an active status.**

### **Submission Dates and Times**

The deadline for submitting applications in response to this solicitation is **11:59 p.m. E.T. on September 3, 2018**. It is the responsibility of the applicant to ensure that the application is complete and submitted by the deadline. OVW will contact the applicant for missing items. However, failure to submit all required documents may result in a delay in access to funds.

### **Grants Management System**

The applicant is required to submit applications through GMS. This is not Grants.gov. In order to apply for a grant through GMS, go to <https://grants.ojp.usdoj.gov/gmsexternal/> and either sign in using the applicant's current GMS ID and password or register as a new user. Once the applicant has 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.

**The applicant is encouraged to begin the application submission process at least 48 hours before September 3, 2018.** All applications will be submitted online through GMS.

### **OVW Policy on Duplicate Applications**

If an applicant submits multiple versions of an application, OVW will review one application only. The applicant will be contacted for missing documents.

### **OVW Policy on Late Submissions**

To ensure timely award processing, the applicant must submit the application by September 3, 2018. Applications submitted after the deadline may result in delayed access to funds.

## **Intergovernmental Review - Single Point of Contact Review**

Executive Order 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the [state Single Point of Contact \(SPOC\)](#) if one exists and if the program has been selected for review. Applicants must contact their state SPOCs to determine whether their programs have been selected for state review. The applicant should enter the date that the application was sent to the SPOC or the reason such submission is not required in the section of the SF 424 that refers to EO 12372. Applicants can find a list of SPOCs on the Office of Management and Budget website at [http://www.whitehouse.gov/omb/grants\\_spoc](http://www.whitehouse.gov/omb/grants_spoc).

## **Funding Restrictions**

Federal assistance awards are governed by the provisions of 2 CFR Part 200. Additionally, OVW awards are covered by the [DOJ Financial Guide](#). The [DOJ Financial Guide](#) includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This guide also outlines the successful administration of grant funds.

Any recipient of an award will be responsible for monitoring subawards and contracts, including MOU partner activities, under the grant in accordance with all applicable statutes, regulations, and the [DOJ Financial Guide](#). Primary recipients will be responsible for oversight of subrecipient/partner spending and monitoring specific performance measures and outcomes attributable to the use of OVW funds.

### Food and Beverage/Costs for Refreshments and Meals

Food and beverage costs for meetings, conferences, or other events convened using SAJI funds awarded under this solicitation are not allowable. Event-related food and beverage costs should not be included in application budgets.

### Conference Planning and Expenditure Limitations

OVW applicants should be aware of all applicable laws, regulations, and policies (including specific cost limits, 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), including the provision of food and/or beverages at such events, and costs of attendance at such events. Information on pertinent laws, regulations, and policies related to conference planning, minimization of costs, and conference cost reporting is available at <https://www.justice.gov/ovw/grantees#conference>. Applicants should also be aware of the following specific restrictions on conference planning and expenditure limitations: a) cost of logistical conference planning; b) cost of programmatic conference planning; c) conference space and audio-visual equipment and services; d) prohibition on trinkets at conferences; e) entertainment at conferences; f) food and beverages at conferences; g) prior approval required before entering into contracts or expending funds for conferences; and h) conference reporting.

### Program Assessments

The grantee under this program is prohibited from using OVW funds to conduct research. Subrecipients may use funds to assess their work for quality assurance and program improvement purposes only. Assessments for quality assurance and program improvement might include surveying training participants about the quality of training content and delivery, or convening discussion forums with key stakeholders. OVW Applicants considering proposing program assessments should refer to the [DOJ/OJP decision tree](#) to confirm that the activity does not qualify as human subjects research.

## 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***

### **Programmatic Review**

All eligible applications that are considered for funding will be subject to a programmatic review. The programmatic review consists of assessing the application for alignment with the scope of the SAMFE Curriculum Initiative, activities that compromise victim safety, and past performance.

An application that is 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. Past performance issues noted in programmatic review may also be taken into consideration.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the OVW Director.

### **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 funds until certain requirements are met. High-risk grantees with substantial or persistent performance or compliance issues, longstanding 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 applicants of the outcome of their applications by September 30, 2018.

## ***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 Grantees

Applicants selected for awards must agree to comply with additional legal, administrative, and national policy requirements. OVW encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. This information is found in the

section of the [Solicitation Companion Guide](#) titled *Post-award Requirements for All Federal Grant Recipients*.

Terms and conditions for OVW awards, including awards under this program, are available at <https://www.justice.gov/ovw/grantees#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 of 2013 added a civil rights provision that applies to all FY 2018 OVW grants. This provision 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. For more information on this prohibition, see <http://www.justice.gov/ovw/docs/faqs-ngc-vawa.pdf>. 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*. Applicants must allocate grant funds or other available resources to support activities that help to ensure meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language interpreter services, language interpretation and translation services, or the purchase of adaptive equipment.

#### **Reporting Requirements**

SAMFE Curriculum Initiative grantees are required to submit semi-annual progress reports and quarterly Federal Financial Reports (SF-425). Reports will be submitted through GMS. Future awards and fund drawdowns may be withheld if reports are delinquent.

#### ***G. Federal Awarding Agency Contact***

For assistance with the requirements of this solicitation, contact Marnie Shiels at [Marnie.Shiels@usdoj.gov](mailto:Marnie.Shiels@usdoj.gov) or (202) 598-3522.

## H. Other Information

### Application Checklist

<input type="checkbox"/>	WHAT AN APPLICATION SHOULD INCLUDE	SEE PAGE...
	Summary Data Sheet	8
	Project Narrative	8
	Budget Detail Worksheet and Budget Narrative	9
	Application for Federal Assistance (SF-424) (auto-populated in GMS)	9
	Financial Accounting Practices	10
	Standard Assurances and Certifications	10
	Confidentiality Notice Form	10
	Letter of Nonsupplanting	11
	Indirect Cost Rate Agreement (if applicable)	11

**Do not submit documents in addition to those specified in this solicitation. 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 20002.



## ***Appendix A: Budget Information***

## Budget Information

*Cost information for selected items is provided below to assist applicants in preparing the budget detail worksheet. In developing your budget detail worksheet please refer to the [DOJ Financial Guide](#).*

### Consultants/Contracts

Compensation for services by an individual consultant should be reasonable and consistent with that paid for similar services in the marketplace. Applicants should consider the type of services provided and the experience and expertise of the individual consultant when deciding if a consultant's rate is reasonable. Applicants are strongly discouraged from requesting consultant rates in excess of \$650 per day. Please note that this does not mean that the rate can or should be as high as \$650 for all consultants. If a project is ultimately selected for funding with a budget allocating more than \$650 per day to a consultant, the applicant must provide additional information to OVW for review and approval before consultant costs are incurred. Applicants should also include all costs associated with consultants/contracts in the "Consultants/Contracts" category, including travel-related costs. These costs should not be reflected in the Personnel or Travel categories.

Applicants should follow the same established procurement policies with federal funds as they would with non-federal funds. All procurement transactions, including the awarding of consultant contracts, should be conducted in a manner that provides maximum open, free and fair competition, and must follow 2 C.F.R. §§ 200.317-200.326. All sole-source procurements (those not awarded competitively) in excess of \$150,000 require prior approval from OVW. This applies to procurements of goods and services, but not to selection of sub recipients.

### Partners/Subrecipients

Project partners are generally considered subrecipients for time spent working on program objectives. The following project partner responsibilities are consistent with the characteristics in 2 C.F.R. § 200.330 that support their classification as subrecipients: they are using federal funds to carry out a program for a public purpose specified in the authorizing statute, they are responsible for adherence to program requirements, they are responsible for programmatic decision making, their performance is measured in relation to whether program objectives are met, and in some cases they may be responsible for determining who is eligible to receive assistance (services) under the grant award. In contrast, a contractor provides goods and services within normal business operations, provides similar good and services to many different purchasers, normally operates in a competitive environment, provides goods and services that are ancillary to the operation of the program, and programmatic requirements may not be applicable to the services they are providing. For additional information on determining whether the recipient of the passthrough funds is a subrecipient or a contractor, please refer to [2 CFR Part 200.330](#), as well as the [Solicitation Companion Guide](#).

### Compensation for Partners

In developing the budget, applicants should compensate all project partners for their participation in any project-related activities, including but not limited to, compensation for time and travel expenses to participate in project development, training, and implementation. The budget **must** include compensation for all services rendered by project partners, including nonprofit,

nongovernmental domestic violence and/or sexual assault victim services programs and state and tribal domestic violence and/or sexual assault coalitions. Keep in mind that partners are generally considered a subrecipient and would be reimbursed for their actual costs incurred for the project rather than a fee for service. If a partner is a state or local governmental agency and the partnership duties are conducted within the course of the agency's "regular" scope of work, applicants do not need to compensate the partner if the partner a) offers this arrangement; and b) an explanation of this arrangement is included in the application.

#### Rent

Rental costs are generally allowable under OVW programs. Applicants should list square footage and cost per square foot in the budget. The amount must be based on the space that will be allocated to implement the OVW project, not the costs of the entire rental space. **Rental costs are not allowable for property owned by the applicant or if the applicant has a financial interest in the property.** In this case only the costs of ownership, including maintenance costs, insurance, depreciation, utilities, etc., are allowable costs. The applicant must indicate in the budget narrative whether or not they own the space that will be rented.

#### Audit Costs

Costs for audits not required or performed in accordance with the Office of Management and Budget (OMB) Circular A-133 or 2 CFR Part 200 Subpart F – Audit Requirement are unallowable. If the applicant agency did not meet the applicable expenditure threshold during the organization's fiscal year, the cost of any audit performed may not be charged to the grant.

#### Indirect Costs

Applicants that have current, federally-approved, indirect cost rates may seek to claim indirect costs and must submit a copy of their current federally-approved indirect cost rate agreement with the application. Applicants may choose to waive indirect costs.

Non-federal entities 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 and local governments that have never negotiated an indirect cost

#### Purchase and/or Lease of Vehicles

The purchase and lease of vehicles are prohibited under most OVW grant programs, although some programs allow for purchasing vehicles on a case-by-case basis. Refer to the solicitation for which you are applying to determine whether vehicles can be purchased or leased. If requesting a vehicle, a lease/purchase analysis must be submitted with the application.

#### Non-Federal contributions

Any non-federal contributions can be discussed in the project narrative or Memorandum of Understanding (if required). **Applicants should not include supplemental contributions in the budget, budget narrative, or SF-424.**

Applicants are advised that if they voluntarily decide to provide matching funds through the use of in-kind contributions, and include this information in the budget or budget narrative, the voluntary contributions will become a mandatory requirement under the grant award. Grantees that fail to provide sufficient mandatory matching funds through cash or in-kind contributions during the

award period may be required to meet their obligation by making a cash payment to the Office on Violence Against Women in order to close out the grant award.