



---

# OVW Fiscal Year 2021 Grants to Indian Tribal Governments Program Solicitation

<b>Assistance Listing Number #</b>	16.587
<b>Grants.gov Opportunity Number:</b>	O-OVW-2021-67001
<b>Solicitation Release Date:</b>	February 18, 2021 12:00 PM
<b>Version:</b>	1
<b>Grants.gov Deadline:</b>	April 07, 2021 11:59 PM
<b>Application JustGrants Deadline:</b>	April 22, 2021 11:59 PM

---

## Eligible Applicants:

Native American tribal governments (Federally recognized), Other

## Other

Eligible applicants are limited to: Indian tribal governments, authorized designees of Indian tribal governments, and tribal consortiums in the United States or U.S. territories. For more information, see the Eligibility Information section of this solicitation.

## Letter of Intent

Applicants are strongly encouraged to submit a non-binding Letter of Intent to [OVW.TribalAffairs@usdoj.gov](mailto:OVW.TribalAffairs@usdoj.gov) by April 12, 2021. Interested applicants who do not submit a Letter of Intent are still eligible to apply. For more information, see the Application and Submission Information section of this solicitation.

## Pre-Application Information Sessions

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

## Contact Information

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

## Submission Information

**Registration:** To submit an application, all applicants must obtain a Data Universal Number System (DUNS) number and register online with the System for Award Management (SAM) and with Grants.gov. To ensure sufficient time to complete the registration process, applicants must obtain a DUNS number and register online with SAM and with Grants.gov immediately, but no later than April 7, 2021.

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

1-866-655-4482 or OVW.JustGrantsSupport@usdoj.gov.

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

**Notification**

OVW anticipates notifying applicants of funding decisions by October 1, 2021.

# Contents

Contact Information	1
Program Description	5
Overview of OVW	5
Statutory Authority	5
About this OVW Program	5
Program Scope	5
Purpose Areas	5
OVW Priority Areas	5
Activities that Compromise Victim Safety and Recovery or Undermine Offender Accountability	5
Out-of-Scope Activities	6
Activities Requiring Prior Approval	6
Project Types	6
Federal Award Information	6
Awards, Amounts and Durations	6
Availability of Funds	7
Types of Awards	7
Award Period and Amounts	7
Types of Applications	7
Mandatory Program Requirements	7
Eligibility Information	8
Eligible Applicants	8
Cost Sharing or Matching	8
Other Program Eligibility Requirements	8
Application and Submission Information	10
Information to Complete the Application for Federal Assistance (SF-424)	11
Standard Applicant Information (JustGrants 424 and General Agency Information)	11
Proposal Abstract	11
Proposal Narrative	11
Budget and Associated Documentation	14
Budget Worksheet and Budget Narrative (Web-based Form)	14
Pre-Agreement Cost	16
Indirect Cost Rate Agreement (if applicable)	16
Financial Management Questionnaire (including applicant disclosure of high-risk status)	16
Disclosure of Process Related to Executive Compensation	17
Data Requested with Application	18
Additional Application Components	19
Tribal Authorizing Resolution	19
Letters of Support	19
Letters of Nonsupplanting	19
Confidentiality Notice Form	20
Disclosures and Assurances	20
Disclosure of Lobbying Activities	20
DOJ Certified Standard Assurances	20
Applicant Disclosure of Duplication in Cost Items	20
DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements	20

How to Apply	20
Submission Dates and Time	21
Application Review Information	23
Review Criteria	23
Review and Selection Process	23
Anticipated Announcement and Federal Award Dates	24
Federal Award Administration Information	24
Federal Award Notices	24
Administrative, National Policy, and Other Legal Requirements	24
General Information about Post-Federal Award Reporting Requirements	25
Federal Awarding Agency Contact(s)	25
Other Information	25
Public Reporting Burden- Paper Work Reduction Act Notice	25
Application Checklist	25

# Program Description

## Overview of OVW

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

## Statutory Authority

34 U.S.C. 10452

## About this OVW Program

This program is authorized by 34 U.S.C. § 10452. The Grants to Indian Tribal Governments Program (referred to as the Tribal Governments Program) (CFDA # 16.587) was authorized to assist tribal governments and authorized designees of tribal governments to respond to domestic violence, dating violence, sexual assault, sex trafficking, and stalking in their communities. For additional information about this program and related performance measures, including how awards contribute to the achievement of program goals and objectives, see:

- OVW grant program information: [OVW Grants and Programs webpage](#)
- Program performance measures under the Measuring Effectiveness Initiative: [VAWA Measuring Effectiveness Initiative webpage](#)
- Examples of successful projects in OVW's most recent report to Congress on the effectiveness of VAWA grant programs: [2018 Biennial Report](#)

## Program Scope

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

## Purpose Areas

Pursuant to 34 U.S.C. §10452, funds under this program must be used for one or more of the following purposes:

1. Develop and enhance effective governmental strategies to curtail violent crimes against women and increase the safety of Indian women consistent with tribal law and custom.
2. Increase tribal capacity to respond to domestic violence, dating violence, sexual assault, sex trafficking, and stalking crimes against Indian women.
3. Strengthen tribal justice interventions including tribal law enforcement, prosecution, courts, probation, and correctional facilities.
4. Enhance services to Indian women victimized by domestic violence, dating violence, sexual assault, sex trafficking, and stalking.
5. Work in cooperation with the community to develop education and prevention strategies directed toward issues of domestic violence, dating violence, sexual assault, sex trafficking, and stalking.
6. Provide programs for supervised visitation and safe visitation exchange of children in situations involving domestic violence, sexual assault, or stalking committed by one parent against the other with appropriate security measures, policies, and procedures to protect the safety of victims and their children.
7. Provide transitional housing for victims of domestic violence, dating violence, sexual assault, sex trafficking, or stalking, including rental or utilities payment assistance and assistance with related expenses such as security deposits and other costs incidental to relocation to transitional housing, and support services to enable a victim of domestic violence, dating violence, sexual assault, sex trafficking, or stalking to locate and secure permanent housing and integrate into a community.
8. Provide legal assistance necessary to provide effective aid to victims of domestic violence, dating violence, sexual assault, sex trafficking, and stalking who are seeking relief in legal matters arising as a consequence of that abuse or violence, at minimal or no cost to the victims.
9. Provide services to address the needs of youth (ages 11 – 24 years old) who are victims of domestic violence, dating violence, sexual assault, sex trafficking, or stalking and the needs of youth and children exposed to domestic violence, dating violence, sexual assault, or stalking, including support for the non-abusing parent or caretaker of the youth or child.
10. Develop and promote legislation and policies that enhance best practices for responding to violent crimes against Indian women, including the crimes of domestic violence, dating violence, sexual assault, sex trafficking, and stalking.
11. Develop, strengthen, and implement policies, protocols, and training for law enforcement regarding cases of missing or murdered Indians as described in 25 U.S.C. § 5704.
12. Compile and annually report data to the Attorney General related to missing or murdered Indians, as described in 25 U.S.C. § 5705.

## OVW Priority Areas

In Fiscal Year (FY) 2021, OVW is interested in supporting the priority area(s) identified below. Applications proposing activities in the following areas will be given special consideration:

1. Reduce violent crime against women and promote victim safety through investing in law enforcement, increasing prosecution, and promoting effective prevention.
2. Empower victims to become survivors by focusing on long-term safety and sustainable economic independence.
3. Increase resources for courts and tribes to register protection orders in the National Crime Information Center (NCIC) and give access to tribes to crime information systems.
4. Increase efforts to combat stalking.

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

OVW does not fund activities that jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions. Applications that propose any such activities may receive a deduction in points during the review process or may be eliminated from consideration. Information on activities that compromise victim safety and recovery or undermine offender accountability may be found

in the [Solicitation Companion Guide](#).

## Out-of-Scope Activities

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

1. Research projects. Funds under this program may not be used to conduct research, defined in 28 C.F.R. § 46.102 as a systematic investigation designed to develop or contribute to generalizable knowledge. Surveys and focus groups, depending on their design and purpose, may constitute research and therefore be out-of-scope. Prohibited research does not include assessments conducted for internal improvement purposes only (see Limited Use of Funds below). For information on distinguishing between research and assessments, see the [Solicitation Companion Guide](#).
2. Grant funds may not be used to directly address child abuse, child endangerment, other family violence issues (such as violence perpetrated by a child against a parent or by a sibling against another sibling), or neglect or exploitation.
3. Grant funds may not be used to provide substance abuse treatment services. However, grant funds may be used for counseling and referrals related to substance abuse issues.
4. Grant funds may not be used for education and prevention activities for students not specifically related to domestic violence, dating violence, sexual assault, sex trafficking and/or stalking, such as "sexual harassment," "bullying," or "character building."
5. Grant funds may not be used for criminal representation of victims charged with crimes.

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

### Limited Use of Funds

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

## Activities Requiring Prior Approval

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

## Project Types

Applicants may propose to implement either a **Standard project, Coordinated Tribal Assistance Solicitation (CTAS) Purpose Area 2 project or an Improving Tribal Responses to Violence Against Native Women (ITR) Capacity-Building project.**

Standard project: Applicants must propose activities under one or more of the twelve statutory purpose areas.

CTAS Purpose Area 2 project: Applicants that were previously funded under CTAS Purpose Area 2 with an approved justice system-wide strategic plan under CTAS may propose activities under one or more of the twelve statutory purpose areas. Applicants must submit their approved CTAS Purpose Area 2 strategic plan with their Tribal Governments application.

Improving Tribal Responses to Violence Against Native Women (ITR) Capacity-Building project:

ITR Capacity-Building applicants will initially engage in a comprehensive assessment process that identifies the strengths and gaps of their community's responses to domestic and sexual violence. Following the assessment, a customized project implementation plan will be developed in consultation with an OVW-designated Technical Assistance Provider(s). The plan will detail short-term and long-term strategies to reduce violence against Indian women and administer justice and strengthen services for victims of domestic violence, dating violence, sexual assault, sex trafficking, and stalking.

ITR Capacity-Building grantees will participate in individualized training and technical assistance (TTA), focused on enhancing victim safety and effectively addressing offender accountability. TTA will target areas such as, but not limited to: a) justice system responses; b) coordinated community responses; and c) shelter and safe housing.

**Note:** ITR Capacity-Building projects are intended for applicants who have never received or not recently received an award under the Tribal Governments Program. OVW retains discretion to move standard project applicants into ITR or vice versa.

## Federal Award Information

### Awards, Amounts and Durations

#### Anticipated Number of Awards

60

#### Anticipated Maximum Dollar Amount of Awards

\$900,000.00

## Period of Performance Start Date

10/1/21 12:00 AM

## Period of Performance Duration (Months)

36

## Anticipated Total Amount to be Awarded Under Solicitation

\$41,000,000.00

## Availability of Funds

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. There is no guarantee that funds will be available in the future. OVW may elect to make awards in a future fiscal year for applications submitted under this solicitation but not selected for FY 2021 funding, depending on the merits of the applications and the availability of funding.

## Types of Awards

Awards will be made as grants.

### Award Period and Amounts

The award period is 36 months. Budgets must reflect 36 months of project activity, and the total "estimated funding" on the SF-424 must reflect 36 months. OVW anticipates that the award period will start on October 1, 2021.

This program typically makes awards in the range of \$900,000 for Standard and CTAS Purpose Area 2 projects and anticipates making awards in the range of \$600,000 for ITR Capacity-Building projects. OVW estimates that it will make up to 60 awards for an estimated \$41,000,000.

Funding levels under this program for FY 2021 are:

1. Standard and CTAS Purpose Area 2 projects: up to \$900,000 for 36 months.
2. ITR Capacity-Building projects: up to \$600,000 for 36 months.

### Five-Year Funding Option

Applicants may elect to participate in a Five-Year Funding Option. With this option, applicants in good standing may be eligible for a non-competitive supplemental 24-month award for a total of five years. All applicants participating in this option are required to participate in a mandatory Project Implementation Workshop during the initial 36-month award period.

Any future supplemental awards will be based on factors, including, but not limited to, grantee performance, accomplishment of project activities, appropriate spend down of existing funding, and OVW's available appropriation.

Standard and CTAS Purpose Area 2 applicants may be eligible for a non-competitive supplemental award up to \$600,000 for 24 months.

ITR Capacity-Building applicants may be eligible for a non-competitive supplemental award up to \$400,000 for 24 months.

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

## Types of Applications

In FY 2021, OVW will accept applications for this program from the following:

**New:** Applicants that have never received funding under this program or whose previous funding under this program expired on or before April 22, 2020

**Continuation:** Applicants that have an existing or recently closed (after April 22, 2020) award under this program. Continuation funding is not guaranteed.

Recipients of an FY 2019 or FY 2020 award under this program are NOT eligible to apply as the lead applicant on an FY 2021 proposal.

A tribal government may apply through an authorized tribal designee or as part of a consortium and also submit its own independent application provided that the independent application is requesting funding for activities that are different from those in which the tribal designee or consortium has applied.

**Note:** Current grantees with a substantial amount of unobligated funds remaining (50 percent or more of the previous award) as of April 30, 2021 without adequate justification may not be considered for funding or may receive a reduced award amount if selected for funding in FY 2021.

## Mandatory Program Requirements

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

1. OVW-sponsored training and technical assistance (TTA).

2. OVW may conduct a program assessment or evaluation necessitating grantee involvement. Therefore, recipients may be expected to dedicate some OVW-funded time and resources to participating in an assessment or evaluation.
3. ITR Capacity-Building applicants must hire and maintain a project coordinator who will provide project oversight and participate in OVW TTA.
4. Recipients must make advance determinations of suitability for certain individuals who may interact with participating minors, in accordance with the award condition on this subject.

## Eligibility Information

### Eligible Applicants

Pursuant to 34 U.S.C. §10452, the following entities are eligible to apply for this program:

1. **Indian tribal government**, any tribe, band, pueblo, nation, or other organized group or community (including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (85 Stat. 688), 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)(36).
2. **Tribal designee**, an organization that is acting as the authorized designee of an Indian tribal government, as defined above.
3. **Tribal consortium**, a coalition of two or more separate Indian tribes that join together for the purpose of participating in self-governance.

### Ineligible Entities and Disqualifying Factors

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

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

### Cost Sharing or Matching

This program has no matching or cost-sharing requirement.

### Other Program Eligibility Requirements

In addition to meeting the eligible entity requirements outlined above, applicants for this program must also meet the requirements below. All certification and other eligibility related documents must be current and developed in accordance with the FY 2021 solicitation.

Certifications must take the form of a letter, on letterhead, signed, and dated by the authorized representative. Failure to provide required certifications may disqualify an application from further consideration. At a minimum, an application missing the required certification letter will be required to submit a certification letter prior to receiving an award. The signed certification letter must be uploaded as a separate attachment in JustGrants. Sample certification letters can be found on the [OVW website](#).

### Delivery of Legal Assistance Certification

Pursuant to **34 U.S.C. § 12291(b)(12)**, to be eligible for an award, any recipient or subrecipient providing legal assistance with funds awarded under this program must certify in writing that:

1. any person providing legal assistance with funds through this program – (A) has demonstrated expertise in providing legal assistance to victims of domestic violence, dating violence, sexual assault, or stalking in the targeted population; or (B)(i) is partnered with an entity or person that has demonstrated expertise described in subparagraph (A); and (ii) has completed, or will complete, training in connection with domestic violence, dating violence, sexual assault or stalking and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide;  
any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed



with input from and in collaboration with a tribal, state, territorial, or local domestic violence, dating violence, sexual assault or stalking victim service provider or coalition, as well as appropriate tribal, state, territorial, and local law enforcement officials;

3. any person or organization providing legal assistance with funds through this program has informed and will continue to inform state, local, or tribal domestic violence, dating violence, or sexual assault programs and coalitions, as well as appropriate state and local law enforcement officials of their work; and
4. the grantee's organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, domestic violence, dating violence, or child sexual abuse is an issue.

#### Required Partnerships

Applicants must demonstrate that the proposal was developed in consultation with a qualified partner.

A "qualified partner" is: (1) a nonprofit, **nongovernmental** Indian victim services program, such as a domestic violence shelter program or rape crisis center; (2) a nonprofit, nongovernmental tribal domestic violence or sexual assault coalition; or (3) an advisory committee that includes women from the community to be served by the proposed project. **All applicants must submit a Letter of Support from a "qualified partner."** For an example of a Letter of Support visit <https://www.justice.gov/tribal/page/file/1113406/download>. **Prior to receipt of an award, an applicant that failed to submit a Letter of Support from a qualified partner will be required to submit one. Failure to submit the required Letter of Support with the application also will result in a loss of points during the review process.**

**Note:** Tribal Governments **with** a domestic violence/sexual assault program **must** submit a Letter of Support from a "qualified partner" as described above. A Letter of Support **solely** from the tribe's domestic violence/sexual assault program does **not** meet this requirement.

#### Tribal Designees and Tribal Consortiums **only**: Tribal Resolution or Other Document(s) Demonstrating Authority to Apply

A Tribal designee or consortium applicant must include with its application a tribal resolution or other documents demonstrating authority to apply from each tribe or tribal consortium member. The tribal resolution or equivalent documentation must:

1. state that the applicant is authorized to submit an application on behalf of the Indian tribe(s);
2. demonstrate that the tribe(s) supports the project and is committed to participating in the project if selected for funding;
3. state how the applicant will inform the tribe(s) about project implementation;
4. include a description on how the applicant will provide feedback to the tribe(s) on the status of project goals/objectives, to include how many individuals have been served;
5. state how often the tribe(s) will be provided information on the status of the project;
6. be current (developed within the open period of the solicitation); and
7. be signed by the authorized representative(s) from the applicant and tribe(s).

In lieu of a tribal resolution, tribal consortiums with existing consortium bylaws or other governance documents that allow action without explicit authorization from the consortium member tribes may submit a copy of the bylaws or other governance documents that allow the consortium's action, without explicit support from all consortium members. This documentation must be current, must be sufficient to demonstrate authority for the application, must contain authorized signatures, and must be submitted by the application due date.

**Tribal designee or consortium applications that do not include a tribal resolution or equivalent documentation of authority to apply will be removed from consideration.**

A tribe may apply through an authorized tribal designee or as part of a consortium and also submit its own independent application provided that the independent application is requesting funding for activities that are different from those for which the tribal designee or consortium has applied.

#### Limit on Number of Applications

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

# Application and Submission Information

## Address to Request Application Package

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

## Pre-Application Information Session(s)

OVW will conduct one optional web-based pre-application information session. During this session, OVW staff will review this program's requirements, review the solicitation, and allow for a brief question and answer period. The session is tentatively scheduled for: April 5, 2021. Participation in a pre-application information session is optional and not a requirement to be eligible to apply.

To register, contact the Tribal Governments Program at [OVW.TribalAffairs@usdoj.gov](mailto:OVW.TribalAffairs@usdoj.gov) or at 202-307-6026. Registration must be received at least five days prior to the start of the session. Participants are not registered until they receive a confirmation email. The webinar will be captioned in English and Spanish. Interested applicants needing additional language assistance should contact this program at [OVW.TribalAffairs@usdoj.gov](mailto:OVW.TribalAffairs@usdoj.gov) or at 202-307-6026 as soon as possible, but no later than March 29, 2021.

## Content and Form of Application Submission

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

### Letter of Intent

Applicants intending to apply for FY 2021 funding under this program are strongly encouraged to submit a Letter of Intent. The letter should state that the applicant is registered and current with SAM and with Grants.gov. The letter should be submitted to OVW at [OVW.TribalAffairs@usdoj.gov](mailto:OVW.TribalAffairs@usdoj.gov) by April 12, 2021. This letter will not obligate the applicant to submit an application. See the [OVW website](#) for a sample Letter of Intent.

### Formatting and Technical Requirements

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

1. Double-spaced (Data Requested with Application, Pre-Award Risk Assessment, and charts may be single-spaced).
2. 8½ x 11 inch pages.
3. One-inch margins.
4. Type no smaller than 12 point, Times New Roman (TNR) or Arial font, except for footnotes, which may be in 10-point font.
5. Page numbers.
6. No more than 25 pages for the Proposal Narrative.
7. Word documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).
8. Headings and sub-headings that correspond to the sections identified in this section of the solicitation.

### Application Contents

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

OVW will not contact Tribal Designee and Tribal Consortium applicants if their application is missing a Tribal Resolution or Other Document(s) Demonstrating Authority to Apply. See “Other Program Eligibility Requirements.” Tribal Designee and Tribal Consortium applications that do not include these documents will be considered substantially incomplete and will not be considered for funding.

Applications that do not include all of the following documents may receive reductions in scores and/or may have special conditions added to awards that preclude access to funds:

1. Proposal Narrative.
2. Budget Detail Worksheet and Narrative.
3. Data Requested with Application.
4. Letter of Support.

Prior to receipt of an award and/or release of grant funds, all missing and/or incomplete documentation on the list above must be submitted to OVW.

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

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

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

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

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

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

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

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

## Proposal Abstract

The Proposal Abstract must provide a short summary (**no more** than two pages double-spaced) of the proposed project, including names of applicant and partners, project title, purpose of the project (including goal and intended outcome), primary activities for which funds are requested, who will benefit (including geographic area to be served), products and deliverables, and how the applicant will measure progress in completing project goals and objectives. Applicants must not summarize past accomplishments in this section. The Proposal Abstract is to be entered into a text box in JustGrants. The total point value for the Proposal Abstract section is **5 points**. Applicants are encouraged to use the following template for the abstract:

The [Tribe's legal name] is a federally recognized tribe located in [city and state]. This/The [name/title of the project] project will be implemented by [list the program/agency/organization of the Tribal government that will serve as the lead component for the implementation of the project]. The Tribe will collaborate with the following partners on this project: [list internal and/or external project partners]. Tribal Governments funding will be used to: [list project goals, objectives, and activities]. The timing for performance of this award is 36 months.

## Proposal Narrative

The Proposal Narrative may not exceed 25 pages, double-spaced, and reviewers will not read beyond this page limit. The Proposal Narrative for **Standard and CTAS Purpose Area 2** projects must include the following 3 sections: Purpose of the Proposal, What Will Be Done, and Who Will Implement the Proposal. The Proposal Narrative for **ITR Capacity-Building** projects must include the following section: What Will Be Done. The total point value for the proposal narrative section is **80 points**. Applicants must upload the Proposal Narrative as an attachment in JustGrants.

### Purpose of the Proposal (10 points) Standard and CTAS Purpose Area 2 projects only

This section must describe:

1. The challenge or need faced by the community and how the goal/vision for the proposal will meet that need.
2. The service area for the project.
3. Recent data (minimum of last two calendar years) on domestic violence, sexual assault, dating violence, sex trafficking, and stalking (e.g., victim services offered, victims served, law enforcement and/or tribal justice system responses), if available, for the local jurisdiction. Include the source of the data. If this data is not available, state why and how this gap will be addressed. Do not include national data for this element.
4. The statutory purpose area(s) the applicant is proposing to address.

5. The existing efforts and gaps to increase victim safety and hold offenders accountable in the areas of victim services/advocacy, the tribal justice system, prevention activities, and accessibility to services for victims with physical disabilities or limited English proficiency.
6. How the proposed project will complement and not duplicate existing services.
7. Any previous or current efforts (OVW-funded or not) to address victim safety and offender accountability and the effectiveness of those efforts.

**What Will Be Done (80 points) ITR Capacity-Building projects only**

This section must:

1. Describe the service area.
2. State whether the proposed project will establish new programming and/or expand existing programming in the area (s) of domestic violence, dating violence, sexual assault, sex trafficking, or stalking.
3. Describe, if any, the services currently offered for victims of domestic violence, dating violence, sexual assault, sex trafficking, and/or stalking. List any services that the applicant would like to implement for victims with this project.
4. Describe the safety needs of victims who will be served by this project and how the applicant intends to address those needs with this proposed project.
5. List the individual(s) who will serve as the project coordinator(s) and his/her expertise in the area(s) of domestic violence, dating violence, sexual assault, sex trafficking, and/or stalking. If the project coordinator is not known, describe the qualifications for the proposed project coordinator position.
6. Identify and describe the role(s) of the key individuals and/or organizations, including project partners, that will be involved in the proposed project.

ITR Capacity Building applicants do not need to submit the “Purpose of the Proposal” and “Who Will Implement the Proposal” sections of the Project Narrative. These applicants must complete the “Budget and Associated Documentation” and “Budget Worksheet and Budget Narrative” sections.

**What Will Be Done (60 points) Standard and CTAS Purpose Area 2 projects only**

The application must provide a clear link between the proposed activities and the need identified in the “Purpose of the Proposal” section above. The application must not include any of the activities listed as unallowable costs in the Funding Restrictions section of this solicitation.

This section must describe:

1. The approach to addressing the challenge or need identified in the Purpose of the Proposal section above.
2. How the applicant will measure its progress in achieving the proposal's goal(s)/vision. Identify targeted outcome(s) and describe any tool(s) the applicant will use to track those outcomes and report them to OVW. Tools may include OVW performance progress reports and logic model templates (both available at [VAWA Measuring Effectiveness Initiative](#)).
3. How the applicant will move to project sustainability; continuation applicants must provide specific details.
4. Measurable project goals, objectives, and activities.
5. If applicable, any proposed products (e.g., tribal codes, brochures, flyers, posters, public service announcements, training materials/curricula, manuals, etc.) that will be developed during the grant period.
6. If applicable, how the proposed project will address the OVW priority area on reducing violent crime against women and promoting victim safety through investing in law enforcement, increasing prosecution, and promoting effective prevention.
7. If the applicable, how the proposed project will address the OVW priority area on empowering victims to become survivors by focusing on long-term safety and sustainable economic independence.
8. If applicable, how the proposed project will address the OVW priority area on increasing resources for courts and tribes to register protection orders in NCIC and giving access to tribes to crime information systems.
9. If applicable, how the proposed project will address the OVW priority area on increasing efforts to combat stalking.
10. If the applicant proposes to address statutory purpose area 11 and/or 12 regarding missing or murdered Indians, how the project will be linked to tribal efforts to combat domestic violence, dating violence, sexual assault, stalking, and sex trafficking.
11. How the project will address the victimization rates identified in the Purpose of the Proposal section.
12. How the proposed project will reach each population identified in the Purpose of the Proposal section.

***For applicants proposing projects that will offer supervised visitation and/or safe exchange services:***

1. State where the supervised visitation/safe exchange facility is located or will be located. Describe the layout and current or future security features of the facility. State whether protocols or policies for the provision of services have been developed and if they include protocols for ensuring that confidential information is not shared with courts, law enforcement agencies, or child welfare agencies unless necessary to ensure the safety of any child or adult using the services of a program funded by OVW. If policies and protocols have not been developed, describe how the applicant will develop the policy and protocols. Any policies or protocols must be aligned with OVW's [Guiding Principles for Safe Havens: Supervised Visitation and Safe Exchange Grant Program \(justice.gov\)](https://www.justice.gov/ovw/principles-for-safe-havens-supervised-visitation-and-safe-exchange-grant-program).
2. If applicable, describe the applicants and/or project partner's experience providing supervised visitation and exchange services to families impacted by domestic violence, sexual assault, dating violence, sex trafficking, and stalking.

***For applicants proposing projects that will offer legal assistance:***

**Note:** Applicants must submit a signed "Delivery of Legal Assistance Certification (see "Other Program Eligibility Requirements" section) as a separate attachment in JustGrants.

1. Describe the current and/or proposed legal services. Describe any barriers victims may encounter when attempting to access legal services.
2. If applicable, describe the training, supervision, and mentoring plan for any attorneys, that will be supported by the project, with less than 3 years' experience providing direct legal services to victims of domestic violence, sexual assault, dating violence, sex trafficking, and stalking. **Note:** attorneys should not be supervised/mentored solely by non-legal staff.

***For applicants proposing projects that will offer services to youth victims/children and youth exposed to violence:***

1. Statement as to whether the applicant is and/or will partner with any of the following: a) a school or school district; b) a children and/or youth-focused program, such as Head Start or an after-school, community-based program; and/or c) a culturally-specific service provider or an organization that works with the identified target population(s) for the proposed project.
2. Describe the applicant or partnering children/youth program/organization that will assist with project implementation. Describe the proposed activities (including any training, outreach, prevention, and/or awareness activities that will be conducted) and direct services, if any, that will be provided for youth and/or non-abusing parents/caretakers of the youth. Describe any policies, practices, programs, and/or procedures currently in place or will be developed that respond to youth who have been a victim of or witness to domestic violence, sexual assault, dating violence, sex trafficking, or stalking.

***For applicants proposing projects that will offer transitional housing assistance:***

**Note:** Transitional housing is **not** emergency shelter, **not** extended shelter stay, and does **not** include hotel or motel stays.

Applicants must provide transitional housing, rental, and/or financial assistance (e.g., security deposits, utility assistance, relocation costs, etc.) for at least 6 months and no more than 24 months. The 24-month limit may be waived for up to 6 months for any client who has made a good faith effort to acquire permanent housing but has not been able to do so. Participants may leave the program and return to complete the 24-month maximum length of stay.

Any support services available to and/or offered to clients must be voluntary. Refusal to receive or participate in any support services cannot be grounds for termination from the program or eviction from housing. Once a client has secured permanent housing, the applicant must offer follow-up support services (such as case management, counseling, and other support services as needed) to the client for at least 3 months but not more than 12 months.

1. List the housing model(s) and/or rent structures that will be implemented or supported from the following:

<b>Transitional Housing Models</b>
(a) <b>Scattered Site:</b> Victims/Survivors live in an apartment in the community in a full market rental unit <b>or</b> hold a lease in his/her own name <b>or</b> the domestic violence/sexual assault (DV/SA) program holds the lease and subleases to the victim/survivor.
(b) <b>Clustered Site:</b> The DV/SA program: a) owns a building with multiple units or rents a group of apartments in a common location <b>or</b> b) serves as the landlord and has separate staff responsible for landlord duties (as compared to staff responsible for support services).
(c) <b>Communal Living:</b> Facility with separate/private bedrooms, but residents share common space such as a living room, dining room, kitchen, etc. The DV/SA program is responsible for all maintenance, upkeep, and repairs of the facility.

<b>Transitional Housing Rent Structures</b>
(a) <b>Subsidized:</b> Victim/Survivor enters into a lease and the DV/SA program provides rental assistance that is paid directly to the landlord.
(b) <b>Rent and Sublet:</b> Rental lease is in the DV/SA program's name and sub-leased to the victim/survivor.
(c) <b>Own:</b> The DV/SA program owns and operates the housing.

2. List the criteria or proposed criteria for clients seeking housing/rental assistance.
3. If applicable, describe any existing transitional housing/rental policies, procedures, and/or rules for clients.
4. Describe the current and/or future security measures for any housing and/or rental facility.
5. Discuss how victim confidentiality will be maintained.
6. List the support services available and/or will be offered to clients.

**Who Will Implement the Proposal (10 points) Standard and CTAS Purpose Area 2 projects only**

This section must:

1. Identify the key individuals and organizations, including project partners, involved in the proposed project.
2. Demonstrate that the individuals and organizations identified have the capacity to address the stated need and can successfully implement the proposed project activities; attach job descriptions of all key personnel.
3. Identify the "qualified partner": (1) a nonprofit, nongovernmental Indian victim services program; (2) a nonprofit, nongovernmental tribal domestic violence or sexual assault coalition; or (3) an advisory committee that includes women from the community to be served by the project. **Note:** the "qualified partner" cannot be the domestic violence/sexual assault program of the lead applicant tribe.
4. Describe the applicant's expertise in the areas of domestic violence, sexual assault, dating violence, sex trafficking, and/or stalking, as appropriate.
5. Describe the project partner(s) expertise in the areas of domestic violence, sexual assault, dating violence, sex trafficking, and/or stalking, as appropriate.

**Budget and Associated Documentation**

Applicants must complete the web-based form in JustGrants for the budget worksheet and budget narrative. Applicants also must upload the applicable associated documentation as described below under each heading. The budget worksheet and budget narrative are worth a total of **10 points** and will be reviewed separately from the proposal narrative. The associated documentation will not be scored, but failure to include it may result in removal from consideration or a delay in access to funding.

**Budget Worksheet and Budget Narrative (Web-based Form)**

Complete the budget worksheet and narrative form for all applicable cost categories. The budget narrative must describe each line item requested in the budget and explain all costs included in the budget, including how the costs of goods and services are determined and how they will fulfill the objectives of the project. See the sample budget and the Creating a Budget webinar available on the OVW website at [OVW website](#). Keep in mind that budgetary requirements vary among

programs. Applicants must submit reasonable budgets based on the resources needed to implement their projects in their specific geographic location.

#### Award Period and Amount

Funding levels for FY 2021 are:

1. Standard and CTAS Purpose Area 2 projects: up to \$900,000 for 36 months.
2. ITR Capacity-Building projects: up to \$600,000 for 36 months.

**Note:** In determining award amounts, OVW may consider spending patterns and remaining balances on current or past awards.

#### Five-Year Funding Option

Applicants may elect to participate in a Five-Year Funding Option. With this option, applicants in good standing may be eligible for a non-competitive supplemental 24-month award for a total of five years. All applicants participating in this option are required to participate in a mandatory Project Implementation Workshop during the initial 36-month award period.

Any future supplemental awards will be based on factors, including, but not limited to, grantee performance, accomplishment of project activities, appropriate spend down of existing funding, and OVW's available appropriation.

Standard and CTAS Purpose Area 2 applicants may be eligible for a non-competitive supplemental award of up to \$600,000 for 24 months.

ITR Capacity-Building applicants may be eligible for a non-competitive supplemental award of up to \$400,000 for 24 months.

The budget must:

1. Display a clear link between the specific project activities and the proposed budget items. The budget should not contain items that are not supported by the proposal narrative.
2. Include funds to attend OVW-sponsored TTA in the amount of \$30,000 for applicants located in the 48 contiguous states and \$35,000 for applicants located in the territories, Hawaii, and Alaska. This amount is for the entire 36 months and NOT per year. Applicants also may budget expenses in excess of the required amount if they are aware of relevant non-OVW sponsored conferences or training for which they would like permission to use grant funds to support staff/project partner attendance.
3. ITR Capacity-Building applicants must include a project coordinator in their budget.
4. Include funds or describe other resources available to the applicant to ensure access for individuals with disabilities, Deaf/hard of hearing individuals, and persons with limited English proficiency. See Accessibility under Federal Award Administration Information for more information.
5. Compensate all project partners for their full level of effort, as appropriate. For more information on compensating project partners, see the sample Budget Detail Worksheet on the [OVW website](#).
6. Distinguish clearly between subawards and contracts in allocating any grant funds to other entities. Pursuant to 2 C.F.R. § 200.331, a subaward is for the purpose of carrying out a portion of the federal award, such as compensating an MOU partner, and a contract is for the purpose of obtaining goods and services for the grantee's own use. The substance of the relationship is more important than the form of the agreement in determining whether the recipient of the pass-through funds is a subrecipient or a contractor. The awarding and monitoring of contracts must follow the recipient's documented procurement procedures, including full and open competition, pursuant to the procurement standards and monitoring requirements in 2 C.F.R. §§ 200.317-200.329. The issuance and monitoring of subawards must meet the requirements of 2 C.F.R. § 200.332, which includes oversight of subrecipient/partner spending and monitoring performance measures and outcomes attributable to grant funds. For more information, see the sample Budget Detail Worksheet and the Solicitation Companion Guide on the [OVW website](#).

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

#### **Funding Restrictions**

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

requirements.

#### Unallowable Costs

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

1. Lobbying, except with explicit statutory authorization.
2. Fundraising.
3. Purchase of real property.
4. Physical modifications to buildings, including minor renovations (such as painting or carpeting).
5. Construction.

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

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

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

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

#### Conference Planning and Expenditure Limitations

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

### **Pre-Agreement Cost**

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

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

Applicants that intend to charge indirect costs through the use of a negotiated indirect cost rate must have a current, signed, federally-approved indirect cost rate agreement and must upload and attach a copy of the agreement to their application in JustGrants. Applicants (other than state, local, and tribal governments) that do not have a current negotiated (including provisional), rate may elect to charge a de minimis rate of 10% of modified total direct costs, which may be used indefinitely. State, local, and tribal governments that **have never** negotiated an indirect cost rate with the federal government and receive less than \$35 million in direct federal funding per year also may choose to use the 10% de minimis rate.

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

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

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

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

#### Pre-Award Risk Assessment

Each applicant must respond to the questions below in a document uploaded and attached to its application in JustGrants. **Do not submit responses from a prior fiscal year without updating them to be responsive to all questions listed below.** 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. This document should be no more than four pages and may be single or double-spaced.

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](mailto:OVW.GFMD@usdoj.gov) or 1-888-514-8556 immediately after the applicant is notified of its award to coordinate training.
9. Does the applicant have policies and procedures in place to manage subawards and monitor activities of subrecipients as necessary to ensure that subawards are used for authorized purposes, in compliance with laws, regulations, and terms and conditions of the award, and that established subaward performance goals are achieved (2 C.F.R. §§ 200.331-200.333)? 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.

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

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

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

Each applicant must state at the time of its application (in the Data Requested with Application section) whether the applicant is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure to

establish a rebuttable presumption that its executives' compensation is reasonable. If the applicant states that it uses the safe-harbor procedure, then it must disclose, in an attachment to its application (to be titled "Disclosure of Process Related to Executive Compensation"), the process it uses to determine the compensation of its officers, directors, trustees, and key employees (together, "covered persons"). See 34 U.S.C. § 12291(b)(16)(B)(iii).

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

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

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

## Data Requested with Application

The Data Requested with Application should be uploaded as an attachment in JustGrants. The following responses must be included:

1. Name, title, address, telephone number, and email address for the grant point-of-contact. This person must be an employee of the applicant.
2. Statement as to whether the applicant (the organization whose DUNS number is being used for the application) will serve as a fiscal agent. A fiscal agent is an entity that does not participate in implementation of the project and passes **all** funds through to subrecipients, conducting minimal administrative activities. A fiscal agent applicant must list these subrecipients and include a statement acknowledging that, should an award be made, the applicant will be responsible for all applicable statutory, fiscal, and programmatic requirements, including those of 2 C.F.R. Part 200, as well as all project deliverables. In such situations, the fiscal agent must be an eligible applicant for the program.
3. Statement as to whether the applicant has expended \$750,000 in federal funds in the applicant's past fiscal year. If so, specify the end date of the applicant's fiscal year.
4. Statement as to whether the applicant is a nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code.
5. Statement as to whether the applicant is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure to establish a rebuttable presumption that its executives' compensation is reasonable. If the applicant is not a nonprofit organization or is a nonprofit that does not use the safe-harbor procedure, provide a statement to that effect. For additional information about the safe-harbor procedure, see "Disclosure of Process Related to Executive Compensation" in the Additional Required Information section of this solicitation.
6. Statement as to whether the applicant is a recipient, or partner/subrecipient, on a current grant or pending application for this grant program. If a current grant, provide the year of the award and the role of the applicant on the award (recipient or project partner).
7. Statement as to whether any proposed project partner/subrecipient is a recipient, or partner/subrecipient, on a current grant or pending application for this grant program. If a current grant, provide the year of the award and the role of the partner(s) on the award (recipient or project partner/subrecipient).
8. Statement as to whether the application addresses the priority area on reducing violent crime against women and promoting victim safety through investing in law enforcement, increasing prosecution, and promoting effective prevention.
9. Statement as to whether the application addresses the priority area on empowering victims to become survivors by focusing on long-term safety and sustainable economic independence.
10. Statement as to whether the application addresses the priority area on increasing resources for courts and tribes to register protection orders in NCIC and giving access to tribes to crime information systems.
11. Statement as to whether the application addresses the priority area on increasing efforts to combat stalking.
12. The Tribal Governments Program statutory purpose area(s) the application addresses.

13. Statement as to whether the application is a Standard, CTAS Purpose Area 2, or ITR Capacity-Building project.
14. Name of the (1) nonprofit, nongovernmental Indian victim services program, such as a domestic violence shelter program or rape crisis center; or (2) nonprofit, nongovernmental tribal domestic violence or sexual assault coalition; or (3) advisory committee that includes women from the community to be served by the proposed project that will serve as the qualified project partner. Note: This organization cannot be the domestic violence/sexual assault program of the lead applicant tribe.
15. List the total amount of Tribal Governments Program funding requested.
16. Statement as to whether the applicant will participate in the Five-Year Funding Option.
17. Statement as to whether that applicant is a Tribal Consortium or a Tribal Designee.
18. The percentage of grant activities, should the application be funded, that will address each of the following issues (the total percentages should not exceed 100%):
  - Domestic Violence.
  - Dating Violence.
  - Sexual Assault.
  - Stalking.
  - Sex Trafficking.

### Additional Application Components

The following components must be included with the application. Failure to supply this information may result in loss of points and/or removal from consideration for funding. Some components may be generated during the application submission process while others may be uploaded and attached to the application in JustGrants.

### Tribal Authorizing Resolution

Tribal Designees and Tribal Consortiums only: Tribal Resolution or Other Document(s) Demonstrating Authority to Apply  
 A Tribal designee or consortium applicant must include as an attachment to its application in JustGrants a tribal resolution or other document(s) demonstrating authority to apply from each tribe or tribal consortium member. **Failure to supply this documentation will result in the application being removed from consideration.** For more information, see the Eligibility Information section of this solicitation.

### Letters of Support

All applicants must submit a Letter of Support (LOS) from a “qualified partner”: (1) a nonprofit, nongovernmental Indian victim services program; (2) a nonprofit, nongovernmental tribal domestic violence or sexual assault coalition; or (3) an advisory committee that includes women from the community to be served by the proposed project. The LOS is worth a total of **5 points**. Prior to receipt of an award, the applicant will be required to provide OVW a Letter of Support from a qualified partner.

**Note:** Tribal governments **with** a domestic violence/sexual assault program **must** submit a LOS from a qualified partner as described above. A LOS from the tribe’s domestic violence/sexual assault program does **not** meet this requirement.

The LOS **must** be signed and dated by the Authorized Representative of the proposed partner organization during the development of the application. OVW will accept electronic signatures. LOS missing signatures may result in a point deduction or delay in access to funds, particularly if the LOS is missing the signature of a required partner.

The LOS must:

1. Identify the organization providing the services.
2. Include the organization's mission statement.
3. List the services provided by the organization for victims of domestic violence, sexual assault, dating violence, sex trafficking, and/or stalking.
4. State the role of the organization in developing and implementing the proposed project.
5. List the compensation, if any, that the organization will be allotted in the applicant’s budget. If the partnering organization will receive no compensation, explain why.
6. For advisory committees only, include the name and title of each member, how long each member has resided in the community, each member’s domestic and/or sexual violence experience and/or expertise, and how the members will assist in the implementation of the project. The advisory committee should not be comprised of staff funded by the project.

### Letters of Nonsupplanting

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

[website](#).

## Confidentiality Notice Form

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

## Disclosures and Assurances

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

### Disclosure of Lobbying Activities

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

### DOJ Certified Standard Assurances

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

### Applicant Disclosure of Duplication in Cost Items

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

Applicants also must disclose all other federal grant programs from which the applicant currently receives funding or for which it has applied for funding in FY 2021 **to do similar work**. Provide this information in a table using the sample format found on the [OVW website](#). Both tables, if applicable, should be uploaded as attachments in JustGrants.

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

Applicants must read and acknowledge these DOJ certifications in JustGrants.

## How to Apply

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

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

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

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

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

If the applicant already has an Employer Identification Number (EIN), the SAM registration will take **up to two weeks to process**. If the applicant does not have an EIN, then **the applicant should allow two to five weeks for obtaining an EIN from the Internal Revenue Service. There is no fee associated with these processes. These processes cannot**

**be expedited.** OVW strongly discourages applicants from paying a third party to apply or register on their behalf in an attempt to expedite these processes. To ensure all applicants are able to apply by the deadline for this solicitation, applicants must have obtained a DUNS number and registered online with the SAM and with Grants.gov no later than April 7, 2021.

## Submission Dates and Time

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

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

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

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

### Applicant Actions with Required Dates/Deadlines

1. **Obtain a DUNS number by April 7, 2021.** Apply for a DUNS number at <https://www.dnb.com> or call 1-866-705-5711.
2. **Register with SAM by April 7, 2021.** Access the SAM online registration through the [SAM homepage](#) and follow the online instructions for new SAM users. **Organizations must update or renew their SAM registration at least once a year to maintain an active status.**
3. **Register with Grants.gov by April 7, 2021.** Once the SAM registration is active, the applicant will be able to complete the Grants.gov registration.
4. **Submit Letter of Intent by April 12, 2021** to the Tribal Governments Program, OVW.TribalAffairs@usdoj.gov, 202-307-6026.
5. **If necessary, request hardcopy submission by April 15, 2021.** Applicants that cannot submit an application electronically due to lack of internet access must contact the program at 202-307-6026 or OVW.TribalAffairs@usdoj.gov to request permission to submit a hardcopy application.
6. **Download updated version of Adobe Acrobat at least 48 hours before the Grants.gov deadline.** Applicants are responsible for ensuring that the most up-to-date version of Adobe Acrobat is installed on all computers that may be used to download the solicitation and to submit the SF-424 and SF-LLL on Grants.gov. Go to the [Adobe Software Compatibility](#) page to verify that the Adobe software version is compatible with [Grants.gov](#).
7. **Submit the SF-424 and SF-LLL in Grants.gov as early as possible, but no later than 24 – 48 hours prior to the Grants.gov deadline.** Applicants may find this funding opportunity on Grants.gov by using the CFDA number, Grants.gov opportunity number, or the title of this solicitation, all of which can be found on the cover page. Applicants will receive two notices from Grants.gov, one confirming receipt and another stating whether the forms were validated and successfully submitted or rejected due to errors. Submitting the SF-424 and SF-LLL well ahead of the Grants.gov deadline provides time to correct any rejections.
8. **Register the Entity Administrator and the Application Submitter with JustGrants as early as possible but no later than 48-72 hours before the JustGrants deadline.** Within 24 hours of JustGrants receiving the SF-424 and SF-LLL from Grants.gov, the applicant will receive an email from [DIAMD-NoReply@usdoj.gov](mailto:DIAMD-NoReply@usdoj.gov) with instructions on how to create a JustGrants account. Once registered in JustGrants, the Application Submitter will receive an emailed link to complete the rest of the application in JustGrants. The Entity Administrator also will need to log into JustGrants to review and invite the applicant's Authorized Representative(s) before an application can be submitted. More information on JustGrants roles is available on the [JustGrants website](#).
9. **Submit the complete application package at least 24 – 48 hours prior to the JustGrants deadline.** Some of the application components will be entered directly into JustGrants, and others will require uploading attached documents. Therefore, applicants will need to allow ample time before the JustGrants deadline to prepare each component. Applicants may save their progress in the system and revise the application as needed prior to hitting the Submit button at the end of the application in JustGrants. The Application Submitter, Entity Administrator, and Authorized Representative(s) will receive an email from JustGrants confirming submission of the application.

10. **Confirm application receipt:** Applicants should closely monitor their email and JustGrants accounts for any notifications from Grants.gov or JustGrants about a possible failed submission. The user who is authorized to submit applications on behalf of the organization is the one who will receive these notifications. OVW does not send out these notifications, nor does OVW receive a copy of these notifications. It is the applicant's responsibility to notify OVW of any problems with the application submission process. **Submitting the application components at least 48 hours before each deadline (Grants.gov or JustGrants, as applicable) will enable the applicant to receive notice of a failed submission and provide an opportunity to correct the error before the applicable deadline.**

#### **OVW Policy on Late Submissions/Other Submission Requirements**

Applications submitted after **11:59 p.m. E.T.** on April 22, 2021 will not be considered for funding, unless the applicant receives OVW permission to submit a late application. In limited circumstances, OVW will approve a request to submit an application after the deadline. The lists below provide a description of the circumstances under which OVW will consider such requests. Approval of a late submission request is not an indication of the application's final disposition. Applications approved for late submission are still subject to the review process and criteria described in this solicitation.

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

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

##### Issue with [SAM](#), Grants.gov, or JustGrants Registration

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

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

##### Unforeseeable Technical Difficulties During the Submission Process

1. Contact Grants.gov or JustGrants, as applicable, for Applicant/User Support at least 24 hours prior to the applicable deadline.
2. Maintain documentation of all communication with Grants.gov or JustGrants Applicant/User Support.
3. Prior to the applicable deadline, contact this program, via email at [OVW.TribalAffairs@usdoj.gov](mailto:OVW.TribalAffairs@usdoj.gov) indicating that the applicant is experiencing technical difficulties and would like permission to submit a late application. The email must include the following: a) a detailed description of the difficulty that the applicant is experiencing, b) the contact information (name, telephone, and email) for the individual making the late submission request, and c) in the case of JustGrants technical difficulties, the complete application packet (Proposal Narrative, Budget and Budget Narrative, Letter of Support, and a tribal resolution or equivalent documentation demonstrating authority to apply (tribal designees and tribal consortiums only)).
4. Within 24 hours after the applicable deadline, the applicant must email this program at [OVW.TribalAffairs@usdoj.gov](mailto:OVW.TribalAffairs@usdoj.gov) the following information: a) applicant's DUNS number, b) Grants.gov or JustGrants Applicant/User Support tracking numbers, and c) other relevant documentation.

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

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

##### Severe Inclement Weather or Natural or Man-Made Disaster

Contact this program at [OVW.TribalAffairs@usdoj.gov](mailto:OVW.TribalAffairs@usdoj.gov) as soon as the applicant is aware of severe weather or a natural or man-made disaster that may impede the submission of an application by the deadline. The email should include a detailed description of the weather event or natural or man-made disaster. A detailed description includes when the event occurred, or is likely to occur, the impacted area, and the specific impact on the applicant and/or

partners' ability to submit the application by the deadline (e.g., without power for "x" days, office closed for "x" days). If the application is complete and ready for the submission at the time the applicant notifies OVW, the application should be included with the email

2. Applicants impacted by severe weather or a natural or man-made disaster occurring on the deadline must contact OVW within 48 hours after the due date or as soon as communications are restored.

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

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

## Application Review Information

### Review Criteria

Applications will be scored based on the degree to which the application responds to each section and addresses each element in the section. Furthermore, applications will be scored based upon the quality of the response, capacity of the applicant and any partners, and the level of detail provided. Each element **must** be addressed in the section in which it is requested. Points may be deducted if the applicant does not include the information in the appropriate section regardless if it is included elsewhere within the application. Each section will be reviewed as a separate document and will be scored as such. Specifically, for the Tribal Governments Program, scoring will be as follows:

1. Proposal Abstract (5) points.
2. Proposal narrative (80) points, of which:
  - A. Purpose of the proposal: (10) points for Standard and CTAS Purpose Area 2 applications.
  - B. What will be done: (60) points for Standard and CTAS Purpose Area 2 applications and (80) points for ITR Capacity-Building applications.
  - C. Who will implement the proposal: (10) points for Standard and CTAS Purpose Area 2 applications.
3. Budget worksheet and budget narrative: (10) points.
4. Letter of Support (5) points.

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

### Review and Selection Process

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

#### Peer Review

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

#### Programmatic Review

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

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

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

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

Demonstrated effectiveness of the current project indicated by timely progress toward meeting project goals and

- objectives.
2. Demonstration that past activities supported with OVW grant funds have been limited to program purpose areas.
  3. Adherence to all special conditions of existing grant award(s) from OVW.
  4. Adherence to programmatic and financial reporting requirements, including timely submission of required reports.
  5. Completion of close-out of prior awards in a timely manner.
  6. Appropriate use of and active participation in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current or recent award.
  7. Receipt of financial clearances on all current or recent grants from OVW.
  8. Timely resolution of issues identified in any audit or on-site financial or programmatic monitoring visit.
  9. Adherence to the Office of Management and Budget single-audit requirement.
  10. Timely expenditure of grant funds.
  11. Adherence to the requirements of the [DOJ Financial Guide](#).

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

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

#### High-Risk Grantees

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

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

It is anticipated that all applicants will be notified of the outcome of their applications by October 1, 2021.

## **Federal Award Administration Information**

### **Federal Award Notices**

Successful applicants will receive OVW award notifications electronically from JustGrants (not Grants.gov). This award notification will include instructions on enrolling in Automated Standard Application for Payments (ASAP) and accepting the award. Recipients will be required to log into JustGrants to review, sign, and accept the award. The Authorized Representative must acknowledge having read and understood all sections of the award instrument and submit the required declaration and certification to accept the award; these steps will be completed electronically in JustGrants.

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

#### Information for All Federal Award Recipients

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

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

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

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



[Solicitation Companion Guide](#) under "Civil Rights Compliance."

#### Accessibility

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

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

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

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

For assistance with the requirements of this solicitation, contact the following: for programmatic questions, contact this program at 202-307-6026 or [OVW.TribalAffairs@usdoj.gov](mailto:OVW.TribalAffairs@usdoj.gov) for financial questions, contact 888-514-8556 or [ovw.gfmd@usdoj.gov](mailto:ovw.gfmd@usdoj.gov), and for technical questions, contact Grants.gov Applicant Support at 800-518-4726 or [support@grants.gov](mailto:support@grants.gov) or OVW JustGrants Support at 1-866-655-4482 or [OVW.JustGrantsSupport@usdoj.gov](mailto:OVW.JustGrantsSupport@usdoj.gov).

### **Other Information**

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

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

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

#### **Application Checklist**

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

Application Document	Completed
Letter of Intent.	
Data Requested with Application.	
Proposal Narrative <ul style="list-style-type: none"> <li>• Purpose of Proposal (except ITR Capacity-Building applicants).</li> <li>• What Will Be Done</li> <li>• Who Will Implement the Proposal (except ITR Capacity-Building applicants).</li> </ul>	
Proposal Abstract.	
Budget Worksheet and Budget Narrative.	
Letter of Support.	
Application for Federal Assistance: SF-424.	
Disclosure of Lobbying Activities (SF-LLL).	
Applicant Financial Capability Questionnaire (if applicable).	
Confidentiality Notice Form.	
Disclosure of Process Related to Executive Compensation (if applicable).	
Pre-Award Risk Assessment.	
Indirect Cost Rate Agreement (if applicable).	
Letter of Nonsupplanting.	
Applicant Disclosure of Duplication in Cost Items.	
Delivery of Legal Assistance Certification Letter (if applicable).	
Tribal Resolution or Other Document(s) Demonstrating Authority to Apply (tribal designees and tribal consortiums only).	