



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

---

# **OVW Fiscal Year 2019 Grants to Enhance Culturally Specific Services for Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking Program Solicitation**

**Release Date: on or about December 13, 2018**

## **Eligibility**

Eligible applicants are limited to: private nonprofit organizations 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 "[Eligibility Information](#)")

## **Deadlines**

**Applications are due by 11:59 p.m. Eastern Time (E.T.) on February 7, 2019.**

(See "[Submission Dates and Times](#)")

**Registration Information:** To submit an application, all applicants must obtain a Data Universal Number System (DUNS) Number and register online with the System for Award Management (SAM) and with [Grants.gov](#). To ensure sufficient time to complete the registration process, applicants must obtain a DUNS Number and register online with SAM and with [Grants.gov](#) immediately, but no later than January 17, 2019.

(See "[Registration](#)")

**Letter of Intent:** Applicants are strongly encouraged to submit a Letter of Intent to Charlayna.Brady@usdoj.gov by January 17, 2019. This letter confirms that the applicant has registered with SAM and [Grants.gov](#). Submitting a Letter of Intent will not obligate a potential applicant to submit an application. Interested applicants who do not submit a Letter of Intent are still eligible to apply.

(See “[Letter of Intent](#)”)

**Pre-Application Information Sessions:** OVV will conduct two web-based Pre-Application Information Sessions for entities interested in submitting an application for this program. Participation in these sessions is optional. Interested applicants who do not participate are still eligible to apply.

(See “[Pre-Application Information Sessions](#)”)

## Contact Information

For assistance with the requirements of this solicitation, email OVV at Paule.Tessier@usdoj.gov. Alternatively, interested parties may call OVV at (202) 307-6026.

## Submission and Notification Information

**Submission:** Applications for this program will be submitted through [Grants.gov](#). For technical assistance with [Grants.gov](#), contact the [Grants.gov](#) Customer Support Line at 1-800-518-4726

The [Grants.gov](#) number assigned to this announcement is OVV-2019-15843.

**Notification:** OVV anticipates notifying applicants of funding decisions by October 1, 2019.

# Contents

<i>A. Program Description</i> .....	1
Overview .....	1
About the OWW Grants to Enhance Culturally Specific Services to Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking Program.....	1
Program Scope .....	1
Purpose Areas .....	1
OWW Priority Areas .....	2
Activities that Compromise Victim Safety and Recovery and Undermine Offender Accountability.....	2
Out-of-Scope Activities .....	3
Activities Requiring Prior Approval.....	3
<i>B. Federal Award Information</i> .....	3
Availability of Funds.....	3
Award Period and Amounts.....	3
Types of Applications .....	4
Mandatory Program Requirements.....	4
<i>C. Eligibility Information</i> .....	4
Eligible Applicants .....	4
Cost Sharing or Matching.....	5
Other Program Eligibility Requirements .....	5
<i>D. Application and Submission Information</i> .....	7
Address to Request Application Package .....	7
Content and Form of Application Submission.....	7
Formatting and Technical Requirements.....	7
Application Contents.....	8
Summary Data Sheet.....	8
Proposal Abstract.....	9
Project Narrative.....	10
Budget Detail Worksheet and Narrative .....	11
Memorandum of Understanding (MOU).....	13
Additional Required Information .....	13
Unique Entity Identifier (DUNS Number), System for Award Management (SAM), and Grants.gov Registration .....	17

Submission Dates and Times .....	17
OVW Policy on Late Submissions .....	19
Intergovernmental Review - Single Point of Contact Review .....	21
Funding Restrictions .....	21
Other Submission Requirements .....	22
Submitting a Grant Application .....	23
<i>E. Application Review Information</i> .....	23
Criteria .....	23
Review and Selection Process .....	24
Anticipated Announcement and Federal Award Dates .....	25
<i>F. Federal Award Administration Information</i> .....	25
Federal Award Notices .....	25
Administrative and National Policy Requirements .....	26
Reporting .....	26
<i>G. Federal Awarding Agency Contact(s)</i> .....	26
<i>H. Other Information</i> .....	26
Application Checklist .....	26

# **OVW Grants to Enhance Culturally Specific Services for Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking Program (CFDA 16.016)**

## ***A. Program Description***

### **Overview**

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

### **About the OVW Grants to Enhance Culturally Specific Services for Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking Program (CSSP)**

This program is authorized by 34 U.S.C. § 20124. The CSSP supports opportunities for culturally specific community-based organizations to address the critical needs of sexual assault, domestic violence, dating violence, and stalking victims. For additional information about this program see <https://www.justice.gov/ovw/grant-programs> and <http://muskie.usm.maine.edu/vawamei/clsspmain.htm>.

### **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 the provisions of this solicitation, the [DOJ Financial Guide](#), including updates to the guide after an award is made, the section of the [Solicitation Companion Guide](#) entitled “Post-Award Requirements for All Federal Grant Recipients,” and the conditions of the award.

### **Purpose Areas**

Pursuant to 34 U.S.C. § 20124, funds under this program must be used for one or more of the following purposes:

1. Increase communities' capacity to provide culturally specific resources and support for victims of sexual assault, domestic violence, dating violence, and stalking crimes and their families;
2. Enhance traditional services to victims of sexual assault, domestic violence, dating violence, and stalking through the leadership of culturally specific programs offering services to victims of sexual assault, domestic violence, dating violence, and stalking;
3. Work in cooperation with the community to develop education and prevention strategies highlighting culturally specific issues and resources regarding victims of sexual assault, domestic violence, dating violence, and stalking;

4. Provide culturally specific resources and services<sup>1</sup> that address the safety, economic, housing, and workplace needs of victims of sexual assault, domestic violence, dating violence, or stalking, including emergency assistance;
5. Provide culturally specific programs for children exposed to sexual assault, domestic violence, dating violence, and stalking;<sup>2</sup>
6. Work with state and local governments and social service agencies to develop and enhance effective strategies to provide culturally specific services to victims of sexual assault, domestic violence, dating violence, and stalking;
7. Strengthen criminal justice interventions, by providing training for law enforcement, prosecution, courts, probation, and correctional facilities on culturally specific responses to sexual assault, domestic violence, dating violence, and stalking; and
8. Examine the dynamics of culture and its impact on victimization and healing.<sup>3</sup>

### **OVW Priority Areas**

In FY 2019, OVW is interested in supporting the priority area(s) identified below. Applications proposing activities in the following areas may be given special consideration or additional points, as stated below.

1. Reduce violent crime against women and promote victim safety.

Applications that propose to address one or more of purpose areas three, four, six, or seven and demonstrate the capacity to implement the community partnerships necessary to do so may receive up to five additional points during the review process.

2. Include substance abuse professionals in a coordinated community response to VAWA crimes and increase victim access to substance abuse services.

Applicants are encouraged to partner with substance abuse agencies as non-funded partners to build their capacity to work with substance abuse professionals in their community in order to increase victims' access to substance abuse services.

### **Activities that Compromise Victim Safety and Recovery and Undermine Offender Accountability**

OVW does not fund activities that jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions. Information on activities that compromise victim safety and recovery and undermine offender accountability may be found in the [Solicitation Companion Guide](#).

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

---

<sup>1</sup> Pursuant to 34 U.S.C. § 12291(a)(7), culturally specific services means community-based services that include culturally relevant and linguistically specific services and resources to culturally specific communities.

<sup>2</sup> Applicants wishing to address this purpose area must do so in conjunction with one of the other program purpose areas. Proposals focusing only on this purpose area will be removed from consideration.

<sup>3</sup> Applicants wishing to address this purpose area must do so in conjunction with one of the other program purpose areas. Proposals focusing only on this purpose area will be removed from consideration.

## **Out-of-Scope Activities**

The activities listed below are out of the program scope, and they will not be supported by this program's funding.

1. Research projects (This does not include program assessments conducted only for internal improvement purposes. For information about DOJ regulations on research involving human subjects, see "Research and Protection of Human Subjects" in the [Solicitation Companion Guide](#)).
2. Family Law, Housing Law or Consumer Law. Grant funds may not be used to provide legal representation in civil and criminal matters, such as family law cases (divorce, custody, visitation, and child support), housing cases, consumer law cases and others.
3. Family Violence. Grant funds may not be used to directly address child abuse, or other family violence issues, such as violence perpetrated by a child against a parent, parent against a child, or sibling against another sibling.
4. Services for Children. Services can only be offered to children who are witnesses to or victims of violence if those services are provided in conjunction with services being provided to the child's parent or guardian who is a victim of sexual assault, domestic violence, dating violence, or stalking.

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

## **Activities Requiring Prior Approval**

Grantees must receive prior approval before using grant funds to support surveys.

## ***B. Federal Award Information***

### **Availability of Funds**

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. There is no guarantee that funds will be available in the future. OVV may elect to make awards in a future fiscal year for applications submitted under this solicitation but not selected for FY 2019 funding, depending on the merits of the applications and the availability of funding.

### **Award Period and Amounts**

The award period is 24 months. Budgets must reflect 24 months of project activity, and the total "estimated funding" on the SF-424 must reflect 24 months. Generally, the award period will start on October 1, 2019.

This program typically makes awards in the range of \$250,000-\$300,000. OVV estimates that it will make up to 21 awards for an estimated \$7,000,000.

Awards under this program for FY 2019 will be made for up to \$300,000 for the entire 24 months.

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

Awards will be made as grants.

### **Types of Applications**

In FY 2019, OVW will accept the following types of applications for this program from the following:

New: applicants that have never received funding under this program or whose previous funding expired more than 12 months ago.

Continuation: applicants that have an existing or recently closed (within the last 12 months) award under this program. Continuation funding is not guaranteed.

This program's grant recipients that received an FY 2018 award are NOT eligible to apply.

Additionally, current grantees with a substantial amount of funds remaining (50% or more of the award) at the time of application submission without adequate justification may not be considered for funding, or may receive a reduced award amount if selected for funding in FY 2019.

### **Mandatory Program Requirements**

Applicants that receive funding under this program will be required to participate in OVW-sponsored training and technical assistance.

## ***C. Eligibility Information***

Applications that are submitted by ineligible entities or that do not meet all program eligibility requirements will not be considered for funding. In addition, an application that is 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](#), and 6. [timeliness](#). An applicant with [past performance issues](#), long-standing open audits, or an open criminal investigation also may not be considered for funding.

### **Eligible Applicants**

By statute, eligibility to apply for CSSP funding is limited to: private nonprofit organizations for which the primary purpose of the organization as a whole is to provide culturally specific services to one or more of the following racial and ethnic communities (34 U.S.C. § 20124(c)):

- American Indians (including Alaska Natives, Eskimos, and Aleuts);
- Asian Americans;
- Native Hawaiians and other Pacific Islanders;
- Blacks; and
- Hispanics.<sup>4</sup>

---

<sup>4</sup> The Violence Against Women Reauthorization Act of 2013 defines "culturally specific" as "primarily directed toward racial and ethnic minority groups (as defined in section 1707(g) of the Public Health Service Act (42 U.S.C. § 300u-6(g))." 34 U.S.C. § 12291(a)(6). Section 300u-6(g)(1) defines the term "racial and ethnic minority group" to mean "American Indians (including Alaska Natives, Eskimos, and Aleuts); Asian Americans; Native Hawaiians and other Pacific Islanders; Blacks; and Hispanics." Applicants must demonstrate that the primary purpose of the organization as a whole is to provide services to one or more of these racial or ethnic minority groups.



The applicant organization must meet the following requirements:

1. Have a board of directors or steering committee and staffing which is reflective of the culturally specific community it serves. **Note:** To determine whether the organization meets this requirement, OVW will consider whether the board or steering committee and staff include members with knowledge or experience relevant to the targeted community. If federal funds are used for filling any of these positions, organizations may consider an applicant's knowledge or experience relevant to the targeted community, as well as language skills needed to work with a particular population, but organizations may not consider a person's race and/or ethnicity as a basis for hiring decisions.
2. Have documented organizational experience in serving victims of sexual assault, domestic violence, dating violence, and stalking **or** have entered into a partnership with an organization having such expertise.

**Note:** If an organization has a culturally specific division (for example, a domestic violence organization with a division that focuses on Hispanic victims), the organization is not eligible because providing culturally specific services is not the primary purpose of the organization as a whole.

Nonprofit Organization Requirement – Per DOJ regulations,<sup>5</sup> 501(c)(3) status is not a requirement under the CSSP.

Nonprofit Organization Requirement – Offshore Accounts

Any nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code is not eligible for a grant from this program. See 34 U.S.C. § 12291(b)(16)(B)(ii).

### **Cost Sharing or Matching**

This program has no match or cost sharing requirement.

### **Other Program Eligibility Requirements**

In addition to meeting the eligible entity requirements outlined above, applications for this program must also meet the requirements below. All certification and other eligibility related documents must be current and developed in accordance with the FY 2019 solicitation.

#### Required Partnerships

To ensure that projects supported by CSSP funds are implemented by eligible organizations with the required expertise, applicants must document their expertise and/or the expertise of their project partners. Applicants must submit either a Memorandum of Exemption (MOE) or a Memorandum of Understanding (MOU) to meet this documentation requirement. For information on the required contents of the MOE/MOU see the heading on this subject below.

All applicants must meet one of the following categories as it relates to partnership requirements:

**Category I** –The applicant a) is a culturally specific organization and b) has a demonstrated history of providing services to victims of sexual assault, domestic violence, dating violence, and/or stalking for a *minimum* of three (3) years.

---

<sup>5</sup> See 28 C.F.R. § 38.5(g).

*The applicant must submit a Memorandum of Exemption (MOE). Partnership is not required.*

**Category II** – The applicant is a culturally specific organization with three (3) years demonstrated history of providing services to victims of sexual assault, domestic violence, dating violence, and/or stalking and will be partnering with another culturally specific organization that also has three (3) years of demonstrated history of providing these services.

*A Memorandum of Understanding (MOU) is required. There is no cap on the partner compensation.*

**Category III** – The applicant is a culturally specific organization with less than three (3) years of demonstrated history of providing services to victims of sexual assault, domestic violence, dating violence and/or stalking. The applicant will be partnering with another culturally specific organization that has the necessary three (3) years of demonstrated history providing services.

*An MOU is required. There is no cap on the partner compensation.*

**Category IV** – The applicant is a culturally specific organization with less than three (3) years of demonstrated history of providing services to victims of sexual assault, domestic violence, dating violence, and/or stalking and will be partnering with a victim services provider that has the three (3) years of demonstrated history but is NOT a culturally specific organization and as such is not eligible to apply independently under the CSSP.

*An MOU is required. Partner compensation is limited to \$20,000 for the two-year award period. These funds must be used to provide training and technical assistance on services for victims to the lead agency.*

**Note: Partners can be community-based non-profit organizations located within or outside the local service area of the applicant.**

For purposes of this partnership requirement, a victim service provider is a nonprofit, nongovernmental or tribal organization or rape crisis center, including a state or tribal domestic violence and/or sexual assault coalition, that assists or advocates for domestic violence, dating violence, sexual assault, or stalking victims, including a domestic violence shelter, faith-based organization or other organization, with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking. 34 U.S.C. § 12291(a)(43). Victim service providers must provide direct services to victims of sexual assault, domestic violence, dating violence, or stalking as one of their primary purposes and have a demonstrated history of effective work in this field.

#### Limit on Number of Applications

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

## ***D. 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](http://Grants.gov) or the [OVW website](#). Applicants wishing to request a paper copy of these materials should contact [Paule.Tessier@usdoj.gov](mailto:Paule.Tessier@usdoj.gov) or (202)-307-6026

### **Pre-Application Information Sessions**

OVW will conduct web-based pre-application information sessions for entities interested in submitting an application for this program. During these sessions, OVW staff will review this program's requirements, review the solicitation, and allow for a brief question and answer period. These sessions are tentatively scheduled for:

1. **Wednesday, January 9, 2019 – 3 p.m. to 5 p.m. E.T.** (open to new and continuation)
2. **Thursday, January 10, 2019 – 3 p.m. to 5 p.m. E.T.** (open to new and continuation)

The total number of participants for each session may be limited, and therefore interested participants from the same agency/jurisdiction are expected to participate together. OVW reserves the right to deny multiple registrations from a single agency/jurisdiction to allow as many interested applicants as possible to participate.

To register, contact Charlayna Brady at [Charlayna.Brady@usdoj.gov](mailto:Charlayna.Brady@usdoj.gov) or at (202) 305-2713. Registration must be received at least 2 days prior to the start of the session. Participants are not registered until they receive a confirmation email. Webinars will be captioned in English and Spanish. Interested applicants needing additional language assistance should contact this program's POC at Charlayna Brady at [Charlayna.Brady@usdoj.gov](mailto:Charlayna.Brady@usdoj.gov) or at (202) 305-2713 as soon as possible, but no later than January 4, 2019.

### **Content and Form of Application Submission**

The information below (“**Letter of Intent**” through “**Additional Required Information**”) describes the full content and form of application submission. For a complete checklist of required contents, see the “[Other Information](#)” section in this solicitation.

#### Letter of Intent

Applicants intending to apply for FY 2019 funding under this program are strongly encouraged to submit a Letter of Intent. The letter should state that the applicant is registered and current with SAM and with [Grants.gov](http://Grants.gov). The letter should be submitted to OVW at [Charlayna.Brady@usdoj.gov](mailto:Charlayna.Brady@usdoj.gov) by January 17, 2019. This letter will not obligate the applicant to submit an application. See <https://www.justice.gov/ovw/resources-applicants> for a sample Letter of Intent.

### **Formatting and Technical Requirements**

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

1. Double spaced (Project Abstract, Summary Data Sheet and charts may be single spaced)
2. 8½ x 11 inch paper
3. One-inch margins
4. Type no smaller than 12 point, Times New Roman font

5. Page numbers
6. No more than 20 pages for the Project Narrative
7. Word documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).
8. Headings and sub-headings that correspond to the sections identified in this section of the solicitation.

### **Application Contents**

Applications must include the following required documents and demonstrate that the program eligibility requirements have been met. OVW will not contact applicants for missing items on the list below. Applications that do not include all of the following documents will be considered substantially incomplete and will not be considered for funding:

1. Project Narrative
2. Budget Detail Worksheet and Narrative
3. Memorandum of Understanding and/or Memorandum of Exemption (MOU, MOE) (signed and currently dated)
4. Letters of Commitment (if applicable) (signed and currently dated)

### **Summary Data Sheet (5 Points Total)**

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

1. Name, title, address, telephone number, and e-mail address of the individual with authority to accept grants on behalf of the applicant.
2. Name, title, address, telephone number, and e-mail address for the grant point-of-contact. This person must be an employee of the applicant.
3. Statement as to whether the applicant (the organization whose DUNS number is being used for the application) will serve as a fiscal agent/sponsor for an entity or entities that will implement the project, and the applicant itself will not be involved with implementation of the project beyond issuing subaward(s) to these entities. If this is the case, the applicant also must list these subrecipients and include a statement acknowledging that, should an award be made, the applicant will be responsible for all applicable statutory, fiscal, and programmatic requirements, including those of [2 C.F.R. Part 200](#), as well as all project deliverables. In such situations, the fiscal agent/sponsor must be an eligible applicant for the program.
4. Statement as to whether the applicant has expended \$750,000 in federal funds in the applicant's past fiscal year. If so, specify the end date of the applicant's fiscal year.
5. Summary of current and pending OVW grants (if applicable). If the applicant has a current grant or cooperative agreement under any OVW grant program or an award that has been closed within the last 12 months from the date this solicitation closes, the information must be provided in a table using the sample format found on the OVW website <https://www.justice.gov/ovw/resources-applicants>. Failure to provide the required table will result in a loss of points. The applicant should also provide the same information regarding any current OVW grants or pending applications on which the applicant is a subrecipient.
6. A list of other federal grant programs from which the applicant currently receives funding or for which it has applied for funding in FY 2019 **to do similar work**. Provide this information in a table using the sample format found on the OVW website <https://www.justice.gov/ovw/resources-applicants>.

7. Statement as to whether the applicant is a nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code.
8. Statement as to whether the applicant is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure to establish a rebuttable presumption that its executives' compensation is reasonable. If the applicant is not a nonprofit organization or is a nonprofit that does not use the safe-harbor procedure, provide a statement to that effect. For additional information about the safe-harbor procedure, see "Disclosure of Process Related to Executive Compensation" in the [Additional Required Information](#) section.
9. The percentage of grant activities, should the application be funded, that will address each of the following issues (the total percentages should not exceed 100%):
  - Sexual assault;
  - Domestic violence;
  - Dating/teen dating violence;
  - Stalking.
10. Statement as to whether the application addresses the priority area of reducing violent crime against women and promoting victim safety and indicating which purpose areas will be addressed under this priority (three, four, six, and/or seven). If purpose area six or seven will be addressed, the applicant must include one or more letter(s) of commitment as described below in the Project Narrative section.
11. Statement as to whether the application addresses the priority area of including substance abuse professionals in a coordinated community response to VAWA crimes and increasing victim access to substance abuse services and indicating how this priority area will be addressed.
12. Culturally specific population(s) served by the applicant and the culturally specific populations to be served under the proposed project.
13. The number of individuals on the applicant's advisory board, steering committee, and staff and how they reflect the targeted culturally specific community either through knowledge or experience relevant to that community.
14. The number of years the applicant has been providing sexual assault, domestic violence, dating violence, and stalking services OR, if partnering with a victim services agency, the name of the partner agency and how long it has been providing victim services.
15. The types of victim services currently provided by the applicant and/or partnering agency.
16. Statement as to whether the applicant is submitting an MOE or an MOU. All applicants must submit one or the other. If the applicant is submitting an MOU, **list the name(s) of MOU project partner(s)**.
17. The application's proposed partnership category (I, II, III, or IV) (see the Required Partnerships section under [Other Program Eligibility Requirements](#)).

### **Proposal Abstract (not scored)**

The Proposal Abstract must provide a short summary (no more than two pages double-spaced) of the proposed project, including names of applicant and partners, primary activities, products and deliverables, the service area, and who will benefit. Applicants must not summarize past accomplishments in this section.

### **Project Narrative (55 Points Total)**

The Project Narrative may not exceed 20 pages, double-spaced. The Project Narrative must include the following three sections:

#### **Purpose of Application (15 points)**

This section must:

1. Describe a) the service area for the project and b) the population to be served, including geographic location, population, and demographic information (including racial and ethnic demographics, as well as any marginalized and/or underserved populations).<sup>6</sup>
2. Describe the problem of sexual assault, domestic violence, dating violence, and/or stalking within the proposed service area (use local statistics or the organization's own statistics whenever possible).
3. Describe the current level of victim services in the community (from mainstream organizations as well as other culturally specific organizations) and the proximity of those services to the lead applicant and target population.
4. Describe in detail the gaps in those services and how the population to be served is currently underserved.
5. Describe the barriers individuals from the identified culturally specific population who are victims of sexual assault, domestic violence, dating violence, or stalking experience while attempting to seek and access services.
6. Clearly state the need for the project. The need must directly relate to the culturally specific population to be served.
7. Describe how the population to be served would benefit from the project.

#### **What Will Be Done (20 points)**

The application must provide a clear link between the proposed activities and the need identified in the "Purpose of Application" section above.

This section must:

1. Detail the project goals and objectives, describing the specific tasks and activities necessary to accomplish each.
2. Include a tentative time line for the implementation of the proposed activities.
3. Explain how the proposed activities are tailored to the culture of the target population.
4. Illustrate how the proposed activities and initiatives will build upon and/or enhance current activities.
5. Describe how victim safety and autonomy are currently addressed by the lead applicant.
6. Describe how victim safety and autonomy will be addressed in the proposed project.
7. Describe how the proposed project will be accessible to individuals with disabilities, individuals who are Deaf or hard of hearing, and persons with limited English proficiency, including the accessibility of services, products, outreach materials, websites, and trainings. Applicants can describe how they currently provide accessible services and whether these access options will be extended to victims requesting services under this project. Alternatively, applicants can include funds in their budget to help them improve accessibility.

---

<sup>6</sup> Applicants should use U.S. Census and other government data, as well as the Limited English Proficient Mapping Tool, available at [www.lep.gov/maps/](http://www.lep.gov/maps/), to obtain this information.

### Who Will Implement the Project (20 points)

This section must:

1. Identify the key individuals and organizations involved in the proposed project.
2. Demonstrate that the individuals and organizations identified have the capacity to address the stated need, including the expertise necessary to appropriately serve any marginalized and/or underserved populations identified in the Purpose of the Application section, and can successfully implement the proposed project activities.
3. Describe the mission and overall types of services provided by the applicant.
4. Detail how the applicant primarily focuses on the identified culturally specific community (e.g., through its outreach efforts, tailored services, relationships with the community).
5. Describe how the applicant's board of directors, advisory board, or steering committee members and staff are reflective of the identified culturally specific community through their knowledge or experience relevant to the targeted community.
6. Provide detailed information that demonstrates the applicant or MOU partner organization has expertise and experience providing direct intervention services to victims of sexual assault, domestic violence, dating violence, or stalking.
7. Detail the experience and expertise of the key personnel who will be directly involved with the project.
8. If applicable, identify substance abuse professionals involved in the proposed project as non-funded project partners to address the substance abuse priority area.

### Letter(s) of Commitment for Purpose Areas 6 or 7

Each Letter of Commitment must be signed and currently dated by the Authorized Representative of the appropriate state or local government, social services, or law enforcement agency during the development of the application.

The Letter(s) of Commitment must:

1. Demonstrate a commitment between the applicant and the appropriate state or local government, social services, or law enforcement agency to work together to achieve stated project goals and objectives.
2. Describe whether the agency has previously worked or partnered with the applicant and if so, under what circumstances.
3. Clearly identify the types of a) activities that will be undertaken between the State and local governments and social service agencies and the applicant to develop and enhance effective strategies to provide culturally specific services to victims of sexual assault, domestic violence, dating violence, and stalking; or b) training that will be provided for law enforcement, prosecution, courts, probation, and correctional facilities on culturally specific responses to sexual assault, domestic violence, dating violence, and stalking.

### **Budget Detail Worksheet and Narrative (20 Points)**

All applications must include a detailed budget and budget narrative. A sample Budget Detail Worksheet is available on the OVW website at <https://www.justice.gov/ovw/resources-applicants>. Keep in mind that budgetary requirements vary among programs. Applicants must submit reasonable budgets based on the resources needed to implement their projects in their specific geographic location.

### Award Period and Amount

1. The grant award period is 24 months. Budgets must reflect 24 months of project activity.
2. Awards under the CSSP FY 2019 will be made for up to \$300,000.

The budget and budget narrative will be reviewed separately from the proposed project narrative. 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.

The budget must:

1. Display a clear link between the specific project activities and the proposed budget items and not contain items that are not supported by the project narrative.
2. Include funds to attend OVW-sponsored training and technical assistance in the amount of \$5,000 for states and \$10,000 for territories, Hawaii, and Alaska. This amount is for the entire 24 months and NOT per year. Applicants also may budget expenses in excess of the required amount if they are aware of relevant non-OVW sponsored conferences or training for which they would like permission to use grant funds to support staff/project partner attendance.
3. Follow the maximum allowable amounts and purposes for Category IV MOU partners.
4. Include funds or describe other resources available to the applicant to support activities to ensure access for individuals with disabilities, Deaf/hard of hearing individuals, and persons with limited English proficiency. See [Accessibility](#) under F. [Federal Award Administration Information](#) for more information.
5. Compensate all project partners as reflected in the MOU/Letter(s) of Commitment. For more information on compensating project partners, see the sample Budget Detail Worksheet on the OVW website at <https://www.justice.gov/ovw/resources-applicants>.
6. Distinguish clearly between subawards and contracts in allocating any grant funds to other entities. Pursuant to 2 C.F.R. § 200.330, a subaward is for the purpose of carrying out a portion of the federal award, such as compensating an MOU partner, and a contract is for the purpose of obtaining goods and services for the grantee's own use. The substance of the relationship is more important than the form of the agreement in determining whether the recipient of the pass-through funds is a subrecipient or a contractor. The awarding and monitoring of contracts must follow the recipient's documented procurement procedures, including full and open competition, pursuant to the procurement standards in 2 C.F.R. §§ 200.317-200.329. The issuance and monitoring of subawards must meet the requirements of 2 C.F.R. § 200.331, which includes oversight of subrecipient/partner spending and monitoring performance measures and outcomes attributable to grant funds. For more information, see the sample Budget Detail Worksheet and the [Solicitation Companion Guide](#) on the OVW website at <https://www.justice.gov/ovw/resources-applicants>.

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, go to the [Funding Restrictions](#) section of this solicitation and the sample Budget Detail Worksheet on the OVW website at <https://www.justice.gov/ovw/resources-applicants>.



## **Memorandum of Understanding (MOU) or Memorandum of Exemption (MOE) (20 Points Total)**

**(Note: Category II, III, IV applicants must submit an MOU)**

For purposes of this solicitation, the MOU is a document containing the terms of the partnership and the roles and responsibilities between two or more parties. The MOU **must** be a single document and **must** be signed and dated by the [Authorized Representative](#) of each proposed partner organization during the development of the application. If necessary, an MOU can include multiple signature pages so long as each page includes the names and titles of all signatories to the MOU.

The MOU must:

1. Clearly identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
2. Clearly state the roles and responsibilities each partner will assume to ensure the success of the proposed project;
3. Clearly state that each project partner has reviewed the budget and is aware of the total amount being requested and the funding being requested for each project partner;
4. Clearly identify which organization has the expertise in providing direct services for victims of sexual assault, domestic violence, dating violence, and/or stalking.
5. Clearly describe the types of direct services the organization provides to victims of sexual assault, domestic violence, dating violence, and/or stalking.
6. Detail the length of time the organization has provided the types of direct services for victims described in #5 above.
7. Describe accomplishments in the community in providing services to victims of sexual assault, domestic violence, dating violence, and/or stalking of both agencies.
8. Clearly indicate approval of the entire budget by all signers. Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds.
9. Demonstrate a commitment to work together to achieve stated project goals and objectives

### Memorandum of Exemption (MOE)

**(Note: Category I applicants must submit an MOE)**

The MOE **must** be signed and dated by the **Authorized Representative** of the applicant organization during the development of the application.

The MOE must:

1. Clearly describe the types of direct services the applicant culturally specific organization provides to victims of sexual assault, domestic violence, dating violence, and/or stalking.
2. Detail the length of time the applicant culturally specific organization has provided these services for victims.
3. Describe accomplishments in the community in providing services to victims of sexual assault, domestic violence, dating violence, and/or stalking.

### **Additional Required Information**

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

application submission process while other documents will be uploaded and attached to the application.

*The following documents will be generated and completed during the application submission process:*

Application for Federal Assistance (SF-424)

Applicants must complete the SF-424 online. For “Type of Applicant,” do not select “other.” The amount of federal funding requested in the “Estimated Funding” section of this form must match the amount of federal funding requested in the budget section of the application package. This program does not require a match; therefore, the values for the Applicant line should be zero. The individual who is listed in “**Authorized Representative**” must be an individual who has the authority to apply for and accept grant awards on behalf of the organization or jurisdiction.

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

Carefully review the assurances and certification forms online. Applicants will receive a request to compile these forms online during the application submission process. All applicants must complete the *Disclosure of Lobbying Activities* (SF-LLL) form. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form. Applicants that do not expend any funds for lobbying activities should enter “N/A” in the required highlighted fields.

*The following documents must be uploaded and attached **separately** to the application:*

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. In addition, applicants may be required to submit their current year’s audit report at a later time. The questionnaire can be found at <https://www.justice.gov/ovw/file/866126/download>.

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 submit the acknowledgement form available on the OVW website at [http://www.justice.gov/sites/default/files/ovw/pages/attachments/2015/01/20/confidentiality\\_acknowledgement\\_form\\_42015.pdf](http://www.justice.gov/sites/default/files/ovw/pages/attachments/2015/01/20/confidentiality_acknowledgement_form_42015.pdf). This form must be signed by the Authorized Representative.

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.

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 Summary Data Sheet mentioned earlier) whether the applicant is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure to establish a rebuttable presumption that its executives' compensation is reasonable. 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)(16)(B)(iii).

At a minimum, the disclosure must describe in pertinent detail: (1) the composition of the body that reviews and approves compensation arrangements for covered persons; (2) the methods and practices used by the applicant nonprofit organization to ensure that no individual with a conflict of interest participates as a member of the body that reviews and approves a compensation arrangement for a covered person; (3) the appropriate data as to comparability of compensation that is obtained in advance and relied upon by the body that reviews and approves compensation arrangements for covered persons; and (4) the written or electronic records that the applicant maintains as concurrent documentation of the decisions with respect to compensation of covered persons made by the body that reviews and approves such compensation arrangements, including records of deliberations and of the basis for decisions. For a sample letter, see the OVV website at <https://www.justice.gov/ovv/resources-applicants>.

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, OVV may be authorized or required by law to make information submitted to satisfy this requirement available for public inspection. Also, a recipient may be required to make a prompt supplemental disclosure after the award in certain circumstances (e.g., changes in the way the organization determines compensation).

#### Pre-Award Risk Assessment

Each applicant must respond to the questions below. This information will be used for a mandatory pre-award risk assessment. Failure to provide this information or to respond to questions from OVV regarding this information in a timely manner could result in the applicant being removed from consideration or a delay in access to funds. Provide complete responses that address all questions included for each numbered item. This section of the application should be no more than four pages.

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. OVV 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. §§ 200.333-200.337.
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](mailto: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. §§ 200.330-200.332)? 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.

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

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

#### Letter of Nonsupplanting

Applicants must submit a letter to OVV's Director, signed by the [Authorized Representative](#), certifying that federal funds will not be used to supplant non-federal funds should a grant award be made. A sample letter is available at <https://www.justice.gov/ovv/resources-applicants>.

### **Unique Entity Identifier (DUNS Number), System for Award Management (SAM), and Grants.gov Registration**

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

Federal regulations require that an applicant (1) be registered in [SAM.gov](#) prior to submitting an application; (2) provide a valid DUNS number in its application; and (3) continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application under consideration by a federal awarding agency. Also, federal agencies may not make an award to an applicant until that applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with these requirements by the time that OVV is ready to make an award, then OVV may make the determination that the applicant is not qualified to receive an award and use that determination as a basis for making the award to another applicant.

SAM centralizes information about grant recipients and also provides a central location for grant recipients to change organizational information. [Grants.gov](#) uses SAM to establish roles and IDs for electronic grant applicants.

If the applicant already has an Employer Identification Number (EIN), the SAM registration will take **up to two weeks to process**. If the applicant does not have an EIN, then **the applicant should allow two to five weeks for obtaining an EIN from the Internal Revenue Service. There is no fee associated with these processes. Additionally, these processes cannot be expedited.** OVV strongly discourages applicants from paying a third party to apply or register on their behalf in an attempt to expedite these processes. To ensure all applicants are able to apply by the deadline for this solicitation, applicants must have obtained a DUNS number and registered online with the SAM and with [Grants.gov](#) no later than January 17, 2019.

### **Submission Dates and Times**

It is the responsibility of the applicant to ensure that the application is complete and submitted by the deadline. Failure to meet the submission deadline will result in an application being removed from consideration. Applicants should refer to the chart below to ensure that all required steps and deadlines are met.

<b>Applicant Action</b>	<b>Information</b>	<b>Dates/Deadline</b>
Apply for a DUNS number	Obtain a DUNS number at the following website <a href="http://www.dnb.com/us/">http://www.dnb.com/us/</a> or call (866) 705-5711.	January 17, 2019

Applicant Action	Information	Dates/Deadline
Register with SAM	Access the SAM online registration through the <a href="https://SAM.gov">SAM</a> homepage at <a href="https://SAM.gov">https://SAM.gov</a> and follow the online instructions for new SAM users. If the applicant already has the necessary information on hand, the online registration takes approximately 30 minutes to complete, depending upon the size and complexity of the business or organization. <b>Organizations must update or renew their SAM registration at least once a year to maintain an active status.</b>	January 17, 2019
Register with <a href="https://Grants.gov">Grants.gov</a>	Once the SAM registration becomes active, the applicant will be able to complete the Grants.gov registration (see <a href="#">Other Submission Requirements</a> for more information on registering for and using Grants.gov).	January 17, 2019
Submit Letter of Intent	Charlayna Brady, Charlayna.Brady@usdoj.gov and 202-305-2713	January 17, 2019
Download Updated Version of Adobe	Applicants are responsible for ensuring that the most up-to-date version of Adobe Acrobat is installed on all computers that may be used to download the grant application package and submit the proposal. To verify if the Adobe software version is compatible with <a href="https://Grants.gov">Grants.gov</a> , visit the following link: <a href="http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html">http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html</a> .	At least 48 hours before application deadline (by February 5, 2019 at 11:59pm EST)
Request Hardcopy Submission (If Needed)	Applicants that cannot submit an application electronically due to lack of internet access must contact the POC at 202-353-8408 or Paule.Tessier@usdoj.gov to request permission to submit a hardcopy application.	January 17, 2019
Begin Application Submission Process	Applications must be submitted electronically via <a href="https://Grants.gov">Grants.gov</a>	Begin by February 5, 2019 at 11:59 pm EST
Complete Application Submission Process	<a href="https://Grants.gov">Grants.gov</a>	February 7, 2019 at 11:59pm EST

Applicant Action	Information	Dates/Deadline
Confirmation of Application Receipt	<ol style="list-style-type: none"> <li>1. Authorized Organization Representatives (AORs) should closely monitor their email for any notification from <a href="http://Grants.gov">Grants.gov</a> about a possible failed submission. <b>The AOR is a user role within Grants.gov for a user who is authorized to submit applications on behalf of the organization.</b></li> <li>2. The AOR should receive a minimum of two emails from <a href="http://Grants.gov">Grants.gov</a>. One will confirm receipt of the application package. The other will contain either a notice that the application was successfully submitted or a notice that there was an error with the application submission.</li> </ol> <p>Ovw does not send out these notifications, nor does Ovw receive a copy of these notifications. It is the responsibility of the applicant to notify Ovw of any problems with the application submission process.</p>	Submitting the application at least 48 hours before February 7, 2019 at 11:59pm EST will enable the applicant to receive notice of a failed submission and provide an opportunity to correct the error before the deadline.

**OVW Policy on Late Submissions**

Applications submitted after **11:59 p.m. E.T.** on February 7, 2019 will not be considered for funding, unless the applicant receives OVW permission to submit a late application. In limited circumstances, OVW will approve a request to submit an application after the due date. The charts below provide a description of the circumstances under which OVW will consider such requests. OVW’s approval of a late submission request is not an indication of the application’s final disposition. Applications approved for late submission are still subject to all of the review process and criteria described in this solicitation.

**Failure to begin registration or application submission by the deadlines stated in the chart above is not an acceptable reason for late submission.** To ensure fairness for all applicants, OVW requires that applicants requesting late submission adhere to the following:

**Severe Inclement Weather or Natural Disaster:**

1. Document when the severe inclement weather or natural disaster occurred, the impacted area, and the specific impact on the applicant/partners (e.g., without power for “x” days, office closed for “x” days).
2. Contact OVW at the earliest possible date and provide the information described in #1.
3. Contact OVW at least 24 hours prior to the application deadline to request a late submission. Applicants impacted by severe inclement weather or a natural disaster occurring on the deadline must contact OVW within 72 hours after the due date or as soon as communications are restored. OVW may not be able to accommodate all requests resulting from severe inclement weather or a natural disaster.

**Experiencing Technical Difficulties Beyond the Applicant's Reasonable Control**

Issue	Applicant Action	OVW Policy
<p>Issue with <a href="#">SAM</a> or <a href="#">Grants.gov</a> Registration</p>	<ol style="list-style-type: none"> <li>1. Register and/or confirm existing registration at least 3 weeks prior to the application due date to ensure that the individual who will be submitting the application has <a href="#">SAM</a> and <a href="#">Grants.gov</a> access and is the person registered to submit on behalf of the applicant.</li> <li>2. Maintain documentation of when registration began, any issues related to registration, and all communication with technical support.</li> <li>3. Notify OVW as soon as the applicant becomes aware of a problem with registration but no later than 14 days before the application due date.</li> </ol>	<p>Failure to begin the SAM or <a href="#">Grants.gov</a> registration process in sufficient time (i.e., by the date identified in this solicitation) is not an acceptable reason for late submission.</p>
<p>Experiencing Unforeseeable Technical Difficulties During the Application Submission Process</p>	<ol style="list-style-type: none"> <li>1. Document when the applicant began the submission process.</li> <li>2. Contact <a href="#">Grants.gov</a> for technical support at least 24 hours prior to the application deadline.</li> <li>3. Maintain documentation of all communication with <a href="#">Grants.gov</a> support.</li> <li>4. Contact the POC for this program at Paule Tessier at <a href="mailto:Paule.Tessier@usdoj.gov">Paule.Tessier@usdoj.gov</a> indicating that the applicant is experiencing technical difficulties and would like permission to submit a late application. Provide a telephone number and/or email address at which someone with the authority to submit the application and required documentation can be reached for the first 3 business days immediately following the application deadline.</li> </ol>	<p>Common foreseeable technical difficulties for which OVW will not approve a late submission requests include:</p> <ol style="list-style-type: none"> <li>a. Using an outdated version of Adobe Acrobat; and</li> <li>b. Attachment rejection.</li> </ol> <p>Through <a href="#">Grants.gov</a>, OVW can confirm when submission began. Applicants who start the submission process less than 24 hours before the deadline will not be considered for late submission.</p> <ol style="list-style-type: none"> <li>1. By beginning the application submission process 24-48 hours before the deadline, applicants should have sufficient time to receive notice of problems with their submissions and make necessary corrections.</li> </ol>



Issue	Applicant Action	OVW Policy
	5. Respond promptly to communication from OVW requesting the complete application package, applicant DUNS Number, <a href="http://Grants.gov">Grants.gov</a> helpdesk tracking numbers, and any other relevant documentation.	2. To ensure that attachments are not rejected, attachment names should only include allowable characters. (See " <a href="#">Other Submission Requirements</a> ").

**Intergovernmental Review - Single Point of Contact Review**

Executive Order 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the state Single Point of Contact (SPOC) if one exists and if the program has been selected for review. Applicants must contact their state SPOCs to determine whether their programs have been selected for state review. The applicant must enter the date that the application was sent to the SPOC or the reason such submission is not required in the section of the SF 424 that refers to EO 12372. Applicants can find a list of SPOCs on the Office of Management and Budget website at <https://www.whitehouse.gov/wp-content/uploads/2017/11/SPOC-Feb.-2018.pdf>

**Funding Restrictions**

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

Unallowable Costs

The activities listed below are unallowable, and costs for them 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

Generally, food and beverage costs are **not** allowable. OVW may approve the use of grant funds to provide a working meal at a meeting, conference, training, or other event, if one of the following applies:

1. The location of the event is not in close proximity to food establishments, despite efforts to secure a location near reasonably priced and accessible commercial food establishments.
2. Not serving food will significantly lengthen the day or necessitate extending the meeting to achieve meeting outcomes.
3. A special presentation at a conference requires a plenary address where there is no other time for food to be obtained.
4. Other extenuating circumstances necessitate the provision of food.

Justification for an exception listed above must be included in the applicant's budget narrative, and grantees may only use funds to purchase food and/or beverages if OVW approves the specific expenditures in advance. For additional information on restrictions on food and beverage expenditures go to <https://www.justice.gov/ovw/conference-planning>.

#### Conference Planning and Expenditure Limitations

Applicants' budgets must be consistent with all requirements (including specific cost limits and prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (which is defined to include meetings, retreats, seminars, symposiums, training, and other similar events), and costs of attendance at such events. Information on conference planning, minimization of costs, and conference reporting is available at <https://www.justice.gov/ovw/conference-planning>. This includes requirements pertaining to:

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

#### Program Assessments

Grantees under this program are prohibited from using OVW funds to conduct research. They may use funds to assess their work for quality assurance and program improvement purposes only, such as by surveying training participants about the quality of training content and delivery or convening discussion forums with key stakeholders. Applicants considering such assessments must refer to the [DOJ/OJP decision tree](#) to ensure that the activity does not qualify as human subjects research. For additional information on federal requirements related to assessments or surveys, see the [Solicitation Companion Guide](#).

#### Pre-Agreement Cost Approval

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.

#### **Other Submission Requirements**

As discussed in the [Submission Dates and Times](#) section above, applications must be submitted electronically via [Grants.gov](#). Applicants that are unable to submit electronically must follow the instructions in that section.

After applicants obtain their DUNS number and register with SAM, they can begin the [Grants.gov](#) registration process. The applying organization must complete the [Grants.gov](#) registration process prior to beginning an application for a federal grant. The E-Business Point of Contact (E-Biz POC) must register the applicant organization with [Grants.gov](#). The E-Biz POC oversees the applicant's [Grants.gov](#) transactions and assigns the AOR. The AOR submits the application to [Grants.gov](#) and must register with [Grants.gov](#) as well. In some cases the E-Biz POC is also the AOR for the applicant. Complete instructions can be found at [Grants.gov](#).

This registration process generally takes between three and five business days and may take as long as four weeks if all steps are not completed in a timely manner. The application process can move forward once the applicant successfully registers with [Grants.gov](http://Grants.gov). Grants.gov is not the Office of Justice Programs' (OJP) Grants Management System (GMS). If applicants experience difficulties at any point during this process, they should call the [Grants.gov](http://Grants.gov) Customer Support Hotline at **1-800-518-4726**.

**Note: [Grants.gov](http://Grants.gov) limits the use of specific characters in names of attachment files.** Valid file names include only the characters shown in the table below. [Grants.gov](http://Grants.gov) is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below.

Characters	Special Characters		
Upper case (A – Z)	Parentheses ( )	Curly braces { }	Square brackets [ ]
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Numbers (0-9)	Comma ( , )	Semicolon ( ; )	Apostrophe ( ' )
Underscore ( _ )	At sign (@)	Number sign (#)	Dollar sign (\$)
Hyphen ( - )	Percent sign (%)	Plus sign (+)	Equal sign (=)
Space	When using the ampersand (&) in XML, applicants must use the “&” format.		
Period ( . )			

**Use simple titles for all documents, such as “FY 2018 OVW Project Narrative.” Visit the [Grants.gov](http://Grants.gov) website to review the most up-to-date guidelines about the use of specific characters.**

### Submitting a Grant Application

Grants.gov has updated its application tool. The legacy PDF application package was phased out and retired as of December 31, 2017. Grants.gov Workspace is now the standard application method for applying for grants. Applicants should familiarize themselves with the Workspace format. For complete information and instructions on using Workspace (and other changes), go to the Workspace Overview page at <https://www.grants.gov/web/grants/applicants/workspace-overview.html>.

The [Grants.gov](http://Grants.gov) Help Desk can be reached at 1-800-518-4726 and is available 24/7, except federal holidays.

## ***E. Application Review Information***

### **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 and the level of detail provided. Each element **must** be addressed in the section in which it is requested. Points may be deducted if the applicant does not include the information in the appropriate section even if it is included elsewhere within the application. Each section will be reviewed as a separate document and will be scored as such. Specifically, for the CSSP, scoring will be as follows:

1. Summary data sheet: 5 points
2. Project narrative: 55 points, of which

- A. Purpose of the project: 15 points
- B. What will be done: 20 points
- C. Who will implement: 20 points
3. Budget narrative and detail worksheet: 20 points
4. MOU/MOE: 20 points

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

### **Review and Selection Process**

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

#### Peer Review

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

#### Programmatic Review

All applications that are considered for funding will be subject to a programmatic review. The programmatic review consists of assessing the application for compliance with the program's scope, activities that compromise victim safety, and, if applicable, past performance and priority area review. OVW reserves the right to add up to 5 points to applications fully addressing the OVW priority area of reducing violent crime against women and promoting victim safety and to deduct points from applications for the following reasons:

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

An application that is deemed to be substantially out of scope, proposes a substantial number of activities that are unallowable, or proposes activities that pose a significant threat to victim safety or a serious breach of confidentiality will not be considered for funding. An applicant with considerable past performance issues may receive a deduction in points as described above or be removed from consideration entirely regardless of the application's peer review score.

As a part of the programmatic review process described above, applicants will be reviewed for past performance and risk based on the elements listed below.

1. Demonstrated effectiveness of the current project indicated by timely progress toward meeting project goals and objectives.
2. Demonstration that past activities supported with OVW grant funds have been limited to program purpose areas
3. Adherence to all special conditions of existing grant award(s) from OVW
4. Adherence to programmatic and financial reporting requirements, including timely submission of required reports
5. Completion of close-out of prior awards in a timely manner

6. Appropriate use of and active participation in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current or recent award
7. Receipt of financial clearances on all current or recent grants from OVW
8. Timely resolution of issues identified in any audit or on-site financial or programmatic monitoring visit
9. Adherence to the Office of Management and Budget single-audit requirement
10. Timely expenditure of grant funds
11. Adherence to the requirements of the [DOJ Financial Guide](#)

Prior to making an award, OVW is required to review and consider any information about applicants included in the designated integrity and performance system accessible through SAM (currently FAPIIS). Applicants may review and comment on information in FAPIIS about themselves that another Federal awarding agency has previously entered. OVW will consider the applicant's comments as well as other information available in FAPIIS in making its judgment about the risk posed by making an award to the applicant as described in 2 C.F.R. § 200.205.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the OVW Director, who also may give consideration to factors including, but not limited to, reaching underserved populations, geographic diversity, OVW priorities, past performance, and available funding when making awards. All award decisions are final and not subject to appeal.

#### High-Risk Grantees

Based on DOJ's assessment of each grantee with regard to current or previous funding, unresolved audit issues, delinquent programmatic and fiscal reporting, and prior performance, a grantee may be designated "high risk." Awards to high-risk grantees may carry special conditions such as increased monitoring and/or prohibitions on drawing funds until certain requirements are met. High-risk grantees with substantial or persistent performance or compliance issues, long-standing open audits, or open criminal investigations will likely not receive an additional OVW award until all issues are resolved.

#### **Anticipated Announcement and Federal Award Dates**

It is anticipated that all applicants will be notified of the outcome of their applications by October 1, 2019.

## ***F. Federal Award Administration Information***

#### **Federal Award Notices**

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

## **Administrative and National Policy Requirements**

### Information for All Federal Award Grantees

Applicants selected for awards must agree to comply with additional legal, administrative, and national policy requirements. 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 Grant Recipients.”

Terms and conditions for OVW awards are available at <https://www.justice.gov/ovw/award-conditions>. These terms are subject to change prior to the issuance of the awards.

### Violence Against Women Act Non-Discrimination Provision

The Violence Against Women Reauthorization Act of 2013 added a civil rights provision that applies to all FY 2019 OVW grants. This provision prohibits OVW grantees from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW. For more information on this prohibition, see <http://www.justice.gov/ovw/docs/faqs-ngc-vawa.pdf>. Additional information on the civil rights obligations of OVW funding recipients can be found in the [Solicitation Companion Guide](#) under “Civil Rights Compliance.”

### Accessibility

Recipients of OVW funds must comply with applicable federal civil rights laws, which, among other things, prohibit discrimination on the basis of disability and national origin. Compliance with these laws includes taking reasonable steps to ensure that persons with limited English proficiency have meaningful access to recipients’ programs and activities and that these programs and activities are readily accessible to individuals with disabilities. More information on these obligations is available in the [Solicitation Companion Guide](#) under “Civil Rights Compliance.”

## **Reporting**

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

## ***G. Federal Awarding Agency Contact(s)***

For assistance with the requirements of this solicitation contact the following: for programmatic questions, contact the POC for this program at 202-353-8408 or Paule.Tessier@usdoj.gov, for financial questions, contact 1-888-514-8556 or OVW.GFMD@usdoj.gov, and for technical support, contact Grants.gov.

## ***H. Other Information***

### **Application Checklist**

Applicants must submit a fully executed application to OVW, including all required supporting documentation. Prior to peer review, OVW will not contact applicants for missing items. Additionally, if an applicant plans to submit an application under any other OVW grant program

this fiscal year, it is the applicant’s responsibility to ensure that only documents pertinent to this solicitation are included with this application. OVV 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. Letter of Intent	
2. Summary Data Sheet	
3. Project Narrative a) Purpose of the Application b) What Will Be Done c) Who Will Implement	
4. Proposal Abstract	
5. Budget Detail Worksheet and Narrative	
6. Memorandum of Understanding or Memorandum of Exemption (Note: Signed and dated)	
7. Letter(s) of Commitment (if applicable) (Note: Signed and dated)	
8. Application for Federal Assistance: SF 424	
9. Standard Assurances and Certifications	
10. Applicant Financial Capability Questionnaire (if applicable)	
11. Confidentiality Notice Form	
12. Disclosures of Process Related to Executive Compensation	
13. Pre-award Risk Assessment	
14. Indirect Cost Rate Agreement (if applicable)	
15. Letter of Nonsupplanting	

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

**Public Reporting Burden - Paperwork Reduction Act Notice**

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