



OVW Fiscal Year 2021 Sexual Assault Services Formula Program Solicitation

Assistance Listing Number #	16.017
Grants.gov Opportunity Number:	O-OVW-2021-76001
Solicitation Release Date:	April 20, 2021 12:00 AM
Version:	1
Grants.gov Deadline:	May 18, 2021 11:59 PM
Application JustGrants Deadline:	May 25, 2021 11:59 PM

Eligible Applicants:
State governments, Other

Other

Eligible applicants are limited to: any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the United States Virgin Islands, American Samoa, Guam, and the Commonwealth of the Northern Mariana Islands. Specifically, only the designated state office may apply. For more information, see the Eligibility Information section of this solicitation.

Contact Information

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

Submission Information

Registration: To submit an application, all applicants must obtain a Data Universal Number System (DUNS) number and register online with the System for Award Management (SAM) and with Grants.gov. To ensure sufficient time to complete the registration process, applicants must obtain a DUNS number and register online with SAM and with Grants.gov immediately, but no later than Tuesday, May 18, 2021.

Submission: Applications for this program will be submitted through a **NEW** two-step process: (1) submission of the **SF-424 and SF-LLL** in Grants.gov and (2) submission of the **full application** including attachments in the Justice Grants System (JustGrants). Submit the SF-424 and SF-LLL as early as possible, but not later than 24-48 hours before the Grants.gov deadline. For technical assistance with Grants.gov, contact Grants.gov Applicant Support at 1-800-518-4726 or support@grants.gov. For technical assistance with JustGrants, contact OVW JustGrants Support at 1-866-655-4482 or OVW.JustGrantsSupport@usdoj.gov.

For more information about registration and submission, see the Application and Submission Information section of this solicitation.

Notification

OVW anticipates notifying applicants of funding decisions by October 1, 2021.

Contents

Contact Information	1
Program Description	3
Overview of OVW	3
Statutory Authority	3
About this OVW Program	3
Program Scope	3
Purpose Areas	3
OVW Priority Areas	3
Activities that Compromise Victim Safety and Recovery or Undermine Offender Accountability	3
Out-of-Scope Activities	3
Activities Requiring Prior Approval	4
Federal Award Information	4
Awards, Amounts and Durations	4
Availability of Funds	4
Award Period and Amounts	4
Rape Survivor Child Custody Act	4
Eligibility Information	5
Eligible Applicants	5
Cost Sharing or Matching	5
Application and Submission Information	5
Address to Request Application Package	5
Content and Form of Application Submission	5
Formatting and Technical Requirements	5
Application Contents	5
Information to Complete the Application for Federal Assistance (SF-424)	5
Standard Applicant Information (JustGrants 424 and General Agency Information)	5
Data Requested with Application	5
Explanation of Administrative Funds	6
Proposal Narrative	6
Budget and Associated Documentation	6
Funding Restrictions	6
Pre-Agreement Cost	7
Indirect Cost Rate Agreement (if applicable)	7
Financial Management Questionnaire (including applicant disclosure of high-risk status)	7
Additional Application Components	7
Letter of Nonsupplanting	7
Letter of Assurance Regarding Meaningful Involvement	8
Confidentiality Notice Form	8
Disclosures and Assurances	8
Disclosure of Lobbying Activities	8
DOJ Certified Standard Assurances	8
DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements	8
How to Apply	8
Unique Entity Identifier and System for Award Management (SAM)	8
Submission Dates and Time	8
Application Review Information	9
Criteria, Review, and Review Process	9
Anticipated Announcement and Federal Award Dates	9
Federal Award Administration Information	9
Federal Award Notices	9
Administrative, National Policy, and Other Legal Requirements	10
General Information about Post-Federal Award Reporting Requirements	10
Federal Awarding Agency Contact(s)	10
Other Information	10
Public Reporting Burden- Paper Work Reduction Act Notice	10
Application Checklist	10

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

34 U.S.C. § 12511

About this OVW Program

The Sexual Assault Services Formula Program (SAS Formula Program) (CFDA# 16.017) is authorized by 34 U.S.C § 12511. The SAS Formula Program directs grant dollars to states and territories to assist them in supporting rape crisis centers and other nonprofit, nongovernmental organizations or tribal programs that provide direct intervention and related assistance to victims of sexual assault, without regard to age. For additional information about this program and related performance measures, including how awards contribute to the achievement of program goals and objectives, see:

- OVW grant program information: [OVW Grants and Programs Webpage](#).
- Program performance measures under the Measuring Effectiveness Initiative: [VAWA Measuring Effectiveness Initiative webpage](#).
- Examples of successful projects in OVW's most recent report to Congress on the effectiveness of VAWA's grant programs: [2018 Biennial Report](#).

Program Scope

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

Purpose Areas

Pursuant to 34 U.S.C. 12511(a)(1), funds under this program must be used to provide intervention and related assistance to:

1. Adult, youth, and child victims of sexual assault.
2. Family and household members of such victims.
3. Those collaterally affected by the victimization, except for the perpetrator of such victimization.

In FY 2021, funds under the SAS Formula Program must be used for the following purpose:

- To support the establishment, maintenance, and expansion of rape crisis centers and other nongovernmental or tribal programs and projects to assist individuals who have been victimized by sexual assault, with regard to the age of the individual. See 34 U.S.C. § 12511(b)(1).

SAS Formula grants shall be used by states and territories to provide grants to rape crisis centers and other non-profit, nongovernmental organizations or tribal programs for programs and activities that provide direct intervention and related assistance. The term "rape crisis center" means a nonprofit, nongovernmental, or tribal organization, or governmental entity in a state other than a territory that provides intervention and related assistance to victims of sexual assault without regard to their age. In the case of a governmental entity, the entity may not be part of the criminal justice system (such as a law enforcement agency) and must be able to offer a comparable level of confidentiality as a nonprofit entity that provides similar victim services. See 34 U.S.C. § 12291(a)(25). Pursuant to 34 U.S.C. § 12511(b)(2)(C), intervention and related assistance may include:

1. 24-hour hotline services providing crisis intervention services and referral.
2. Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police, and court proceedings.
3. Crisis intervention, short-term individual and group support services, and comprehensive service coordination and supervision to assist sexual assault victims and family or household members.
4. Information and referral to assist the sexual assault victim and family or household members.
5. Community-based, culturally specific services and support mechanisms, including outreach activities for underserved communities.
6. Development and distribution of materials on issues related to the services described in numbers 1 through 5 above.

OVW Priority Areas

The Department of Justice is committed to advancing work that promotes civil rights, increases access to justice, supports crime victims, protects the public from crime and evolving threats, and builds trust between law enforcement and the community. These goals are also inherent in the grant programs supported by the Violence Against Women Act (VAWA). In making subrecipient decisions, OVW strongly encourages State Administrators to prioritize projects that can and will promote civil rights (including by meeting the needs of underserved and marginalized survivors), improve access to justice for survivors, and enhance survivor safety.

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. States and territories will need to ensure that subgrantees do not engage in such activities. 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 this program's funding. See also the list of unallowable costs in the Funding Restrictions section of this solicitation.

Research projects. Funds under this program may not be used to conduct research, 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. Prohibited research does not include assessments conducted for internal improvement purposes only. 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. For information on distinguishing between research and assessments, see the [Solicitation Companion Guide](#).

2. Activities focused on prevention efforts and public education (e.g., bystander intervention, social norms campaigns, presentations on healthy relationships, etc.).
3. Criminal justice-related projects, including law enforcement, prosecution, courts, and forensic interviews.
4. Sexual Assault Forensic Medical Examiner programs.
5. Sexual Assault Response Team coordination.
6. Providing training to allied professions and the community (e.g., law enforcement, child protection services, prosecution, other community-based organizations, etc.).
7. Domestic violence services unrelated to sexual violence.

Any out-of-scope activities will need to be removed from the application. States and territories will also need to ensure that subgrantees do not engage in out-of-scope activities.

Activities Requiring Prior Approval

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

Federal Award Information

Awards, Amounts and Durations

Anticipated Total Amount to be Awarded Under Solicitation

\$24,375,000.00

Availability of Funds

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

Award Period and Amounts

The award period is 24 months. The total "estimated funding" on the SF-424 must reflect 24 months. Generally, the award period will start on August 1, 2021.

By statute (34 U.S.C. § 12511(b)(4)), OVW will award not less than 1.5 percent of the total amount appropriated for the SAS Formula Program to each state, the District of Columbia, and the Commonwealth of Puerto Rico. The United States Virgin Islands, American Samoa, Guam, and the Commonwealth of the Northern Mariana Islands will be awarded a base amount of .25 percent of the total appropriated amount. Funds remaining after the allocated base amounts will be distributed among the states and territories according to population. The most accurate and complete data compiled by the United States Bureau of the Census are used to determine the populations.

OVW will make a maximum of 56 awards.

Awards will be made as grants.

Rape Survivor Child Custody Act

In FY 2021, states and territories may apply for additional funds (up to ten percent of the three-year average of combined SAS and Stop Violence Against Women Formula Grant Program (STOP) formula grant funds, with 75 percent of that amount supplementing the SAS award and 25 percent supplementing the STOP award) if the state meets the requirements of the Rape Survivor Child Custody Act (RSCCA). To qualify, the state or territory must have a law that allows the mother of a child conceived through rape to seek court-ordered termination of the parental rights of the rapist with regard to that child, which the court is authorized to grant upon clear and convincing evidence of rape. The effective date of the qualifying statute must be on or before October 1, 2021. States may receive the additional funding under the RSCCA **up to four times**.

States and territories that received RSCCA funds in FY 2016, 2017, 2018, 2019, or 2020

States and territories that received RSCCA funds in FY 2016, 2017, 2018, 2019, or 2020 that wish to receive them again in FY 2021 (and have received them fewer than four times) must submit a letter addressed to the Director of OVW certifying that no changes have been made to state law and that the state is still in compliance with the requirements of the RSCCA. This certification letter must be signed by the state Attorney General or another state official with authority to make binding legal determinations.

States and territories that did not receive RSCCA funding in FY 2016, 2017, 2018, 2019, or 2020

States and territories that applied for RSCCA funding in FY 2016, 2017, 2018, 2019, or 2020 but did not meet the requirements of the law, or states and territories that are applying for RSCCA funding for the first time in FY 2021, must submit a legal opinion stating that the state or territory meets the requirements of the law and citing any statutory or case law or other authorities relied on in making the determination. This legal opinion may be in the form of a letter addressed to the Director of OVW and must be signed by the state Attorney General or another state official with authority to make binding legal determinations. **Although the information provided by the state will inform OVW's decision, OVW will make the final eligibility determination.**

States and territories must submit the legal opinion or the certification letter to OVW at OVW.RSCCA@usdoj.gov by **11:59 pm ET April 16, 2021**. OVW will not be able to consider any application or certification submitted after this date.

If the state or territory is awarded the additional funds, such funds will be subject to all of the requirements of the SAS Formula Program. Because this requirement applies to both STOP and SAS, OVW encourages the state administrators for the two programs to coordinate their responses.

Eligibility Information

Eligible Applicants

Eligible entities for this program are limited to any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the United States Virgin Islands, American Samoa, Guam, and the Commonwealth of the Northern Mariana Islands. Specifically, only the designated state office may apply.

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

Cost Sharing or Matching

This program has no matching or cost-sharing requirement.

Application and Submission Information

Address to Request Application Package

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

Content and Form of Application Submission

The information below ("Formatting and Technical Requirements" through "Submission Dates and Times") describes the full content and form of application submission.

Formatting and Technical Requirements

Applications must follow the requirements below:

1. Double spaced (Summary Data Sheet, and charts may be single spaced).
2. 8½ x 11 inch paper.
3. One-inch margins.
4. Type no smaller than 12 point, Times New Roman (TNR) or Arial font, except for footnotes, which may be in 10-point font.
5. Page numbers.
6. No more than 10 pages for the Proposal Narrative.
7. Word documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).
8. Headings and sub-headings that correspond to the sections identified in this section of the solicitation.

Application Contents

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

1. Data Requested with Application
2. Explanation of Administrative Funds
3. Proposal Narrative
4. Letter of Assurance Regarding Meaningful Involvement

Information to Complete the Application for Federal Assistance (SF-424)

Application for Federal Assistance (SF-424)

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

Intergovernmental Review (SF-424 Question 19): This solicitation ("funding opportunity") is subject to Executive Order (E.O.) 12372, Intergovernmental Review of Federal Programs. Applicants must check the Office of Management and Budget's website for the names and addresses of state [Single Points of Contact](#) (SPOC) under Intergovernmental Review. If the applicant's state appears on the SPOC list, the applicant must contact the state SPOC to find out about, and comply with, the state's process under E.O. 12372. In completing the SF-424, such an applicant is to make the appropriate selection in response to question 19 once the applicant has complied with its state E.O. 12372 process. An applicant whose state does not appear on the SPOC list should answer question 19 by selecting the following response: "Program is subject to E.O. 12372 but has not been selected by the state for review."

Disclosure of Lobbying Activities (SF-LLL)

All applicants must complete and submit the *Disclosure of Lobbying Activities* (SF-LLL) form in Grants.gov. 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.

Standard Applicant Information (JustGrants 424 and General Agency Information)

Applicants must complete this web-based form in JustGrants, which is pre-populated with the SF-424 data submitted in Grants.gov. Applicants are required to review the Standard Applicant Information and make edits as needed, confirm the Authorized Representative, verify the legal name and address, and enter the ZIP code(s) for the areas affected by the project.

Data Requested with Application

The Data Requested with Application should be uploaded as an attachment in JustGrants. The Data Requested with Application does not count toward the 10-page limit for the Project Narrative. The following responses must be included:

1. Name, title, address, phone number, and e-mail address for the grant point-of-contact. This person must be an employee of the applicant.

2. A statement as to whether the state or territory is passing the SAS Formula Program funds through to the sexual assault coalition or domestic violence and sexual assault coalition.
3. Statement as to whether the agency applying 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.

Explanation of Administrative Funds

The Explanation of Administrative Funds must be uploaded as an attachment in JustGrants. Responses to the following questions will assist OVW in understanding the state's or territory's plans for using administrative funds:

1. Does the applicant plan to use administrative funds?
2. What agency or organization will use administrative funds?
3. Will the State Administering Agency (SAA) keep all of the administrative funds?
4. If the SAA is passing through funds to the coalition(s), what percentage of the 5% will the coalition(s) receive?
5. How will administrative funds be used (e.g., salary, monitoring, attend trainings)?
6. Will SAS Formula Program administrative funds be used in conjunction with other federal funding sources, such as the Victims of Crime Act programs?

Proposal Narrative

The Proposal Narrative may not exceed 10 pages in length, double-spaced. The Proposal Narrative must include the following information:

1. An overview of the sexual assault services currently available to victims of sexual assault, including women, men, and children, throughout the state or territory.
2. An overview of the current state or territory efforts in place to address sexual assault.
3. A brief description of the process the state or territory uses to make its subgrant awards (e.g., formula-based or competitive awards).
4. An explanation of how funding under the SAS Formula Program complements the state/territory STOP Implementation Plan.
5. A detailed description of procedures to be used by the state or territory to ensure equitable distribution of grants and grant funds within the state or territory and between urban and rural areas.

Meaningful Involvement in Developing the Application

A detailed description of how the state or territory meaningfully involved its sexual assault coalition and representatives from underserved communities, including tribes, in developing the application and plans for the funding, including:

1. The process and communication method used by the state or territory to involve the sexual assault coalition **and** representatives from underserved communities.
2. The specific underserved communities the state or territory included in the application process and methods used to reach out to and communicate with these communities.
3. The number of times the state or territory has met with its coalition and representatives from underserved communities to discuss and develop **this** application, and a brief description of those meetings.
4. Whether the coalition and representatives from underserved communities were provided an opportunity to review this application and provide comment, prior to its submission.
5. How the state or territory has incorporated feedback and input from the coalition and representatives from underserved communities into **this** application.

Note: For the purposes of this solicitation, underserved communities are communities consisting of populations who face barriers in accessing and using victim services, and include populations underserved because of geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, and populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age). See 34 U.S.C. § 12291(a)(39).

Meaningful Involvement in Implementing the Plans

A detailed description of how the state or territory will meaningfully involve the sexual assault coalition and representatives from underserved communities, including tribes, in implementing the plans of the state or territory to administer the SAS Formula Program, including:

1. How the state or territory will work with the coalition and representatives from underserved communities to design a plan for distributing the subgrant funds.
2. The specific underserved communities the state or territory anticipates including in the implementation process.
3. The methods that will be used to reach out to the underserved communities to ensure their active participation in the implementation of the plans to administer the SAS Formula Program funds.
4. The role of the state coalition and representatives from underserved communities in the implementation of the plans to administer the program, such as review of solicitations, outreach to potential applicants, and assistance with peer review.

Budget and Associated Documentation

Funding Restrictions

The following information is provided to allow applicants to develop an application and administer grant funds consistent with program requirements. OVW awards are governed by the provisions of 2 C.F.R. Part 200 and the [DOJ Financial Guide](#), which include information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. The issuance and monitoring of subawards must meet the requirements of 2 C.F.R. § 200.332, which includes oversight of subrecipient spending and monitoring performance measures and outcomes attributable to grant funds.

Unallowable Costs

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

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

Food and Beverage/Costs for Refreshments and Meals

Generally, food and beverage costs are **not** allowable. Recipients must receive prior approval to use grant funds to provide a working meal and/or refreshments at a meeting, conference, training, or other event; OVW may provide such approval if one of the following applies:

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

Justification for an exception listed above must be submitted to OVW with the request for prior approval. For additional information on restrictions on food and beverage expenditures, see [OVW conference cost planning](#).

Conference Planning and Expenditure Limitations

Applicants must comply with all requirements (including specific cost limits and prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (which is defined to include meetings, retreats, seminars, symposiums, training, and other similar events), and costs of attendance at such events. Information on conference planning, minimization of costs, and conference reporting is available at [OVW conference cost planning](#).

Pre-Agreement Cost

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.

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 and must upload and attach a copy of the agreement to their application in JustGrants. State, local, and tribal governments [that have never](#) received a federally-approved indirect cost rate and receive less than \$35 million in direct federal funding per year may elect to charge a de minimis rate of 10% of modified total direct costs, which may be used indefinitely.

Applicants 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.

Financial Management Questionnaire (including applicant disclosure of high-risk status)

Pre-Award Risk Assessment

Each applicant must respond to the questions below in a document uploaded and attached to its application in JustGrants. **Do not submit responses from a prior fiscal year without updating them to be responsive to all questions listed below.** This information will be used for a mandatory pre-award risk assessment. Failure to provide this information or to respond to questions from OVW regarding this information in a timely manner could result in the application being removed from consideration or a delay in access to funds. Provide complete responses that address all questions included for each numbered item. This document should be no more than four pages and may be single or double-spaced.

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. §§ 200.334-200.338.
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. §§ 200.331-200.333)? 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.
11. Is the applicant designated as high risk by a federal agency outside of DOJ? ("High risk" includes any status under which a federal awarding agency provides additional oversight due to the applicant entity's past performance, or other programmatic or financial concerns with the applicant entity.) If so, provide the names(s) of the federal awarding agency, the date(s) the agency notified the applicant entity of the high risk designation, contact information for the high risk point of contact at the federal agency, and the reason for the high risk status, as set out by the federal agency.

Additional Application Components

The following components should be included with the application. Failure to supply this information may result in a delay in access to funds. Some components will be generated during the application submission process while others will be uploaded and attached to the application in JustGrants.

Letter of Nonsupplanting

Applicants must attach 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 on the [OVW website](#).

Letter of Assurance Regarding Meaningful Involvement

Pursuant to 34 U.S.C. § 12511(b)(3)(B)(i), in addition to the proposal narrative information on meaningful involvement, applicants must submit a letter from the **state or territorial administering agency** assuring that it will meaningfully engage with and include participation from the state/territorial sexual assault coalition or dual coalition, and representatives from underserved communities, in the implementation of state or territory plans to administer the SAS Formula Program. Letters must be submitted on the administering agency's letterhead, be signed and dated by an Authorized Representative, and be uploaded as an attachment in JustGrants. A sample letter can be found on the [OVW website](#). States and territories are also encouraged to seek input from rape crisis centers and other sexual assault programs in their application and implementation processes.

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 upload and attach, under Additional Attachments in JustGrants, the completed acknowledgement form available on the [OVW website](#). This form must be signed by the Authorized Representative.

Disclosures and Assurances

Review, complete, and submit all disclosures, assurances, and certifications as described below.

Disclosure of Lobbying Activities

All applicants must complete and submit the *Disclosure of Lobbying Activities* (SF-LLL) form in Grants.gov before beginning the application process in JustGrants.

DOJ Certified Standard Assurances

Applicants must read and acknowledge the DOJ Certified Standard Assurances in JustGrants.

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants must read and acknowledge these DOJ certifications in JustGrants.

How to Apply

Applications must be submitted electronically via Grants.gov and JustGrants. Applicants that are unable to submit electronically must follow the instructions below under OVW Policy on Late Submissions. See **Submission Dates and Times** below for a list of steps for registering with all required systems and deadlines for completing each step.

Unique Entity Identifier and System for Award Management (SAM)

Federal regulations require that an applicant for federal funding: (1) be registered in SAM before submitting its application; (2) provide a valid unique entity identifier 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 or plan under consideration by a federal awarding agency. In addition, OVW may not make an award to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements and, if an applicant has not fully complied with these requirements by the time OVW is ready to make an award, then OVW may determine that the applicant is not qualified to receive an award. See 2 C.F.R. §§ 25.200, 25.205.

The unique entity identifier that applicants for federal grants and cooperative agreements are required to have is 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 applied for a DUNS number through D&B, its DUNS number should be available within two business days.

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

If the applicant already has an Employer Identification Number (EIN), the SAM registration will take **up to two weeks to process**. If the applicant does not have an EIN, then **the applicant should allow two to five weeks for obtaining an EIN from the Internal Revenue Service. There is no fee associated with these processes. These processes cannot be expedited.** OVW strongly discourages applicants from paying a third party to apply or register on their behalf in an attempt to expedite these processes. To ensure all applicants are able to apply by the deadline for this solicitation, applicants must have obtained a DUNS number and registered online with the SAM and with Grants.gov no later than Tuesday, May 18, 2021.

Submission Dates and Time

After applicants obtain their DUNS number and register with SAM, they can begin the Grants.gov registration process. The applying organization must complete the Grants.gov registration process **prior to beginning an application for a federal grant**. The E-Business Point of Contact (E-Biz POC) must register the applicant organization with Grants.gov. The E-Biz POC oversees the applicant's Grants.gov transactions and assigns the Authorized Organization Representative (AOR). The AOR submits the SF-424 and SF-LLL to Grants.gov and must register with Grants.gov as well. In some cases the E-Biz POC is also the AOR for the applicant. Complete instructions can be found on the [Grants.gov website](#).

In JustGrants, each applying entity will have an assigned Entity Administrator who is responsible for managing entity-level information and assigning roles in the system. The Entity Administrator is also the E-Biz POC designated in SAM.gov. See the [JustGrants website](#) for more information on registering with JustGrants.

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

Applicant Actions with Required Dates/Deadlines

1. **Obtain a DUNS number by Tuesday, May 18, 2021.** Apply for a DUNS number at <https://www.dnb.com> or call 1-866-705-5711.
2. **Register with SAM by Tuesday, May 18, 2021.** Access the SAM online registration through the [SAM homepage](#) and follow the online instructions for new SAM users. **Organizations must update or renew their SAM registration at least once a year to maintain an active status.**
3. **Register with Grants.gov by Tuesday, May 18, 2021.** Once the SAM registration is active, the applicant will be able to complete the Grants.gov registration.
4. **If necessary, request hardcopy submission by Tuesday, May 18, 2021.** Applicants that cannot submit an application electronically due to lack of internet access must contact the program at 202-307-6026 or OVW.SASP.Formula@usdoj.gov to request permission to submit a hardcopy application.
5. **Download updated version of Adobe Acrobat at least 48 hours before the Grants.gov deadline.** Applicants are responsible for ensuring that the most up-to-date version of Adobe Acrobat is installed on all computers that may be used to download the solicitation and to submit the SF-424 and SF-LLL on Grants.gov. Go to the [Adobe Software Compatibility](#) page to verify that the Adobe software version is compatible with [Grants.gov](#).
6. **Submit the SF-424 and SF-LLL in Grants.gov as early as possible, but no later than 24 – 48 hours prior to the Grants.gov deadline.** Applicants may find this funding opportunity on Grants.gov by using the CFDA number, Grants.gov opportunity number, or the title of this solicitation, all of which can be found on the cover page. Applicants will receive two notices from Grants.gov, one confirming receipt and another stating whether the forms were validated and successfully submitted or rejected due to errors. Submitting the SF-424 and SF-LLL well ahead of the Grants.gov deadline provides time to correct any rejections.
7. **Register the Entity Administrator and the Application Submitter with JustGrants as early as possible but no later than 48-72 hours before the JustGrants deadline.** Within 24 hours of JustGrants receiving the SF-424 and SF-LLL from Grants.gov, the applicant will receive an email from DIAMD-NoReply@usdoj.gov with instructions on how to create a JustGrants account. Once registered in JustGrants, the Application Submitter will receive an emailed link to complete the rest of the application in JustGrants. The Entity Administrator also will need to log into JustGrants to review and invite the applicant's Authorized Representative(s) before an application can be submitted. More information on JustGrants roles is available on the [JustGrants website](#).
8. **Submit the complete application package at least 24 – 48 hours prior to the JustGrants deadline.** Some of the application components will be entered directly into JustGrants, and others will require uploading attached documents. Therefore, applicants will need to allow ample time before the JustGrants deadline to prepare each component. Applicants may save their progress in the system and revise the application as needed prior to hitting the Submit button at the end of the application in JustGrants. The Application Submitter, Entity Administrator, and Authorized Representative(s) will receive an email from JustGrants confirming submission of the application.
9. **Confirm application receipt:** Applicants should closely monitor their email and JustGrants accounts for any notifications from Grants.gov or JustGrants about a possible failed submission. The user who is authorized to submit applications on behalf of the organization is the one who will receive these notifications. OVW does not send out these notifications, nor does OVW receive a copy of these notifications. It is the applicant's responsibility to notify OVW of any problems with the application submission process. **Submitting the application components at least 48 hours before each deadline (Grants.gov or JustGrants, as applicable) will enable the applicant to receive notice of a failed submission and provide an opportunity to correct the error before the applicable deadline.**

OVW Policy on Late Submissions/Other Submission Requirements

To ensure timely award processing, applicants must submit the application by Tuesday, May 25, 2021. Applicants anticipating late submission should contact OVW at OVW.SASP.Formula@usdoj.gov to provide an explanation for the delay and an anticipated submission date. Submitting the application after the deadline may result in a delay in access to funds.

Application Review Information

Criteria, Review, and Review Process

This is a formula grant program; therefore, applications are not subject to a peer review. Applications are subject, however, to a programmatic review to ensure that the application is complete and meets applicable statutory, regulatory, and other program requirements as described in this solicitation. Applicants must submit all information requested in the Application Contents and Additional Required Information sections of this solicitation. If any required elements are missing, OVW will contact the applicant to request prompt submission of relevant documents. Failure to include required information at the time of submission may result in a delay in funding.

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

Prior to making an award, OVW is required to review and consider any information about applicants included in the designated integrity and performance system accessible through SAM (currently the Federal Award Performance and Integrity Information System or FAPIIS). Applicants may review and comment on information in FAPIIS about themselves that another federal awarding agency has previously entered. OVW will consider the applicant's comments as well as other information available in FAPIIS in making its judgment about the risk posed by making an award to the applicant as described in 2 C.F.R. § 200.206.

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 may not be considered for funding.

Anticipated Announcement and Federal Award Dates

It is anticipated that all applicants will receive an award notification by October 1, 2021. The anticipated award start date will be August 1, 2021.

Federal Award Administration Information

Federal Award Notices

Successful applicants will receive OVW award notifications electronically from JustGrants (not Grants.gov). This award notification will include instructions on enrolling in Automated Standard Application for Payments (ASAP) and accepting the award. Recipients will be required to log into JustGrants to review, sign, and accept the award. The Authorized Representative must acknowledge having read and understood all sections of the award instrument and submit the required declaration and certification to accept the award; these steps will be completed electronically in JustGrants.

Administrative, National Policy, and Other Legal Requirements

Information for All Federal Award Recipients

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

Terms and conditions for OVW awards are available on the [OVW website](#). 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. Recipients may provide sex-segregated or sex-specific programming if doing so is necessary for the essential operation of a program, so long as the recipient provides comparable services to those who cannot be provided with the sex-segregated or sex-specific programming. 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."

General Information about Post-Federal Award Reporting Requirements

OVW grantees are required to submit 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. Future awards and fund drawdowns may be withheld if reports are delinquent. For more information on post award reporting requirements, including requirements for certain recipients to report information on civil, criminal, and administrative proceedings in FAPIIS, see the Solicitation Companion Guide and the award condition on recipient integrity and performance matters available on the [OVW website](#).

Federal Awarding Agency Contact(s)

For assistance with the requirements of this solicitation, contact the following: for programmatic questions, contact this program at OVW, for financial questions, contact OVW.SASP.Formula@usdoj.gov or 202-307-6026, and for technical questions, contact Grants.gov Applicant Support at 800-518-4726 or support@grants.gov or OVW JustGrants Support at 1-866-655-4482 or OVW.JustGrantsSupport@usdoj.gov.

Other Information

Public Reporting Burden- Paper Work 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.

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

Application Checklist

Application Document	Date Completed
1. Data Requested with Application	
2. Explanation of Administrative Funds	
3. Proposal Narrative	
4. Letter of Assurance Regarding Meaningful Involvement	
5. Application for Federal Assistance: SF 424	
6. Disclosure of Lobbying Activities (SF-LLL)	
7. Confidentiality Notice Form	
8. Pre-Award Risk Assessment	
9. Indirect Cost Rate Agreement (if applicable)	
10. Letter of Nonsupplanting	