













12. Service Area: Grant funds may not be used to conduct or support regional or statewide activities or projects.

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

#### Solicitation Categories

This solicitation does not include Solicitation Categories.

#### Awards, Amounts and Durations

##### Anticipated Number of Awards

11

##### Anticipated Maximum Dollar Amount of Awards

\$500,000.00

##### Period of Performance Start Date

10/1/22 12:00 AM

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

36

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

\$5,500,000.00

#### 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 FY 2022 funding, depending on the merits of the applications and the availability of funding.

#### Types of Awards

Awards will be made as grants.

#### 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 October 1, 2022.

This program typically makes awards up to \$500,000. OVW estimates that it will make up to 11 awards for an estimated \$5,500,000.

Awards under this program for FY 2022 will be made for up to \$500,000 for the entire 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**

In FY 2022, OVW will accept applications for this program from the following:

**New:** Applicants that have never received funding under the CYEM program or whose previous funding under the CYEM program expired on or before April 11, 2021.

**Continuation:** Applicants that have an existing or recently closed (after April 11, 2021) award under the CYEM program. Continuation funding is not guaranteed.

Recipients of CYEM funding in FY 2020 or FY 2021 are NOT eligible to apply as the lead applicant or as a partner/subrecipient on an FY 2022 CY proposal. Likewise, an organization that is a partner/subrecipient on an FY 2020 or FY 2021 CYEM award is not eligible to apply as the lead applicant or as a partner/subrecipient on an FY 2022 CY proposal.

**Note:** Current grantees with a substantial amount of unobligated funds remaining (50 percent or more of the previous award) as of March 31, 2022 without adequate justification may not be considered for funding or may receive a reduced award amount if selected for funding in FY 2022.

### **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. Create or expand a coordinated community response (CCR) team to oversee and guide project activities. The CCR must meet regularly to design a strategic plan, discuss project goals and activities, review successes and challenges, and ensure project activities are coordinated across the community served.
4. Provide crisis intervention for children, youth, and community members at all educational, outreach, and training events not specifically targeted to first responders or allied professionals.
5. Engage in a planning phase prior to project implementation. The planning phase is generally six months for new grantees and three months for continuation grantees. To complete the required planning activities, recipients will have access to \$75,000 of the total award funding.

**New grantees:** During the planning phase, **new grantees** must:

- A. Conduct a limited community strengths and needs assessment.
- B. Develop a strategic plan for implementing project activities. The activities in the strategic plan must include all project partners and be submitted to OVW for review and approval.
- C. Submit recipient and project partners' policies related to securing background checks of staff and volunteers who interact with children, youth, and vulnerable young adults; client confidentiality; parental consent; mandatory reporting; and information sharing between CCR members and project partners. If no policies exist, the policies must be developed and submitted to OVW.

**Continuation grantees:** During the planning phase, **continuation grantees** must:

- A. Revise and update the initial strategic plan to reflect the continuation project. The activities in the strategic plan must include all project partners and be submitted to OVW for review and approval.
- B. Submit any **new** project partner's policies related to background checks of staff and volunteers who interact with children, youth, and vulnerable young adults; client confidentiality; parental consent; mandatory reporting; and information sharing between CCR members and project partners. If no policies exist, the policies must be developed and submitted to OVW.

In addition, applicants receiving funding under this program will be required to engage in the following activities for the specific purpose area the proposed project will address:

#### **Purpose Area 1**

Services and Training to Address Children Exposed to Domestic Violence, Dating Violence, Sexual Assault, Stalking, and Sex Trafficking (within ages 0-10):



1. Provide direct services (e.g., crisis counseling, mental health and therapy services, victim advocacy, mentoring, educational support) that address the emotional, cognitive, and physical effects of trauma on children and increase the safety and stability of children (within ages 0–10) exposed to domestic violence, dating violence, sexual assault, stalking, or sex trafficking.
2. Develop and deliver educational programs to assist families in creating violence free homes for children.
3. Provide support services for non-abusing parents or caregivers (e.g., crisis counseling, victim advocacy, childcare, transportation, emergency shelter).
4. Develop and deliver training to assist law enforcement and other allied professionals (e.g., prosecutors, courts, health care providers) to appropriately respond to and support children exposed to violence.
5. Develop and deliver training to assist law enforcement officers in identifying and making appropriate referrals for children exposed to domestic violence.
6. Develop processes and provide training for educational, after-school, head start and childcare, and/or child welfare and foster care programs to identify children and families experiencing violence and make appropriate referrals for services.
7. Develop and implement prevention programming for children (within preschool through age 10), including those who are at high risk for victimization or perpetration.

Purpose Area 2

Creating Safer Communities for Youth: Prevention, Intervention, Treatment and Response Services for Youth Impacted by Domestic Violence, Dating Violence, Sexual Assault, Stalking, and Sex Trafficking (within ages 11-24):

1. Provide direct services (e.g., crisis counseling, mental health and therapy services, victim advocacy, mentoring, educational/work support, family strengthening services, building social capital, and transportation) that address the emotional, cognitive, and physical effects of trauma on youth victims of domestic violence, dating violence, sexual assault, stalking, or sex trafficking.
2. Develop and deliver training to assist law enforcement and other allied professionals (e.g., prosecutors, courts, health care providers, juvenile justice system) to appropriately respond to and support youth victims of domestic violence, dating violence, sexual assault, stalking, or sex trafficking.
3. Develop and deliver educational programs that address the prevention of and response to domestic violence, dating violence, sexual assault, stalking, or sex trafficking for youth-serving organizations (e.g., community centers, youth homeless services) and programs.
4. Develop and deliver prevention programming for youth, including those who are at high risk for victimization or perpetration, that are inclusive of youth-led strategies, assist youth in understanding and recognizing abusive behavior, and address by-stander intervention.

Purpose Area 3

Providing School-Based Services: Prevention, Intervention, and Response to Dating Violence, Sexual Assault, Stalking, and Sex Trafficking (within ages 5-19):

1. Develop and implement school-based policies, practices, and programs to prevent and respond to dating violence, sexual assault, stalking, and/or sex trafficking of students, including policies and practices that address safety planning, referrals for support services, protection orders, and interim accommodations (e.g., change of class schedule, location of locker) for victims.
2. Provide developmentally appropriate prevention programming for students, including those at high risk for victimization or perpetration.
3. Provide by-stander intervention training for students.
4. Provide victim services for students, including increasing the ease of access to on- or off-site victim advocates and counselors. The counselors and victim advocates must be trained in providing mental health and victim services for youth victims of dating violence, sexual assault, stalking, and/or sex trafficking.
5. Develop and deliver training for school resource officers, teachers, school faculty and employees, and coaches on creating trauma informed classrooms, schools, and programming for students.
6. Provide training to assist law enforcement, prosecutors, courts, and schools in investigations and/or prosecutions of incidents of dating violence, sexual assault, stalking, and sex trafficking when the student or the student's caregiver chooses to report to law enforcement.
7. Develop and deliver training to assist school faculty and employees (including administrators, teachers, coaches, school resource officers, counselors, nurses, and volunteers), law enforcement, and parents or caregivers in supporting students impacted by dating violence, sexual assault, stalking, and sex trafficking.
8. Implement programs within the school and/or school system designed to change attitudes and behaviors in relation to dating violence, sexual assault, stalking, and sex trafficking.

Applicants addressing an OVW priority area(s) will be required to engage in the following activities for the specific priority area(s) the proposed project will address:

Advance racial equity as an essential component of ending sexual assault, domestic violence, dating violence, stalking, and sex trafficking.

- Identify the culturally specific community(ies) to be served.
- Include project activities that specifically engage, promote, and serve culturally specific community(ies.)
- Partner with culturally specific, community-based organizations or programs (if not the applicant) that focus on the culturally specific community(ies) addressed by the proposed project. The partnership(s) must be documented in the MOU.

Expand economic justice and financial advocacy for survivors of sexual assault, domestic violence, dating violence, and stalking, including as a tool for violence prevention.

- Include activities that promote and secure economic justice and financial advocacy for survivors.
- Partner with community-based organizations or programs (if not the applicant) that provide wrap-around services to improve the economic and financial statuses of non-abusing caretakers and/or homeless and emancipated youth victims of domestic violence, dating violence, sexual assault, stalking, or sex trafficking (e.g., general education development, employment skills, creating and managing a personal and/or household budget, housing assistance, job placement). The partnership(s) must be documented in the MOU.

Improve outreach, services, civil and criminal justice responses, prevention, and support for survivors of sexual assault, domestic violence, dating violence, and stalking from underserved communities, particularly LGBTQ and immigrant communities.

- Identify the underserved community(ies) to be served.
- Include project activities and/or services that are specifically focused on the identified underserved community(ies).
- Partner with a population specific organization or program (if not the applicant) that is representative of the community(ies) identified in the proposed project. The partnership(s) must be documented in the MOU.
- Compensate the partner(s). A minimum of 10% or more of the requested funding should provide for salaries, travel, training and staff development, and general office expenses (e.g., rent, utilities, supplies, etc.) for the partner(s).
- Demonstrate the proposed partner(s) primary mission is to serve the identified underserved community(ies).

## **Eligibility Information**

### **Eligible Applicants**

The following entities are eligible to apply for this program:

1. A nonprofit, nongovernmental entity, or tribal organization.
2. An Indian Tribal government.
3. A unit of local government or an agency of a unit of local government.

Note: Institutions of higher education, regardless whether they are nonprofit, nongovernmental or governmental entities, are not eligible applicants.

### Faith-Based and Community Organizations

Faith Based and community organizations, including culturally specific organizations, tribal organizations, and population specific 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).

### Executive Order 13929 Safe Policing for Safe Communities

To advance Executive Order 13929 Safe Policing for Safe Communities, as of October 28, 2020, 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 allocated FY 2022 DOJ discretionary grant funding, as either a recipient or a subrecipient. For detailed information on this certification requirement, see [Safe Policing](#).

### **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 the FY 2022 solicitation.

##### Eligible Service Area

Applicants must ensure that proposed projects support only local, community-specific strategies. The applicant and its project partners must be based in the project's service area. Grant funds may not be used to conduct or support regional or statewide activities or projects.

##### Required Partnerships

All applicants must establish multidisciplinary partnerships through a CCR, documented in the Memorandum of Understanding (MOU), to ensure the proposed project has the necessary expertise, experience, and capacity to serve and support children and youth who have been impacted by domestic violence, dating violence, sexual assault, stalking, and/or sex trafficking including the needs of the targeted age group. Applicants and partners are limited to serving in **one** role only, as outlined below.

#### **Purpose Area 1 (within ages 0-10)**

1. A victim service provider, if not the applicant, with:
  - a. a demonstrated primary purpose of providing direct victim services for children who are victims of and/or exposed to domestic violence, dating violence, sexual assault, stalking, or sex trafficking; **or**
  - b. a demonstrated primary purpose of serving adult victims of domestic violence, dating violence, sexual assault, stalking, or sex trafficking, but has a designated program that provides direct victim services to children who are victims of and/or exposed to the aforementioned crimes; **and**
2. A community-based organization with demonstrated expertise in developing or providing specialized programming or services to children, if not the applicant.

#### **Purpose Area 2 (within ages 11-24)**

1. A victim service provider, if not the applicant, with:
  - a. a demonstrated primary purpose of providing direct victim services for youth who are victims of and/or exposed to domestic violence, dating violence, sexual assault, stalking, or sex trafficking; **or**
  - b. a demonstrated primary purpose of serving adult victims of domestic violence, dating violence, sexual assault, stalking, or sex trafficking but has a designated program that provides direct victim services to youth who are victims of and/or exposed to the aforementioned crimes; **and**
2. A community-based organization with demonstrated expertise in developing or providing specialized programming to youth, if not the applicant.

#### **Purpose Area 3 (within ages 5-19)**

1. A victim service provider, if not the applicant, with:
  - a. a demonstrated primary purpose of providing direct victim services for children and/or youth who are victims of and/or exposed to domestic violence, dating violence, sexual assault, stalking; or sex trafficking; **or**
  - b. a demonstrated primary purpose of serving adult victims of domestic violence, dating violence, sexual assault, stalking, or sex trafficking, but has a designated program that provides direct victim services to children and/or youth who are victims of and/or exposed to the aforementioned crimes; **and**
2. A school or school district.

#### Definition of victim service provider

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, stalking, or sex trafficking as one of their primary purposes and have a demonstrated history of effective work in this field. Culturally specific organizations, tribal organizations, and population specific organization serving underserved communities that meet the definition of 'victim service provider' are included in this definition.

In addition, applicants are strongly encouraged to think creatively, develop broad CCR teams, and include additional partners that represent the diversity and experiences of the community, and include the necessary expertise and knowledge to meet the goals and objectives of the proposed project.

#### 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 or [ovw.consolyouth@usdoj.gov](mailto:ovw.consolyouth@usdoj.gov).

**Pre-Application Information Session:** OVW will post a pre-recorded Pre-Application Information Session on its website. Listening to this session is optional and not a requirement to be eligible to apply. The session is tentatively scheduled to be available by March 14, 2022 on the [OVW website](#).

#### **Content and Form of Application Submission**

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

#### **Letter of Intent**

Applicants intending to apply for FY 2022 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.consolyouth@usdoj.gov](mailto:ovw.consolyouth@usdoj.gov) by April 1, 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 attached to the application, unless otherwise noted. Points may be deducted for applications that do not adhere to the following requirements:

1. Double-spaced (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 20 pages for the Proposal Narrative
7. Word documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt)
8. Headings and sub-headings that correspond to the sections identified in this section of the solicitation

### **Application Contents**

Applications must include the required documents and demonstrate that the program eligibility requirements have been met. For a complete checklist of the application contents, see the Application Checklist in the Other Information section of this solicitation.

OVW will not contact applicants for missing items on the list below. Applications that do not include all 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 (MOU)

### **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 in Grants.gov. For Type of Applicant (box 9), do not select "Other". The amount of federal funding requested in the "Estimated Funding" section of this form (box 18a) 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 value for the Applicant line (box 18b) should be zero. The individual who is listed as "**Authorized Representative**" (box 21) 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)**

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

### **Proposal Abstract**

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

### **Data Requested with Application**

The Data Requested with Application (DRA) includes two surveys that must be completed in JustGrants but are not scored: Pre-Award Risk Assessment and the CY Program DRA. A list of the questions included in each survey appears at the end of this solicitation under the heading, Survey Questions. Applicants should click on the Survey Name to access

and complete the survey.

### **Proposal Narrative**

The Proposal Narrative may not exceed 20 pages, double-spaced, and reviewers will not read beyond this page limit. The Proposal Narrative must include the three sections below. The total point value for the proposal narrative section is 60 points. Applicants must upload the Proposal Narrative as an attachment in JustGrants.

#### Purpose of the Proposal (10 points)

This section must:

1. Describe the communities in the service area, including, but not limited to, traditionally underserved populations, such as communities of color, individuals with disabilities, individuals who are Deaf or hard of hearing, persons with limited English proficiency, older adults, and LGBTQ+ communities.
2. The challenge or need faced by the community and how the goal/vision for the proposal will meet that need.
3. The communities to be served, including the geographic location, and any available, relevant victimization rates.
4. The community's current prevention, intervention, treatment, and response resources for the targeted age group. This section must identify available services and programs, as well as gaps and barriers in service provision and programming that address prevention, intervention, treatment, and response.
5. The community's existing training and/or educational programs provided for those working or engaging with children and youth (e.g., law enforcement, prosecutors, school resource officers, schools, advocates, health care providers, parents or caregivers, juvenile justice system, foster care, homeless shelters, or youth-serving programs).
6. If the applicant is a current grantee of the CYEM Program, describe the challenges and successes of the current project and the work that remains.

#### 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. If applicable, how the proposed project will address the OVW priority area: Advance racial equity as an essential component of ending sexual assault, domestic violence, dating violence, stalking, and sex trafficking.
3. If applicable, how the proposed project will address the OVW priority area: Expand economic justice and financial advocacy for survivors of sexual assault, domestic violence, dating violence, stalking, and sex trafficking, including as a tool for violence prevention.
4. If applicable, how the proposed project will address the OVW priority area: Improve outreach, services, civil and criminal justice responses, prevention, and support for survivors of sexual assault, domestic violence, dating violence, stalking, and sex trafficking from underserved communities, particularly LGBTQ and immigrant communities.
5. How the proposed project will establish or support a multidisciplinary CCR to respond to children and/or youth exposed to and/or impacted by domestic violence, dating violence, sexual assault, stalking, or sex trafficking, including current and proposed future members of the CCR, frequency of CCR meetings, and which organization or program is the lead of the CCR. **Note:** Continuation applicants must provide details about the CCR created or enhanced through the initial award including:
  - The current status of the CCR organized under the initial CYEM Program award, including whether it still exists, and if not, when it ended and why. If the CCR still meets, how often it meets, and the number of agencies and organizations regularly attending CCR meetings.
  - Identify any activities engaged in by the CCR under the initial CYEM Program award that have been sustained.
  - Detail the efforts of the CCR to address children and youth exposed to or impacted by violence.
  - Identify key participants of the CCR.
6. How the project will provide appropriate crisis intervention and referrals for participants who identify themselves as victims during project activities, including prevention education, community awareness events, and/or other activities that target children and youth, non-offending parents or caregivers, and the general community.
7. The policies in place or to be developed that address the following: a) confidentiality; b) information sharing; c) parental consent; d) background checks; and e) mandatory reporting, if applicable. These policies must exist or be developed by both the grantee and all project partners signed on the MOU.

8. The type(s) of direct victim services (e.g., crisis counseling, mental health and therapy services, victim advocacy, mentoring, educational/work support, family strengthening services, building social capital, and transportation) that will be provided for the targeted age group, including (if applicable) the non-offending parent or caregiver.
9. How the proposed project focuses on a full spectrum of strategies to address prevention, intervention, treatment, and response for the specific ages of the children and/or youth to be served.
10. If applicable, all tangible products to be developed with grant funds (e.g., a video, a brochure, a theater piece, public service announcement, or curriculum).
11. If the applicant is submitting a continuation application, how the proposed project enhances and/or expands the current project.
12. How the proposed project will address the unique needs of the traditionally underserved populations identified in the Purpose of the Proposal section above.
13. How the proposed project will be accessible to individuals with disabilities, individuals who are Deaf or hard of hearing, and persons with limited English proficiency.

In addition, for the specific purpose area the proposed project will address, this section must describe:

**Purpose Area 1**

The types of training, prevention education, and educational programs to be developed and delivered to the specific groups listed below. Include details on the estimated number and frequency of the trainings and programs.

- Law enforcement and other allied professionals (e.g., prosecutors, courts, health care providers).
- Families.
- Children, including those at high risk for victimization or perpetration.
- Educational, after-school, childcare, and/or child welfare and foster care programs.

**Purpose Area 2**

The types of training, prevention programming, and educational programs to be developed and delivered to the specific groups listed below. Include details on the estimated number and frequency of the trainings and programs.

- Law enforcement and other allied professionals (e.g., prosecutors, courts, health care providers, juvenile justice system).
- Families.
- Youth, including those who are at high risk for victimization or perpetration.
- Youth-serving organizations, schools, and programs.

**Purpose Area 3**

1. The school-based policies, practices, and programs currently in place or to be developed that address the prevention of and response to dating violence, sexual assault, stalking, or sex trafficking of students, including how safety planning, referrals, protection orders, and accommodations for students are being or will be addressed.
2. How the proposed activities are designed to change the attitudes and behaviors of school faculty and employees and students in relation to dating violence, sexual assault, stalking, or sex trafficking.
3. The types of training, prevention programming, and educational programs to be developed and delivered to the specific groups listed below. Include details on the estimated number and frequency of the trainings and programs:

- Law enforcement and other allied professionals (e.g., prosecutors, courts, health care providers).
- School faculty and employees, including administrators, teachers, coaches, school resource officers, school counselors, school nurses, and volunteers.
- Students, including those at high risk for victimization and perpetration.
- Parents and caregivers.

**Who Will Implement the Proposal (10 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. Provide detailed information that demonstrates the applicant and its partners are based in the community where the project will be implemented.

## Budget and Associated Documentation

Applicants must complete the web-based budget form in JustGrants. 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 **20 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 web-based 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. Each budget cost category includes a text box to enter the budget narrative for that section. See the sample budget and the Creating a Budget webinar available on the [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

Applicants should carefully consider the resources needed to implement the project and present a realistic budget that accurately reflects the costs involved for a 36-month budget. Proposed budgets should not exceed \$500,000 and should address only **one** Purpose Area.

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 \$30,000 for applicants located in the 48 contiguous states and \$35,000 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. Designate no more than 10 percent of total funding for supplemental services such as childcare, transportation assistance, clothing, or hygiene products, if applicable.
4. Designate no more than 10 percent of total funding for media purchases (e.g., billboards, bus/subway advertisements, and/or radio/TV public service announcements).
5. 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.
6. Compensate all project partners for their full level of effort, unless otherwise stated in the MOU (e.g., staff assigned to the project, reimbursement for travel, office expenses based on FTEs assigned to the project, staff development opportunities). For more information on compensating project partners, see the sample Budget Detail Worksheet on the [OVW website](#).
7. 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. §§ 200.317-200.327 & 200.329. The issuance and monitoring of subawards must meet the requirements of 2 C.F.R. § 200.332, which includes oversight of subrecipient/partner spending and monitoring performance measures and outcomes attributable to grant funds. For more information, see the sample Budget Detail Worksheet and the Solicitation Companion Guide on the [OVW website](#).

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

### Funding Restrictions

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



### Unallowable Costs

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

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

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

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

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

Justification for an exception listed above must be included in the applicant's budget narrative. For additional information on restrictions on food and beverage expenditures, see [OVW conference cost planning](#).

### 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 receive more than \$35 million in direct federal funding per year) 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.

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.

### **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 **20 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. Demonstrate how the proposed partnership can address the needs of the traditionally underserved population(s) identified in the Purpose of the Proposal section.
4. 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.
5. Detail the specific activities for the proposed project.  
Include the printed name, title, and agency, for the applicant and all partners (including required partners), under

each signature at the end of the MOU document.

7. If applicable, for project partners that are schools or school districts, the following signatures must be included in the MOU:

- A school district must include the signature of the superintendent/chief executive officer.
- A single school or group of schools must include the signatures of all participating school principals and/or all relevant superintendents/chief executive officers.

### **Additional Application Components**

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

#### **Letters of Nonsupplanting**

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

#### **Confidentiality Notice Form**

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

#### **Disclosures and Assurances**

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

##### **Disclosure of Lobbying Activities**

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

##### **DOJ Certified Standard Assurances**

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

##### **Applicant Disclosure of Duplication in Cost Items**

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

Applicants also must disclose all other federal grant programs from which the applicant currently receives funding or for which it has applied for funding in FY 2022 **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 (UEI) 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.

Until April 3, 2022 the UEI that applicants for federal grants and cooperative agreements are required to have is currently 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.

On April 4, 2022, the federal government will stop using the DUNS Number and move to the new Unique Entity ID (SAM) as the UEI. The Unique Entity ID (SAM) is a 12-character alpha-numeric value and once issued, will not change. Entities that are currently registered in SAM.gov already have a Unique Entity ID (SAM) which can be viewed in SAM.gov. The transition to UEI (SAM) will not impact an entity's registration expiration date or when renewal is necessary.

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 registered online with the SAM and with Grants.gov no later than March 14, 2022.

### Submission Dates and Time

After applicants 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 March 14, 2022.** Apply for a DUNS number at <https://www.dnb.com> or call 1-866-705-5711. **\*\*NOTE: Until April 3, 2022, entities that are not already registered in SAM.gov and wish to submit an application will need to obtain a DUNS to register with SAM. On and after April 4, 2022, entities can register directly in SAM.gov (without a DUNS) and will be assigned their Unique Entity ID (SAM) upon registration.**
2. **Register with SAM by March 14, 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 April 6, 2022.** Once the SAM registration is active, the applicant will be able to complete the Grants.gov registration.
4. **Submit Letter of Intent by April 1, 2022** to the CY Unit, [ovw.consolyouth@usdoj.gov](mailto:ovw.consolyouth@usdoj.gov) and 202-514-0390.

5. **If necessary, request hardcopy submission by April 4, 2022.** Applicants that cannot submit an application electronically due to lack of internet access must contact the program at 202-514-0390 or [ovw.consolyouth@usdoj.gov](mailto:ovw.consolyouth@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/Assistance Listing number, Grants.gov opportunity number, or the title of this solicitation, all of which can be found on the cover page. Submitting the SF-424 and SF-LLL well ahead of the Grants.gov deadline provides time to correct any rejections. The Grants.gov Workspace Status will change from “In Progress” to “Submitted” once the application has been successfully submitted in Grants.gov. Within 48 hours after submitting the application in Grants.gov, the applicant should receive four notifications from Grants.gov (i.e., submission receipt, validation receipt, grantor agency retrieval receipt, and agency tracking number assignment). Note: It is possible to receive the submission receipt and then receive a rejection notice a few minutes or hours later.
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 AFTER receiving a confirmation email 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 not submitted by **9:00 p.m. E.T. on April 12, 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

Contact Grants.gov or OVW 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.consolyouth@usdoj.gov](mailto:ovw.consolyouth@usdoj.gov) indicating that the applicant is experiencing technical difficulties, including issues with SAM.gov, Grants.Gov, or JustGrants, and would like permission to submit a late application. The email must include the following:
  - A detailed description of the difficulty that the applicant is experiencing.
  - The contact information (name, telephone, and email) for the individual making the late submission request.
  - The applicant's DUNS/UEI number.
  - Grants.gov or JustGrants application numbers and User Support tracking numbers
  - In the case of technical difficulties, the complete application packet (Proposal Narrative, Budget and Budget Narrative, MOU, Data Requested with Application survey).

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

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

1. Contact this program at [ovw.consolyouth@usdoj.gov](mailto:ovw.consolyouth@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 CY Program, scoring will be as follows:

1. Proposal narrative: (60) points, of which:
  - A. Purpose of the proposal: (10) points.
  - B. What will be done: (40) points.
  - C. Who will implement the proposal: (10) points.
2. Budget worksheet and budget narrative: (20) points.
3. MOU: (20) points.

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

### Review and Selection Process

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

#### Peer Review

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

#### Programmatic Review

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

1. Activities that compromise victim safety and recovery and undermine offender accountability (deduct up to 50 points).
2. Out-of-scope and unallowable activities (deduct up to 50 points).
3. Past performance (deduct up to 25 points).
4. 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.**

#### *Past Performance Review*

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. Adherence to the grant program's statutory purpose and requirements.
2. Implementation of the project according to plan, without significant obstacles and/or challenges.
3. Implementation of the project within the original period of performance.
4. Drawdown of funds commensurate with the level of program activities completed.
5. Management of award such that applicant has had uninterrupted access to funds.
6. Attendance at/participation in all required OVW-sponsored training and technical assistance events.
7. Timely resolution of issues identified during programmatic monitoring.
8. Completion of close-out of prior awards within 120 days of the project end date.
9. Timely resolution of issues necessary to close out prior awards.
10. Timely resolution of issues identified during financial monitoring.
11. Timely response to OVW requests.
12. Development of deliverables that support the project goals and objectives and are of acceptable quality.
13. Implementation of the project as designed without unjustified modification.
14. Timely submission of federal financial reports (FFR).
15. Timely submission of performance reports.
16. Submission of complete and accurate performance reports.
17. Adherence to the terms and conditions of existing grant award(s) from OVW.

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

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

#### High-Risk Grantees

Based on DOJ's assessment of each grantee with regard to current or previous funding, unresolved audit issues, delinquent programmatic and fiscal reporting, and prior performance, a grantee may be designated "high-risk." Awards to high-risk grantees may carry special conditions such as increased monitoring and/or prohibitions on drawing down funds

until certain requirements are met. High-risk grantees with substantial or persistent performance or compliance issues, long-standing open audits, or open criminal investigations may not be considered for funding.

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

It is anticipated that all applicants will be notified of the outcome of their applications by October 1, 2022.

#### **Federal Award Administration Information**

##### **Federal Award Notices**

Successful applicants will receive OVW award notifications electronically from JustGrants (not Grants.gov). Recipients will be required to log into JustGrants to review 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). Appropriate performance 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:

- Programmatic questions, contact this program at 202-514.0390 or [ovw.consolyouth@usdoj.gov](mailto:ovw.consolyouth@usdoj.gov).
- Financial questions, contact 888-514-8556 or [ovw.gfmd@usdoj.gov](mailto:ovw.gfmd@usdoj.gov)
- Technical questions:
  - Grants.gov Applicant Support at 800-518-4726 or [support@grants.gov](mailto:support@grants.gov)
  - 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	Date Completed
1. Application for Federal Assistance: SF-424.	
2. Disclosure of Lobbying Activities (SF-LLL).	
3. Proposal Abstract.	
4. Letter of Intent.	
5. Surveys: a. Pre-Award Risk Assessment. b. CY Program DRA.	
6. Proposal Narrative: a. Purpose of the Proposal. b. What Will Be Done. c. Who Will Implement the Proposal.	
7. Budget Worksheet and Budget Narrative.	
8. Indirect Cost Rate Agreement (if applicable).	
9. Applicant Financial Capability Questionnaire (if applicable).	
10. Disclosure of Process Related to Executive Compensation (if applicable).	
11. Memorandum of Understanding	
12. Letter of Nonsupplanting.	
13. Confidentiality Notice Form.	
14. Application Disclosure(s) of Duplication in Cost Items.	

## Survey Questions

### CY DRA

Children and Youth Data Requested with Application

Applicants must respond to each question. The Data Requested with Application questionnaire is a required element and must be fully completed and submitted to successfully apply for this program.

Grant Point of Contact Information

1. Provide the following information for the grant point-of-contact. This person must be an employee of the applicant.

Name

Title

Address

Telephone number

Email address

#### Organizational Questions

2. Is the applicant (the organization whose unique entity identifier/DUNS number is being used for the application) serving 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. Note: The fiscal agent must be an eligible applicant for the program.

List all subrecipients

The applicant must check the box to acknowledge that 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.

3. Has the applicant expended \$750,000 or more in federal funds in the applicant's past fiscal year?

Specify the end date of the applicant's fiscal year.

4. Is the applicant 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. Is the applicant 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? For additional information about the safe-harbor procedure, see "Disclosure of Process Related to Executive Compensation" in the Budget and Associated Documentation section of this solicitation.

Note: Applicant must upload the required Disclosure of Process Related to Executive Compensation in the Budget/Financial Attachments section of JustGrants.

6. Is the applicant one of the following (check all that apply). Note: Checking any of these categories will not determine eligibility for funding; eligibility criteria, including related documentation requirements, are set forth in the Eligibility section of the solicitation.

7. Does the application propose to focus on a rural community or area (as defined by 34 U.S.C. 12291(a)(26))?

8. Is the applicant a federally recognized tribe?

9. Is the applicant a tribal organization as defined by 34 U.S.C. 12291(a)(38)?

#### Applicant as Partner Information – CY

10. Is the applicant a partner/subrecipient on a current grant or pending application for the Children and Youth grant program?

A. Select if a partner/subrecipient on a current award.

Year of award

Role of partner/subrecipient on current award

B. Select if a partner/subrecipient on another pending application.

Name of applicant organization

11. Is the applicant a partner/subrecipient on a current grant or pending application for the Engaging Men grant program?

A. Select if a partner/subrecipient on a current award.

Year of the award

Role of the partner/subrecipient on a current award

B. Select if a partner/subrecipient on another pending application.

Name of applicant organization

Proposed Partner Information – CY

12. Are any proposed partner(s)/subrecipient(s) on this application also a recipient, or partner/subrecipient, on a current grant or another pending application for the Children and Youth grant program?

A. Provide the following information for each partner/subrecipient.

Partner/subrecipient name

Year of award or pending application

Role of partner/subrecipient on current award or pending application

B. Provide the following information for each partner/subrecipient.

Partner/subrecipient name

Year of award or pending application

Role of partner/subrecipient on current award or pending application

C. Provide the following information for each partner/subrecipient.

Partner/subrecipient name

Year of award or pending application

Role of partner/subrecipient on current award or pending application

13. Are any proposed partner(s)/subrecipient(s) on this application also a recipient, or partner/subrecipient, on a current grant or another pending application for the Engaging Men grant program?

A. Provide the following information for each partner/subrecipient.

Partner/subrecipient name

Year of the award or pending application

Role of partner/subrecipient on current award or pending application

B. Provide the following information for each partner/subrecipient.

Partner/subrecipient name

Year of the award or pending application

Role of partner/subrecipient on current award or pending application

C. Provide the following information for each partner/subrecipient.

Partner/subrecipient name

Year of the award or pending application

Role of partner/subrecipient on current award or pending application

Applicant Direct Recipient – CY

14. Has the applicant ever been a direct recipient of any of the following grant programs? Check all that apply.

A. CEV - Grants to Assist Children and Youth Exposed to Violence

List the year(s) applicant received funding

B. CY - Grants to Prevent and Respond to Domestic Violence, Dating Violence, Sexual Assault, and Stalking Against Children and Youth Program

List the year(s) applicant received funding

C. CYEM - Consolidated Grant Program to Address Children and Youth Experiencing Domestic and Sexual Assault and Engage Men and Boys as Allies

List the year(s) applicant received funding

D. EM - Grants to Engage Men and Boys as Allies in the Prevention of Violence Against Women and Girls

List the year(s) applicant received funding

E. EMY - Engaging Men and Youth in Preventing Domestic Violence

List the year(s) applicant received funding

F. STEP - Supporting Teens through Education and Prevention

List the year(s) applicant received funding

G. Youth Services - Services to Advocate for and Respond to Youth

List the year(s) applicant received funding

OVW Priority Areas and Grant Activities – CY

15. Does the application propose to address OVW Priority Area #4: Expand economic justice and financial advocacy for survivors of sexual assault, domestic violence, dating violence, and stalking, including as a tool for violence prevention?

16. Does the application propose to address OVW Priority Area #5: Improve outreach, services, civil and criminal justice responses, prevention, and support for survivors of sexual assault, domestic violence, dating violence, and stalking from underserved communities, particularly LGBTQ and immigrant communities?

Identify which underserved community(ies) the application proposes to address.

17. Identify the percentage of grant activities, should the application be funded, that will address each of the following issues (the total percentages should not exceed 100)

Applicant and Project Information – CY

18. Identify applicant type.

Agency of a unit of local government (e.g., Police Department, Prosecutor's Office, Department of Parks and Recreation)

Child Advocacy Center (CAC)

Child or Youth Serving Agency or Organization (non-governmental)

Community-Based Organization (non-child/youth focus)

Domestic Violence Coalition

Dual Domestic Violence and Sexual Assault Coalition

Faith-Based Organization or Program

Health Care Organization (medical)

Mental Health Organization

School or School District

Sexual Assault Coalition

Tribal Government

Tribal Organization

Unit of Local Government (e.g., City, County, Parish)

Victim Service Provider

19. Which Purpose Area does the application address? The application may only address one Purpose Area.

Purpose Area #1 Services and Training to Address Children Exposed to Domestic Violence, Dating Violence, Sexual Assault, Stalking, and Sex Trafficking (within ages 0-10)

Purpose Area #2 Creating Safer Communities for Youth: Prevention, Intervention, Treatment, and Response Services for Youth Impacted by Domestic Violence, Dating Violence, Sexual Assault, Stalking, and Sex Trafficking (within ages 11-24)

Purpose Area #3 Providing School-Based Services: Prevention, Intervention, and Response to Dating Violence, Sexual Assault, Stalking, and Sex Trafficking (within ages 5-19)

20. State the specific age range of the children and/or youth this application will address. Note: Applicants may address the full age range for the chosen purpose area, however, OVW encourages applicants to focus on a specific age group within the full age range (e.g., 3 – 5, 6 – 10, 11 – 15, 18 – 24).

21. State where the project will be implemented.

22. Provide the name and entity type for each required partner. Note: reference the partner requirements in the Eligibility section of this solicitation.

A. Victim Service Provider

Name of partner

Entity type

B. Community-Based Organization

Name of partner

C. School or School District

Name of partner

Entity type

23. Provide the name and entity type for each non-required partner.

A. Non-required project partner #1

Name of partner

Entity type

B. Non-required project partner #2

Name of partner

Entity type

C. Non-required project partner #3

Name of partner

Entity type

**Pre-Award Risk Assessment 2**

Pre-Award Risk Assessment 3

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.

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.

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.

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.

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.

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.

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.GFMDusdoj.gov](mailto:OVW.GFMDusdoj.gov) or 1-888-514-8556 immediately after the applicant is notified of its award to coordinate training.

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

