

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



OVW Fiscal Year 2023 Domestic Violence Mentor Court Technical Assistance Initiative - Solicitation

Assistance Listing Number # 16.029

Grants.gov Opportunity Number: O-OVW-2023-171533

Solicitation Release Date: March 01, 2023 10:30 PM ET

Application Grants.gov Deadline: April 20, 2023 11:59 PM ET

Application JustGrants Deadline: April 25, 2023 9:00 PM ET

Overview

Eligible Applicants:

Other

Other

Eligible applicants are limited to: State, tribal, territorial, or local courts that are either current OVW Domestic Violence Mentor Court Initiative grantees or new applicants with an existing specialized court system for handling domestic violence cases 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.JFF@usdoj.gov by March 22, 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 web-based Pre-Application Information Session. 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.JFF@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 March 29, 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. 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.

Contents

Overview	1
Contact Information	1
Notification	2
Program Description	5
Overview of OVW	5
Statutory Authority	5
About this OVW program	5
OVW Priority Areas	7
Activities that Compromise Victim Safety and Recovery or Undermine Offender Accountability	7
Limited Use of Funds	8
Activities Requiring Prior Approval	8
Federal Award Information	8
Awards, Amounts and Durations	8
Availability of Funds	9
Type of Award	9
Types of Applications	9
Mandatory Program Requirements	10
Eligibility Information	10
Eligible Applicants	10
Cost Sharing or Matching	11
Limit on Number of Applications	11
Application and Submission Information	11
Content of Application Submission	11
Information to Complete the Application for Federal Assistance (SF-424)	13
Standard Applicant Information (JustGrants 424 and General Agency Information)	13
Proposal Abstract	13
Proposal Narrative	14
Budget and Associated Documentation	16
Budget Worksheet and Budget Narrative (attachment)	16
Pre-Award Costs	19
Indirect Cost Rate Agreement (if applicable)	19
Supporting Documents	20
Additional Application Components	20
Letter of Nonsupplanting	21

Confidentiality Notice Form	21
Summary of Other Federal Funding	21
Pre-Award Risk Assessment	21
Summary Data Sheet	23
Disclosures and Assurances	24
Disclosure of Lobbying Activities	25
DOJ Certified Standard Assurances	25
DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements	25
Prior to Application Submission	25
How to Apply	26
Application Review Information	29
Review Criteria	29
Review and Selection Process	29
Anticipated Announcement and Federal Award Dates	31
Federal Award Administration Information	31
Federal Award Notices	31
Administrative, National Policy, and Other Legal Requirements	32
General Information about Post-Federal Award Reporting Requirements	32
Federal Awarding Agency Contact(s)	33
Other Information	33
Public Reporting Burden-Paper Work Reduction Act Notice	33
Application Checklist	34

Program Description

Overview of OVW

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

Statutory Authority

34 U.S.C. 12291(b)(11)

About this OVW program

This program is authorized by 34 U.S.C. § 12291(b)(11). The primary purpose of the OVW Training and Technical Assistance (TA) Initiative is to provide direct TA to existing and potential grantees and sub-grantees to enhance and support their efforts to successfully implement projects supported by OVW grant funds. OVW's TA Initiative is designed to build the capacity of justice system professionals and victim service organizations to respond effectively to domestic violence, dating violence, sexual assault, and stalking and foster partnerships among organizations that have not traditionally worked together to address these crimes. 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.

About the OVW Domestic Violence Mentor Courts Technical Assistance Initiative

Specialized courts can be an efficient structure for addressing domestic violence. As domestic violence courts continue to develop across the country, jurisdictions developing specialized courts routinely seek examples for best practices. Since FY 2013, OVW has been engaged in efforts to develop and disseminate best practices for domestic violence courts by funding mentor court sites.

The OVW Domestic Violence Mentor Court Technical Assistance Initiative (Mentor Court Initiative) creates a unique opportunity to recognize well-established specialized courts and enable them to guide novice or developing courts and court-based programs that wish to significantly improve their responses to domestic violence cases and ensure

victim safety and offender accountability. These well-established courts successfully serve as national models and share their expertise by hosting site visits, linking courts with peers facing similar challenges, and assisting other domestic violence courts to implement best practices to respond effectively to these difficult cases.

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

In FY 2023, funds under the Mentor Court Initiative must be used by both new and continuation recipients for all of the following purposes:

1. Assist OVW and the OVW Mentor Court Initiative TA provider to select jurisdictions to receive mentorship.
2. Develop and maintain a mentoring relationship with selected jurisdictions planning domestic violence dockets or courts.
3. Plan and host 6-9 site visits for selected jurisdictions to assist them in planning a domestic violence docket or court.
4. Travel 2-3 times to selected jurisdictions to provide on-site TA on developing a domestic violence docket or court.
5. Share domestic violence related court forms, procedures, and protocols.
6. Send members of the recipient's Mentor Court team to 1-2 Mentor Court All Sites Meetings.
7. Participate in the OVW Judicial Engagement Network Summit.
8. Develop and participate in OVW-sponsored judicial forums and roundtable meetings.
9. Respond to TA inquiries from courts other than mentee courts.
10. Host Mentor Court Open House events for jurisdictions interested in planning domestic violence courts other than the selected mentee courts.
11. Collaborate with OVW TA Providers.

Note: Activities are limited to providing training and TA to other courts around the

country. Applicants should not include programming for their own court in their applications; however, administrative costs may be included to support the mentor court goals and objectives.

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. *To receive special consideration under this priority area, applicants must partner with a culturally specific organization (defined as a community based nonprofit, nongovernmental or 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. See 34 U.S.C. 12291 (8)). Applicants addressing this priority area are required to provide documentation, such as a mission statement, to prove the project partner is a culturally specific, community-based organization or tribal organization.*
2. Increase access to justice for all survivors of sexual assault, domestic violence, dating violence, and stalking, including through exploration of survivor-centered criminal justice system reform. *To receive special consideration under this priority area, applicants must demonstrate how their court increases access to justice with the use of remote hearings, safe settlement processes for child-related relief, or other services or processes that promote access to justice.*

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. Direct victim services and justice system interventions: Mentor Court Initiative funds are intended to support educational opportunities and TA to OVW grantees and potential grantees. These funds are not meant to support court operations, law enforcement activities, legal representation, direct services, or other interventions.

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

Anticipated Maximum Dollar Amount of Awards

\$150,000

Period of Performance Start Date

10/1/23

Period of Performance Duration (Months)

24

Anticipated Total Amount to be Awarded Under Solicitation

\$1,200,000

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 cooperative agreements. Cooperative agreements are a form of award under which OVW expects to have ongoing substantial involvement in award activities. For this program, the substantial involvement includes selecting jurisdictions to receive mentoring from the Mentor Courts and planning mentoring activities. Recipients must be willing to work closely with OVW on the implementation of their project and be willing to modify project activities at OVW's request in order to address the needs of grantees and/or emerging issues.

Award Period(s) and Amount(s)

The award period is 24 months. Budgets must reflect 24 months of project activity, and the total "estimated funding" on the SF-424 must reflect 24 months. OVW anticipates that the award period will start on October 1, 2023.

This program typically makes awards up to \$150,000. OVW estimates that it will make up to 8 awards for an estimated \$1,200,000.

Awards under this program for FY 2023 will be made for up to \$150,000 for the entire 24 months.

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

Types of Applications

In FY 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 April 25, 2022.

Continuation: Applicants that have an existing award under this program. Continuation grantees are limited to St. Louis County (St. Louis County Court), County of Kootenai (Kootenai County Court), Judiciary Courts of the State of Oklahoma (Tulsa County District Court) and Judiciary Courts of the Commonwealth of Virginia (Pulaski County). 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. Support a part-time project coordinator who will lead the coordination of mentoring activities.

Eligibility Information

Eligible Applicants

The following entities are eligible to apply for this program:

State, tribal, territorial, or local courts that are either:

- Current OVW Domestic Violence Mentor Court Initiative grantees.

- Courts with an existing specialized court system for handling domestic violence cases.

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.

Cost Sharing or Matching

This program has no matching or cost-sharing requirement.

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 202-307-6026 and email OVW.JFF@usdoj.gov.

Pre-Application Information Session

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. The session is tentatively scheduled for:

March 21, 2023 at 2:00 PM ET

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

To register, contact the Mentor Court Initiative at OVW.JFF@usdoj.gov or at 202-307-6026. 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. The webinar will be captioned in English and Spanish. Interested applicants needing additional language assistance should contact this program at OVW.JFF@usdoj.gov or at 202-307-6026 as soon as possible, but no later than March 15, 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 OVW.JFF@usdoj.gov by March 22, 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 10 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 this section of the solicitation

Application Contents

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

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

1. Proposal Narrative
2. Budget Detail Worksheet and Narrative
3. Signed Letters of Support (LOS)

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 not subject to Intergovernmental Review under Executive Order (E.O.) 12372. In completing the SF-424, an applicant is to answer question 19 by selecting the following response: "Program is not covered by E.O. 12372."

Disclosure of Lobbying Activities (SF-LLL)

All applicants must complete and submit the Disclosure of Lobbying Activities (SF-LLL) form in Grants.gov. Applicants that expend any funds for lobbying activities must provide the information requested on the SF-LLL. **Applicants that do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.**

Standard Applicant Information (JustGrants 424 and General Agency Information)

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

Proposal Abstract

The Proposal Abstract must provide a short summary (no more than two pages double-spaced) of the proposed project, including names of applicant and partners, project title, purpose of the project (including goal and intended outcome), primary activities for which funds are requested, who will benefit (including geographic area to be served), products

and deliverables, and how the applicant will measure progress in completing project goals and objectives. Applicants must not summarize past accomplishments in this section. The Proposal Abstract, which is to be entered into a text box in JustGrants, will not be scored but is used throughout the review process.

Proposal Narrative

The Proposal Narrative may not exceed 10 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 (25 points)

Continuation applications, this section must:

1. Describe how the applicant court has served as a strong mentor to other courts.
2. Describe the communities in the court 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.
3. *If addressing priority area 1, "Advance racial equity," describe how the court has overcome challenges in addressing the needs of identified culturally specific community(ies) (see Priority Areas for definition).*
4. Describe how the court handles domestic violence cases in innovative ways.
5. Describe the applicant court's greatest strengths in handling domestic violence cases.
6. *If addressing priority area 2, "Access to Justice," describe how the court has successfully increased access to justice with the use of remote hearings, safe settlement processes for child-related relief, or other service or processes that promote access to justice.*

New applications, this section must:

1. Describe why the applicant court thinks it would be a strong mentor to other courts.
2. Describe the communities in the court 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, LGBTQ+ communities, and individuals in rural areas.
3. *If addressing priority area 1, "Advance racial equity," describe how the court has overcome challenges in addressing the needs of identified culturally specific community(ies) (see Priority Areas for definition).*
4. Describe the applicant court's jurisdiction, including types of cases handled, years in operation, and number of days per week services are available.

5. Describe how domestic violence cases are currently being handled in the applicant court, and whether or not the court uses a diversion program, batterer intervention program, or other special program.
6. Describe the type of domestic violence court model the applicant court has implemented (e.g., Coordinated Court Model, Unified Family Court Model, or Integrated Court Model), including a description of written policies and procedures and rotation schedule, if applicable.
7. Describe the applicant court practices that enhance victim safety and offender accountability.
8. Describe existing weaknesses in handling domestic violence cases including areas the applicant court is still trying to improve upon and how the weaknesses are being addressed.
9. Describe the applicant court's greatest strengths in handling domestic violence cases.
10. *If addressing priority area 2, "Access to Justice," describe how the court has increased access to justice with the use of remote hearings, safe settlement processes for child-related relief, or other service or processes that promote access to justice.*

What Will Be Done (20 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.

Both continuation and new applicants must:

1. Describe how project activities will address the identified Purpose Areas.
2. Describe the role of the coordinator position and where the position will be housed.
3. Describe the ability of the applicant court and jurisdiction to share specialized practices, travel to selected courts, engage in the Judicial Engagement Network, and host site visits.
4. *If addressing priority area 1, "Advance racial equity," describe how the court will share lessons learned and best practices about improving access to justice for culturally specific populations in the court.*
5. *If addressing priority area 2, "Access to Justice," describe how the court will share the planning and implementation of practices in the court that increased access to justice for victims and their families.*
6. Describe how the proposed project will address the unique needs of the traditionally underserved populations identified in the Purpose of the Proposal section above
7. 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.

8. 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 (20 points)

Both continuation and new applicants 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 successfully implement the proposed project activities; attach job descriptions of all key personnel.
3. *If addressing priority area 1, "Advance Racial Equity," describe the partner(s)' expertise in addressing the needs of the culturally specific population(s) identified in the Purpose of the Proposal.*

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 **20** points and will be reviewed separately from the proposal narrative. The associated documentation will not be scored, but failure to include it may result in removal from consideration or a delay in access to funding.

Budget Worksheet and Budget Narrative (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

Budgets should cover a project period of 24 months starting October 1, 2023 and ending

on September 30, 2025. Budget requests should not exceed \$150,000.

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 LOS. 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 \$20,000 for applicants located in the 48 contiguous states and \$25,000 for applicants located in the territories, Hawaii, and Alaska. This amount is for the entire 24-month project period 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. The following should be included in the amount set aside:
 - a. Mentor Court All Sites Meetings (2) – Each Mentor Court site will be required to send four to six members of its team to a Mentor Court All Sites Meeting (location and time TBD).
 - b. Judicial Engagement Network Summit – Each Mentor Court site should include funds to send up to three judges to the OVW Judicial Engagement Network Summit, an association of judges that focuses on improving court responses to domestic violence cases.
 - c. OVW Training – Each Mentor Court site should include funds to send a team of three to five members of its court-based and court-related personnel to participate in at least one OVW Technical Assistance event.

7. Include additional travel funds for Peer-to-Peer Site Visits for a team of three to five members of its court-based and court-related personnel to participate in six to nine site visits with selected courts.
8. Include funds to support a coordinator position responsible for coordinating project activities.
9. Distinguish clearly between subawards and contracts in allocating any grant funds to other entities. Pursuant to 2 C.F.R. § 200.331, a subaward is for the purpose of carrying out a portion of the federal award, such as compensating an MOU partner, and a contract is for the purpose of obtaining goods and services for the grantee's own use. The substance of the relationship is more important than the form of the agreement in determining whether the recipient of the pass-through funds is a subrecipient or a contractor. The awarding and monitoring of contracts must follow the recipient's documented procurement procedures, including full and open competition, pursuant to the procurement standards and monitoring requirements in 2 C.F.R. §§ 200.317-200.327 & 200.329. The issuance and monitoring of subawards must meet the requirements of 2 C.F.R. § 200.332, which includes oversight of subrecipient/partner spending and monitoring performance measures and outcomes attributable to grant funds. For more information, see the sample Budget Detail Worksheet and the Solicitation Companion Guide on the [OVW website](#).

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

Funding Restrictions

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

Unallowable Costs

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

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

Food and Beverage/Costs for Refreshments and Meals

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. For additional information on restrictions on food and beverage expenditures, see [OVW conference cost planning](#).

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

Conference Planning and Expenditure Limitations

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

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

Pre-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.

Supporting Documents

The Letters of Support (LOS) must be included as an attachment to the application in JustGrants. The Letters of Support are worth a total of **15** points.

The LOS must be signed and dated by the Authorized Representative of each proposed partner organization. OVW will accept electronic signatures. Letters of Support missing signatures may result in a point deduction or removal from consideration. A sample LOS is available on the [OVW website](#).

The following LOS are required:

- A letter from a domestic violence victim service provider describing its anticipated role and commitment to participate in project activities.
- A letter from the applicant court's administration describing its support of the applicant court to engage in this initiative.
- *If addressing priority area 1, a letter from the culturally specific organization describing its support of the applicant court to engage in this initiative.*

Each LOS must clearly:

1. Describe the organization's relationship with the applicant.
2. Describe the experience and services the organization provides in support of the applicant.
3. Provide details of how the organization will support the applicant in developing and implementing the project.
4. *If addressing priority area 1, provide a mission statement and brief history of services provided by the culturally specific organization.*

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.

Letter 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.

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.

A determination by OVW that an award under this solicitation would duplicate other federal funds received by the applicant is grounds for removal from further consideration.

Pre-Award Risk Assessment

Each applicant must submit, as an attachment, the Pre-Award Risk Assessment. 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

Each applicant must submit, as an attachment, the Summary Data Sheet, which should be one to four pages in length (single or double spaced). This document is not scored. The Summary Data Sheet does not count toward the 10-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 grant point of contact. This person must be an employee of the applicant.
2. 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 this program.

3. 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.
4. Statement as to whether the applicant is a faith-based organization.
5. 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).
6. 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).
7. 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)).
8. Statement as to whether the applicant is a federally recognized tribe.
9. Statement as to whether the applicant is a tribal organization as defined by 34 U.S.C. 12291(a)(45).
10. 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.
11. 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.
12. Statement as to whether the application proposes to address the following OVW Priority Area: Increase access to justice for all survivors of sexual assault, domestic violence, dating violence, and stalking, including through exploration of survivor-centered criminal justice system reform.
13. 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
14. Statement as to whether the applicant is a New or Continuation project.
15. Identify the type of Domestic Violence Court Model (e.g., Coordinated Court Model, Unified Family Court Model or Integrated Court model).
16. Identify the types of cases the court model handles (e.g., criminal, civil, family).

Disclosures and Assurances

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

Disclosure of Lobbying Activities

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

DOJ Certified Standard Assurances

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

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.

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 March 29, 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 Times

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](#) 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.JFF@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.JFF@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.JFF@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, LOS) and all documentation supporting the technical difficulty to this program at OVW.JFF@usdoj.gov by **9:00 p.m. E.T. on April 25, 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.JFF@usdoj.gov, prior to the JustGrants deadline (**9:00 p.m. E.T. on April 25, 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, and LOS).

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 25, 2023** 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.JFF@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 Mentor Court Initiative, scoring will be as follows:

1. Proposal narrative: (65) points, of which:
 - A. Purpose of the proposal: (25) points.
 - B. What will be done: (20) points.
 - C. Who will implement the proposal: (20) points.
2. Budget worksheet and budget narrative: (20) points.
3. Letters of Support: (15) points.

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

Review and Selection Process

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

Peer Review

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

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 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 deduct points from applications for the following reasons:

1. Activities that compromise victim safety and recovery and undermine offender accountability (deduct up to 15 points).
2. Out-of-scope and unallowable activities (deduct up to 10 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.

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 SAM 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 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 SAM, 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 202-307-6026 or OVW.JFF@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. 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. Proposal Narrative: a) Purpose of the Proposal b) What Will Be Done c) Who Will Implement the Proposal	
6. Budget Worksheet and Budget Narrative	
7. Indirect Cost Rate Agreement (if applicable)	
8. Letters of Support	
9. Letter of Nonsupplanting	
10. Confidentiality Notice Form	
11. Summary of Other Federal Funding	
12. Pre-Award Risk Assessment	
13. Summary Data Sheet	