



U.S. Department of Justice
Office on Violence Against Women (OVW)

OVW Fiscal Year 2024 Restorative Practices Pilot Program Evaluation Solicitation

Assistance Listing Number: 16.052

Grants.gov Opportunity Number: O-OVW-2024-171996

Solicitation Release Date: March 27, 2024

Deadline to submit SF-424 and SF-LLL in Grants.gov: 11:59 PM Eastern Time (ET) on June 11, 2024.

Deadline to submit full application in JustGrants: 8:59 PM ET on June 13, 2024.

Eligibility:

Eligible applicants are limited to: Tribal organizations, Non-profit organizations, and Public and private institutions of higher education. For more information, see the [Eligibility Information](#) section of this solicitation.

Letter of Intent

Applicants are encouraged to submit a non-binding letter of intent to OVW.Research@usdoj.gov by April 20, 2024. Applicants who do not submit a letter of intent can still apply. For more information, see the [Application and Submission Information](#) section of this solicitation.

Pre-Application Information Session

OVW will conduct an optional, web-based pre-application information session on April 8 2024 at 2:00pm E.T. During this session, OVW staff will review this program's requirements, review the solicitation, and allow for a brief question and answer period. 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.Research@usdoj.gov. Applicants also may call OVW at 202-368-9077.

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

Organizations applying for the first time must complete registrations with multiple systems:

- i. System for Award Management (SAM) (<https://sam.gov/content/entity-registration>)
- ii. Grants.gov (<https://www.grants.gov/applicants/applicant-registration>)

iii. JustGrants registration needs to be completed **ONLY** after successful submission of Step 1 of the application as described below.

For more information, see the [Prior to Application Submission](#) section of this solicitation.

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

Applicants are strongly encouraged to begin the registration process or ensure that all accounts are active and up to date by May 10, 2024.

Submission Information: Applications must be submitted to OVW through a two-step process that begins in Grants.gov and is completed in JustGrants:

Step 1: The applicant must **submit** by the Grants.gov deadline (11:59pm ET on June 11, 2024) the required Application for Federal Assistance standard form (SF-424) and the Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov. To view the forms prior to completing them in Grants.gov, applicants can go to the Package tab under the funding opportunity that they're applying for and select Preview. The Preview then provides links to the forms.

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at <https://justicegrants.usdoj.gov/> by the JustGrants application deadline (8:59 PM ET on June 13, 2024). OVW encourages applicants to review the [JustGrants](#) website for more information, resources, and training.

Note that the Grants.gov and JustGrants deadlines are typically only a few days apart. For more information about application submission, see the [How to Apply](#) section of this solicitation.

Notification

OVW anticipates notifying applicants of funding decisions by October 1, 2024.

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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 that provide services to victims and hold offenders accountable.

About this OVW Program

This program is authorized by 34 U.S.C. § 12514.

Summary Statement about What OVW Seeks to Fund Through this Solicitation:

This Fiscal Year 2024 Restorative Practices Pilot Program Evaluation Solicitation (RPPP Evaluation) invites applications to conduct research and evaluation on restorative practices in collaboration with pilot sites and training and technical assistance (TTA) providers. The pilot sites and TTA providers will be funded under separate funding announcements; this solicitation is exclusively to fund research and evaluation.

OVW anticipates investing approximately \$8 million in RPPP Evaluation efforts to answer some but not all of the [research questions](#) found on page 8 of this solicitation through approaches that align with OVW's [methodological principles](#) for research and evaluation, found on page 12. Applicants should also demonstrate the [capacities and competencies](#) described on page 12.

OVW expects to issue one award under this solicitation to support various research projects under one award that will generate knowledge that practitioners, policymakers, and the public can use to make decisions about developing, implementing, and using restorative practices to redress the harm caused by domestic violence, sexual assault, dating violence, and stalking. The recipient will work in close collaboration with OVW staff, TTA providers, evaluation liaisons, and pilot site practitioners to develop reasonable and useful evaluation measures across and within pilot sites. Additionally, the research that OVW will fund through this award will mirror the aims of restorative practices, use mixed methods approaches, and be adaptable and community-specific with strong researcher-practitioner-community partnerships.

OVW anticipates issuing the RPPP Evaluation award as a cooperative agreement that will involve multiple junctures at which the recipient will be required to submit detailed plans for OVW's approval before those plans can proceed. The reason for this is that pilot sites have not been identified yet, and an evaluator cannot realistically determine a detailed and comprehensive evaluation approach without information about the pilot sites. Applicants' proposals should include recommended check points at which the evaluator and OVW staff will confer before different phases of project activities proceed.

Background

VAWA was first enacted nearly 30 years ago to improve the criminal and civil justice system responses to domestic violence, dating violence, sexual assault, and stalking, and to support Coordinated Community Responses involving justice professionals, victim advocates, and

others. In the decades that followed, strategies for achieving VAWA's core aims emerged, gained traction, and proved critical to addressing domestic and sexual violence. These strategies include victim advocacy, legal services, Sexual Assault Response Teams and Sexual Assault Nurse Examiner programs, protection orders, transitional housing programs, specialized law enforcement and prosecution units, campus programs, and more. It is well known, however, that not all victims wish to engage with the criminal or civil legal systems or mainstream victim services to try to navigate a path to justice and healing. Victims need a range of options since there is no "one size fits all" approach, and communities need more tools to hold offenders and harm-doers accountable and help victims¹ seek safety, healing, and support. One such tool is restorative justice, or restorative practices.

The Violence Against Women Act Reauthorization Act of 2022 (VAWA 2022) authorized the "Pilot Program on Restorative Practices" (codified at 34 U.S.C. § 12514). VAWA 2022 defines a "restorative practice" as a practice relating to a specific harm that (1) is community-based and unaffiliated with any civil or criminal legal process; (2) is initiated by a victim of the harm; (3) involves, on a voluntary basis and without any evidence of coercion or intimidation of any victim of the harm by any individual who committed the harm or anyone associated with any such individual, (i) one or more individuals who committed the harm, (ii) one or more victims of the harm, and (iii) the community affected by the harm through one or more representatives of the community; (4) shall include and has the goal of (i) collectively seeking accountability from one or more individuals who committed the harm; (ii) developing a written process whereby one or more individuals who committed the harm will take responsibility for the actions that caused harm to one or more victims of the harm; and (iii) developing a written course of action plan (I) that is responsive to the needs of one or more victims of the harm; and (II) upon which one or more victims, one or more individuals who committed the harm, and the community can agree; and (5) is conducted in a victim services framework that protects the safety and supports the autonomy of one or more victims of the harm and the community. The statute's program requirements also mandate the inclusion of a set of practices and procedures for screening the suitability of any individual who committed a harm based on a variety of factors and an assessment of risk.²

The purpose of OVW's research and evaluation efforts, which include the RPPP Evaluation, is to study approaches to addressing domestic violence, sexual assault, dating violence, and stalking. By generating more knowledge about strategies for serving victims and holding offenders accountable, communities will be better equipped to generate knowledge about effective practices, align their work with practices that are known to be effective, and will benefit from a broader understanding of ways restorative practices can operate successfully.

Additionally, this evaluation effort is intended to help fulfill statutorily required reporting and evaluation mandates. The reporting requirements at 34 U.S.C. § 12514(h) specify the information that reports to Congress must provide, including data on: people served and not served by the funded programs, victim satisfaction with restorative practices, and outcomes of

¹ The term "victim" is used throughout this solicitation to refer to people who were harmed by sexual assault, domestic/dating violence, and/or stalking, in part because that is the term used in the RPPP statute. OVW recognizes that other terms, such as survivor or person who was harmed, may be used as well.

² For a complete list of eligibility factors please consult 34 U.S.C. § 12514(e).

harm-doers' involvement in the restorative practice. Specifically, the authorizing statute requires “a victim evaluation component that is documented through survey or interview, including the satisfaction of victims of a harm with the restorative practice services.”³

Restorative practices may use a variety of procedures and measures that are unique to the harm caused and the community affected.⁴ Evaluation of these programs is essential for informing future funding, policy, and practice. RPPP Evaluation applicants should be able to balance competing priorities and develop research designs that complement the aims of restorative practices. RPPP Evaluation recipients will evaluate the pilot and TTA projects described below, with the expectation that the approaches the pilot sites use—and the objectives and outcomes they target—may shift as a result of adaptations throughout the duration of their projects.

Pilot Sites

In 2024, OVW anticipates releasing a competitive solicitation to invite applications for RPPP pilot site awards. After that solicitation closes, which is estimated to be in Summer 2024, OVW will subject the applications to a review process to assess, among other factors, applicants' capacity to: (a) implement programming aligned with the pilot program defined in 34 U.S.C. § 12514; (b) implement an approach that is conducted in a victim services framework and adheres to guardrails set forth in the statute and those required by OVW to ensure safety and autonomy for the person(s) harmed and accountability for the person who committed the harm; (c) participate in intensive and tailored TTA; and (d) participate in evaluation efforts, including designating an Evaluation Liaison. OVW anticipates selecting up to or greater than 10 pilot sites and awarding them a maximum of \$2 million each for an initial five-year project that will involve a planning phase.

Training and Technical Assistance

OVW issued a [Call for Concept Papers](#) in March 2023 to identify organizations with the requisite experience and capacity to provide training and technical assistance (TTA) to grantees, subgrantees, and potential grantees and subgrantees of the Restorative Practices Pilot Program (RPPP). Following an intensive review of responses to the Call for Concept Papers, OVW invited five entities to submit full applications. OVW issued awards to three of those applicants in March 2024 for five-year TTA projects that will run from April 2024 through March 2029 and will involve a planning phase. In addition to providing TTA to the pilot sites, the TTA providers will participate in evaluation efforts of the RPPP funded through this solicitation.

Research Questions

Identified below are core research questions that the RPPP Evaluation must work to answer, as well as other research questions of which the RPPP Evaluation should answer some but not necessarily all.

³ Please see the definition of “restorative practices” above or at 34 U.S.C. § 12514(h).

⁴ For an example of concepts and measures used in restorative practices, see Kim, M. et al. (2022). *Non-Law Enforcement Restorative Justice Addressing Domestic and Sexual Violence: Evaluation Results from The CHAT Project Pilot*. Collective Healing and Transformation. Available at: [CHAT-Pilot-Evaluation-FULL-REPORT-August-2022.pdf \(chatproject.org\)](#)

Core Research Questions

The RPPP's authorizing statute requires OVW to track and report information that has implications for grantee performance measurement and OVW's evaluation of the pilot program (see 34 U.S.C. § 12514(h)). As such, the RPPP Evaluation must support OVW in answering these questions, in addition to collecting other qualitative and quantitative information as determined by the Director.

- To what extent are victims of a harm satisfied with restorative practice services? What affects victim satisfaction? (Note: these are questions intended to be included, among others, in a victim evaluation component that is documented through survey or interview.)
- To what extent did harm-doers successfully complete and execute a written course of action plan? To what extent were harm-doers involved in a criminal or civil complaint involving domestic violence, dating violence, sexual assault, or stalking during the course of the restorative practice process?

Other Research Questions

The statute requires OVW to gather other qualitative and quantitative information determined by the Director. To this end, OVW is interested in applications that aim to answer some, but not necessarily all, of these questions:

- What are the key features of the RP models used by pilot sites? How do mechanisms and elements of restorative practice differ from site to site?
- How do RP models operate and what outcomes do they aim to achieve? Are there outcomes that are consistently targeted across RP models?
- To what extent are the models implemented as designed? What affects implementation fidelity? What mechanisms are present in successful programming or common elements in persistent challenges?
- How do participants⁵ learn about the program and become connected to services? Who opts in and who opts out of a restorative practice program?
- How are screening instruments and risk assessments developed and used to screen people in or out of the RP program? What effect do types of screening instruments have on who is accepted into an RP program?
- Who is screened in and out of RPs? How do those who are screened out perceive the process? What is the impact of screening tools (including risk assessments) and how are participants referred to other services?
- How do aspects of participants' lives, experiences, and identities affect their experiences with seeking, accessing, and participating in RPs? What, if any, disparities exist? How

⁵ Note: the term "participants" refer to all those involved in a restorative practice process and program. This includes victims of a harm, harm-doers, secondary victims or family members, community members, institutions, TTA providers, and pilot site practitioners.

are these things addressed? Additionally, what strengths and approaches do various communities bring to RPs, such as different ways of knowing, historical practices, or cultural traditions?

- How do participants' notions of safety, healing, and justice affect their experiences with RPs?
- For people who participate in an RP program, what aspects—related to and outside the RP program itself—affect their experiences in the program, whether they complete the program, and their immediate and long-term outcomes? (For example, what causes participants to end their participation in the RP program, and what causes program staff to halt services? How does access to housing, employment, paid leave, financial assistance, health care, and/or childcare affect whether a harmed person and a harm-doer persist through the program? If there is also a criminal or civil case related to the harm the RP is redressing, do things related to the case affect the RP participation and outcomes?)
- How do experiences with an RP program, the criminal or civil justice system, both, or neither impact outcomes for both victims and harm-doers? How do RPs affect use of new violence?
- How do RPs affect a harm-doer's ability to contribute to a broader community?
- How do participants define and experience success or challenges? How are threats to safety or violations of community agreements (such as a written course of action plan) managed, monitored, and addressed? How do participants perceive these approaches? What are the mechanisms or practices that enhance success and safety? How do programs incorporate participants' feedback on success and challenges into their work?

Implementation of the Pilot Program established pursuant to 34 U.S.C. § 12514 will involve funding pilot sites using various approaches and will include adaptations over time. Furthermore, OVW RP pilot sites operate in communities that include criminal justice agencies, civil legal proceedings, community partners, and other places victims and harm-doers may go. OVW aims to understand the lived experiences of victims and harm-doers as they experience their communities and pursue different paths towards safety, healing, and justice.

Program Scope

Activities supported by this program are determined by statute, federal regulations, and OVW policies. If an applicant receives an award, the funded project is bound by this solicitation, the [DOJ Financial Guide](#), including updates to the financial guide after an award is made, the [Solicitation Companion Guide](#), and the conditions of the award. The recipient(s) of cooperative agreement(s) issued under this solicitation will work in collaboration with and under the direction of OVW on all project activities.

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 avoid 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. OVW may support survivor-centered alternative pathways to justice and non-criminal approaches to accountability that fall within the statutory scope of this program and do not compromise victim safety. 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 funded under this program. See also the list of unallowable costs in the [Funding Restrictions](#) section of this solicitation.

- Proposals primarily to purchase equipment, materials, or supplies. (A budget may include these items if they are necessary to conduct the proposed study.)
- Proposals that are not responsive to this specific solicitation.
- Training in support of programs or direct services unrelated to or, unassociated with, the proposed research project.

Applications that propose activities deemed to be substantially out-of-scope may be eliminated from consideration.

Federal Award Information

Availability of Funds

All awards are subject to the availability of appropriated funds as well as any modifications or additional requirements imposed by law. There is no guarantee that funds will be available in the future. Depending on availability of funding and an applicant's merit, OVW may elect to make awards for a future fiscal year if an application is not selected under this solicitation.

Type of Award

Awards will be made as cooperative agreements. Cooperative agreements are a form of award under which OVW expects to have ongoing substantial involvement in project activities. For these awards, the substantial involvement will vary depending on the nature of the pilot sites and selected research questions. This might include OVW collaborating on project design, research implementation, data review, cleaning, and analyses; development of measurements, tools, and data dictionaries; development of reports and other written and multimedia products; dissemination of findings; and creation and refinement of resources and content. The recipient must be willing to work closely with OVW and be willing to modify all project activities at OVW's request in order to address the needs of pilot program grantees, TTA providers, OVW, and/or address emerging issues. Recipients will include various checkpoints with OVW in their project design and implementation plans.

Award Period and Amounts

Applicants should request an award period of 60 months, and maximum total project funding of \$8,000,000. The budget cap of \$8,000,000 includes direct and indirect costs. OVW anticipates making one award under this solicitation.

Budgets, including the total estimated funding requested on the SF-424, must reflect a 60 month project duration. OVW anticipates making one award for a total of \$8,000,000 with the award period beginning on October 1, 2024.

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 before making an award or after an award is made but prior to access to funds. Extensions will be evaluated on a case-by case basis.

OVW welcomes applications that involve two or more entities; however, one eligible entity must be the applicant and the other(s) must be proposed as the subrecipient(s). The applicant must be the entity with primary responsibility for conducting and leading the research. If funded, the applicant will be responsible for monitoring and appropriately managing any subrecipients or, as applicable, for administering any procurement subcontracts that would receive federal program funds from the applicant under the award.

Program Requirements

This section describes the requirements of the RPPP Evaluation, including the methodological principles to which recipients must adhere, research team capabilities and competencies, expected products and deliverables, and regulations regarding confidentiality and human subjects' protection.

Methodological Principles

Any project funded under this solicitation must adhere to the methodological principles listed below. OVW will only support research methods that:

- Are well-matched to the purpose of the research and build on existing evidence;
- Uphold victim safety as the paramount objective, with the understanding that scientific progress is always subordinate to that objective;
- Are likely to yield findings that have practical utility for victim services providers, justice system professionals, and others;
- Are developed collaboratively between researchers and practitioners;
- Place as minimal a burden as possible on crime victims, offenders, and systems;
- Operate from a cogent theoretical framework; and
- Have been approved by an Institutional Review Board (IRB) if they involve human subjects research.

OVW will not support research that:

- Prioritizes scientific rigor over practical value or ethics, ethics being broadly defined and not limited to published standards;
- Is minimally useful to practitioners;
- Offers minimal cost benefit;
- Lacks a clear theoretical foundation; and/or designed to generate descriptive findings that emphasize vulnerabilities and neglect strengths of specific populations. (For example, a study that examines risk-taking behavior among members of a certain population, without testing any strategies for serving the target population and identifying protective factors, is not of value to OVW.)

Research Team Capabilities and Competencies

OVW expects applicants to demonstrate:

- Capacity to develop and conduct rigorous mixed-methods research projects;
- Experience developing and conducting research in meaningful partnership with non-researchers, and capacity to involve, recruit, and train local community members to help conduct research locally and collaborate with Evaluation Liaisons designated by the pilot sites;
- An understanding of RPs generally and their use specifically in matters involving domestic violence, sexual assault, dating violence, and stalking;
- Ability to formulate a research design that is consistent with, or mirrors, some of the goals of RPs, such as approaches that are geared toward empowerment, conducive to healing, and make space for multiple perspectives;
- Ability to formulate and carry out research approaches that align with OVW's Research and Evaluation [Methodological Principles](#);
- Capacity to assemble a research team with qualitative and quantitative data analysis competencies;
- Ability to collaborate closely with OVW throughout project implementation and adjust as needed;
- Demonstrated experience working with historically marginalized and/or underserved communities and ensuring access and equitable research participation for people with disabilities and people with limited English proficiency;
- Ability to accommodate shifts in RPPP programming, staff, and timelines; and
- Experience effectively disseminating research findings to a variety of audiences and in appropriate, multi-disciplinary, and accessible formats, including sharing findings with people who participated in the research as well as policymakers.

Expected Products

OVW expects products to result from each award under this solicitation, taking the form of all of the following:

- One or more presentations or briefings made via webinar or conferences.

- One or more scholarly product(s) that are published or submitted for publication, meaning peer-reviewed, scientific journal articles, and/or (if appropriate) law review journal articles, brochures, conference papers, book chapter(s) or book(s) in the academic press.
- One or more, 1- to 2-page research brief(s) written in plain language and intended for practitioners, policymakers, and/or the general public. The brief should include a summary of the study, goals and objectives, research questions, methods, results, key findings, implications, and limitations.
- Ongoing research dissemination. Recipients of an award under this solicitation will be expected to share relevant preliminary findings or trends with OVW staff, policymakers, TTA providers, pilot site Evaluation Liaisons, and research participants, with the goal of ensuring victim safety, promoting transparency, supporting program adaptation and improvement, and facilitating timely adjustments.
- Final research report. Recipients of an award under this solicitation will be expected to submit a final research report. The final report should be written in a way that makes the content accessible to a broad audience which includes practitioners, policymakers, and other researchers. Award recipients should expect that all or part of the final report will be made available to the public. Recipients should create a plan to effectively share their research findings with research participants, pilot sites, and TTA providers.

Confidentiality and Human Subjects Protection

Any recipient of an award under this solicitation will be required to comply with DOJ regulations on confidentiality and human subjects' protection. See Human Subjects and Privacy Protection, at: <https://nij.ojp.gov/funding/human-subjects-and-privacy-protection>. **Note:** Final IRB approval is not required at the time an application is submitted.

Applicants should also be aware that pilot sites will have to abide the VAWA confidentiality provisions found at 34 U.S.C. 12291(b)(2). Evaluation efforts must not compel information from pilot sites in a manner that would conflict with victim services providers' obligation to protect victim confidentiality.

Eligibility Information

Eligible Applicants

The following entities are eligible to apply for RPPP Evaluation funding:

- Nonprofits, including culturally specific and population specific organizations, with 501 (c)(3) status with the IRS.
- Nonprofits, including culturally specific and population specific organizations, without 501(c)(3) status with the IRS.
- Private institutions of higher education.
- Public and state-controlled institutions of higher education.

An eligible entity shall demonstrate, through its own organizational capacity and/or through partnerships, a history of comprehensive training and experience in conducting research with victims of domestic violence, dating violence, sexual assault, or stalking.

Foreign governments, foreign organizations, and foreign institutions of higher education are not eligible to apply.

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 [Civil Rights Office | Partnerships with Faith-Based and Other Neighborhood Organizations | Office of Justice Programs](#) (ojp.gov) for more information).

Ineligible Entities and Disqualifying Factors

Applications submitted by ineligible entities or that do not meet all program eligibility requirements will not be considered for funding. In addition, an application deemed deficient in one or more of the following categories may not be considered for funding: 1. activities that compromise victim safety, 2. out-of-scope activities, 3. unallowable costs, 4. pre-award risk assessment, 5. completeness of application contents, and 6. timeliness. Failure to comply fully with all applicable unique entity identifier and SAM requirements (see Application and Submission section for more information on these requirements) will result in removal from consideration.

An applicant with past performance issues, long-standing open audits, or an open criminal investigation also may not be considered for funding.

Note: Any nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code is not eligible for a grant from this program. See 34 U.S.C. § 12291(b)(15)(B)(ii).

Cost Sharing or Matching

The RPPP Evaluation has no matching or cost-sharing requirement.

Other Program Eligibility Requirements

The RPPP Evaluation has no additional eligibility requirements.

Number of Applications

An applicant may submit more than one application, as long as each application proposes a different project in response to the solicitation. (If an applicant submits multiple versions of the same application, OVW will review only the most recent system-validated version submitted.) Subrecipients may be part of multiple proposals.

Application and Submission Information

Address to Request Application Package

The complete application package (this solicitation, including links to required forms) is available on Grants.gov and on the [OVW website](#). Applicants wishing to request a paper copy of these materials should contact OVW at 202-368-9077 or email OVW.Research@usdoj.gov.

Pre-Application Information Session

OVW will conduct an optional, web-based pre-application information session. During this live session, OVW staff will review this program's requirements, review the solicitation, and allow for a brief question and answer period. Please do not wait until the pre-application information session to ask questions if you have them, and please send questions as they arise after the sessions. Any questions you have outside of the pre-application information session can be directed to OVW.Research@usdoj.gov or 202-368-9077. The session is scheduled for: April 8 at 2:00pm Eastern Time.

To register for the live session, follow this link: <https://us06web.zoom.us/meeting/register/tZYsf-2grzkoHtJrHfOlyPHR1ZMMt-dRPxux>

Registration must be received at least one day 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. Applicants needing additional language assistance should contact this program at OVW.Research@usdoj.gov as soon as possible.

Participation in a pre-application information session is optional and not a requirement to be eligible to apply and the recording will be available on the [OVW website](#).

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

Potential applicants are encouraged to submit a letter of intent by April 20, 2024. The letter should state that the applicant is registered and current with SAM and with Grants.gov. The letter should be sent to OVW.Research@usdoj.gov. This letter does 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. Arial font, type no smaller than 11-point, except for footnotes, which may be 9 points.
5. Page numbers
6. No more than 30 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 be responsive to the scope and criteria of this solicitation and must include the documents listed below. For a checklist, see the [Application Checklist](#) in the Other Information section of this solicitation.

Applications that do not include items one through four can be considered substantially incomplete and may not be considered for funding:

1. Proposal Abstract
2. Proposal Narrative
3. Budget Detail Worksheet and Narrative
4. Appendices (While an application missing any of the required appendices will not automatically be removed from consideration, OVW has the discretion to deem an application unresponsive if it is missing significant required items.)

Application for Federal Assistance (SF-424)

Applicants must complete the SF-424 in Grants.gov as part of **Step 1 of the application submission process**. 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) should 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 have the authority to apply for and accept grant awards on behalf of the organization or jurisdiction.

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

Disclosure of Lobbying Activities (SF-LLL)

All applicants must complete and submit the *Disclosure of Lobbying Activities* (SF-LLL) form in Grants.gov as part of **Step 1 of the application submission process**. 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 begin **Step 2 of the application submission process** by reviewing the Standard Applicant Information in JustGrants, making edits as needed, confirming the Authorized Representative, verifying the legal name and address, and entering the ZIP code(s) for the areas affected by the project.

Proposal Abstract

The Proposal Abstract (no more than 400 words) should summarize the proposed project in plain language, including the project title, purpose of the project, goals and intended outcomes, primary activities, intended beneficiaries, and subrecipient involvement (if known). The abstract is an important part of the application and serves as an introduction to the proposed project. OVW uses the abstract for a number of purposes, including assignment of the application to an appropriate review panel. If the application is funded, the abstract typically will become public information and may be used to describe the project. The abstract, which is to be entered into a text box in JustGrants, will not be scored but is used throughout the review process. The abstract does not count against the page limit for the Proposal Narrative.

Data Requested with Application

Applicants must complete three questionnaires in JustGrants: the Pre-Award Risk Assessment, the Applicant Entity Questionnaire, and the Restorative Practices Program Pilot Evaluation Summary Data Sheet. These questionnaires are not scored. Applicants should click on the questionnaire name in JustGrants to access and complete each questionnaire. Although the questionnaires must be completed in JustGrants, the questions can be viewed in Appendices B, C, and D of this solicitation.

Proposal Narrative

The proposal narrative must not exceed 30 double-spaced pages in 11-point, Arial font with one-inch margins. It should have a title page (listing the project title, submission date, name and contact information for the applicant's Authorized Representative and Principal Investigator and any co-Principal Investigators), as well as a table of contents and figures.

If included in the main body of the Proposal Narrative rather than in the appendices, the tables, charts, figures, and other illustrations will count toward the 30-page limit for the narrative section. The title page, abstract, appendices (including appended tables, charts, and figures), and government forms do not count toward the 30-page limit. Applicants must upload the Proposal Narrative as an attachment in JustGrants.

Following the title page and table of contents and figures, the proposal narrative must include the five sections listed below:

1. Background, weighted at 10%, must include:
 - o The [Research Questions](#) the project will aim to answer, and why these questions are prioritized. This should include core research questions.

- Purpose, goals, and objectives of the proposed project.
 - A summary review of literature most relevant to the proposed project.
2. Project design and implementation, weighted at 30%, must include:
- An explanation of the theoretical foundation(s) on which the proposed research is based.
 - A description of a sound research design(s) and appropriate analytic methods, including hypotheses related to the research questions, a description of the sample (to the extent the applicant can speculate about the sample without knowing the pilot sites), and analysis plans, all of which must align with the [Methodological Principles](#) in the Program Requirements section of this solicitation.
 - A discussion of how any proposed research design is consistent with, or mirrors, some of the goals of RPs, such as approaches that are geared toward empowerment, conducive to healing, community-specific, iterative, and open to multiple perspectives.
 - A discussion of potential pitfalls or limitations of the proposed project and how the applicant will minimize and/or mitigate them.
 - Recommended check points at which evaluators and OVW staff will confer before project activities proceed.
3. Potential impact, weighted at 10%, must include:
- Implications for practice and policy in how communities respond to domestic violence, sexual assault, dating violence, and stalking.
 - Implications for the replication, application, enhancement, and adaptation of restorative practices in a variety of settings. Applicants should articulate how research will improve and support the ongoing efficacy of the pilots.
4. Capabilities and competencies, weighted at 40%, must include:
- Description of the applicant's qualifications to develop and conduct the proposed project, and the qualifications of key staff and partners, particularly as qualifications pertain to familiarity with or expertise in restorative practices, research involving victims of violence, mixed methods, qualitative methods, participatory research, community-based research, and/or research involving culturally specific or historically marginalized populations, and/or other underserved populations.
 - How the applicant envisions working in partnership with pilot sites (including Evaluation Liaisons), communities, and TTA providers, and recruiting and training local staff or consultants at the pilot sites to help conduct the research.
 - Articulation of the applicant's ability to adjust project design and approach to context-specific challenges and shifts in RPPP programming.

- Anticipated management plan with key roles identified and an indication of how much time key staff anticipate contributing to the project.
 - Demonstrated experience effectively working with historically marginalized and/or other underserved communities and ensuring access and equitable research participation for people with disabilities and people with limited English proficiency.
 - Experience effectively disseminating research findings for a variety of audiences and in appropriate and accessible formats, including experience disseminating findings to people who participated in the research.
5. Dissemination plan, weighted at 10%, must include:
- A description of a plan to produce [expected products](#) and make findings available for various audiences—including but not limited to the pilot sites, TTA providers, policymakers, and RP participants—through written materials and accessible interactive formats. This should include a plan to share interim findings with pilot sites, TTA providers, and OVW staff, as well as a plan to share findings with research participants.

Because the RPPP sites and TTA providers are not known at the time this solicitation is inviting RPPP Evaluation applications, OVW recognizes that there are limits to how specific, detailed, and certain applicants' proposed plans can be. RPPP Evaluation recipients will be expected to work with OVW, the pilot sites, and TTA providers as they further develop and finalize their project designs. OVW anticipates requiring recipients to submit additional materials post-award before the recipient can access funds, such as a detailed research plan to include a power analysis if the project involves experimental or quasi-experimental research, a revised Privacy Certificate, and other items.

Budget and Associated Documentation

Applicants must submit a detailed budget estimate and budget narrative and must upload the applicable associated documentation as described below, under each heading. Because OVW strongly encourages using a spreadsheet (e.g., Excel, Numbers, etc.) for the budget attachments. The budget worksheet and budget narrative are not scored but are required for an application to be sent to peer review. A failure to submit associated documentation may result in removal from consideration or a delay in access to funding.

RPPP Evaluation Budget note: OVW recognizes that because applicants do not know the pilot sites—and research designs will be further developed after sites are selected—it is difficult for applicants to formulate a detailed budget. OVW anticipates working with the recipient to negotiate the project budget in segments, with OVW releasing funds in phases. As such, it is understood that applicants' budgets are merely a best estimate in the absence of critical information and are subject to significant changes post-award.

Budget Worksheet and Budget Narrative (attachment)

Applicants must upload 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 RPPP Evaluation budget note in the section above.)

See the Budget Information and Sample Budget Narrative in [Appendix A](#) and the [Creating a Budget](#) webinar on the OVW website. Keep in mind that budgetary requirements vary among programs. Budgets should be reasonable and based on the resources needed to implement their projects in their specific geographic location.

Award Period and Amounts

Applicants should request an award period of 60 months, and maximum total project funding of \$8,000,000. The budget cap of \$8,000,000 includes direct and indirect costs. Applicants should carefully read this full solicitation, including the [Summary Statement about What OVW Seeks to Fund Through this Solicitation](#) on page 6 explaining that OVW anticipates funding one project through this solicitation.

The budget must:

1. Present 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 (including study participants, consultants, and members of advisory groups that inform and guide the project) for their full level of effort, unless otherwise stated in a memorandum of understanding or letter of support. For more information on compensating project partners, see the Budget Information and Sample Budget Narrative in [Appendix A](#).
 - Applicants are strongly encouraged to include stipends for research participants in their budgets unless there is a compelling reason provided for not compensating participants. Refer to information on Participant Support Costs in the [DOJ Financial Guide](#) for information on providing research participant stipends to cover the cost of participants' time, transportation, gas, and other incidentals (excluding food and beverages). A stipend, which is typically in the form of a gift card, is not a salary, honorarium, incentive, or fee.
 - Applicants are strongly encouraged to consider and work to address the economic, community-specific, and logistical limitations to participation in research including childcare access, scheduling, technological access, time off work, and access to transportation.
 - Applicants are strongly encouraged to include sufficient funds to involve, recruit and train local community members in research that is tailored and specific to the pilot site as well as collaborate with designated Evaluation Liaisons at pilot sites—whose effort dedicated to supporting the evaluation is expected to be budgeted for by the pilot sites, not the evaluator—with the goal of ensuring community-specific mixed-methods research. This may involve hiring and training local researchers.

3. Include sufficient funds to provide language access or describe other resources available to the applicant to ensure meaningful access for persons with limited English proficiency. See Accessibility under the [Federal Award Administration Information](#) section of this solicitation for more information.
4. Include sufficient funds to provide access for people with disabilities or who are Deaf/hard of hearing or describe other resources available to the applicant to ensure meaningful access for such people. See Accessibility under the [Federal Award Administration Information](#) section of this solicitation for more information.
5. 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; 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 Budget Information and Sample Budget Narrative in [Appendix A](#) and the [Solicitation Companion Guide](#) on the OVW website.

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

Funding Restrictions

The following information is provided to help applicants develop an application and budget consistent with program requirements for the RPPP Evaluation.

Unallowable Costs

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

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

Food and Beverage/Costs for Refreshments and Meals

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. 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 meeting or conference. Examples 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. Failure to serve 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, including relevant details about the applicant's community, such as a rural or remote location. 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 that do not have a current negotiated (including provisional) indirect cost rate, except for those non-federal entities described in [Appendix VII to Part 200 paragraph \(d\)\(1\)\(B\)](#), may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC).

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

Applicant Financial Capability Questionnaire (if applicable)

All nonprofit, nongovernmental organizations that apply for funding from OVW and have not previously (or within the last three years) received funding from OVW must complete an [Applicant Financial Capability Questionnaire](#) and attach it to their application in JustGrants. In addition, applicants may be required to submit their current year's audit report at a later time.

Disclosure of Process Related to Executive Compensation (if applicable)

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. If so, the applicant 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 [Disclosure of Process Related to Executive Compensation](#) 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., if the recipient changes in the way it determines compensation).

Required Appendices

Listed below are appendices that applicants are required to submit with their applications. If an applicant determines that a particular appendix is not relevant to their application, they can attach a file with a statement to that effect. Appendices do not count against the page limit for the Proposal Narrative. Appendices can be submitted as separate attachments or in consolidated files in Just Grants.

Appendices 1-6

1. Bibliography/references.

2. Tools/instruments, questionnaires, tables/charts/graphs, or maps pertaining to the proposed project that are supplemental to such items included in the main body of the narrative.

3. Curriculum vitae or resumes of the Principal Investigator(s) and key project partners.

4. Letters of commitment from organizations or agencies serving as partner entities and/or collaborating on the project, such as victim services organizations, law enforcement agencies, prosecutors' offices, etc. Letters of commitment must be dated and signed by the partnering entity's Authorized Representative. Budget note regarding partner entities: In general, partners that will be receiving funds to carry out a portion of the award should be treated as subrecipients in the proposed budget, not contractors. For more information see 2 C.F.R. § 200.331 and the [Solicitation Companion Guide](#).

5. Documentation of Research and Evaluation Independence and Integrity. In order to receive funds, the applicant must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity, both in this proposal and as it may relate to the applicant's other current or prior related projects. This documentation may be included as an attachment to the application that addresses both i. and ii. below.

i. For purposes of this solicitation, applicants must document research and evaluation independence and integrity by including, at a minimum, one of the following two items:

a) A specific assurance that the applicant has reviewed its proposal to identify any research integrity issues (including all principal investigators and subrecipients) and it has concluded that the design, conduct, or reporting of research and evaluation funded by OVW grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of part of its staff, consultants, and/or subrecipients responsible for the research and evaluation or on the part of the applicant organization. **OR**

b) A specific listing of actual or apparent conflicts of interest that the applicant has identified in relation to this proposal. These conflicts could be either personal (related to specific staff, consultants, and/or subrecipients) or organizational (related to the applicant or any subgrantee organization). Examples of potential investigator (or other personal) conflict situations may include, but are not limited to, those in which an investigator would be in a position to evaluate a spouse's work product (actual conflict), or an investigator would be in a position to evaluate the work of a former or current colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that specific project or an entity implementing the project (whether funded by OVW or other sources), as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on the objectivity and reliability of an evaluation or research product is a problem and must be disclosed.

ii. In addition, for purposes of this solicitation applicants must address the issue of possible mitigation of research integrity concerns by including, at a minimum, one of the following two items:

a) if an applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant must provide a brief narrative explanation of how and why it reached that conclusion. Applicants must also include an explanation of the specific procedures that the applicant will put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest.

OR

b) If the applicant has identified specific personal or organizational conflicts of interest in its proposal during this review, the applicant must propose a specific and robust mitigation plan to address conflicts noted above. At a minimum, the plan must include specific processes and procedures that the applicant will put in place to eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan will be accepted as proposed.

Considerations in assessing research and evaluation independence and integrity include but are not limited to the adequacy of the applicant's efforts to identify factors that could affect the objectivity or integrity of the proposed staff and/or the organization in carrying out the research; and the adequacy of the applicant's existing or proposed remedies to control any such factors.

6. Data archiving plan. OVW will require through special award conditions that data sets, resulting in whole or in part from projects funded under this solicitation, be prepared for archiving. Applications must include as an appendix a brief plan – labeled “Data Archiving Plan” – consistent with the instructions found here: <https://nij.ojp.gov/funding/data-archiving#data-archiving-plan>. Data sets are to be submitted 90 days before the end of the project period unless the recipient receives different instructions from OVW. Please note that OVW will consider requests for exemptions from data archiving requirements post-award.

Appendices 7-8: Human Subjects Paperwork and Privacy Certificate

7. Human Subjects Protection paperwork. Documentation and forms related to Institutional Review Board (IRB) review. See <https://nij.ojp.gov/funding/human-subjects-and-privacy-protection>, and note that final IRB approval is not required at the time an application is submitted.

8. Privacy Certificate. For further information and a model privacy certificate, see <https://nij.ojp.gov/funding/confidentiality-and-privacy-protections> and https://nij.ojp.gov/sites/g/files/xyckuh171/files/media/document/NIJ_pccr_fillable.pdf.

Appendix 9: Project Staff, Affiliation, and Roles Form

9. Proposed Project Staff, Affiliation, and Roles Form, for the purposes of avoiding any conflicts of interest during the peer review process. Provide a list (to the extent known) of all proposed project staff members, including those affiliated with the applicant organization or any proposed subrecipient organization(s), any proposed consultant(s), and contractors (whether individuals or organizations), and any proposed members of an advisory board for the project (if applicable). The list must include, for each individual and organization: name, title (if applicable), employer or other organizational affiliation, and roles and responsibilities proposed for the project. Applicants should use the Proposed Project Staff, Affiliation, and Roles form available at <https://nij.ojp.gov/media/document/16911> to provide this listing.

Additional Application Components

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

Letter of Nonsupplanting

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

Confidentiality Notice Form

All applicants are required to acknowledge that they have received notice that grantees and subgrantees must comply with the confidentiality and privacy requirements of VAWA, as amended. Applicants must upload and attach, under Additional Attachments in JustGrants, the

completed acknowledgement form available on the [OVW website](#). This form must be signed by the Authorized Representative.

Summary of Other Federal Funding

Applicants must disclose whether they have any of the following: 1) an OVW grant or cooperative agreement that is open or that closed within 12 months of the date this solicitation closes; 2) a subaward under an OVW grant or cooperative agreement that is open or that closed within 12 months of the date this solicitation closes; 3) a pending OVW application as either the lead applicant/potential recipient or as a partner/potential subrecipient; 4) a federal award to do the same or similar work; or 5) a pending federal application to do the same or similar work.

Applicants will provide this information by completing the Summary of Other Federal Funding form in the Disclosures and Assurances section of JustGrants during the application submission process.

Disclosures and Assurances

All applicants must review, complete, and submit all disclosures, assurances, and certifications as described below.

Disclosure of Lobbying Activities

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

DOJ Certified Standard Assurances

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

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants must read and acknowledge these DOJ certifications in JustGrants.

Prior to Application Submission

Unique Entity Identifier (UEI) and System for Award Management (SAM)

Entities applying for the first time must register with the following systems:

- SAM.gov: Registration with [SAM.gov](#) includes receiving a UEI and takes an average of **2 to 3 weeks**.
- Grants.gov: Registration with [Grants.gov](#) takes an average of **1 week**.
- JustGrants: Registration with JustGrants needs to be completed **ONLY** after successful submission of Step 1 of the application as described below under [How to Apply](#).

Note: Registration time frames are estimates. Applicants experiencing registration challenges should refer to the *OVW Policy for Applicants Experiencing Technical Difficulties During the Registration and Submission Processes* section below for guidance on how to proceed.

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 applicant's responsibility to ensure that they are 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 **May 14, 2024. Failure to do so may result in missing the application deadline and therefore not being considered for funding.**

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

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 11:59 pm ET on June 11, 2024, and the JustGrants application deadline is 8:59 pm ET on June 13, 2024.** 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* below 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 application 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* below.

Submission Information and Other Submission Requirements

Applications must be submitted to OVW through a two-step process that begins in Grants.gov and is completed in JustGrants:

Step 1: The applicant must submit by the Grants.gov deadline (provided above) the required Application for Federal Assistance standard form (SF-424) and the Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov. To view the forms prior to completing them in

Grants.gov, applicants can go to the Package tab under the funding opportunity that they're applying for and select Preview. The Preview then provides links to the forms.

Step 2: The applicant must then submit the full application, including attachments, in JustGrants at <https://justicegrants.usdoj.gov/> by the JustGrants application deadline (provided above). OVW encourages applicants to review 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. 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. Before the Grants.gov deadline, notify OVW, via email at OVW.Research@usdoj.gov stating the applicant is experiencing technical difficulties with SAM or Grants.gov. The applicant should provide regular updates to this same email.
4. If the technical difficulty cannot be resolved before the Grants.gov deadline, the applicant must notify OVW via email at OVW.Research@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 (SF-LLL, SF-424, Proposal Abstract, Proposal Narrative, Budget and Budget Narrative, all appendices) and all documentation confirming the technical difficulty to OVW at OVW.Research@usdoj.gov by **8:59 p.m. E.T. on June 11 2024**.

Technical difficulties while applying in JustGrants

1. Contact OVW JustGrants Support at OVW.JustGrantsSupport@usdoj.gov or 866-655-4482 as soon as the applicant is aware of a problem. OVW JustGrants Support is a separate Help Desk from OJP and COPS and is dedicated to OVW applicants.
2. Maintain documentation of all communication with OVW JustGrants Support.
3. Actively work with OVW JustGrants Support to resolve the technical difficulty.
4. Contact OVW, via email at OVW.Research@usdoj.gov prior to the JustGrants deadline (**8:59 p.m. E.T. on June 13, 2024**). 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 deadline**. The email must include the following:
 - A detailed description of the technical difficulty.
 - The contact information (name, telephone, and email) for the person making the request.
 - The applicant's UEI number.
 - JustGrants application numbers and User Support tracking numbers.
 - The complete application (SF-LLL, SF-424, Proposal Abstract, Proposal Narrative, Budget and Budget Narrative, and all appendices).

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

Cases of severe inclement weather or natural or man-made disaster are the only circumstances under which OVW may accept applications after **8:59 pm ET on June 13, 2024**. The information below provides the process applicants must follow in such a circumstance.

1. Contact this program at OVW.Research@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. A technical merit score will be determined for each RPPP Evaluation application based on the scoring criteria below.

1. Background, weighted at 10%, must:

- Clearly identify the Research Question(s) the applicant intends to answer. Core research questions must be clearly identified.
 - Present clear and appropriate project purpose, goals and objectives.
 - Demonstrated understanding of the state of current research related to the proposed project's aims.
2. Project design and implementation, weighted at 30%, must:
- Offer a clear explanation of the theoretical foundation on which the proposed study is based and its connection to the selected methods.
 - Describe a sound research design and appropriate analytic methods, including hypotheses related to the research questions, a description of the sample (to the extent the applicant can speculate about the sample without knowing the pilot sites), and an analysis plan, all of which must align with the [Methodological Principles](#) in the Program Requirements section of this solicitation.
 - Provide a compelling discussion of how the proposed research design is consistent with, or mirrors, some of the goals of restorative practices, such as approaches that are geared toward empowerment, conducive to healing, are community-specific, and make space for multiple perspectives.
 - Provide a robust discussion of potential pitfalls or limitations of the proposed project design and how the applicant will mitigate or minimize them.
 - Include an advisable recommendation about check points at which evaluators and OVW staff will confer before project activities proceed.
3. Potential impact, weighted at 10%, must:
- Explain the study's implications for practice and policy in how communities respond to domestic violence, sexual assault, dating violence, and stalking.
 - Explain the study's implications for the replication, application, and distribution of restorative practices in a variety of settings and articulated how the research will improve and support ongoing pilot's efficacy.
4. Capabilities and competencies, weighted at 40%, must:
- Describe strong organizational qualifications to develop and conduct the proposed project, and the qualifications of key staff and partners, particularly as qualifications pertain to familiarity with or expertise in restorative practices, mixed methods, qualitative methods, participatory research, community-based research, and/or research involving victims of violence, culturally specific or historically marginalized populations, and/or underserved populations.
 - Reflect a strong and practical approach to doing research through researcher-practitioner partnerships, as well as thoughtful engagement with RP program participants, TA providers, and pilot site evaluation liaisons, potentially including local staff or consultants at the pilot sites to help conduct the research.

- Articulate the applicant’s ability to adjust project design and approach to context-specific challenges and shifts in RPPP programming.
 - Present a clear (if speculative) management plan with key roles identified and appropriate estimates of how much time key staff will contribute to the project.
 - Demonstrate experience effectively working with historically marginalized and/or underserved communities and ensuring access and equitable research participation for people with disabilities and people with limited English proficiency.
 - Demonstrate experience effectively disseminating research findings to a variety of audiences and in appropriate, culturally appropriate, and accessible formats, including experience disseminating findings to people who participated in the research.
5. Dissemination plan, weighted at 10%, must:
- Describe a purposeful plan to produce [expected products](#) and make findings at various times available for various audiences—including but not limited to the pilot sites, TTA providers, policymakers, and RP participants—through written materials and accessible interactive formats. Includes a plan to share findings with research participants in meaningful ways.

Budget and Budget Narrative

The budget and budget narrative will not be scored by peer reviewers but is referenced throughout the review process. Peer reviewers will consider and may comment on the following additional items in the context of technical merit:

- Total cost of the project relative to the perceived benefit (cost effectiveness).
- Appropriateness of the budget relative to the level of effort.
- Use of existing resources to conserve costs.
- Proposed budget alignment with proposed project activities.

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. Following peer review and the assignment of a technical merit score to each application, a threshold is established and applications scoring at or above that threshold are discussed by a full peer review panel.

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 alignment with the scope of the RPPP Evaluation and activities that may compromise victim safety.

An application that is 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.

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.

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 have meaningful access to recipients' programs and activities. Recipients are also responsible for ensuring that their programs and activities are readily accessible to people with disabilities, including those with physical or cognitive disabilities, as well as people 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 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). Recipients of RPPP Evaluation funding will be provided with guidance on using the Research Performance Progress Report for fulfilling the performance reporting requirement. Information can be found here: nij.ojp.gov/funding/research-performance-progress-report-guidelines-nij-awardees. Reports 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 202-368-9077 or OVW.Research@usdoj.gov and reference this solicitation.
- 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 - 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, easily understood, and not unnecessarily burdensome. 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. OVW will not contact applicants prior to peer review for missing items. 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. Data Requested with Application: a) Pre-Award Risk Assessment b) Applicant Entity Questionnaire c) Summary Data Sheet | |
| 4. Proposal Abstract | |
| 5. Proposal Narrative | |
| 6. Budget Estimate Worksheet and Budget Narrative (attachment) | |
| 7. Required Appendices a. Bibliography/references b. Any tools/instruments, questionnaires, tables/charts/ graphs, or maps c. Curriculum vitae or resumes d. Letters of commitment e. Documentation of Research and Evaluation Independence and Integrity f. Data archiving plan g. Human Subjects Protection paperwork h. Privacy Certificate i. Project Staff, Affiliation, and Roles Form | |
| 8. Indirect Cost Rate Agreement (if applicable) | |
| 9. Applicant Financial Capability Questionnaire (if applicable) | |
| 10. Disclosure of Process Related to Executive Compensation (if applicable) | |
| 11. Letter of Nonsupplanting | |
| 12. Confidentiality Notice Form | |

| Application Document | Date Completed |
|--------------------------------------|----------------|
| 13. Summary of Other Federal Funding | |
| 14. Pre-award Risk Assessment | |

Appendix A

Budget Information and Sample Budget Narrative

Budget Information and Sample Budget Narrative

Budget Information

Cost information for selected items is provided below to assist applicants in preparing their budgets. Additional information is available in the [DOJ Financial Guide](#).

Consultants/Contracts

Compensation for services by an individual consultant must be reasonable and consistent with that paid for similar services in the marketplace. Applicants must consider the type of services provided and the individual's experience and expertise when deciding if a consultant's rate is reasonable. Applicants are strongly discouraged from requesting consultant rates over \$650 per day. Please note that the rate does not need to be as high as \$650 for all consultants. If a project is selected for funding with a budget allocating more than \$650 per day to a consultant, the applicant must provide additional information to OVW for review and approval before consultant costs are incurred. Applicants must also include all costs associated with consultants or contractors in the "Procurement Contracts" category, including travel-related costs. Applicants should not reflect these costs in the Personnel or Travel categories.

Applicants must follow the same established procurement policies with federal funds as with non-federal funds. All procurement transactions, including the awarding of consultant contracts, must be conducted in a manner that provides maximum open, free, and fair competition, and must follow 2 C.F.R. §§ 200.317-200.327. All sole-source procurements (not awarded competitively) over \$250,000 require prior approval from OVW. This applies to procurements of goods and services, but not to selection of subrecipients.

MOU Partner/Subrecipient versus Contractor Determination

Memorandum of Understanding (MOU) project partners are generally considered subrecipients for time spent working on program objectives. The following MOU project partner responsibilities are consistent with the characteristics in 2 C.F.R. § 200.331 that support their classification as subrecipients:

- they are using federal funds to carry out a program for a public purpose specified in the authorizing statute;
- they are responsible for adherence to program requirements;
- they are responsible for programmatic decision-making;
- their performance is measured by meeting program objectives; and
- in some cases, they may be responsible for determining who is eligible to receive assistance (services) under the grant award.

In contrast, a contractor:

- provides goods and services within normal business operations;
- provides similar good and services to many different purchasers;
- normally operates in a competitive environment;
- provides goods and services that are ancillary to the operation of the program; and
- provides goods or services to which programmatic requirements generally do not apply.

For additional information on determining subrecipient or contractor designation, please refer to [2 C.F.R. § 200.331](#), as well as the Solicitation Companion Guide, available at <https://www.justice.gov/ovw/resources-applicants>.

Compensation for Partners

In developing budgets, applicants should compensate all project partners for their participation in project-related activities, including but not limited to compensation for time and travel expenses to participate in project development, training, and implementation. The budget **must** include compensation for all services rendered by project partners, including nonprofit, nongovernmental domestic violence and/or sexual assault services programs, and state and tribal domestic violence and/or sexual assault coalitions. Partners are generally considered subrecipients and are reimbursed for their actual costs incurred for the project rather than on a fee for service basis. If a partner is a state or local governmental agency and the partnership duties are performed within the course of the agency's "regular" scope of work, applicants do not need to compensate the partner if the partner: a) offers this arrangement; and b) an explanation of this arrangement is included in the application (typically in the MOU).

Training and Technical Assistance/Travel

The program solicitation specifies the amount of grant funds that must be budgeted for training and technical assistance. These funds must **only** be used for OVW-designated technical assistance, unless otherwise approved by OVW. These funds are to be used to support travel by all project partners, including nonprofit, nongovernmental service providers, to technical assistance events. This may include travel by individuals whose positions are not grant-funded if their roles and responsibilities are linked to the purpose of the project. If the technical assistance funds will be shared between the applicant and any project partners, the applicant's employees' travel costs must be listed in the "Travel" category in the budget, and partners' travel must be in the "Subawards" category. Label both costs as "OVW Technical Assistance" and ensure they total to the full required amount. Do not include registration fees, as OVW technical assistance is free for grantees.

If applicants are aware of relevant non-OVW sponsored conferences or training for which they would like permission to use grant funds to attend, they can budget expenses over the required amount.

Rent

Rental costs are generally allowable under OVW programs. Applicants must list square footage and cost per square foot in the budget. The amount must be based on the space that will be allocated to implement the OVW project, not the costs of the entire rental facility. **Rental costs are not allowable for property owned by the applicant or if the applicant has a financial interest in the property.** In this case, only the costs of ownership, including maintenance costs, insurance, depreciation, utilities, etc., are allowable. The applicant must state in the budget narrative whether they own the space that will be rented. Refer to the following document for more information on how to appropriately allocate and break down the cost of rent in the budget: Cost Allocation Information, available at <https://www.justice.gov/ovw/resources-applicants>.

Audit Costs

Costs for audits not required or performed in accordance with 2 C.F.R. Part 200 Subpart F – Audit Requirements are unallowable. If the applicant agency did not meet the applicable expenditure threshold (see 2 C.F.R. § 200.501) during the organization’s fiscal year, they may not charge the cost of any audit performed to the grant.

Indirect Costs

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 that do not have a current negotiated (including provisional) indirect cost rate, except for those non-Federal entities described in Appendix VII to Part 200 paragraph (d)(1)(B), may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC). 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. Applicants may also choose to waive indirect costs.

Purchase and/or Lease of Vehicles

The purchase and lease of vehicles are prohibited under most OVW grant programs. However, some programs allow for purchasing vehicles on a case-by-case basis. Refer to the program solicitation to determine whether vehicles can be purchased or leased. A lease/purchase analysis must be submitted with the application if requesting a vehicle.

Non-Federal contributions

Any non-federal contributions can be discussed in the Proposal Narrative or Memorandum of Understanding (if required). **Applicants should not include supplemental contributions in the budget, budget narrative, or SF-424.**

If the applicant voluntarily decides to provide matching funds through the use of in-kind contributions and includes this information in the budget or budget narrative, the voluntary contributions will become a mandatory requirement under the grant award. Grantees that fail to provide these mandatory matching funds through cash or in-kind contributions during the award period may be required to meet their obligation by making a cash payment to OVW to close out the grant award.

Cost Allocations

Costs for shared items, those not used solely for the award, should be equitably distributed to the funding sources that receive a benefit from the items. For example, when budgeting for general office supplies, it is important to note that the full cost cannot be allocated to the project. Instead, an allocation method should be used to share the cost among all staff who use the supplies. Refer to the following document for information on allocating shared costs in the budget: Cost Allocation Information, available at <https://www.justice.gov/ovw/resources-applicants>.

Accessibility

The program solicitation requires that the applicant include sufficient funds to provide language access or describe other resources available to the applicant to ensure meaningful access for persons with limited English proficiency, including by offering translation and interpretation

services, and to provide access for people with disabilities or who are Deaf/hard of hearing. Determining how much to budget for accessibility requires that recipients analyze the following:

- Available data about the local population to understand the language and accessibility needs in their service area;
- Historical data on screening and serving individuals who are LEP, Deaf or Hard of Hearing, or disabled; and
- Costs or documented estimates of language and other accessibility services and modifications in the service area. For resources and assistance in this process, visit <https://www.justice.gov/ati> and <https://www.lep.gov/>.

Recipients should make every effort to use these funds for their budgeted purpose of providing accessibility, and not reallocate them for other purposes later in the project.

Sample Budget Narrative

Purpose: The Sample Budget Narrative may be used to assist with preparing the budget and narrative. Applicants may use this form or the format of their choice (plain sheets, Excel document, the applicant's own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to the applicant's project may be deleted.

Note: The following budget is an example intended to assist applicants in preparing their budgets. The sample expenses may not fit the purposes or activities of this particular grant program.

A. Personnel – List each position by title and employee name, if available. Show the annual salary rate and the percentage of time devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

| <u>Name/Position</u> | <u>Computation</u> | <u>Cost</u> |
|---------------------------|---------------------------|-------------|
| Program Coordinator | \$65,000 x 50% x 3 years | \$97,500 |
| Bilingual Shelter Manager | \$70,000 x 100% x 3 years | \$210,000 |
| Administrative Assistant | \$45,000 x 10% x 3 years | \$13,500 |

Sample narrative: The Program Coordinator will dedicate 50% of their time to the project by coordinating and organizing regular council meetings between all partner organizations, ensuring compliance with program requirements, and serving as the central point of contact for all project activities.

The Bilingual Shelter Manager will dedicate 100% of their time to the project by providing direct client assistance, coordinating services and case management for clients, and managing the temporary shelter activities.

The Administrative Assistant for the project will spend 10% of their time on the project, providing administrative and clerical support for activities directly related to this project.

TOTAL PERSONNEL: \$ 321,000

B. Fringe Benefits – Fringe benefits must be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Worker’s Compensation, and Unemployment Compensation.

| <u>Name/Position</u> | <u>Computation</u> | <u>Cost</u> |
|---------------------------|-------------------------------|-------------|
| Program Coordinator | | |
| Employer’s FICA | \$97,500 x 7.65% | \$ 7,459 |
| Health Insurance | \$4,800/year x 50% x 3 years | \$ 7,200 |
| Worker’s Compensation | \$97,500 x 1.00% | \$ 975 |
| Unemployment Compensation | \$97,500 x 0.50% | \$ 488 |
| Bilingual Shelter Manager | | |
| Employer’s FICA | \$210,000 x 7.65% | \$16,065 |
| Health Insurance | \$4,800/year x 100% x 3 years | \$14,400 |
| Worker’s Compensation | \$210,000 x 1.00% | \$ 2,100 |
| Unemployment Compensation | \$210,000 x 0.50% | \$ 1,050 |
| Administrative Assistant | | |
| Employer’s FICA | \$ 13,500 x 7.65% | \$ 1,033 |
| Health Insurance | \$4,800/year x 10% x 3 years | \$ 1,440 |
| Worker’s Compensation | \$ 13,500 x 1.00% | \$ 135 |
| Unemployment Compensation | \$ 13,500 x 0.50% | \$ 68 |

Sample Narrative: We request fringe benefits for the Program Coordinator, Bilingual Shelter Manager, and Administrative Assistant. Each employee’s share of Health Insurance cost is prorated based on their projected time on the project.

TOTAL FRINGE BENEFITS: \$ 52,413

C. Travel – Project staff travel expenses should be itemized by purpose (e.g., training, field interviews, advisory group meeting, etc.) and include the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X per diem). For training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of travel policies applied, either the applicant’s policy or Federal Travel Regulations.

| <u>Purpose of Travel</u> | <u>Location</u> | <u>Item</u> | <u>Computation</u> | <u>Cost</u> |
|--|-----------------|-------------|--|-------------|
| OVW-Mandated Training and Technical Assistance | TBD | TBD | TBD | \$12,000 |
| Local Program Mileage | XYZ County | | 150 miles/month x \$0.655/mile x 36 months | \$ 3,537 |

Sample narrative: According to the requirements in the solicitation for this program, \$12,000 out of the total \$20,000 in OVW mandated technical assistance and training funds has been allocated to cover the travel cost for staff. The remaining amount of \$8,000 has been allocated for partner travel and can be found in Section G of this form. The exact locations of the trainings are currently unknown. However, travel estimates have been made using our formal written travel policy.

It is expected that the Program Coordinator will use a privately owned vehicle for local program mileage when traveling between the program shelter, main office, and all partner organizations. The rate for mileage reimbursement is calculated based on the current GSA Mileage Reimbursement Rate of \$0.655/mile and is estimated to be around 150 miles per month for a period of 36 months.

TOTAL TRAVEL: \$ 15,537

D. Equipment – List tangible personal property with a useful life of more than one year that needs to be purchased to support the project. It is important to follow the applicant’s own capitalization policy for equipment classification. For high-cost items and information technology systems, applicants should perform an analysis (and attach it to the application) that compares the cost of purchasing versus leasing equipment items, to determine the most economical approach. Rented or leased equipment items should be listed in the “Procurement Contracts” category. Describe in the narrative how the equipment is necessary for the success of the project.

| <u>Item</u> | <u>Computation</u> | <u>Cost</u> |
|-------------------|----------------------------|-------------|
| (2) Video Cameras | \$1,500/camera x 2 cameras | \$ 3,000 |

Sample narrative: The portable video cameras and tripod package will be used during the interviews of alleged offenders, as well as to record witness testimony in preparation for trial in cases of domestic violence, dating violence, sexual assault, and stalking. Our capitalization threshold is \$1,000, so these items are classified as Equipment.

TOTAL EQUIPMENT: \$ 3,000

E. Supplies – List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, thumb drives, and flash drives) and show the basis for

computation. Generally, supplies include any expendable or consumable materials that are used during the project period that are not equipment.

| <u>Supply Items</u> | <u>Computation</u> | <u>Cost</u> |
|---|--------------------------------|-------------|
| Office Supplies (paper, printer, toner, pens, etc.) | \$250/month x 53% x 36 months | \$4,770 |
| Postage | \$ 100/month x 53% x 36 months | \$1,908 |
| Program Supplies | \$ 50/month x 36 months | \$1,800 |
| 75 Client Assistance Kits | \$ 25/kit x 75 kits | \$1,875 |

Sample narrative: Office supplies and postage are needed for the general operation of the program and are shared amongst all office staff. The FTE allocation rate for shared costs incurred by all staff in this budget is 53% (based on total FTEs in the office is 3FTEs, and total FTEs in this budget is 1.6FTEs, so $1.6 / 3 = 0.53$, or 53%). Monthly costs for Office Supplies at \$250/month and Postage at \$100/month are estimated based on historical data. Charges to the grant will be based on the actual supplies purchased and actual percentage of staff time worked on the project (not budgeted amounts).

Program Supplies are estimated at a cost of \$50/month, based on historical data. The program supplies will be used for direct program activities such as art supplies and educational handouts/brochures for healing circles and group meetings for survivors.

The Client Assistance Kits will be provided to clients who receive services for domestic violence, dating violence, sexual assault, and stalking. These kits will contain toiletries and other personal hygiene products. We estimate the need for 75 kits, and the cost is based on similar kits provided by other programs.

TOTAL SUPPLIES: \$10,353

F. Construction – As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with OVW before budgeting funds in this category.

| <u>Purpose</u> | <u>Description of Work</u> | <u>Cost</u> |
|----------------------------|----------------------------|--------------------|
| TOTAL CONSTRUCTION: | | <u>\$ 0</u> |

G. Subawards (subgrants): Describe project activities for which subrecipients/MOU partners will receive compensation under the award, including services for clients. Include any compensation for partner/subrecipient travel in this section as well.

| <u>Subrecipient Name</u> | <u>Computation</u> | <u>Cost</u> |
|---|--------------------|-------------|
| XYZ Survivor Services Organization | | |

| | | |
|---|--|-----------------|
| Advocate | \$40,000 per year x .25 FTE x 3 years | \$30,000 |
| Advocate | Benefits x 28% of FTE salary | \$ 8,400 |
| OVW-Mandated Training and Technical Assistance | Location and cost TBD | \$ 4,000 |
| Subtotal XYZ Survivor Services Organization Subaward | | \$42,400 |

Sample narrative: The MOU partner XYZ Survivor Services Organization will offer advocacy services, such as safety planning and court accompaniment services. To cover the cost of travel for their staff, \$4,000 of the required \$20,000 in OVW mandated technical assistance and training funds has been allocated, in line with the budget requirements set forth in the solicitation. However, the training session locations are currently unknown. Travel estimates are based on the subrecipient's formal written travel policy.

| <u>Subrecipient Name</u> | <u>Computation</u> | <u>Cost</u> |
|---|--|--------------------|
| 123 Housing Provider | | |
| Permanent housing advocate | \$40,000 per year x .10 FTE x 3 years | \$12,000 |
| Advocate | Benefits x 28% of FTE salary | \$ 3,360 |
| Rent subsidies | \$150/month x 36 months x 15 clients/families | \$ 81,000 |
| OVW-Mandated Training and Technical Assistance | Location and cost TBD | \$ 4,000 |
| Subtotal 123 Housing Provider Subaward | | \$100,360 |

Sample narrative: The MOU partner, 123 Housing Provider, will provide rent subsidies for clients and their dependents, permanent housing placement services, and advocacy. The rent subsidy rates are based on our experience with available community housing. Out of the required \$20,000 for OVW mandated technical assistance and training funds, \$4,000 has been allocated to cover the cost of travel for partner staff. Travel estimates are based on the subrecipient's formal written travel policy and training locations are currently unknown.

TOTAL SUBAWARDS: \$142,760

H: Procurement Contracts – Applicants should follow their documented procurement procedures that comply with the procurement standards in the Uniform Guidance at 2 C.F.R. §§ 200.317-200.327 or the Federal Acquisition Regulation.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. The actual rate for each consultant should be evaluated on a case-by-case basis, consistent with fair market value, and equal to the individual's experience, education, and compensation they receive for providing similar services

in the marketplace. Consultant fees over \$650 per day (for an 8-hour day) or \$81.25 per hour require additional justification and prior approval from OVW.

| <u>Name of Consultant</u> | <u>Service Provided</u> | <u>Computation</u> | <u>Cost</u> |
|---------------------------|-------------------------|--------------------|-------------|
| Consultant/Trainer | Sexual Assault Training | \$575/day x 3 days | \$ 1,725 |

Sample narrative: A Consultant/Trainer will provide a three-day on-site training (at 8 hours per day) on sexual assault and related issues to law enforcement, prosecution, court personnel, and medical and social services personnel. The training will focus on addressing cultural needs of clients who experience sexual assault, domestic violence, dating violence, and stalking.

Subtotal Consultant Fees: \$ 1,725

Consultant Travel: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging etc.).

| <u>Purpose of Travel</u> | <u>Location</u> | <u>Item</u> | <u>Computation</u> | <u>Cost</u> |
|-------------------------------------|-----------------|-------------|----------------------------------|-------------|
| Delivery of Sexual Assault Training | Town of XYZ | Airfare | \$500 (avg.) x 1 person x 1 trip | \$ 500 |
| | | Lodging | \$ 75 (avg.)/night x 2 nights | \$ 150 |
| | | Per diem | \$ 45 (avg.)/day x 3 days | \$ 135 |

Subtotal Consultant Travel: \$ 785

Sample narrative: Funds are allocated to pay for the Consultant/Trainer to travel to provide sexual assault training.

Subtotal Consultants: \$ 2,510

Contracts: Provide a clear description of the product or services that will be acquired through the contract, along with an estimated cost. All procurement transactions must be conducted in a manner that ensures full and open competition and adheres to the standards in 2 C.F.R. §§ 200.317-200.327. A separate justification must be provided for sole source (non-competitive) contracts in excess of \$250,000.

| <u>Item</u> | <u>Computation</u> | <u>Cost</u> |
|--------------------------|--------------------------------------|-------------|
| Therapist | \$85/hr. x 10 hrs./month x 36 months | \$30,600 |
| Cell Phone Service | \$75/month x 36 months | \$ 2,700 |
| Copier and Printer Lease | \$262/month x 53% x 36 months | \$ 5,000 |

| | | |
|-------------------------------------|----------------------------------|-------------------------|
| Telephonic Interpretation | \$3.95/min. x 300 min. x 3 years | \$3,555 |
| In-person Interpreter – Spanish | \$100/hour x 20 hours x 3 years | \$6,000 |
| In-person Interpreter – non-Spanish | \$125/hour x 10 hours x 3 years | \$3,750 |
| Translation – Spanish | \$25/page x 20 pages x 3 years | \$1,500 |
| Translation – non-Spanish | \$25/page x 14 pages x 3 years | \$1,050 |
| Sign Language Interpretation | \$95/hour x 20 hours x 3 years | \$5,700 |
| CART Services | \$65/hour x 8 hours x 3 years | \$1,560 |
| Subtotal Contracts: | | <u>\$ 61,415</u> |

Sample narrative: The Therapist will be compensated at a rate of \$85/hour, consistent with the therapist's normal rate for providing this service in the marketplace. This contracted position will provide individual counseling sessions to clients on an as-needed basis and facilitate the group healing sessions once per week for 2 hours. A total of 10 hours of service per month is estimated.

The Bilingual Shelter Manager will need a cell phone to ensure 24 hours/day communication to provide emergency services and transportation to clients. This position is funded 100% through the application, therefore 100% of this cost is budgeted.

Equipment to be rented and/or leased includes the copier and printer. The copier and printer costs are estimated based on historical costs and allocated using an FTE allocation method (see allocation breakdown in Supplies Category).

The most common language in the local service area is Spanish, followed by Mandarin Chinese and Tagalog. Spanish language interpreters in applicant's area charge approximately \$100 per hour, and Mandarin and Tagalog interpreters charge approximately \$125 per hour. We estimate the number of hours of interpretation based on previous years plus an anticipated 10% increase during the project period. (We also employ a Spanish-English bilingual Shelter Manager, who assists with Spanish language interpretation.)

Translations in our service area cost approximately \$25 per page. We plan to have the following documents translated into Spanish during the project period: intake form (3 pages), confidentiality policy (1 page), house rules (2 pages), non-discrimination notice and complaint forms (3 pages), pamphlet on domestic violence (5 pages), pamphlet on sexual assault (5 pages), Power and Control Wheel (1 page). We plan to have the following documents translated into Mandarin and Tagalog: intake form (3 pages X 2), confidentiality policy (1 page X 2), non-discrimination notice and complaint forms (3 pages X 2).

Qualified sign language interpreters charge approximately \$95 per hour, and we anticipate using interpreters approximately 20 hours per year, based on past use and allowing for a 5% increase in usage over past years. We will host 1 day-long training session each year and anticipate providing Communication Access Realtime Translation services at each session.

TOTAL PROCUREMENT CONTRACTS: \$ 63,925

I. Other Costs – List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by each type of cost and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

| <u>Item</u> | <u>Computation</u> | <u>Cost</u> |
|----------------------|---|-------------|
| Participant stipends | \$50 per in-depth interview * 2 interviews-one at baseline and one at 6 months * 81 survivor participants | \$ 8,100 |
| Rent | \$1.50/sq. foot x 1,000 sq. feet x 36 months | \$54,000 |
| Utilities | \$200/month x 36 months | \$ 7,200 |
| Housing Assistance | \$500/family x 12 families/year x 3 years | \$18,000 |

Refer to [Research Participant Costs and Incentives](#) for information on requesting OVW approval to provide research participant stipends to cover the cost of participants' time, transportation, gas, and other incidentals (excluding food and beverages). A stipend, which can be in the form of cash, is not a salary, honorarium, incentive, or fee.

Sample narrative: Funds have been allocated for stipends for victim interview participants, to compensate participants for their time and contribution to the research project and offset any costs they incur for participating. Stipends will be paid in gift card amounts of \$50/participant per interview, and a spreadsheet will be used to account for the time, date, and amount disbursed to each participant. The applicant expects participants with limited or no means to pay for transportation to and from the secure interview site, and/or childcare during their travel and participation time, will be less inclined to participate if they cannot recoup these costs. The estimated impact of not using stipends is that the study participation rate will be lower than necessary for the study to be successful, and that study participants in lower income brackets in particular will be less likely to participate, thus potentially compromising the validity of the research findings. The amount of \$50 is reasonable and based on a realistic estimate for compensating participants' time and offsetting the cost of gas mileage or taxi fare to/from the interview site, and the potential need for participants to pay for childcare while they are at their interview.

The Client Services Program rents a safe house located within the community. The house is used to provide temporary housing to clients who experience domestic violence and their minor children. The rent is consistent with the fair market rate for similar properties in the local community. This is a direct cost to the program and is used solely for the purpose of this program, therefore the cost is not allocated.

The cost of utilities (i.e., gas, electric, and water service) for the Client Services Program safe house averages \$200/month. The services are necessary to ensure that the house is suitable for occupancy. This is a direct cost to the program and is used solely for the purpose of this program, therefore the cost is not allocated.

Funds have been budgeted to provide monthly housing assistance to at least one client who experienced domestic violence, dating violence, sexual assault, or stalking. Each client and dependents will receive up to \$500 to assist with rent and utility payments. Housing assistance will not be used to pay for delinquent or past due utility or rental costs.

Funds for Language Line Solutions (LLS) for telephonic interpreting at a rate of \$3.95 per minute are budgeted. In recent years, we have used LLS between 225 and 275 minutes per year, and we anticipate a 10% increase in usage based on recent trends.

TOTAL OTHER COSTS: \$ 87,300

J. Indirect Costs – Indirect costs are allowed if the applicant has a federally approved indirect cost rate. A copy of the rate approval (a fully executed, negotiated agreement) must be submitted with the application. If the applicant does not have an approved rate, they may request one from their cognizant federal agency or choose to charge a de minimis rate of 10% of modified total direct costs (MTDC) in accordance with 2 C.F.R. 200.414(f). If the applicant's accounting system allows for it, costs may be allocated in the direct cost categories.

| <u>Description</u> | <u>Computation</u> | <u>Cost</u> |
|---|--------------------|-------------|
| 32% of Direct Salaries (Excluding Fringe Benefits) | \$321,000 x 32% | \$102,720 |

TOTAL INDIRECT COSTS: \$ 102,720

Sample narrative: The Indirect Cost Rate Agreement was approved by the Department of Health and Human Services, the applicant's cognizant federal agency on January 1, 2023. (A copy of the fully executed, negotiated agreement that covers the current period is attached).

Budget Summary – Upon completion of the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of federal funds requested and the amount of non-federal funds that will support the project.

| Budget Category | Amount |
|------------------------|---------------|
| A. Personnel | \$ 321,000 |
| B. Fringe Benefits | \$ 52,413 |

| | |
|--------------------------------|------------------------------|
| C. Travel | \$ 15,537 |
| D. Equipment | \$ 3,000 |
| E. Supplies | \$ 10,353 |
| F. Construction | \$ 0 |
| G. Subawards. | \$ 142,760 |
| H. Procurement Contracts | \$ 63,925 |
| I. Other Costs | \$ 87,300 |
| Total Direct Costs | \$ 694,113 |
| J. Indirect Costs | \$ 102,720 |
| TOTAL PROJECT COSTS | <u>\$ 796,833</u> |
| Federal Share Requested | \$ 796,833 |
| Non-Federal (Match) Amount | \$ 0 |

Appendix B

Pre-Award Risk Assessment

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.

Appendix C

Applicant Entity Questionnaire

Applicant Entity Questionnaire

Note: Applicants must complete this questionnaire in JustGrants. The questions listed below are for reference only.

The Applicant Entity Questionnaire is required for every applicant for OVW funding and therefore includes questions that may not be obviously relevant or specifically focused on a particular grant program. Applicants should provide the most accurate answers and may respond “Yes” to more than one question or “No” to all questions. These questions help OVW understand the organizations that are applying for funding, but the answers do not influence funding decisions.

1. Is the applicant 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 (see 34 U.S.C. 12291(a)(50) & 12511(b))?
2. Is the applicant a federally recognized tribe (see 34 U.S.C. 12291(a)(22))?
3. Is the applicant a tribal organization as defined by 34 U.S.C. 12291(a)(45)?

Note: 34 U.S.C. 12291(a)(45) defines a tribal organization in three ways:

- the governing body of an Indian tribe;
 - any legally established organization of Indians which is controlled, sanctioned, or chartered by such governing body of a tribe or tribes to be served, or which is democratically elected by the adult members of the Indian community to be served by such organization and which includes the maximum participation of Indians in all phases of its activities; or
 - any tribal nonprofit organization (defined by 34 U.S.C. 12291(a)(44) as a victim services provider that has as its primary purpose to assist Native victims of domestic violence, dating violence, sexual assault, or stalking and that has staff and leadership with a demonstrated history of assisting American Indian or Alaska Native victims of domestic violence, dating violence, sexual assault, or stalking).
4. Does the applicant primarily focus on a rural area or community as defined by 34 U.S.C. 12291(a)(32)?

Note: Applicants can enter their address or zip code into the following tool to determine if their area or community is rural: <https://data.hrsa.gov/tools/rural-health>.

5. Is the applicant a **faith-based organization**?
6. Is the applicant 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 (see 34 U.S.C. 20421(c) and 12291(a)(8)-(9); 42 U.S.C. 300u-6(g))?

If yes, are the services of the applicant entity *primarily* directed toward serving:

- Hispanics or Latinos
- Black or African Americans
- American Indians
- Alaska Natives
- Asian Americans
- Native Hawaiians
- Other Pacific Islanders

7. Is the applicant a **population specific organization**, defined by 34 U.S.C. 12291(a)(26) as a nonprofit, nongovernmental organization that primarily serves members of a specific underserved population and has demonstrated experience and expertise providing targeted services to members of the **specific underserved population**?

Underserved population (defined by 34 U.S.C. 12291(a)(46)) means a population who faces barriers in accessing and using victim services, including populations underserved because of geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, and populations underserved because of special needs (such as language barriers, disabilities, immigration status, or age).

If yes, is the applicant entity designed *primarily* to serve a population underserved because of:

- Rural location
- Sexual orientation/gender identity
- Religion
- Race
- Ethnicity
- Language barriers
- Disabilities
- Immigration status
- Age

Appendix D

Summary Data Sheet

The Summary Data Sheet questionnaire must be completed and submitted to apply for this program.

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

- Name
- Title
- Address
- Telephone number
- Email address

2. Is the applicant (the organization whose unique entity identifier is being used for the application) serving as a fiscal agent? A fiscal agent is an entity that does not participate in implementation of the project and passes **all** funds through to subrecipients, conducting minimal administrative activities. **Note: The fiscal agent must be an eligible applicant for the program.**

2A. List all subrecipients

2B. Note: The applicant acknowledges that it will be responsible for all applicable statutory, fiscal, and programmatic requirements, including those of 2 C.F.R. Part 200, as well as all project deliverables

3. Has the applicant expended \$750,000 or more in federal funds in the applicant's past fiscal year? If so, specify the end date of the applicant's fiscal year.

4. Is the applicant a nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code?

5. Is the applicant a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure to establish a rebuttable presumption that its executives' compensation is reasonable? For additional information about the safe-harbor procedure, see Disclosure of Process Related to Executive Compensation in the Budget and Associated Documentation section of this solicitation. Note: The applicant must upload the required Disclosure of Process Related to Executive Compensation in the Budget and Associated Documentation section of JustGrants