



# U.S. Department of Justice Office on Violence Against Women

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OVW Fiscal Year 2025 [Insert Full Name of  
Grant Program]

## Grants.gov Funding Opportunity Number

O-OVW-2025-XXXXXX

## Assistance Listing Number

16.XXX

## Application Due

Deadline to submit Standard Form/SF-424 in Grants.gov: [Month XX, 202X], by 11:59 PM Eastern Time

Deadline to submit application in JustGrants: [Month XX, 202X], by 8:59 PM Eastern Time

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## Basic Information

The U.S. Department of Justice (DOJ), Office on Violence Against Women (OVW) is accepting applications for funding in response to this Notice of Funding Opportunity (NOFO). Created in 1995, OVW administers grant programs authorized by the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership on issues of domestic violence, dating violence, sexual assault, and stalking. OVW grants support coordinated community responses that provide services to victims and hold offenders accountable.

## Executive Summary

[Insert a brief (no more than 150 words – closer to 100 is the goal) description written in plain language that summarizes the goals of the program, the target audience, and eligible recipients.]

Funding Opportunity Details	
Federal Agency Name	U.S. Department of Justice, Office on Violence Against Women
Funding Opportunity Title	OVW FY 2025 [Program Name]
Announcement Type	[Initial] [Modification – Note: modification refers to changing a NOFO after it has issued and requires a note on the cover page with date and changes made.]
Grants.gov Funding Opportunity Number	[Insert opportunity number generated by JustGrants]
Assistance Listing Number	[Assistance Listing number]
Statutory Authority	[Statutory citation(s)]
Expected Total Amount of Funding	[insert amount available for grants, not total appropriation; may use FY 2024 amount if FY 2025 appropriation not enacted yet]
Anticipated Number of Awards	[insert number]
Expected Award Amount(s)	[insert amount(s), may be a range or say “up to”]
Expected Award Period(s)	[insert award period(s) of performance in months]

## Key Dates

This table contains deadlines and other important dates.

Key Dates	
<b>Funding Opportunity Release Date</b>	On or about [insert Month XX, 202X NOFO is expected to be released]
<b>Pre-Application Information Session</b>	Expected to be available on <a href="#">OVW Website</a> on [insert date pre-application webinar is expected to be available on the website]
<b><a href="#">Sam.gov Registration/Renewal</a></b>	Recommend <a href="#">completing process</a> by [insert date three weeks prior to Grants.gov deadline]
<b><a href="#">Grants.gov Registration/Renewal</a></b>	Recommend <a href="#">completing process</a> by [insert date three weeks prior to Grants.gov deadline]
<b><a href="#">Letter of Intent</a> (Optional)</b>	[insert date and email address for submission]
<b><a href="#">Grants.gov</a> Deadline</b>	[Month XX, 202X], by 11:59 PM Eastern Time (ET)
<b><a href="#">JustGrants</a> Deadline</b>	[Month XX, 202X], by 8:59 PM ET
<b>Decision Notification Date</b>	OVW anticipates notifying applicants of funding decisions by [insert date]

## **Contact Information**

For assistance with the application process or questions about this funding opportunity, contact the resources listed below.

Contact Information	
<b>OVW Contact</b>	Phone: 202-307-6026 Email: [unit email]
<b>For assistance with SAM.gov</b>	Phone: 866-606-8220 Website: <a href="https://sam.gov/content/help">https://sam.gov/content/help</a> Hours of Operation: 8:00 a.m. to 8:00 p.m. ET Monday-Friday
<b>For assistance with Grants.gov</b>	Phone: 800-518-4726 Email: <a href="mailto:support@grants.gov">support@grants.gov</a> Website: <a href="https://www.grants.gov/support">https://www.grants.gov/support</a> Hours of operation: 24 hours a day, 7 days a week (closed federal holidays)
<b>For assistance with JustGrants</b>	Phone: 866-655-4482 Email: <a href="mailto:OVW.JustGrantsSupport@usdoj.gov">OVW.JustGrantsSupport@usdoj.gov</a>

## Resources for Applying

### Pre-application Information Session

OVW will post a recorded pre-application information session on the [OVW website](#). Viewing is optional. In this session, OVW staff will summarize the program's requirements, review the funding opportunity, and answer frequently asked questions. The session will be captioned in English [and add additional language(s) if applicable].

### Application Resources

- [Application Companion Guide](#)
- [hyperlink to the program's section on the [Resources for Applicants page](#) of the OVW website]
- Budget Information on [OVW Website](#)
- [JustGrants Application Submission Training](#)

## Eligibility

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### Eligible Applicants

Entities that are eligible to apply are: [Include any of the following that apply to the program or replace with program-specific information if none apply – work with supervisor and attorney advisor to confirm list]

#### States and Territories

- State governments, including the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands, and the Northern Mariana Islands (34 U.S.C. § 12291(a)(37)).

#### Units of Local Government

- Any city, county, township, town, borough, parish, village, or other general purpose political subdivision of a State (or territory) (34 U.S.C. § 12291(a)(47)).
- The following are not considered units of local government: (1) Police departments; (2) Pre-trial service agencies; (3) District or city attorneys' offices; (4) Sheriffs' departments; (5) Probation and parole departments; (6) Shelters; (7) Nonprofit, nongovernmental victim service agencies including faith-based or community-based organizations; and (8) Universities. (28 C.F.R. § 90.2(g)). [90.61(b) for ICJR] [If other examples are listed, remove the C.F.R. cite 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.]

#### Indian Tribal Governments

- The governing body of an Indian Tribe; or
- A Tribe, band, pueblo, nation, or other organized group or community of Indians, including any Alaska Native Village or regional or village corporation (as defined in, or established pursuant

to, the Alaska Native Claims Settlement Act (43 U.S.C. §§ 1601 et seq.)), that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians (34 U.S.C. § 12291(a)(43)).

### Courts

- Any civil or criminal, Tribal, and Alaska Native Village, federal, state, local, or territorial court having jurisdiction to address domestic violence, dating violence, sexual assault, or stalking, including immigration, family, juvenile, and dependency courts, and the judicial officers serving in those courts, including judges, magistrate judges, commissioners, justices of the peace, or any other person with decision making authority (34 U.S.C. § 12291(a)(7)).

### Tribal Organizations

- The governing body of any Indian Tribe;
- Any legally established organization of Indians which is controlled, sanctioned, or chartered by such governing body of a Tribe or Tribes to be served, or which is democratically elected by the adult members of the Indian community to be served by such organization and which includes the maximum participation of Indians in all phases of its activities; or
- Any Tribal nonprofit organization (34 U.S.C. § 12291(a)(45)).

### Tribal Nonprofit Organizations

- A victim services provider that has as its primary purpose to assist Native victims of domestic violence, dating violence, sexual assault, or stalking, and staff and leadership of the organization must include persons with a demonstrated history of assisting American Indian or Alaska Native victims of domestic violence, dating violence, sexual assault, or stalking (34 U.S.C. § 12291(a)(44)).

### Victim Service Providers

- A nonprofit, nongovernmental or Tribal organization or rape crisis center, including a state or territorial coalition, that assists or advocates for domestic violence, dating violence, sexual assault, or stalking victims, including domestic violence shelters, faith-based organizations, and other organizations, with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking (34 U.S.C. § 12291(a)(50)). 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. [Note: the sentence after the statutory citation is optional and not part of the statutory definition. It has BMR implications. Units may want to remove it. Use of this sentence excludes applicants that meet the statutory definition but do not have a primary purpose to provide direct service to victims. For example, most state coalitions would not qualify. The Unit should discuss the implications of including this sentence with the AD and AA.]

### Population Specific Organizations

- A nonprofit, nongovernmental organization that primarily serves members of a specific underserved population and has demonstrated experience and expertise providing targeted services to members of that specific underserved population (34 U.S.C. § 12291(a)(26)).

[Insert program-specific categories with any applicable definitions and statutory cites]

## Faith-Based Organizations

Faith-Based organizations that meet the eligibility requirements for this program are eligible to apply (more information for faith-based organizations is available in the [Application Companion Guide](#) and [here](#)). [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, LGBT Services, RJ, 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)(15)(B)(i).

## Other Program Eligibility Requirements

[Note: This heading and section can be deleted if the program has no other eligibility requirements. Every requirement listed below must state how/where the applicant must demonstrate meeting it, such as a certification, MOU, letter of experience, or other document included with the application or in the Proposal Narrative.] In addition to being an eligible entity, applicants also must meet the requirements below. All certification and other eligibility related documents must be current ([define what this means for each program including using dates if appropriate]) and developed in accordance with this NOFO.

[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. Each one must be uploaded as a separate attachment under the **Additional Application Components** section in JustGrants. Failure to provide required certifications [may/will] disqualify an application. [Do not use following sentence if missing or deficient certification will result in removal at BMR:] At a minimum, an applicant that fails to include the required certification letter(s) with its application must submit that certification letter prior to receiving an award.

[Note: work with attorneys to include statutory citations for all other program eligibility requirements, where applicable, and to add a section under Application Contents and Submission for each BMR document; this section can briefly state the eligibility requirement and include an internal hyperlink to the details under [Additional Application Components](#) or an external hyperlink to the document on the website with the details. NOFO POCs also should provide the specific link(s) to the required sample document(s) on the OVW website and check to make sure the link works and is accurate.]

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

[insert program specific information]



[add the sentence: “A sample Certification of Eligibility letter can be found on the OVW website” and hyperlink “Certification of Eligibility” to the specific document. See Amy, Kevin, and Melissa for assistance.]

#### Certification of Statutory Minimum Requirements [Note: Campus]

[add the sentence: “A sample Certification of Statutory Minimum Requirements letter can be found on the OVW website” and hyperlink “Certification of Statutory Minimum Requirements” to the specific document. See Amy, Kevin, and Melissa for assistance.]

[insert program specific information]

Other Eligibility-Related Certifications [Note: if applicable, e.g., Certification to Implement Statutorily Defined Restorative Practices; note that HIV Cert for ICJR does not go here and should be in Application Contents below because it is not an eligibility-related certification.]

[add the sentence: “A sample [name of document] can be found on the OVW website” and hyperlink “[name of document]” to the specific document. See Amy, Kevin, and Melissa for assistance.]

[insert program specific information]

Delivery of Legal Assistance Certification [Use this language for any program that funds legal assistance; previously, this was limited to LAV, STOP, Rural, Tribal Governments, JFF (with edits), and Consolidated Youth (if it is allowing legal assistance within the program scope); because VAWA 2022 now allows any program that funds victim services to include legal assistance, programs implementing this change also must include this certification.]

Pursuant to **[LAV: 34 U.S.C. § 20121(d); JFF: 34 U.S.C. § 12464(d) and 34 U.S.C. § 12291(b)(12); 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 submit a Delivery of Legal Assistance Certification letter as described under [Additional Application Components](#) in this NOFO. [add the sentence: “A sample Delivery of Legal Assistance Certification letter can be found on the OVW website” and hyperlink “Delivery of Legal Assistance Certification” to the specific document. See Amy, Kevin, and Melissa for assistance.]

Eligible Service Area [Note: Rural; other programs also may use.]

[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 and **it must state how the partnerships are to be documented in the application (e.g., MOU, partnership agreement, etc.) with an internal hyperlink to the MOU or applicable section describing the required documentation in more detail.** Program-specific text should state that applications without these partnerships will not be considered for funding (or that partnership documentation will have to be submitted prior to award, if the application is selected for funding).] [insert program specific information]

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.]

Letter of Experience [Note: Transitional Housing]

[insert program specific information]

[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 from consideration or have to be met prior to award. AND add the sentence “Sample [insert name of document] can be found on the OVW website” and hyperlink “OVW website” to the specific document if the additional requirement requires a document of which a sample is available on the OVW website. See Amy and Kevin for assistance.]

## **Types of Applications**

This year, OVW will accept applications for this program from the following applicants:

### **New Applicants**

Applicants that have never received funding under this program. [This section can be customized to meet the needs of the program. For example: “or whose previous funding under this program expired on or before [insert date 12 months before the application deadline].”]

### **Continuation Applicants**

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 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 2025 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 2025 proposal.

[Note: add any other language that would deem an applicant ineligible to apply (refer to previous solicitations). Examples include a college/university for Disability, providing national training for Underserved].

**Note:** Current recipients with a substantial amount of unobligated funds remaining (50 percent or more of the current award) as of March 31 of this year, without adequate justification, [will/may] not be considered for funding or [will/may] receive a reduced award amount if selected for funding under this NOFO.

[The following is optional] Sub-Type: In addition to identifying as a new or continuing applicant, 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]

## Ineligible Entities and Disqualifying Factors

Applications submitted by ineligible entities or that do not meet all other program eligibility requirements [will/may] not be considered for funding. In addition, an application deemed deficient in one or more of the following areas may not be considered for funding:

1. [Program-Specific Unallowable Costs](#)
2. [Risk Review](#)
3. [Completeness of application contents](#)
4. [Meeting deadlines](#)

An application will be removed from consideration if the applicant does not comply fully with all applicable unique entity identifier and SAM.gov requirements (see [Submission Requirements and Deadlines](#) section for more information on these requirements).

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, electronic service of protection orders, Abby Honold, Cybercrime, TSAUSA, 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)(15)(B)(ii).

### Limit on Number of Applications

OVW will consider only one application for this program per organization for the same service area (i.e., the geographic area to be served). If an applicant submits multiple versions of the same application, OVW will review only the most recent system-validated version submitted before the deadline.

### Cost-Sharing

This program has no matching or cost-sharing requirement.

## Program Description

This program is authorized by [insert authorizing statute; note for ICJR, also include a sentence with the cite for the regulations]. For a brief description of this program, see the [Executive Summary](#).

For more information about OVW programs, including how recipients of OVW grant funding achieve program goals, see:

- OVW grant program information: [OVW Grants and Programs webpage](#).
- Data that recipients collect and report: [VAWA Measuring Effectiveness Initiative webpage](#).
- What recipients have achieved and some of the evidence-based approaches they may have used: OVW's [most recent report to Congress](#) on the effectiveness of VAWA grant programs.

## **Purpose Areas**

Funds under this program must be used for one or more of the following purposes:

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

## **Statutory Considerations**

[Note: Only the listed programs will use this section. The program NPOC will work with the assigned attorney to develop the program specific language. Any program not listed should remove this section. Programs: Abby Honold, Abuse in Later Life, Campus (including CSC), CSSP, Disabilities, ESPOC, ICJR (including FTAP, EIP & Mentor Courts), JFF (including Mentor Courts), LAV (including ELSI), Restorative Practices, Rural, SAFE, and Transitional Housing.]

## **Priorities**

Applications that fare well in merit review and substantively address one or more of the priorities listed below, to the extent consistent with the program's authorizing statute, may receive priority consideration for funding:

1. Measures to combat human trafficking and transnational crime, particularly crimes linked to illegal immigration and cartel operations, that support safety and justice for trafficking victims who have also suffered domestic violence, sexual assault, dating violence, and/or stalking;
2. Projects to provide victim services, especially housing, and improve law enforcement response in rural and remote areas, Tribal nations, and small towns that often lack resources to effectively combat domestic violence and sexual assault.
3. Proposals submitted by states or units of local government that certify they comply with federal immigration law, including 8 U.S.C. § 1373. [Note for reviewers and program specialists: Priority #3 will only be included in the Rural, ICJR, Abby Honold, Cybercrimes, and Enhancing Investigation and Prosecution Initiative NOFOs because these five discretionary programs fund jurisdictions to support law enforcement activities.]

[Note: A priority above may be modified or removed if it does not fit with the program's statutory purposes, but any changes must be made in consultation with the Legal Team.]

## **Program Requirements**

[Note: These are activities that are required if an applicant receives an award. For example, Disability recipients must engage in a planning period; Abuse Later in Life recipients must attend the training of

trainers and redeliver the curriculum provided to each recipient; Transitional Housing recipients are expected to provide at least six 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 recipients 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.) 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. Participate in OVW-sponsored training and technical assistance (TTA).
2. Collect and report performance indicators. Forms, instructions, training, and related tools for each OVW program are available on the [VAWA Measuring Effectiveness Initiative webpage](#).
3. Participate in an assessment or evaluation, if OVW conducts one that requires recipient involvement.
4. [insert program specific requirements].

## **Program-Specific Unallowable Costs**

Applications proposing activities described below may have points deducted during the review process or may be removed from consideration.

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

OVW will not fund activities that compromise victim safety and recovery, deter healing for victims, and/or undermine offender accountability. See the [Application Companion Guide](#) for more details about these activities, including program-specific information. [Note: Units should review their program-specific list in the Companion Guide to make sure it is current; in addition, units may add to the Proposal Narrative section appropriate language describing activities that are permitted as long as they do not compromise victim safety or undermine offender accountability, such as restorative practices, abusive partner intervention programs, or any other activities that make sense for this funding opportunity.]

### Out-of-Scope Activities

The activities listed below are out of the program scope and will not be funded.

1. Research projects. Funds under this program may not be used to conduct research, defined by 28 C.F.R. § 46.102(d) as a systematic investigation designed to develop or contribute to generalizable knowledge. However, assessments conducted for internal improvement purposes only may be allowable. For information on distinguishing between research and assessments, see the [Application Companion Guide](#).
2. Promoting or facilitating the violation of federal immigration law.
3. Inculcating or promoting gender ideology as defined in Executive Order 14168, *Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government*.

4. Promoting or facilitating discriminatory programs or ideology, including illegal DEI and “diversity, equity, inclusion, and accessibility” programs that do not advance the policy of equal dignity and respect, as described in Executive Order 14173, *Ending Illegal Discrimination and Restoring Merit-Based Opportunity*. This prohibition is not intended to interfere with any of OVW’s statutory obligations, such as funding for HBCUs, culturally specific services, and disability programs.
5. Activities that frame domestic violence or sexual assault as systemic social justice issues rather than criminal offenses (e.g., prioritizing criminal justice reform or social justice theories over victim safety and offender accountability).
6. Generic community engagement or economic development without a clear link to violence prevention, victim safety, or offender accountability.
7. Programs that discourage collaboration with law enforcement or oppose or limit the role of police, prosecutors, or immigration enforcement in addressing violence against women.
8. Awareness campaigns or media that do not lead to tangible improvements in prevention, victim safety, or offender accountability.
9. Initiatives that prioritize illegal aliens over U.S. citizens and legal residents in receiving victim services and support.
10. Excessive funding for consulting fees, training, administrative costs, or other expenses not related to measurable violence prevention, victim support, and offender accountability.
11. Any activity or program that unlawfully violates an Executive Order.
12. [insert program specific information].

**Note:** Recipients should serve all eligible victims as required by statute, regulation, or award condition.

#### Other Unallowable Costs

Grant funds under this program also may not be used for the following costs:

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, Tribal Governments and JFF]
5. Construction.
6. [insert program specific information].

## **Limited Use of Funds**

Recipients of an award under this program may use up to [select one, two, or three] percent of the funds to assess the need for internal improvements (e.g. convening listening sessions to identify service gaps in the community; surveying participants about the quality of the training.) The OVW research decision tree in the [Application Companion Guide](#) describes how applicants can ensure that such assessments are not prohibited human subjects research.

## **Activities Requiring Prior Approval**

[JFF, Disability, Tribal Jurisdiction, Tribal Governments, and Campus] OVW must approve the following activities before recipients use grant funds to support them:

1. Surveys, regardless of their purpose, to ensure they are within the scope of the award and meet the [requirements of the Paperwork Reduction Act](#).
2. Renovations, including such minor activities as painting, carpeting, or installing lighting. Recipients must also ensure that funded renovations comply with the [National Environmental Policy Act \(NEPA\)](#) and related laws, which may be time-consuming and include public notice and consultation.

**OR**

[All other programs] Recipients must receive prior approval before using grant funds to support surveys, regardless of their purpose, to ensure they are within the scope of the award and meet the requirements of the Paperwork Reduction Act (see the [Application Companion Guide](#) for more information).

## **Type of Award**

Awards will be made as [grants or cooperative agreements]. [If making awards as cooperative agreements then include (may be modified to fit the specific program): Cooperative agreements are a type of award in which OVW expects to be substantially involved in planning and implementing the project. Examples of substantial involvement are: participating in meetings, reviewing drafts of products and plans, and helping select trainers, subject matter experts, and project sites. Recipients must be willing to work closely with OVW and be willing to make changes at OVW's request and/or when new needs emerge.]

## **Application Contents and Format**

### **Letter of Intent** [optional]

Applicants are strongly encouraged to submit a Letter of Intent stating their intention to apply. The letter should be submitted to OVW at [insert program email address] by [insert date approximately 30 days prior to the JustGrants deadline]. This letter does not obligate the applicant to apply, and applicants that do not submit this letter can still apply. See the OVW website for a sample [Letter of Intent](#).



## Application Contents

Applications must include the required documents and meet the program eligibility requirements. For a checklist of all required items, see the [Application Submission Checklist](#) section of this NOFO.

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; or, if awarded, may have special conditions precluding access to funds).] **Applications must include ALL the following to be considered for funding:**

Required Application Components	Number of Possible Points
<b>Proposal Narrative</b>	
Purpose of the Proposal	INSERT NUMBER
What Will Be Done	INSERT NUMBER
Who Will Implement	INSERT NUMBER
<b>Budget</b>	
Budget worksheet and narrative	INSERT NUMBER
<b>Memorandum of Understanding and Supporting Documents</b>	
[List each document, add rows if necessary]	INSERT NUMBER
<b>Additional Application Components</b>	
[insert program specific information] [Only include items that would eliminate an application at BMR (such as an eligibility certification)]	INSERT NUMBER

## Formatting and Technical Requirements

Applications must follow the requirements below for all attachments, unless otherwise noted. OVW may deduct points for applications that do not adhere to these requirements:

1. Double-spaced text (charts may be single-spaced)
2. 8½ x 11-inch pages
3. One-inch margins
4. Arial font, type no smaller than 11-point, except for footnotes, which may be 9-point
5. Correctly numbered pages
6. No more than [insert number] 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 those identified below for each application component



## **Proposal Abstract**

The Proposal Abstract must provide a short summary (no more than 2,000 characters) of the proposed project, including names of lead applicant and project partners, project title, purpose of the project, primary activities for which funds are requested, who will benefit (including geographic area to be served), and products and deliverables. The abstract should not summarize past accomplishments. The Proposal Abstract must be entered into a text box in JustGrants. It will not be scored but will be used throughout the review process.

## **Data Requested with Application**

Applicants must complete the Pre-Award Risk Assessment questionnaire in JustGrants. The questionnaire will not be scored. The questions are listed in [Appendix A](#) of this NOFO.

## **Summary Data Sheet**

(1 to 4 pages maximum, single or double-spaced)

The Summary Data Sheet must be completed and submitted as an attachment under the Additional Application Components section in JustGrants. It will not be scored. Refer to [Appendix B](#) for the list of questions.

## **Proposal Narrative**

**(XX points, [insert number] pages maximum, double-spaced)**

The Proposal Narrative must include the sections outlined below.

**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:

1. Describe the populations in the service area and the needs the project will address.
2. If applicable, describe how the proposal will address [priority](#) one (human trafficking and transnational crime) and/or [priority](#) two (under-resourced rural and remote areas, Tribal nations and small towns).
3. [insert program specific information; note that #1 also can be adapted to fit the program]

**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, 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. This section should not include any of the activities listed as [unallowable costs](#) in the Program Description section of this NOFO.

This section must:

1. Describe how the proposed project will address the needs identified in the Purpose of the Proposal section above.
2. [\[insert program specific information\]](#).
3. Describe what steps the applicant and any proposed partner(s) will take to make proposed services accessible to people with disabilities, people with limited English proficiency, and people who are Deaf or hard of hearing.

**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 people and organizations, including project partners involved in the proposed project.
2. Demonstrate that the people and organizations identified have the capacity to address the stated need and can successfully implement the proposed project activities. [Job descriptions of all key personnel must be attached but will not count toward the page limit.](#)
3. [\[insert program specific information\]](#).

## **Budget and Associated Documentation**

OVW awards are governed by the provisions of 2 C.F.R. Part 200 and the [DOJ Financial Guide](#).

Applicants must submit a detailed budget and budget narrative and upload the applicable associated documentation under each heading, as described below. The budget worksheet and budget narrative 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.

For additional information on budget requirements and allowable costs, see the [Budget Information](#), the [Sample Budget Narrative](#) (including Excel file), and the [Creating a Budget](#) webinar on the OVW website.

### **Budget Worksheet and Budget Narrative**

#### **(XX points)**

Applicants must upload in JustGrants a detailed budget and budget narrative for all applicable cost categories. OVW strongly encourages using a spreadsheet (e.g., Excel, Numbers, etc.) for the budget worksheet. 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. Budgetary requirements vary among programs. The budget should be reasonable and based on the resources needed to implement the proposed project in the applicant's specific geographic location.

#### Award Period and Amounts

The award period is [insert number] months. Budgets, including the total "estimated funding" on the SF-424, must reflect [insert number] months of project activity. OVW anticipates that the award period will start on October 1, 2025.

Awards under this program for FY 2025 will be made for up to [insert maximum individual award amount(s)].

#### **OR**

Funding levels under this program for FY 2025 are:

1. [insert applicant type, sub-type and funding level].
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 before making an award or after an award is made but prior to access to funds.

#### **The budget must:**

1. Present a clear link between the specific project activities and the proposed budget items. The budget should not contain items that are not supported by the Proposal Narrative.
2. Fairly and reasonably 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].
3. Include sufficient funds [units may change this to a specific amount] to provide language access, identify other funds that the applicant has budgeted for language access for this project, or describe other resources that the applicant has secured to ensure meaningful access for persons with limited English proficiency. See the [Accessibility](#) section of this NOFO for more information.
4. Include sufficient funds [units may change this to a specific amount] to provide access for people with disabilities or who are Deaf/hard of hearing, identify other funds that the applicant has budgeted for such access for this project, or describe other resources that the applicant has secured to ensure meaningful access for such people. See the [Accessibility](#) section of this NOFO for more information.
5. Include funds to attend OVW-sponsored TTA in the amount of [\$XX] for applicants located in the 48 contiguous states and [\$XX] for applicants located in Puerto Rico, Guam, American Samoa, the Virgin Islands, the Northern Mariana Islands, 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].

6. [insert program specific information; note that each item added should start with a verb that flows from the text introducing this list – “The budget must:”].
7. Distinguish clearly between subawards and contracts in allocating any grant funds to other entities.
  - a. Pursuant to 2 C.F.R. § 200.331, a subaward is for the purpose of carrying out a portion of the federal award, such as compensating an MOU partner; a contract is for the purpose of obtaining goods and services for the recipient’s use.
  - b. The substance of the relationship is more important than the form of the agreement in determining whether the entity receiving federal funds is a subrecipient or a contractor.
  - c. 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 oversight requirements in 2 C.F.R. §§ 200.317-200.327.
  - d. The issuance and monitoring of subawards must meet the requirements of 2 C.F.R. §§ 200.328-200.329 & 200.332, which includes oversight of subrecipient spending and overall performance to ensure that the goals of the subaward are achieved.

For more information on distinguishing between subawards and contracts, see the [Budget Information](#), the [Sample Budget Narrative](#), and the [Application Companion Guide](#).

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

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

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

Justification for an exception listed above must be included in the applicant’s budget narrative, including relevant details about the applicant’s community, such as a rural or remote location. For additional information on restrictions on food and beverage expenditures, see OVW Conference Costs Guidelines (posted on the [OVW website](#)).

[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 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.]

#### Indirect Cost Rate Agreement (If applicable) [Note: revise for Campus]

Applicants that intend to charge indirect costs through the use of a negotiated indirect cost rate must have a current, signed, federally approved indirect cost rate agreement and must upload and attach a copy of the agreement to their application in JustGrants. Applicants that do not have a current federal negotiated indirect cost rate (including provisional rate), may elect to charge a de minimis rate of up to 15% of modified total direct costs (MTDC).

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

#### Financial Capability Questionnaire (if applicable)

[Note: use for all programs except Tribal Jurisdiction, Abby Honold, Cybercrimes, Electronic Service of Protection Orders, TSAUSA]

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.

#### Nonprofits Only: Disclosure of Process for Setting Executive Compensation (if applicable)

[Note: use for all programs except Tribal Jurisdiction, Abby Honold, Cybercrimes, Electronic Service of Protection Orders, TSAUSA].

Nonprofit organizations that use the Internal Revenue Service's (IRS) Safe Harbor Procedure (described below) must submit a special disclosure to OVW (required by 34 U.S.C. § 12291(b)(15)(B)(iii)). All other applicants may skip this section.

**IRS Safe Harbor Procedure:** A nonprofit organization that provides unreasonably high compensation to certain executives may subject both the organization's managers and those who receive the compensation to additional federal taxes. However, the IRS may treat executive compensation levels as reasonable if the nonprofit organization satisfies certain rules set out in IRS regulations. These rules concern the organization's process for making compensation decisions and are known as the "three-step safe-harbor procedure" to create a "rebuttable presumption" of reasonableness for compensation of an organization's executives. See 26 C.F.R. § 53.4958-6.

**The special disclosure must** describe the process the applicant uses to determine the compensation of its officers, directors, trustees, and key employees. At a minimum it must describe (terms explained in IRS regulations are in italics):

1. the composition of the body that reviews and approves *compensation* arrangements for officers, directors, trustees, and key employees (covered individuals);
2. the methods and practices used by the organization to ensure that no individual with a *conflict of interest* participates in such review and approval;
3. the *appropriate data as to comparability* (obtained in advance) that the body uses to review and approve compensation arrangements for covered individuals; and
4. the records the applicant maintains as concurrent and adequate *documentation* of the body's decisions related to compensation, including records of deliberations and of the basis for decisions.

The disclosure must be uploaded as an attachment to the application in JustGrants, titled "Disclosure of Process Related to Executive Compensation." A sample disclosure is available on the [OVW website](#).

**Note:** OVW is required by law to make the applicant's disclosure available for public inspection, if requested. In addition, if funded, the applicant must update its disclosure in certain circumstances (e.g., if it changes the way it determines compensation).

## Memorandum of Understanding and Supporting Documents

Memorandum of Understanding (MOU) (XX points) [change this subheading if needed]

The MOU is a document containing the terms of the partnership and the allocation of roles and responsibilities between two or more parties, and it must be included as an attachment to the application in JustGrants. 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 developed specifically for this application. It **must** be signed and currently dated by the Authorized Representative of each proposed partner organization. [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 project partners and provide a brief history of the collaborative relationship between those partners, including when and under what circumstances the collaborative 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 equitably 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].

#### Letter(s) of Support (XX points)

[insert program specific language or delete subheading if not applicable; also modify subheading as needed and add subheadings for any additional supporting documents (e.g., EMOU, IMOU, MOI, MOE, LOS, or LOC), including point values for each item, if any]

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

1. [insert program specific information].

### Additional Application Components

The following documents will not be scored but must be uploaded and attached to the application in JustGrants. Failure to do so will/may 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").]

#### Certification Regarding Out-of-Scope Activities

Applicants must attach a letter to OVW's Director, signed by the Authorized Representative, certifying that grant funds will not be used for the following out-of-scope activities:

1. Promoting or facilitating the violation of federal immigration law.
2. Inculcating or promoting gender ideology as defined in Executive Order 14168, *Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government*.
3. Promoting or facilitating discriminatory programs or ideology, including illegal DEI and "diversity, equity, inclusion, and accessibility" programs that do not advance the policy of equal dignity and respect, as described in Executive Order 14173, *Ending Illegal Discrimination and Restoring Merit-Based Opportunity*. This prohibition is not intended to interfere with any of



OVW's statutory obligations, such as funding for HBCUs, culturally specific services, and disability programs.

4. Activities that frame domestic violence or sexual assault as systemic social justice issues rather than criminal offenses (e.g., prioritizing criminal justice reform or social justice theories over victim safety and offender accountability).
5. Generic community engagement or economic development without a clear link to violence prevention, victim safety, or offender accountability.
6. Programs that discourage collaboration with law enforcement or oppose or limit the role of police, prosecutors, or immigration enforcement in addressing violence against women.
7. Awareness campaigns or media that do not lead to tangible improvements in prevention, victim safety, or offender accountability.
8. Initiatives that prioritize illegal aliens over U.S. citizens and legal residents in receiving victim services and support.
9. Excessive funding for consulting fees, training, administrative costs, or other expenses not related to measurable violence prevention, victim support, and offender accountability.
10. Research projects. **[Do not include for programs that fund research.]**
11. Any activity or program that unlawfully violates an Executive Order.

**Note:** Nothing in this certification prohibits recipients from serving all eligible victims as required by statute, regulation, or award condition.

#### Certification Regarding Compliance with Federal Immigration Law

State or local government applicants seeking [priority consideration](#) for compliance with federal immigration law, including 8 U.S.C. § 1373, must submit a letter making this certification signed by the applicant's Authorized Representative. **[Include this certification for Rural, ICJR, Abby Honold, Cybercrimes, and EIP.]**

#### Letter of Nonsupplanting

**[note: TJP will edit this language and a separate Letter of Nonsupplanting for TJP will be posted on the website. TJP will have to ensure the correct letter is linked]**

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

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

**[Note: use this for Tribal Coalitions, Underserved, LGBT Services, Cybercrime resource center, RJ, TSASP, SASP CSS, ICJR, Disability, Elder, and JFF]**

As noted under the [Eligible Applicants](#) section, 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 recipients and subrecipients 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.

### Certification of Eligibility

[Note: use this for programs requiring certification as part of eligibility. Delete if this section is not applicable to your program]

### HIV Certification

[Note: use this for ICJR. Delete if this section is not applicable to your program]

### Certifications of Eligibility and Statutory Minimum Requirements

[Note: use for Campus. Delete if this section is not applicable to your program]

### Delivery of Legal Assistance Certification

[Note: Modify for JFF.] As referenced under [Other Program Eligibility Requirements](#), applicants proposing to provide legal assistance must certify in writing that:

1. any person providing legal assistance with funds through this program – (A)(i) is a licensed attorney or is working under the direct supervision of a licensed attorney; (ii) in immigration proceedings, is a Board of Immigration Appeals accredited representative; (iii) in Veterans' Administration claims, is an accredited representative; or (iv) is any person who functions as an attorney or lay advocate in Tribal court; and (B)(i) has demonstrated expertise in providing legal assistance to victims of domestic violence, dating violence, sexual assault, or stalking in the targeted population; or (ii)(I) is partnered with an entity or person that has demonstrated expertise described in clause (i); and (II) has completed, or will complete, training in connection with domestic violence, dating violence, stalking, or sexual assault 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, local, or culturally specific 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 recipient's organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, domestic violence, dating violence, stalking, or child sexual abuse is an issue.

A sample letter is available on the OVW website. [Note: Make "sample letter" a link to the sample on the website. Also, the unit may add a sentence about options for providing this letter prior to award or after receipt of an award, particularly for programs with planning periods during which the recipient will develop a plan for providing services, including possibly legal assistance.]

#### Other Required Documents

[Note: Unit should add headings (using Heading 3 formatting) with brief instructions under each for submitting any other required documents, including other types of certifications and other eligibility-related documents not covered above or in the MOU and Supporting Documents section; provide an internal hyperlink for any documents described elsewhere in the NOFO, such as under [Other Program Eligibility Requirements](#).]

### Disclosures and Assurances

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

#### Disclosure of Lobbying Activities (if applicable)

Applicants are required to complete and submit a lobbying disclosure form (Standard Form/SF-LLL) **IF** they have paid or will pay any person to lobby in connection with the award for which they are applying **AND** their application is for more than \$100,000. This disclosure requirement is not applicable to such payments by an Indian Tribe, Tribal organization, or any other Indian organization that are permitted by other federal law. For this requirement, lobbying means influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress. (See 31 U.S.C. § 1352; 28 C.F.R. part 69.)

Applicants that are required to submit the SF-LLL must download the form from [https://apply07.grants.gov/apply/forms/sample/SFLLL\\_2\\_0-V2.0.pdf](https://apply07.grants.gov/apply/forms/sample/SFLLL_2_0-V2.0.pdf), complete it, and upload it with their application when prompted to do so in JustGrants.

#### Summary of Other Federal Funding

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

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

## DOJ Certified Standard Assurances

Applicants must read and acknowledge the DOJ Certified Standard Assurances in JustGrants, a copy of which is available [here](#).

## 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, a copy of which is available [here](#).

# **Submission Requirements and Deadlines**

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## Address to Request Application Package

The complete application package (this NOFO, including links to required forms) is available on Grants.gov and on the [OVW website](#). Applicants wishing to request a paper copy of these materials should contact OVW at 202-[must include remainder of phone number and email address for office or program].

## Prior to Application Submission

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

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

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

**Note:** Registration time frames are estimates. Applicants experiencing registration challenges should contact the system's [help desk](#) and refer to the [OVW Policy for Applicants Experiencing Technical Difficulties During the Registration and Submission Processes](#) section below for guidance on how to proceed.

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

**All applicants must maintain active registration in SAM.gov with current information whenever they have a federal award or an application under consideration by a federal agency.** It is the applicant's responsibility to ensure that they are registered with SAM.gov, 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 **[insert date three weeks prior to the Grants.gov application deadline]**. Failure to do so may result in missing the application deadline and therefore not being considered for funding.

## How to Apply

### Step 1:

Submit the SF-424, which is generated when the applicant begins the submission process in Grants.gov. To view the form before completing it in Grants.gov, applicants should click the Package tab under the funding opportunity for which they are applying and select Preview. Preview then provides links to the form.

For Type of Applicant (box 9), do not select Other. The amount of federal funding requested in the “Estimated Funding” section of this form (box 18a) should match the amount of federal funding requested in the budget of the application. This program does not require a match; therefore, the value for the Applicant line (box 18b) should be zero. The individual who is listed as “**Authorized Representative**” (box 21) must have the authority to apply for and accept grant awards on behalf of the organization or jurisdiction.

**Intergovernmental Review (SF-424 Question 19):** This 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 comply with the state’s process under E.O. 12372. In completing the SF-424, the applicant must make the appropriate selection in response to question 19 once it 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, Workplace, Tribal SA Clearinghouse, and R&E] **Intergovernmental Review (SF-424 Question 19):** This 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.”

### Step 2:

Submit the full application, including attachments, in JustGrants at <https://justicegrants.usdoj.gov/>. Applicants begin Step 2 of the application submission process by reviewing the Standard Applicant Information in JustGrants, making edits as needed, confirming the Authorized Representative, verifying the legal name and address, and entering the ZIP code(s) for the areas affected by the project. OVW encourages applicants to review the [JustGrants](#) website for more information, resources, and training.

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

**Note that the Grants.gov and JustGrants deadlines are typically only a few days apart.**

## Submission Dates and Times

- Deadline to submit form SF-424 in Grants.gov: 11:59 pm ET on [insert month/day/year]
- Deadline to submit the full application in JustGrants: 8:59 pm ET on [insert month/day/year]

Applicants must make every effort to submit their application electronically in Grants.gov and JustGrants by the deadlines above.

Applicants experiencing technical difficulties should refer to the [OVW Policy for Applicants Experiencing Technical Difficulties During the Registration and Submission Processes](#).

OVW will not accept applications after the JustGrants deadline, except for severe inclement weather or natural or man-made disaster. See the [OVW Policy on Late Submission Request Due to Severe Inclement Weather or Natural or Man-Made Disaster](#) below.

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

## Application Submission Checklist

Applicants must submit all required application items. **Prior to peer review, OVW will not contact applicants for missing items.** [Note: the previous sentence is optional]. Applicants applying to more than one OVW program are responsible for ensuring that only documents pertinent to this funding opportunity are included with this application. OVW will not redirect documents 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 Item	Required?	Submission Type	Submission Website	Date Completed
<a href="#">Application for Federal Assistance: SF-424</a>	Yes	Online Form	Grants.gov	
<a href="#">Proposal Abstract</a>	Yes	Online Form	JustGrants	
<a href="#">Pre-Award Risk Assessment</a>	Yes	Online Form	JustGrants	
<a href="#">Summary Data Sheet</a>	Yes	Attachment	JustGrants	
<a href="#">Proposal Narrative</a>	Yes	Attachment	JustGrants	
<a href="#">Budget Worksheet and Budget Narrative</a>	Yes	Attachment	JustGrants	

Application Item	Required?	Submission Type	Submission Website	Date Completed
<u>Indirect Cost Rate Agreement</u>	If applicable	Attachment	JustGrants	
<u>Disclosure of Process Related to Executive Compensation</u>	If applicable	Attachment	JustGrants	
<u>Memorandum of Understanding</u>	Yes	Attachment	JustGrants	
<u>Certification Regarding Out-of-Scope Activities</u>	Yes	Attachment	JustGrants	
<u>Certification Regarding Compliance with Federal Immigration Law</u>	If applicable	Attachment	JustGrants	
<u>Letter of Nonsupplanting</u>	Yes	Attachment	JustGrants	
<u>Confidentiality Notice Form</u>	Yes	Attachment	JustGrants	
<u>Disclosure of Lobbying Activities</u>	If applicable	Attachment	JustGrants	
<u>Summary of Other Federal Funding</u>	If applicable	Online Form	JustGrants	
<u>Delivery of Legal Assistance Certification</u>	[Yes/If applicable]	Attachment	JustGrants	
<b>Other Program-Specific Items</b>				

### OVW Policy for Applicants Experiencing Technical Difficulties

Technical difficulties are issues that are beyond the applicant's control. OVW can confirm when each registration and/or submission action began.

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

1. Contact [SAM.gov or Grants.gov support](#) as soon as the applicant is aware of a problem.
2. Maintain documentation of when the issue began and all communication with technical support.
3. Before the Grants.gov deadline, notify the [OVW contact](#) by email, stating the applicant is experiencing technical difficulties with SAM.gov or Grants.gov. The applicant should provide regular updates to the OVW contact.

4. If the technical difficulty cannot be resolved before the Grants.gov deadline, the applicant must notify the [OVW contact](#) by email before the [Grants.gov deadline](#).
5. Once the Grants.gov deadline passes an applicant will not be able to apply in JustGrants. Therefore, the applicant **must** email the complete application (SF-424, Proposal Narrative, Budget and Budget Narrative, MOU [Note: insert other required documents]) and all documentation confirming the technical difficulty to the [OVW contact](#) by the [JustGrants deadline](#).

#### Technical difficulties while applying in JustGrants

1. Contact OVW JustGrants Support at [OVW.JustGrantsSupport@usdoj.gov](mailto:OVW.JustGrantsSupport@usdoj.gov) or 866-655-4482 as soon as the applicant is aware of a problem. OVW JustGrants Support is a separate Help Desk from OJP and COPS and is dedicated to OVW applicants.
2. Maintain documentation of all communication with OVW JustGrants Support.
3. Work with OVW JustGrants Support to resolve the technical difficulty.
4. Email the [OVW contact](#) before the [JustGrants deadline](#). If an applicant must submit their application by email due to a technical difficulty, they must do so by the JustGrants deadline, but **no earlier than 4 hours prior to the deadline**. The email must include the following:
  - A detailed description of the technical difficulty.
  - The contact information (name, telephone, and email) for the person making the request.
  - The applicant's UEI number.
  - JustGrants application numbers and User Support tracking numbers.
  - The complete application (SF-424, Proposal Narrative, Budget and Budget Narrative, MOU [Note: insert other required documents]).

OVW does not guarantee that applications submitted by email will be considered for funding, even if the email is received before the JustGrants deadline. OVW will decide and notify applicants of the decision within 30 days of the JustGrants deadline. OVW may then ask applicants to coordinate with OVW to submit applications in Grants.gov and JustGrants.

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

Cases of severe inclement weather or natural or man-made disaster are the only circumstances under which OVW may accept applications after the deadline. In such circumstances:

1. Email the [OVW contact](#) listed in this NOFO as soon as the applicant is aware of severe weather or disaster that may prevent the applicant from submitting the application on time. The email should describe the weather event or disaster, including when it occurred or is likely to occur, the impacted area, and the impact on the applicant and/or partners' ability to ensure the application is submitted before 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, then attach the application to the email.



2. After following step 1, 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.**

Within 30 days of receiving a request for late submission, OVW will notify the applicant of a decision to approve or deny it.

## **Application Review Information**

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### **Responsiveness Review**

Criteria that make an application or project ineligible are listed in the [Application Contents](#) and [Eligibility](#) sections of this NOFO. Additional information about circumstances that may result in removal from consideration is provided below under [Review and Selection Process](#) and [Risk Review](#).

### **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. Applications will also 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 even if it is included elsewhere within the application. Each section will be reviewed as a separate document and will be scored as such. Scoring details can be found in the [Application Contents](#) section of this NOFO.

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 NOFO. OVW may use internal reviewers, external reviewers, or a combination of both.

OVW peer reviewers may include victim advocates, judges, prosecutors, law enforcement officers, legal professionals, and others with expertise in areas such as tribal communities, colleges and universities, rural areas, urban areas, working with people with disabilities or older adults, and providing services to victims, including transitional housing and services provided by community organizations and the faith community. While some peer reviewers are expert consultants on violence



against women issues, the vast majority are current practitioners or recent retirees from the professions mentioned above. To ensure that applications are reviewed by people with on-the-ground experience responding to sexual assault, domestic violence, dating violence, or stalking, OVW does not use professional peer reviewers. All reviewers are required to adhere to OVW's peer review conflict of interest policy, which is designed to identify and resolve any issues that may call into question a reviewer's impartiality or objectivity regarding an application.

### 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 substantively addressing one or more priorities,] [this is optional] [to add up to 10 points to applications submitted by states and local governments that certify their compliance with federal immigration law] [this is mandatory for Rural, ICJR, Abby Honold, Cybercrimes, and EIP] [, and] to deduct points from applications for the following reasons:

1. Activities that compromise victim safety and recovery and undermine offender accountability (deduct up to 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. [Add any 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 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 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 under this program 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.
18. **[insert program specific information]**

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

## **Risk Review**

Prior to making an award, OVW must evaluate the risk posed by applicants as described in 2 C.F.R. § 200.206(b), using the applicant's responses to the questions listed in [Appendix A](#). OVW also must review and consider integrity and performance information about applicants that is available in SAM.gov. Applicants may review and comment on information about themselves that another federal awarding agency has previously entered. OVW considers the applicant's comments as well as other information available in SAM.gov in making its judgment about the risk posed by making an award to the applicant.

### **High-Risk Recipients**

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

## Award Notices

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OVW notifies applicants through JustGrants (not Grants.gov) when they receive an award. Successful applicants then log into JustGrants to review and accept the award. The Authorized Representative must acknowledge that they have read and understood all sections of the award instrument and they must submit the required declaration and certification to accept the award. These steps must be completed electronically in JustGrants.

By the anticipated decision notification date in the [Key Dates](#) section of this NOFO, unsuccessful applicants will receive a letter addressed to their Authorized Representative with information on how to receive feedback on their application.

### Availability of Funds

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

## Post-Award Requirements and Administration

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

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 [Application Companion Guide](#) entitled "Requirements for All OVW Applicants and 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.

[Use for STOP, Abby Honold, Local Law Enforcement Grants for Cybercrimes, Rural, ICJR, EIP:] Awards **may** include a requirement for recipients to certify compliance with all applicable federal law, including but not limited to 8 U.S.C. § 1373.

### Civil Rights and Accessibility

Recipients must comply with applicable federal civil rights laws and nondiscrimination provisions. Taken together, these federal laws prohibit recipients from discriminating either in *employment* (subject to an exemption for certain faith-based organizations) or in the *delivery of services or benefits* based on race, color, national origin, sex, religion, or disability, and in the delivery of services or benefits based on age. In addition, VAWA, as amended, includes a nondiscrimination provision that covers any program or activity funded in whole or in part by OVW. 34 U.S.C. § 12291(b)(13)(A).

### Sex-specific Programming

Recipients may provide sex-segregated or sex-specific programming if doing so is necessary for the essential operation of a program (e.g., in the case of women's safety), so long as the recipient

provides comparable services to those who cannot be provided with the sex-segregated or sex-specific programming. *Id.* § 12291(b)(13)(B). More information on these obligations is available in the [Application Companion Guide](#).

Compliance with federal civil rights laws includes taking reasonable steps to ensure that persons with limited English proficiency (LEP individuals) have meaningful access to recipients' programs and activities and to ensure that their programs and activities are readily accessible to people with disabilities, as well as people who are Deaf or hard of hearing. **Serving victims effectively and supporting their safety and recovery requires programs to be accessible to people with disabilities and those who are Deaf or hard of hearing, to provide language access to LEP individuals, to ensure that any sex-segregated or sex-specific services are comparable, and generally to serve all survivors free from discrimination.**

## **Post-Award Reporting Requirements**

OVW recipients must submit semi-annual performance reports and quarterly Federal Financial Reports (SF-425). Performance report forms will be provided to all award recipients. 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 SAM, see the [Application Companion Guide](#) and the award condition on recipient integrity and performance matters available on the [OVW website](#).

## **Other Information**

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

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

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

## **Appendix A: Pre-Award Risk Assessment**

**Note:** Applicants must complete this questionnaire in JustGrants. The questions listed below are for reference only. Each applicant must respond to each question. Do not submit responses from a prior fiscal year without updating them to be responsive to all questions listed in the questionnaire. This information will be used for a mandatory pre-award risk assessment. Failure to provide this information or to respond to questions from OVW regarding this information in a timely manner could result in the application being removed from consideration or a delay in access to funds. Provide complete responses that address all questions included for each numbered item.

1. Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding? Provide a brief description of the applicant's policies and procedures that ensure funds will be tracked appropriately.
2. Does the applicant have written accounting policies and procedures? How often are these policies and procedures updated? Provide a brief list of the topics covered in the applicant's policies and procedures. OVW may request a copy for review during the application/award process or as part of the grant monitoring process.
3. Is the applicant's financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant? Provide a brief summary of the organization's process for tracking expenditures, including tracking budgeted versus actual amounts.
4. Does the applicant have procedures in place for minimizing the time between transfer of funds from the United States Treasury and disbursement for project activities? Provide a short summary of the applicant's policy for requesting payments for grant awards.
5. Does the applicant have effective internal controls in place to ensure that federal funds are used solely for authorized purposes? Provide a brief description of the applicant's internal controls that will provide reasonable assurance that the award funds will be managed properly.
6. Does the applicant have a documented records retention policy? If so, briefly describe the policy and confirm that the policy complies with federal regulations. Information on Record Retention and Access can be found at 2 C.F.R. 200.334-200.338.
7. Does the applicant or any of its employees have any potential personal or organizational conflicts of interest related to the possible receipt of OVW award funds? Applicants are required to disclose in writing any potential conflicts of interest to their awarding agency. See 2 C.F.R. 200.112 and Chapter 3.20, Grant Fraud, Waste and Abuse, of the DOJ Financial Guide for additional information.
8. Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal

Awards (2 C.F.R. Part 200)? Provide a short list of the individual's qualifications/experience. If the individual is not familiar with the applicable rules and regulations, the applicant must contact OVW's Grants Financial Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 immediately after the applicant is notified of its award to coordinate training.

9. Does the applicant have policies and procedures in place to manage subawards and monitor activities of subrecipients as necessary to ensure that subawards are used for authorized purposes, in compliance with laws, regulations, and terms and conditions of the award, and that established subaward performance goals are achieved (2 C.F.R. 200.331-200.333)? Provide a brief description of the organization's policies and procedures on subrecipient management and monitoring.
10. Does the applicant currently require employees to maintain time distribution records that accurately reflect the work performed on specific activities or cost objectives in order to support the distribution of employees' salaries among federal awards or other activities (2 C.F.R. 200.430)? Budget estimates do not qualify as support for charges to federal awards. Provide a brief description of the organization's established timekeeping policies and procedures.
11. Is the applicant designated as high risk by a federal agency outside of DOJ? (High risk includes any status under which a federal awarding agency provides additional oversight due to the applicant entity's past performance, or other programmatic or financial concerns with the applicant entity.) If so, provide the names(s) of the federal awarding agency, the date(s) the agency notified the applicant entity of the high risk designation, contact information for the high risk point of contact at the federal agency, and the reason for the high risk status, as set out by the federal agency.

## Appendix B: Summary Data Sheet

The Summary Data Sheet must be completed and submitted as an attachment under the Additional Application Components section in JustGrants.

1. Provide the following information for the grant point-of-contact. This person must be an employee of the applicant.
  - Name
  - Title
  - Address
  - Telephone number
  - Email address
2. Is the applicant (the organization whose unique entity identifier is being used for the application) serving as a fiscal agent? A fiscal agent is an entity that does not participate in implementation of the project and passes all funds through to subrecipients, conducting minimal administrative activities. **Note: The fiscal agent must be an eligible applicant for the program.**
  - Yes – go to Q 2A & 2B
  - No

2A. List all subrecipients

2B. Note: The applicant acknowledges that it will be responsible for all applicable statutory, fiscal, and programmatic requirements, including those of 2 C.F.R. Part 200, as well as all project deliverables.
3. Has the applicant expended \$750,000 or more in federal funds in the applicant's past fiscal year?
  - Yes – go to 3A
  - No

3A. Specify the end date of the applicant's fiscal year.
4. Does the application substantively address one or both of the following priorities:
  - Measures to combat human trafficking and transnational crime, particularly crimes linked to illegal immigration and cartel operations, that support safety and justice for trafficking victims who have also suffered domestic violence, sexual assault, dating violence, and/or stalking.
    - Yes
    - No

- Projects to provide victim services, especially housing, and improve law enforcement response in rural and remote areas, Tribal nations, and small towns that often lack resources to effectively combat domestic violence and sexual assault.
  - Yes
  - No
- Proposals submitted by states or units of local government that certify they comply with federal immigration law, including 8 U.S.C. § 1373. [Use only for ICJR, Rural, Abby Honold, EIP, and Cybercrimes.]
  - Yes
  - No

[Note: modify questions above if Legal Team has approved changes in NOFO priorities.]

5. [Insert program-specific questions]