



OVW Fiscal Year 2017 Sexual Assault Victim Intervention Services Technical Assistance Center

Call for Concept Papers

Release Date: on or about April 14, 2017

Eligibility

A consortium of nonprofit organizations with demonstrated expertise in meaningfully addressing sexual assault victim intervention and advocacy, and expertise in working with underserved populations.

(See "[Eligibility Information](#)")

Deadlines

Applications are due by 11:59 p.m. Eastern Time (E.T.) on June 2, 2017.
(See "[Submission Dates and Times](#)")

Registration Information: To submit an application, all applicants must obtain a Data Universal Number System (DUNS) Number, and register online with the System for Award Management (SAM) and with [Grants Management System \(GMS\)](#). To ensure sufficient time to complete the registration process, applicants must obtain a DUNS Number, and register online with SAM and with [GMS](#) immediately, but no later than, May 26, 2017.

(See "[Registration](#)")

Contact Information

For assistance with the requirements of this solicitation, call Melissa Schmisek at (202) 305-1271 or email Melissa.Schmisek@usdoj.gov.

Submission and Notification Information

Submission: Applications for the OVW Sexual Assault Victim Intervention Services Technical Assistance Center will be submitted through [GMS](#). For technical assistance with [GMS](#), contact OVW GMS Support at 1-866-655-4482.

Notification: OVW anticipates notifying all applicants of funding decisions by October 1, 2017.

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OVW Sexual Assault Victim Intervention Services Technical Assistance Center (CFDA 16.526)

A. Program Description

Overview

The Office on Violence Against Women (OVW) is a component of the United States Department of Justice (DOJ). Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership on issues of sexual assault, domestic violence, dating violence, and stalking. Since its inception, OVW has supported a multifaceted approach to responding to these crimes through implementation of grant programs authorized by VAWA. By forging state, local and tribal partnerships among police, prosecutors, judges, victim advocates, health care providers, faith leaders, organizations that serve culturally specific and underserved communities, and others, OVW grants help provide victims, across their life span, with the protection and services they need to pursue safe and healthy lives, while improving communities' capacity to provide justice for victims and hold offenders accountable.

About the OVW Sexual Assault Victim Intervention Services Technical Assistance Center

This program is authorized by 42 U.S.C. 13925(b)(11).

Sexual assault impacts hundreds of thousands of women, men, and children each year. Victim needs commonly include crisis intervention, accompaniment and advocacy through various systems (e.g., criminal justice, medical), and other supportive services such as counseling and support groups. While some localities have stand-alone rape crisis centers, the vast majority of supportive services available to victims of sexual assault are offered through “dual” or “multi-service” agencies. These are programs that are not exclusively dedicated to serving sexual assault survivors, but are co-located or merged in agencies that also provide services to domestic violence victims or provide other services such as health care, social services or culturally-specific or population-specific services. Dual/multi-service agencies that seek to meaningfully address sexual assault are often faced with limited financial and organizational resources, including sexual assault specific expertise, to appropriately serve sexual assault victims. Stand-alone rape crisis programs are often small and may have limited resources. Both stand-alone rape crisis centers and dual/multi-service programs can benefit from technical assistance to increase their capacity to meet the needs of sexual assault victims. Moreover, the ways that victims experience, resist, and survive violence can be shaped by a host of cultural, social, and economic factors. Victim services should be targeted to meet the specific needs of the victims, including cultural, linguistic, accessibility, and other needs specific to victims from underserved populations.¹

From 2010 to 2016, OVW supported the Sexual Assault Demonstration Initiative (SADI), which provided intensive training and technical assistance to 6 dual/multi-service programs to enhance their sexual assault outreach, services, and community partnerships. Lessons from the SADI

¹Under 42 USC 13925(a)(39) “underserved populations” is defined as populations who face barriers in accessing and using victim services, and includes populations underserved because of geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age), and any other population determined to be underserved by the Attorney General or by the Secretary of Health and Human Services, as appropriate.

indicate that, in order to better and more fully serve sexual assault survivors, programs need to focus on organizational change and infrastructure development, community and organizational assessments, and building staff capacity, including sexual assault expertise. The SADI also found that the dual/multi-service programs needed technical assistance to help them address the diversity of cultures and experience within their communities.

OVW has also heard from states that there are challenges with implementing the Sexual Assault Services Formula Program and the sexual assault set-aside within the STOP Violence Against Women Formula Program because of capacity issues for sexual assault specific services. OVW has heard similar concerns from discretionary grantees and technical assistance providers.

In keeping with lessons learned from SADI and the concerns raised by OVW's formula and other grantees, the Sexual Assault Victim Intervention Services Technical Assistance Center (SAVIS TAC) will provide intensive training and technical assistance on building organizational and staff capacity to provide comprehensive, trauma-informed sexual assault victim intervention services within dual/multi-service organizations and rape crisis centers. The project will provide technical assistance and resources tailored to the needs of community-based victim service providers, including providers focusing on underserved communities and culturally specific² communities, state/territorial/tribal coalitions, and state/territorial formula grant administrators.

Program Scope

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

Purpose Areas

In FY 2017, funds under the SAVIS TAC Initiative may be used to provide training, technical assistance, and resources to grantees, subgrantees, and potential grantees on building organizational and staff capacity in providing trauma-informed and comprehensive sexual assault victim intervention services within rape crisis centers, dual sexual assault/domestic violence organizations, and multi-service organizations. Technical assistance may include but is not limited to:

1. On-site technical assistance for organizations, programs, or groups of organizations and programs;
2. Regional trainings or conferences;
3. National trainings or conferences;
4. On-line methods such as webinars or web-based resources;
5. Telephonic consultation; and
6. Intensive assistance with community and organizational assessments and development and implementation of strategic plans specific to sexual assault victim intervention services.

² Under 42 USC 13925(a)(6) the term "culturally specific" means primarily directed toward racial and ethnic minority groups (as defined in section 1707(g) of the Public Health Service Act ([42 U.S.C. 300u-6\(g\)](#)). Under 42 USC 300u-6(g) the term "racial and ethnic minority group" means American Indians (including Alaska Natives, Eskimos, and Aleuts); Asian Americans; Native Hawaiians and other Pacific Islanders; Blacks; and Hispanics; the term "Hispanic" means individuals whose origin is Mexican, Puerto Rican, Cuban, Central or South American, or any other Spanish-speaking country.

Activities that Compromise Victim Safety and Recovery

The following activities have been found to jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions:

1. Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;³
2. Procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services;
3. Procedures or policies that impose requirements on victims in order to receive services (e.g. seek an order of protection, receive counseling, participate in couples counseling or mediation, report to law enforcement, seek civil or criminal remedies, etc.);
4. Procedures or policies that fail to include conducting safety planning with victims;
5. Project design and budgets that fail to account for the access needs of participants with disabilities and participants who have limited English proficiency or who are Deaf or hard of hearing;
6. Partnering with individuals or organizations that support/promote practices that compromise victim safety and/or minimize offender accountability;
7. Training and technical assistance that does not reflect an understanding of domestic violence, dating violence, sexual assault, and stalking, and the experience of survivors, that fails to incorporate the experiences and unique needs of underserved communities, or that includes or promotes practices that may re-victimize survivors; and
8. Materials that are not tailored to the dynamics of sexual assault or the underserved or culturally specific population to be addressed by the initiative.

Applications that propose activities that compromise victim safety and recovery may receive a deduction in points during the review process or may be eliminated from further consideration entirely.

Out-of-Scope Activities

OVW has determined the activities listed below to be out of the program scope, and they will not be supported by SAVIS TAC funding.

1. Research projects (This does not include program assessments conducted only for internal improvement purposes. See “Research and Protection of Human Subjects” in the [Solicitation Companion Guide](#).)
2. Direct victim services.
3. Training and technical assistance on aspects of sexual assault response beyond victim intervention services, such as law enforcement response, prosecution, or offender programs. Training and technical assistance related to victim advocacy with other systems such as the criminal justice system is allowable.
4. Training and technical assistance that is not focused on sexual assault.
5. Providing training to allied professionals and the community (e.g., law enforcement, child protection services, prosecution, other community based organizations).

³If an award is made, the recipient will also be subject to statutory prohibitions on discrimination. For further information on these civil rights requirements, see the section “Violence Against Women Act Non-Discrimination Provision” under “F. Federal Award Administration Information.”

Applications that propose out of scope activities may receive a point deduction during the review process or may be eliminated from further consideration entirely.

Unallowable Activities

OVW has determined the activities listed below to be unallowable, and they will not be supported by SAVIS TAC funding.

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

Applications that propose unallowable activities may receive a point deduction during the review process or may be eliminated from further consideration entirely.

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.

B. Federal Award Information

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. Therefore, OVW encourages applicants to develop a plan to sustain project activities if federal funding through this program ceases to be available. Also, should OVW decide to make a future supplemental award, it may be made as part of OVW's annual training and technical assistance solicitation, depending on the availability of funding.

Award Period

The SAVIS TAC project may receive up to a total of five years (60 months) of funding. The selected applicant is eligible to receive an initial award for up to 36 months (depending on available funding). Budgets for this initial award must reflect 36 months of project activity, and the total "estimated funding" on the SF-424 must reflect 36 months.

Subsequently, the selected applicant may be invited to apply non-competitively for supplemental funding to support the remainder of the 60-month period. Any future non-competitive awards will be made at the discretion of the OVW Director and are dependent on successful performance and available funding.

Generally, the award period will start on October 1, 2017.

Award Amount

Applicants should not exceed the award amount listed in this solicitation and should carefully consider the resources needed to successfully implement the proposed project.

An initial award to support the SAVIS TAC will be made for up to \$1.5 million. Any future supplemental awards will be based on a number of factors including but not limited to, OVW's available appropriation, SAVIS TAC project progress, and grantee performance.

OVW has the discretion to award grants for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to award of a grant.

OVW estimates that it will make one award for an estimated \$1,500,000.

Award Type

In FY 2017, OVW will accept applications for the SAVIS TAC Initiative from applicants that have never received OVW funding as well as applicants with existing or expired OVW awards.

New: applicants that have never received funding under the SAVIS TAC Initiative. The SAVIS TAC award will be made as a new award regardless of whether the applicant has a current OVW technical assistance award.

The award will be made as a cooperative agreement. Cooperative agreements are a form of award when OVW expects to have ongoing substantial involvement in award activities. For this program, the substantial involvement includes participating in the development of agendas and approving final agendas; reviewing and approving faculty, products and curriculum, and identifying participants for training and technical assistance activities. OVW strives to deliver training and technical assistance that reflects current research on effectively responding to domestic violence, sexual assault, dating violence, human trafficking, and stalking, and the needs of OVW grantees and sub-grantees. Applicants should be prepared to exercise flexibility in project implementation and direction throughout their awards.

C. Eligibility Information

Eligible Applicants

It is very important that applicants review carefully the following information. Applications that are submitted by ineligible entities or that do not meet all program eligibility requirements will not be considered for funding.

Eligible Entities

Eligible entities for this program are limited to:

- A consortium of nonprofit organizations with demonstrated expertise in meaningfully addressing sexual assault victim intervention and advocacy, and expertise in working with underserved populations.

Because OVW does not believe that a single applicant can fulfill all requirements necessary for the success of the SAVIS TAC, OVW is requiring a consortium of organizations to apply under this solicitation. The consortium will include a lead applicant and a minimum of three partner organizations. The lead applicant organization must address sexual assault victim advocacy as its *primary* issue area and have a demonstrated history of successfully providing technical assistance on a national level and managing large scale projects both financially and programmatically. The partner organizations of the consortium must have a demonstrated history of meaningfully addressing sexual assault. Please see the [Required Partnerships](#) section below for more information on the partner organizations.

Nonprofit Organization Requirement – Offshore Accounts

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 under this solicitation.

Cost Sharing or Match Requirement

This program has no match or cost sharing requirement.

Other Program Eligibility Requirements

In addition to meeting the eligible entity requirements outlined above, applications for the SAVIS TAC must also meet the requirements below. All certification and other eligibility related documents must be current and developed in accordance with the FY 2017 solicitation. Applications that do not meet all of the program eligibility requirements below will not be considered for funding under this solicitation.

Required Partnerships

The application must include a minimum of three partners with expertise in providing sexual assault intervention services **and** expertise in providing such services to specific underserved populations, including populations that are underserved due to geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, and populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age). The partner organizations (three or more) must have combined expertise in working with a range of different types of underserved populations, but not all. OVW will assess the application partnership requirement, in part, to the extent such partners reflect demonstrated expertise in serving a diversity of underserved populations.

The required partnership must be demonstrated by having a letter of commitment from each partner organization. See page 15 “[Letters of Commitment](#)”.

Limit on Number of Application Submissions

An applicant can submit only one application as the lead applicant in response to this solicitation. If an applicant submits multiple versions of the same application, OVW will review only the most recent system-validated version submitted before the deadline.

D. Application and Submission Information

Address to Request Application Package

The complete application package is available on the [OVW website](#) at <http://www.justice.gov/ovw>. Applicants wishing to request a paper copy of the application materials should contact Melissa Schmisek at Melissa.Schmisek@usdoj.gov or 202-305-1271.

Content and Form of Application Submission

The information below (“**Letter of Registration**” through “**Additional Required Information**”) describes the full content and form of application submission.

Letter of Registration

Applicants intending to apply for FY 2017 funding under this solicitation are strongly encouraged to submit a letter of registration. The letter should state that the applying organization is registered and current with SAM. The letter should be submitted to Melissa Schmisek at Melissa.Schmisek@usdoj.gov by May 26, 2017. This will ensure that the applicant is well-

positioned to successfully submit a proposal by the application deadline. This letter will not obligate the applicant to submit an application. See [Appendix A](#) for a sample Letter of Registration.

Application Contents

This section describes what is included in a complete application package. Applicants should anticipate that failure to submit an application that contains all of the specified elements will negatively affect the review of the application and may result in the application not being considered for funding. Should a decision be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions. It is the responsibility of the applicant to ensure that a complete application is submitted by the deadline.

Applicants should not submit documents that were not specifically asked for in the solicitation. Providing information that was not requested will not increase the likelihood that an application will be selected for funding. All materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.

Formatting and Technical Requirements

Applications must follow the requirements below. Points may be deducted for applications that do not adhere to the following requirements:

1. Double spaced (Proposal Abstract, Summary Data Sheet and charts may be single space)
2. 8½ x 11 inch paper
3. One-inch margins
4. Type no smaller than 12 point, Times New Roman font
5. Page numbers
6. No more than 20 pages for the Concept Narrative
7. Word documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).
8. Headings and sub-headings that correspond to the sections identified in this section of the solicitation.

Application Requirements

Applications must include the following required documents and demonstrate that the program eligibility requirements have been met. Applications that do not address all of the following components will be considered substantially incomplete and will not be considered for funding:

1. Project Concept Narrative
2. Letters of Commitment

In addition to the application being scored on the documents listed above, the Summary Data Sheet will also be scored.

Summary Data Sheet (5 Points Total)

The Summary Data Sheet should be one to four pages in length and may be single or double spaced. The Summary Data Sheet does not count toward the 20 page limit for the Project Concept Narrative. Please provide the following information:

1. Name, title, address, phone number, and e-mail address of the individual with authority to accept grants on behalf of the lead applicant.

2. Name, title, address, phone number, and e-mail address for the grant point-of-contact. This person must be an employee of the lead applicant.
3. Statement as to whether the organization applying will serve as a “pass through entity” (fiscal agent/sponsor) for an organization, or organizations that will ultimately implement the project. If so, the applicant must include a statement acknowledging that, should an award be made, it would be responsible for all statutory, fiscal and programmatic requirements, including those of [2 CFR Part 200](#), as well as all project deliverables. The organization applying for the award must also list all of the entities it will enter into agreements with to perform the work, and should include a description of how these entities intend to accomplish the purposes of the award if such a description is not already provided in the Letters of Commitment (LOC) submitted as part of the application.
4. Statement as to whether the agency applying has expended \$750,000 in federal funds in the organization’s past fiscal year. If yes, please also specify the end date of the applicant’s fiscal year.
5. A list of other federal grant programs from which the applicant organization currently receives funding or for which it has applied for funding in FY 2017 to do similar work. Please provide this information in a table using the format found in [APPENDIX E](#).
6. Summary of Current and Recent OVW Projects (if applicable). If the applicant has a current grant or cooperative agreement under any OVW grant program or an award that has been closed within the last 12 months from the date this solicitation closes, the information below must be provided in a table using the format found in [APPENDIX D](#).
7. Statement as to whether the lead 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.
8. Statement as to whether the lead applicant is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure to establish a rebuttable presumption that its executives' compensation is reasonable. If the applicant is not a nonprofit organization or is a nonprofit that does not use the safe-harbor procedure, provide a statement to that effect. For additional information about the safe-harbor procedure, see "[Disclosures Related to Executive Compensation](#)" section.

Proposal Abstract

The Proposal Abstract should provide a short and accurate summary (no more than two pages double-spaced) of the proposed project, including who will be involved with the proposed project, what will be done as primary activities, what products will be produced, the service area where the proposed project will take place and who will be impacted by the proposed project. Applicants should not summarize past accomplishments in this section.

Project Concept Narrative (75 Points Total)

The Project Concept Narrative may not exceed 20 pages in length, double-spaced.

The Project Concept Narrative must clearly demonstrate that: 1) the lead applicant addresses sexual assault victim advocacy as its primary issue area; 2) the lead applicant has a proven history of successfully providing technical assistance on a national level and managing large scale projects, both financially and programmatically; 3) the consortium has the capacity and commitment to develop a comprehensive plan to establish and implement the SAVIS TAC; and 4) the consortium includes partner organizations that have a proven history of meaningfully addressing sexual assault and working with underserved populations.

The Project Concept Narrative must include the following three sections:

1. Capacity to Implement the Initiative
2. Who Will Implement
3. Staffing Plan

Capacity to Implement the Initiative (40 points)

The application must address the following:

Sexual Assault Victim Advocacy as the Primary Issue Area

1. Detail the mission of the lead applicant organization and how its work demonstrates that its primary focus is sexual assault victim advocacy.
2. Detail how long the lead applicant organization has been engaged in addressing issues about sexual assault and sexual assault victim advocacy.
3. Provide examples of past and current technical assistance efforts focused on sexual assault, including the intended audience and specific topics that address sexual assault.

Successfully Providing Technical Assistance on a National Level and Managing Large Scale Projects

4. Describe the structure of the lead applicant organization and if applicable, what specific agency component would be responsible for implementing the project.
5. Describe the lead applicant organization's approach and philosophy to providing technical assistance.
6. Describe the lead applicant's experience partnering and overseeing sub-contracts with other organizations in implementing technical assistance projects.
7. Describe the lead applicant's experience working on large scale, planning projects. The response should include information about establishing goals and objectives, timelines, and meeting deadlines.
8. Describe how the lead applicant addresses and manages conflicts and/or disagreements with technical assistance recipients and project partners.

Capacity and Commitment to Develop a Comprehensive plan to Establish and Implement the SAVIS TAC

9. Clearly identify all consortium partner organizations;
10. Describe the consortium's experience working with individuals or organizations from various underserved communities.
11. Describe the consortium's experience with establishing and enhancing sexual assault victim intervention services in various program models (e.g., dual dv/sa programs, multi-service organizations, culturally specific organizations, stand-alone rape crisis centers, etc.).
12. Identify needs and gaps of dual and multi-service organizations in providing comprehensive sexual assault victim services.
13. Describe the consortium's capacity to support local programs in conducting community and organizational assessments regarding sexual assault victim intervention services
14. Provide a description of the consortium's vision for the SAVIS TAC to meet the needs of dual/multi-service and stand-alone rape crisis centers.

Capacity of Partner Organizations/Consultants

Provide the following detailed information for **all** partner organizations:

15. The mission of the organizations' depth of sexual assault knowledge, and how their work demonstrates that they meaningfully address sexual assault victim advocacy.
16. The length of time they have been engaged in addressing issues about sexual assault and sexual assault victim advocacy.
17. The organizations' experience in meaningfully working with underserved populations, and whether this is a primary issue/area of expertise for them. Please detail the specific communities served.
18. Describe any experience with establishing and enhancing sexual assault victim intervention services in various program models (e.g., dual dv/sa programs, multi-service organizations, culturally specific organizations, stand-alone rape crisis centers, etc.).

Who Will Implement the Project (20 points)

The application must identify the key individuals and organizations involved in the proposed project. This section must demonstrate that the individuals and organizations identified have the expertise and capacity to successfully implement the SAVIS TAC.

This section must:

1. Identify current staff who will be involved in the project. The role and capacity of each staff member must be included in this section.
2. Describe the type of expertise and what skills each identified current staff member will bring to the project.
3. Describe the type of expertise and what skills each identified partner organization will bring to the project.

Staffing Plan (15 points)

The application must provide a *preliminary* staffing plan that outlines overall anticipated staffing needs for the applicant organization and any project partners in order to successfully develop and implement the SAVIS TAC. A final staffing plan will be developed by the selected applicant in coordination with OVW.

This section must specify the following for the lead applicant and all partner organizations:

1. Detail the total anticipated number of personnel that will be needed for the project and clearly indicate 1) the number of current staff that will be dedicated to the project and 2) whether new staff will be hired. Please specify how many of these positions will be full-time and part-time and the number of full-time equivalents (FTEs).
2. If new staff will be hired to assist with the project, a brief description of the skills and qualifications for the new hires must be included.
3. Provide a breakdown of staff as follows:
 - a. The number and FTE (e.g., .50 FTE, 1.0 FTE) of current staff that will come from the applicant organization;
 - b. The number and FTE of current staff that will come from partner organizations;
 - c. The number and FTE of new staff that will be hired by the applicant organization; and
 - d. The number and FTE of new staff that will be hired by partner organizations;
 - e. Indicate how many staff (current or new) will provide direct technical assistance to constituents, how many might be responsible for resource

development/writing, and how many might provide administrative and/or logistical support, including specifically how many will provide logistical conference/meeting planning support.

Budget Detail Worksheet and Narrative

There is no budget required at this time. The selected consortium will be required to submit a full application that includes specific project goals, objectives, and deliverables, and a budget detail worksheet and budget narrative prior to the award being issued.

Letters of Commitment (LOC) (20 points)

The application must include, as a separate attachment to the Concept Paper in GMS, letters of commitment from each proposed consortium partner. For purposes of this call for concept paper, a LOC is a document that clearly demonstrates the project partner's commitment to fully participate and contribute to the project, as well as the partner organization's/consultant's capacity to do so. The LOC should be submitted on agency letterhead, and signed and dated by the Authorized Representative of each proposed partner organization during the development of the application.

The LOC must:

1. Detail a commitment to fully participate and contribute in the development and implementation of the SAVIS TAC.
2. Describe the specific areas of expertise and skills the organization brings and how this expertise and skill is essential to the project.
3. Detail any past experience and capacity of the organization to effectively collaborate with other organizations in developing and/or implementing large-scale technical assistance projects.
4. Indicate willingness to enter into a Memorandum of Understanding (MOU).

There is no MOU required at this time. The selected consortium will be required to submit an MOU between the lead applicant and all partners prior to the award being issued.

Additional Required Information

The following documents will not be scored during the review process but they should be included with your application. Failure to include any of the information may result in your application being removed from consideration from funding.

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.

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 satisfied certain rules set out in Internal Revenue Service regulations with regard to its compensation decisions.

Each applicant nonprofit organization must state at the time of its application (in the "Summary Data Sheet" mentioned earlier) 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.

A nonprofit organization that states on the Summary Data Sheet that it uses the safe-harbor procedure must then disclose, in an attachment to its application (to be titled "Disclosure of Process related to Executive Compensation"), the process used by the applicant nonprofit organization to determine the compensation of its officers, directors, trustees, and key employees (together, "covered persons").

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 organization 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 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.

Applicant nonprofit organizations should note that 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).

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 the Violence Against Women Act, as amended. Applicants must submit the acknowledgement form available on the OVW website at http://www.justice.gov/sites/default/files/ovw/pages/attachments/2015/01/20/confidentiality_acknowledgement_form_42015.pdf. This form must be signed by the authorized representative and uploaded with the application on [GMS](#).

Application for Federal Assistance (SF-424)

Applicants must complete the SF-424 online. For "Type of Applicant," please do not select "other." Please pay careful attention to the amount of federal funding requested in the "Estimated Funding" section of this form. This amount must match the amount of federal funding requested in the budget section of the application package. Only include values for "Applicant" if the program solicitation requires a match. The individual who is listed in "**Authorized Representative**" must be an individual who has the authority to apply for and accept grant awards on behalf of the organization or jurisdiction.

Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)

Please carefully review the assurances and certification forms online. Applicants will receive a request to compile these forms online during the application submission process.

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

Letter of Nonsupplanting

Applicants must submit a letter to OVW’s Director, signed by the [Authorized Representative](#), certifying that federal funds will not be used to supplant state or local funds should a grant award be made. Please refer to

http://www.justice.gov/sites/default/files/ovw/legacy/2012/10/09/nonsup_letter.pdf for a sample letter. This should be a separate attachment to the application in [GMS](#).

Financial Accounting Practices

Each applicant must prepare a response to the following questions. Please be sure to provide complete responses that address all questions included for each numbered item. OVW will review the applicant’s responses to assist in evaluating the adequacy of the organization’s financial management system and to identify areas of need for training and technical assistance. This section of your application should be no more than two pages and should be a separate attachment to the online application in [GMS](#).

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? Please provide a brief description of the organization’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? Please provide a brief list of the topics covered in the organization’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? Please 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? Please provide a short summary of the organization’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? Please provide a brief description of the applicant organization’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.
7. Does the applicant organization or any of its employees have any potential personal or organizational conflicts of interest related to the possible receipt of OVW award funds? Organizations are required to disclose in writing any potential conflicts of interest to their awarding agency. See 2 CFR 200.112 of the Uniform Guidance 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 CFR Part 200)? Please 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 organization is notified of its award to coordinate training.

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 applicant being removed from consideration or a delay in funds.

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 submit it as a separate attachment with their application. Additionally, applicants may be required to submit their current year's audit report at a later time. The form can be found at <http://www.justice.gov/ovw/how-apply>.

Indirect Cost Rate Agreement (if applicable)

Applicants that intend to charge indirect costs through the use of an indirect cost rate must have a federally-approved indirect cost rate agreement. Please include a copy of a current, signed federally-approved indirect cost rate agreement. This should be a separate attachment to the application in [GMS](#).

Non-federal entities that have never received a federally-approved indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs which may be used indefinitely. This includes state and local governments that have never negotiated an indirect cost rate with the federal government and receive less than \$35 million in direct federal funding per year. Tribes that have never negotiated an indirect cost rate with the federal government may also use the 10% de minimis rate.

Organizations that wish to negotiate an indirect cost rate may contact OVW's Grants Financial Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 for more information.

Unique Entity Identifier (DUNS Number) and System for Award Management (SAM)

Applicants for federal grants and cooperative agreements are required to have a Data Universal Number System (DUNS) Number to submit an application. A DUNS Number is a unique nine-character identification number provided by the commercial company **Duns & Bradstreet (D&B)**. Once an applicant has completed the D&B registration, its DUNS Number should be available within two business days.

Federal guidelines require that applicant organizations must (1) be registered in SAM.gov prior to submitting an application; (2) provide a valid DUNS number in its application; and (3) continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application under consideration by a federal awarding agency. Also, federal agencies may not make an award to an applicant until that applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time that OVW is ready to make an award, then OVW

may make the determination that the applicant is not qualified to receive an award and use that determination as a basis for making the award to another applicant.

The SAM centralizes information about grant recipients and also provides a central location for grant recipients to change organizational information.

If the applying organization already has an Employer Identification Number (EIN), the SAM registration will take **up to two weeks to process**. If the applying organization does not have an EIN, then **the applicant should allow two to five weeks for obtaining the information from IRS when requesting the EIN via phone, fax, mail or Internet**. Follow the steps listed below to register in the SAM:

1. Obtain a DUNS number at the following website <http://www.dnb.com/us/> or call (866) 705-5711.
2. Access the SAM online registration through the SAM homepage at <https://www.sam.gov/> and follow the online instructions for new SAM users.
3. Complete and submit the online registration. If the applying organization already has the necessary information on hand, the online registration takes approximately 30 minutes to complete, depending upon the size and complexity of the business or organization.
Please note that organizations must update or renew their SAM registration at least once a year to maintain an active status.

Registration	Where to Register	Deadline
DUNS	DUNS	May 26, 2017
SAM	SAM	May 26, 2017
GMS	GMS	May 26, 2017

There is no fee associated with the registration process. Additionally, the registration process cannot be expedited. OVW strongly discourages applicants from paying a third party to register on their behalf in an attempt to expedite the registration process. To ensure all applicants have ample time to complete the registration process, applicants must obtain a DUNS number, register online with the SAM and with [GMS](#) immediately, but no later than May 26, 2017.

Submission Dates and Times

It is very important that applicants read this section carefully. It is the responsibility of the applicant to ensure that the application is complete and submitted by the deadline. OVW will not contact applicants for missing items. Applicants should anticipate that failure to meet all registration and submission deadlines will result in their application being removed from consideration. Applicants should refer to the chart below to ensure that all required steps and deadlines are met.

Grants Management System

Applicants are required to submit applications through the Office of Justice Programs' Grants Management System (GMS). This is not Grants.gov. In order to apply for a grant through GMS, go to <https://grants.ojp.usdoj.gov/> and either sign in using the applicant's current GMS ID and password or register as a new user. Once the applicant has logged into GMS, they should select the program for which they intend to apply and follow the instructions. Training materials are available on the main GMS homepage.

Applicants are strongly encouraged to begin the application submission process at least 48 hours but no later than 24 hours before June 2, 2017.

Application Action	Contact Information	Date
Solicitation	GMS and OVW Website	Once the solicitation is released 4/14/2017 – 6/2/2017
Request Permission to Submit a Hardcopy Application Due to Lack of Internet Access.	For applicants who cannot submit an application electronically, please contact Melissa Schmisek at 202-305-1271 or Melissa.Schmisek@usdoj.gov	5/26/2017

All applications will be submitted electronically. The deadline for submitting applications in response to this solicitation is **11:59 p.m. E.T. on June 2, 2017**. Applications submitted after **11:59 p.m. E.T. on June 2, 2017** will not be considered for funding. Applicants experiencing difficulties submitting an application should refer [Experiencing Technical Difficulties During Submission](#) in the chart below.

OVW Policy on Duplicate Applications

An applicant should submit one application for the same project per program. If an applicant submits multiple versions of an application, OVW will review the most recent version submitted.

OVW Policy on Late Submissions

OVW offers several options for an applicant to provide advance notice to OVW if receipt of its application will be delayed. Applicants should refer to the chart below for the various scenarios. Applicants should thoroughly familiarize themselves with the requirements as outlined by OVW in the chart below. An applicant’s request to submit an application after the deadline will be considered by OVW if all of the steps below are followed. Only in rare circumstances are extensions granted. For applicants that receive permission to submit an application after the deadline, those applications will be reviewed to ensure that the application meets the basic minimum eligibility requirements (BMR) and will be subject to the review process as outlined in this solicitation.

Step	Timeline	Action
Experiencing Technical Difficulties Prior to or During Application Submission	Prior to the application deadline, the applicant must contact the OVW GMS Support at 1-866-655-4482, or OVW.GMSSupport@usdoj.gov if the application is being submitted through GMS . Contact the SAVIS TAC program at 202-305-1271 or at	Prior to the application deadline 6/2/2017

	Melissa.Schmisek@usdoj.gov prior to the application deadline stating that the applicant is experiencing unforeseeable technical issues and provide a phone number and/or email address where the applicant can be reached.	
Request Permission to Submit a Late Application.	Within 24 hours after the application deadline, the applicant must email the following information to the SAVIS TAC program Melissa.Schmisek@usdoj.gov to request permission to submit a late application. The request should include the complete grant application, DUNS number, and the GMS Help Desk tracking number(s).	Within 24 hours after the deadline 6/2/2017
OVW Review and Late Application Submission Decision	<p>OVW will review and verify, with the OVW GMS Support, all information submitted related to the technical difficulties experienced by the applicant.</p> <p>OVW will contact the applicant to either approve or deny the request to submit a late application. If the technical issues cannot be verified as unforeseeable, the application will be rejected as late.</p> <p>Applicant may contact the SAVIS TAC program at 202-305-1271 or Melissa.Schmisek@usdoj.gov for information on the request.</p>	It is anticipated that decisions will be made within three weeks from the application deadline.
Extraordinary Natural or Manmade Disasters	In cases of extraordinary natural or manmade disasters, such as extreme weather emergencies or terrorist acts, applicants may request to submit late applications to the SAVIS TAC at 202-305-1271 or Melissa.Schmisek@usdoj.gov. The request should specify the nature of the disaster and how it affected the applicant's ability to submit an application on time. OVW may request additional documentation from the applicant verifying the extraordinary natural or manmade disaster.	Up to 7 calendar days after the application deadline of 6/2/2017. Therefore no later than 6/2/2017.

Failure to begin the registration or application submission process in sufficient time is not an acceptable reason for a late application submission. Applicants should register with SAM and [GMS](#) by May 26, 2017. To ensure a successful application submission, OVW strongly encourages applicants to submit their applications at least 48, but no less than 24, hours before the deadline.

Please note that the [GMS](#) notification process is automatic. OVW does not send out these notifications, nor does OVW receive a copy of these notifications. It is the responsibility of the applicant to notify OVW of any problems with the application submission process. Please see “[Experiencing Unforeseeable Technical Issues](#)” for information on the steps applicants must follow if corrective action is required.

Intergovernmental Review - Single Point of Contact Review

Executive Order 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the [state Single Point of Contact \(SPOC\)](#) if one exists and if the program has been selected for review. Applicants must contact their state SPOCs to determine whether their programs have been selected for state review. The applicant should enter the date that the application was sent to the SPOC or the reason such submission is not required in the section of the SF 424 which refers to EO 12372. Applicants can find a list of SPOCs on the Office of Management and Budget website at http://www.whitehouse.gov/omb/grants_spo.

Funding Restrictions

Federal assistance awards are governed by the provisions of 2 CFR Part 200. Additionally, OVW awards are covered by the [DOJ Financial Guide](#). The [DOJ Financial Guide](#) includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document also outlines the successful administration of grant funds.

Any recipient of an award will be responsible for monitoring subgrants/contracts, including MOU partner activities, under the grant in accordance with all applicable statutes, regulations, guidelines, and the [DOJ Financial Guide](#). Primary recipients will be responsible for oversight of subgrantee/partner spending and monitoring specific performance measures and outcomes attributable to the use of OVW funds.

Food and Beverage/Costs for Refreshments and Meals

Generally, food and beverage costs are **not** allowable, and under no circumstances may OVW funding be used to supply food and/or beverages during refreshment breaks. OVW may approve the use of OVW funds to provide food and/or beverages for a meal at a meeting, conference, training, or other event, if one of the following applies:

1. The location of the event is not in close proximity to food establishments. It should be a priority to try 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 budget narrative, and funds may only be used to purchase food and/or beverages for a meal at a meeting, conference, training, or other event if OVW approves the specific expenditures in advance.

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

Conference Planning and Expenditure Limitations

Applicants should be aware of all applicable laws, regulations, policies and guidance (including specific cost limits, 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), including the provision of food and/or beverages at such events, and costs of attendance at such events. Information on pertinent laws, regulations, policies and guidance is available at <http://www.justice.gov/ovw/grantees>. Applicants should also be aware of the following specific restrictions on conference planning and expenditure limitations:

1. Cost of Logistical Conference Planning
2. Cost of Programmatic Conference Planning
3. Conference Space and Audio-Visual Equipment and Services
4. Prohibition on Trinkets at Conferences
5. Entertainment at Conferences
6. Food and Beverages at Conferences
7. Prior Approval Required Before Entering Into Contracts or Expending Funds for Conferences
8. Conference Reporting

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

Updated Department of Justice and OVW guidance on conference planning, minimization of costs, and conference cost reporting is available on the OVW website at <http://www.justice.gov/ovw/grantees>. For additional information regarding food and beverage regulations, please refer to the [DOJ Financial Guide](#).

Training and Technical Assistance

All applicants are required to allocate funds in the amount of \$7,500 to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Applicants from Alaska, Hawaii, and United States Territories should allocate \$10,000 to account for higher travel costs. These specific applicants may exceed the budget caps to account for this increased travel amount. The required set-aside amount may be shared between the applicant and any partnering agency(ies), but the budget must reflect the costs in the appropriate categories. Therefore, an employee's travel costs should be included in the "Travel" category, while travel costs for the project partner(s) must be included in the "Consultants/Contracts" category. Label both costs as "OVW Technical Assistance." Include an estimated breakdown for these costs, including the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc. (OVW technical assistance is provided free of charge to grantees, so applicants do not need to include registration fees). This amount should equal the full, required set-aside amount listed above.

Please note these funds can **only** be used for OVW-designated technical assistance, unless otherwise approved by OVW. Any training and technical assistance funds not used by the end of the grant period may not be reprogrammed and must be returned to OVW. Travel funds should be used to support travel by all project partners including nonprofit, nongovernmental victim service providers. Funds may also be used by persons whose positions are not grant-funded as long as that person's roles and responsibilities are linked to the project's overall mission.

Program Assessments

Applicants may not use any OVW funds to conduct research. However, up to three percent of the budget may be allocated for the purpose of assessing the effectiveness of funded activities. For example, funds may be used to conduct pre- and post-testing of training recipients or for victim satisfaction surveys. In conducting such testing or surveys, grantees may not collect, analyze or disseminate any information that would disclose the identity of an individual.

Pre-Agreement Cost Approval

OVW generally does not allow pre-award costs. Please be aware that 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. Please see the [DOJ Financial Guide](#) for more information on pre-award costs.

Other Submission Requirements

As discussed in the "[Submission Dates and Times](#)" section above, applications must be submitted electronically via [GMS](#). Applicants that are unable to submit electronically must follow the instructions in the [OVW Policy on Late Submission](#) section above.

E. Application Review Information

Criteria

Applications will be subject to a peer review and a programmatic review. 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 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 even if it is included elsewhere within the application. Each section will be reviewed as a separate document and will be scored as such. Specifically, for the SAVIS TAC, scoring will be as follows:

1. Summary data sheet: 5 points
2. Project Concept Narrative: 75 points, of which
 - A. Capacity to Implement the Initiative: 40 points
 - B. Who Will Implement: 20 points
 - C. Staffing Plan: 15 points
3. Letters of Commitment: 20 points

Review and Selection Process

Peer Review

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

Programmatic Review

All applications that are considered for funding will be subject to a programmatic review. An applicant with considerable past performance issues may be removed from consideration. 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 review. OVW reserves the right to deduct points from applications for the following reasons:

1. Activities that compromise victim safety and recovery (deduct up to 15 points.)
2. Out-of-scope activities (deduct up to 10 points)
3. Past performance (deduct up to 25 points)
4. Formatting and Technical Requirements (deduct up to 5 points)

An application that is deemed to be substantially out of scope, proposes a substantial number of activities that are unallowable, or proposes activities that pose a significant threat to victim safety or a serious breach of confidentiality will not be considered for funding.

As a part of the programmatic review process described above, applicants with current or recently closed OVW awards and/or cooperative agreements will be reviewed for past performance based on the elements listed below.

1. Progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the current project, indicating timely progress toward meeting project goals and objectives
2. Demonstration that past activities supported with OVW grant funds have been limited to program purpose areas
3. Adherence to all special conditions of existing grant award(s) from OVW
4. Adherence to programmatic and financial reporting requirements, including timely submission of required reports
5. Completion of close-out of prior awards in a timely manner
6. Appropriate use of and active participation in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current or recent award
7. Receipt of financial clearances on all current or recent grants from OVW
8. Timely resolution of issues identified in any audit or on-site financial or programmatic monitoring visit
9. Adherence to the Office of Management and Budget single-audit requirement
10. Timely expenditure of grant funds
11. Adherence to the requirements of the [DOJ Financial Guide](#)

OVW grantees with significant past performance issues may not be considered for funding.

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, underserved populations, geographic diversity, strategic 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 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 will likely not receive an additional OVW award until all issues are resolved.

Anticipated Announcement and Federal Award Dates

It is anticipated that all applicants will be notified of the outcome of their applications by October 1, 2017.

F. Federal Award Administration Information

Federal Award Notices

Successful applications will receive OVW award notifications electronically from the OJP Grants Management System (GMS) (not grants.gov). This award notification will be sent to the individuals listed as the Authorized Representative and the Point of Contact on the SF-424 for the application that was selected for funding and will include instructions on accepting the award. Recipients will be required to login; accept any outstanding assurances and certifications on the award; designate financial points of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document and terms and conditions by the [Authorized Representative](#) and the scanning of the fully-executed award document to OVW.

Administrative and National Policy Requirements

Information for All Federal Award Grantees

Applicants selected for awards must agree to comply with additional legal, administrative, and national policy requirements upon acceptance of an award. OVW strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found in the [Solicitation Companion Guide](#).

1. Civil Rights Compliance
2. Funding to Faith-Based Organizations
3. Confidentiality and Privacy Protections
4. Research and the Protection of Human Subjects (if applicable)
5. Anti-Lobbying Act
6. Reporting Requirements
7. National Environmental Policy Act (NEPA) (if applicable)
8. National Historic Preservation Act (NHPA) (if applicable)
9. DOJ Information Technology Standards (if applicable)
10. Non-Supplanting of State or Local Funds
11. Criminal Penalty for False Statements
12. Reporting Fraud, Waste, Error, and Abuse
13. Suspension or Termination of Funding
14. Nonprofit Organizations
15. Government Performance and Results Act (GPRA)
16. Rights in Intellectual Property
17. Federal Funding Accountability and Transparency Act (FFATA) of 2006
18. Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
19. Active SAM Registration and Unique Identifier Requirements
20. Whistleblower Protections for Employees of OVW Grantees
21. Prohibited Conduct by Recipients Related to Trafficking in Persons
22. General Appropriations Law Restrictions on Use of Federal Funds
23. Recipient Integrity and Performance Matters Including Recipient Reporting to FAPIIS

Terms and conditions for OVW awards, including awards under this solicitation are available at <http://www.justice.gov/ovw/grantees>. 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 of 2013 added a new civil rights provision that applies to all FY 2017 OVW grants. This provision 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. For more information on this prohibition, see <http://www.justice.gov/ovw/docs/faqs-ngc-vawa.pdf>. 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. This includes taking reasonable steps to ensure that persons with limited English proficiency (LEP) have meaningful access to recipients' programs and activities and ensuring that these programs and activities are readily accessible to qualified individuals with disabilities, including Deaf or hard of hearing individuals. More information on these obligations is available in the Solicitation Companion Guide. Applicants must allocate grant funds or other available resources to support activities that help to ensure meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services, language interpretation and translation services, or the purchase of adaptive equipment.

Reporting

Reporting Requirements

OVW grantees are required to submit semi-annual progress reports and quarterly Federal Financial Reports (SF-425). Appropriate progress report forms will be provided to all applicants selected for an award. Forms will be submitted electronically via GMS. Future awards and fund drawdowns may be withheld if forms are delinquent.

G. Federal Awarding Agency Contact(s)

For assistance with the requirements of this solicitation, contact the Melissa Schmisek at Melissa.Schmisek@usdoj.gov Unit or (202) 305-1271.

H. Other Information

Application Checklist

Applicants must submit a fully executed application to OVW, including all required supporting documentation. Additionally, if an applicant plans to submit an application under any other OVW grant program this fiscal year, please 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 letter submitted with a Transitional Housing Program Application will not be transferred to the Rural application).

Application Document	Date Completed
1. Letter of Registration	
2. Summary Data Sheet	
3. Project Concept Narrative	
4. Capacity to Implement Initiative	
a. Who Will Implement	
b. Staffing Plan	
c. Letters of Commitment	
5. Application for Federal Assistance: SF 424	
6. Standard Assurances and Certifications	
7. Disclosures of Process Related to Executive Compensation	
8. Confidentiality Notice Form	
9. Letter of Nonsupplanting	
10. Financial Accounting Practices	
11. Applicant Financial Capability Questionnaire (new nonprofits only)	
12. Indirect Cost Rate Agreement (only if the applicant has a current federally-approved rate)	

Do not submit documents in addition to those specified in this solicitation. Please note that any materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.

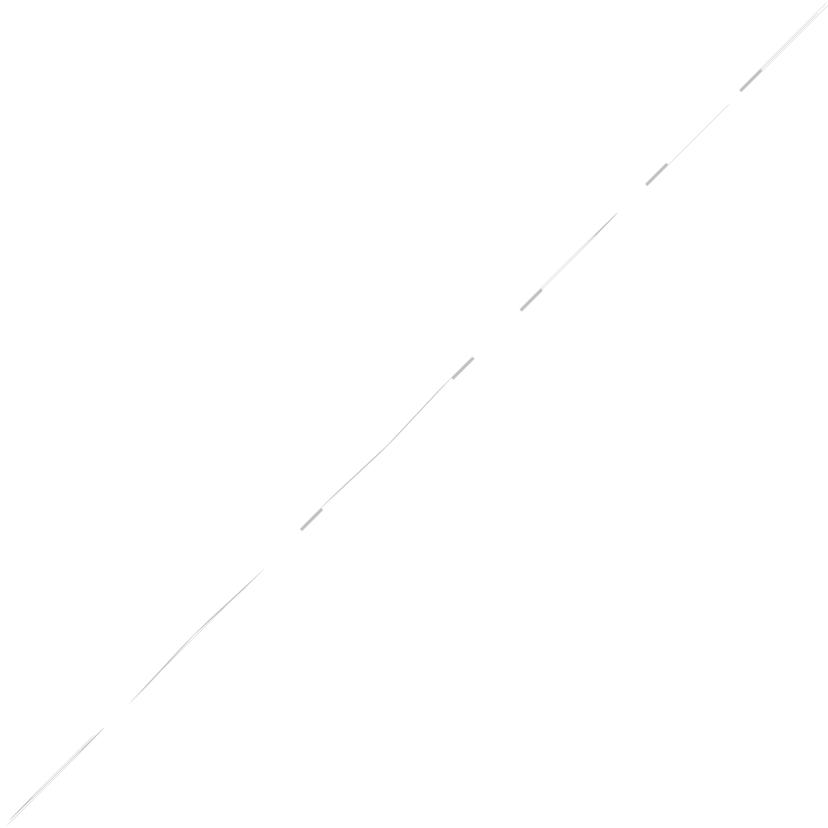


Public Reporting Burden - Paperwork Reduction Act Notice

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, it can be submitted to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street, NE, Washington, DC 20530.

APPENDIX A

Sample Letter of Registration



[Applicant Letterhead]

[Date]

Director
Office on Violence Against Women
145 N Street NE
Suite 10W.121
Washington, DC 20530

Dear Director:

This letter serves to certify that **[Insert Applicant Name]** is registered and current with the System for Award Management (SAM) under DUNS number **[insert DUNS number]**. **[Insert Applicant Name]** registered/verified registration on **[Insert Verification Date]**. The SAM registration for **[Insert Applicant Name]** will expire on **[Insert Expiration Date]**.

Sincerely,

[Authorized Organization Representative]

APPENDIX B

Disclosures of Process Related to Executive Compensation



Disclosures of Process Related to Executive Compensation
Sample Cover Letter
[Applicant Letterhead]
[Date]

Director
Office on Violence Against Women
145 N Street, NE
Suite 10 W.
Washington, DC 20530

Dear Director:

The **[Applicant]** is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure for establishing a rebuttable presumption that our executives' compensation is reasonable. Therefore, I am submitting the following information to you, as required by the Violence Against Women Reauthorization Act of 2013:

Following is the process used to determine the compensation of officers, directors, trustees, and key employees (together, "covered persons"):

The text of the letter should include the following: (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 organization 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.

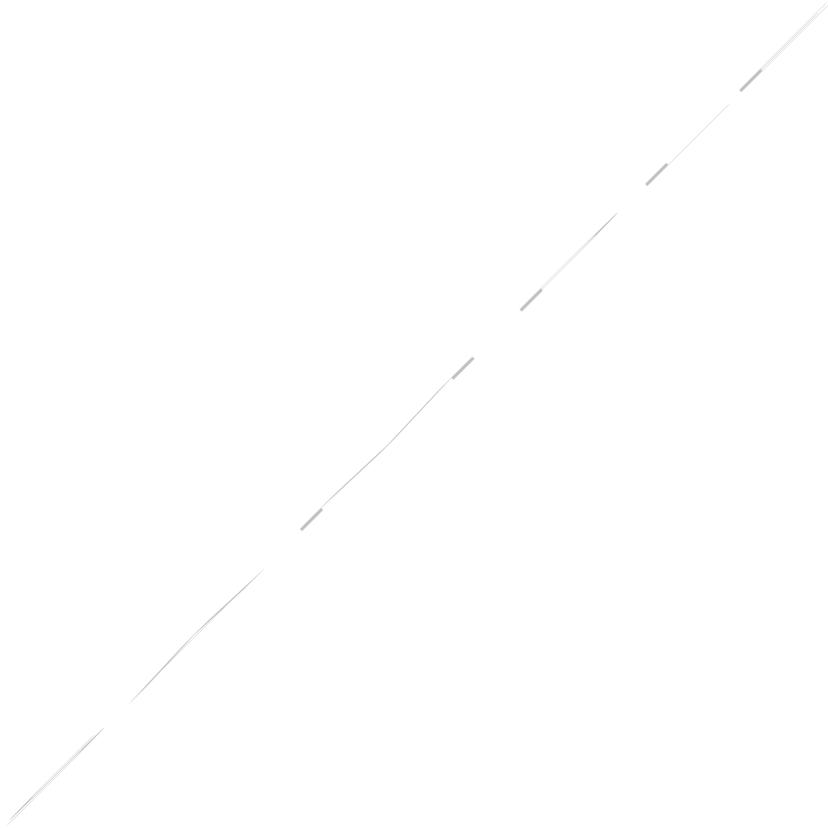
Sincerely,

[Applicant's Authorizing Official]

Attachments

APPENDIX C

Summary of Current and Recent OVW Projects



Summary of Current and Recent OVW Projects

Applicant Name								
Service Area: Size of Service Area: Size of Target Population:								
Award Number	Award End Date	Program	Award Amount	Amount Remaining	Extension Needed?	Extension Needed: Timeframe	Grant-Individual(s) and Job Title(s)	Justification for Remaining Funds
2012-XX-XX-XXXX	7/31/2015	2014 CLSSP	\$300,000	TOTAL: \$250,000 A. Personnel: <u>\$200,000</u> B. Fringe: <u>\$50,000</u> C. Travel: <u>\$0</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$0</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$0</u> H. Other Costs: <u>\$0</u> I. Indirect Costs: <u>\$0</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No		2FT DV/SA Advocates: John Doe and Jane Doe	
2013-XX-XX-XXXX	12/31/2014	2011 CTAS	\$932,000	TOTAL: \$467,850 A. Personnel: <u>\$250,000</u> B. Fringe: <u>\$100,000</u> C. Travel: <u>\$0</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$0</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$100,000</u> H. Other Costs: <u>\$0</u> I. Indirect Costs: <u>\$17,850</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No		1FT DV Advocate (Anne Tyler); 2FT Shelter Advocates (Jane Doe and Jane Doe); 1FT Victim Liaison (John Doe)	
			TOTAL:	TOTAL:				
			\$1,232,000	\$717,850				

APPENDIX D

Summary of Current and Pending Non-OVW Grants to do the Same or Similar Work



**Summary of Current and Pending Non-OVW
 Federal Grants to do the Same or Similar Work**

[Applicant Name]							
Current Awards							
Service Area:							
Federal Awarding Agency	Award Number	Program	Award End Date	Award Amount	Amount Remaining	Grant-Individual(s), Job Title(s), and Percentages	Please describe how this project differs from the application for OVW funding.
OJP	XXX-XXX-XXXX	OVC	9/30/2017	\$300,000	TOTAL: \$250,000 A. Personnel: <u>\$200,000</u> B. Fringe: <u>\$50,000</u> C. Travel: <u>\$0</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$0</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$0</u> H. Other Costs: <u>\$0</u> I. Indirect Costs: <u>\$0</u>	2FT DV/SA Advocates: John Doe (25%) and Jane Doe (35%)	[Insert description.]
Pending Applications							
Service Area:							
Federal Awarding Agency	Application Number (if known)	Program	Project Period	Total Requested Amount	Amount Requested	Grant-Individual(s), Job Title(s), and Percentages	Please describe how this project differs from the application for OVW funding.
COPS	XXX-XXX-XXXX	CAMP	36 months	\$300,000	TOTAL: \$300,000 A. Personnel: <u>\$200,000</u> B. Fringe: <u>\$50,000</u> C. Travel: <u>\$0</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$50,000</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$0</u> H. Other Costs: <u>\$0</u> I. Indirect Costs: <u>\$0</u>	1FT DV Advocate: Janet Doe (20%); 1FT Shelter Advocate: Jay Doe (10%); 1FT Victim Liaison: John Doe (50%)	[Insert description.]

