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# OVW Fiscal Year 2022 Violence Against Women Act (VAWA) Measuring Effectiveness Initiative (MEI)

## Application Guidelines

<b>Assistance Listing Number #</b>	16.526
<b>Grants.gov Opportunity Number:</b>	O-OVW-2022-171005
<b>Solicitation Release Date:</b>	December 15, 2021 2:00 PM
<b>Grants.gov Deadline:</b>	September 21, 2021 11:59 PM
<b>Application JustGrants Deadline:</b>	September 16, 2021 11:59 PM

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### Eligible Applicants:

Other

### Other

This is a noncompetitive funding opportunity for which the only eligible applicant is the University of Southern Maine. The applicant was selected for a five-year award, through a competitive process in FY 2017. These Application Guidelines are to provide funding for year 5 of the five-year project.

### Letter of Intent

A letter of intent is not required.

### Pre-Application Information Sessions

Not applicable.

## Contact Information

For assistance with the requirements of these Application Requirements, email [virginia.baran@usdoj.gov](mailto:virginia.baran@usdoj.gov).

### Submission Information

**Registration:** The applicant must have 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, the applicant must obtain a DUNS number and register online **with** SAM and with Grants.gov immediately.

**Submission:** The application 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](mailto:support@grants.gov). For technical assistance with JustGrants, contact OVW JustGrants Support at 1-866-655-4482 or [OVW.JustGrantsSupport@usdoj.gov](mailto: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 the applicant of the funding decision by January 15, 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. 12291(b)(11)

34 U.S.C. § 10238

34 U.S.C. § 12291(b)(7)

### About this OVW Program

The Violence Against Women Act Measuring Effectiveness Initiative is categorized under CFDA #16.526 (Technical Assistance) and is permitted under the following statutes: 34 U.S.C. 12291(b)(11); 34 U.S.C. § 10238; and 34 U.S.C. § 12291(b)(7).

The Violence Against Women Act (VAWA) requires that grantees report on the effectiveness of their VAWA-funded programs to the Attorney General, who, in turn, must report to Congress every two years on the effectiveness of grant-funded activities (P.L. No. 106-386, section 1003, codified at 34 U.S.C. § 10238). Some OVW grant programs also have specific reporting requirements as outlined in their respective authorizing legislation.

In response to these reporting requirements, OVW developed annual and semi-annual progress reporting forms for each OVW grant program that track grant-funded activities and incorporate measures tied to program objectives. Grantees funded by OVW report consistent, quantitative data that can be aggregated to reflect the accomplishments within and across grant programs. The reporting forms also collect qualitative information on grantees' goals, objectives, activities, accomplishments, and remaining areas of need. OVW uses the information collected through these progress reports in different ways, including: monitoring grant activities, providing information to grantees on how their own grant-funded activities and accomplishments compare with others, identifying promising practices, meeting reporting obligations under the Government Performance and Results Act (GPRA) and subsequent legislation, responding to the Department of Justice's data requests related to performance and budget, reporting to Congress, and responding to ad hoc data requests from within and outside government.

In FY 2017, the University of Southern Maine (USM) was competitively selected to continue the Measuring Effectiveness Initiative (MEI), which encompasses the work described above. USM received 26 months of initial funding through a cooperative agreement for a five-year—or 60-month—project, to support project activities through November 30, 2019. An additional 22 months of funding was provided in FY 2019 to support the project through September 30, 2021, and an extension has been issued to carry the current award through January 31, 2022.

The purpose of these Application Guidelines is to provide the remaining 12 months of funding to USM to carry the project through approximately January 31, 2023. With this supplemental funding, USM will continue to: review, clean, and analyze data collected from grantee performance reports; maintain that information in a database; work in partnership with OVW to fulfill reporting requirements; respond to data requests; and provide ongoing training and technical assistance to OVW grantees on collecting data to assess their own performance and accurately completing their performance reports. USM will also assist OVW in the preparation of reports to Congress and additional materials and analyses related to VAWA-funded activities.

### Program Scope

Activities supported by this initiative are determined by statute, federal regulations, and OVW policies. If an applicant receives an award, the funded project is bound by these Application Guidelines, 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

The recipient of this cooperative agreement will work in cooperation with and under the direction of OVW. Activities under this project may include but are not limited to:

- Reviewing, cleaning, and analyzing data collected from OVW performance reporting forms, which includes collecting the data twice per year to the extent it is available, and developing and maintaining a process for accepting annual subgrantee reports directly from the State Administrators of OVW's formula grant programs;
- Developing and revising performance reporting schema, data dictionaries, and instructions for grant programs;
- Drafting, revising, and finalizing biennial Reports to Congress on the effectiveness of OVW's discretionary grant programs and on the STOP Violence Against Women Formula Grant Program and the SASP Formula Grant Program (which includes updating literature reviews for each report);
- Producing six-month data workbooks for each program, twice per year;
- Using in-person meetings, web-based forums, and other methods of providing training and technical assistance for grantees and subgrantees on how to collect and report data and complete performance reporting forms;
- Providing training at OVW new grantee orientations;
- Developing and revising/updating self-paced online training tools and products for OVW grant programs;
- Responding in a timely manner to all requests for information from OVW, including ad hoc data requests;
- Maintaining a website that includes aggregate information about OVW grant programs, materials to facilitate effective completion of reporting reports (including online training modules), a calendar of trainings, instructions and tips on how to complete reports;
- Developing logic models for domains in which OVW grant funds are used, i.e., law enforcement, prosecution, victim services, courts, etc., and drawing from logic models and other sources to identify potential outcome measures; and
- Producing and distributing email alerts to grantees and subgrantees on issues relating to reporting on grant-funded activities and trainings.

The proposed project will address OVW's 15 discretionary grant programs and four formula grant programs, which together account for about 3,500 active awards. For information on OVW's grant programs, see OVW's website at <http://www.justice.gov/ovw>, including the fact sheet at <http://www.justice.gov/sites/default/files/ovw/legacy/2014/05/28/ovwgrant-programs-fact-sheet-grouped.pdf>.

## **OVW Priority Areas**

N/A

## **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. Any activities that compromise victim safety and recovery or undermine offender accountability will need to be removed from the application prior to final approval by OVW. 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 identified 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 these Application Guidelines.

- 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](#)

## **Limited Use of Funds**

Grantees may use up to one 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

1

#### Anticipated Maximum Dollar Amount of Awards

\$1,254,400.00

#### Period of Performance Start Date

2/1/22 12:00 AM

#### Period of Performance Duration (Months)

12

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

\$1,254,400.00

### Availability of Funds

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

### Award Period and Amount

The award period is 12 months. The budget must reflect 12 months of project activity, and the total “estimated funding” on the SF-424 must reflect 12 months. OVW anticipates that the award period will start on February 1, 2022.

The applicant should not exceed the award amount listed in these Application Guidelines and should consider the resources needed to implement the project.

OVW anticipates issuing one award under this announcement, for \$1,254,400.

OVW has the discretion to negotiate the scope of work and budget with applicant prior to an award and/or release of funding.

The award will be a cooperative agreement and it will be issued as a new award.

### Types of Awards

The award will be a cooperative agreement.

### Types of Applications

There is one eligible applicant that will submit the application. The only eligible applicant under these Application Guidelines is the University of Southern Maine.

### Mandatory Program Requirements

Not applicable.

## Eligibility Information

Applications that are submitted by ineligible entities will not be considered for funding. In addition, an application that is deemed deficient in one or more of the following categories may not be considered for funding: 1) [activities that compromise victim safety](#), 2) [out-of-scope activities](#), 3) [unallowable costs](#), 4) [pre-award risk assessment](#), 5) [completeness](#), and 6) [timeliness](#).

Further, an applicant with [past performance issues](#), long-standing open audits, or an open criminal investigation also may not

be considered for funding.

## Eligible Applicants

This is a noncompetitive funding opportunity for which the only eligible applicant is the University of Southern Maine. The applicant was selected for a five-year award, through a competitive process in FY 2017. These Application Guidelines are to provide funding for year 5 of the five-year project.

**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

Not applicable.

## Application and Submission Information

### Content and Form of Application Submission

The information below describes the full content and form of application submission.

### Formatting and Technical Requirements

Applications must follow the requirements below for all documents, unless otherwise noted.

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. Correctly numbered pages
6. No more than 10 pages for the Project 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

The application must include these required documents:

1. Data Requested with Application
2. Project Abstract
3. Project Narrative
4. Budget Detail Worksheet and Narrative

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

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

The applicant 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 university.

**Intergovernmental Review (SF-424 Question 19):** This solicitation ("funding opportunity") is subject to Executive Order (E.O.) 12372, Intergovernmental Review of Federal Programs. The applicant 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)

The applicant must complete and submit the *Disclosure of Lobbying Activities* (SF-LLL) form in Grants.gov. If the applicant expends any funds for lobbying activities, it must provide the information requested on the SF-LLL. If the applicant does not expend any funds for lobbying activities "N/A" should be entered in the required highlighted fields.

### **Standard Applicant Information (JustGrants 424 and General Agency Information)**

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

### **Proposal Abstract**

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

### **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 holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code.
5. 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 project narrative should not exceed 10 double-spaced pages. It should include the following two items, attached in Just Grants:

**Goals, Objectives, and Activities.** Describe how funds will be used between February 1, 2022 and January 31, 2023, to the extent it is known at this time. Identify the project goals and their corresponding objectives and activities. Attach target dates to key deliverables. For objectives, activities, deliverables, and target dates that are undetermined at this time due to the ongoing transition to the Just Grants system, it is acceptable to enter "TBD."

**Summary of Key Staff and Partner(s) Roles.** Identify key project staff and partners and briefly explain their roles on the project. Note whether you anticipate implementing any changes to staff or partners, including changes to their roles on the project or level of effort (i.e., time dedicated to the project).

### **Budget and Associated Documentation**

The applicant must complete the web-based form in JustGrants for the budget worksheet and budget narrative. The applicant also must upload the applicable associated documentation as described below under each heading. Failure to include the associated documentation may result in 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](#). The applicant must submit a reasonable budget based on the resources needed to implement the project.

### Award Period and Amount

The award period is 12 months and the amount is \$1,254,400.

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 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.
3. Distinguish clearly between subawards and contracts in allocating any grant funds to other entities. Pursuant to 2 C.F.R. § 200.331, a subaward is for the purpose of carrying out a portion of the federal award, such as compensating an MOU partner, and a contract is for the purpose of obtaining goods and services for the grantee's own use. The substance of the relationship is more important than the form of the agreement in determining whether the recipient of the pass-through funds is a subrecipient or a contractor. The awarding and monitoring of contracts must follow the recipient's documented procurement procedures, including full and open competition, pursuant to the procurement standards and monitoring requirements in 2 C.F.R. §§ 200.317-200.329. The issuance and monitoring of subawards must meet the requirements of 2 C.F.R. § 200.332, which includes oversight of subrecipient/partner spending and monitoring performance measures and outcomes attributable to grant funds. For more information, see the sample Budget Detail Worksheet and the Solicitation Companion Guide on the [OVW website](#).

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

### **Funding Restrictions**

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

#### Unallowable Costs

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

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

### 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](#).

### **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.

Does the applicant or any of its employees have any potential personal or organizational conflicts of interest related to the possible receipt of OVW award funds? Applicants are required to disclose in writing any potential conflicts of

interest to their awarding agency. See 2 C.F.R. § 200.112 and Chapter 3.20, Grant Fraud, Waste and Abuse, of the [DOJ Financial Guide](#) for additional information.

8. Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. Part 200)? Provide a short list of the individual's qualifications/experience. If the individual is not familiar with the applicable rules and regulations, the applicant must contact OVW's Grants Financial Management Division at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov) or 1-888-514-8556 immediately after the applicant is notified of its award to coordinate training.
9. Does the applicant have policies and procedures in place to manage subawards and monitor activities of subrecipients as necessary to ensure that subawards are used for authorized purposes, in compliance with laws, regulations, and terms and conditions of the award, and that established subaward performance goals are achieved (2 C.F.R. §§ 200.331-200.333)? Provide a brief description of the organization's policies and procedures on subrecipient management and monitoring.
10. Does the applicant currently require employees to maintain time distribution records that accurately reflect the work performed on specific activities or cost objectives in order to support the distribution of employees' salaries among federal awards or other activities (2 C.F.R. § 200.430)? Budget estimates do not qualify as support for charges to federal awards. Provide a brief description of the organization's established timekeeping policies and procedures.
11. Is the applicant designated as high risk by a federal agency outside of DOJ? ("High risk" includes any status under which a federal awarding agency provides additional oversight due to the applicant entity's past performance, or other programmatic or financial concerns with the applicant entity.) If so, provide the names(s) of the federal awarding agency, the date(s) the agency notified the applicant entity of the high risk designation, contact information for the high risk point of contact at the federal agency, and the reason for the high risk status, as set out by the federal agency.

### **Disclosure of Process Related to Executive Compensation**

An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees and must upload and attach a document with these disclosures to its application in JustGrants.

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

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

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

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

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

## Additional Application Components

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

### Letters of Nonsupplanting

Applicants must attach a letter to OVW's Director, signed by the Authorized Representative, certifying that federal funds will not be used to supplant non-federal funds should a grant award be made. A sample letter is available on the [OVW website](#).

### Confidentiality Notice Form

All applicants are required to acknowledge that they have received notice that grantees and subgrantees must comply with the confidentiality and privacy requirements of VAWA, as amended. Applicants must upload and attach, under Additional Attachments in JustGrants, the completed acknowledgement form available on the [OVW website](#). This form must be signed by the Authorized Representative.

### Disclosures and Assurances

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

#### Disclosure of Lobbying Activities

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

#### DOJ Certified Standard Assurances

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

#### Applicant Disclosure of Duplication in Cost Items

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

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

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

Applicants must read and acknowledge these DOJ certifications in JustGrants.

### How to Apply

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

#### Unique Entity Identifier and System for Award Management (SAM)

Federal regulations require that an applicant for federal funding: (1) be registered in SAM before submitting its application; (2) provide a valid unique entity identifier in its application; and (3) continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application or plan under consideration by a federal awarding agency. In addition, OVW may not make an award to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements and, if an applicant has not fully complied with these requirements by the time OVW is ready to make an award, then OVW may determine that the applicant is not qualified to receive an award. See 2 C.F.R. §§ 25.200, 25.205.

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

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

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

### 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.

### Applicant Actions with Required Dates/Deadlines

1. **Obtain a DUNS number.** Apply for a DUNS number at <https://www.dnb.com> or call 1-866-705-5711.
2. **Register with SAM.** 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.** Once the SAM registration is active, the applicant will be able to complete the Grants.gov registration.
4. **Download updated version of Adobe Acrobat.** 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](#).
5. **Submit the SF-424 and SF-LLL in Grants.gov as early as possible.** 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.
6. **Register the Entity Administrator and the Application Submitter with JustGrants as early as possible but no later than 48 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](#).
7. **Submit the complete application package at least 24 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.  
**Confirm application receipt:** Applicants should closely monitor their email and JustGrants accounts for any

notifications from Grants.gov or JustGrants about a possible failed submission. The user who is authorized to submit applications on behalf of the organization is the one who will receive these notifications. OVW does not send out these notifications, nor does OVW receive a copy of these notifications. It is the applicant's responsibility to notify OVW of any problems with the application submission process. **Submitting the application components at least 48 hours before each deadline (Grants.gov or JustGrants, as applicable) will enable the applicant to receive notice of a failed submission and provide an opportunity to correct the error before the applicable deadline.**

### **OVW Policy on Late Submissions/Other Submission Requirements**

To ensure timely award processing, applicants must submit the application by the submission deadline. Applicants anticipating late submission should contact OVW at 202-307-6026 to provide an explanation for the delay and an anticipated submission date. Submitting the application after the deadline may result in a delay in access to funds.

## **Application Review Information**

### **Criteria, Review, and Review Process**

The application will be subject to a programmatic review to ensure it is complete and meets applicable statutory, regulatory, and other program requirements as described in these application guidelines. The applicant must submit all information requested in the Application Contents and Additional Required Information sections of this solicitation. If any required elements are missing, OVW will contact the applicant to request prompt submission of relevant documents. Failure to include required information at the time of submission may result in a delay in funding.

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

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

### High-Risk Grantees

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

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

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

## **Federal Award Administration Information**

### **Federal Award Notices**

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

### **Administrative, National Policy, and Other Legal Requirements**

#### Information for All Federal Award Recipients

Applicants selected for awards must agree to comply with additional legal, administrative, and national policy requirements. OVW strongly encourages applicants to review the information pertaining to these additional requirements

prior to submitting an application. This information can be found in the section of the [Solicitation Companion Guide](#) entitled *Post-Award Requirements for All Federal Award Recipients*.

Terms and conditions for OVW awards are available on the [OVW website](#). These terms are subject to change prior to the issuance of the awards.

#### Violence Against Women Act Non-Discrimination Provision

The Violence Against Women Reauthorization Act prohibits OVW grantees from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW. Recipients may provide sex-segregated or sex-specific programming if doing so is necessary for the essential operation of a program, so long as the recipient provides comparable services to those who cannot be provided with the sex-segregated or sex-specific programming. Additional information on the civil rights obligations of OVW funding recipients can be found in the [Solicitation Companion Guide](#) under *Civil Rights Compliance*.

#### Accessibility

Recipients of OVW funds must comply with applicable federal civil rights laws, which, among other things, prohibit discrimination on the basis of disability and national origin. Compliance with these laws includes taking reasonable steps to ensure that persons with limited English proficiency have meaningful access to recipients' programs and activities and that these programs and activities are readily accessible to individuals with disabilities. More information on these obligations is available in the [Solicitation Companion Guide](#) under *Civil Rights Compliance*.

### **General Information about Post-Federal Award Reporting Requirements**

OVW grantees are required to submit semi-annual performance reports and quarterly Federal Financial Reports (SF-425). The performance report form will be provided to the recipient. It 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 these application guidelines, contact:

- For programmatic questions, Ginger Baran Lyons, [virginia.baran@usdoj.gov](mailto:virginia.baran@usdoj.gov); (202) 598-9445.
- For financial questions, contact 888-514-8556 or [ovw.gfmd@usdoj.gov](mailto:ovw.gfmd@usdoj.gov).
- 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**

The applicant must submit a fully executed application, including all required supporting documentation. There is no application checklist; the requirements are outlined in this document.