



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

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# **OVW Fiscal Year 2019 STOP Formula Grant Program Solicitation**

**Release Date: on or about March 19, 2019**

## **Eligibility**

**Eligible applicants are limited to:** any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the United States Virgin Islands, American Samoa, Guam, and the Commonwealth of the Northern Mariana Islands. Specifically, only the designated state office, pursuant to 28 C.F.R. § 90.11, may apply.

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

## **Deadlines**

**Applications are due by 11:59 p.m. Eastern Time (E.T.) on May 08, 2019.**

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

**Registration Information:** To receive an award, all applicants must obtain a Data Universal Number System ([DUNS](#)) Number, and register online with the System for Award Management ([SAM](#)). To avoid any delays in receiving an award, applicants should obtain a [DUNS](#) Number and register online with [SAM](#) immediately, but no later than, April 16, 2019.

(See "[Registration](#)")

## Contact Information

For assistance with the requirements of this solicitation, email OVV at [latonya.eaddy@usdoj.gov](mailto:latonya.eaddy@usdoj.gov). Alternatively, interested parties may call OVV at (202) 307-6026.

## Submission and Notification Information

**Submission:** Applications for this program must be submitted through the Office of Justice Program's [Grants Management System \(GMS\)](#). For technical assistance with [GMS](#), contact OVV GMS Support at 1-866-655-4482.

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

# Contents

<i>A. Program Description</i> .....	5
Overview.....	5
About the OWW STOP Formula Grant Program.....	5
Program Scope .....	5
Purpose Areas.....	5
OWW Priority Areas .....	7
Activities that Compromise Victim Safety and Recovery and Undermine Offender Accountability .....	8
Out-of-Scope Activities.....	8
<i>B. Federal Award Information</i> .....	8
Availability of Funds .....	8
Award Period and Amounts .....	8
Rape Survivor Child Custody Act .....	8
<i>C. Eligibility Information</i> .....	9
Eligible Applicants .....	9
Cost Sharing or Match Requirement .....	10
Other Program Eligibility Requirements .....	10
<i>D. Application and Submission Information</i> .....	10
Address to Request Application Package .....	10
Content and Form of Application Submission .....	10
Formatting and Technical Requirements.....	11
Application Contents .....	11
Summary Data Sheet.....	11
Explanation of Administrative Funds .....	11
Implementation Plan Update or No Amendments Letter.....	12
Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act as Amended, STOP Formula Grant Program.....	12
Delivery of Legal Assistance Certification Letter (if applicable) .....	14
Additional Required Information .....	14
Unique Entity Identifier (DUNS Number) and System for Award Management (SAM) .....	17
Submission Dates and Times .....	17

Grants Management System .....	18
OWV Policy on Late Submissions .....	18
Intergovernmental Review - Single Point of Contact Review .....	18
Funding Restrictions .....	18
Other Submission Requirements.....	20
<i>E. Application Review Information</i> .....	20
Criteria, Review, and Award Process .....	20
Anticipated Announcement and Federal Award Dates .....	20
<i>F. Federal Award Administration Information</i> .....	20
Federal Award Notices.....	20
Administrative and National Policy Requirements.....	21
Reporting .....	21
<i>G. Federal Awarding Agency Contact(s)</i> .....	21
<i>H. Other Information</i> .....	21
Application Checklist.....	21

# OVW STOP Formula Grant Program (CFDA 16.588)

## ***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 STOP Formula Grant Program**

This program is authorized by 34 U.S.C § 10441 *et seq.* The Services \* Training \* Officers \* Prosecutors (STOP) Violence Against Women Formula Grant Program (STOP Formula Grant Program) supports communities, including American Indian Tribes and Alaska Native villages, in their efforts to develop and strengthen effective responses to sexual assault, domestic violence, dating violence, and stalking. For additional information about this program see <https://www.justice.gov/ovw/grant-programs> and <https://www.vawamei.org/grant-program/stop-formula-grant-program/>.

### **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 Award Recipients,” and the conditions of the award.

### **Purpose Areas**

Pursuant to 34 U.S.C. § 10441(b), funds under this program must be used for one or more of the following purposes:

1. Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault, domestic violence, dating violence, and stalking, including the appropriate use of nonimmigrant status under subparagraphs (T) and (U) of section 101(a)(15) of the Immigration and Nationality Act (8 U.S.C. § 1101(a)).
2. Developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including the crimes of sexual assault, domestic violence, dating violence, and stalking.
3. Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of sexual assault, domestic violence, dating violence, and stalking, as well as the appropriate treatment of victims.
4. Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying, classifying, and tracking arrests, protection orders, violations of

- protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of sexual assault, domestic violence, dating violence, and stalking.
5. Developing, enlarging, or strengthening victim services and legal assistance programs, including sexual assault, domestic violence, dating violence, and stalking programs, developing or improving delivery of victim services to underserved populations, providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of sexual assault, domestic violence, dating violence, and stalking.
  6. Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of sexual assault, domestic violence, dating violence, and stalking.
  7. Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by state funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, dating violence, and stalking.
  8. Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault.
  9. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of sexual assault, domestic violence, dating violence, or stalking, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals.
  10. Providing assistance to victims of domestic violence and sexual assault in immigration matters.
  11. Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families.
  12. Supporting the placement of special victim assistants (to be known as “Jessica Gonzales Victim Assistants”) in local law enforcement agencies to serve as liaisons between victims of sexual assault, domestic violence, dating violence, and stalking and personnel in local law enforcement agencies in order to improve the enforcement of protection orders. Jessica Gonzales Victim Assistants shall have expertise in sexual assault, domestic violence, dating violence, or stalking and may undertake the following activities:
    - a. developing, in collaboration with prosecutors, courts, and victim service providers, standardized response policies for local law enforcement agencies, including the use of evidence-based indicators to assess the risk of domestic and dating violence homicide and prioritize dangerous or potentially lethal cases;
    - b. notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency;
    - c. referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services); and
    - d. taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order.
  13. Providing funding to law enforcement agencies, victim services providers, and state, tribal, territorial, and local governments (which funding stream shall be known as the Crystal Judson Domestic Violence Protocol Program) to promote:

- a. the development and implementation of training for local victim domestic violence service providers, and to fund victim services personnel, to be known as “Crystal Judson Victim Advocates,” to provide supportive services and advocacy for victims of domestic violence committed by law enforcement personnel;
  - b. the implementation of protocols within law enforcement agencies to ensure consistent and effective responses to the commission of domestic violence by personnel within such agencies such as the model policy promulgated by the International Association of Chiefs of Police (“Domestic Violence by Police Officers: A Policy of the IACP, Police Response to Violence Against Women Project” July 2003)); and
  - c. the development of such protocols in collaboration with state, tribal, territorial and local victim services providers and domestic violence coalitions.  
**Note:** Any law enforcement, state, tribal, territorial, or local government agency receiving funding under the Crystal Judson Domestic Violence Protocol Program, and any subgrantee of such an agency, shall (1) receive specialized training, on an annual basis, from domestic violence and sexual assault nonprofit organizations on the topic of incidents of domestic violence committed by law enforcement personnel and (2) provide a report to the Department of the protocol(s) adopted in connection with the Crystal Judson Domestic Violence Protocol Program, including a summary of progress in implementing such protocol(s), once every two years. States and territories must notify and provide OVV with a list of subgrantee recipients awarded STOP funds under the Crystal Judson Domestic Violence Protocol Program, and ensure that all subgrantees satisfy the requirements of this paragraph.
14. Developing and promoting state, local, or tribal legislation and policies that enhance best practices for responding to sexual assault, domestic violence, dating violence, and stalking.
  15. Developing, implementing, or enhancing Sexual Assault Response Teams, or other similar coordinated community responses to sexual assault.
  16. Developing and strengthening policies, protocols, best practices, and training for law enforcement agencies and prosecutors relating to the investigation and prosecution of sexual assault cases and the appropriate treatment of victims.
  17. Developing, enlarging, or strengthening programs addressing sexual assault against men, women, and youth in correctional and detention settings.
  18. Identifying and conducting inventories of backlogs of sexual assault evidence collection kits and developing protocols and policies for responding to and addressing such backlogs, including protocols and policies for notifying and involving victims.
  19. Developing, enlarging, or strengthening programs and projects to provide services and responses targeting male and female victims of sexual assault, domestic violence, dating violence, or stalking, whose ability to access traditional services and responses is affected by their sexual orientation or gender identity, as defined in section 249(c) of title 18 of the United States Code.
  20. Developing, enhancing, or strengthening prevention and educational programming to address sexual assault, domestic violence, dating violence, or stalking, with not with not more than 5 percent of the amount allocated to a state to be used for this purpose.

### **OVV Priority Areas**

In FY 2019, OVV is interested in supporting the priority areas identified below. In shaping their strategies for FY 2019, OVV encourages states and territories to develop and support projects that:

1. Reduce violent crime against women and promote victim safety.
2. Increase the response to victims of human trafficking.
3. Include substance abuse professionals in a coordinated community response to VAWA crimes and increase victim access to substance abuse services.
4. Increase efforts to combat stalking.

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

OWW 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](#).

Any activities that compromise victim safety and recovery or undermine offender accountability will need to be removed from the application prior to final approval by OWW. States and territories will also need to ensure that subgrantees do not engage in such activities.

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

Research projects are out of the program scope, and they will not be supported by this program's funding. (This does not include program assessments conducted only for internal improvement purposes. See "Research and Protection of Human Subjects" in the [Solicitation Companion Guide](#).)

Any out of scope activities will need to be removed from the application. States and territories will also need to ensure that subgrantees do not engage in such activities.

## ***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.

### **Award Period and Amounts**

The award period is 24 months. The total "estimated funding" on the SF-424 must reflect 24 months. Generally, the award period will start on July 1, 2019.

By statute (34 U.S.C. § 10446(b)), of the amount appropriated for the STOP Formula Grant Program, OWW will award a base amount of **\$600,000** to each state and territory. Funds remaining after the allocated base amount will be distributed among the states and territories according to population. The most accurate and complete data compiled by the United States Bureau of the Census are used to determine the populations.

OWW will make a maximum of 56 awards.

Awards will be made as grants.

### **Rape Survivor Child Custody Act**

In FY 2019, states and territories may apply for additional funds (up to ten percent of the three-year average of combined STOP Formula Grant Program and Sexual Assault Services (SAS)



Formula Program funds, with 75 percent of that amount supplementing the SAS Formula Program award and 25 percent supplementing the STOP Formula Grant Program award) if the state meets the requirements of the Rape Survivor Child Custody Act (RSCCA). To qualify, the state or territory must have a law that allows the mother of a child conceived through rape to seek court-ordered termination of the parental rights of the rapist with regard to that child, which the court is authorized to grant upon clear and convincing evidence of rape. The effective date of the qualifying statute must be on or before October 1, 2019. States may receive the additional funding under the RSCCA up to four times.

States and territories that received RSCCA funds in FY 2016, 2017, or 2018

States and territories that received RSCCA funds in FY 2016, 2017, or 2018 that wish to receive them again in FY 2019 must submit a letter addressed to the Director of OVV certifying that no changes have been made to state law and that the state is still in compliance with the requirements of the RSCCA. This certification letter must be signed by the state Attorney General or another state official with authority to make binding legal determinations.

States and territories that did not receive RSCCA funding in FY 2016, 2017, or 2018

States and territories that applied for RSCCA funding in FY 2016, 2017, or 2018 but did not meet the requirements of the law, or states and territories that are applying for RSCCA funding for the first time in FY 2019, must submit a legal opinion stating that the state or territory meets the requirements of the law and citing any statutory or case law or other authorities relied on in making the determination. This legal opinion may be in the form of a letter addressed to the Director of OVV and must be signed by the state Attorney General or another state official with authority to make binding legal determinations. **Although the information provided by the state will inform OVV's decision, OVV will make the final eligibility determination.**

States and territories must submit the legal opinion or the certification letter to OVV at [OVV.RSCCA@usdoj.gov](mailto:OVV.RSCCA@usdoj.gov) by **11:59 pm ET April 18, 2019**. OVV will not be able to consider any application or certification submitted after this date.

If the state or territory is awarded the additional funds, such funds will be subject to all of the requirements of the STOP Formula Grant Program. Because this requirement applies to both STOP Formula Grant Program and SAS Formula Program, OVV encourages the state administrators for the two programs to coordinate their responses.

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

Applications that are submitted by ineligible entities will not be considered for funding. Pursuant to 34 U.S.C. § 12291(b)(16)(iii), an applicant that is found to have an unresolved audit finding (not closed or resolved within 12 months of the final audit report from the Inspector General of the Department of Justice) is not eligible for funding during the following two fiscal years.

#### **Eligible Applicants**

Eligible entities for this program are limited to any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the United States Virgin Islands, American Samoa, Guam, and the Commonwealth of the Northern Mariana Islands. Specifically, only the designated state office, pursuant to 28 C.F.R. § 90.11, may apply.

### **Cost Sharing or Match Requirement**

There is a 25 percent match requirement imposed on grant funds under this program. Pursuant to 34 U.S.C. § 10446(f), a grant made under this program may not cover more than 75 percent of the total costs of the projects being funded. Subgrants to victim service providers for victim services can be excluded from the total costs. For a subgrant to qualify under this exclusion, the recipient must be an organization that is recognized by the Internal Revenue Service (IRS) as a tax exempt organization described in section 501(c)(3) of Title 26 of the United States Code (unless it is a tribal governmental organization or a governmental rape crisis center not in a territory). Subgrants to tribes can also be excluded from the total costs. The applicant must identify the source of the 25 percent non-federal portion of the budget and how match funds will be used. Applicants may satisfy the required match with either cash or in-kind services.

In addition, victim service providers and tribes cannot be required to provide match. Such victim service providers must have IRS 501(c)(3) status (unless they are tribal governmental organizations or governmental rape crisis centers not in territories).

For more information, please contact your OWW Program Manager or consult [OWW's Frequently Asked Questions \(FAQs\) About STOP Formula Grants](#).

Further information on the calculation, documentation, and auditing of the match requirement can be found in the [DOJ Financial Guide](#) and on [OWW's website](#). For more information and ideas regarding match, please see the Match Requirement for STOP Formula Grants on [OWW's website](#).

### **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. Applications that do not meet the eligibility requirements below may result in a delay in funding.

#### Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act as Amended, STOP Formula Grant Program

To be eligible for funds, states and territories must certify that they are in compliance with the statutory eligibility requirements of the Program. The Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act as Amended form must be signed and submitted annually by the Authorized Representative to demonstrate compliance with these requirements. This form can be found on the OWW website at <https://www.justice.gov/oww/resources-applicants>.

## ***D. Application and Submission Information***

### **Address to Request Application Package**

The complete application package (this solicitation, including links to required forms) is available on the [OWW website](#). Applicants wishing to request a paper copy of these materials should contact Latonya Eaddy at 202-307-6026 or [latonya.eaddy@usdoj.gov](mailto:latonya.eaddy@usdoj.gov).

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

The information below (“**Application Contents**” 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.

## Formatting and Technical Requirements

Applications must follow the requirements below:

1. Double spaced (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. Word documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).
7. 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. Applications that do not include all of the following components will be considered substantially incomplete and may result in a delay in funding.

1. Summary Data Sheet
2. Explanation of Administrative Funds
3. Implementation Plan Update or No Amendments Letter
4. Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act as Amended, STOP Formula Grant Program
5. Delivery of Legal Assistance Certification Letter (if applicable)

## Summary Data Sheet

The Summary Data Sheet should be one page in length and may be single or double spaced. Provide the following information:

1. Name, title, address, phone number, and e-mail address of the individual with authority to accept grants on behalf of the applicant.
2. Name, title, address, phone number, and e-mail address for the grant point-of-contact. This person must be an employee of the applicant.
3. A statement as to whether the state or territory is passing the STOP Formula Grant Program funds through to the (**choose what applies**: sexual assault coalition; domestic violence coalition; or domestic violence and sexual assault coalition.) Specify which allocation is passed through: victim services, law enforcement, prosecution, courts, and/or discretionary. Provide the name, title, address, phone number, and e-mail address for the relevant organization's authorized representative.
4. Statement as to whether the agency applying 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.

## Explanation of Administrative Funds

The following questions are to assist OWW in understanding the state's or territory's plans for using administrative funds.

1. Does the applicant plan to use administrative funds?
2. What agency or organization will use administrative funds?
3. Will the State Administering Agency (SAA) keep all of the administrative funds?
4. If the SAA is passing through funds to the coalition(s), what percentage of the 10% administrative funds will the coalition(s) receive?

5. How will administrative funds be used (e.g., salary, monitoring, attend trainings)?<sup>1</sup>
6. Will STOP Formula Grant Program administrative funds be used in conjunction with other federal funding sources, such as the Victims of Crime Act programs?<sup>2</sup>

### **Implementation Plan Update or No Amendments Letter**

In FY 2017, all states and territories should have submitted a new implementation plan covering a four-year period. In the subsequent years (FYs 2018, 2019, and 2020), states, and territories are required to submit information on any updates or changes to their plans, as well as updated demographic information. Implementation plan updates include any changes to goals or priority areas, any revisions to plans for how to use the funds, any new planning committee members and related documentation from them, and any changes to the state's or territory's grant-making strategy and efforts to meet the needs of underserved populations.

If there are revisions to the four-year plan, the state or territory must submit a revised implementation plan or a letter identifying the changes and submit the revised implementation plan or letter with the application. If the four-year implementation plan submitted in FY 2017 has not changed, the state or territory must so indicate in a letter (referred to as a No Amendments Letter) and submit that letter with the application.

Note: States or Territories that submit revised implementation plans must develop those plans through deliberative consultation and coordination with the full list of entities required for implementation plan consultation: domestic violence and sexual assault coalitions (or dual coalitions), law enforcement, prosecution, state and local courts, state and federally recognized tribes, representatives from underserved populations, including culturally specific populations, victim service providers, and population specific organizations. States and territories must demonstrate through the plan that they have consulted and coordinated in a meaningful way with this full list of entities.

Note: If a state chooses to submit a completely new plan for FY 2019, the plan should cover the two-year period of FYs 2019 - 2020. Otherwise, subsequent plans should cover a four-year period, with the next plan due to OVV in FY 2021 and covering FYs 2021-2025.

### **Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act as Amended, STOP Formula Grant Program**

Pursuant to 34 U.S.C. § 10446(d), applicants must certify compliance with the statutory eligibility requirements set forth in 34 U.S.C. §§ 10446(c), 10449, 10450, and 10451. The certification form can be found on the OVV website at <https://www.justice.gov/ovv/resources-applicants>.

Pursuant to 34 U.S.C. § 10446(d)(2)-(4), applicants must also provide a brief description of the status of their compliance with the statutory requirements in 34 U.S.C. §§ 10449, 10450, and 10451 (as implemented in 28 C.F.R. §§ 90.13-90.16) and submit copies of any legislative or administrative rule changes regarding these requirements that have occurred since submission of the state's or territory's last application for STOP Formula Grant Program funds. This

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<sup>1</sup> For more information on allowable uses of administrative funds, see 28 C.F.R. § 90.17(b).

<sup>2</sup> States must be careful about assigning each program their appropriate share.

information may be included in the implementation plan update and must address the following requirements:

1. With respect to the VAWA requirement concerning costs for criminal charges and protection orders, a state or territory must certify: that its laws, policies, and practices do not require, in connection with the prosecution of any misdemeanor or felony domestic violence, dating violence, sexual assault, or stalking offense, or in connection with the filing, issuance, registration, modification, enforcement, dismissal, withdrawal, or service of a protection order, or a petition for a protection order, to protect a victim of domestic violence, dating violence, stalking, or sexual assault, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, modification, dismissal, withdrawal, or service of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the state, tribal, or local jurisdiction.
2. With respect to the VAWA requirement concerning forensic medical examination payment for victims of sexual assault, a state or territory must certify that:
  - A. the state or territory or another governmental entity incurs the full out-of-pocket cost of forensic medical exams for victims of sexual assault;
  - B. the state or territory coordinates with health care providers in the region to notify victims of sexual assault of the availability of rape exams at no cost to victims; and,
  - C. it will not require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam.

**Note:** STOP funds may be used to pay for forensic medical exams performed by trained examiners for victims of sexual assault, except that such funds may not be used to pay for forensic medical exams if victims of sexual assault are required to seek reimbursement for such exams from their insurance carriers.

**Note:** States and territories cannot reimburse victims for the costs of the exams, but must make the exam available free of charge to victims. 34 U.S.C. § 10449(b). This includes any deductibles or copayments for states that require victims to submit the charges to their insurance carriers.

3. With respect to the VAWA requirement concerning judicial notification, a state or territory must certify:
  - A. that its judicial administrative policies and practices include notification to domestic violence offenders of the requirements delineated in section 922(g)(8) and (g)(9) of Title 18 of the United States Code, and any applicable related federal, state, or local laws.
4. With respect to the VAWA requirement prohibiting polygraph testing, a state or territory must certify that:
  - A. its laws, policies, or practices ensure that no law enforcement officer, prosecuting officer or other government official shall ask or require an adult, youth, or child victim of an alleged sex offense as defined under federal, tribal, state, territorial, or local law to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of such an offense, and

- B. the refusal of a victim to submit to a polygraph examination or other truth telling device shall not prevent the investigation, charging, or prosecution of an alleged sex offense.

For more information on these statutory requirements, please contact your OVV Program Manager or consult [OVV's Frequently Asked Questions \(FAQs\) About STOP Formula Grants](#).

**Delivery of Legal Assistance Certification Letter (if applicable)**

Applicants must submit a Delivery of Legal Assistance Certification Letter from the state or territorial administering agency if they propose to support any legal assistance with their STOP Formula Grant Program funds. Pursuant to 34 U.S.C. § 12291(b)(12), any recipient or subrecipient providing legal assistance with funds awarded under this program must certify in writing that:

1. any person providing legal assistance with funds through this program
  - (A) has demonstrated expertise in providing legal assistance to victims of domestic violence, dating violence, sexual assault, or stalking in the targeted population; or
  - (B)
    - i. is partnered with an entity or person that has demonstrated expertise described in subparagraph (A); and
    - ii. has completed, or will complete, training in connection with domestic violence, dating violence, sexual assault or stalking and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide;
2. any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a tribal, state, territorial, or local domestic violence, dating violence, sexual assault or stalking victim service provider or coalition, as well as appropriate tribal, state, territorial, and local law enforcement officials;
3. any person or organization providing legal assistance with funds through this program has informed and will continue to inform state, local, or tribal domestic violence, dating violence, or sexual assault programs and coalitions, as well as appropriate state and local law enforcement officials of their work; and
4. the grantee's organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, domestic violence, dating violence, or child sexual abuse is an issue.

This certification must take the form of a letter, on letterhead, signed and dated by the authorizing official. Failure to provide a letter certifying to these requirements may result in a delay in funding. At a minimum, an applicant missing the required certification letter will be required to submit a certification letter prior to receiving an award. The signed certification letter must be uploaded as a separate attachment in [GMS](#). A sample certification letter can be found on the OVV website at <https://www.justice.gov/ovw/resources-applicants>.

**Additional Required Information**

The following documents should be included with your application. Failure to include any of the information may result in a delay in access to funds. Some documents will be generated during the 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 goes in the “Estimated Funding” section of this form. The amount in the “Applicant” section of this form is the match provided by the applicant. 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:*

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 OVV 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.

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 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 OVV 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 OVV's Grants Financial Management Division at [OVV.GFMD@usdoj.gov](mailto:OVV.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 OVV's Grants Financial Management Division at [OVV.GFMD@usdoj.gov](mailto:OVV.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) and System for Award Management (SAM)**

Applicants for federal grants and cooperative agreements are required to have a Data Universal Number System ([DUNS](#)) Number to submit an application. A [DUNS](#) Number is a unique, nine-character identification number provided by the commercial company **Duns & Bradstreet (D&B)**. Once an applicant has 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](#) 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. See 2. C.F.R. §§ 25.200, 25.205.

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.** OWW 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](#) no later than April 16, 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 a delay in access to funds. Applicants should refer to the chart below to ensure that all required steps and deadlines are met.

Applicant Action	Information	Dates/Deadline
Apply for a DUNS number	Obtain a <a href="#">DUNS</a> number at the following website <a href="http://www.dnb.com/us/">http://www.dnb.com/us/</a> or call (866) 705-5711.	April 16, 2019
Register with SAM	Access the <a href="#">SAM</a> online registration through the <a href="#">SAM</a> homepage at <a href="https://www.sam.gov/portal/SAM#1#1">https://www.sam.gov/portal/SAM#1#1</a> and follow the online instructions for new <a href="#">SAM</a> 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>	April 16, 2019
Request Hardcopy Submission (If Needed)	Applicants that cannot submit an application electronically due to lack of internet access must contact the POC at 202-307-6026 or <a href="mailto:latonya.eaddy@usdoj.gov">latonya.eaddy@usdoj.gov</a> to request permission to submit a hardcopy application.	April 16, 2019

Begin Application Submission Process	Applications must be submitted electronically via <a href="#">GMS</a>	Begin by May 03, 2019, 48 hours before application due date May 05, 2019 11:59 p.m. E.T.
Complete Application Submission Process	<a href="#">GMS</a>	May 05, 2019 11:59 p.m. E.T.

**Grants Management System**

Applicants are required to submit applications through [GMS](#). This is not Grants.gov. In order to apply for a grant through [GMS](#), go to <https://grants.ojp.usdoj.gov/gmsexternal/> and either sign in using the applicant’s current [GMS](#) ID and password or register as a new user. Once applicants have logged into [GMS](#), they should select the program for which they intend to apply and follow the instructions. Training materials are available on the main [GMS](#) homepage. **Note:** GMS does not provide acknowledgement of receipt after the application is submitted.

**OWW Policy on Late Submissions**

To ensure timely award processing, applicants must submit the application by May 05, 2019 11:59 p.m. E.T. Applicants anticipating late submission should contact OWW at 202-307-6026 or [latonya.eaddy@usdoj.gov](mailto:latonya.eaddy@usdoj.gov) to provide an explanation for the delay and an anticipated submission date. Submitting the application after the deadline may result in a delay in access to funds.

**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 administer grant funds consistent with program requirements. OWW 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. The issuance and monitoring of subawards must meet the requirements of 2 C.F.R. § 200.331, which includes oversight of subrecipient spending and monitoring performance measures and outcomes attributable to grant funds.

Unallowable Costs

The activities listed below are unallowable, and costs for them must not be supported with grant funds.

1. Lobbying, except with explicit statutory authorization
2. Fundraising
3. Purchase of real property

4. Physical modifications to buildings, including minor renovations (such as painting or carpeting)
5. Construction

#### Food and Beverage/Costs for Refreshments and Meals

Generally, food and beverage costs are **not** allowable. OWW 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 submitted to OWW, and grantees may only use funds to purchase food and/or beverages if OWW 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 must comply 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 OWW 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

OWW 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 OWW. See the [DOJ Financial Guide](#) for more information on pre-award costs.

#### **Other Submission Requirements**

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

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

#### **Criteria, Review, and Award Process**

This is a formula grant program; therefore, applications are not subject to a peer review. However, applicants must submit all information requested in the Application Contents and Additional Required Information sections of this solicitation. If any required elements are missing, OWW will contact the applicant to request prompt submission of relevant documents. Failure to include required information at the time of submission may result in a delay in funding.

Each OWW grantee agrees to follow the financial and administrative requirements in the [DOJ Financial Guide](#) as a condition of receiving grant funding. If OWW determines that a current grantee has violated any of the requirements of the [DOJ Financial Guide](#), the grantee may experience a delay in funding or may have additional conditions placed on its award under this solicitation.

#### 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 experience a delay in funds, and possibly receive a high risk designation on future OWW awards until all issues are resolved.

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

It is anticipated that all applicants will receive an award notification by October 1, 2019. The anticipated award start date will be July 1, 2019.

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

#### **Federal Award Notices**

Successful applications will receive OWW award notifications electronically from [GMS](#). 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 OWW via facsimile or email.

## **Administrative and National Policy Requirements**

### Information for All Federal Award Recipients

Applicants selected for awards must agree to comply with additional legal, administrative, and national policy requirements. OWW 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 OWW 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 OWW grants. This provision prohibits OWW 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 OWW. 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 OWW funding recipients can be found in the [Solicitation Companion Guide](#) under “Civil Rights Compliance.”

### Accessibility

Recipients of OWW 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**

Formula grantees are required to submit annual progress reports and quarterly Federal Financial Reports (SF-425). Appropriate progress report forms will be provided to all grantees. 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 202-307-6026 or [latonya.eaddy@usdoj.gov](mailto:latonya.eaddy@usdoj.gov), for financial questions, contact 1-888-514-8556 or [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov), and for technical support, contact the OWW GMS Support at 1-866-655-4482.

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

### **Application Checklist**

Applicants must submit a fully executed application to OWW, including all required supporting documentation. Additionally, if an applicant plans to submit an application under any other OWW 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. OWW 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).

<b>Application Document</b>	<b>Date Completed</b>
1. Summary Data Sheet	
2. Explanation of Administrative Funds	
3. Implementation Plan Update or No Amendments Letter	
4. Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act as Amended, STOP Formula Grant Program	
5. Delivery of Legal Assistance Certification Letter (if applicable)	
6. Application for Federal Assistance: SF 424	
7. Standard Assurances and Certifications	
8. Confidentiality Notice Form	
9. Pre-Award Risk Assessment	
10. Indirect Cost Rate Agreement (if applicable)	
11. 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. OVW tries to create forms and instructions that are accurate, can be easily understood, and impose the least possible burden on applicants. The estimated average time to complete and file this form is 30 hours. Comments regarding the accuracy of this estimate or suggestions for simplifying this form can be submitted to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street, NE, Washington, DC 20530.