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**OVW Fiscal Year 2023 Sexual Assault Services Culturally Specific Program - Solicitation**  
Assistance Listing Number # 16.023

Grants.gov Opportunity Number: O-OVV-2023-171485

Solicitation Release Date: February 08, 2023 4:00 PM ET

Version: 3

Application Grants.gov Deadline: March 31, 2023 11:59 PM ET

Application JustGrants Deadline: April 04, 2023 9:00 PM ET

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**Overview**

**Eligible Applicants:**

Native American tribal organizations (other than Federally recognized tribal governments), Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education, Other

**Other**

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 in the United States or U.S. territories. For more information, see the Eligibility Information section of this solicitation.

**Letter of Intent**

Applicants are strongly encouraged to submit a non-binding Letter of Intent to OVW.SASP.Cultural@usdoj.gov by March 7, 2023. Interested applicants who do not submit a Letter of Intent are still eligible to apply. For more information, see the Application and Submission Information section of this solicitation.

**Pre-Application Information Session(s)**

OVW will conduct two optional web-based Pre-Application Information Sessions. For more information, see the Application and Submission Information section of this solicitation.

**Contact Information**

For assistance with the requirements of this solicitation, email OVW at OVW.SASP.Cultural@usdoj.gov. Alternatively, interested parties may call OVW at 202-307-6026.

**Submission Information**

**Registration:** OVW encourages first time applicants to apply for funding. Organizations applying for the first time for federal funding must complete a multi-step registration process with the following systems: System for Award Management (SAM), Grants.gov, and JustGrants (after successful SAM and Grants.gov registrations).

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

Applicants experiencing technical difficulties with SAM should go to [https://www.fsd.gov/qsafsd\\_sp](https://www.fsd.gov/qsafsd_sp).

Applicants experiencing technical difficulties with Grants.gov should contact [support@grants.gov](mailto:support@grants.gov).

Applicants experiencing technical difficulties with JustGrants should contact [OVW\\_JustGrantsSupport@usdoj.gov](mailto:OVW_JustGrantsSupport@usdoj.gov).

Applicants are strongly encouraged to begin the registration process or ensure that all accounts are active and up to date by March 7, 2023.

**Submission:**

Applications will be submitted to OVW in two steps:

**Step 1:** The applicant must submit by the Grants.gov deadline the required Application for Federal Assistance standard form (SF-424) and the Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov - <https://www.grants.gov/web/grants/forms/sf-424-family.html>.

**Step 2:** The applicant must then submit the full application, including attachments, in JustGrants at JustGrants.usdoj.gov. To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. OVW encourages applicants to review the [Solicitation Companion Guide](#) and the JustGrants website for more information, resources, and training.

For more information about registration and submission, see the Prior to Application Submission and How to Apply sections of this solicitation.

**Notification**

OVW anticipates notifying applicants of funding decisions by October 1, 2023.

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## Program Description

### Overview of OVW

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

### Statutory Authority

34 U.S.C. 12511(c)

### About this OVW program

This program is authorized by 34 U.S.C. § 12511(c). The Sexual Assault Services Culturally Specific Program (SAS Culturally Specific Program) (CFDA# 16.023) supports nonprofit organizations that focus primarily on culturally specific communities and have experience in the area of sexual assault or who partner with an organization having such expertise. The goal of the SAS Culturally Specific Program is to establish, maintain, and expand sustainable, culturally appropriate services that address the unique needs and challenges of victims of sexual assault from culturally specific communities. For additional information about this program and related performance measures, including how awards contribute to the achievement of program goals and objectives, see:

- OVW grant program information: [OVW Grants and Programs Webpage](#).
- Program performance measures under the Measuring Effectiveness Initiative: [VAWA Measuring Effectiveness Initiative webpage](#).
- Program-specific sections in OVW's [most recent report to Congress](#) on the effectiveness of VAWA grant programs.

### What's New About this OVW Program

The Violence Against Women Act Reauthorization Act of 2022 added "direct payments" to the list of items that may constitute "intervention and related assistance" for victims of sexual assault under the SAS Culturally Specific Program statute. See the Purpose Areas and Budget sections of this solicitation.

### Program Scope

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

### Purpose Areas

Pursuant to 34 U.S.C. § 12511(c), funds under this program must be used to support the establishment, maintenance, and expansion of culturally specific intervention and related assistance for victims of sexual assault.

Pursuant to 34 U.S.C. § 12511(b)(2)(C), such intervention and related assistance may include:

1. 24-hour hotline services providing crisis intervention services and referral.
2. Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police, and court proceedings.
3. Crisis intervention, short-term individual and group support services, direct payments and comprehensive service coordination and supervision to assist sexual assault victims and family or household members.
4. Information and referral to assist the sexual assault victim and family or household members.
5. Community-based, culturally specific services and support mechanisms, including outreach activities for underserved communities.
6. Development and distribution of materials on issues related to the services described above.

Note: Direct payments to victims and family or household members must be for costs related to the sexual assault. Direct payments are capped at five percent of the grant award.

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.

### OVW Priority Areas

In FY 2023, OVW has five programmatic priorities, of which three are applicable to this program. Two are inherent to this program – advancing racial equity as an essential component of ending sexual assault and strengthening efforts to prevent and end sexual assault. In addition, applicants are strongly encouraged, but not required, to address the priority area identified below. Applications proposing activities in the following area will be given special consideration.

1. Improve outreach, services, and support for survivors of sexual assault from underserved communities, particularly LGBTQ communities.

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

OVW does not fund activities that jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions. Applications that propose any such activities may receive a deduction in points during the review process or may be eliminated from consideration. Please note that OVW will support survivor-centered alternative pathways to justice and non-criminal approaches to accountability that fall within the statutory scope of this program. Information on activities that compromise victim safety and recovery or undermine offender accountability may be found in the [Solicitation Companion Guide](#).

### Out-of-Scope Activities

The activities listed below are out of the program scope and will not be supported by this program's funding. See also the list of unallowable costs in the Funding Restrictions section of this solicitation.

1. Research projects. Funds under this program may not be used to conduct research, defined in 28 C.F.R. § 46.102 as a systematic investigation designed to develop or contribute to generalizable knowledge. Surveys and focus groups, depending on their design and purpose, may constitute research and therefore be out-of-scope. Prohibited research does not include assessments conducted for internal improvement purposes only (see Limited Use of Funds below). For information on distinguishing between research and assessments, see the Solicitation Companion Guide.
2. Activities focused on prevention efforts and public education (e.g., bystander intervention, social norms campaigns, presentations on healthy relationships).
3. Criminal justice-related projects, including law enforcement, prosecution, courts, and forensic interviews.
4. Sexual Assault Forensic Medical Examiner programs.
5. Sexual Assault Response Team coordination.
6. Providing training to allied professionals and the community (e.g., law enforcement, child protection services, prosecution, or other community-based organizations).

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

### Limited Use of Funds

Grantees may use up to three percent of grant award funds to assess their work for internal improvement purposes only, such as by convening a listening session to identify service gaps in the community or surveying training participants about the quality of training content and delivery. Applicants considering such assessments must refer to the OVW research decision tree in the [Solicitation Companion Guide](#) to ensure that the activity does not qualify as human subjects research. The Solicitation Companion Guide also provides additional information on federal requirements related to research, assessments, and surveys.

#### Activities Requiring Prior Approval

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

#### Federal Award Information

##### Awards, Amounts and Durations

<b>Anticipated Number of Awards</b>	<b>Anticipated Maximum Dollar Amount of Awards</b>
17	\$300,000.00
<b>Period of Performance Start Date</b>	<b>Period of Performance Duration (Months)</b>
10/1/23	36

**Anticipated Total Amount to be Awarded Under Solicitation**  
\$5,100,000.00

#### Availability of Funds

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. There is no guarantee that funds will be available in the future. OVW may elect to make awards in a future fiscal year for applications submitted under this solicitation but not selected for FY 2023 funding, depending on the merits of the applications and the availability of funding.

#### Type of Award

Awards will be made as grants.

#### Award Period(s) and Amount(s)

The award period for non-planning grants is 36 months. Budgets must reflect 36 months of project activity, and the total "estimated funding" on the SF-424 must reflect 36 months. OVW anticipates that the award period will start on October 1, 2023.

This program typically makes awards in the range of \$280,000 - \$300,000. OVW estimates that it will make up to 17 awards for an estimated \$5,100,000. Awards under this program for FY 2023 will be made for up to \$300,000 for the entire 36 months.

Additionally for FY 2023, this program will make planning grants of up to \$100,000 for a period of 12 months or 24 months. Funds must be used to plan for the establishment of culturally specific sexual assault services.

#### Types of Applications

In FY 2023, OVW will accept applications for this program from the following:

**New:** Applicants that have never received funding under this program or whose previous funding under this program expired on or before March 31, 2022.

**Continuation:** Applicants that have an existing or recently closed (after March 31, 2022) award under this program. Continuation funding is not guaranteed.

Recipients of an FY 2021 or FY 2022 award under this program are NOT eligible to apply as the lead applicant or as a partner/subrecipient on an FY 2023 proposal. Likewise, an organization that is a partner/subrecipient on an FY 2021 or FY 2022 award is not eligible to apply as the lead applicant or as a partner/subrecipient on an FY 2023 proposal.

**Note:** Current grantees with a substantial amount of unobligated funds remaining (50 percent or more of the previous award) as of March 31, 2023, without adequate justification may not be considered for funding or may receive a reduced award amount if selected for funding in FY 2023.

Planning grantees may be eligible for a full non-competitive award upon completion of planning activities. Any future supplemental awards will be based on factors including, but not limited to, OVW's available appropriation and grantee performance.

#### Mandatory Program Requirements

Applicants that receive funding under this program will be required to engage in the following activities:

1. OVW-sponsored training and technical assistance (TTA).
2. Collection and reporting of performance indicators. Forms, instructions, training, and related tools for each OVW program are available on the [VAWA Measuring Effectiveness Initiative](#) webpage.
3. OVW may conduct a program assessment or evaluation necessitating grantee involvement. Therefore, recipients may be expected to dedicate some OVW-funded time and resources to participating in an assessment or evaluation.
4. The provision of sexual assault victim services to non-intimate partner sexual assault victims. Applications proposing projects to serve only victims of intimate partner sexual assault will be removed from further funding consideration.

**Note:** Planning grantees will not provide direct services to sexual assault victims and/or survivors during the initial 24 month project period.

#### Eligibility Information

##### Eligible Applicants

Eligible entities for the SAS Culturally Specific Program are 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:

1) American Indians (including Alaska Natives, Eskimos, and Aleuts); 2) Asian Americans; 3) Native Hawaiians and other Pacific Islanders; 4) Blacks; and 5) Hispanics. See 34 U.S.C. §§ 12511(c)(2), 12291(a)(8), and 42 U.S.C. § 300u-6(g)(1).

Note: If an organization has a culturally specific division (for example, a sexual assault 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.

Additionally, the applicant must meet the following statutory requirements (34 U.S.C. § 12511(c)(2)):

1. Have documented organizational experience in the area of sexual assault intervention or have entered into a formal partnership with an organization having such expertise.
2. Have expertise in the development of community-based, linguistically and culturally specific outreach and intervention services relevant for the specific communities to which assistance would be provided or have the capacity to link to existing services in the community tailored to the needs of culturally specific populations.
3. Have an advisory board or steering committee and staffing which is reflective of the culturally specific community.

Note: To determine whether the applicant meets this requirement, OVW will consider whether the advisory board or steering committee and staff include members with knowledge or experience relevant to the community. If federal funds are used for filling any of these positions, recipients may consider a job applicant's knowledge or experience relevant to the community, as well as language skills needed to work with a particular population; however, recipients may not consider a person's race and/or ethnicity as a basis for hiring decisions.

**Faith-Based and Community Organizations**

Faith Based and community organizations, including culturally specific organizations, tribal organizations, and population specific organizations, that meet the eligibility requirements are eligible to receive awards under this solicitation (see "Faith-Based Organizations" on the OVW website for more information).

**501(c)(3) Status**

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

**Ineligible Entities and Disqualifying Factors**

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

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

**Cost Sharing or Matching**

This program has no matching or cost-sharing requirement.

**Other Program Eligibility Requirements**

In addition to meeting the eligible entity requirements outlined above, applicants for this program must also meet the requirements below. All certification and other eligibility related documents must be current and developed in accordance with the FY 2023 solicitation.

**Required Partnerships**

In order to meet the statutory eligibility requirements in 34 U.S.C. § 12511(c)(2), all applicants must fall within one of the following partnership categories:

1. Category I – a) The applicant is a culturally specific organization AND b) the applicant agency has a demonstrated history of providing sexual assault victim services, *beyond intimate partner sexual assault*, for a minimum of three years. No partnership is required.
2. Category II – a) The applicant is a culturally specific organization and will be partnering with another culturally specific organization(s) that would otherwise be eligible to apply independently under the SAS Culturally Specific Program AND b) either the applicant or its partner(s) has a demonstrated history of providing sexual assault victim services, *beyond intimate partner sexual assault*, for a minimum of three years.
3. Category III – The applicant is a culturally specific organization with less than three years of experience providing sexual assault victim services *beyond intimate partner sexual assault*. The applicant will be partnering with an organization with a demonstrated history of providing sexual assault victim services that is otherwise NOT eligible to apply independently under the SAS Culturally Specific Program. In such a case, partner compensation is limited to \$30,000 for the three-year award period. The partner must use these funds to provide technical assistance on sexual assault and related victim services to the applicant.

Partnership Category	Applicant is a Culturally Specific Organization	Sexual Assault Victim Services Experience	Partner Organization
Category I	Yes	Minimum of 3 years.	None required.
Category II	Yes	Minimum of 3 years – held by either applicant or partner. Another culturally specific organization.	No cap on partner compensation.
Category III	Yes	Applicant has less than 3 years; partner has minimum of 3 years.	Non-culturally specific organization that provides sexual assault victim services. Compensation capped at \$30,000.

**Planning Grants**

Applicants applying for planning grants are only eligible to apply with a Category II or III partnership. Planning grants are intended to support organizations that do not currently provide sexual assault services.

**Limit on Number of Applications**

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

**Application and Submission Information**

**Content of Application Submission**

**Address to Request Application Package**

The complete application package (this solicitation, including links to required forms) is available on Grants.gov and on the [OVW website](#). Applicants wishing to request a paper copy of these materials should contact 202-307-6026 and OVW.SASP.Cultural@usdoj.gov.

**Pre-Application Information Session(s)**

OVW will conduct two web-based pre-application information sessions. 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. Tuesday, March 7, 2023 from 2 p.m. to 4 p.m. E.T.

2. Wednesday, March 8, 2023 from 2 p.m. to 4 p.m. E.T.

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

To register, contact the SAS Culturally Specific Program at [OVW.SASP.Cultural@usdoj.gov](mailto:OVW.SASP.Cultural@usdoj.gov) or at 202-307-6026. Registration must be received at least one day prior to the start of the session. Participants are not registered until they receive a confirmation email. Webinars will be captioned in English and Spanish. Interested applicants needing additional language assistance should contact this program at [OVW.SASP.Cultural@usdoj.gov](mailto:OVW.SASP.Cultural@usdoj.gov) or at 202-307-6026 as soon as possible, but no later than February 28, 2023.

#### Content and Form of Application Submission

The information below ("Letter of Intent" through "How to Apply") describes the full content and form of application submission.

#### Letter of Intent

Applicants intending to apply for FY 2023 funding under this program are strongly encouraged to submit a Letter of Intent. The letter should state that the applicant is registered and current with SAM and with Grants.gov. The letter should be submitted to OVW at [OVW.SASP.Cultural@usdoj.gov](mailto:OVW.SASP.Cultural@usdoj.gov) by March 7, 2023. This letter will not obligate the applicant to submit an application. See the OVW website for a sample Letter of Intent.

#### Formatting and Technical Requirements

Applications must follow the requirements below for all documents attached to the application, unless otherwise noted. Points may be deducted for applications that do not adhere to the following requirements:

1. Double-spaced (charts may be single-spaced)
2. 8½ x 11 inch pages
3. One-inch margins
4. Type no smaller than 12 point, Times New Roman (TNR) or Arial font, except for footnotes, which may be in 10-point font
5. Page numbers
6. No more than 20 pages for the Proposal Narrative
7. Documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt)
8. Headings and sub-headings that correspond to the sections identified in this section of the solicitation

#### Application Contents

Applications must include the required documents and demonstrate that the program eligibility requirements have been met. For a complete checklist of the application contents, see the Application Checklist in the Other Information section of this solicitation.

OVW will not contact applicants for missing items on the list below. **Applicants that do not include all the following documents will be considered substantially incomplete and will not be considered for funding:**

1. Proposal Narrative
2. Budget Detail Worksheet and Narrative
3. Signed Memorandum of Understanding (MOU)/Memorandum of Exemption (MOE)

#### Information to Complete the Application for Federal Assistance (SF-424)

##### Application for Federal Assistance (SF-424)

Applicants must complete the SF-424 in Grants.gov. The SF-424 is generated when the applicant begins the submission process in Grants.gov. For Type of Applicant (box 9), do not select "Other". The amount of federal funding requested in the "Estimated Funding" section of this form (box 18a) must match the amount of federal funding requested in the budget of the application. This program does not require a match; therefore, the value for the Applicant line (box 18b) should be zero. The individual who is listed as "Authorized Representative" (box 21) must be an individual who has the authority to apply for and accept grant awards on behalf of the organization or jurisdiction.

**Intergovernmental Review (SF-424 Question 19):** This solicitation ("funding opportunity") is subject to Executive Order (E.O.) 12372, Intergovernmental Review of Federal Programs. Applicants must check the Office of Management and Budget's website for the names and addresses of state [Single Points of Contact](#) (SPOC) under Intergovernmental Review. If the applicant's state appears on the SPOC list, the applicant must contact the state SPOC to find out about, and comply with, the state's process under E.O. 12372. In completing the SF-424, such an applicant is to make the appropriate selection in response to question 19 once the applicant has complied with its state E.O. 12372 process. An applicant whose state does not appear on the SPOC list should answer question 19 by selecting the following response: "Program is subject to E.O. 12372 but has not been selected by the state for review."

##### Disclosure of Lobbying Activities (SF-LLL)

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

#### Standard Applicant Information (JustGrants 424 and General Agency Information)

This section in the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. Applicants are required to review the Standard Applicant Information and make edits as needed, confirm the Authorized Representative, verify the legal name and address, and enter the ZIP code(s) for the areas affected by the project.

#### Proposal Abstract

The Proposal Abstract must provide a short summary (no more than two pages double-spaced) of the proposed project, including names of applicant and partners, project title, purpose of the project (including goal and intended outcome), primary activities for which funds are requested, who will benefit (including geographic area to be served), products and deliverables, and how the applicant will measure progress in completing project goals and objectives. Applicants must not summarize past accomplishments in this section. The Proposal Abstract, which is to be entered into a text box in JustGrants, will not be scored but is used throughout the review process.

#### Data Requested with Application

All applicants must complete and submit, as an attachment, the Pre-Award Risk Assessment and the Summary Data Sheet in JustGrants. These documents are not scored.

#### Pre-Award Risk Assessment

Each applicant must respond to each question. Do not submit responses from a prior fiscal year without updating them to be responsive to all questions listed in the questionnaire. This information will be used for a mandatory pre-award risk assessment. Failure to provide this information or to respond to questions from OVW regarding this information in a timely manner could result in the application being removed from consideration or a delay in access to funds. Provide complete responses

that address all questions included for each numbered item.

1. Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/ funding? Provide a brief description of the applicant's policies and procedures that ensure funds will be tracked appropriately.
2. Does the applicant have written accounting policies and procedures? How often are these policies and procedures updated? Provide a brief list of the topics covered in the applicant's policies and procedures. 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. 200.334-200.338.
7. Does the applicant or any of its employees have any potential personal or organizational conflicts of interest related to the possible receipt of 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 or 1-888-514-8556 immediately after the applicant is notified of its award to coordinate training.
9. Does the applicant have policies and procedures in place to manage subawards and monitor activities of subrecipients as necessary to ensure that subawards are used for authorized purposes, in compliance with laws, regulations, and terms and conditions of the award, and that established subaward performance goals are achieved (2 C.F.R. 200.331-200.333)? Provide a brief description of the organization's policies and procedures on subrecipient management and monitoring.
10. Does the applicant currently require employees to maintain time distribution records that accurately reflect the work performed on specific activities or cost objectives in order to support the distribution of employees' salaries among federal awards or other activities (2 C.F.R. 200.430)? Budget estimates do not qualify as support for charges to federal awards. Provide a brief description of the organization's established timekeeping policies and procedures.
11. Is the applicant designated as high risk by a federal agency outside of DOJ? (High risk includes any status under which a federal awarding agency provides additional oversight due to the applicant entity's past performance, or other programmatic or financial concerns with the applicant entity.) If so, provide the names (s) of the federal awarding agency, the date(s) the agency notified the applicant entity of the high risk designation, contact information for the high risk point of contact at the federal agency, and the reason for the high risk status, as set out by the federal agency.

#### Summary Data Sheet

The Summary Data Sheet must be uploaded as an attachment in JustGrants and should be one to four pages in length (single or double spaced). The Summary Data Sheet does not count toward the 20-page limit for the Proposal Narrative. Several of the items below are required for every applicant for OVV funding and therefore may not be obviously relevant or specifically drafted for this program. Applicants should provide the most accurate answers. Responses to these items alone will not result in removal from consideration or determine eligibility for any funding priorities described in the solicitation for this program. Provide the following information:

1. Name, title, address, telephone number, and email address for the grant point of contact. This person must be an employee of the applicant.
2. Statement as to whether the applicant (the organization whose unique entity identifier/DUNS number is being used for the application) will serve as a fiscal agent. A fiscal agent is an entity that does not participate in implementation of the project and passes all funds through to subrecipients, conducting only administrative activities. If this is the case, the applicant must include a statement acknowledging that, should an award be made, the applicant will be responsible for all applicable statutory, fiscal, and programmatic requirements, including those of 2 CFR Part 200, as well as all project deliverables. The applicant must also list all of the entities with which it will enter into subaward agreements to implement the project. Note: The fiscal agent must be an eligible applicant for this program.
3. Statement as to whether the applicant has expended \$750,000 or more in federal funds in the applicant's past fiscal year. If so, specify the end date of the applicant's fiscal year.
4. Statement as to whether the applicant is a nonprofit organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of that Code. Note: Any entity that is eligible for this program based on its status as a nonprofit organization must upload proof of 501(c)(3) status in the Additional Application Components section of JustGrants.
5. Statement as to whether the applicant is a nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code.
6. Statement as to whether the applicant is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure to establish a rebuttable presumption that its executives' compensation is reasonable. For additional information about the safe-harbor procedure, see Disclosure of Process Related to Executive Compensation in the Budget and Associated Documentation section of this solicitation. Note: Applicants that use the safe-harbor procedure must upload the required Disclosure of Process Related to Executive Compensation in the Budget/Financial Attachments section of JustGrants.
7. Statement as to whether the applicant is a faith-based organization.
8. Statement as to whether the applicant is a culturally-specific organization (defined as a private nonprofit/tribal organization for which the primary purpose of the organization as a whole is to provide culturally specific services to American Indians (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians and other Pacific Islanders, Blacks, or Hispanics).
9. Statement as to whether the applicant is a sexual assault victim service provider (defined as a victim service provider for which the primary purpose of the organization is to provide intervention and related assistance to victims of sexual assault without regard to their age).
10. Statement as to whether the application proposes to focus on a rural community or area (as defined by 34 U.S.C. 12291(a)(32)).
11. Statement as to whether the applicant is a federally recognized tribe.
12. Statement as to whether the applicant is a tribal organization as defined by 34 U.S.C. 12291(a)(45).
13. Statement as to whether the applicant is a partner/subrecipient on a current grant or pending application for this grant program. If a partner/subrecipient on a current award, provide the year of the award and the role of the applicant on the award. If a partner/subrecipient on another pending application, provide the name of the applicant organization.
14. Statement as to whether any proposed project partner(s)/subrecipient(s) on this application is also a recipient, or partner/subrecipient, on a current grant or another pending application for this grant program. If so, the applicant is required to provide the following information on the relevant project partner(s)/subrecipient(s):
  - Partner/subrecipient name
  - Year of award or pending application

- Role of partner/subrecipient

15. Statement as to whether the application proposes to address the following OVW Priority Area: Improve outreach, services, and support for survivors of sexual assault from underserved communities, particularly LGBTQ communities. Improve outreach, services, and support for survivors of sexual assault from underserved communities, particularly LGBTQ communities.
16. Which culturally specific community(ies) are the primary focus of the applicant organization?
17. Which culturally specific community(ies) will be the primary focus of the proposed project?
18. Pursuant to 34 U.S.C. 12511(c)(2)(D), the applicant's advisory board or steering committee and staffing must be reflective of the targeted culturally specific community(ies). To determine whether the applicant meets this requirement, OVW will consider whether the advisory board or steering committee and staff include members with knowledge or experience relevant to the targeted community(ies). Please state the percentage of the advisory board or steering committee and staff that is reflective of the targeted culturally specific community(ies) and the positions of the individuals included in this percentage.
19. Is the applicant submitting a Memorandum of Understanding (MOU)?
20. Is the applicant submitting a Memorandum of Exemption (MOE)?
21. Provide the mission statement of the applicant organization as a whole (not of a project within the applicant organization).

#### **Proposal Narrative**

The Proposal Narrative may not exceed 20 pages, double-spaced, and reviewers will not read beyond this page limit. The Proposal Narrative must include the three sections below. The total point value for the proposal narrative section is **(60 points)**. Applicants must upload the Proposal Narrative as an attachment in JustGrants.

#### **Purpose of the Proposal (20 points)**

This section must describe:

1. The communities in the service area, including, but not limited to, traditionally underserved populations, such as communities of color, individuals with disabilities, individuals who are Deaf or hard of hearing, persons with limited English proficiency, older adults, and LGBTQ+ communities.
2. The culturally specific community(ies) that will be the focus of the project.
3. The problem of sexual assault within the community(ies) described above.
4. The current availability of sexual assault victim services in the community (from mainstream organizations as well as other culturally specific organizations) and the proximity of those services to the applicant and identified culturally specific community(ies).
5. The gaps in current services and how the identified culturally specific community(ies) is currently underserved.
6. The barriers individuals from the identified culturally specific community(ies) who are victims of sexual assault experience while attempting to seek and access services.

**Note:** Applicants applying for planning grants do not need to respond to the Purpose of the Proposal section and will be eligible for 30 points for each of the remaining two sections of the Proposal Narrative.

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

Except for planning grant applications, the application must provide a clear link between the proposed activities and the need identified in the "Purpose of the Proposal" section above. The application must not include any of the activities listed as unallowable costs in the Funding Restrictions section of this solicitation.

This section must include:

1. The project's goals and objectives, detailing the proposed activities to:
  - a. Meet the needs of the culturally specific population(s) that are the focus of the project.
  - b. Provide direct intervention and related assistance for sexual assault victims and their family or household members, including 24-hour hotline services; accompaniment and advocacy through medical, criminal justice, and social support systems; crisis intervention, direct payments, short-term individual and group support services, and comprehensive service coordination and supervision; information and referral; and community-based, culturally specific services and support mechanisms, including outreach activities. Applicants must propose to provide these core services. Applicants may propose to provide additional, comprehensive services that go beyond addressing the immediate needs of victims and their families and support long-term healing.
2. A tentative timeline for the implementation of the proposed activities.
3. Whether the project will focus on a specific age range in the delivery of services to sexual assault victims (e.g., child and youth victims of sexual assault, adult victims, or sexual assault across the lifespan).
4. The categories of victims to be served (e.g., adults abused as children, child and youth victims, adults sexually assaulted by those other than an intimate partner such as a stranger, neighbor, family member, coworker, community leader, or clergy/spiritual leader).
5. Current activities that address victim safety and recovery.
6. A plan to address victim safety and recovery in the proposed project.
7. How the various services provided reflect and respond to the identified culturally specific community(ies) and the needs of victims from that community.
8. How the proposed project will reach each culturally specific population to be served by the project as identified in the Purpose of the Proposal section.
9. If applicable, how the proposed project will address the OVW priority area: Improve outreach, services, and support for survivors of sexual assault from underserved communities, particularly LGBTQ communities.
10. How the proposed project will address the unique needs of the traditionally underserved populations identified in the Purpose of the Proposal section above.
11. How the proposed project will be fully accessible to individuals with disabilities, individuals who are Deaf or hard of hearing, and persons with limited English proficiency.
12. How survivors and individuals with applicable lived experiences related to the project (such as involvement in the justice system, homelessness, or substance use) have been consulted to inform or otherwise contributed to the development of the proposed project and/or will be consulted as the project is implemented.

#### **Planning Grants (30 points)**

Applicants applying for planning grants must submit a statement answering the following questions to describe how the proposed project would plan for the establishment of sexual assault services focused on the identified culturally specific community(ies). The statement must:

1. Identify the community need for sexual assault service provision.
2. Describe how the proposed project will address the unique needs of the culturally specific population identified.
3. Detail the project's goals and objectives.
4. Describe the specific tasks and activities necessary for accomplishing each goal and objective. Proposed activities may include, but are not limited to, the following:
  - a. Participating in site visits, peer-to-peer exchange, and technical assistance events;
  - b. Developing relevant policies and procedures;
  - c. Delivering culturally specific sexual assault training to staff and leadership;
  - d. Funding a project/planning coordinator;
  - e. Creating and/or revising program documents;
  - f. Coordinating and conducting planning meetings; and
  - g. Establishing an advisory/consulting committee.



5. Include a tentative timeline for carrying out the proposed planning activities.

**Note-** Planning grantees will not provide direct services to sexual assault victims and/or survivors during the initial project period. Applicants must be culturally specific organizations and have a partner with a demonstrated history of providing sexual assault victim services.

#### **Who Will Implement the Proposal (20 points)**

This section must:

1. Identify the key individuals and organizations, including project partners, involved in the proposed project.
2. Demonstrate that the individuals and organizations identified have the capacity to address the stated need and can successfully implement the proposed project activities; attach job descriptions of all key personnel.
3. Describe the mission and the range of services provided by the applicant.
4. Detail the overall experience and expertise of the applicant.
5. Detail how the applicant primarily focuses on the identified culturally specific community(ies).
6. Detail the applicant's expertise in developing community-based, linguistically and culturally specific services for the identified community(ies). If the applicant does not have this expertise, provide in detail the applicant's capacity to link to existing services in the community tailored to the needs of the identified culturally specific population(s).
7. Clearly state whether the applicant has the required expertise providing sexual assault services along with a brief description of that expertise. If the applicant organization does not have this expertise, identify the partnering organization with the required expertise and describe that expertise. Note: additional details about the level and range of organizational sexual assault expertise will be required in the MOU and MOE section of this solicitation.
8. Describe how the organization's advisory board or steering committee members and staff are reflective of the identified culturally specific community(ies) through their knowledge or experience relevant to the community(ies).
9. Detail the expertise of the advisory board or steering committee as it relates to addressing sexual assault in the identified culturally specific community(ies).
10. Detail the experience and expertise of key personnel who will be directly involved with the project, including job responsibilities of any new hires. Information provided must directly address whether such experience/expertise includes providing sexual assault services and to what extent this experience extends beyond intimate partner sexual assault.

#### **Planning Grants (30 points)**

Applicants applying for planning grants must submit a statement describing who will implement the proposed project. The statement must:

1. Identify the key individuals and organizations, including project partners, involved in the proposed project.
2. Demonstrate that the individuals and organizations identified have the capacity to address the stated need and can successfully implement the proposed project activities; attach job descriptions of all key personnel.
3. Describe the mission and the range of services provided by the applicant.
4. Detail the overall experience and expertise of the applicant.
5. Detail how the applicant primarily focuses on the identified culturally specific community(ies).
6. Describe how the organization's advisory board or steering committee members and staff are reflective of the identified culturally specific community(ies) through their knowledge or experience relevant to the community(ies).

#### **Budget and Associated Documentation**

Applicants must submit a detailed budget and budget narrative and must upload the applicable associated documentation as described below under each heading. OVW strongly encourages the use of a spreadsheet (e.g., excel, numbers, etc.) for the budget attachments. The budget worksheet and budget narrative are worth a total of 20 points and will be reviewed separately from the proposal narrative. The associated documentation will not be scored, but failure to include it may result in removal from consideration or a delay in access to funding.

#### **Budget Worksheet and Budget Narrative (attachment)**

Attach in JustGrants a detailed budget and budget narrative for all applicable cost categories. The budget narrative must describe each line item requested in the budget and explain all costs included in the budget, including how the costs of goods and services are determined and how they will fulfill the objectives of the project. See the sample budget and the Creating a Budget webinar available on the [OVW website](#). Keep in mind that budgetary requirements vary among programs. Applicants must submit reasonable budgets based on the resources needed to implement their projects in their specific geographic location.

**Award Period and Amount** The award period is 36 months. The maximum award amount is \$300,000 for the entire 36-month period. See the Federal Award Information section of this solicitation for more information. Planning grants under this program will be up to \$100,000 for a period of 12 months or 24 months.

The budget must:

1. Display a clear link between the specific project activities and the proposed budget items. The budget should not contain items that are not supported by the proposal narrative.
2. Compensate all project partners for their full level of effort, unless otherwise stated in the MOU. For more information on compensating project partners, see the sample Budget Detail Worksheet on the [OVW website](#).
3. Include sufficient funds to fully provide language access or describe other resources available to the applicant to ensure meaningful access for persons who are limited in their English proficiency because of their national origin. See Accessibility under the Federal Award Administration Information section of this solicitation for more information.
4. Include sufficient funds to fully provide access for individuals with disabilities or who are Deaf/hard of hearing or describe other resources available to the applicant to ensure meaningful access for such individuals. See Accessibility under the Federal Award Information section of this solicitation for more information.
5. Compensate survivors and individuals with applicable lived experiences related to the project (such as involvement in the justice system, homelessness, or substance use) who participate as consultants, in an advisory capacity, in focus groups, or in other work activities.
6. Include funds to attend OVW-sponsored TTA in the amount of \$10,000 for applicants located in the 48 contiguous states and \$12,000 for applicants located in the territories, Hawaii, and Alaska. This amount is for the entire 36 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. Applicants applying for a planning grant are required to set aside \$15,000 of the total budget for OVW-sponsored training and technical assistance. These funds will be used during the period of performance of the grant project.
7. Limit funds budgeted for direct payments to assist sexual assault victims and their family or household members to five percent of the award. Payments must be for costs related to the sexual assault. In general, OVW encourages recipients to pay vendors directly. Examples of costs that direct payments may cover include, but are not limited to: a. Replacement bedding, clothing, or other household items; b. Securing new or temporary housing, including paying a security deposit, first month's rent or moving expenses; c. Travel expenses; d. Childcare expenses; e. Culturally appropriate food; f. Utility assistance (see Funding Restrictions below regarding not using grant funds for utilities in arrears); and g. Security measures such as re-keying locks, replacing a cell phone, or purchasing a motion detector or security camera that does not require installation (see Funding Restrictions below regarding not using grant funds for minor renovations).
8. Distinguish clearly between subawards and contracts in allocating any grant funds to other entities. Pursuant to 2 C.F.R. § 200.331, a subaward is for the purpose of carrying out a portion of the federal award, such as compensating an MOU partner, and a contract is for the purpose of obtaining goods and services for the grantee's own use. The substance of the relationship is more important than the form of the agreement in determining whether the recipient of the pass-through funds is a subrecipient or a contractor. The awarding and monitoring of contracts must follow the recipient's documented procurement procedures, including full and open competition, pursuant to the procurement standards and monitoring requirements in 2 C.F.R. §§ 200.317-200.327 & 200.329. The issuance and monitoring of subawards must meet the requirements of 2 C.F.R. § 200.332, which includes oversight of subrecipient/partner spending and monitoring performance measures and outcomes attributable to grant funds. For more information, see the sample Budget Detail Worksheet and the Solicitation Companion

Guide on the [OVW website](#).

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

#### **Funding Restrictions**

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

##### Unallowable Costs

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

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

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

Food and beverages are generally considered personal expenses for which government funds should not be used. Exceptions may be made for working meals that are necessary to accomplish official business and enhance the cost effectiveness of the conference. Recipients must receive prior approval before using grant funds to provide a working meal and/or refreshments at a meeting, conference, training, or other event. Examples of when OVW might grant such approval include, but are not limited to:

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

Justification for an exception listed above must be included in the applicant's budget narrative. For additional information on restrictions on food and beverage expenditures, see [OVW conference cost planning](#).

##### Conference Planning and Expenditure Limitations

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

##### **Pre-Award Costs**

OVW generally does not allow pre-award costs. Costs incurred prior to the start date of the award may not be charged to the project unless the recipient receives prior approval from OVW. See the [DOJ Financial Guide](#) for more information on pre-award costs.

##### **Indirect Cost Rate Agreement (if applicable)**

Applicants that intend to charge indirect costs through the use of a negotiated indirect cost rate must have a current, signed, federally approved indirect cost rate agreement and must upload and attach a copy of the agreement to their application in JustGrants. Applicants (other than state, local, and tribal governments that receive more than \$35 million in direct federal funding per year) that do not have a current negotiated (including provisional) rate may elect to charge a de minimis rate of 10% of modified total direct costs, which may be used indefinitely.

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

##### **Applicant Financial Capability Questionnaire (if applicable)**

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

##### **Disclosure of Process Related to Executive Compensation**

An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees and must upload and attach a document with these disclosures to its application in JustGrants.

Under certain circumstances, a nonprofit organization that provides unreasonably high compensation to certain persons may subject both the organization's managers and those who receive the compensation to additional federal taxes. A rebuttable presumption of the reasonableness of a nonprofit organization's compensation arrangements, however, may be available if the nonprofit organization satisfies certain rules set out in Internal Revenue Service regulations with regard to its compensation decisions.

Each applicant must state at the time of its application (in the Data Requested with Application section) whether the applicant is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure to establish a rebuttable presumption that its executives' compensation is reasonable. If the applicant states that it uses the safe-harbor procedure, then it must disclose, in an attachment to its application (to be titled "Disclosure of Process Related to Executive Compensation"), the process it uses to determine the compensation of its officers, directors, trustees, and key employees (together, "covered persons"). See 34 U.S.C. § 12291(b)(15)(B)(iii).

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

For purposes of the required disclosure, the following terms and phrases have the meanings set out by the Internal Revenue Service for use in connection with 26 C.F.R. § 53.4958-6: officers, directors, trustees, key employees, compensation, conflict of interest, appropriate data as to comparability, adequate documentation, and concurrent documentation.

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

#### Supporting Documents

An MOU or MOE is required for all applicants. Applicants for planning grants must submit an MOU and may not submit an MOE. For purposes of this solicitation, the MOU is a document containing the terms of the partnership and the allocation of roles and responsibilities among two or more parties, and it must be included as an attachment to the application in JustGrants. The MOU or MOE is worth a total of **20 points**. The MOU is not a substitute for a subaward agreement, which ensures that subrecipients adhere to the requirements of the award and 2 C.F.R. Part 200 (see 2 C.F.R. § 200.332). Partners receiving funds under the award generally are considered subrecipients because they are carrying out a portion of the federal award.

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. OVW will accept electronic signatures. MOUs missing signatures may result in a point deduction or removal from consideration, particularly if the MOU is missing the signature of a required partner. 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. A sample MOU is available on the OVW website.

The MOU must clearly:

1. 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. Describe the roles and responsibilities each partner will assume to ensure the success of the proposed project.
3. Demonstrate how the proposed partnership can address the needs of the traditionally underserved population(s) identified in the Proposal Narrative.
4. State that each project partner has reviewed the budget, is aware of the total amount being requested, and is being equitably compensated for their work under the grant or is agreeing to be partially compensated or receive no compensation from the grant.
5. Identify which organization has the expertise in providing sexual assault services. This organization must demonstrate a minimum of three years experience in providing sexual assault victim services beyond intimate partner sexual assault. Specifically address the following for the organization with the demonstrated sexual assault expertise:
  - a. Explain the overall mission of the organization.
  - b. State how many years the organization has been in operation.
  - c. Detail the personnel designated to provide sexual assault victim services, including the name and title of each staff person; how many years each staff person has been providing sexual assault services AND how long each person has worked for the organization; and a brief description of each staff person's primary job responsibilities.
  - d. State how many years the organization has been providing victim services to non-intimate partner sexual assault victims.
  - e. State how many victims of intimate partner sexual assault were served by the organization in the past three years.
  - f. State how many non-intimate partner sexual assault victims were served by the organization in the past three years (e.g., adults abused as children, child and youth victims, adults sexually assaulted by those other than an intimate partner such as a stranger, neighbor, family member, coworker, community leader, or clergy/spiritual leader).
  - g. Indicate the types of services provided to victims included in item f above, with any available data on the number of non-intimate partner sexual assault victims receiving each type of service.
  - h. Describe the service area in which the sexual assault victim services are provided (e.g., county/city-wide, multiple counties/cities, or culturally specific community).
  - i. Describe whether these services are provided to victims across the lifespan (e.g., children, youth, or adults).
6. Describe how the sexual assault services to be provided will be responsive to the culturally specific needs of the community and sexual assault victims.
7. Describe the resources each partner will contribute to the project, either through time, in-kind contributions, or grant funds.
8. Describe how the applicant and partner(s) will work together to achieve stated project goals and objectives.

#### Planning Grants

Applicants are required to submit an MOU. Planning grantees will not provide direct services to sexual assault victims and/or survivors.

#### Memorandum of Exemption (MOE)

SAS Culturally Specific Program applicants that can demonstrate sexual assault expertise within the organization in providing services for at least three years do NOT need to partner with any outside organization and should submit an MOE. The MOE is worth a total of **20 points**.

The MOE must be a single document, signed and dated by the Authorized Representative of the applicant during the development of the application. If the MOE is missing the required signature, the application may receive a point deduction or be removed from consideration, or the applicant may have to provide a signed MOE before an award can be made.

The MOE must clearly:

1. Explain the overall mission of the applicant.
2. State how many years the applicant has been in operation.
3. State how many years the applicant has been providing sexual assault victim services.
4. Detail the personnel designated to provide sexual assault victim services with grant funds including a. the name and title of each staff person; b. how many years each staff person has been providing sexual assault services AND how long each person has worked for the applicant; and c. a brief description of each staff person's primary job responsibilities.
5. State how many victims of intimate partner sexual assault were served by the applicant in the past three years.
6. State how many victims of non-intimate partner sexual assault were served in the past three years (e.g., adults abused as children, child and youth victims, adults sexually assaulted by those other than an intimate partner such as a stranger, neighbor, family member, coworker, community leader, or clergy/spiritual leader).
7. Indicate the types of services provided to victims included in item 6 above, with any available data on the number of non-intimate partner sexual assault victims receiving each type of service.
8. Describe the service area in which the sexual assault victim services are provided (e.g., county/city-wide, multiple counties/cities, or culturally specific community).
9. Describe whether these services are provided to victims across the lifespan (e.g., children, youth, or adults).
10. Describe how the sexual assault services provided are responsive to the culturally specific needs of the community and sexual assault victims.

An applicant that submits an MOE but does not demonstrate the required expertise is not eligible for funding and will be removed from further consideration. Therefore, if there is any uncertainty as to whether the applicant meets the MOE criteria, the applicant is encouraged to submit an MOU outlining a partnership with an organization that has sexual assault services expertise. For additional information on the types of partnerships, see Required Partnerships in the Eligibility Information section of this solicitation.

#### Additional Application Components

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

### Letters of Nonsupplanting

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

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

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

### Confidentiality Notice Form

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

### Disclosure and Assurances

Review, complete, and submit all disclosures, assurances, and certifications as described below.

### Disclosure of Lobbying Activities

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

### DOJ Certified Standard Assurances

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

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

Applicants must read and acknowledge these DOJ certifications in JustGrants.

### Summary of Other Federal Funding

Applicants must disclose all current and recent OVW awards (if applicable). If the applicant has a current grant or cooperative agreement under any OVW grant program or an award that closed within the 12 months before the date this solicitation closes, the information must be provided in a table using the sample format found on the OVW website. The applicant must also provide the same information regarding any current OVW awards, as well as any pending applications, on which the applicant is a subrecipient.

Applicants also must disclose all other federal grant programs from which the applicant currently receives funding or for which it has applied for funding in FY 2023 to do similar work. Provide this information in a table using the sample format found on the OVW website. Both tables, if applicable, should be uploaded as attachments in JustGrants.

### Prior to Application Submission

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

Entities applying for the first time for federal funding must complete a multi-step registration process. Applicants must register with the systems listed below to successfully submit an application.

1. SAM. Registration with SAM includes receiving a UEI. **(Average registration completion time – 2-3 weeks)**
2. Grants.gov **(Average registration completion time – 1 week)**
3. JustGrants. Registration with SAM and Grants.gov must be completed before an applicant can register with JustGrants. **(Average registration completion time – 3 days)**

**Note:** registration time frames are estimates. Applicants experiencing registration challenges (including lengthy registration wait times) should refer to the "OVW Policy for Applicants Experiencing Technical Difficulties During the Registration and Submission Processes" section of this solicitation for guidance on how to proceed."

Please see the [Solicitation Companion Guide](#) for additional details regarding SAM, Grants.gov, and JustGrants registration.

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

**It is the responsibility of the applicant to ensure that they are properly registered with SAM, Grants.gov, and JustGrants. OVW strongly encourages all applicants to begin the registration process, or ensure that all accounts are active and up to date, by March 7, 2023. Failure to do so may result in the application being removed from consideration for funding.**

Applicants experiencing technical difficulties with SAM should go to [https://www.fsd.gov/gsa/psd\\_sp](https://www.fsd.gov/gsa/psd_sp).

Applicants experiencing technical difficulties with Grants.gov should contact [support@grants.gov](mailto:support@grants.gov).

Applicants experiencing technical difficulties with JustGrants should contact [OVW\\_JustGrantsSupport@usdoj.gov](mailto:OVW_JustGrantsSupport@usdoj.gov).

Additionally, applicants experiencing technical difficulties with any of the systems listed above during the registration, account update, or application submission processes should refer to the OVW Policy for Applicants Experiencing Technical Difficulties During the Registration and Submission Processes section of this solicitation for guidance on how to proceed.

### How to Apply

#### Submission Dates and Times

All applications must be submitted electronically first in Grants.gov (SF-424 and SF-LLL) and then in JustGrants. **Applicants must make every effort to submit their application in Grants.gov and JustGrants. Note: the Grants.gov deadline is four days before the JustGrants application deadline.** If an applicant must submit their application via email due to a technical difficulty, they must do so by the JustGrants application deadline, but **no earlier than 4 hours prior to the JustGrants**

**application deadline.** Applicants experiencing technical difficulties during the application submission process should refer to the OVW Policy for Applicants Experiencing Technical Difficulties During the Registration and Submission Processes section of this solicitation for guidance on how to proceed.

**OVW strongly encourages all applicants to begin the application submission process at least 48 hours prior to the Grants.gov application deadline. Failure to do so may result in missing the deadline and therefore not being considered for funding.**

**OVW will not accept applications after the JustGrants deadline, except for severe inclement weather or natural or man-made disaster. See the OVW Policy on Late Submission Request Due to Severe Inclement Weather or Natural or Man-Made Disaster section of this solicitation.**

#### **Submission Information and Other Submission Requirements**

Applications will be submitted to OVW in two steps:

**Step 1:** The applicant must submit by the Grants.gov deadline the required Application for Federal Assistance standard form (SF-424) and the Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov - <https://www.grants.gov/web/grants/forms/sf-424-family.html>.

**Step 2:** The applicant must then submit the full application, including attachments, in JustGrants at JustGrants.usdoj.gov. To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. OVW encourages applicants to review the [Solicitation Companion Guide](#) and the JustGrants website for more information, resources, and training.

**Tip:** JustGrants functions better using a PC with Chrome or Edge web browser.

#### OVW Policy for Applicants Experiencing Technical Difficulties During the Registration and Submission Processes

Technical difficulties are issues that are beyond the applicant's control (e.g., JustGrants login issue, issue with the web-based budget). OVW can confirm when each registration and/or submission action began.

#### *Technical difficulties with SAM or Grants.gov*

1. Contact SAM or Grants.gov support as soon as the applicant is aware of a problem.
2. Maintain documentation of when the issue began and all communication with technical support.
3. Notify this program, via email at [OVW.SASP.Cultural@usdoj.gov](mailto:OVW.SASP.Cultural@usdoj.gov), stating the applicant is experiencing technical difficulties with SAM or Grants.gov. The applicant should provide regular updates to this program via email at [OVW.SASP.Cultural@usdoj.gov](mailto:OVW.SASP.Cultural@usdoj.gov).
4. If the technical difficulty cannot be resolved before the Grants.gov deadline, the applicant must notify this program via email at [OVW.SASP.Cultural@usdoj.gov](mailto:OVW.SASP.Cultural@usdoj.gov) before the Grants.gov deadline.
5. Once the Grants.gov deadline passes an applicant will not be able to apply in JustGrants. Therefore, the applicant must email the complete application packet (Proposal Narrative, Budget and Budget Narrative, MOU/MOE and all documentation supporting the technical difficulty to this program at [OVW.SASP.Cultural@usdoj.gov](mailto:OVW.SASP.Cultural@usdoj.gov) by **9:00 p.m. E.T. on April 4, 2023**.

#### *Technical difficulties while applying in JustGrants*

1. Contact the OVW JustGrants Help Desk at [OVW.JustGrantsSupport@usdoj.gov](mailto:OVW.JustGrantsSupport@usdoj.gov) prior to the JustGrants deadline.
2. Maintain documentation of all communication with the OVW JustGrants Help Desk.
3. Actively work with the OVW JustGrants Help Desk to attempt to resolve the technical difficulty.
4. Contact this program, via email at [OVW.SASP.Cultural@usdoj.gov](mailto:OVW.SASP.Cultural@usdoj.gov), prior to the JustGrants deadline (**9:00 p.m. E.T. on April 4, 2023**), indicating the applicant is experiencing technical difficulties with JustGrants and would like permission to submit an application via email. The email must include the following:
  - A detailed description of the technical difficulty the applicant is experiencing.
  - The contact information (name, telephone, and email) for the individual making the request.
  - The applicant's UEI number.
  - JustGrants application numbers and User Support tracking numbers.
  - The complete application packet (Proposal Narrative, Budget and Budget Narrative, MOU/MOE).

It is not guaranteed that applications submitted via email will be considered for funding, even if the email is received before the JustGrants application deadline. OVW will decide and notify applicants of the decision within 30 days of the JustGrants application deadline. Applicants may be asked to coordinate with OVW to submit their application in Grants.gov and JustGrants later.

#### OVW Policy on Late Submission Request Due to Severe Inclement Weather or Natural or Man-Made Disaster

OVW will only accept applications after **9:00 pm ET on April 4, 2023** in cases of severe inclement weather or natural or man-made disaster. The information below provides the process applicants must follow in such a circumstance.

1. Contact this program at [OVW.SASP.Cultural@usdoj.gov](mailto:OVW.SASP.Cultural@usdoj.gov) as soon as the applicant is aware of severe weather or a natural or man-made disaster that may impede the submission of an application by the deadline. The email should include a detailed description of the weather event or natural or man-made disaster. A detailed description includes when the event occurred, or is likely to occur, the impacted area, and the specific impact on the applicant and/or partners' ability to submit the application by the deadline (e.g., without power for "x" days, office closed for "x" days). If the application is complete and ready for submission at the time the applicant notifies OVW, the application should be included with the email.
2. Applicants impacted by severe weather or a natural or man-made disaster occurring on or around the deadline must contact OVW within 48 hours after the deadline or as soon as communications are restored.

**Note: OVW may not be able to accommodate all requests resulting from severe inclement weather or a natural or man-made disaster.**

OVW will review the request for late submission and required documents and notify the applicant whether the request has been approved or denied within 30 days of the submitted request.

#### Application Review Information

##### **Review Criteria**

Applications will be scored based on the degree to which the application responds to each section and addresses each element in the section. Furthermore, applications will be scored based upon the quality of the response, capacity of the applicant and any partners, and the level of detail provided. Each element must be addressed in the section in which it is requested. Points may be deducted if the applicant does not include the information in the appropriate section regardless 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 SAS Culturally Specific Program, scoring will be as follows:

1. Proposal narrative: (60) points, of which (Note: Planning grant applications should include only parts B and C of the Proposal narrative, each worth 30 points):
  - A. Purpose of the proposal: (20) points.
  - B. What will be done: (20) points.
  - C. Who will implement the proposal: (20) points.
2. Budget worksheet and budget narrative: (20) points.
3. 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 based on the criteria outlined in this solicitation. OVW may use internal reviewers, [external reviewers](#), or a combination of both.

OVW Peer reviewers may include victim advocates, judges, prosecutors, police officers, legal professionals, and others with expertise in areas such as tribal communities, colleges and universities, rural areas, urban areas, working with individuals with disabilities or older adults, and providing services to victims, including transitional housing and services provided by culturally specific organizations and the faith community. While some peer reviewers are expert consultants on violence against women issues, the vast majority of peer reviewers are active practitioners or recent retirees from the professions mentioned above. To ensure that applications are reviewed by individuals with on-the-ground experience responding to sexual assault, domestic violence, dating violence, or stalking, OVW does not use professional peer reviewers.

##### Programmatic Review

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

1. Activities that compromise victim safety and recovery and undermine offender accountability (deduct up to 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 listed above or be removed from consideration entirely regardless of the applicant's peer review score.**

##### Past Performance Review

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

1. Adherence to the grant program's statutory purposes and requirements.
2. Implementation of the project according to plan, without significant obstacles and/or challenges.
3. Implementation of the project within the original period of performance.
4. Drawdown of funds commensurate with the level of program activities completed.
5. Management of award such that applicant has had uninterrupted access to funds.
6. Attendance at/participation in all required OVW-sponsored training and technical assistance events.
7. Timely resolution of issues identified during programmatic monitoring.
8. Completion of close-out of prior awards within 120 days of the project end date.
9. Timely resolution of issues necessary to close out prior awards.
10. Timely resolution of issues identified during financial monitoring.
11. Timely response to OVW requests.
12. Development of deliverables that support the project goals and objectives and are of acceptable quality.
13. Implementation of the project as designed without unjustified modification.
14. Timely submission of federal financial reports (FFR).
15. Timely submission of performance reports.
16. Submission of complete and accurate performance reports.
17. Adherence to the terms and conditions of existing grant award(s) from OVW.

Prior to making an award, OVW is required to review and consider any information about applicants included in the designated integrity and performance system accessible through SAM. Applicants may review and comment on information in FAPIS about themselves that another federal awarding agency has previously entered. OVW will consider the applicant's comments as well as other information available in FAPIS in making its judgment about the risk posed by making an award to the applicant as described in 2 C.F.R. § 200.206.

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

##### High-Risk Grantees

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

##### Anticipated Announcement and Federal Award Dates

It is anticipated that all applicants will be notified of the outcome of their applications by October 1, 2023.

##### Federal Award Administration Information

###### Federal Award Notices

Successful applicants will receive OVW award notifications electronically from JustGrants (not Grants.gov). Recipients will be required to log into JustGrants to review and accept the award. The Authorized Representative must acknowledge having read and understood all sections of the award instrument and submit the required declaration and certification to accept the award; these steps will be completed electronically in JustGrants.

###### Administrative, National Policy, and Other Legal Requirements

###### Information for All Federal Award Recipients

Applicants selected for awards must agree to comply with additional legal, administrative, and national policy requirements. OVW strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. This information can be found in the section of the [Solicitation Companion Guide](#) entitled "Post-Award Requirements for All Federal Award Recipients."

Terms and conditions for OVW awards are available on the [OVW website](#). These terms are subject to change prior to the issuance of the awards.

**Violence Against Women Act Non-Discrimination Provision**

The Violence Against Women Reauthorization Act prohibits OVW grantees from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW. Recipients may provide sex-segregated or sex-specific programming if doing so is necessary for the essential operation of a program, so long as the recipient provides comparable services to those who cannot be provided with the sex-segregated or sex-specific programming. Additional information on the civil rights obligations of OVW funding recipients can be found in the Solicitation Companion Guide under "Civil Rights Compliance."

**Accessibility**

Recipients of OVW funds must comply with applicable federal civil rights laws, which, among other things, prohibit discrimination on the basis of disability and national origin. Compliance with these laws includes taking reasonable steps to ensure that persons who are limited in their English proficiency because of their national origin have meaningful access to recipients' programs and activities. Recipients are also responsible for ensuring that their programs and activities are readily accessible to individuals with disabilities, including those with physical or cognitive disabilities, as well as individuals who are Deaf or hard of hearing. OVW encourages applicants to go beyond minimum compliance with these requirements and allot sufficient resources to ensure programs and activities are fully accessible. More information on these obligations is available in the [Solicitation Companion Guide](#) under "Civil Rights Compliance."

**General Information about Post-Federal Award Reporting Requirements**

OVW grantees are required to submit semi-annual performance reports and quarterly Federal Financial Reports (SF-425). Appropriate performance report forms will be provided to all applicants selected for an award. Forms will be submitted electronically. Future awards and fund drawdowns may be withheld if reports are delinquent. For more information on post award reporting requirements, including requirements for certain recipients to report information on civil, criminal, and administrative proceedings in FAPHS, see the [Solicitation Companion Guide](#) and the award condition on recipient integrity and performance matters available on the [OVW website](#).

**Federal Awarding Agency Contact(s)**

For assistance with the requirements of this solicitation, contact the following:

- Programmatic questions, contact this program at 202-307-6026 or [OVW.SASP.Cultural@usdoj.gov](mailto:OVW.SASP.Cultural@usdoj.gov)
- Financial questions, contact 888-514-8556 or [ovw.gfmd@usdoj.gov](mailto:ovw.gfmd@usdoj.gov)
- Technical questions:
  - Grants.gov Applicant Support at 800-518-4726 or [support@grants.gov](mailto:support@grants.gov)
  - OVW JustGrants Support at 1-866-655-4482 or [OVW\\_JustGrantsSupport@usdoj.gov](mailto:OVW_JustGrantsSupport@usdoj.gov)

**Other Information**

**Public Reporting Burden-Paper Work Reduction Act Notice**

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

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

**Application Checklist**

Applicants must submit a fully executed application to OVW, including all required supporting documentation. Prior to peer review, OVW may contact applicants for missing items. Additionally, if an applicant plans to submit an application under any other OVW grant program this fiscal year, it is the applicant's responsibility to ensure that only documents pertinent to this solicitation are included with this application. OVW will not redirect documents that are inadvertently submitted with the wrong application (e.g., a Rural Program letter submitted with a Transitional Housing Program application will not be transferred to the Rural application).

Application Document	Date Completed
1. Application for Federal Assistance: SF-424	
2. Disclosure of Lobbying Activities (SF-LLL)	
3. Proposal Abstract	
4. Letter of Intent	
5. Pre-Award Risk Assessment	
6. Summary Data Sheet	
7. Proposal Narrative: <ul style="list-style-type: none"><li>a) Purpose of the Proposal</li><li>b) What Will Be Done</li><li>c) Who Will Implement the Proposal</li></ul>	
8. Budget Worksheet and Budget Narrative	
9. Indirect Cost Rate Agreement (if applicable)	
10. Applicant Financial Capability Questionnaire (if applicable)	
11. Disclosure of Process Related to Executive Compensation (if applicable)	
12. Memorandum of Understanding (MOU)/ Memorandum of Exemption (MOE)	
13. Letter of Nonsupporting	
14. Proof of 501(c)(3) Status (Nonprofit Organizations Only)	
15. Confidentiality Notice Form	
16. Summary of Other Federal Funding	