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# OVW Fiscal Year 2021 Firearms Technical Assistance Project Pilot Sites Initiative Solicitation

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## Eligible Applicants:

City or township governments, County governments, Native American tribal governments (Federally recognized), Native American tribal organizations (other than Federally recognized tribal governments), Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education, State governments, Other

## Other

Eligible applicants are limited to: States; Indian Tribal governments; state and local courts (including juvenile courts); units of local government; state, tribal, or territorial domestic violence or sexual assault coalitions; or victim services providers in the United States or U.S. territories. 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 [OVW.ICJR@usdoj.gov](mailto:OVW.ICJR@usdoj.gov) by January 6, 2022. 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 will conduct two optional web-based Pre-Application Information Sessions. 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 [OVW.ICJR@usdoj.gov](mailto:OVW.ICJR@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 January 11, 2022.

**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 after April 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 U.S.C. 10461

### About this OVW Program

This program is authorized by 34 U.S.C. 10461.

Abusers often use or threaten to use firearms against victims of domestic violence, as well as threatening the victim's children, friends, and relatives. Research demonstrates that when an abuser has access to a firearm, domestic violence is far more likely to be deadly; in fact, an abuser's access to firearms is the single greatest risk factor for intimate partner homicide, with the risk increasing five-fold. Unfortunately, this risk is widespread. National data describe firearms as the overwhelming weapon of choice in intimate partner homicides. According to the FBI's most recent Supplementary Homicide Report, more than half (55%) of intimate partner homicides were committed with a firearm in 2015. This figure has remained the same over the past decade; from 2001 to 2012, 55% of women killed by intimate partners were shot with a firearm. In addition to their lethality, firearms are used by abusers to inflict fear, intimidation, and coercive control over victims.

Beginning in FY 2012, the appropriation for OVW's Improving Criminal Justice Responses (ICJR) Program (CFDA# 16.590) has included a \$4,000,000 allocation to address domestic violence homicide prevention interventions (DVHPI). In FY 2016 and FY 2018, DVHPI funds were used to support the National Council of Juvenile and Family Court Judges' (NCJFCJ) Domestic Violence Homicide Prevention Firearms Technical Assistance Project (FTAP), which helps communities identify challenges limiting a more robust implementation of domestic violence firearms laws in their jurisdictions and assists them in establishing a localized response that is best suited to their communities' unique needs and characteristics. In 2019, six firearms sites were selected to receive intensive training and technical assistance under the FTAP. The FTAP focuses on ICJR purpose area 22 (domestic violence homicide reduction), and will help inform the ICJR Program on best and promising practices for jurisdictions implementing firearms relinquishment policies and practices throughout the civil and criminal justice system. DVHPI funds currently support intensive training and technical assistance through FTAP for six non-funded sites: Birmingham, AL; Columbus, OH; Muskogee Creek Nation, OK; Brooklyn, NY; the state of Vermont; and Spokane, WA (FTAP Sites). In order to deepen this work, OVW will provide non-competitive funding directly to the six initial FTAP sites and offer competitive funding to support up to six additional sites to participate in the FTAP Initiative.

For additional information about the ICJR 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 grant programs: [2018 Biennial Report](#)

### Program Scope

OVW funding will support projects that will help communities address challenges with implementing domestic violence firearms laws and establishing a localized response that correlates to the distinct needs of their community. This pilot project will take a comprehensive, culturally specific approach to addressing firearm relinquishment to enhance victim safety by addressing the nexus of firearms and domestic violence.

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

Funds under the FTAP Pilot Site Initiative must be used for at least one of the purpose areas identified below:

- Enhanced law enforcement responses, including centralized units, specialized training, improved arrest policies, and protection order enforcement to address the intersection of firearms and domestic violence.
- Coordinated community responses, including multidisciplinary teams, comprehensive victim services and support centers (co-located services), and interdisciplinary policy development to address the intersection of firearms and domestic violence.
- Enhanced prosecution responses, including centralized units, specialized training, and policy and protocol development to address the intersection of firearms and domestic violence.
- Improved judicial handling of cases, including centralized courts and dockets, judicial education programs, and protection order issuance and tracking as it relates to firearms relinquishment.

## **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 VAWA. OVW is committed to supporting projects that meaningfully address the needs of underserved and marginalized survivors, improve access to justice, enhance survivor safety, hold offenders accountable, and build a coordinated community response to violence against women.

## **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. Direct legal representation. Grant funds may only be used to provide legal representation to victims of domestic violence, dating violence, sexual assault, and stalking in the limited context of protection order proceedings.
3. Family law. Grant funds may not be used for family law matters including, but not limited to, divorce, custody, visitation, and /or child support.
4. Prevention activities. Grant funds may not be used for prevention activities. Grantees are only permitted to engage in outreach activities to inform potential victims about the availability of services.
5. Family violence services. Grant funds may not be used to address child abuse or other family violence issues, such as violence perpetrated by a child against a parent or violence perpetrated by a sibling against another sibling.
6. Services for children. Grant funds may not be used to investigate or prosecute child physical or sexual abuse cases. Grant funds may be used to investigate, prosecute, and provide services in cases involving victims age 11 and older. Grant funds may be used to provide direct services to individuals 10 and under only where such services are an ancillary part of providing services to the individual's parent who is a victim of domestic violence, dating violence, sexual assault, or stalking (such as providing child care services while the parent-victim receives services).
7. Sex offender registry. Grant funds may not be used to create sex offender registries.
8. General firearm use. Grant funds may not be used for firearms-related policies, protocols, training, or data collection and reporting outside of the context of domestic violence, sexual assault, dating violence, and stalking cases.

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.

## **Limited Use of Funds**

Grantees may use up to three percent of grant award funds to assess their work for internal improvement purposes only, such as by convening a listening session to identify service gaps in the community or surveying training participants about the quality of training content and delivery. Applicants considering such assessments must refer to the OVW research decision tree in the Solicitation Companion Guide to ensure that the activity does not qualify as human subjects research. The [Solicitation Companion Guide](#) also provides additional information on federal requirements related to research,

assessments, and surveys.

### **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 Number of Awards**

12

#### **Anticipated Maximum Dollar Amount of Awards**

\$500,000.00

#### **Period of Performance Start Date**

4/1/22 12:00 AM

#### **Period of Performance Duration (Months)**

36

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

\$6,000,000.00

### **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. OVW may elect to make awards in a future fiscal year for applications submitted under this solicitation but not selected for funding, depending on the merits of the applications and the availability of funding.

### **Types of Awards**

All awards will be made as cooperative agreements. Cooperative agreements are a form of an award under which OVW expects to have ongoing substantial involvement in award activities. For this Initiative, the substantial involvement includes participating in project meetings, developing and approving final agendas, reviewing and approving faculty, products, and curricula, and identifying participants for training and technical assistance (TTA) activities. Award recipients must be willing to work closely with OVW on the implementation of their project and be willing to modify project activities to ensure activities are rooted in best practices and meet the needs of your community.

#### **Award Period and Amounts**

The award period is 36 months. Budgets must reflect 36 months of project activity, and the total "estimated funding" on the SF-424 must reflect 36 months. OVW anticipates that the award period will start on April 1, 2022. Applicants may receive up to a total of five years (60 months) of funding, however, the additional 24 months will be awarded separately, subject to the availability of funds and grantee performance.

OVW estimates that it will make up to 12 awards for an estimated \$6,000,000. Awards under this Initiative will be made for up to \$500,000 for 36 months.

OVW has the discretion to make awards for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to making an award.

### **Types of Applications**

OVW will accept applications for this program from the following:

**Competitive applicants:** Applicants that have never received direct funding under the FTAP Pilot Site Initiative and are seeking funding to assess and improve their domestic violence firearms laws, and firearms relinquishment protocols and procedures in their community.

**Non-competitive applicants:** Applicants that are currently receiving technical assistance under the FTAP Initiative.

## **Mandatory Program Requirements**

Applicants that receive funding under this program will be required to engage in the following activities:

1. OVW-sponsored training and technical assistance (TTA).
2. OVW may conduct a program assessment or evaluation necessitating grantee involvement. Therefore, recipients may be expected to dedicate some OVW-funded time and resources to participating in an assessment or evaluation.
3. Support a Site Coordinator who will lead the site's multi-disciplinary team. Funding under this initiative may be used to support a site coordinator, or it may be provided in-kind.
4. Form a multi-disciplinary team.
5. Work with OVW designated TTA providers and project partners to develop address project goals and objectives.
6. Actively engage in required training and technical assistance specific to FTAP, as well as attend other required OVW TTA.
7. Allocate funds to support the participation of culturally-specific community organizations participation as members of the multi-disciplinary team.
8. Attend All-Sites Meetings, webinars, and learning exchanges, and host on-site visits for OVW designated TTA providers and OVW.
9. Participate in project planning period with OVW.
  1. New Grantees. A six-month planning phase with OVW and the TTA providers. Grantees will be required to assemble a multi-disciplinary team and engage in self-assessment activities to discuss and prioritize challenges and strengths and devise a plan to address project goals and objectives. At the end of the planning phase each site will submit a work plan outlining the remaining 30 months of project activities to the TTA providers and OVW for final review and approval.
  2. Continuation Grantees. A three-month planning period with OVW and the TTA providers. At the end of the planning phase each site should revise their logic model and submit it to TTA providers and OVW for final review and approval.
10. Submit HIV certification documentation as detailed below:

Pursuant to 34 U.S.C. § 10461(d), states and units of local government that receive ICJR Program funding shall not be entitled to 5 percent of their total award unless the state or unit of local government:

1. certifies that it has a law, policy, or regulation that requires –
  - a) the state or unit of local government at the request of a victim to administer to a defendant, against whom an information or indictment is presented for a crime in which by force or threat of force the perpetrator compels the victim to engage in sexual activity, testing for the immunodeficiency virus (HIV) not later than 48 hours after the date on which the information or indictment is presented and the defendant is in custody or has been served with the information or indictment;
  - b) as soon as practicable notification to the victim, or parent and guardian of the victim, and the defendant of the testing results; and
  - c) follow-up tests for HIV as may be medically appropriate, and that as soon as practicable after each such test the results be made available in accordance with subparagraph (b); or
2. gives the Attorney General assurances that its laws and regulations will be in compliance with requirements of paragraph (1) within the period ending on the date on which the next session of the state legislature ends.

All state and local government applicants must submit either a certification that they are in compliance with the above requirement along with a copy of the relevant law, regulation, or policy, or an assurance attesting that the applicant will meet the requirement by the end of the next legislative session from the date of application. The certification or assurance must be in the form of a letter, on government letterhead, signed and dated by the authorized representative of the state or local government. A special condition withholding five percent of funds will be added to all awards to states and units of local governments that submit assurances or do not provide a compliant law, regulation, or policy with the certification.

Pursuant to 28 C.F.R. § 90.64(b)(2), in the event that a unit of local government does not have authority to prosecute "crime[s] in which by force or threat of force the perpetrator compels the victim to engage in sexual activity[.]" the unit of local government may submit a letter from an appropriate legal authority in the jurisdiction certifying that the jurisdiction does not have authority to prosecute "crime[s] in which by force or threat of force the perpetrator compels the victim to engage in sexual activity" and that therefore the certification is not relevant to the unit of local government in question.



The signed HIV Certification, HIV Assurance, or HIV Exemption letter must be uploaded as an additional attachment at the end of the application in JustGrants.

## Eligibility Information

### Eligible Applicants

Pursuant to 34 U.S.C. § 10461(c), the following entities are eligible to apply for this program:

**1. States.**

"State" means each of the several states and the District of Columbia, and the Commonwealth of Puerto Rico, the Virgin Islands, American Samoa, Guam, and the Northern Mariana Islands. 34 U.S.C. § 12291(a)(31).

**2. Indian tribal governments.**

"Tribal government" means any tribe, band, pueblo, nation, or other organized group or community of Indians, including any Alaska Native village or regional or village corporation (as defined in, or established pursuant to, the Alaska Native Claims Settlement Act (43 U.S.C. 1601 et seq.)), that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. 34 U.S.C. § 12291(a)(36).

**3. State and local courts (including juvenile courts).**

"Courts" means any civil or criminal, tribal, and Alaska Native Village, federal, state, local or territorial court having jurisdiction to address domestic violence, dating violence, sexual assault, or stalking, including immigration, family, juvenile, and dependency courts, and the judicial officers serving in those courts, including judges, magistrate judges, commissioners, justices of the peace, or any other person with decision making authority. 34 U.S.C. § 12291(a)(2).

**4. Units of local government.**

"Unit of local government" means any city, county, township, town, borough, parish, village, or other general purpose political subdivision of a state.

*(Note: Pursuant to 28 C.F.R. § 90.61(b), the following are not considered units of local government and are not eligible to apply as the lead applicant: police departments, pretrial service agencies, district or city attorneys' offices, sheriffs' departments, probation and parole departments, and universities. These entities may assume responsibility for the development and implementation of the project but must have their state, tribal government, or unit of local government apply as the lead applicant.)*

**5. State, tribal, or territorial domestic violence and sexual assault coalitions** that partner with a state, Indian tribal government, or unit of local government. A "state, tribal, or territorial domestic violence or sexual assault coalition" is a coalition recognized by OVW pursuant to 34 U.S.C. § 10441(d)(2)(A), determined by the Secretary of Health and Human Services under 42 U.S.C. § 10411, or determined by the Center for Injury Prevention and Control of the Centers for Disease Control and Prevention under the Public Health Service Act (42 U.S.C. §§ 280b et seq.). See also 34 U.S.C. § 12291(a)(32)-(35).

**6. Victim service providers** that partner with a state, Indian tribal government, or unit of local government.

A victim service provider is a nonprofit, nongovernmental or tribal organization or rape crisis center, including a state or tribal domestic violence and/or sexual assault coalition, that assists or advocates for domestic violence, dating violence, sexual assault, or stalking victims, including a domestic violence shelter, faith-based organization or other organization, with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking. 34 U.S.C. § 12291(a)(43). Victim service providers must provide direct services to victims of domestic violence, dating violence, sexual assault, or stalking as one of their primary purposes and have a demonstrated history of effective work in this field.

#### 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).

#### 501(c)(3) Status

Any entity that is eligible for this program based on its status as a nonprofit organization must be an organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of that Code. See 34 U.S.C. § 12291(b)(16)(B)(i).

### Executive Order 13929 Safe Policing for Safe Communities

To advance Executive Order 13929 Safe Policing for Safe Communities, the Attorney General determined that all state, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process to be eligible for DOJ discretionary grant funding, either as a recipient or a subrecipient. To become certified, the law enforcement agency must meet two mandatory conditions: (1) the agency's use of force policies adhere to all applicable federal, state, and local laws; and (2) the agency's use of force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. For detailed information on this new certification requirement, see [Safe Policing](#) to access the Standards for Certification on Safe Policing for Safe Communities, Implementation Fact Sheet, and List of Designated Independent Credentialing Bodies.

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

Certifications must take the form of a letter, on letterhead, signed, and dated by the authorized representative. Failure to provide required certifications may disqualify an application from further consideration. At a minimum, an application missing the required certification letter will be required to submit a certification letter prior to receiving an award. The signed certification letter must be uploaded as a separate attachment in JustGrants. Sample certification letters can be found on the [OVW website](#).

### Certification of Eligibility

Under 34 U.S.C. § 10461(c):

**1. State, Unit of Local Government, and Tribal Government Applicants** must:

1. certify that their laws or official policies:
  1. encourage or mandate arrests of domestic violence offenders based on probable cause that an offense has been committed; and
  2. encourage or mandate arrest of domestic violence offenders who violate the terms of a valid and outstanding protection order;
2. demonstrate that their laws, policies, or practices and their training programs discourage dual arrests of offender and victim;
3. certify that their laws, policies, or practices prohibit issuance of mutual restraining orders of protection except in cases where both parties file a claim and the court makes detailed findings of fact indicating that both parties acted primarily as aggressors and that neither party acted primarily in self-defense;
4. certify that their laws, policies, and practices do not require, in connection with the prosecution of any misdemeanor or felony domestic violence, dating violence, sexual assault, or stalking offense, or in connection with the filing, issuance, registration, modification, enforcement, dismissal, or service of a protection order, or a petition for a protection order, to protect a victim of domestic violence, dating violence, stalking, or sexual assault, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, modification, enforcement, dismissal, or service of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the state, tribal, or local jurisdiction; and
5. certify that, their laws, policies, or practices will ensure that –
  1. no law enforcement officer, prosecuting officer or other government official shall ask or require an adult, youth, or child victim of a sex offense as defined under federal, tribal, state, territorial, or local law

to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of, trial of, or sentencing for such an offense; and  
2. the refusal of a victim to submit to an examination described in clause (i) shall not prevent the investigation of, trial of, or sentencing for the offense.

**2. Court Applicants** must certify that:

1. their laws, policies, or practices prohibit issuance of mutual restraining orders of protection except in cases where both parties file a claim and the court makes detailed findings of fact indicating that both parties acted primarily as aggressors and that neither party acted primarily in self-defense;
2. the laws, policies, and practices applicable to the court do not require, in connection with the prosecution of any misdemeanor or felony domestic violence, dating violence, sexual assault, or stalking offense, or in connection with the filing, issuance, registration, modification, enforcement, dismissal, or service of a protection order, or a petition for a protection order, to protect a victim of domestic violence, dating violence, stalking, or sexual assault, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, modification, enforcement, dismissal, or service of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the state, tribal, or local jurisdiction; and
3. the laws, policies or practices applicable to the court ensure that:
  1. no law enforcement officer, prosecuting officer or other government official shall ask or require an adult, youth, or child victim of a sex offense as defined under federal, tribal, state, territorial, or local law to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of, trial of, or sentencing for such an offense; and
  2. The refusal of a victim to submit to an examination described in subparagraph (i) shall of prevent the investigation of, trial of, or sentencing for the offense.

**3. Coalition and Victim Service Provider Applicants:**

Coalition and victim service provider applicants must partner with a state, Indian tribal government, or unit of local government, and must submit with their application a Certification of Eligibility as described above signed by the chief executive officer of the government partner on government agency letterhead. A coalition or victim service provider applicant with only a court partner is not eligible and therefore cannot submit a Certification of Eligibility from a court partner.

Required Partnerships

All applications must include formal partnerships as described below based on lead applicant type. Applicants that fail to include the mandatory partner will be removed from further consideration.

1. State, Indian Tribal Government, Unit of Local Government and Court Applicants: Applicants that are states, units of local governments, tribal governments, or courts are required to enter into a formal partnership with: 1) one or more victim service provider(s) that have a documented history of serving victims of domestic violence, dating violence, sexual assault, and/or stalking, and 2) other governmental organizations that are necessary for the implementation of the proposed project. A victim service provider must be involved in the development and implementation of the project. Victim service provider partners must provide direct services to victims of domestic violence, dating violence, sexual assault, or stalking as one of their primary purposes and have a demonstrated history of effective work in this field.

2. Coalition or Victim Service Provider Applicants: Lead applicants that are victim service providers, including coalitions, are required to enter into a formal partnership with: 1) a state, Indian tribal government, or unit of local government appropriate to the service area, and 2) any specific governmental organizations that are necessary for the implementation of the proposed project. All partners must be involved in the development and implementation of the project.

All formal partnerships must be documented in the form of a Memorandum of Understanding (MOU) or Letter(s) of Commitment (LOC) in limited situations. LOC(s) can only be submitted in place of a MOU when the lead applicant is a court and the court is precluded from entering into a MOU. In that situation, the court applicant may submit a LOC in lieu of a MOU, stating how the court is precluded from entering into a MOU, and the project partners may also submit LOCs in lieu of a MOU. See "Memorandum of Understanding" section for additional information on MOU requirements.

Limit on Number of Applications

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

## **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 and OVW.ICJR@usdoj.gov.

### **Pre-Application Information Session(s)**

OVW will post an optional pre-application information session on its website. Viewing of this session is optional and not a requirement to be eligible to apply. Interested applicants needing language assistance should contact this program at OVW.ICJR@usdoj.gov as soon as possible, but no later than December 15, 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 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 OVW.ICJR@usdoj.gov by January 6, 2022. This letter will not obligate the applicant to submit an application. 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 10 pages for Non-Competitive applications and no more than 15 pages for Competitive applications 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.

OVW will not contact applicants for missing items on the list below. Applications that do not include all of the following documents will be considered substantially incomplete and will not be considered for funding:

1. Proposal Narrative.
2. Budget Detail Worksheet and Narrative.
3. Memorandum of Understanding/Letter(s) of Commitment in accordance with partnership requirements describes above.
4. Letter from the United States Attorney's Office.
5. Certification of Eligibility.

### **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 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, 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. Applicants are encouraged, but not required, to use the following template for the abstract.

**[Organization Name]** is submitting this proposal for FTAP Initiative and will collaborate with **[project partners]** to **[one - two sentence summary of the project]**. The proposed project will benefit **[jurisdiction]** by **[state goal(s) of the project]**. During the course of the proposed project period, **[organization name]** and its project partners will **[summary of the deliverables/activities]**. **[Organization Name]** will measure progress in completing project goals and objectives by **[how will progress be measured]**. The timing for performance of this proposal is 36 months.

### **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, title, address, telephone number, and email address for the grant point-of-contact. This person must be an employee of the applicant.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.

### **Proposal Narrative**

The Proposal Narrative may not exceed 10 pages in length, double-spaced for non-competitive applications and 15 pages in length, double-spaced for competitive applications. The Proposal Narrative must include the following three sections. The total point value for the proposal narrative section is **70 points**. Applicants must upload the Proposal Narrative as an attachment in JustGrants.

### Purpose of the Proposal (15 points)

Non-Competitive applications, this section must describe:

1. The challenge or need faced by the community related to firearms and how the goal/vision for the proposal will meet that need.
2. The communities to be served, including the geographic location, the populations in the service area, and any available, relevant victimization rates.
3. Any existing community resources that will support efforts to overcome the identified challenges.
4. Why you are interested in this initiative and what you anticipate the desired outcomes of the project will yield.

Competitive applications, this section must describe:

1. Service Area. Describe the service area and demographics of your jurisdiction (e.g., location/geography, population, racial and ethnic composition, languages spoken, immigrant population, socio-economic factors, and any relevant victimization rates).
2. Jurisdictional Court System. Describe the structure of your civil and criminal court systems that hear domestic violence cases; include information about any specialized docket or courts (e.g., dedicated domestic violence docket, Unified Family Court, Integrated Domestic Violence Court, etc.).
3. Information about your community. Respond to the following questions regarding your community:
  - a. Why are you interested in this initiative, and what do you anticipate the project will yield?
  - b. What are the firearms-related challenges or needs that your community faces, and how will your proposal address those needs?
  - c. Does the community have a history of previous collaborative efforts to address domestic violence and firearms? Please describe.
  - d. Have previous collaborations included culturally-specific organizations and organizations/groups serving racially and ethnically diverse and/or other historically marginalized communities? If so, please describe the role of those organizations in the collaboration. (e.g., Were they full partners who participated equitably in the partnership? Were they compensated for their time and expertise?)
4. Existing collaborative relationships with any federal entities involved in this work (e.g., U.S. Attorney's Office; Bureau of Alcohol, Tobacco, Firearms, and Explosives; etc.).

### What Will Be Done (40 points)

The application must provide a clear link between the proposed activities and the need identified in the "Purpose of the Proposal" section above. The application must not include any of the activities listed as unallowable costs in the Funding Restrictions section of this solicitation.

This section must describe:

1. The approach to addressing the challenge or need identified in the Purpose of the Proposal section above.
2. How the applicant will measure its progress in achieving the proposal's goal(s)/vision. Identify targeted outcome(s) and describe any tool(s) the applicant will use to track those outcomes and report them to OVW. Tools may include OVW performance progress reports and logic model templates (both available at [VAWA Measuring Effectiveness Initiative](#)).
3. How the applicant will move to project sustainability; continuation applicants must provide specific details.
4. The safety needs of victims of domestic violence, dating violence, sexual assault, and stalking, and the applicant's commitment to addressing those needs through the proposed project.
5. How project goals, objectives, activities, will be achieved across a corresponding 36-month timeline.
6. Describe how the local US Attorney's Office will be involved in this project.
7. The site's plan to document project challenges and success in implementing their goals, objectives and activities which should result in a written product. The product should help inform jurisdictions who want to undertake similar firearms work in their community.
8. Tangible products (e.g. documentation product, a video, a brochure, a curriculum), that will be created under this project, and how the products could assist other jurisdictions addressing domestic violence, dating violence, sexual assault, or stalking.
9. How the project will address the victimization rates identified in the Purpose of the Proposal section.
10. How the proposed project will reach each population identified in the Purpose of the Proposal section.

### Who Will Implement the Proposal (15 points)



This section must:

1. Identify the key individuals and organizations, including project partners, involved in the proposed project.
2. Demonstrate that the individuals and organizations identified have the capacity to address the stated need and can successfully implement the proposed project activities; attach job descriptions of all key personnel.
3. Describe the Site Coordinator position and identify the Site Coordinator, if known, who will lead the interdisciplinary management team responsible for implementation of the project.
4. Identify and describe the individuals who will serve on the interdisciplinary management team, including community organizations and culturally specific organizations. Please note that members of the management team should have the ability to make decisions and commitments within the organization they represent.
5. Identify who will document the site's FTAP efforts.
6. Identify who, outside of the management team, will assist with implementation of the project. These are the individuals and organizations that have critical roles in addressing firearms and domestic violence, including the core disciplines (courts--civil and/or criminal; law enforcement; prosecution; community-based victim advocacy, including those serving racially and ethnically diverse and/or other historically marginalized communities; members of the defense bar); and others.
7. Describe the anticipated relationship between this FTAP project and existing projects in the community, including existing local multi-agency collaborative efforts and any collaboration among local, state, tribal, and/or federal agencies (where applicable).

## **Budget and Associated Documentation**

Applicants must complete the web-based form in JustGrants for the budget worksheet and budget narrative and upload as an attachment. 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 **10 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

Budgets should cover a project period of 36 months, or three years, starting April 1, 2022 and ending on March 31, 2025. Budget requests should not exceed \$500,000. In addition, competitive applications must reflect a six-month planning phase in their budget, and non-competitive applications must reflect a three-month planning phase in their budget.

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 funds to attend OVW-sponsored TTA in the amount of \$25,000 for applicants located in the 48 contiguous states and \$30,000 for applicants located in the territories, Hawaii, and Alaska. This amount is for the entire 36 months and NOT per year. Applicants also may budget expenses in excess of the required amount if they are aware of relevant non-OVW sponsored conferences or training for which they would like permission to use grant funds to support staff/project partner attendance.
3. Include funds to support community engagement work in the amount of \$60,000. These funds will be placed on hold until the site undergoes the community assessment with the Culturally Specific Training and Technical Assistance Providers (CS TAPs) and have developed and implementation plan approved by OVW.
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, unless otherwise stated in the MOU/LOC. For more information on compensating project partners, see the sample Budget Detail Worksheet on the [OVW website](#). 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 - "except with explicit statutory authorization".
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](#).

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](#).

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. 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).

## **Memoranda of Understanding (MOUs) and Other Supportive Documents**

For purposes of this solicitation, the MOU is a document containing the terms of the partnership and the roles and responsibilities between two or more parties, and it must be included as an attachment to the application in JustGrants. The MOU is worth a total of **15 points**. The MOU is not a substitute for a subaward agreement, which ensures that subrecipients adhere to the requirements of the award and 2 C.F.R. Part 200 (see 2 C.F.R. § 200.332). Partners receiving funds under the award generally are considered subrecipients because they are carrying out a portion of the federal award.

The MOU **must** be a single document and **must** be signed and dated by the Authorized Representative of each proposed partner organization during the development of the application. OVW will accept electronic signatures. MOUs missing signatures may result in a point deduction or removal from consideration, particularly if the MOU is missing the signature of a required partner. If necessary, an MOU can include multiple signature pages so long as each page includes the names and titles of all signatories to the MOU. A sample MOU is available on the [OVW website](#).

The MOU must clearly:

1. Identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship.

2. Describe the roles and responsibilities each partner will assume to ensure the success of the proposed project.
3. State that each project partner has reviewed the budget, is aware of the total amount being requested, and is being fully compensated for their work under the grant or is agreeing to be partially compensated or receive no compensation from the grant.
4. Describe any proposed partnerships and the expected commitment of the proposed partners to work together to achieve stated project goals, if applicable.
5. Identify which project partners would receive funds if awarded and state that any partners identified in the budget are able to receive funds from the lead applicant.
6. Specify the extent of each partner's participation in developing the application.
7. Identify the people who will be responsible for developing and implementing project activities and describe how they will work together and with project staff.
8. Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, and training).

### **Letter of Commitment (LOC)**

If a court is unable to enter into a MOU, the court may submit a LOC in lieu of entering into a MOU as described below.

1. If the court is the lead applicant and unable to enter into a MOU, all project partners should submit LOCs and no MOU is required.
2. If the court is a project partner and unable to enter into a MOU, the lead applicant must submit a MOU signed by the applicant and any other non-court partners and a LOC signed by the court partner.

**Note:** LOCs submitted in lieu of a MOU under circumstances other than those defined above will not be accepted.

The LOC must:

1. Be printed on official letterhead signed by the appropriate official.
2. Clearly identify the name of the organization and provide a brief description of the collaborative relationship with the applicant.
3. Highlight the expertise of the individual or organization's staff who will be affiliated with this project.
4. Clearly state the roles and responsibilities the organization would assume to ensure the success of the proposed project.
5. Demonstrate a commitment to work with the applicant and its partners to achieve the stated project goals.
6. Clearly state that the organization has reviewed the budget and is aware of the total amount being requested and the funding being requested for each project partner.
7. Specify the extent of the agency or organization's participation in developing the application.
8. State how the court is precluded from entering into a MOU.
9. Describe the resources that would be contributed to the project, either through time, in kind contributions, or grant funds (e.g., office space, project staff, and training).

### **Letter from the United States Attorney's Office (5 points) *Note: OVW will not review additional letters***

Applicants must include a letter from the U.S. Attorney's office in their jurisdiction. The letter must not exceed two pages, double-spaced. The letter should provide a description of the existing relationship with the applicant; and state the U.S. Attorney's Office roles, responsibilities, and resources that would be committed to the proposed project.

### **Additional Application Components**

The following components will not be scored but must be included with the application. Failure to supply this information will 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](#).

### **Proof of 501(c)(3) Status (Nonprofit Organization Only)**

As noted under Eligible Applicants, an entity that is eligible for this program based on its status as a nonprofit organization must be an organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of the Code. All such applicants are required to attach a determination letter from the

Internal Revenue Service recognizing their tax-exempt status. OVW cannot make an award to any nonprofit organization that does not submit a 501(c)(3) determination letter from the Internal Revenue Service.

### **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 January 11, 2022.

### **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 January 11, 2022.** Apply for a DUNS number at <https://www.dnb.com> or call 1-866-705-5711.
2. **Register with SAM by January 11, 2022.** 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 January 11, 2022.** Once the SAM registration is active, the applicant will be able to complete the Grants.gov registration.
4. **Submit Letter of Intent by January 6, 2022** to OVW.ICJR@usdoj.gov.
5. **If necessary, request hardcopy submission by January 5, 2022.** Applicants that cannot submit an application electronically due to lack of internet access must contact the program at 202-307-6026 or OVW.ICJR@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 January 20, 2022** 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 [OVW.ICJR@usdoj.gov](mailto:OVW.ICJR@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, MOU, and Certification of Eligibility).
4. Within 24 hours after the applicable deadline, the applicant must email this program at [OVW.ICJR@usdoj.gov](mailto:OVW.ICJR@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

Contact this program at [OVW.ICJR@usdoj.gov](mailto:OVW.ICJR@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 FTAP Pilot Site Initiative, scoring will be as follows:

1. Proposal narrative (70) points, of which:
  - A. Purpose of the proposal: (15) points
  - B. What will be done: (40) points
  - C. Who will implement the proposal: (15) points
2. Budget worksheet and budget narrative: (10) points
3. MOU/LOC: (15) points
4. Letter from the United States Attorney's Office (5) 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. OVW may request a virtual site visit with an applicant as part of the review process.

#### Peer Review

OVW will subject all eligible, complete, and timely applications to 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, 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.**

As a part of the programmatic review process described above, applicants with current or recently closed OVW awards will be reviewed for past performance and risk based on the elements listed below.

1. Demonstrated effectiveness of the current project indicated by timely progress toward meeting project goals and objectives.

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

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 after April 1, 2022.

## **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 202-307-6026 or [OVW.ICJR@usdoj.gov](mailto:OVW.ICJR@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. Prior to peer review, OVW will not contact applicants for missing items. 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).

| Application Document   | Completed |
|--|-----------|
| Letter of Intent.  |           |
| Data Requested with Application.   |           |
| Proposal Narrative <ul style="list-style-type: none"> <li>• Purpose of Proposal</li> <li>• What Will Be Done</li> <li>• Who Will Implement the Proposal</li> </ul> |           |
| Proposal Abstract.   |           |
| Budget Worksheet and Budget Narrative.   |           |
| Memorandum of Understanding/Letter(s) of Commitment.   |           |
| 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.  |           |
| Proof of 501(c)(3) Status (Nonprofit Organizations Only).  |           |
| Certification of Eligibility   |           |
| HIV Certification, HIV Assurances, or HIV Exemption Letter (States and Units of Local Government Only).  |           |