



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

OVW Fiscal Year 2022 [Insert Program Name]

[Solicitation or Invitation to Apply]

Assistance Listing Number # [select number from the Assistance Listing Number drop down list in the Cover Page section of JG]

Grants.gov Opportunity Number: [this number is automatically populated. It appears in the Cover Page section in JG]

Solicitation Release Date: [insert date in the Solicitation Release Date text box in the Cover Page section of JG]

Version: [this number is generated by JG. There is no action to take]

Grants.gov Deadline: [insert date in the Application Grants.gov Deadline text box in the Cover Page section of JG]

JustGrants Application Deadline: [insert date in the Application JustGrants Deadline text box in the Cover Page section of JG]

Eligible Applicants: [Select "Other" plus any applicable categories from dropdown menu.]

Other

Eligible applicants are limited to: [insert eligible applicants] [Note: the following additional language is optional] 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 [insert email address] by [insert date on MIT calendar]. 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.

[Note: optional. This is for interactive sessions] **Pre-Application Information Session(s)**
OVW will conduct [insert number if more than one and delete “an” before “optional web-based”]
an optional web-based Pre-Application Information Session(s). For more information, see the
Application and Submission Information section of this solicitation.

OR

[Note: optional. This is for recorded sessions] **Pre-Application Information Session(s)**
OVW will post a pre-recorded Pre-Application Information Session on the [OVW website](#). This
session is tentatively scheduled to be available by [insert date]. 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 [insert Unit's email
address]. Alternatively, interested parties may call OVW at 202-307-6026.

Submission Information

Registration: To submit an application, all applicants must register online with the System for
Award Management (SAM) and with Grants.gov. To ensure sufficient time to complete the
registration process, applicants must register online with SAM and with Grants.gov immediately,
but no later than [insert date from the MIT calendar].

Submission: Applications for this program will be submitted through a two-step process: (1)
submission of the **SF-424 and SF-LLL** in Grants.gov and (2) submission of the **full application**
including attachments in the Justice Grants System (JustGrants). Submit the SF-424 and SF-
LLL as early as possible, but not later than 24-48 hours before the Grants.gov deadline. For
technical assistance with Grants.gov, contact Grants.gov Applicant Support at 1-800-518-4726
or support@grants.gov. For technical assistance with JustGrants, contact OVW JustGrants
Support at 1-866-655-4482 or OVW.JustGrantsSupport@usdoj.gov.

For more information about registration and submission, see the Application and Submission
Information section of this solicitation.

Notification

OVW anticipates notifying applicants of funding decisions by October 1, 2022.

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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 [choose statutory authority from the Selected Statutory Authority drop down list in the Program Description section in JG. CY, EM. And the Tribal SA Clearinghouse will have to manually input the authority information]

About this OVW Program

This program is authorized by [insert authorizing statute; note for ICJR, also include a sentence with the cite for the regulations]. [Insert program specific information, including program name with CFDA# in parentheses after the name. This section should be brief (2-3 sentences) and it should describe the overarching goal of the program and general purposes/activities that it supports]. 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](#).
- Examples of successful projects in OVW's [most recent report to Congress](#) on the effectiveness of VAWA grant programs.

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. [Note: TH - include language about unallowable costs and refer to the Funding Restrictions section of this solicitation].

Purpose Areas

Pursuant to [insert statutory citation (except do not include this clause for Consolidated Youth/Engaging Men)], funds under this program must be used for one or more of the following purposes:

1. [insert purpose areas – use exact statutory language].

OVW Priority Areas

In FY 2022, OVW is interested in supporting the priority area(s) identified below. Applications proposing activities in the following areas will be given [special consideration, additional points, etc.]: [Note: the solicitation should include only the applicable priority areas based on the unit's approved FY 2022 program plan. Delete any OVW priority area below that was not approved in the FY 2022 program plan]

1. Advance racial equity as an essential component of ending sexual assault, domestic violence, dating violence, and stalking.
2. Increase access to justice for all survivors of sexual assault, domestic violence, dating violence, and stalking, including through exploration of survivor-centered criminal justice system reform.
3. Strengthen efforts to prevent and end sexual assault, including victim services and civil and criminal justice responses.
4. Expand economic justice and financial advocacy for survivors of sexual assault, domestic violence, dating violence, and stalking, including as a tool for violence prevention.
5. Improve outreach, services, civil and criminal justice responses, prevention, and support for survivors of sexual assault, domestic violence, dating violence, and stalking from underserved communities, particularly LGBTQ and immigrant 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. 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. [\[insert program specific information\]](#).

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 [\[select one, two, or three\]](#) 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.

[Transitional Housing]

The following activities can be supported only in limited circumstances:

1. Legal Services – Use of grant funds for legal services is limited to providing legal services to transitional housing program participants and must terminate upon a participant's entry into permanent housing. Legal services are limited to those that are necessary to enable a transitional housing program participant to locate and secure housing and to integrate into a community, including legal services regarding housing, protection orders, and limited immigration matters that affect a victim's ability to obtain housing. Funds may not be used for comprehensive, long-term legal assistance, such as assistance with divorce or child custody matters.
2. Purchase and/or Lease of Vehicles – Requests to use grant funds for the purchase and/or lease of a vehicle by the grantee or a project partner will be considered on a case-by-case basis. If an applicant is requesting funds for a vehicle, a lease/purchase analysis must be submitted with the application and the cost included in the budget and budget narrative. Grant funds may not be used for the purchase of and/or down payment on a vehicle for private ownership by a victim in a transitional housing program.
3. Services for Children – Grant funds may be used to provide direct services to minors who meet the statutory eligibility criteria for transitional housing services, or to provide direct services to children where such services are an ancillary part of providing transitional housing and supportive services to the child's parent (or legal guardian) who is a victim of sexual assault, domestic violence, dating violence or stalking.

Activities Requiring Prior Approval

[JFF, Disability, Tribal Jurisdiction, and Campus] Activities listed below will require prior approval in order to be supported by grant funds (see the [Solicitation Companion Guide](#) for more information on relevant requirements).

1. 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.
2. Renovations, including such minor things as painting, carpeting, or installing lighting. In addition to obtaining prior approval, recipients must follow all necessary steps to ensure that funded renovations are in compliance with the National Environmental Policy Act (NEPA) and related laws, which may be time consuming and may include public notice and consultation.

OR

[All other programs] 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

Anticipated number of awards [fill in number of anticipated awards in the Anticipated Number of Awards text box in the Federal Award Information section of JG]

Anticipated Maximum Dollar Amount of Awards [fill in the maximum dollar amount for a **single award** in the Anticipated Maximum Dollar Amount of Awards text box in the Federal Award Information section of JG. If a program uses **multiple award amounts**, use the **highest amount allowed**]

Period of Performance Start Date [fill in the start date for an award in the Period of Performance Start Date text box in the Federal Award Information section of JG. Select 12:00 AM for the time]

Period of Performance Duration (Months) [fill in the number of months for an award in the Period of Performance Duration (Months) text box in the Federal Award Information section of JG. If a program uses **multiple periods of performance** use the **longest duration**]

Anticipated Total Amount to be Awarded Under Solicitation [fill in the anticipated amount to be used for grants from the program's appropriation in the Anticipated Total Amount to be Awarded Under Solicitation text box in the Federal Award Information section in JG. If an appropriation has not been enacted, use the previous year's amount allocated for grants under the program]

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 2022 funding, depending on the merits of the applications and the availability of funding.

Type of Award

Awards will be made as [insert grants or cooperative agreements.] **[if making awards as cooperative agreements then include (may be modified to fit the specific program):** Cooperative agreements are a form of award under which OVW expects to have ongoing substantial involvement in award activities. For this program, the substantial involvement includes participating in project meetings, developing and approving final agendas, reviewing and approving faculty, products, and curricula, and identifying participants. Recipients must be willing to work closely with OVW on the implementation of their project and be willing to modify project activities at OVW's request in order to address the needs of grantees and/or emerging issues.]

Award Period and Amounts

The award period is [insert number] months. Budgets must reflect [insert number] months of project activity, and the total "estimated funding" on the SF-424 must reflect [insert number] months. OVW anticipates that the award period will start on October 1, 2022.

This program typically makes awards in the range of [insert dollar range \$XX - \$XX]. OVW estimates that it will make up to [insert number] awards for an estimated [insert FY 2020 amount available to support grants if the FY 2022 appropriation has not been enacted at the time of drafting the solicitation.]

Awards under this program for FY 2022 will be made for up to [insert maximum individual award amount(s)] for the entire [# of months].

OR

Funding levels under this program for FY 2022 are:

1. [insert applicant type, sub-type and funding level] for the entire [# of months].
2. [insert additional information as necessary].

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

Types of Applications

In FY 2022, OVW will accept applications for this program from the following:

New: Applicants that have never received funding under this program.

[Also use if applicable...”or whose previous funding under this program expired on or before [insert date 12 months before the application deadline].”]

Continuation: Applicants that have an existing or recently closed (after [insert date 12 months before the application deadline]) award under this program [and/or] [insert any additional program specific information]. Continuation funding is not guaranteed.

[Section is optional, or can be edited to reflect program:] Recipients of a/an FY [insert year(s)] award under this program are NOT eligible to apply as the lead applicant or as a partner/subrecipient on an FY 2022 proposal. Likewise, an organization that is a partner/subrecipient on an FY [insert year(s)] award is not eligible to apply as the lead applicant or as a partner/subrecipient on an FY 2022 proposal.

Note: Current grantees with a substantial amount of unobligated funds remaining (50 percent or more of the previous award) as of March 31, 2022 without adequate justification may not be considered for funding or may receive a reduced award amount if selected for funding in FY 2022.

[paragraph is optional] **Sub-Type:** In addition to identifying as a new or continuing applicant, OVW has determined that applicants for this program must also identify as one of the sub-types listed below.

1. [insert sub-type 1].
2. [insert sub-type 2].
3. [insert sub-type 3].

Mandatory Program Requirements

[Note: These are activities that are required if an applicant receives an award. For example, Disability grantees must engage in a planning period; Abuse Later in Life grantees must attend the training of trainers and redeliver the curriculum provided to each grantee; Transitional Housing grantees are expected to provide at least 6 months of services. These requirements are NOT documents. This section is designed to inform applicants of expectations if they receive an award. This section is NOT connected to Basic Minimum Requirements (BMR) and

does not address eligibility requirements. These are activities that grantees must engage in and should be stated briefly here with a cross-reference to additional information in the Proposal Narrative section (what will be done, MOU, etc.).

[Note: Work with attorneys to include statutory citations where applicable]

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. 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.
3. [insert program specific requirements].

Eligibility Information

Eligible Applicants

Pursuant to [Note: Work with attorneys to include statutory citation for eligible entities], the following entities are eligible to apply for this program: [Note: Statutory definitions that affect eligibility, if included, must include a statutory cite]

1. [insert program specific information].

[Note: for ICJR, Disability, ALL, Underserved, JFF, if a “victim service provider” is an eligible entity, include the following:] A victim service provider is a nonprofit, nongovernmental or tribal organization or rape crisis center, including a state or tribal domestic violence and/or sexual assault coalition, that assists or advocates for domestic violence, dating violence, sexual assault, or stalking victims, including a domestic violence shelter, faith-based organization or other organization, with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking. 34 U.S.C. § 12291(a)(43). Victim service providers must provide direct services to victims of domestic violence, dating violence, sexual assault, or stalking as one of their primary purposes and have a demonstrated history of effective work in this field.

[If “unit of local government” is an eligible entity (and “agency of a unit of local government” is not), include the following in this section:] Pursuant to 28 C.F.R. § 90.2(g)[90.61(b) for ICJR], the following are not considered units of local government and are not eligible to apply as the lead applicant – police departments, pre-trial service agencies, district or city attorneys’ offices, sheriffs’ departments, probation and parole departments, and universities. If other examples are listed, remove the CFR cite at the beginning of the sentence because only these entities are listed in the regulation. [Optional additional sentence: These entities may assume responsibility for the development and implementation of the project but must have their state, tribal government, or unit of local government apply as the lead applicant.]

Faith-Based and Community Organizations

Faith Based and community 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). [Note: Do not include this subheading and text for programs that allow only governmental entities to apply]

[Note: Use the following for Tribal Coalitions, Underserved, TSASP, SASP CSS, ICJR, Disability, Elder, and JFF] 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)(16)(B)(i).

[Note: Use the following for Rural, ICJR, Campus, Children and Youth, CSSP, Disabilities, ALL, and Underserved] Executive Order 13929 Safe Policing for Safe Communities

To advance Executive Order 13929 Safe Policing for Safe Communities, as of October 28, 2020, the Attorney General determined that all state, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process to be allocated FY 2022 DOJ discretionary grant funding, as either a recipient or a subrecipient. For detailed information on this certification requirement, see [Safe Policing](#).

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. [Note: Modify previous sentence for JFF] 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: use this for all programs except STOP, SASP formula, and TJP]

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)(16)(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 2022 solicitation.

[Note: Include the following paragraph for all programs with required certifications] Certifications must take the form of a letter, on letterhead, signed, and dated by the authorized representative. Failure to provide required certifications [may/will] disqualify an application from further consideration. At a minimum, an application missing the required certification letter will be required to submit a certification letter prior to receiving an award. The signed certification letter must be uploaded as a separate attachment in JustGrants. Sample certification letters can be found on the [OVW website](#). [Note: Work with attorneys to include statutory citations for all other program eligibility requirements, where applicable, and to add a section later in the solicitation where applicants will be prompted to upload any BMR documents]

Certification of Eligibility [Note: If applicable, ICJR, LAV, JFF, and Campus, STOP Certification Requirement, etc.]

[insert program specific information]

Certification of Minimum Requirements [Note: Campus]

[insert program specific information]

Other Certifications [Note: If applicable, HIV Cert/ICJR, etc. Make sure the certifications are in alphabetical order.]

[insert program specific information]

Delivery of Legal Assistance Certification [Use this language only for LAV, STOP, Rural, Tribal Governments, JFF (with edits), and Consolidated Youth (if it is allowing legal assistance within the program scope)]

Pursuant to [LAV: 34 U.S.C. § 20121(d); JFF: 34 U.S.C. § 12464(d); all other programs: 34 U.S.C. § 12291(b)(12)], to be eligible for an award, any recipient or subrecipient providing legal assistance with funds awarded under this program must certify in writing that:

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

Eligible Service Area [Note: Rural]

[insert program specific information]

Required Partnerships [Note: If applicable, this section must be included if applications without the required partners will be removed from consideration. It is not necessary to say that they will not be considered for funding without these partnerships, as the introductory text above already says that these are eligibility requirements that must be met to be considered for funding.]

[insert program specific information]

[Note: This section is optional] Definition of victim service provider [Note: inserted here if the victim service provider is a required partner and not an eligible entity; if this definition already appears above in the eligible entities section, just refer back to it rather than repeating it].

[Unit: create title for additional program specific eligibility requirements, if any] [Note: insert additional requirements related to eligibility if necessary, but only include those that, if not met, would remove the application entirely from consideration.]

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

Address to Request Application Package [This text is found in the “Content of Application Submission” section. Do **not** mark critical component or suppress component]

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-[must include remainder of phone number and email address for office or program].

[Note: interactive sessions] **Pre-Application Information Session(s)**

[Note: every program should do at least one Pre-application Information Session] OVW will conduct [insert number if more than one and delete “a” before “web-based”] a web-based pre-application information session(s). During [this session/these sessions], OVW staff will review this program’s requirements, review the solicitation, and allow for a brief question and answer period. [The session/These sessions] is/are tentatively scheduled for:

1. [insert date and time]. [Note: do not use the number format if you are holding only one session]
2. [insert date and time].

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

To register, contact the [insert program name] at [insert email address] or at [insert telephone number XXX-XXX-XXXX]. Registration must be received at least [insert number of days] days prior to the start of the session. Participants are not registered until they receive a confirmation email. **Webinars/The webinar** will be captioned in English and Spanish. Interested applicants needing additional language assistance should contact this program at [insert email address] or at [insert telephone number XXX-XXX-XXXX] as soon as possible, but no later than [add date 21 days after release date.]

OR

[Note: pre-recorded sessions] **Pre-Application Information Session:** OVW will post a pre-recorded Pre-Application Information Session on its website. Listening to this session is optional and not a requirement to be eligible to apply. The session is tentatively scheduled to be available by [insert date] on the [OVW website](#). **The session will be captioned in English and Spanish. Interested applicants needing additional language assistance should contact this program at [insert email address] or at [insert telephone number] as soon as possible, but no later than [add date 21 days after release date.]**

Content and Form of Application Submission

The information below (“**Letter of Intent**” through “**Submission Dates and Times**”) describes the full content and form of application submission.

Letter of Intent

Applicants intending to apply for FY 2022 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 [\[insert program email address\]](#) by [\[insert date from the MIT Calendar\]](#). 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 [\[insert number\]](#) pages for the Proposal Narrative
7. Word documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt)
8. Headings and sub-headings that correspond to the sections identified in this section of the solicitation

Application Contents

Applications must include the 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. [\[Note: Each unit must decide whether to include or omit the previous sentence. In addition, if the previous sentence is omitted, then the following sentence must be edited to indicate exactly what will happen to applications that do not include the documents on the list below \(e.g. negatively affect review and may not be considered for funding, if awarded, may have special conditions precluding access to funds\). Be sure to select “critical component” in JustGrants for any missing items that should prevent the applicant from submitting in the system and use the “Add Section” feature to add headings for any items on this list that do not already have a heading built into the system\]](#)

Applications that do not include all the following documents will be considered substantially incomplete and will not be considered for funding:

1. Data Requested with Application
2. Proposal Narrative
3. Budget Detail Worksheet and Narrative

4. Memorandum of Understanding (MOU, MOE, EMOU, IMOU, MOI, LOC, or LOS in lieu of MOU)
5. [insert program specific information] [Only include items that would eliminate an application at BMR, unless the paragraph before this list indicates that we may contact applicants for missing items or that failure to include them may negatively affect review of the application or may result in removal from consideration]

Information to Complete the Application for Federal Assistance (SF-424) [do not mark critical or suppress]

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 section of the application package. 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."

OR

[Note: use for Tribal Governments Program, TSASP, Tribal Jurisdiction, TA, and R&E]

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

Disclosure of Lobbying Activities (SF-LLL)

All applicants must complete and submit the *Disclosure of Lobbying Activities* (SF-LLL) form in Grants.gov. 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) [do not mark critical component or suppress component]

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 [mark as critical component]

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 [do not mark critical component or suppress component]

The Data Requested with Application includes two questionnaires that must be completed in JustGrants but are not scored. A list of the required responses appears at the end of this solicitation under the heading, Survey Questions.

Proposal Narrative [mark as critical component]

[Note: point values per section are flexible but must equal a total of 100 points. Points should be eliminated for non-competitive solicitations. **Data Requested with Application is NOT scored, so the 5 points should be included in the Proposal Narrative**]

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

Purpose of the Proposal (XX points) [Note: this section should be crafted to elicit the information that is most relevant to the program. Bullets should ask about the need to be addressed, current services, gaps in services, service area, target population, etc.]

This section must describe:

1. Describe 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. [insert program specific information]

What Will Be Done (XX points) [Note: this section should be crafted to elicit the information that is most relevant to each program. Bullets should ask about goals and objectives, tasks and activities, possible outcomes, minimum requirements (if appropriate), etc. Program specific information should reflect any program requirements, if applicable.]

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 describe:

1. [insert program specific information];

2. Describe how the proposed project will address the unique needs of the traditionally underserved populations identified in the Purpose of the Proposal section above.
3. Describe how the proposed project will be accessible to individuals with disabilities, individuals who are Deaf or hard of hearing, and persons with limited English proficiency.

Who Will Implement the Proposal (XX points) [Note: this section should be crafted to elicit the information that is most relevant to each program. Criteria should include key personnel and project partners and should address personnel qualifications and the capacity of the organization(s). Program specific information should reflect any program requirements, if applicable].

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. [insert program specific information].

Budget and Associated Documentation [budget is a web-based form, do we mark as critical, or mark as nothing?]

Applicants must complete the web-based budget form in JustGrants. Applicants also must upload the applicable associated documentation as described below under each heading. The budget worksheet and budget narrative are worth a total of [XX] 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 (Web-based Form) [do we mark as critical component, or nothing?]

Complete the web-based budget worksheet and narrative form 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. Each budget cost category includes a text box to enter the budget narrative for that section. 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 [Insert program specific information. Note: make sure this is consistent with the information listed in Federal Award Information, Award Period and Amounts above.]

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. Include funds to attend OVW-sponsored TTA in the amount of [\$\$\$] for applicants located in the 48 contiguous states and [\$\$\$] for applicants located in the territories, Hawaii, and Alaska. [Note: Programs should evaluate annually the amount of money set aside for TA travel and decrease where appropriate to maximize funds for services while retaining necessary funds for TA.] This amount is for the entire [insert project period] 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. [Note: programs may modify the previous sentence to match program training and travel priorities].
3. [insert program specific information].
4. Include funds or describe other resources available to the applicant to ensure access for individuals with disabilities, Deaf/hard of hearing individuals, and persons with limited English proficiency. See Accessibility under [Federal Award Administration Information](#) for more information.
5. Compensate all project partners for their full level of effort, unless otherwise stated in the [MOU/EMOU/LOS]. [Note: each program should edit this requirement to make it fit]. For more information on compensating project partners, see the sample Budget Detail Worksheet on the [OVW website](#).
6. 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. §§ 200.317-200.329. 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. [Note: add the following phrase for STOP, ICJR, Tribal Governments, Tribal Coalitions, and JFF - "except with explicit statutory authorization".]

2. Fundraising.
3. Purchase of real property.
4. Physical modifications to buildings, including minor renovations (such as painting or carpeting). [modify for Disability, Campus, Tribal Jurisdiction, and JFF]
5. Construction.
6. [insert program specific information].

Food and Beverage/Costs for Refreshments and Meals

Generally, food and beverage costs are **not** allowable. Recipients must receive prior approval to use grant funds to provide a working meal and/or refreshments at a meeting, conference, training, or other event; OVW may provide such approval if one of the following applies:

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

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

[Note: for programs using cooperative agreements only: Budget clearance does not constitute prior approval of food and beverage costs. Recipients must seek approval of these costs through the OVW conference approval process]

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](#).

[Note: for programs using cooperative agreements only: Budget clearance does not constitute prior approval to hold a conference. Recipients must seek approval of these costs through the conference approval process]

Pre-Award Costs Approval [do not mark critical component or suppress component]

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) [Note: revise for Campus and TA] [do not mark critical component or suppress component]

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 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. State, local, and tribal governments that **have never** negotiated an indirect cost rate with the federal government and receive \$35 million or less in direct federal funding per year also may choose to use the 10% de minimis rate.

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

Financial Management Questionnaire (including applicant disclosure of high-risk status)

[do not mark critical component or suppress component]

Applicant Financial Capability Questionnaire (if applicable) [Note: use for all programs except Tribal Jurisdiction]

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.

Pre-Award Risk Assessment

Instructions will be written for the pre-award risk assessment once the test solicitation submission is completed. This is a placeholder for now.

Disclosure of Process Related to Executive Compensation (if applicable) [do not mark critical component or suppress component] [Note: use for all programs except Tribal Jurisdiction].

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)(16)(B)(iii).

At a minimum, the disclosure must describe in pertinent detail: (1) the composition of the body that reviews and approves compensation arrangements for covered persons; (2) the methods and practices used by the applicant nonprofit organization to ensure that no

individual with a conflict of interest participates as a member of the body that reviews and approves a compensation arrangement for a covered person; (3) the appropriate data as to comparability of compensation that is obtained in advance and relied upon by the body that reviews and approves compensation arrangements for covered persons; and (4) the written or electronic records that the applicant maintains as concurrent documentation of the decisions with respect to compensation of covered persons made by the body that reviews and approves such compensation arrangements, including records of deliberations and of the basis for decisions. For a sample letter, see the [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).

Memoranda of Understanding (MOUs) and Other Supportive Documents [mark critical component if an MOU/ EMOU/IMOU/MOI/MOE/LOS/LOC is required. If one of the aforementioned documents is not required then the solicitation POC should remove all text from this textbox]

For purposes of this solicitation, the MOU is a document containing the terms of the partnership and the roles and responsibilities between two or more parties, and it must be included as an attachment to the application in JustGrants. The MOU is [or MOU and other supporting documents are] worth a total of [XX] 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. [Note: the previous sentence should be modified for Campus] 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. State that each project partner has reviewed the budget, is aware of the total amount being requested, and is being fully compensated for their work under the grant or is agreeing to be partially compensated or receive no compensation from the grant.
4. [insert program specific information].

[Note: information/opening paragraph for the EMOU, IMOU, MOI, MOE, LOS, or LOC should be inserted here, including point values for each item, if any (or make sure that the sentence on points in the first paragraph is revised to account for the total point value for all required documents in this section). The grant program may use the language used in previous solicitations but must include point values because the overarching heading for the MOU and Other Supportive Documents section no longer contains any point values in it.]

The [EMOU/IMOU/MOI/MOE/LOS/LOC] must clearly:

1. [insert program specific information].

Additional Application Components [do not mark critical component or suppress component]
The following components will not be scored but must be included with the application. Failure to supply this information will result in the application being removed from consideration. [Modify the previous sentence if it's not true for any of the items listed below; either (1) state which ones will result in removal and which ones we will go back to them for, or (2) change "will result in" to "may result in".] Some components will be generated during the application submission process while others will be uploaded and attached to the application in JustGrants.

Letter of Nonsupplanting [mark as critical component]

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) [Only Tribal Coalitions and SASP CSS mark as critical component. The other programs (Underserved, TSASP, ICJR, Disability, Elder, and JFF: do not mark critical component or suppress component]
[Note: use this for Tribal Coalitions, Underserved, TSASP, SASP CSS, ICJR, Disability, Elder, and JFF; programs that do not require it will have to check the box to suppress this component in the solicitation in JustGrants.]

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 [mark as critical component]

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.

Disclosures and Assurances [do not mark critical component or suppress component]

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

Disclosure of Lobbying Activities [do not mark critical component or suppress component]

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

Applicant Disclosure of Duplication in Cost Items [mark as critical component]

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 has been closed within the last 12 months from the date this solicitation closes, the information must be provided in a table using the sample format found on the [OVW website](#). 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 2022 **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.

DOJ Certified Standard Assurances [do not mark critical component or suppress component]

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

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements [do not mark critical component or suppress component]

Applicants must read and acknowledge these DOJ certifications in JustGrants.

How to Apply [do not mark as critical component or suppress component]

Applications must be submitted electronically via Grants.gov and JustGrants. Applicants that are unable to submit electronically must follow the instructions below under OVW Policy on Late Submissions. See **Submission Dates and Times** below for a list of steps for registering with all required systems and deadlines for completing each step.

Unique Entity Identifier and System for Award Management (SAM)

Federal regulations require that an applicant for federal funding: (1) be registered in SAM before submitting its application; (2) provide a valid Unique Entity Identifier (UEI) in its application; and (3) continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application or plan under consideration by a federal awarding agency. In addition, OVW may not make an award to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements and, if an applicant has not fully complied with these requirements by the time OVW is ready to make an award, then OVW may determine that the applicant is not qualified to receive an award. See 2 C.F.R. §§ 25.200, 25.205.

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

SAM centralizes information about grant recipients and also provides a central location for grant recipients to change organizational information. Grants.gov uses SAM to establish roles and IDs for electronic submission of grant applications.

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

Submission Dates and Times [do not mark as critical component or suppress component]

After applicants register with SAM, they can begin the Grants.gov registration process. The applying organization must complete the Grants.gov registration process prior to beginning an application for a federal grant. The E-Business Point of Contact (E-Biz POC) must register the applicant organization with Grants.gov. The E-Biz POC oversees the applicant's Grants.gov transactions and assigns the Authorized Organization Representative (AOR). The AOR submits the SF-424 and SF-LLL to Grants.gov and must register with Grants.gov as well. In some cases the E-Biz POC is also the AOR for the applicant. Complete instructions can be found on the [Grants.gov website](#).

In JustGrants, each applying entity will have an assigned Entity Administrator who is responsible for managing entity-level information and assigning roles in the system. The Entity Administrator is also the E-Biz POC designated in SAM.gov. See the [JustGrants website](#) for more information on registering with JustGrants.

It is the applicant's responsibility to ensure that the application is complete and submitted by the deadline. Failure to meet the submission deadline will result in an application not being considered for funding. Applicants should refer to the list below to ensure that all required steps and deadlines are met.

Failure to begin registration or application submission by the deadlines stated in the list below is not an acceptable reason for late submission.

Applicant Actions with Required Dates/Deadlines

1. **Obtain a DUNS number by [insert date from MIT calendar]**. Apply for a DUNS number at <https://www.dnb.com> or call 1-866-705-5711.
2. **Register with SAM by [insert date from MIT calendar]**. Access the SAM online registration through the [SAM homepage](#) and follow the online instructions for new SAM users. **Organizations must update or renew their SAM registration at least once a year to maintain an active status.**
3. **Register with Grants.gov by [insert date from MIT calendar]**. Once the SAM registration is active, the applicant will be able to complete the Grants.gov registration.
4. **Submit Letter of Intent by [insert date from MIT calendar]** to **[insert contact name, email address and telephone number]**.
5. **If necessary, request hardcopy submission by [insert date five business days prior to the application deadline]**. Applicants that cannot submit an application electronically due to

lack of internet access must contact the program at [insert telephone number] or [Insert email address] to request permission to submit a hardcopy application.

6. **Download updated version of Adobe Acrobat at least 48 hours before the Grants.gov deadline.** Applicants are responsible for ensuring that the most up-to-date version of Adobe Acrobat is installed on all computers that may be used to download the solicitation and to submit the SF-424 and SF-LLL on Grants.gov. Go to the [Adobe Software Compatibility](#) page to verify that the Adobe software version is compatible with [Grants.gov](#).
7. **Submit the SF-424 and SF-LLL in Grants.gov as early as possible, but no later than 24 – 48 hours prior to the Grants.gov deadline.** Applicants may find this funding opportunity on Grants.gov by using the CFDA/Assistance Listing number, Grants.gov opportunity number, or the title of this solicitation, all of which can be found on the cover page. Submitting the SF-424 and SF-LLL well ahead of the Grants.gov deadline provides time to correct any rejections. The Grants.gov Workspace Status will change from “In Progress” to “Submitted” once the application has been successfully submitted in Grants.gov. Within 48 hours after submitting the application in Grants.gov, the applicant should receive four notifications from Grants.gov (i.e., submission receipt, validation receipt, grantor agency retrieval receipt, and agency tracking number assignment). Note: It is possible to receive the submission receipt and then receive a rejection notice a few minutes or hours later.
8. **Register the Entity Administrator and the Application Submitter with JustGrants as early as possible but no later than 48-72 hours before the JustGrants deadline.** Within 24 hours, the applicant will receive an email from DIAMD-NoReply@usdoj.gov with instructions on how to create a JustGrants account. Once registered in JustGrants, the Application Submitter will receive an emailed link to complete the rest of the application in JustGrants. The Entity Administrator also will need to log into JustGrants to review and invite the applicant’s Authorized Representative(s) before an application can be submitted. More information on JustGrants roles is available on the [JustGrants website](#).
9. **Submit the complete application package at least 24 – 48 hours prior to the JustGrants deadline.** Some of the application components will be entered directly into JustGrants, and others will require uploading attached documents. Therefore, applicants will need to allow ample time before the JustGrants deadline to prepare each component. Applicants may save their progress in the system and revise the application as needed prior to hitting the Submit button at the end of the application in JustGrants. The Application Submitter, Entity Administrator, and Authorized Representative(s) will receive an email from JustGrants confirming submission of the application.
10. **Confirm application receipt:** Applicants should closely monitor their email and JustGrants accounts for any notifications from Grants.gov or JustGrants about a possible failed submission. The user who is authorized to submit applications on behalf of the organization is the one who will receive these notifications. OVW does not send out these notifications, nor does OVW receive a copy of these notifications. It is the applicant’s responsibility to notify OVW of any problems with the application submission process. **Submitting the application components at least 48 hours before each deadline (Grants.gov or JustGrants, as applicable) will enable the applicant to receive notice of a failed submission and provide an opportunity to correct the error before the applicable deadline.**

OVW Policy on Late Submissions/Other Submission Requirements

Applications submitted after **11:59 p.m. E.T.** on [insert date] will not be considered for funding, unless the applicant receives OVW permission to submit a late application. In limited circumstances, OVW will approve a request to submit an application after the deadline. The lists

below provide a description of the circumstances under which OVW will consider such requests. Approval of a late submission request is not an indication of the application's final disposition. Applications approved for late submission are still subject to the review process and criteria described in this solicitation.

To ensure fairness for all applicants, OVW requires that applicants requesting late submission adhere to the following:

Experiencing Technical Difficulties Beyond the Applicant's Reasonable Control

Issue with SAM, Grants.gov, or JustGrants Registration

1. Register and/or confirm existing registration at least three weeks prior to the application deadline to ensure that the individual who will be submitting the application has SAM, Grants.gov, and JustGrants access and is the person registered to submit on behalf of the applicant.
2. Maintain documentation of when registration began, any issues related to registration, and all communication with technical support.

Note: Failure to begin the SAM, Grants.gov, or JustGrants registration process in sufficient time (i.e., by the date identified in this solicitation) is not an acceptable reason for late submission.

Unforeseeable Technical Difficulties During the Submission Process

1. Contact Grants.gov or OVW JustGrants, as applicable, for Applicant/User Support at least 24 hours prior to the applicable deadline.
2. Maintain documentation of all communication with Grants.gov or JustGrants Applicant/User Support.
3. Prior to the applicable deadline, contact this program, via email at [insert email] indicating that the applicant is experiencing technical difficulties, including issues with SAM.gov, Grants.gov, or JustGrants, and would like permission to submit a late application. The email must include the following:
 - A detailed description of the difficulty that the applicant is experiencing.
 - The contact information (name, telephone, and email) for the individual making the late submission request.
 - The applicant's DUNS/UEI number.
 - Grants.gov or JustGrants application numbers and User Support tracking numbers
 - In the case of technical difficulties, the complete application packet (Proposal Narrative, Budget and Budget Narrative, MOU [Note: insert other required documents]).

Common foreseeable technical difficulties for which OVW will not approve a late submission: (1) Using an outdated version of Adobe Acrobat; and (2) Attachment rejection (Grants.gov will reject attachments with names that contain certain unallowable characters).

Note: Through Grants.gov and JustGrants, OVW can confirm when submission began. Applicants that attempt final submission less than 24 hours before the deadline will not be considered for late submission. By beginning the final submission process 24-48 hours before the deadline, applicants should have sufficient time to receive notice of problems with their submissions and make necessary corrections.

Severe Inclement Weather or Natural or Man-Made Disaster

1. Contact this program at [insert POC OVW email] 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 the 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 the deadline must contact OVW within 48 hours after the due date 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 [insert program], scoring will be as follows:

1. Proposal narrative: (xxx) points, of which:
 - A. Purpose of the proposal: (xxx) points.
 - B. What will be done: (xxx) points.
 - C. Who will implement the proposal: (xxx) points.
2. Budget worksheet and budget narrative: (xxx) points.
3. [MOU/IMOU/EMOU/MOI]: (xxx) points.
4. [other program specifics, including possible point additions, including for priority areas]: (xxx) points. **[if peer reviewers add points, do not include in #5 in the list below]**

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.

Programmatic Review

All applications that are considered for funding will be subject to a programmatic review. The programmatic review consists of assessing the application for compliance with the program's scope, activities that compromise victim safety, and, if applicable, past performance and priority area review. OVW reserves the right [to add up to 10 points to applications fully addressing OVW priority areas and] [this is optional] to deduct points from applications for the following reasons:

1. Activities that compromise victim safety and recovery and undermine offender accountability (deduct up to XX points).
2. Out-of-scope and unallowable activities (deduct up to XX points).
3. Past performance (deduct up to 25 points).
4. Formatting and Technical Requirements (deduct up to 5 points).
5. Other program specifics, including possible point additions. [Note: if adding points in peer review, remove from this list. JFF example of deducting points because the application exceeds the limit on legal services would go here.]

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

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 purpose 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.
18. **[insert program specific information]**

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

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, 2022.

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 with limited English proficiency have meaningful access to recipients’ programs and activities and that these programs and activities are readily accessible to individuals with disabilities. More information on these obligations is available in the [Solicitation Companion Guide](#) under “Civil Rights Compliance.”

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 FAPIIS, see the [Solicitation Companion Guide](#) and the award condition on recipient integrity and performance matters available on the [OVW website](#).

Progress Reporting Frequency [make selection from drop down list in the Federal Award Administration Information section of JG]

Federal Awarding Agency Contact(s)

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

- Programmatic questions, contact this program at 202-[insert remainder of telephone number] or [insert email address]
- Financial questions, contact 888-514-8556 or ovw.qfmd@usdoj.gov
- Technical questions:
 - Grants.gov Applicant Support at 800-518-4726 or support@grants.gov
 - OVW JustGrants Support at 1-866-655-4482 or OVW.JustGrantsSupport@usdoj.gov

Other Information

Public Reporting Burden - Paperwork Reduction Act Notice

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. OVW tries to create forms and instructions that are accurate, 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 will not contact applicants for missing items. [Note: the previous sentence is optional].** 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. Letter of Intent.	
2. Data Requested with Application.	
3. Proposal Narrative: a) Purpose of the Proposal. b) What Will Be Done. c) Who Will Implement the Proposal.	
4. Proposal Abstract.	
5. Budget Worksheet and Budget Narrative.	
6. Memorandum of Understanding/Memorandum of Agreement, etc. [Note: remove if not applicable]	
7. Application for Federal Assistance: SF-424.	
8. Disclosure of Lobbying Activities (SF-LLL).	
9. Applicant Financial Capability Questionnaire (if applicable).	
10. Confidentiality Notice Form.	
11. Disclosure of Process Related to Executive Compensation (if applicable).	
12. Pre-Award Risk Assessment.	
13. Indirect Cost Rate Agreement (if applicable).	
14. Letter of Nonsupplanting.	

15. Proof of 501(c)(3) Status (Nonprofit Organizations Only). [Note: remove if not applicable]	
16. Application Disclosure(s) of Duplication in Cost Items	
17. Delivery of Legal Assistance Certification Letter (if applicable). [Note: Use for LAV (delete "(if applicable)"), Rural, CY (unless legal assistance is listed as out of scope), JFF, and Tribal Governments]	
17. Other Program-Specific Items	