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# OVW Fiscal Year 2021 National Service Line for Incarcerated Survivors of Sexual Abuse Solicitation

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## Eligible Applicants:

Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education, Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education, Public and State controlled institutions of higher education, Other

## Other

Eligible entities for this initiative are nonprofit organizations, victim service providers, and universities/institutions of higher education. Eligible applicants, including partners, must have expertise and experience working at the national level on projects related to corrections, the provision of services for survivors of sexual abuse, and implementation of the PREA Standards. For more information, see the Eligibility Information section of this solicitation.

## Letter of Intent

Applicants are strongly encouraged to submit a non-binding Letter of Intent to [Lucille.Moran@usdoj.gov](mailto:Lucille.Moran@usdoj.gov) by July 28, 2021. Interested applicants who do not submit a Letter of Intent are still eligible to apply. For more information, see the Application and Submission Information section of this solicitation.

## Pre-Application Information Sessions

OVW and BJA will host a live pre-application information session over a virtual platform. The session is scheduled for July 20, 2021. For more information, see the Application and Submission Information section of this solicitation.

## Contact Information

For assistance with the requirements of this solicitation, email OVW at [Lucille.Moran@usdoj.gov](mailto:Lucille.Moran@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 August 25, 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 January 1, 2022.

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# 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 USC 30305(a)

## About this OVW Program

DOJ estimates that hundreds of thousands of incidents of sexual abuse and sexual harassment occur every year in prisons and jails across the country. Certain historically marginalized groups are statistically more likely to experience abuse in prison, though this violence occurs regardless of gender identity, race, age, sexual orientation, religion, and socioeconomic status. While the prevalence of sexual abuse and sexual harassment in prisons and jails is widespread, the vast majority of incidents go unreported, with estimates of incarcerated victims' willingness to report their victimization below that of victims not behind bars.

Sexual abuse is already one of the most underreported violent crimes in the U.S., and confinement settings create additional barriers for victims to report the sexual abuse or sexual harassment experience and/or seek services. For instance, while victims often fear retaliation from their abusers if they decide to report, the balance of power between inmates and corrections staff, as well as factors like proximity to other inmates, are additional concerns for victims in confinement facilities.

The Prison Rape Elimination Act (PREA) Standards, released in 2012, include requirements that are designed to help confinement agencies prevent, detect, and respond to sexual abuse and sexual harassment. PREA Standard 115.51 requires every confinement agency to provide at least one way for inmates to report sexual abuse or harassment to a public or private entity or office that is not part of the agency, and that is able to receive and immediately forward inmate reports of sexual abuse and sexual harassment to agency officials, allowing the inmate to remain anonymous upon request. PREA Standard 115.53 requires confinement facilities to provide inmates with access to outside victim advocates for emotional support services related to sexual abuse. The full text of the PREA Standards can be found on the [PREA Resource Center website](#).

While these Standards apply to all federal, state, and local confinement facilities (including jails, prisons, police lockups, juvenile facilities, and community confinement facilities), many confinement agencies and facilities across the country, especially those in remote and rural areas, have struggled to maintain compliance with Standards 115.51 and 115.53. Such agencies and facilities report that needed victim support services are often scarce or non-existent, and typically under-resourced. In addition, it can also be challenging for confinement agencies and facilities to identify a separate entity or office that has the capacity to receive and immediately forward inmate reports of sexual abuse and harassment to confinement agency officials while allowing inmates to remain anonymous upon request.

As a result, the goal of the National Service Line for Incarcerated Survivors of Sexual Abuse Initiative (Initiative) is to determine if and how a National Sexual Abuse Service Line (Service Line) could assist correctional agencies and facilities across the nation to achieve and maintain compliance with PREA Standards 115.51 and 115.53. This Initiative is being supported through a partnership between OVW and the Office for Justice Programs, Bureau of Justice Assistance (BJA), which provided the funding for this Initiative. The partnership is designed to combine BJA's PREA implementation expertise with OVW's broad knowledge of sexual assault services. The Initiative demonstrates both offices' shared commitment of ensuring that sexual abuse and sexual harassment victims in detention have access to quality support services as well as a mechanism for reporting abuse and harassment.

The Service Line Initiative is being administered as a two-phase project including a planning phase followed by an implementation phase. This solicitation is seeking applications for Phase One – the planning phase – which will include a national scan of practices related to efforts to comply with PREA Standards 115.51 and 115.53, identification of common service gaps and needs, and guidance from subject matter experts on what a national service line would require to be responsive to both the PREA Standards and the unique needs of incarcerated victims. The goal of Phase One is two-fold: 1) to determine if and how a Service Line could ensure compliance with the complementary yet distinct requirements of PREA Standards 115.51 and 115.53; and 2) to develop a comprehensive plan for the design and implementation of a Service Line for incarcerated victims of sexual abuse.

Phase Two – the implementation phase – will occur after Phase One is completed and will focus on using the comprehensive plan developed in the first phase to guide the Service Line's implementation. It is anticipated that Phase Two will be directed and administered by OVW and BJA, and that it will be funded competitively. Phase Two is dependent upon the availability of sufficient PREA appropriations in future fiscal years.

Note: the organization funded to develop the comprehensive plan in Phase One of the Initiative will **not** be eligible to receive funding to implement the plan under Phase Two. This restriction may apply to formal partners as well, depending

on their involvement in the project. For more information on this restriction, see the Letters of Support section.

## 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.

This program's scope is further guided by the following deliverables:

1. The establishment of a steering committee (separate from the formal partnership requirement described below) comprised of individuals or entities representing diverse perspectives to help guide the planning phase of the Initiative and ensure that incarcerated individuals directly inform the project.
2. A final Memorandum of Understanding (MOU) between the lead applicant and any formal project partner(s) that defines the roles/responsibilities of the lead applicant and any formal project partner(s). The lead applicant and partner(s) will develop the MOU in consultation with OVW in order to anticipate and prevent any possible conflicts of interest for Phase Two funding.
3. A comprehensive assessment of the current research, literature, and practices in facilities across the nation related to mechanisms for inmates to report instances of sexual abuse and sexual harassment in confinement.
4. A comprehensive assessment of the current research, literature, and practices in facilities across the nation related to access to support services for victims in confinement.
5. An examination into how confinement facilities across the nation are or are not maintaining compliance with PREA Standards 115.1 and 115.53, as well as a discussion of the specific ways that these two Standards are complementary but also contain distinct requirements.
6. An assessment of whether – and, if so, how – the development of a Service Line could assist facilities with maintaining compliance with one or both PREA Standards as appropriate, as well as ensure quality services to previously or currently incarcerated survivors based on their lived experiences.
7. A comprehensive blueprint for the design and implementation of a Service Line for survivors of sexual abuse and sexual harassment occurring in confinement facilities that is responsive to the diversity of survivors. This plan should include discussions of the following:
  - a. How the Service Line should be structured (e.g., a single national entity receiving and responding to reports and/or service requests or an entity that refers service requests to state or local providers in a network);
  - b. Types of services and resources offered by the Service Line;
  - c. How services should be tailored to individuals in different types of confinement facilities (including jails, police lockups, juvenile facilities, and prisons);
  - d. How the service line would work in coordination with other state-run hotlines for survivors in confinement;
  - e. How the service line would work in coordination with state sexual assault coalitions and local rape crisis centers;
  - f. What type of geographic model would be best for the resource line (e.g., regional or national); and
  - g. What considerations (i.e., qualifications and training requirements for service line staff, security constraints for confinement facilities, etc.) the organization administering the service line should follow for successful implementation.
8. A final report summarizing the organization's activities and recommendations during the Phase One planning stage.

*Note:* Due to the nature of this planning grant, the award will be administered via cooperative agreement (this is discussed further under the “Award Type” section below). Therefore, applicants must be willing to work closely with OVW and BJA in creating the comprehensive plan, which means being receptive to the possibility of modifying activities/deliverables to meet the goals of the Initiative.

## Purpose Areas

In FY 2021, funds under Phase One of the Initiative will be used for the following purpose: to develop a comprehensive plan to explore whether and how a Service Line can assist confinement agencies and facilities to maintain compliance with PREA Standards 115.1 and 115.53. The plan must include review of contemporary research, an examination of current practices in facilities across the nation related to reporting instances of sexual abuse and sexual harassment in confinement, and a robust investigation into the PREA Standards 115.1 and 115.53, including how they are connected but include distinct requirements.

## 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 values are also inherent in the grant programs supported by the Violence Against Women Act (VAWA). As such, OVW will prioritize support for projects that meaningfully address the needs of underserved and marginalized survivors, enhance survivor safety, and hold offenders accountable.

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

OVW does not fund activities that jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions. Applications that propose any such activities may receive a deduction in points during the review process or may be eliminated from consideration. 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.

1. 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 (see Limited Use of Funds below). For information on distinguishing between research and assessments, see the [Solicitation Companion Guide](#).
2. Funds cannot be used towards activities that are not part of the planning process, such as providing direct services, hosting training events or conferences, engaging in outreach activities, or developing educational materials.

Applications that propose activities deemed to be substantially out-of-scope may receive a deduction in points during the review process or may be eliminated from consideration.

## Federal Award Information

### Awards, Amounts and Durations

#### Anticipated Number of Awards

1

#### Anticipated Maximum Dollar Amount of Awards

\$600,000.00

#### Period of Performance Start Date

1/1/22 12:00 AM

#### Period of Performance Duration (Months)

24

#### Anticipated Total Amount to be Awarded Under Solicitation

\$600,000.00

### Availability of Funds

OVW is seeking to fund one organization at \$600,000 to complete Phase One of the Initiative. This is a one-time funding opportunity funded via a partnership between OVW and BJA in which BJA has provided the funding and OVW is administering the project.

### Types of Awards

#### Award Type

The award for Phase One of the Initiative will be made as a **cooperative agreement**. Cooperative agreements are a form of award made when OVW expects to have ongoing substantial involvement in award activities. For this program, substantial involvement includes, but is not limited to, participating in all meetings, webinars, and teleconferences. Additionally, OVW and BJA will assist in the development of all products and review and approve all products developed under this award. OVW and BJA will invite other relevant federal agencies and components to participate in Phase One activities when appropriate.

#### Award Period

The award period will be 24 months. Budgets must reflect 24 months of project activity and the total "estimated funding" on the SF-424 must reflect 24 months. The award period will start on October 1, 2021.

### **Award Amounts**

The award for Phase One of the Initiative will be \$600,000. Proposals exceeding the identified budget cap may receive point deductions during the review process.

### **Types of Applications**

Applicants for this Initiative are considered “new”.

## **Eligibility Information**

### **Eligible Applicants**

The following entities are eligible to apply for this program:

1. Nonprofit organizations.
2. Victim service providers.
3. Universities/institutions of higher education (public, private, or state controlled).

#### Faith-Based and Community Organizations

Faith Based and community organizations that meet the eligibility requirements are eligible to receive awards under this solicitation (see “Faith-Based Organizations” on the OVW website for more information).

#### **Ineligible Entities and Disqualifying Factors**

Applications submitted by ineligible entities or that do not meet all program eligibility requirements will not be considered for funding. In addition, an application deemed deficient in one or more of the following categories may not be considered for funding: 1. activities that compromise victim safety, 2. out-of-scope activities, 3. unallowable costs, 4. pre-award risk assessment, 5. completeness of application contents, and 6. timeliness. Failure to comply fully with all applicable unique entity identifier and SAM requirements (see Application and Submission section for more information on these requirements) will result in removal from consideration. An applicant with past performance issues, long-standing open audits, or an open criminal investigation also may not be considered for funding.

**Note:** Any nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code is not eligible for a grant from this program. See 34 U.S.C. § 12291(b)(16)(B)(ii).

### **Cost Sharing or Matching**

This program has no matching or cost-sharing requirement.

### **Other Program Eligibility Requirements**

In order to meet the goals of this Initiative, lead applicants must possess the following skill sets:

1. A documented history of managing large-scale projects both financially and programmatically.
2. Experience providing training and technical assistance on a large scale.
3. The ability to coordinate diverse people, perspectives, and interests.
4. Experience synthesizing and applying research on gender-based violence.

#### Required Partners

While the lead applicant must demonstrate the above skills and experience, the Initiative also requires that the lead applicant develop subject-matter expertise through partnerships. OVW requires that applicants (1) establish at least one formal partnership to help carry out the goals, objectives, and/or deliverables of the project, and (2) form a steering committee comprised of individuals and/or organizations representing diverse perspectives to advise and guide the direction of the project. Both formal partners and steering committee members will need to submit letters of support indicating their role/subject-matter expertise. The formal partner(s) will then be required to work with OVW and the recipient to finalize an MOU as a deliverable. The MOU will clearly define the roles of the recipient and the partner(s) as well as describe how conflicts of interest will be avoided for the partner organization(s). The MOU is **not** required as part of the application. A further discussion of the distinction between formal partners and steering committee members and their respective roles can be found in the Letters of Support section.

Formal partners and/or steering committee members should possess the following **subject-matter expertise:**



1. A comprehensive understanding of the PREA Standards.
2. Knowledge of correctional operations and the facility types to be covered under the award.
3. Expertise in and knowledge of the dynamics of sexual abuse and sexual harassment in confinement.
4. Experience in providing and developing victim services, which should go beyond managing a crisis hotline.
5. Expertise in providing victim services to specific underserved populations, including diverse populations based on religion, sexual orientation, gender identity, race, age, and socioeconomic status.
6. Experience in providing training and technical assistance on services for victims of sexual abuse and sexual harassment.
7. Direct experience working with those who have been or currently are incarcerated.

In addition to the above, applicants are also encouraged to involve formerly incarcerated individuals who experienced sexual abuse or sexual harassment in confinement to ensure their important perspectives and lived experiences inform the recommendations that come out of the planning phase.

The lead applicant, project partner(s), and steering committee members may have overlapping expertise. This is permissible, so long as the required subject-matter expertise is represented. Applicants are entitled to choose how the expertise is represented (i.e., through a formal partnership or advisory board representative), but should indicate in the Capacity to Implement the Project section of the Project Narrative which organizations/individuals are responsible for bringing experience and expertise on each of the topics above.

*Note:* the list of subject-matter areas above is not absolute; applicants are encouraged to include other subject matter experts in the field for a formal partner or steering committee member as they deem appropriate to carry out the Initiative.

## 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 [Lucille.Moran@usdoj.gov](mailto:Lucille.Moran@usdoj.gov).

### Pre-Application Information Session(s)

OVW and BJA will host an optional web-based pre-application information session. During this session, OVW staff will review this program's requirements, review the solicitation, and allow for a brief question and answer period. The session is tentatively scheduled for July 20, 2021.

Participation in a pre-application information session is optional and not a requirement to be eligible to apply.

To register, email Lucy Moran at [Lucille.Moran@usdoj.gov](mailto:Lucille.Moran@usdoj.gov). Registration must be received at least one day prior to the start of the session. Participants are not registered until they receive a confirmation email. The webinar will be captioned in English. Interested applicants needing additional language assistance should contact this program at [Lucille.Moran@usdoj.gov](mailto:Lucille.Moran@usdoj.gov) or at 202-532-4460 as soon as possible, but no later than July 13, 2021.

### Content and Form of Application Submission

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

#### Letter of Intent

Applicants intending to apply for FY 2021 funding under this program are strongly encouraged to submit a Letter of Intent. The letter should state that the applicant is registered and current with SAM and with Grants.gov. The letter should be submitted to OVW at [Lucille.Moran@usdoj.gov](mailto:Lucille.Moran@usdoj.gov) by July 28, 2021. This letter will not obligate the applicant to submit an application and entities are still permitted to apply if a letter of intent is not submitted. See the [OVW website](#) for a sample Letter of Intent.

#### Formatting and Technical Requirements

Applications must follow the requirements below for all documents, unless otherwise noted. Points may be deducted for applications that do not adhere to the following requirements:

1. Double-spaced (Data Requested with Application, Pre-Award Risk Assessment, and charts may be single-spaced).
2. 8½ x 11 inch pages.
3. One-inch margins.
4. Type no smaller than 12 point, Times New Roman (TNR) or Arial font, except for footnotes, which may be in 10-point font.

5. Page numbers.
6. No more than 25 pages for the 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 required documents and demonstrate that the program eligibility requirements have been met. For a complete checklist of the application contents, see the Application Checklist in the Other Information section of this solicitation.

1. Proposal Narrative.
2. Budget Detail Worksheet and Narrative.
3. Data Requested with Application.
4. Letters of Support.

Failure to submit all of the required elements of an application may negatively affect the review of the application and may result in the application not being considered for funding. Should a decision be made to make an award, an application missing required documents may have additional special conditions included on its award that preclude access to or use of award funds pending satisfaction of the conditions. It is the responsibility of the applicant to ensure that a complete application is submitted by the deadline.

### 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 in the "Estimated Funding" section of this form must match the amount of federal funding requested in the budget section of the application package. This program does not require a match; therefore, the values for the Applicant line should be zero. The individual who is listed as "**Authorized Representative**" must be an individual who has the authority to apply for and accept grant awards on behalf of the organization or jurisdiction.

**Intergovernmental Review (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.

### Proposal Abstract

The Proposal Abstract must provide a short summary (**no more** than two pages double-spaced) of the proposed project, including names of applicant and partners, project title, purpose of the project (including goal and intended outcome), primary activities for which funds are requested, who will benefit (including geographic area to be served), products and deliverables, and how the applicant will measure progress in completing project goals and objectives. Applicants must not summarize past accomplishments in this section. The Proposal Abstract, which is to be entered into a text box in JustGrants, will not be scored but is used throughout the review process.

### Proposal Narrative

The Proposal Narrative may not exceed 25 pages, double-spaced, and reviewers will not read beyond this page limit. The Proposal Narrative must include the following 2 sections. The total point value for the proposal narrative section is **65 points**. Applicants must upload the Proposal Narrative as an attachment in JustGrants.

The Proposal Narrative must clearly demonstrate the applicant's capacity and commitment to develop a comprehensive plan to establish and implement a Service Line for incarcerated victims of sexual abuse.

#### Capacity to Implement the Project (40 points)

This section should focus on the applicant's and partner(s)'s (both formal partners' and steering committee members) existing expertise and ability to successfully carry out the project. The section must address both the applicant's required skillsets and the project partners' subject-matter expertise, as well as identify any key individuals and their qualifications.

This section must:

1. Describe the structure of the applicant organization.
2. Describe how the applicant meets each of the required skill sets, including a discussion of key staff involved in the project and their qualifications. The required skill sets include:
  - a. A demonstrated history of managing large-scale projects, both financially and programmatically. The applicant's response should include information about establishing goals and objectives, timelines, and meeting deadlines.
  - b. Experience providing training and technical assistance on a large scale.
  - c. Experience collaborating with individuals from various disciplines and/or populations.
  - d. Ability to conduct a comprehensive review of the contemporary research and professional literature, as well as current practices in facilities across the nation related to reporting instances of sexual abuse and sexual harassment in confinement and addressing the unique needs of victims.
3. Identify the project partner(s) and/or steering committee members who will provide subject-matter expertise. Include a discussion of the key staff, their roles in the project, and their individual qualifications. The required subject-matter expertise includes:
  - a. A comprehensive understanding of the PREA Standards.
  - b. Knowledge of correctional operations and the facility types to be covered under the award.
  - c. Expertise in and knowledge of the dynamics of sexual abuse and sexual harassment in confinement.
  - d. Experience in providing and developing victim services, which should go beyond managing a crisis hotline.
  - e. Expertise in providing victim services to specific underserved populations, including diverse populations based on religion, sexual orientation, gender identity, race, age, and socioeconomic status.
  - f. Experience in providing training and technical assistance on services for victims of sexual abuse and sexual harassment.
  - g. Direct experience working with those who have been or are currently incarcerated.
4. Describe the applicant's and any project partners' capacity to use technology as a vehicle to implement project activities (e.g., virtual meeting platforms, document sharing, etc.)

The lead applicant should also indicate if the organizations providing subject-matter expertise will be formal partners or advisory board members in this section.

Note: If an applicant is planning to collaborate with specific organizations/individuals for their expertise in certain areas but have not formalized their involvement, the applicant can mention this in the Capacity section and specify the organizations/individuals by name. OVW encourages applicants to continue to seek outside information/expertise to meet the goals of the Initiative.

#### What Will Be Done (25 points)

This section must describe the process the organization will follow to explore whether and how a Service Line for incarcerated victims of sexual abuse and sexual harassment can assist confinement agencies and facilities comply with PREA Standards 115.51 and 115.53.

In describing what will be done, this section must:

1. Include a description of how the applicant plans to assess existing services in confinement facilities across the country as well as how confinement facilities are complying with or struggling to comply with PREA Standards 115.51 and 115.53. Include a discussion on how the applicant will investigate and distinguish the different requirements in PREA Standards 115.51 and 115.53. The two PREA Standards focus on reporting and access to victim services,

which are inherently linked; however, the applicant should include plans to distinguish between the two standards and whether or not a national service line would adequately comply with the requirements of both. There are certain concerns – for example, confidentiality, release of information, etc. – that may present challenges for a single line to address both requirements. Applicants should plan on including a robust examination into these distinctions and whether a single service line would be responsive to both PREA Standards 115.51 and 115.53.

3. Describe the information that will be gathered and provide a description of how the information will be used.
4. List the tools that will be used to gather information from subject matter experts and from previously or currently incarcerated individuals. This may include a literature review, interviews, roundtables, planning meetings, listening sessions, etc. The proposal should detail the anticipated number of interviews and in-person and remote information gathering sessions.

Include a timeline outlining major objectives, strategies to achieve the objectives, significant tasks, responsible parties, anticipated challenges and barriers to completion, and potential strategies for overcoming these barriers.

## **Budget and Associated Documentation**

Applicants must complete the web-based form in JustGrants for the budget worksheet and budget narrative. Applicants also must upload the applicable associated documentation as described below under each heading. The budget worksheet and budget narrative are worth a total of **15 points** and will be reviewed separately from the proposal narrative. The associated documentation will not be scored, but failure to include it may result in removal from consideration or a delay in access to funding.

### **Budget Worksheet and Budget Narrative (Web-based Form)**

Complete the budget worksheet and narrative form for all applicable cost categories. The budget narrative must describe each line item requested in the budget and explain all costs included in the budget, including how the costs of goods and services are determined and how they will fulfill the objectives of the project. See the sample budget and the Creating a Budget webinar available on the OVW website at [OVW website](#). Keep in mind that budgetary requirements vary among programs. Applicants must submit reasonable budgets based on the resources needed to implement their projects in their specific geographic location.

#### Award Period and Amount

Phase One of the Initiative will be funded at \$600,000 for 24 months. Proposed budgets should not exceed \$600,000.

The budget must:

1. Display a clear link between the specific project activities and the proposed budget items. The budget should not contain items that are not supported by the proposal narrative.
2. Include a budget that reflects all costs related to implementing the proposed project and provides calculations for all costs.
3. Include compensation for individuals to participate in planning activities and events, such as travel, lodging, and per diem.
4. Include funds or describe other resources available to the applicant to ensure access for individuals with disabilities, Deaf/hard of hearing individuals, and persons with limited English proficiency. See Accessibility under Federal Award Administration Information for more information.
5. Compensate all project partners for their full level of effort. For more information on compensating project partners, see the sample Budget Detail Worksheet on the [OVW website](#).
6. Distinguish clearly between subawards and contracts in allocating any grant funds to other entities. Pursuant to 2 C.F.R. § 200.331, a subaward is for the purpose of carrying out a portion of the federal award, such as compensating an MOU partner, and a contract is for the purpose of obtaining goods and services for the grantee's own use. The substance of the relationship is more important than the form of the agreement in determining whether the recipient of the pass-through funds is a subrecipient or a contractor. The awarding and monitoring of contracts must follow the recipient's documented procurement procedures, including full and open competition, pursuant to the procurement standards and monitoring requirements in 2 C.F.R. §§ 200.317-200.329. The issuance and monitoring of subawards must meet the requirements of 2 C.F.R. § 200.332, which includes oversight of subrecipient/partner spending and monitoring performance measures and outcomes attributable to grant funds. For more information, see the sample Budget Detail Worksheet and the Solicitation Companion Guide on the [OVW website](#).

OVW awards are governed by the provisions of 2 C.F.R. Part 200 and the [DOJ Financial Guide](#), which include information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. For additional information on allowable and unallowable costs, see the Funding Restrictions

section below and the sample budget on the [OVW website](#).

### **Funding Restrictions**

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

#### Unallowable Costs

The costs associated with the activities listed below are unallowable and must not be included in 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 included in the applicant's budget narrative. For additional information on restrictions on food and beverage expenditures, see [OVW conference cost planning](#).

Note: Budget clearance does not constitute prior approval of food and beverage costs. Recipients must seek approval of these costs through the OVW conference approval process.

#### Conference Planning and Expenditure Limitations

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

Note: Budget clearance does not constitute prior approval to hold a conference. Recipients must seek approval of these costs through the conference approval process.

### **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. Applicants (other than state, local, and tribal governments) that do not have a current negotiated (including provisional), rate may elect to charge a de minimis rate of 10% of modified total direct costs, which may be used indefinitely. 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 also may choose to use the 10% de minimis rate.

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.

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

### Applicant Financial Capability Questionnaire (if applicable).

All nonprofit, nongovernmental organizations that apply for funding from OVW and have not previously (or within the last three years) received funding from OVW must complete an [Applicant Financial Capability Questionnaire](#) and attach it to their application in JustGrants. In addition, applicants may be required to submit their current year's audit report at a later time.

### 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](mailto:OVW.GFMD@usdoj.gov) or 1-888-514-8556 immediately after the applicant is notified of its award to coordinate training.
9. Does the applicant have policies and procedures in place to manage subawards and monitor activities of subrecipients as necessary to ensure that subawards are used for authorized purposes, in compliance with laws, regulations, and terms and conditions of the award, and that established subaward performance goals are achieved (2 C.F.R. §§ 200.331-200.333)? 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.

## Disclosure of Process Related to Executive Compensation

An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses



to determine the compensation of its officers, directors, trustees, and key employees and must upload and attach a document with these disclosures to its application in JustGrants.

Under certain circumstances, a nonprofit organization that provides unreasonably high compensation to certain persons may subject both the organization's managers and those who receive the compensation to additional federal taxes. A rebuttable presumption of the reasonableness of a nonprofit organization's compensation arrangements, however, may be available if the nonprofit organization satisfies certain rules set out in Internal Revenue Service regulations with regard to its compensation decisions.

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

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

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

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

## Letters of Support

As part of the award, applicants must establish at least one formal partnership as well as form a steering committee to ensure that the required subject matter expertise is provided. Formal partners will have a more significant role in the project, which may include directly carrying out the goals, objectives, and/or deliverables with the lead applicant. In contrast, advisory board members will not participate in the day-to-day operations of the project; their involvement may range from providing recommendations to the lead applicant and project partners to reviewing materials and/or participating in focus groups or roundtables, etc. The formal partner(s) and advisory board members are both required to submit Letters of Support acknowledging their respective roles in the project. The total point value for Letters of Support is **20 points**.

The Letters of Support must be signed and dated by the organization's Authorized Representative. Individuals representing themselves and not an organization are also permitted to serve as advisory board members and must submit a Letter of Support on their own behalf. Letters of Support must include:

1. A description of any resources the partner(s) or steering committee members will contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, and training).
2. An identification of any key staff and their qualifications.
3. A description of the roles and responsibilities the partner(s) and/or steering committee members will assume to ensure the success of the proposed project.
4. A description of the organization's or individual's subject-matter expertise.
5. A statement as to whether the organization/individual intends to serve as a formal partner with a more substantial role in the project or as a steering committee member;

Note: As described above, the formal partner(s) will work with OVW and the lead applicant to finalize an MOU that describes roles/responsibilities of each entity. Depending on how significant their role in the project is, OVW may

determine that a partner is restricted from applying for funding for Phase Two to avoid a conflict of interest. Whether or not a partner is restricted from applying to Phase Two of this Initiative will be documented in the final MOU. Advisory group members will not be subject to this restriction on future funding and will be permitted to apply for funding under Phase Two if they qualify as an eligible entity.

## **Data Requested with Application**

The Data Requested with Application should be uploaded as an attachment in JustGrants. The following responses must be included:

1. Name of the applicant and the specific eligible applicant category (e.g., nonprofit organization, victim service provider, institution of higher education)
2. Name, title, address, telephone number, and email address for the applicant's point-of-contact. This person must be an employee of the applicant.
3. Name of formal project partner(s) and organization type (e.g., nonprofit organization, victim service provider, state or local government, etc.).
4. Statement as to whether the applicant (the organization whose DUNS number is being used for the application) will serve as a fiscal agent. A fiscal agent is an entity that does not participate in implementation of the project and passes all funds through to subrecipients, conducting minimal administrative activities. A fiscal agent applicant must list these subrecipients and include a statement acknowledging that, should an award be made, the applicant will be responsible for all applicable statutory, fiscal, and programmatic requirements, including those of 2 C.F.R. Part 200, as well as all project deliverables. In such situations, the fiscal agent must be an eligible applicant for the program.
5. 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.
6. Statement as to whether the applicant is a nonprofit organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of that Code.
7. Statement as to whether the applicant is a nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code.
8. Statement as to whether the applicant is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure to establish a rebuttable presumption that its executives' compensation is reasonable. If the applicant is not a nonprofit organization or is a nonprofit that does not use the safe-harbor procedure, provide a statement to that effect. For additional information about the safe-harbor procedure, see "Disclosure of Process Related to Executive Compensation" in the Additional Required Information section of this solicitation.

## **Additional Application Components**

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

### **Letters 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](#).

### **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.

## Applicant Disclosure of Duplication in Cost Items

Applicants must disclose all current and recent OVW awards (if applicable). If the applicant has a current grant or cooperative agreement under any OVW grant program or an award that has been closed within the last 12 months from the date this solicitation closes, the information must be provided in a table using the sample format found on the [OVW website](#). The applicant must also provide the same information regarding any current OVW awards, as well as any pending applications, on which the applicant is a subrecipient.

Applicants also must disclose all other federal grant programs from which the applicant currently receives funding or for which it has applied for funding in FY 2021 **to do similar work**. Provide this information in a table using the sample format found on the [OVW website](#). Both tables, if applicable, should be uploaded as attachments 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 submission of grant applications.

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 August 25, 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 an application not being considered for funding. Applicants should refer to the list below to ensure that all required steps and deadlines are met.

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

#### **Applicant Actions with Required Dates/Deadlines**

1. **Obtain a DUNS number by August 25, 2021.** Apply for a DUNS number at <https://www.dnb.com> or call 1-866-705-5711.
2. **Register with SAM by August 25, 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 August 25, 2021.** Once the SAM registration is active, the applicant will be able to complete the Grants.gov registration.
4. **Submit Letter of Intent by July 28, 2021** to [Lucille.Moran@usdoj.gov](mailto:Lucille.Moran@usdoj.gov).
5. **If necessary, request hardcopy submission by August 26, 2021.** Applicants that cannot submit an application electronically due to lack of internet access must contact the program at 202-532-4460 or [Lucille.Moran@usdoj.gov](mailto:Lucille.Moran@usdoj.gov) to request permission to submit a hardcopy application.
6. **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](#).
7. **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.
8. **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](mailto: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](#).
9. **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.
10. **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**

Applications submitted after **11:59 p.m. E.T. on September 1, 2021** will not be considered for funding, unless the applicant receives OVW permission to submit a late application. In limited circumstances, OVW will approve a request to submit an application after the deadline. The lists below provide a description of the circumstances under which OVW will consider such requests. Approval of a late submission request is not an indication of the application's final disposition. Applications approved for late submission are still subject to the review process and criteria described in this solicitation.

To ensure fairness for all applicants, OVW requires that applicants requesting late submission adhere to the following:

### **Experiencing Technical Difficulties Beyond the Applicant's Reasonable Control**

#### Issue with [SAM](#), Grants.gov, or JustGrants Registration

1. Register and/or confirm existing registration at least three weeks prior to the application deadline to ensure that the individual who will be submitting the application has [SAM](#), Grants.gov, and JustGrants access and is the person registered to submit on behalf of the applicant.
2. Maintain documentation of when registration began, any issues related to registration, and all communication with technical support.

**Note:** Failure to begin the [SAM](#), Grants.gov, or JustGrants registration process in sufficient time (i.e., by the date identified in this solicitation) is not an acceptable reason for late submission.

#### Unforeseeable Technical Difficulties During the Submission Process

1. Contact Grants.gov or JustGrants, as applicable, for Applicant/User Support at least 24 hours prior to the applicable deadline.
2. Maintain documentation of all communication with Grants.gov or JustGrants Applicant/User Support.
3. Prior to the applicable deadline, contact this program, via email at [Lucille.Moran@usdoj.gov](mailto:Lucille.Moran@usdoj.gov) indicating that the applicant is experiencing technical difficulties and would like permission to submit a late application. The email must include the following: a) a detailed description of the difficulty that the applicant is experiencing, b) the contact information (name, telephone, and email) for the individual making the late submission request, and c) in the case of JustGrants technical difficulties, the complete application packet (Proposal Narrative, Budget and Budget Narrative, and Letters of Support).
4. Within 24 hours after the applicable deadline, the applicant must email this program at [Lucille.Moran@usdoj.gov](mailto:Lucille.Moran@usdoj.gov) the following information: a) applicant's DUNS number, b) Grants.gov or JustGrants Applicant/User Support tracking numbers, and c) other relevant documentation.

**Common foreseeable technical difficulties for which OVW will not approve a late submission:** (1) Using an outdated version of Adobe Acrobat; and (2) Attachment rejection (Grants.gov will reject attachments with names that contain certain unallowable characters).

**Note:** Through Grants.gov or JustGrants, OVW can confirm when submission began. Applicants that attempt final submission less than 24 hours before the deadline will not be considered for late submission. By beginning the final submission process 24-48 hours before the deadline, applicants should have sufficient time to receive notice of problems with their submissions and make necessary corrections.

#### Severe Inclement Weather or Natural or Man-Made Disaster

1. Contact this program at [Lucille.Moran@usdoj.gov](mailto:Lucille.Moran@usdoj.gov) as soon as the applicant is aware of severe weather or a natural or man-made disaster that may impede the submission of an application by the deadline. The email should include a detailed description of the weather event or natural or man-made disaster. A detailed description includes when the event occurred, or is likely to occur, the impacted area, and the specific impact on the applicant and/or partners' ability to submit the application by the deadline (e.g., without power for "x" days, office closed for "x" days). If the application is complete and ready for the submission at the time the applicant notifies OVW, the application should be included with the email.
2. Applicants impacted by severe weather or a natural or man-made disaster occurring on the deadline must contact OVW within 48 hours after the due date or as soon as communications are restored.

**Note:** OVW may not be able to accommodate all requests resulting from severe inclement weather or a natural or man-made disaster.

OVW will review the request for late submission and required documents and notify the applicant whether the request has been approved or denied within 30 days of the submitted request.

## **Application Review Information**

### **Review Criteria**

Applications will be scored based on the degree to which the application responds to each section and addresses each element in the section. Furthermore, applications will be scored based upon the quality of the response, capacity of the applicant and any partners, and the level of detail provided. Each element **must** be addressed in the section in which it is requested. Points may be deducted if the applicant does not include the information in the appropriate section regardless if it is included elsewhere within the application. Each section will be reviewed as a separate document and will be scored as such. Specifically, for the Initiative, scoring will be as follows:

1. Proposal narrative (65) points, of which:
  - A. Capacity to Implement the Project: (40) points
  - B. What will be done: (25) points
2. Budget worksheet and budget narrative: (15) points
3. Letters of Support: (20) points

Voluntary match or other cost sharing methods will not be considered in the evaluation of the application.

## **Review and Selection Process**

Applications will be subject to a peer review and a programmatic review.

### Peer Review

OVW will subject all eligible, complete, and timely applications to a peer review process that is based on the criteria outlined in this solicitation. OVW may use internal reviewers, external reviewers, or a combination of both.

### Programmatic Review

All applications that are considered for funding will be subject to a programmatic review. The programmatic review consists of assessing the application for compliance with the program's scope, activities that compromise victim safety, and, if applicable, past performance and priority area review. OVW reserves the right to deduct points from applications for the following reasons:

1. Activities that compromise victim safety and recovery and undermine offender accountability (deduct up to 10 points).
2. Out-of-scope and unallowable activities (deduct up to 10 points).
3. Formatting and Technical Requirements (deduct up to 5 points).

An application that is deemed to be substantially out-of-scope, proposes a substantial number of activities that are unallowable, or proposes activities that pose a significant threat to victim safety or a serious breach of confidentiality will not be considered for funding. **An applicant with considerable past performance issues may receive a deduction in points as described above or be removed from consideration entirely regardless of the application's peer review score.**

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.

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

### High-Risk Grantees

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

## **Anticipated Announcement and Federal Award Dates**

It is anticipated that all applicants will be notified of the outcome of their applications by October 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 semi-annual progress reports and quarterly Federal Financial Reports (SF-425). Appropriate progress report forms will be provided to all applicants selected for an award. Forms will be submitted electronically. 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 202-532-4460 or [Lucille.Moran@usdoj.gov](mailto:Lucille.Moran@usdoj.gov), for financial questions, contact 888-514-8556 or [ovw.gfmd@usdoj.gov](mailto:ovw.gfmd@usdoj.gov), and for technical questions, contact Grants.gov Applicant Support at 800-518-4726 or [support@grants.gov](mailto:support@grants.gov) or OVW JustGrants Support at 1-866-655-4482 or [OVW.JustGrantsSupport@usdoj.gov](mailto: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**

Applicants must submit a fully executed application to OVW, including all required supporting documentation. Additionally, if an applicant plans to submit an application under any other OVW grant program this fiscal year, it is the applicant's responsibility to ensure that only documents pertinent to this solicitation are included with this application. OVW will not redirect documents that are inadvertently submitted with the wrong application (e.g., a Rural Program letter submitted with a Transitional Housing Program application will not be transferred to the Rural application).

<b>Application Document</b>	<b>Completed</b>
Letter of Intent.	
Data Requested with Application.	
Proposal Narrative <ul style="list-style-type: none"><li>• Capacity to Implement the Project</li><li>• What Will Be Done</li></ul>	
Proposal Abstract.	
Budget Worksheet and Budget Narrative.	
Letters of Support	
Application for Federal Assistance: SF-424.	
Disclosure of Lobbying Activities (SF-LLL).	
Applicant Financial Capability Questionnaire (if applicable).	
Confidentiality Notice Form.	
Disclosure of Process Related to Executive Compensation (if applicable).	
Pre-Award Risk Assessment.	
Indirect Cost Rate Agreement (if applicable).	
Letter of Nonsupplanting.	
Applicant Disclosure of Duplication in Cost Items.	