

U.S. Department of Justice
Office on Violence Against Women



OVW Fiscal Year 2023 Rural Domestic Violence, Dating Violence, Sexual Assault, and Stalking Program - Solicitation

Assistance Listing Number # 16.589

Grants.gov Opportunity Number: O-OVW-2023-171480

Solicitation Release Date: February 24, 2023 3:00 PM ET

Application Grants.gov Deadline: April 11, 2023 11:59 PM ET

Application JustGrants Deadline: April 18, 2023 9:00 PM ET

Overview

Eligible Applicants:

City or township governments, County governments, Native American tribal governments (Federally recognized), Native American tribal organizations (other than Federally recognized tribal governments), Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education, Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education, Private institutions of higher education, Public and State controlled institutions of higher education, State governments, Other

Other

Eligible applicants are limited to: States and territories, Indian tribes, local governments, and nonprofit (public or private) entities, including tribal nonprofit organizations in the United States or U.S. territories. For more information, see the Eligibility Information section of this solicitation.

Letter of Intent

Applicants are strongly encouraged to submit a non-binding Letter of Intent to **ovw.rural@usdoj.gov** by **March 27, 2023**. Interested applicants who do not submit a Letter of Intent are still eligible to apply. For more information, see the Application and Submission Information section of this solicitation.

Pre-Application Information Session(s)

OVW will conduct an optional live Pre- Application information session on **March 14, 2023 at 3:00 PM ET** with live questions and answers. For more information, see the Application and Submission Information section of this solicitation.

Contact Information

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

Submission Information

Registration: OVW encourages first time applicants to apply for funding.

Organizations applying for the first time for federal funding must complete a multi-step registration process with the following systems: System for Award Management (SAM), Grants.gov, and JustGrants (after successful SAM and Grants.gov registrations).

Organizations that have applied for funding previously must ensure their accounts with SAM, Grants.gov, and JustGrants are active and up to date.

Applicants experiencing technical difficulties with SAM should go to https://www.fsd.gov/gsafsd_sp.

Applicants experiencing technical difficulties with Grants.gov should contact support@grants.gov.

Applicants experiencing technical difficulties with JustGrants should contact OVW.JustGrantsSupport@usdoj.gov.

Applicants are strongly encouraged to begin the registration process or ensure that all accounts are active and up to date by April 3, 2023.

Submission:

Applications will be submitted to OVW in two steps:

Step 1: The applicant must submit by the Grants.gov deadline the required Application for Federal Assistance standard form (SF-424) and the Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov - <https://www.grants.gov/web/grants/forms/sf-424-family.html>.

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://www.usdoj.gov/justgrants). To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. OVW encourages applicants to review the [Solicitation Companion Guide](#) and the JustGrants website for more information, resources, and training.

For more information about registration and submission, see the Prior to Application Submission and How to Apply sections of this solicitation.

Notification

OVW anticipates notifying applicants of funding decisions by October 1, 2023.

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Program Description

Overview of OVW

OVW is a component of the United States Department of Justice (DOJ). Created in 1995, OVW administers grant programs authorized by the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership on issues of domestic violence, dating violence, sexual assault, and stalking. OVW grants support coordinated community responses to hold offenders accountable and serve victims.

Statutory Authority

34 U.S.C. 12341

About this OVW program

This program is authorized by 34 U.S.C. § 12341. The Rural Domestic Violence, Dating Violence, Sexual Assault, and Stalking Program (Rural Program) (CFDA# 16.589) supports efforts to enhance the safety of rural victims of domestic violence, dating violence, sexual assault, and stalking and supports projects uniquely designed to address and prevent these crimes in rural areas. For additional information about this program and related performance measures, including how awards contribute to the achievement of program goals and objectives, see:

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

What's New About this OVW Program

The Violence Against Women Act Reauthorization Act of 2022 added a new Rural Program purpose area on sexual assault forensic medical examination programs and added improving access to quality sexual assault examinations by trained health care providers to the program's list of required strategies. See below for the updated lists of statutory purpose areas and strategies.

Program Scope

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

Purpose Areas

strategies directed toward such issues;

4. Developing, enlarging, or strengthening programs addressing sexual assault, including sexual assault forensic examiner programs, Sexual Assault Response Teams, law enforcement training, and programs addressing rape kit backlogs; and

5. Developing programs and strategies that focus on the specific needs of victims of domestic violence, dating violence, sexual assault, and stalking who reside in remote rural and geographically isolated areas, including addressing the challenges posed by the lack of access to quality sexual assault examinations by trained health care providers, shelters and victims services, and limited law enforcement resources and training, and providing training and resources to Community Health Aides involved in the delivery of Indian Health Service programs.

OVW Priority Areas

In FY 2023, OVW has five programmatic priorities, of which the priority area(s) identified below are applicable to this program. Applicants are strongly encouraged, but not required, to address a priority area. Applications proposing activities in the following areas will be given special consideration.

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

OVW recognizes the diversity within the populations in rural America and the existing gaps among current Rural Program grantees in providing services that fully reflect the rural communities that they serve. OVW encourages applicants to consider developing projects that address racial equity and ensure that services are representative of their community demographics. Applications should include activities that address this OVW priority through partnerships with and funding for culturally specific, community-based organizations and tribal organizations (including tribal governments and tribal nonprofit organizations)

To qualify for this priority area, applicants must partner with culturally specific, community-based organizations or programs and include project activities that specifically engage, promote, and serve the needs of underserved culturally specific communities. New applications currently providing culturally specific, community-based domestic violence, sexual assault, dating violence, and stalking services are encouraged to apply. Continuation applications that are not currently focusing on the needs of culturally specific populations are encouraged to build capacity in their organizations to address the needs of underserved culturally specific populations within their service areas. Applicants should consider

- Creating culturally specific outreach and educational opportunities in their communities,
- Hiring staff with experience serving culturally specific clients, and/or
- Establishing partnerships with culturally specific organizations that may or may not have experience addressing domestic violence, dating violence, sexual assault, and stalking and offering cross training opportunities as part of the collaboration.

“Culturally specific” means primarily directed toward racial and ethnic minority groups (defined in section 1707(g) of the Public Health Services Act (42 U.S.C. § 300u-6(g) as American Indian (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians and other Pacific Islanders, Blacks, and Hispanics).

This OVW priority corresponds with the Rural Program statutory priority, 34 U.S.C. § 12341(d)(4), directing OVW to give priority to projects that meet the needs of underserved populations.

2. Strengthen efforts to prevent and end sexual assault, including victim services and civil and criminal justice

responses.

There has been a gradual increase in Rural Program applications focusing on sexual assault; however, there remains a need to encourage Rural Program applicants to address this issue. New and continuation applicants are encouraged to include activities that address this OVW priority area through one or both of the following strategies:

I. Sexual assault applications focusing primarily on responding to non-intimate partner sexual assault, including sexual assault across the lifespan. These includes prevention, outreach, offender intervention, medical forensic care, civil legal assistance, and victim services. Applicants are encouraged to include one or more of the aforementioned activities to provide comprehensive services that address physical, social, emotional, and spiritual needs of survivors of sexual assault and their families. Examples of activities include, but are not limited to:

- Organizational capacity building to enhance sexual assault services within the organization;
- Developing policies and procedures directly related to serving sexual assault victims;
- Legal and medical advocacy;
- Crisis intervention;
- Sexual assault focused prevention, intervention, and awareness outreach;
- Staffing additional sexual assault advocate positions;
- Providing training for sexual assault nurse examiners (SANEs).
- Developing, expanding, or enhancing the quality of forensic medical exams or SANE programs;
- Addressing challenges posed by lack of access to quality sexual assault services, such as transportation, childcare, and housing;
- Providing relevant accessible services to survivors across the lifespan regardless of when the incident(s) and disclosure(s) take place.
- Providing long and short-term evidence-based holistic healing services; or
- Culturally relevant, trauma informed care.

II. Sexual assault applications that focus primarily on improving the criminal justice response to sexual assault, including the investigation, charging, and prosecution of sexual assault crimes. These programs must include a partnership with sexual assault victim service providers to ensure that survivors receive comprehensive support throughout the criminal justice process.

Applicants are encouraged to enhance investigation and prosecution of sexual assault crimes and provide advocacy throughout the criminal justice process. Example of activities may include, but are not limited to:

- Providing sexual assault training for law enforcement and prosecutors;
- Supporting sexual assault investigator or prosecutor positions;
- Enhancing or creating law enforcement and/or prosecution sexual assault victim advocate positions;
- Supporting the apprehension, relinquishment, and storage of firearms, to include education and training on this topic;
- Providing criminal legal advocacy training for advocates.

Continuation applications that focus primarily (75% or more of their proposed goals, objectives, activities and budget) on developing, enlarging, or strengthening programs addressing sexual assault in rural communities or areas will be eligible to apply for up to \$950,000 (New applicants will be eligible to apply for up to \$700,000) and receive special consideration during the FY 2023 funding recommendation process.

This OVW priority area correlates with the Rural Program's statutory allocation for sexual assault, 34 U.S.C. § 12341 (d)(2)(A), which requires that OVW allocate a designated percentage of appropriated Rural Program funds to services that meaningfully address sexual assault in rural communities.

Although applicants are not required to address this priority area in their applications, all applicants must identify on their Summary Data Sheet the percentage of the proposed project that addresses sexual assault.

Activities that Compromise Victim Safety and Recovery or Undermine Offender Accountability

OVW does not fund activities that jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions. Applications that propose any such activities may receive a deduction in points during the review process or may be eliminated from consideration. Please note that OVW will support survivor-centered alternative pathways to justice and non-criminal approaches to accountability that fall within the statutory scope of this program. Information on activities that compromise victim safety and recovery or undermine offender accountability may be found in the [Solicitation Companion Guide](#).

Out-of-Scope Activities

The activities listed below are out of the program scope and will not be supported by this program's funding. See also the list of unallowable costs in the Funding Restrictions section of this solicitation.

1. Research projects. Funds under this program may not be used to conduct research, defined in 28 C.F.R. § 46.102 as a systematic investigation designed to develop or contribute to generalizable knowledge. Surveys and focus groups, depending on their design and purpose, may constitute research and therefore be out-of-scope. Prohibited research does not include assessments conducted for internal improvement purposes only (see Limited Use of Funds below). For information on distinguishing between research and assessments, see the Solicitation Companion Guide
2. Child abuse or family violence issues such as violence perpetrated by a child against a parent or violence perpetrated by a sibling against another sibling.
3. Services to children for anything other than child sexual assault or services beyond ancillary services provided to a victim's child when there is an inextricable link between a parent's victimization and the child's need for services and a connection to providing victim services for the parent. For example, funds may be used to provide services to children of battered clients residing in a shelter.
4. Education and prevention for students not specifically related to sexual assault, domestic violence, dating violence, and/or stalking, such as "bullying" or "character building" educational programs.
5. For projects providing legal assistance, criminal defense of victims charged with crimes, except for representation in post-conviction relief proceedings with respect to the conviction of a victim relating to or arising from domestic violence, dating violence, sexual assault, or stalking of the victim.
6. For projects providing legal assistance, representation in tort cases.

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

Limited Use of Funds

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

Activities Requiring Prior Approval

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

Federal Award Information

Awards, Amounts and Durations

Anticipated Number of Awards

55

Anticipated Maximum Dollar Amount of Awards

\$950,000.00

Period of Performance Start Date

10/1/23

Period of Performance Duration (Months)

36

Anticipated Total Amount to be Awarded Under Solicitation

\$32,000,000.00

Availability of Funds

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. There is no guarantee that funds will be available in the future. OVW may elect to make awards in a future fiscal year for applications submitted under this solicitation but not selected for FY 2023 funding, depending on the merits of the applications and the availability of funding.

Type of Award

Awards will be made as grants.

Award Period(s) and Amount(s)

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, 2023.

This program typically makes awards in the range of \$350,000 - \$750,000. OVW estimates that it will make up to 55 awards for an estimated \$32,000,000.

Funding levels under this program for FY 2023 are:

1. Generally, continuation applications are limited to \$750,000 for the entire 36 months.
2. Continuation applications with a 75% or more focus on sexual assault are limited to \$950,000 for the entire 36 months.
3. New applicants are limited to \$500,000 for the entire 36 months.
4. New applicants with a 75% or more focus on sexual assault are limited to \$700,000 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 or after an award is made but prior to access to funds.

Types of Applications

In FY 2023, OVW will accept applications for this program from the following:

New: Applicants that have never received funding under this program or whose previous funding under this program expired on or before March 8, 2022.

Continuation: Applicants that have an existing or recently closed (after March 8, 2022) award under this program. Recipients of FY 2021 and FY 2022 Rural Program awards are not eligible to apply. Continuation funding is not guaranteed.

Note: Current grantees with a substantial amount of unobligated funds remaining (50 percent or more of the previous award) as of March 31, 2023, without adequate justification may not be considered for funding or may receive a reduced award amount if selected for funding in FY 2023.

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. Collection and reporting of performance indicators. Forms, instructions, training, and related tools for each OVW program are available on the [VAWA Measuring Effectiveness Initiative webpage](#).
3. 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.
4. Provision of services within statutorily defined rural areas and communities.

Pursuant to 34 U.S.C. § 12341(d)(5), at least 75% of the total amount of funding made available for this program must be allocated to eligible entities located in “rural states.”

The term “rural state” means a state that has a population density of 57 or fewer persons per square mile or a state in which the largest county has fewer than 250,000 people, based on the most recent decennial census. 34 U.S.C. § 12291(a)-(33).

Note: Pursuant to 34 U.S.C. § 12291(a)(33), the following states and U.S. territories are designated as “rural” based on the definition of “rural state” and the 2020 Census: Alaska, Colorado, Idaho, Kansas, Maine, Mississippi, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Vermont, West Virginia, Wyoming, American Samoa, Guam, Northern Mariana Islands, and Virgin Islands.

Regardless of whether an application is submitted by an entity from a rural state or a non-rural state, all applicants must target services in a rural area or community. The statute (34 U.S.C. § 12291(a)(32)) defines the terms “rural area” and “rural community” as:

- (A) any area or community, respectively, no part of which is within an area designated as a standard metropolitan statistical area by the Office of Management and Budget.
- (B) any area or community, respectively, that is—
 - (i) within an area designated as a metropolitan statistical area or considered as part of a metropolitan statistical area; and
 - (ii) located in a rural census tract; or
- (C) any federally recognized Indian tribe.

All applicants, whether from statutorily defined rural States or non-rural States, must submit the eligibility and service area documentation as described in the Other Program Eligibility Requirements section.

Eligibility Information

Eligible Applicants

Pursuant to 34 U.S.C. § 12341(b), the following entities are eligible to apply for this program

1. States and territories
2. Indian Tribes
3. Local governments; and
4. Nonprofit (public or private) entities, including tribal nonprofit organizations.

Note: Public nonprofit entities include state, tribal, territory, and local law enforcement and prosecutorial agencies and courts.

State

A "state" is any of the states, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, American Samoa, Guam, and the Northern Mariana Islands. 34 U.S.C. § 12291(a)(37). Note, although the District of Columbia is included in the statutory definition of "state," due to the rural service area program eligibility requirement, the District of Columbia is not eligible for this grant program.

Indian Tribe

An "Indian tribe" means a tribe, band, pueblo, nation, or other organized group or community of Indians, including any Alaska Native village or regional or village corporation (as defined in, or established pursuant to, the Alaska Native Claims Settlement Act (43 U.S.C. § 1601 et seq.)), that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. 34 U.S.C. § 12291(a)(22).

Local Government

For purposes of this grant program, a local government is a unit of local government defined by statute as any city, county, township, town, borough, parish, village, or other general purpose political subdivision of a state. 34 U.S.C. § 12291(a) (47).

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)(50). Victim service providers must provide direct services to victims of domestic violence, dating violence, sexual assault, or stalking as one of their primary purposes and have a demonstrated history of effective work in this field. Culturally specific organizations, tribal organizations, and population specific organizations serving underserved communities that meet the definition of “victim service provider” are eligible to apply.

Tribal Nonprofit Organization

A “tribal nonprofit organization” means a victim services provider that has as its primary purpose to assist Native victims of domestic violence, dating violence, sexual assault, or stalking; and staff and leadership of the organization must include persons with a demonstrated history of assisting American Indian or Alaska Native victims of domestic violence, dating violence, sexual assault, or stalking. 34 U.S.C. § 12291(a)(44).

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).

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)(15)(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 2023 solicitation.

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

Delivery of Legal Assistance Certification

Pursuant to 34 U.S.C. § 12291(b)(12), to be eligible for an award, any recipient or subrecipient providing legal assistance with funds awarded under this program must certify in writing that:

1. Any person providing legal assistance with funds through this program – (A)(i) is a licensed attorney or is working under the direct supervision of a licensed attorney; (ii) in immigration proceedings, is a Board of Immigration Appeals accredited representative; (iii) in Veterans' Administration claims, is an accredited representative; or (iv) is any person who functions as an attorney or lay advocate in Tribal court; and (B)(i) has demonstrated expertise in providing legal assistance to victims of domestic violence, dating violence, sexual assault, or stalking in the targeted population; or (ii)(I) is partnered with an entity or person that has demonstrated expertise described in clause (i); and (II) has completed, or will complete, training in connection with domestic violence, dating violence, stalking, or sexual assault and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide;
2. Any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a tribal, state, territorial, local, or culturally specific domestic violence, dating violence, sexual assault or stalking victim service provider or coalition, as well as appropriate tribal, state, territorial, and local law enforcement officials;
3. Any person or organization providing legal assistance with funds through this program has informed and will continue to inform state, local, or tribal domestic violence, dating violence, or sexual assault programs and coalitions, as well as appropriate state and local law enforcement officials of their work; and
4. The grantee's organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, domestic violence, dating violence, stalking, or child sexual abuse is an issue.

Eligible Service Area

Rural Eligibility Documentation

To be eligible to receive Rural Program funding, an applicant must demonstrate that it

proposes to serve a rural area or rural community. Every application (other than those submitted by federally recognized Indian tribes, which are statutorily defined as “rural”) must include the proper printed documentation demonstrating that the proposed service area meets this eligibility requirement. Instructions to complete the documentation process (“Rural Eligibility Documentation Process”) can be found on the OVW website at <https://www.justice.gov/ovw/page/file/1119056/download>. Rural eligibility documentation must be uploaded as an attachment to the application in JustGrants.

1. Applications must propose to serve a rural area or rural community, as defined by 34 U.S.C. § 12291(a)(32) to mean(a) any area or community, respectively, no part of which is within an area designated as a standard metropolitan statistical area by the Office of Management and Budget; (b) any area or community, respectively, that is (i) within an area designated as a metropolitan statistical area or considered part of a metropolitan statistical area; and (ii) located in a rural census tract; or (c) any federally recognized Indian tribe Note that all areas outside of this definition cannot be served with funding from this Program.

2. Carefully read the directions outlined in the Rural Eligibility Documentation Process, available at <https://www.justice.gov/ovw/page/file/1119056/download>, and submit documentation for all areas the application proposes to serve, i.e. every county and/or census tract. If proposing to serve a town, city, or area within a county, the application must clearly identify which census tract(s) in that county the communities to be served are in and include corresponding documentation that demonstrates they are eligible rural census tracts.

The only documentation that will be accepted is described in the Rural Eligibility Documentation Process, available at <https://www.justice.gov/ovw/page/file/1119056/download>. Other types of documentation (from other sources, showing different information, etc.) will NOT be accepted.

Note: Due to delayed release of the 2020 Census tract data, eligibility documentation requirements for the FY 2023 Rural Program application will be based on 2010 Census data information.

Please follow the link above to access the Rural Eligibility Documentation Process instructions

Required Partnerships

Applications must include at least one partner and must include a victim service provider as a formal project partner and/or the lead applicant, as demonstrated through a required Memorandum of Understanding (MOU) or Letter(s) of Support for court applicants that cannot sign an MOU. All required partnerships must be demonstrated through a required MOU or Letter(s) of Support.

Applications must include the agencies and organizations necessary to implement the proposed project. These partners may include victim service providers addressing sexual

assault, domestic violence, dating violence, and/or stalking; law enforcement agencies; prosecutors; courts; other criminal justice service providers; human and community service providers; educational institutions; and/or health care providers, including sexual assault forensic examiners. See 34U.S.C. § 12341 (a)(1).

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

Content of Application Submission

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 202-598-0107 or owv.rural@usdoj.gov.

Pre-Application Information Session(s)

OVW will conduct a web-based pre-application information session. During this session, OVW staff will review this program's requirements, review the solicitation, and allow for a brief question and answer period. This session is tentatively scheduled for:

March 14, 2023 3:00 PM E.T. Participation in a pre-application information session is optional and not a requirement to be eligible to apply.

To register, contact the Ni'Corra Gray at owv.rural@usdoj.gov or at 202-598-0107. Registration must be received at least 3 days prior to the start of the session. Participants are not registered until they receive a confirmation email. Webinars will be captioned in English and Spanish. Interested applicants needing additional language assistance should contact this program at owv.rural@usdoj.gov or at 202-598-0107 as soon as possible, but no later than March 10, 2023.

Content and Form of Application Submission

The information below ("Letter of Intent" through "How to Apply") describes the full content and form of application submission.

Letter of Intent

Applicants intending to apply for FY 2023 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 owv.rural@usdoj.gov by March 27, 2023. 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. 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 the 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 may not contact applicants for missing items on the list below. Applications that do not include all the following documents may be considered substantially incomplete and may not be considered for funding:

1. Proposal Narrative
2. Budget Detail Worksheet and Narrative
3. Memorandum of Understanding MOU/Letters of Support. All applicants are required to submit a signed MOU with their application. Only state courts, tribal courts, territory courts, and local court applicants may submit Letters of Support in lieu of the MOU.
4. Rural Eligibility Documentation (except for Indian tribes).

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

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 of the application. 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 before beginning the application process in JustGrants. 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

All applicants must complete and submit, as an attachment, the Pre-Award Risk Assessment and the Summary Data Sheet in JustGrants. These documents are not scored.

Pre-Award Risk Assessment

Each applicant must respond to each question. Do not submit responses from a prior fiscal year without updating them to be responsive to all questions listed in the questionnaire. This information will be used for a mandatory pre-award risk assessment. Failure to provide this information or to respond to questions from OVW regarding this information in a timely manner could result in the application being removed from consideration or a delay in access to funds. Provide complete responses that address all questions included for each numbered item.

1. Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding? Provide a brief description of the applicant's policies and procedures that ensure funds will be tracked appropriately.
2. Does the applicant have written accounting policies and procedures? How often are these policies and procedures updated? Provide a brief list of the topics covered in the applicant's policies and procedures. OVW may request a copy for review during the application/award process or as part of the grant monitoring process.
3. Is the applicant's financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant? Provide a brief summary of the organization's process for tracking expenditures, including tracking budgeted versus actual amounts.
4. Does the applicant have procedures in place for minimizing the time between transfer of funds from the United States Treasury and disbursement for project activities? Provide a short summary of the applicant's policy for requesting payments for grant awards.
5. Does the applicant have effective internal controls in place to ensure that federal funds are used solely for authorized purposes? Provide a brief description of the applicant's internal controls that will provide reasonable assurance that the award funds will be managed properly.
6. Does the applicant have a documented records retention policy? If so, briefly describe the policy and confirm that the policy complies with federal regulations. Information on Record Retention and Access can be found at 2 C.F.R.

200.334-200.338.

7. Does the applicant or any of its employees have any potential personal or organizational conflicts of interest related to the possible receipt of OVW award funds? Applicants are required to disclose in writing any potential conflicts of interest to their awarding agency. See 2 C.F.R. 200.112 and Chapter 3.20, Grant Fraud, Waste and Abuse, of the DOJ Financial Guide for additional information.
8. Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. Part 200)? Provide a short list of the individual's qualifications/experience. If the individual is not familiar with the applicable rules and regulations, the applicant must contact OVW's Grants Financial Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 immediately after the applicant is notified of its award to coordinate training.
9. Does the applicant have policies and procedures in place to manage subawards and monitor activities of subrecipients as necessary to ensure that subawards are used for authorized purposes, in compliance with laws, regulations, and terms and conditions of the award, and that established subaward performance goals are achieved (2 C.F.R. 200.331-200.333)? Provide a brief description of the organization's policies and procedures on subrecipient management and monitoring.
10. Does the applicant currently require employees to maintain time distribution records that accurately reflect the work performed on specific activities or cost objectives in order to support the distribution of employees' salaries among federal awards or other activities (2 C.F.R. 200.430)? Budget estimates do not qualify as support for charges to federal awards. Provide a brief description of the organization's established timekeeping policies and procedures.
11. Is the applicant designated as high risk by a federal agency outside of DOJ? (High risk includes any status under which a federal awarding agency provides additional oversight due to the applicant entity's past performance, or other programmatic or financial concerns with the applicant entity.) If so, provide the names(s) of the federal awarding agency, the date(s) the agency notified the applicant entity of the high risk designation, contact information for the high risk point of contact at the federal agency, and the reason for the high risk status, as set out by the federal agency.

Summary Data Sheet

The Summary Data Sheet must be uploaded as an attachment in JustGrants and should be one to four pages in length (single or double spaced). The Summary Data Sheet does not count toward the 20-page limit for the Proposal Narrative. Several of the items below are required for every applicant for OVW funding and therefore may not be obviously relevant or specifically drafted for this program. Applicants should provide the most accurate answers. Responses to these items alone will not result in removal from

consideration or determine eligibility for any funding priorities described in the solicitation for this program. Provide the following information:

1. Name, title, address, telephone number, and email address for the Authorized Representative. This person must have the authority to accept grants on behalf of the applicant.
2. Name, title, address, telephone number, and email address for the grant point of contact. This person must be an employee of the applicant.
3. Statement as to whether the applicant (the organization whose unique entity identifier/ DUNS number is being used for the application) will serve as a fiscal agent. A fiscal agent is an entity that does not participate in implementation of the project and passes all funds through to subrecipients, conducting only administrative activities. If this is the case, the applicant must include a statement acknowledging that, should an award be made, the applicant will be responsible for all applicable statutory, fiscal, and programmatic requirements, including those of 2 CFR Part 200, as well as all project deliverables. The applicant must also list all of the entities with which it will enter into subaward agreements to implement the project. **Note: The fiscal agent must be an eligible applicant for the program.**
4. Statement as to whether the applicant has expended \$750,000 or more in federal funds in the applicant's past fiscal year. If so, specify the end date of the applicant's fiscal year.
5. Statement as to whether the applicant is a nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code.
6. Statement as to whether the applicant is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure to establish a rebuttable presumption that its executives' compensation is reasonable. 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: Applicants that use the safe-harbor procedure must upload the required Disclosure of Process Related to Executive Compensation in the Budget/Financial Attachments section of JustGrants.**
7. Statement as to whether the applicant is a faith-based organization.
8. Statement as to whether the applicant is a culturally specific organization (defined as a private nonprofit/tribal organization for which the primary purpose of the organization as a whole is to provide culturally specific services to American Indians (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians and other Pacific Islanders, Blacks, or Hispanics).
9. Statement as to whether the applicant is a sexual assault victim service provider (defined as a victim service provider for which the primary purpose of the organization is to provide intervention and related assistance to victims of sexual assault without regard to their age).
10. Statement as to whether the application proposes to focus on a rural community or

area (as defined by 34 U.S.C. 12291(a)(32)).

11. Statement as to whether the applicant is a federally recognized tribe.

12. Statement as to whether the applicant is a tribal organization as defined by 34 U.S.C. 12291(a)(45).

13. Statement as to whether the applicant is a partner/subrecipient on a current grant or pending application for this grant program. If a partner/subrecipient on a current award, provide the year of the award and the role of the applicant on the award.

If a partner/subrecipient on another pending application, provide the name of the applicant organization.

14. Statement as to whether any proposed project partner(s)/subrecipient(s) on this application is also a recipient, or partner/subrecipient, on a current grant or another pending application for this grant program. If so, the applicant is required to provide the following information on the relevant project partner(s)/subrecipient(s):

- Partner/subrecipient name
- Year of award or pending application
- Role of partner/subrecipient

15. Statement as to whether the application proposes to address the following OVW priority area: Advance racial equity as an essential component of ending sexual assault, domestic violence, dating violence, and stalking.

16. Statement as to whether the application proposes to address the following OVW priority area: Strengthen efforts to prevent and end sexual assault, including victim services and civil and criminal justice responses.

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).

- Domestic Violence
- Dating Violence
- Sexual Assault
- Stalking

18. Which Rural Program purpose area(s) does the application address? Note: applicants must address at least one Rural Program purpose area. For more information on these purpose areas, see the Program Description section of this solicitation.

- Purpose Area #1: To encourage collaboration to identify, assess, and respond to adult, youth, and child victims of domestic violence, sexual assault, dating violence, and stalking in rural communities.
- Purpose Area #2: To establish and expand victim services in rural communities.
- Purpose Area #3: To increase the safety and well-being of women and children in rural communities.
- Purpose Area #4: To develop, expand, implement, and improve the quality of sexual assault forensic medical examination or sexual assault nurse examiner

programs.

19. Which Rural Program statutory strategy(ies) does the application addresses?

Note: grantees are required to implement at least one of the strategies specified in 34 U.S.C. 12341(b)(1)-(5)). For more information on these strategies, see the Program Description section of this solicitation.

- Statutory Strategy #1: Collaborative efforts to investigate and prosecute domestic violence, dating violence, sexual assault, and stalking and multidisciplinary teams to prevent domestic and dating violence homicides in high-risk cases.
- Statutory Strategy #2: Short- and long-term victim services and population specific services, including assistance in immigration matters.
- Statutory Strategy #3: Develop education and prevention strategies in cooperation with the community.
- Statutory Strategy #4: Programs addressing sexual assault, including forensic examiner programs, response teams, law enforcement training, and rape kit backlogs.
- Statutory Strategy #5: Programs and strategies that focus on the specific needs of victims in remote rural and geographically isolated areas.

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 3 sections below. The total point value for the proposal narrative section is 65 **points**. Applicants must upload the Proposal Narrative as an attachment in JustGrants.

Purpose of the Proposal (15 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. Describe the current services available to victims in the targeted rural service area(s).
3. Describe any gaps in services for victims of domestic violence, dating violence, sexual assault, and/or stalking within the targeted rural service area(s).
4. If the project is to serve more than one county and/or census tract, specifically describe how services and/or activities will be accessed and/or implemented within each county and/or census tract.
5. Describe where the applicant organization is located in relationship to the service area,

and specifically describe where all grant funded positions (for both the applicant and any partner organizations) will be located in terms of the project service area.

6. If the applicant is located in a non-rural area and/or is an agency serving both rural and non-rural areas, describe how the proposed project and requested funding, including all proposed activities and costs, directly benefit only the rural area(s) and/or rural community(ies).

What Will Be Done (35 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:

1. Describe measurable goals and objectives for the proposed project.
2. Describe in detail the specific tasks and activities necessary to accomplish each goal and objective. Include a timeline that identifies when the tasks and activities will be accomplished
3. If the applicant is applying to address the OVW priority area to advance racial equity as an essential component of ending sexual assault, domestic violence, dating violence, and stalking, describe the activities that would address this effort.
4. If the applicant is applying to address the OVW priority area to strengthen efforts to prevent and end sexual assault, including victim services and civil and criminal justice responses, describe the activities that would address this effort.
5. Describe how the applicant defines sexual assault and how that affects their plan for services.
6. Describe the expected outcomes. At a minimum, the applicant should quantify expected outputs for each activity for each year of the project (e.g., number of victims to be served; number of domestic violence cases to be investigated; number of trainings to be provided; the number of individuals to be trained).
7. Describe how the applicant plans to address victim safety, confidentiality, and autonomy in the project.
8. Describe whether grant funds will be used to develop any tangible products (brochures, posters, curricula, etc.). (Note: product development is not required).
9. For applicants proposing to provide direct legal services, provide a supervision and mentoring plan for attorney staff involved in the project.
10. Describe how the proposed project will be fully accessible to individuals with disabilities, individuals who are Deaf or hard of hearing, and persons with limited English proficiency.
11. Describe how the proposed project will reach each population in the service area identified in the Purpose of the Proposal section.
12. Describe how the proposed project will address the unique needs of the

traditionally underserved populations identified in the Purpose of the Proposal section above.

13. Describe how survivors and individuals with applicable lived experiences related to the project (such as involvement in the justice system, homelessness, or substance use) have been consulted to inform or otherwise contributed to the development of the proposed project and/or will be consulted as the project is implemented.

Who Will Implement the Proposal (15 points)

This section must:

1. Identify the key individuals and organizations, including project partners, involved in the proposed project.
2. Demonstrate that the individuals and organizations identified have the capacity to address the stated need and can successfully implement the proposed project activities; attach job descriptions of all key personnel.
3. Identify all project partners, specify their respective roles and responsibilities, and describe the collaborative relationship to be developed or enhanced.
4. Describe the experience and expertise of any project partners that will provide direct services to victims of sexual assault, domestic violence, dating violence, and stalking.
5. Clearly demonstrate that any partnerships required by the solicitation have been developed.
6. Clearly demonstrate that staff, partners, and consultants are reflective of the underserved populations to be served by the project activities and have knowledge or experience relevant to the targeted communities that will be served.
7. If applicable, identify project partner(s) who is/are necessary to fulfill a statutory or OVW priority area.
8. Applicants addressing the OVW priority area to advance racial equity must include relevant partnerships and indicate how the partner will be involved in the project.

Budget and Associated Documentation

Applicants must submit a detailed budget and budget narrative and must upload the applicable associated documentation as described below under each heading. OVW strongly encourages the use of a spreadsheet (e.g., excel, numbers, etc.) for the budget attachments. The budget worksheet and budget narrative are worth a total of **15 points** and will be reviewed separately from the proposal narrative. The associated documentation will not be scored, but failure to include it may result in removal from consideration or a delay in access to funding.

Budget Worksheet and Budget Narrative (attachment)

Budget Worksheet and Budget Narrative (attachment)

Attach in JustGrants a detailed budget and budget narrative for all applicable cost categories. The budget narrative must describe each line item requested in the budget and explain all costs included in the budget, including how the costs of goods and services are determined and how they will fulfill the objectives of the project. See the sample budget and the Creating a Budget webinar available on the OVW website. 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

The FY 2023 Rural Program award period is 36 months and will generally begin on October 1, 2023. Funding levels under the Rural Program for FY23 are as follows:

1. Generally continuation applications are limited to \$750,000.
2. Continuation applications focusing 75% or more on sexual assault are limited to \$950,000.
3. New applications are limited to \$500,000.
4. New applications focusing 75% or more on sexual assault are limited to \$700,000.

The budget must:

1. Display a clear link between the specific project activities and the proposed budget items. The budget should not contain items that are not supported by the proposal narrative.
2. Compensate all project partners for their full level of effort, unless otherwise stated in the Memorandum of Understanding (MOU)/ Letters of Support (LOS). If addressing the OVW priority area to advance racial equity, include compensation for the culturally specific, community based partner organization. For more information on compensating project partners, see the sample Budget Detail Worksheet on the OVW website.
3. Include sufficient funds to fully provide language access or describe other resources available to the applicant to ensure meaningful access for persons who are limited in their English proficiency because of their national origin. See Accessibility under the Federal Award Administration Information section of this solicitation for more information.
4. Include sufficient funds to fully provide access for individuals with disabilities or who are Deaf/hard of hearing or describe other resources available to the applicant to ensure meaningful access for such individuals. See Accessibility under the Federal Award Administration information section of this solicitation for more information.
5. Compensate survivors and individuals with applicable lived experiences related to the project (such as involvement in the justice system, homelessness, or substance use) who participate as consultants, in an advisory capacity, in focus groups, or in other work activities.
6. Include funds to attend OVW-sponsored TTA in the amount of \$10,000 for

applicants located in the 48 contiguous states and \$15,000 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.

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.

O VW 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

Food and beverages are generally considered personal expenses for which government funds should not be used. Exceptions may be made for working meals that are necessary to accomplish official business and enhance the cost effectiveness of the conference.

Recipients must receive prior approval before using grant funds to provide a working meal and/or refreshments at a meeting, conference, training, or other event. Examples of when OVW might grant such approval include, but are not limited to:

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. These exceptions may be particularly applicable in rural communities; applicants should include relevant details about their communities in justifying food and beverage costs in their budget narratives. For additional information on restrictions on food and beverage expenditures, see OVW conference cost planning <https://www.justice.gov/ovw/conference-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 <https://www.justice.gov/ovw/conference-planning>.

Pre-Award Costs

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 or 1-888-514-8556 for more information.

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)(15)(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).

Supporting Documents

For purposes of this solicitation, the MOU or Letter(s) of Support (for court applicants only) is a document containing the terms of the partnership and the allocation of roles and responsibilities between two or more parties, and it must be included as an attachment to the application in JustGrants. The MOU/Letter of Support is worth a total of **20 points**. The MOU/Letter of Support 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/ Letter of Support 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/Letter of Support is missing the signature of a required partner. If necessary, an MOU/Letter of Support can include multiple signature pages so long as each page includes the names and titles of all signatories. A sample MOU is available on the OVW website.

The MOU/Letter of Support 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 equitably compensated for their work under the grant or is agreeing to be partially compensated or receive no compensation from the grant.
5. Directly mirror the project as described in “What Will Be Done” section (goals, objectives and activities) and budget.
6. Include all relevant agencies or organizations that will collaborate to implement the goals, objectives and activities of the proposed project.
7. Specify the extent of each partner’s participation in developing the application.
8. Demonstrate a commitment on the part of all project partners to work together to achieve stated project goals.
9. Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, and training).
10. Adequately demonstrate the correlation between the issue(s) to be addressed and the expertise of proposed organizations and key staff/position.
11. Include partners reflective of any OVW priority area to be implemented, including information regarding their relevant experience and participation in developing the project.

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 Support

Letters of Support will only be accepted under the following circumstances:

1. The lead applicant is a state, tribal, territory, or local court and cannot enter into an MOU. The court can submit a Letter of Support in lieu of an MOU, and the court's partners may submit an MOU or Letters of Support.
2. A state, tribal, territory, or local court is a project partner (not the lead applicant) and cannot enter an MOU. Court applicants may submit a Letter of Support.

No other letters of support will be accepted.

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.

Rural Eligibility Documentation

All applicants for the Rural Program, whether from statutorily defined rural States or non-rural States, must submit documentation that the proposed service area is rural, as described in the Eligibility Information section of this solicitation. The only exception is for federally recognized Indian tribes; they are statutorily identified as being rural, regardless of their location, and therefore documentation of rural eligibility is not required.

Instructions to complete the documentation process ("Rural Eligibility Documentation Process") can be found on the OVW website at <https://www.justice.gov/ovw/page/file/1119056/download>. Rural eligibility documentation must be uploaded as an attachment to the application in JustGrants.

If multiple service areas are proposed, supporting documentation is required for all

proposed service areas.

A step-by-step guide to determine and document whether the proposed service area(s) is(are) rural will be explained in detail during the Pre- Application information session on February 27, 2023.

Disclosure and Assurances

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

Disclosure of Lobbying Activities

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

DOJ Certified Standard Assurances

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

DOJ Certified Standard Assurances 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.

Summary of Other Federal Funding

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 closed within the 12 months before 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 2023 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.

Prior to Application Submission

Unique Entity Identifier (UEI) and System for Award Management (SAM)
Entities applying for the first time for federal funding must complete a multi-step registration process. Applicants must register with the systems listed below to successfully submit an application.

1. SAM. Registration with SAM includes receiving a UEI. (Average registration completion time – 2-3 weeks)
2. Grants.gov (Average registration completion time – 1 week)
3. JustGrants. Registration with SAM and Grants.gov must be completed before an applicant can register with JustGrants. (Average registration completion time – 3 days)

Note: registration time frames are estimates. Applicants experiencing registration challenges (including lengthy registration wait times) should refer to the “OVW Policy for Applicants Experiencing Technical Difficulties During the Registration and Submission Processes section of this solicitation for guidance on how to proceed.”

Please see the Solicitation Companion Guide for additional details regarding SAM, Grants.gov, and JustGrants registration.

Entities that have previously applied for funding from DOJ must ensure their accounts with SAM, Grants.gov, and JustGrants are active and up to date.

It is the responsibility of the applicant to ensure that they are properly registered with SAM, Grants.gov, and JustGrants. OVW strongly encourages all applicants to begin the registration process or ensure that all accounts are active and up to date, by April 3, 2023. Failure to do so may result in the application being removed from consideration for funding.

Applicants experiencing technical difficulties with SAM should go to https://www.fsd.gov/gsafsd_sp.

Applicants experiencing technical difficulties with Grants.gov should contact support@grants.gov.

Applicants experiencing technical difficulties with JustGrants should contact

OVW.JustGrantsSupport@usdoj.gov.

Additionally, applicants experiencing technical difficulties with any of the systems listed above during the registration, account update, or application submission processes should refer to the OVW Policy for Applicants Experiencing Technical Difficulties During the Registration and Submission Processes section of this solicitation for guidance on how to proceed.

How to Apply

Submission Dates and Time

All applications must be submitted electronically first in Grants.gov (SF-424 and SF-LLL) and then in JustGrants. Applicants must make every effort to submit their application in Grants.gov and JustGrants. Note: The Grants.Gov deadline is 5 days before the JustGrants application deadline. If an applicant must submit their application via email due to a technical difficulty, they must do so by the JustGrants application deadline, but no earlier than 4 hours prior to the JustGrants application deadline. Applicants experiencing technical difficulties during the application submission process should refer to the OVW Policy for Applicants Experiencing Technical Difficulties During the Registration and Submission Processes section of this solicitation for guidance on how to proceed.

OVW strongly encourages all applicants to begin the application submission process at least 48 hours prior to the Grants.gov application deadline. Failure to do so may result in missing the deadline and therefore not being considered for funding.

OVW will not accept applications after the JustGrants deadline, except for severe inclement weather or natural or man-made disaster. See the OVW Policy on Late Submission Request Due to Severe Inclement Weather or Natural or Man-Made Disaster section of this solicitation.

Submission Information and Other Submission Requirements

Applications will be submitted to OVW in two steps:

Step 1: The applicant must submit by the Grants.gov deadline the required Application for Federal Assistance standard form (SF-424) and the Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov - <https://www.grants.gov/web/grants/forms/sf-424-family.html>.

Step 2: The applicant must then submit the **full application**, including attachments, in

JustGrants at JustGrants.usdoj.gov. To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. OVW encourages applicants to review the Solicitation Companion Guide <https://www.justice.gov/ovw/resources-applicants#Solicitation%20Companion%20guide> and the JustGrants website for more information, resources, and training.

Tip: JustGrants functions better using a PC with Chrome or Edge web browser.

OVW Policy for Applicants Experiencing Technical Difficulties During the Registration and Submission Processes

Technical difficulties are issues that are beyond the applicant's control (e.g., JustGrants login issue, issue with the web-based budget). OVW can confirm when each registration and/or submission action began.

Technical difficulties with SAM or Grants.gov

1. Contact SAM or Grants.gov support as soon as the applicant is aware of a problem.
2. Maintain documentation of when the issue began and all communication with technical support.
3. Notify this program, via email at **ovw.rural@usdoj.gov**, stating the applicant is experiencing technical difficulties with SAM or Grants.gov. The applicant should provide regular updates to this program via email at **ovw.rural@usdoj.gov**.
4. If the technical difficulty cannot be resolved before the Grants.gov deadline, the applicant must notify this program via email at **ovw.rural@usdoj.gov** before the Grants.gov deadline.
5. Once the Grants.gov deadline passes an applicant will not be able to apply in JustGrants. Therefore, the applicant must email the complete application packet (Proposal Narrative, Budget and Budget Narrative, MOU, Service Area Eligibility Document) and all documentation supporting the technical difficulty to this program at **ovw.rural@usdoj.gov by 9:00 p.m. E.T. on April 18, 2023**.

Technical difficulties while applying in JustGrants

1. Contact the OVW JustGrants Help Desk at **OVW.JustGrantsSupport@usdoj.gov** prior to the JustGrants deadline.
2. Maintain documentation of all communication with the OVW JustGrants Help Desk.
3. Actively work with the OVW JustGrants Help Desk to attempt to resolve the technical difficulty.
4. Contact this program, via email at **ovw.rural@usdoj.gov**, prior to the JustGrants deadline (**9:00 p.m. E.T. on April 18, 2023**), indicating the applicant is experiencing technical difficulties with JustGrants and would like permission to submit an application via email. The email must include the following:
 - A detailed description of the technical difficulty the applicant is experiencing.
 - The contact information (name, telephone, and email) for the individual making the request.

- The applicant's UEI number.
- JustGrants application numbers and User Support tracking numbers.
- The complete application packet (Proposal Narrative, Budget and Budget Narrative, MOU/Letters of Support, Rural Eligibility Documents).

It is not guaranteed that applications submitted via email will be considered for funding, even if the email is received before the JustGrants application deadline. OVW will decide and notify applicants of the decision within 30 days of the JustGrants application deadline. Applicants may be asked to coordinate with OVW to submit their application in Grants.gov and JustGrants later.

OVW Policy on Late Submission Request Due to Severe Inclement Weather or Natural or Man-Made Disaster

OVW will only accept applications after 9:00 pm ET on **April 18, 2023** – JustGrants deadline] in cases of severe inclement weather or natural or man-made disaster. The information below provides the process applicants must follow in such a circumstance.

1. Contact this program at **ovw.rural@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 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 or around the deadline must contact OVW within 48 hours after the deadline 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 Rural Program, scoring will be as follows:

1. Proposal narrative: (65) points, of which:
 - A. Purpose of the proposal: (15) points.
 - B. What will be done: (35) points.
 - C. Who will implement the proposal: (15) points.
2. Budget worksheet and budget narrative: (15) points.
3. MOU/Letters of Support (as applicable): (20) points.

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

Review and Selection Process

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

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.

OVW Peer reviewers may include victim advocates, judges, prosecutors, police officers, legal professionals, and others with expertise in areas such as tribal communities, colleges and universities, rural areas, urban areas, working with individuals with disabilities or older adults, and providing services to victims, including transitional housing and services provided by culturally specific organizations and the faith community. While some peer reviewers are expert consultants on violence against women issues, the vast majority of peer reviewers are active practitioners or recent retirees from the professions mentioned above. To ensure that applications are reviewed by individuals with on-the-ground knowledge experience responding to sexual assault, domestic violence, dating violence, or stalking, OVW does not use professional peer reviewers.

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 give special consideration to applications fully addressing OVW priority areas and to deduct points from applications for the following reasons:

1. Activities that compromise victim safety and recovery and undermine offender accountability (deduct up to 25 points).
2. Out-of-scope and unallowable activities (deduct up to 25 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 listed 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 purposes 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.
18. Timely expenditure of grant funds.
19. Adherence to the requirements of the DOJ Financial Guide.

Prior to making an award, OVW is required to review and consider any information about applicants included in the designated integrity and performance system accessible through SAM. Applicants may review and comment on information about themselves that another federal awarding agency has previously entered. OVW will consider the applicant's comments as well as other information available 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, 2023.

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 who are with limited in their English proficiency because of their national origin have meaningful access to recipients' programs and activities. Recipients are also responsible for ensuring that their programs and activities are readily accessible to individuals with disabilities, including those with physical or cognitive disabilities, as well as individuals who are Deaf or hard of hearing. OVW encourages applicants to go beyond minimum compliance with these requirements and allot sufficient resources to ensure programs and activities are fully accessible. 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 **202-598-0107** or **ovw.rural@usdoj.gov**.
- Financial questions, contact 888-514-8556 or ovw.gfmd@usdoj.gov
- Technical questions:
 - Grants.gov Applicant Support at 800-518-4726 or support@grants.gov
 - OVW JustGrants Support at 1-866-655-4482 or OVW.JustGrantsSupport@usdoj.gov

Other Information

Public Reporting Burden-Paper Work Reduction Act Notice

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. OVW tries to create forms and instructions that are accurate, can be easily understood, and impose the least possible burden on applicants. The estimated average time to complete and file this form is 30 hours. Comments regarding the accuracy of this estimate or suggestions for simplifying this form can be submitted to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street, NE, Washington, DC 20530.

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

Application Checklist

Applicants must submit a fully executed application to OVW, including all required supporting documentation. Prior to peer review, OVW may 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. Pre-Award Risk Assessment	
6. Summary Data Sheet	
7. Proposal Narrative: a) Purpose of the Proposal b) What Will Be Done c) Who Will Implement the Proposal	
8. Budget Worksheet and Budget Narrative	
9. Indirect Cost Rate Agreement (if applicable)	
10. Applicant Financial Capability Questionnaire (if applicable)	
11. Disclosure of Process Related to Executive Compensation (if applicable)	
12. Memorandum of Understanding/Memorandum of Agreement, etc. [remove if not applicable]	
13. Letter(s) of Support (in lieu of MOU for state, tribal, territory, and local court applicants only), (as applicable)	
14. Letter of Nonsupplanting	
15. Confidentiality Notice Form	
16. Summary of Other Federal Funding	
17. Delivery of Legal Assistance Certification Letter	
18. Rural Eligibility Documentation	