

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



OVW Fiscal Year 2023 Grants to Improve the Criminal Justice Response - Solicitation

Assistance Listing Number # 16.590

Grants.gov Opportunity Number: O-OVW-2023-171488

Solicitation Release Date: March 10, 2023 3:00 PM ET

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

Application JustGrants Deadline: April 27, 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, State governments, Other

Other

Eligible applicants are limited to: States, Indian Tribal Governments; state and local courts (including juvenile courts); units of local government; state, tribal, or territorial domestic violence or sexual assault coalitions; or victim service providers in the United States or U.S. territories. For more information, see the Eligibility Information section of this solicitation.

Letter of Intent

Applicants are strongly encouraged to submit a non-binding Letter of Intent to OVW.ICJR@usdoj.gov by April 6, 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(s). For more information, see the Application and Submission Information section of this solicitation.

Contact Information

For assistance with the requirements of this solicitation, email OVW at OVW.ICJR@usdoj.gov. 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/gsafsdsp>.

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 10, 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.

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Program Description

Overview of OVW

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

Statutory Authority

34 U.S.C. 10461 - 10465

About this OVW program

This program is authorized by 34 U.S.C. §§ 10461-10465 and implemented through regulations at 28 C.F.R. Part 90, Subpart D. The Grants to Improve the Criminal Justice Response Program (ICJR Program) (CFDA# 16.590) encourages state, local, and tribal governments, and courts to improve the criminal justice response to domestic violence, dating violence, sexual assault, and stalking as serious violations of criminal law, and to seek safety and autonomy for victims, by requiring the coordinated involvement of the entire criminal justice system. The foundation of the ICJR Program is a Coordinated Community Response (CCR). A CCR brings together a diverse group of community partners to work together to address the widespread impact of domestic violence, dating violence, sexual assault, and stalking and to provide multiple pathways to support, healing, and accountability for families. 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

As a result of the passage of the Violence Against Women Act Reauthorization Act of 2022 (VAWA 2022), the following changes have been made to the ICJR Program:

- Applicants may now apply to support comprehensive civil legal services, outside of assistance seeking orders of protection. Applications that include civil legal services must limit direct civil legal services to no more than 30% of project activities.
- Applicants may apply to two new purpose areas: (25) developing statewide databases on sexual assault nurse examiners; and (26) supporting alternative methods of reducing crime in communities that supplant "punitive" programs or policies (i.e., ones that penalize victims for requesting law enforcement or emergency assistance or because of criminal activity at a victim's residence); and

Note: Applicants may no longer propose more than 50% of grant funds to be used to develop and disseminate training as a grant deliverable.

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 during programmatic review.

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

Applicants interested in this priority area must propose to work with culturally specific organizations by including them as a partner or partners in project planning and implementation activities and project goals and objectives. All partners should be compensated in the budget for their level of work. Applicants must identify the population(s) to be served. Details on the population(s) to be served should be included in the Purpose of the Proposal.

Applicants interested in addressing racial equity may apply for up to an additional \$50,000 to support project activities.

Note: Successful applicants who request up to \$50,000 in additional funding to address Priority Area 1 must undergo an assessment, participate in training and on-site technical assistance, and participate in a Culturally Specific Institute. (**Note:** If the applicant is applying to address both Priority Area 1 and Priority Area 4, the additional funding amount is capped at \$50,000).

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.

Applicants interested in this priority area must include, in the Proposal Narrative, specific activities that will increase access to justice for survivors which may include the following:

- Officer/advocate field response teams or co-responders,
- Community violence interruption programs,
- Restorative justice practices,
- Services for justice-involved survivors,
- Changes to agency policies,
- Re-entry or post-incarceration services and or,
- Protocols to reduce unnecessary administrative burdens on victims accessing the criminal justice system.

Applications will be assessed to determine the extent to which the proposed activities are using survivor-centered approaches and fall within an ICJR Program purpose area.

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. Prevention activities. Grant funds may not be used for prevention activities. Grantees are only permitted to engage in outreach activities to inform potential victims about the availability of services.
3. Family violence services. Grant funds may not be used to address child abuse or other family violence issues, such as violence perpetrated by a child against a parent or violence perpetrated by a sibling against another sibling.
4. Services for children. Grant funds may not be used to investigate or prosecute child physical or sexual abuse cases. Grant funds may be used to investigate, prosecute, and provide services in cases involving victims age 11 and older. Grant funds may be used to provide direct services to individuals 10 and under only where such services are an ancillary part of providing services to the individual's parent who is a victim of domestic violence, dating violence, sexual assault, or stalking (such as providing child care services while the parent-victim receives services).
5. Sex offender registry. Grant funds may not be used to create sex offender registries.
6. Missing or murdered Indigenous Persons. Grant funds may not be used for policies, protocols, training or data collection and reporting that do not further the purpose of improving the criminal justice response to domestic violence, dating violence, sexual assault, and stalking as serious violations of criminal law, and seeking safety and autonomy for victims.
7. 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.
8. 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 three percent of grant award funds to assess their work for internal improvement purposes only, such as by convening a listening session to identify service gaps in the community or surveying training participants about the quality of training content and delivery. Applicants considering such assessments must refer to the OVW research decision tree in the [Solicitation Companion Guide](#) to ensure that the activity does not qualify as human subjects research. The Solicitation Companion Guide also provides additional information on federal requirements related to research, assessments, and surveys.

Activities Requiring Prior Approval

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

Statutory Priority

Pursuant to 34 U.S.C. § 10462(b), when making ICJR Program awards, OVW must give priority to applicants that:

1. Do not currently provide for centralized handling of cases involving domestic violence, dating violence, sexual assault, or stalking by police, prosecutors, and courts;
2. Demonstrate a commitment to strong enforcement of laws, and prosecution of cases, involving domestic violence, dating violence, sexual assault, or stalking, including the enforcement of protection orders from other states and jurisdictions, including tribal jurisdictions;
3. Have established cooperative agreements or can demonstrate effective ongoing collaborative arrangements with neighboring jurisdictions to facilitate the enforcement of protection orders from other states and jurisdictions, including tribal jurisdictions; and
4. Intend to utilize grant funds to develop and install data collection and communication systems, including computerized systems, and training on how to use these systems effectively to link police, prosecutors, courts, and tribal jurisdictions for the purpose of identifying and tracking protection orders and violations of protection orders, in those jurisdictions where such systems do not exist or are not fully effective.

Applicants proposing to address statutory priority areas must include in their Proposal Narrative an explanation why they are entitled to receive special consideration under a statutory priority area.

Program Specific

Priority Applications from New Jurisdictions

In an effort to broaden the reach of ICJR resources, OVW is encouraging new applicants from jurisdictions that have never received ICJR funding to apply for an FY 2023 ICJR award. Special consideration will be given to applications from jurisdictions that have not previously received ICJR funding. This priority is available to applicants whose last ICJR award expired before April 15, 2015.

Federal Award Information

Awards, Amounts and Durations

Anticipated Number of Awards

40

Anticipated Maximum Dollar Amount of Awards

\$1,000,000

Period of Performance Start Date

10/1/23

Period of Performance Duration (Months)

48

Anticipated Total Amount to be Awarded Under Solicitation

\$25,000,000

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 grants.

Award Period and Amounts

New Applicants:

The award period is 48 months. Budgets must reflect 48 months of project activity, and the total "estimated funding" on the SF-424 must reflect 48 months. OVW anticipates that the award period will start on October 1, 2023.

Funding levels for new applicants under this program for FY 2023 are:

1. \$500,000 for projects with a service area population up to 400,000 for the entire 48 months.
2. \$750,000 for projects with a service area population 400,001 to 700,000 for the entire 48

months.

3. \$1,000,000 for projects with a service area population 700,001 and above for the entire 48 months.
4. \$1,000,000 for statewide projects, regardless of service area population for the entire 48 months.

Continuation Applicants:

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.

Funding levels for continuation applicants under this program for FY 2023 are:

1. \$375,000 for projects with a service area population up to 400,000 for the entire 36 months.
2. \$575,000 for projects with a service area population 400,001 to 700,000 for the entire 36 months.
3. \$800,000 for projects with a service area population 700,001 and above for the entire 36 months.
4. \$800,000 for statewide projects, regardless of service area population for the entire 36 months.

Note:

For applicants seeking to address the OVW Priority Area #1, Advance Racial Equity and/or Priority Area #4 Underserved Populations, applicants may request up to an additional \$50,000 in the total proposed budget.

Applicants must upload a service area map with population size to their application in JustGrants.

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 28, 2022.

Continuation: Applicants that have an existing or recently closed (after April 28, 2022). Continuation funding is not guaranteed. Recipients of an FY 2021 or FY 2022 award under this program are NOT eligible to apply as a lead applicant or as a partner/subrecipient on an FY 2023 proposal. Likewise, an organization that is a partner/subrecipient on an FY 2021 or 2022 award is not eligible to apply as the lead applicant or as a partner/subrecipient on an FY 2023 proposal.

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. Attend new grantee orientation.
4. 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.
5. Participate in required racial equity training and ICJR culturally specific training and technical assistance (TTA).
6. Submit a completed Memorandum of Understanding (MOU) (or a Letter of Commitment (LOC) for court applicants only) that includes all project partners within the first year.
7. **New Applicants Only:** Participate in up to 12 months of required activities to include:
 - Support a project director who must be an individual responsible for carrying out the project activities and working with OVW and training and technical assistance providers in determining the required activities;
 - Create an impactful and sustainable coordinated community response with relevant stakeholders from the criminal and civil legal systems and community;
 - Participate in an assessment to determine the needs of the community;
 - Participate in technical assistance and training based on the assessment;
 - Identify evidence-based practices and tools that will be implemented at the agency and community level.
8. **Applicants Addressing OVW Priority Area #1 and/or Priority Area #4:** Successful applicants addressing either or both of these OVW Priority Areas who receive up to an additional \$50,000 must participate in specialized assessments, training, and onsite technical assistance.

Eligibility Information

Eligible Applicants

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

1. **States.**

“State” means each of the several states and the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, American Samoa, Guam, and the Northern Mariana Islands. 34

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).

501(c)(3) Status

Any entity that is eligible for this program based on its status as a nonprofit organization must be an organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of that Code. See 34 U.S.C. § 12291(b)(15)(B)(i).

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).

Note: Applicants may no longer propose more than 50% of grant funds to be used to develop and disseminate training as a grant deliverable.

Note: If an application proposes to pass through more than 50% of grant funds to one organization, the applicant must include an explanation of why the entity receiving the funds did not apply as the lead applicant.

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(s) must be uploaded as a separate attachment in JustGrants. Sample certification letters can be found on the [OVW website](#).

Certification of Eligibility

Under 34 U.S.C. § 10461(c):

State, Unit of Local Government, and Tribal Government Applicants must:

1. certify that their laws or official policies:
 1. encourage arrests of domestic violence, dating violence, sexual assault, and stalking offenders based on probable cause that an offense has been committed; and
 2. encourage arrest of offenders who violate the terms of a valid and outstanding protection order;
2. demonstrate that their laws, policies, or practices and their training programs discourage dual arrests of offender and victim;
3. certify that their laws, policies, or practices prohibit issuance of mutual restraining orders of protection except in cases where both parties file a claim and the court makes detailed findings of fact indicating that both parties acted primarily as aggressors and that neither party acted primarily in self-defense;
4. certify that their laws, policies, and practices do not require, in connection with the prosecution of any misdemeanor or felony domestic violence, dating violence, sexual assault, or stalking offense, or in connection with the filing, issuance, registration, modification, enforcement, dismissal, or service of a protection order, or a petition for a protection order, to protect a victim of domestic violence, dating violence, stalking, or sexual assault, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, modification, enforcement, dismissal, or service of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the state, tribal, or local jurisdiction; and
5. certify that, their laws, policies, or practices will ensure that –
 1. no law enforcement officer, prosecuting officer or other government official shall ask or require an adult, youth, or child victim of a sex offense as defined under federal, tribal, state, territorial, or local law to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of, trial of, or sentencing for such an offense; and
 2. the refusal of a victim to submit to an examination described in clause (i) shall not prevent the investigation of, trial of, or sentencing for the offense.
6. no later than 3 years after the date on which they receive the first award under this program after the date of enactment of the Violence Against Women Act Reauthorization Act of 2022 (i.e., March 15, 2022), certify that their laws, policies, and practices ensure that prosecutor's offices engage in planning, developing, and implementing:

1. training developed by experts in the field regarding victim-centered approaches in domestic violence, sexual assault, dating violence, and stalking cases;
2. policies that support a victim-centered approach, informed by such training; and
3. a protocol outlining alternatives practices and procedures for material witness petitions and bench warrants, consistent with best practices, that shall be exhausted before employing material witness petitions and bench warrants to obtain victim-witness testimony in the investigation, prosecution, and trial of a crime related to domestic violence, sexual assault, dating violence, and stalking of the victim in order to prevent further victimization and trauma to the victim.

7. certify that their laws, policies, and practices prohibit the prosecution of a minor under the age of 18 with respect to prostitution.

Court Applicants must certify that:

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

Coalition and Victim Service Provider Applicants must:

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

with requirements of paragraph (1) within the period ending on the date on which the next session of the state legislature ends.

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

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

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

Sample certification letters can be found on the [OVW website](#).

Required Partnerships

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

State, Indian Tribal Government, Unit of Local Government and Court Applicants:

Applicants that are states, units of local governments, tribal governments, or courts are required to enter into a formal partnership with: 1) one or more victim service provider(s) that have a documented history of serving victims of domestic violence, dating violence, sexual assault, and/or stalking, and 2) other governmental organizations that are necessary for the implementation of the proposed project. A victim service provider must be involved in the development and implementation of the project. See Eligibility Information Section for the definition of "victim service provider". **Note** that this requirement can be satisfied by partnering with a culturally specific organization, tribal organization, or population specific organization that meets the definition of “victim service provider.”

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

All formal partnerships must be documented in the form of a Partnership Agreement or Letter(s) of Commitment (LOC) for Court applicants only at the time of application.

See “Supporting Documents” section for additional information on the Partnership Agreement or LOC requirements.

Limit on Number of Applications

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

Application and Submission Information

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 202-598-0142 or email questions to OVW.ICJR@usdoj.gov

Pre-Application Information Session(s)

OVW will conduct a web-based pre-application information session. During this session 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:

1. March 30,2023

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

To register, contact the Grants to Improve the Criminal Justice Response Unit at OVW.ICJR@usdoj.gov or at 202-598-0142. 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.ICJR@usdoj.gov or at 202-812-6883 as soon as possible, but no later than two weeks prior to the webinar.

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.ICJR@usdoj.gov by April 6, 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 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 Partnership Agreement (LOC for court applicants)

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. 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 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 nonprofit organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501 (a) of that Code. Note: Any entity that is eligible for this program based on its status as a nonprofit organization must upload proof of 501(c)(3) status in the Additional Application Components section of JustGrants.
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):

- o Partner/subrecipient name
- o Year of award or pending application
- o 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: 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.

17. 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.

18. Statement as to whether the application proposes to address the following OVW Priority Area: Improve outreach, services, civil and criminal justice responses, prevention, and support for survivors of sexual assault, domestic violence, dating violence, and stalking from underserved communities, particularly LGBTQ and immigrant communities.

19. 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

20. Which Purpose Area does the application address? List all that apply by number. A full list of Purpose Areas is located in the Program Description section of the Solicitation.

21. Which Statutory Priority Area does the application address? List all that apply by number. A full list of Statutory Priority Areas is located in the Program Description section of the Solicitation.

22. Identify applicant type. A list of eligible applicants can be found in the Eligibility Information, Eligible Applicants section of the Solicitation.

23. Identify the applicant's Required Partner. Information on required partnerships can be found in the Eligibility Information, Required Partnership section of the Solicitation

25. Statement as to whether the applicant has been a direct recipient of the ICJR Program since April 15, 2015.

26. Statement as to whether the applicant has ever been a compensated subrecipient on an ICJR Program award.

27. State the start and end date of the applicant's next state or tribal legislative session.

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 (75 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 service area(s), including the geographic location, size, demographics, and unique characteristics in the jurisdiction(s) or state. Include rates of domestic violence, dating violence, sexual assault, non-intimate partner sexual assault, and stalking as applicable to the proposal.
3. Describe the challenge or need faced by the community that the project would address. Connect the challenges and/or needs to the proposed ICJR purpose areas and/or OVW priority area(s) using specific data points such as victimization rates.
4. Identify gaps in currently available services and explain how the proposed project will

complement and not duplicate existing services.

5. Describe the applicant's coordinated community response to domestic violence, sexual assault, dating violence, and stalking. What barriers or challenges exist to having a victim-centered response that includes community and criminal justice partners?

What Will Be Done (45 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 how the applicant proposes to address the selected OVW purpose area(s).
2. If applicable, describe how the applicant will address any selected OVW priority area(s) and/or ICJR statutory priorities.
3. Describe the approach to addressing the challenge or need identified in the Purpose of the Proposal section above including the use of best practices and evidence-based tools.
4. Describe the goals and objectives for the proposed project and the specific, measurable outcomes to be achieved as a result.
5. The foundation of the ICJR Program is the coordinated community response. Describe how the activities of this project will benefit the applicant's coordinated community response and the long-term impact of those benefits to the applicant's community.
6. Describe how the project will develop and/or utilize trauma-informed and survivor-centered approaches.
7. List tangible products, if any (e.g., a video, a brochure, a curriculum), that will be created under this project, and describe how the products could assist other jurisdictions addressing domestic violence, dating violence, sexual assault, or stalking. Product development is not required.
8. Describe how the proposed project will address the unique needs of the traditionally underserved populations identified in the Purpose of the Proposal section above.
9. 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.
10. 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 a job description for the required project director if they are to be hired. If the project director is currently employed, attach a job description and resume. .

3. Describe the roles and responsibilities of the applicant and each partner in relation proposed project activities and within the communities' coordinated community response. If proposing to partner with a culturally or population specific partner(s), include a description of the population served and expertise of the culturally or population specific community partner(s).
4. Describe the role of the project director and the reporting structure for the position.

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

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 Partnership Agreement. 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 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 \$40,000 for applicants located in the territories, Hawaii, and Alaska. This amount is for the entire 36 or 48 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. Applicants proposing to address OVW Priority Area #1 and/or Priority Area #4 may include up to an additional \$50,000 in their budgets to support related project activities including funding for culturally specific and/or population specific organizations for staffing to provide direct services, activities that meaningfully impact project goals and activities, and operating costs. Funding for culturally specific or population specific organizations should not consist of only consulting or advisory council costs on an infrequent basis, or training costs.
8. 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](#).

Budget Limitations Notes:

- Applicants may not propose more than 50% of grant funds be used to develop and disseminate training as a grant deliverable.
- Applications that include civil legal services must limit direct civil legal services, to no more than 30% of project activities.
- If an application proposes to pass through more than 50% of grant funds to one organization, the applicant must include an explanation of why the entity receiving the funds did not apply as the lead applicant.

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

Funding Restrictions

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

Unallowable Costs

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

applicants' budgets.

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

Food and Beverage/Costs for Refreshments and Meals

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](#).

Conference Planning and Expenditure Limitations

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

Pre-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)

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

Partnership Agreement

A Partnership Agreement is required **for all applicants (other than court applicants)**. The Partnership Agreement is worth a total of **5 points** and applicants **must** use the template. A sample Partnership Agreement is available on the [OVW website](#). The Partnership Agreement 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.

Partnership Agreements missing signatures may result in a point deduction or removal from consideration. If necessary, a Partnership Agreement can include multiple signature pages so long as each page includes the names and titles of all signatories to the Partnership Agreement. OVW will accept electronic signatures.

The Partnership Agreement must clearly:

1. Be a single document.
2. Be signed and dated by the Authorized Representative of each proposed partner organization.
3. Provide a description of the proposed service area including specify region within the state, tribe, territory, county, or multi-jurisdictional area.
4. Provide a brief description of the agency or organization and its work regarding domestic violence, dating violence, sexual assault, and/or stalking and their role in developing the application.
5. Provide a brief description of the services each partner agency will provide to victims of

- domestic violence, dating violence, sexual assault, and stalking.
6. Identify who will act as the site coordinator for new applicants if awarded and the agency or organization they are employed by.
 7. State that the partners agree to collaborate and provide services to victims of pursuant to the program narrative of the grant application attached to the agreement.
 8. State that the compensation for non-lead partners' contribution to this project will be provided as outlined in the attached OVW budget detail worksheet.

Letter of Commitment (LOC)

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

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

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

The LOC must clearly:

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

Note: If a court submits a Partnership Agreement with the application, the court will be required to develop and submit an executed MOU to OVW by the end of the first year of the project period.

Additional Application Components

The following components will not be scored but must be included with the application. Failure

to supply this information may result in the application being removed from consideration. Some components will be generated during the application submission process while others will be uploaded and attached to the application in JustGrants.

Letters of Nonsupplanting

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

Proof of 501(c)(3) Status (Nonprofit Organizations Only)

As noted under Eligible Applicants, an entity that is eligible for this program based on its status as a nonprofit organization must be an organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of the Code. All such applicants are required to attach a determination letter from the Internal Revenue Service recognizing their tax-exempt status. OVW cannot make an award to any nonprofit organization that does not submit a 501(c)(3) determination letter from the Internal Revenue Service.

Confidentiality Notice Form

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

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.

Certification for Eligibility

Applicants must upload and attach in JustGrants the required certification letters, as described in the Eligibility Information section of this solicitation, corresponding to the type of entity applying as the lead applicant for the proposed project.

Service Area Map

Applicants must upload in JustGrants the proposed service area map with the population information.

HIV Certification

State and Units of Local Government applicants must upload in JustGrants the applicable HIV testing requirement documentation.

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 6, 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 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.ICJR@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.ICJR@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.ICJR@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, Partnership Agreement, Certification of Eligibility, and all documentation supporting the technical difficulty to this program at OVW.ICJR@usdoj.gov by **9:00 p.m. E.T.** on April 27, 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.ICJR@usdoj.gov, prior to the JustGrants deadline (**9:00 p.m. E.T. on April 27, 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, Partnership Agreement, and Certification of Eligibility).

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 27, 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 Amanda.wilson@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 of if it is included elsewhere within the application. Each section will be reviewed as a separate document and will be scored as such. Specifically, the Grants to Improve the Criminal Justice Response Program scoring will be as follows:

1. Proposal narrative: (75) points, of which:
2. Purpose of the proposal: (15) points.
3. What will be done: (45) points.
4. Who will implement the proposal: (15) points.
5. Budget worksheet and budget narrative: (20) points.
6. Partnership Agreement: (5) points.

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

Review and Selection Process

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

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 10 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.

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 202-598-0142 or OVW.ICJR@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 will not contact applicants for missing items. Additionally, if an applicant plans to submit an application under any other OVW grant program this fiscal year, it is the applicant's responsibility to ensure that only documents pertinent to this solicitation are included with this application. OVW will not redirect documents that are inadvertently submitted with the wrong application (e.g., a Rural Program letter submitted with a Transitional Housing Program application will not be transferred to the Rural application).

Application Document	Date Completed
1. Application for Federal Assistance: SF-424	
2. Disclosure of Lobbying Activities (SF-LLL)	
3. Proposal Abstract	
4. Letter of Intent	
5. 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. Letter of Nonsupplanting	
13. Proof of 501(c)(3) Status (Nonprofit Organizations Only)	
14. Confidentiality Notice Form	
15. Summary of Other Federal Funding	
16. Delivery of Legal Assistance Certification Letter (if applicable)	
17. Partnership Agreement or Letter of Commitment (for court applicants)	
18. Application Disclosure(s) of Duplication in Cost Items	
19. Certification of Eligibility Letter	

