

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



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OVW Fiscal Year 2023 Training and Services to End Violence and Abuse Against  
Individuals with Disabilities and Deaf People Program Solicitation  
**Assistance Listing Number #** 16.529

**Grants.gov Opportunity Number:** O-OVW-2023-171472

**Solicitation Release Date:** January 06, 2023 3:00 PM ET

**Version:** 1

**Application Grants.gov Deadline:** March 06, 2023 11:59 PM ET

**Application JustGrants Deadline:** March 09, 2023 9:00 PM ET

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## Overview

### Eligible Applicants:

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

### Other

Eligible applicants are limited to: States; units of local government; Indian tribal governments or tribal organizations; or victim service providers, such as state or tribal domestic violence or sexual assault coalitions, or nonprofit, nongovernmental organizations serving individuals with disabilities and Deaf people 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.Disabilities@usdoj.gov](mailto:OVW.Disabilities@usdoj.gov) by February 9, 2023. Interested applicants who do not submit a Letter of Intent are still eligible to apply. For more information, see the Application and Submission Information section of this solicitation.

### Pre-Application Information Session(s)

OVW will conduct 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.Disabilities@usdoj.gov](mailto:OVW.Disabilities@usdoj.gov). Alternatively, interested parties may call OVW at 202-307-6026.

### Submission Information

#### **Registration: OVW encourages first time applicants to apply for funding.**

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

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

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

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

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

Applicants are strongly encouraged to begin the registration process or ensure that all accounts are active and up to date by February 9, 2023.

#### **Submission:**

Applications will be submitted to OVW in two steps:

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

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

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

#### **Notification**

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







## 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. 20122

### About this OVW program

This program is authorized by 34 U.S.C. § 20122. The goal of the Disability Grant Program (CFDA# 16.529) is to create sustainable change within and between organizations that improves the response to individuals with disabilities and Deaf individuals who are victims of domestic violence, dating violence, sexual assault, and stalking, and to hold perpetrators of such crimes accountable. Specifically, the purpose of the program is to provide training, consultation, and information on domestic violence, dating violence, stalking, sexual assault, and abuse by caregivers against individuals with disabilities and Deaf people and to enhance direct services to such individuals. Disability Grant Program funds are used to establish and strengthen multidisciplinary collaborative relationships; increase organizational capacity to provide accessible, safe, and effective services to individuals with disabilities and Deaf individuals who are victims of violence and abuse; identify needs within the grantee's organization and/or service area; and develop a plan to address those identified needs that builds a strong foundation for future work. For additional information about this program and related performance measures, including how awards contribute to the achievement of program goals and objectives, see:

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

### What's New About this OVW Program

- The Violence Against Women Act Reauthorization Act of 2022 revised the definition of victim services to include legal services. Applicants may now request grant funds to provide legal services if appropriate. New grantees may plan for providing accessible legal services if it fits with the collaborative team composition and services they offer. Legal services will be allowed for continuation grantees, but a project cannot focus solely on direct legal services. Additionally, such services must be linked to the activities identified in the strategic plan developed from the initial, or

subsequent, Disability Grant Program award(s).

- VAWA 2022 also expanded the scope of the program to include “caregiver abuse.” Applicants may now propose to address this form of abuse.

### **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. § 20122(b), funds under this program must be used for one or more of the following purposes:

1. To provide personnel, training, technical assistance, advocacy, intervention, risk reduction (including using evidence-based indicators to assess the risk of domestic and dating violence homicide) and prevention of domestic violence, dating violence, sexual assault, and stalking against individuals with disabilities and Deaf people.
2. To conduct outreach activities to ensure that individuals with disabilities and Deaf people who are victims of domestic violence, dating violence, sexual assault, or stalking receive appropriate assistance.
3. To conduct cross-training for victim service organizations, governmental agencies, courts, law enforcement and other first responders, and nonprofit, nongovernmental organizations serving individuals with disabilities about risk reduction, intervention, prevention and the nature of domestic violence, dating violence, sexual assault, and stalking for individuals with disabilities and Deaf people.
4. To provide technical assistance to assist with modifications to existing policies, protocols, and procedures to ensure equal access to the services, programs, and activities of victim service providers for individuals with disabilities and Deaf people.
5. To provide training and technical assistance on the requirements of shelters and victim service providers under Federal anti-discrimination laws, including the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 et seq.) and section 794 of Title 29 (Section 504 of the Rehabilitation Act of 1973).
6. To modify facilities, purchase equipment, and provide personnel so that shelters and victim service organizations can accommodate the needs of individuals with disabilities and Deaf people;
7. To provide advocacy and intervention services for individuals with disabilities and Deaf people who are victims of domestic violence, dating violence, stalking, or sexual assault.
8. To develop model programs to enhance the capacity of organizations serving individuals with disabilities and Deaf people who are victims of domestic violence, dating violence, sexual assault, or stalking.

**Note:** Grantees that modify facilities under purpose area 6 will be required to work with OVW to meet the requirements of relevant laws such as the National Environmental Policy Act and the National Historic Preservation Act.

## **OVW Priority Areas**

In FY 2023, OVW has five programmatic priorities, of which the priority area(s) identified below are applicable to this program. Applicants are strongly encouraged, but not required, to address a priority area. Applications proposing activities in the following areas will be given special consideration:

1. Advance racial equity as an essential component of ending sexual assault, domestic violence, dating violence, and stalking. To qualify for special consideration, applications must propose to have a culturally specific organization as a member of the multidisciplinary collaborative team.
2. Strengthen efforts to prevent and end sexual assault, including victim services and civil and criminal justice responses. To qualify for special consideration, applications must propose a sexual assault focus and include a sexual assault service provider as a member of the multidisciplinary collaborative team.

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

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

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

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

1. Research projects. Funds under this program may not be used to conduct research, defined in 28 C.F.R. § 46.102 as a systematic investigation designed to develop or contribute to generalizable knowledge. Surveys and focus groups, depending on their design and purpose, may constitute research and therefore be out-of-scope. Prohibited research does not include assessments conducted for internal improvement purposes only (see Limited Use of Funds below). For information on distinguishing between research and assessments, see the Solicitation Companion Guide.
2. Public service campaigns.
3. Projects that focus on children.

4. For projects providing legal assistance, criminal defense of victims charged with crimes, except for representation in postconviction relief proceedings with respect to the conviction of a victim relating to or arising from domestic violence, dating violence, sexual assault, or stalking.

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**

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

1. Surveys, whether conducted as part of a program or needs assessment, or for any other purpose. Prior approval is necessary to determine whether the activity is within the scope of the award and meets the requirements of the Paperwork Reduction Act.
2. Renovations, including such minor things as painting, carpeting, or installing lighting. In addition to obtaining prior approval, recipients must follow all necessary steps to ensure that funded renovations are in compliance with the National Environmental Policy Act (NEPA) and related laws, which may be time consuming and may include public notice and consultation.

### **Federal Award Information**

#### **Awards, Amounts and Durations**

##### **Anticipated Number of Awards**

12

##### **Anticipated Maximum Dollar Amount of Awards**

\$500,000.00

##### **Period of Performance Start Date**

10/1/23

##### **Period of Performance Duration (Months)**

36

##### **Anticipated Total Amount to be Awarded Under Solicitation**

\$5,359,567.00

### **Availability of Funds**

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

### **Type of Award**

Awards will be made as cooperative agreements. Cooperative agreements are a form of award under which OVW expects to have ongoing substantial involvement in award activities. For this program, the substantial involvement includes participating in project meetings, developing and approving final agendas, reviewing and approving faculty, products, and curricula, and identifying participants. Recipients must be willing to work closely with OVW on the implementation of their project and be willing to modify project activities at OVW's request in order to address the needs of grantees and/or emerging issues.

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

The award period is 36 months for new awards and 24 for continuation awards months. Budgets must reflect 36 or 24 months of project activity, and the total "estimated funding" on the SF-424 must reflect 36 or 24 months. OVW anticipates that the award period will start on October 1, 2023.

This program typically makes awards in the range of \$325,000 - \$500,000. OVW estimates that it will make up to 12 awards for an estimated \$5,359,567.

Funding levels under this program for FY 2023 are:

1. New, state-focused \$500,000 for the entire 36 months.
2. New, local-focused or tribal-focused \$425,000 for the entire 36 months.
3. Continuation, state-focused \$400,000 for the entire 24 months.
4. Continuation, local-focused or tribal-focused \$325,000 for the entire 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 2023, OVW will accept applications for this program from the following:

New: Applicants that have never received funding under this program or whose previous funding under this program expired on or before March 9, 2022.

Continuation: Applicants that have an existing or recently closed (after March 9, 2022) award under this program. If an applicant received an award under this program previously, but it has not been active since March 9, 2022, then the applicant can choose to submit either a new or a continuation application. Continuation funding is not guaranteed.

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

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

Sub-Type: In addition to identifying as a new or continuing applicant, applicants for this program must also identify as one of the sub-types listed below.

1. New, state-focused project.
2. New, local-focused or tribal-focused project.
3. Continuation, state-focused project.
4. Continuation, local-focused or tribal-focused project.

## **Mandatory Program Requirements**

### **New Applicants**

#### Planning & Development and Implementation Phases

OVW mandates that new grantees engage in an intensive, structured process that includes a planning and development phase prior to an implementation phase. New grantees must work closely with OVW and the OVW-designated TA provider throughout the award. **Project activities during the planning and development phase have been predetermined by OVW. Applicants should not propose activities beyond those listed below.** Therefore, new grantees will not be funded to provide direct services. Additionally, new applicants should not propose preexisting projects or plans. What will be done will be determined through the process outlined below. The purpose of the Disability Program is to create a new project and enhance/develop a new collaboration.

Implementation phase activities will be identified in the strategic plan drafted during the planning and development phase. These activities will directly respond to the needs identified in the planning and development phase. The requirements during the planning

and development phase of the project include the creation of the following materials:

1. Collaboration charter.
2. Project focus memo.
3. Needs assessment plan and tools (includes implementing performance indicators).
4. Needs assessment report.
5. Strategic plan.

#### Technical Assistance

Technical assistance (TA) under this program is proactive and mandatory. Multidisciplinary collaborative teams must participate in all TA events supported by OVW related to this program. TA will be delivered through, but not limited to, frequent, regular contact with the TA provider, site visits, telephone/video conference calls, grantee meetings, and web-based TA. New grantees should expect a high level of involvement with the TA provider for the duration of their awards

#### Decision-Maker Participation

The Executive Director, CFO/CEO, Board of Directors and other decision-makers from all organizations involved with the project must be involved in an active and meaningful manner throughout the life of the project. They should expect to attend meetings and engage in collaborative discussions at various points throughout the project and be prepared to implement systemic changes within their organization to improve services and responses to individuals with disabilities and Deaf individuals who have experienced violence and abuse. This participation must be outlined in the Memorandum of Understanding (MOU).

#### **Continuation Applicants**

##### Scope of Activities

Continuation applicants must propose projects that will either enhance the previously funded project or replicate the previously funded project in a different community. Specifically, proposed activities must build upon successful initiatives undertaken and funded during the previous award period.

##### Critical Assessment

Continuation grantees will be required to reexamine proposed activities to ensure they enhance and build upon initiatives undertaken and funded during the previous award period. This review will take place within six months of the project start date.

##### Purpose Areas

Continuation applicants may not propose to engage solely in providing direct services and are encouraged to include activities that address purpose area three (cross-training for victim service organizations, governmental agencies, courts, law enforcement, and nonprofit, nongovernmental organizations serving individuals with disabilities about risk reduction, intervention, prevention, and the nature of domestic violence, dating violence, stalking, and sexual assault for individuals with disabilities.) If applicants propose to use grant funds to support direct services, the proposal must also include: (1) an overall

coordinated response to domestic violence, dating violence, stalking, and sexual assault against individuals with disabilities and/or Deaf individuals, and (2) a proposal to engage in a least one Disability Grant Program purpose area other than the provision of direct services.

#### Decision-Maker Participation

The Executive Director, CFO/CEO, Board of Directors and other decision-makers from all organizations involved with the project must be involved in an active and meaningful manner throughout the life of the project. They should expect to attend meetings and engage in collaborative discussions at various points throughout the project. They should also be prepared to implement systemic changes within their organization to improve services and responses to individuals with disabilities and Deaf individuals who have experienced violence and abuse. This participation must be outlined in the MOU.

#### Technical Assistance

Various TA opportunities will be offered. Continuation grantees must participate in OVW-sponsored TA.

#### **Both New and Continuation Applicants**

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

1. Collection and reporting of performance indicators. Forms, instructions, training, and related tools for each OVW program are available on the [VAWA Measuring Effectiveness Initiative](#) webpage.
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.

#### Eligibility Information

##### **Eligible Applicants**

Pursuant to 34 U.S.C. § 20122(c), the following entities are eligible to apply for this program:

1. States.
2. Units of local government.
3. Indian tribal governments or tribal organizations.
4. Victim service providers, such as state or tribal domestic violence or sexual assault coalitions, or nonprofit, nongovernmental organizations serving individuals with disabilities or Deaf people.

A state is defined as each of the several states, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, American Samoa, Guam, and the

Northern Mariana Islands. 34 U.S.C. § 12291(a)(37). Public universities do not qualify as “states” for purposes of eligibility for the Disability Grant Program. However, some universities are affiliated with nonprofit organizations that may otherwise qualify under the statute. Please contact the Disability Grant Program Specialist at 202-307-6026 for further information regarding the eligibility requirements for public universities.

Unit of local government is defined as any city, county, township, town, borough, parish, village, or other general purpose political subdivision of a state. 34 U.S.C. § 12291(a)(47). Pursuant to 28 C.F.R. § 90.2(g), the following are not considered units of local government and are not eligible to apply as the lead applicant – police departments, pre-trial service agencies, district or city attorneys’ offices, sheriffs’ departments, probation and parole departments, and universities.

Indian tribal government is defined as the governing body of an Indian tribe; or a tribe, band, pueblo, nation, or other organized group or community of Indians, including any Alaska Native village or regional or village corporation (as defined in, or established pursuant to, the Alaska Native Claims Settlement Act (43 U.S.C. § 1601 et seq.) that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. 34 U.S.C. § 12291(a)(22) & (43).

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

A victim service provider is a nonprofit, nongovernmental or tribal organization or rape crisis center, including a state or tribal domestic violence and/or sexual assault coalition, that assists or advocates for domestic violence, dating violence, sexual assault, or stalking victims, including a domestic violence shelter, faith-based organization or other organization, with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking. 34 U.S.C. § 12291(a)(50). Victim service providers must provide direct services to victims of domestic violence, dating violence, sexual assault, or stalking as one of their primary purposes and have a demonstrated history of effective work in this field. Culturally specific organizations, Tribal organizations, and population specific organizations serving underserved communities that meet the definition of “victim service provider” are eligible to apply.

#### Faith-Based and Community Organizations

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

#### 501(c)(3) Status

Any entity that is eligible for this program based on its status as a nonprofit organization

must be an organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of that Code. See 34 U.S.C. § 12291(b)(15)(B)(i).

### **Ineligible Entities and Disqualifying Factors**

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

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

### **Cost Sharing or Matching**

This program has no matching or cost-sharing requirement.

### **Other Program Eligibility Requirements**

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

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

#### 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)(i) is a licensed attorney or is working under the direct supervision of a licensed attorney; (ii) in immigration proceedings, is a Board of Immigration Appeals accredited

- representative; (iii) in Veterans' Administration claims, is an accredited representative; or (iv) is any person who functions as an attorney or lay advocate in Tribal court; and (B)(i) has demonstrated expertise in providing legal assistance to victims of domestic violence, dating violence, sexual assault, or stalking in the targeted population; or (ii)(I) is partnered with an entity or person that has demonstrated expertise described in clause (i); and (II) has completed, or will complete, training in connection with domestic violence, dating violence, stalking, or sexual assault and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide;
2. any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a tribal, state, territorial, local, or culturally specific domestic violence, dating violence, sexual assault or stalking victim service provider or coalition, as well as appropriate tribal, state, territorial, and local law enforcement officials;
  3. any person or organization providing legal assistance with funds through this program has informed and will continue to inform state, local, or tribal domestic violence, dating violence, or sexual assault programs and coalitions, as well as appropriate state and local law enforcement officials of their work; and
  4. the 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, stalking, or child sexual abuse is an issue.

#### Required Partnerships - Multidisciplinary Collaborative Team

Every applicant must identify and support a multidisciplinary collaborative team comprised of, at minimum, the following:

1. At least one victim service provider or tribal organization serving victims of domestic violence, dating violence, sexual assault, or stalking.
2. At least one nonprofit, nongovernmental organization or tribal organization serving individuals with disabilities and/or Deaf individuals.

Individuals with disabilities and individuals who are Deaf/DeafBlind/Hard of Hearing come from all races, ethnicities, and cultures. Therefore, the Disability Grant Program encourages applicants to include a culturally specific organization(s) as a member of the multidisciplinary collaborative team to address how race, ethnicity, and culture impact individuals with disabilities and Deaf individuals who are survivors of domestic violence, dating violence, sexual assault, and/or stalking.

For new applications, a college or university may not be proposed as a multidisciplinary team member. For continuation applications, a college or university may be proposed as a multidisciplinary collaborative team member.

Applicants must enter into a Memorandum of Understanding (MOU) with the members of the multidisciplinary collaborative team and provide a copy of the MOU with the application. OVW will review the MOU to identify the multidisciplinary collaborative team members and the budget as evidence of how the applicant will support the multidisciplinary collaborative team.

Every applicant must identify whether the multidisciplinary collaborative team will have a state focus, a local focus, or a tribal focus.

- A **state-focused project** is a multidisciplinary collaborative team comprised solely of organizations that operate at the state level (e.g., a state independent living council, state or tribal domestic violence and/or sexual assault coalition). A state-focused project may concentrate efforts between the organizations on the multidisciplinary collaborative team, or in one or two communities within the state (pilot sites).
- A **local-focused or tribal-focused project** is a multidisciplinary collaborative team comprised solely of local, tribal, or community-based organizations (e.g., a center for independent living, community mental health organization, rape crisis center, or domestic violence shelter/program). Grant activities will focus within and between the local, tribal, or community-based organizations represented on the multidisciplinary collaborative team.

#### Limit on Number of Applications

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

## Application and Submission Information

### **Content of Application Submission**

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

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

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

OVW will conduct a web-based pre-application information session(s). 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 February 9, 2023.

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

To register, contact the Disability Program at [OVW.Disabilities@usdoj.gov](mailto:OVW.Disabilities@usdoj.gov) or at 202-307-6036. Registration must be received at least two 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.Disabilities@usdoj.gov](mailto:OVW.Disabilities@usdoj.gov) or at 202-307-6036 as soon as possible, but no later than February 2, 2023.

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

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

### **Letter of Intent**

Applicants intending to apply for FY 2023 funding under this program are strongly encouraged to submit a Letter of Intent. The letter should state that the applicant is registered and current with SAM and with Grants.gov. The letter should be submitted to OVW at [OVW.Disabilities@usdoj.gov](mailto:OVW.Disabilities@usdoj.gov) by February 9, 2023. This letter will not obligate the applicant to submit an application. See the OVW website for a sample Letter of Intent.

### **Formatting and Technical Requirements**

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

1. Double-spaced (charts may be single-spaced)
2. 8½ x 11 inch pages
3. One-inch margins
4. Type no smaller than 12 point, Times New Roman (TNR) or Arial font, except for footnotes, which may be in 10-point font
5. Page numbers
6. No more than 10 pages (new applications) or 15 pages (continuation applications) for the Proposal Narrative
7. Documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt)
8. Headings and sub-headings that correspond to the sections identified in this section of the solicitation

### **Application Contents**

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

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

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

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

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

Applicants must complete the SF-424 in Grants.gov. The SF-424 is generated when the

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

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

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

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

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

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

#### **Proposal Abstract**

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

#### **Data Requested with Application**

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

### **Pre-Award Risk Assessment**

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

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

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

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

#### **Summary Data Sheet**

The Summary Data Sheet must be uploaded as an attachment in JustGrants and should be one to four pages in length (single or double spaced). The Summary Data Sheet does not count toward the 10 or 15-page limit for the Proposal Narrative. Several of the items below are required for every applicant for OVW funding and therefore may not be obviously relevant or specifically drafted for this program.

Applicants should provide the most accurate answers. Responses to these items alone will not result in removal from consideration or determine eligibility for any funding priorities described in the solicitation for this program. Provide the following information:

1. Name, title, address, telephone number, and email address for the grant point of contact. This person must be an employee of the applicant.
2. Statement as to whether the applicant (the organization whose unique entity identifier/DUNS number is being used for the application) will serve as a fiscal agent. A fiscal agent is an entity that does not participate in implementation of the project and passes **all** funds through to subrecipients, conducting only administrative activities. If this is the case, the applicant must include a statement acknowledging that, should an award be made, the applicant will be responsible for all applicable statutory, fiscal, and programmatic requirements, including those of 2 CFR Part 200,

- as well as all project deliverables. The applicant must also list all of the entities with which it will enter into subaward agreements to implement the project. **Note: The fiscal agent must be an eligible applicant for this program.**
3. Statement as to whether the applicant has expended \$750,000 or more in federal funds in the applicant's past fiscal year. If so, specify the end date of the applicant's fiscal year.
  4. Statement as to whether the applicant is a nonprofit organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of that Code. **Note: Any entity that is eligible for this program based on its status as a nonprofit organization must upload proof of 501(c)(3) status in the Additional Application Components section of JustGrants.**
  5. Statement as to whether the applicant is a nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code.
  6. Statement as to whether the applicant is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure to establish a rebuttable presumption that its executives' compensation is reasonable. For additional information about the safe-harbor procedure, see Disclosure of Process Related to Executive Compensation in the Budget and Associated Documentation section of this solicitation. **Note: Applicants that use the safe-harbor procedure must upload the required Disclosure of Process Related to Executive Compensation in the Budget/Financial Attachments section of JustGrants.**
  7. Statement as to whether the applicant is a faith-based organization.
  8. Statement as to whether the applicant is a culturally-specific organization (defined as a private nonprofit/tribal organization for which the primary purpose of the organization as a whole is to provide culturally specific services to American Indians (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians and other Pacific Islanders, Blacks, or Hispanics).
  9. Statement as to whether the applicant is a sexual assault victim service provider (defined as a victim service provider for which the primary purpose of the organization is to provide intervention and related assistance to victims of sexual assault without regard to their age).
  10. Statement as to whether the application proposes to focus on a rural community or area (as defined by 34 U.S.C. 12291(a)(32)).
  11. Statement as to whether the applicant is a federally recognized tribe.
  12. Statement as to whether the applicant is a tribal organization as defined by 34 U.S.C. 12291(a)(45).
  13. Statement as to whether the applicant is a partner/subrecipient on a current grant or pending application for this grant program. If a partner/subrecipient on a current award, provide the year of the award and the role of the applicant on the award. If a partner/subrecipient on another pending application, provide the name of the applicant organization.
  14. Statement as to whether any proposed project partner(s)/subrecipient(s) on this application is also a recipient, or partner/subrecipient, on a current grant or another pending application for this grant program. If yes, the applicant is required to provide

- the following information on the relevant project partner(s)/subrecipient(s):
- Partner/subrecipient name
  - Year of award or pending application
  - Role of partner/subrecipient
15. Statement as to whether the application proposes to address the following OVW Priority Area: Advance racial equity as an essential component of ending sexual assault, domestic violence, dating violence, and stalking.
  16. Statement as to whether the application proposes to address the following OVW Priority Area: Strengthen efforts to prevent and end sexual assault, including victim services and civil and criminal justice responses.
  17. Identify 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
  18. Identify type of applicant.
    - State
    - Unit of local government
    - Indian tribal government or tribal organization
    - Victim service provider (such as a state or tribal domestic violence or sexual assault coalition or a nonprofit, nongovernmental organization serving individuals with disabilities). **Applicant must identify whether they are a domestic violence or sexual assault victim service provider, or a nonprofit, nongovernmental organization serving individuals with disabilities of Deaf individuals.**
  19. Is the application new or continuation? If continuation, specify year(s) applicant received funding under this program
  20. Provide the name and entity type for each multidisciplinary collaborative team (MCT) member.
  21. Identify the project focus
    - Local
    - State
    - Tribal
  22. Identify the disability focus (general or specific type of disability).
  23. Does the application propose any minor renovations in either the project narrative or the budget? **Note: Minor renovations are considered to be small projects that do not change the basic prior use of a facility or significantly change its size. Examples include adding signage or installing lighting. Identify the activity and/or cost.**

## Proposal Narrative

### Proposal Narrative for New Applicants

The Proposal Narrative may not exceed 10 pages, double-spaced, and reviewers will not read beyond this page limit. The Proposal Narrative must include the two sections below. The total point value for the proposal narrative section is **70 points**. Applicants must upload the Proposal Narrative as an attachment in JustGrants.

Purpose of the Proposal (40 points)

As stated in the Mandatory Program Requirements section of this solicitation, new grantees are required to engage in an intensive, structured process that includes a planning and development phase prior to an implementation phase. **Project activities during the planning and development phase have been predetermined by OVW.** Therefore, this project must focus on developing a collaboration and **will not fund direct services. Additionally, preexisting projects or ideas will not be funded under this program.** The purpose of the Disability Program is to create a new project and enhance/develop a new collaboration.

This section must:

1. Identify whether the application proposes a state, local, or tribal project.
2. Identify the type of disability the project will address.
3. Detail why funding is needed to support this collaborative project to address domestic violence, dating violence, sexual assault, and stalking against individuals with disabilities and Deaf individuals in the community or state.

Who Will Implement the Proposal (30 points)

As stated in About this OVW Program section of this solicitation, the goal of the Disability Grant Program is to create sustainable change within and between organizations that improves the response to individuals with disabilities and Deaf individuals who are victims of domestic violence, dating violence, sexual assault, and stalking. This is achieved, in part, by establishing and strengthening multidisciplinary collaborative relationships. Therefore, the individual and organizations involved should demonstrate a commitment to one another and to the project. This section must provide a clear link to the rationale provided in the Purpose of the Proposal section.

This section must:

1. Identify each multidisciplinary collaborative team member organization.
2. Describe why each organization was selected to serve on the multidisciplinary collaborative team.
3. Demonstrate that the multidisciplinary collaborative team is committed to adhering to the structure of the Disability Grant Program (participation in a planning and developing phase, implementing a strategic plan, and a commitment to the multidisciplinary collaborative team).
4. Demonstrate that the multidisciplinary collaborative team is committed to addressing the need described in the Purpose of the Proposal section.

## **Proposal Narrative for Continuation Applicants**

The Proposal Narrative may not exceed 15 pages, double-spaced, and reviewers will not read beyond this page limit. The Proposal Narrative must include the three sections below. The total point value for the proposal narrative section is **(70 points)**. Applicants must upload the Proposal Narrative as an attachment in JustGrants.

### Purpose of the Proposal (20 points)

This section must:

1. Identify whether the application proposes a state, local, or tribal project.
2. Identify the type of disability the project will address.
3. Briefly describe the needs/challenges identified in the strategic plan that were addressed during the previous award(s).
4. List the needs/challenges identified in the strategic plan that were not addressed during the previous award(s).

### What Will Be Done (35 points)

This section must provide a clear link to the information provided in the Purpose of the Proposal section. The application must not include any of the activities listed as unallowable costs in the Funding Restrictions section of this solicitation.

This section must:

1. Describe the activities to be implemented. The activities should directly link to the needs/challenges identified in the strategic plan that were not addressed in the previous award(s).
2. Describe anticipated outcomes of the proposed activities.
3. Describe how the proposed project will be inclusive of traditionally underserved populations, such as communities of color, individuals with limited English proficiency, older adults, and LGBTQ+ communities.

### Who Will Implement the Proposal (15 points)

This section must:

1. Identify each multidisciplinary collaborative team member, including the organization they are affiliated with, involved in the project. The applicant must identify any new members of the multidisciplinary collaborative team (organization(s) or individual(s)) from previous award.
2. State the roles and responsibilities of each multidisciplinary collaborative team member for the proposed project.
3. Demonstrate that the multidisciplinary collaborative team members have the capacity to implement the proposed activities.

## **Budget and Associated Documentation**

Applicants must submit a detailed budget and budget narrative and must upload the applicable associated documentation as described below under each heading. OVW strongly encourages the use of a spreadsheet (e.g., excel, numbers, etc.) for the budget attachments. The budget worksheet and budget narrative are worth a total of **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 (attachment)**

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

### Award Period and Amount

1. New, state-focused project: 36 months, \$500,000
2. New, local-focused project or tribal focused: 36 months, \$425,000
3. Continuation, state-focused project: 24 months, \$400,000
4. Continuation, local-focused or tribal-focused project: 24 months, \$325,000

The budget must:

1. Display a clear link between the specific project activities and the proposed budget items. The budget should not contain items that are not supported by the proposal narrative.
2. Compensate all project partners for their full level of effort, unless otherwise stated in the MOU. For more information on compensating project partners, see the sample Budget Detail Worksheet on the [OVW website](#).
3. Include sufficient funds to fully provide language access or describe other resources available to the applicant to ensure meaningful access for persons who are limited in their English proficiency because of their national origin. See Accessibility under the Federal Award Administration Information section of this solicitation for more information.
4. Include sufficient funds to fully provide access for individuals with disabilities or who are Deaf/hard of hearing or describe other resources available to the applicant to ensure meaningful access for such individuals. See Accessibility under the Federal Award Administration Information section of this solicitation for more information.

5. Include funds to attend OVW-sponsored TTA in the amount of **\$15,000** for applicants located in the 48 contiguous states and **\$20,000** for applicants located in the territories, Hawaii, and Alaska. This amount is for the entire 24 or 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.
6. Include compensation for individuals with disabilities for participation in the project, such as with the needs assessment or implementation activities.
7. Include costs to support pilot sites (if applicable).
8. Distinguish clearly between subawards and contracts in allocating any grant funds to other entities. Pursuant to 2 C.F.R. § 200.331, a subaward is for the purpose of carrying out a portion of the federal award, such as compensating an MOU partner, and a contract is for the purpose of obtaining goods and services for the grantee's own use. The substance of the relationship is more important than the form of the agreement in determining whether the recipient of the pass-through funds is a subrecipient or a contractor. The awarding and monitoring of contracts must follow the recipient's documented procurement procedures, including full and open competition, pursuant to the procurement standards and monitoring requirements in 2 C.F.R. §§ 200.317-200.327 & 200.329. The issuance and monitoring of subawards must meet the requirements of 2 C.F.R. § 200.332, which includes oversight of subrecipient/partner spending and monitoring performance measures and outcomes attributable to grant funds. For more information, see the sample Budget Detail Worksheet and the Solicitation Companion Guide on the [OVW website](#)

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

### **Funding Restrictions**

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

#### Unallowable Costs

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

1. Lobbying.
2. Fundraising.
3. Purchase of real property.
4. Physical modifications to buildings, including minor renovations (such as painting or carpeting), except as allowed under purpose area 6.
5. Construction.

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

Food and beverages are generally considered personal expenses for which government funds should not be used. Exceptions may be made for working meals that are necessary to accomplish official business and enhance the cost effectiveness of the conference.

Recipients must receive prior approval before using grant funds to provide a working meal and/or refreshments at a meeting, conference, training, or other event. Examples of when OVW might grant such approval include, but are not limited to:

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

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

Note: Budget clearance does not constitute prior approval of food and beverage costs. Recipients must seek approval of these costs through the OVW conference approval process.

### Conference Planning and Expenditure Limitations

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

Note: Budget clearance does not constitute prior approval to hold a conference. Recipients must seek approval of these costs through the conference approval process.

### **Pre-Award Costs**

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

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

Applicants that intend to charge indirect costs through the use of a negotiated indirect cost

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

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

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

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

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

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

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

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

At a minimum, the disclosure must describe in pertinent detail: (1) the composition of the body that reviews and approves compensation arrangements for covered persons; (2) the methods and practices used by the applicant nonprofit organization to ensure that no individual with a conflict of interest participates as a member of the body that reviews and approves a compensation arrangement for a covered person; (3) the appropriate data as

to comparability of compensation that is obtained in advance and relied upon by the body that reviews and approves compensation arrangements for covered persons; and (4) the written or electronic records that the applicant maintains as concurrent documentation of the decisions with respect to compensation of covered persons made by the body that reviews and approves such compensation arrangements, including records of deliberations and of the basis for decisions. For a sample letter, see the OVW website.

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

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

## **Supporting Documents**

### Memorandum of Understanding (MOU)

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

The MOU must be a single document and must be signed and dated by the Authorized Representative of each proposed partner organization during the development of the application. OVW will accept electronic signatures. MOUs missing signatures may result in a point deduction or removal from consideration, particularly if the MOU is missing the signature of a required partner. If necessary, an MOU can include multiple signature pages so long as each page includes the names and titles of all signatories to the MOU. A sample MOU is available on the OVW website.

The MOU must clearly:

1. Identify the Multidisciplinary Collaborative Team (MCT) members.
2. Provide a brief history of the collaborative relationship among the MCT partners. If this is the first time the MCT members are collaborating, explain that.
3. Describe the roles and responsibilities each Multidisciplinary Collaborative Team member will assume to ensure the success of the proposed project. See: Mandatory

Program Requirements.

4. Detail the resources each Multidisciplinary Collaborative Team member will contribute to the project.
5. Demonstrate the participation of decision-makers from each of the organizations that comprise the Multidisciplinary Collaborative Team.
6. Demonstrate the ability and willingness of each Multidisciplinary Collaborative Team member to engage in organizational capacity building and, if applicable, among their member programs or affiliated groups.
7. State that each Multidisciplinary Collaborative Team member has reviewed the budget, is aware of the total amount being requested, and is being fully compensated for their work under the grant.

### **Additional Application Components**

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

### **Letters of Nonsupplanting**

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

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

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

### **Confidentiality Notice Form**

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

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

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

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

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

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

Applicants must read and acknowledge these DOJ certifications in JustGrants.

## **Prior to Application Submission**

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

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

1. SAM. Registration with SAM includes receiving a UEI. **(Average registration completion time – 2-3 weeks)**

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

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

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

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

**It is the responsibility of the applicant to ensure that they are properly registered with SAM, Grants.gov, and JustGrants. OVW strongly encourages all applicants to begin the registration process, or ensure that all accounts are active and up to date, by February 9, 2023. Failure to do so may result in the application being removed from consideration for funding.**

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

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

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

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

## How to Apply

### Submission Dates and Times

All applications must be submitted electronically first in Grants.gov (SF-424 and SF-LLL) and then in JustGrants. **Applicants must make every effort to submit their application in Grants.gov and JustGrants. Note: the Grants.Gov deadline is three days before the JustGrants application deadline.** If an applicant must submit their application via email due to a technical difficulty, they must do so by the JustGrants application deadline, but **no earlier than 4 hours prior to the JustGrants application deadline.** Applicants experiencing technical difficulties during the application submission process should refer to the OVW Policy for Applicants Experiencing Technical Difficulties During the

Registration and Submission Processes section of this solicitation for guidance on how to proceed.

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

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

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

Applications will be submitted to OVW in two steps:

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

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

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

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

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

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

1. Contact SAM or Grants.gov support as soon as the applicant is aware of a problem.
2. Maintain documentation of when the issue began and all communication with technical support.
3. Notify this program, via email at [OVW.Disabilities@usdoj.gov](mailto:OVW.Disabilities@usdoj.gov), stating the applicant is experiencing technical difficulties with SAM or Grants.gov. The applicant should provide regular updates to this program via email at [OVW.Disabilities@usdoj.gov](mailto:OVW.Disabilities@usdoj.gov).
4. If the technical difficulty cannot be resolved before the Grants.gov deadline, the applicant must notify this program via email at [OVW.Disabilities@usdoj.gov](mailto:OVW.Disabilities@usdoj.gov) before the Grants.gov deadline.
5. Once the Grants.gov deadline passes an applicant will not be able to apply in JustGrants. Therefore, the applicant must email the complete application packet

(Proposal Narrative, Budget and Budget Narrative, MOU) and all documentation supporting the technical difficulty to this program at [OVW.Disabilities@usdoj.gov](mailto:OVW.Disabilities@usdoj.gov) by **9:00 p.m. E.T. on March 9, 2023**.

*Technical difficulties while applying in JustGrants*

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

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

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

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

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

on or around the deadline must contact OVW within 48 hours after the deadline or as soon as communications are restored.

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

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

## Application Review Information

### Review Criteria

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

1. Proposal narrative: (70) points, of which:

#### New Applicants

- A. Purpose of the proposal: (40) points.
- B. Who will implement the proposal: (30) points.

#### Continuation Applicants

- A. Purpose of the proposal: (20) points.
- B. What will be done: (35) points.
- C. Who will implement the proposal: (15) points.

2. Budget worksheet and budget narrative: (10) points.
3. MOU: (20) points.

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

### Review and Selection Process

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

#### Peer Review

OVW will subject all eligible, complete, and timely applications to a peer review process

that is based on the criteria outlined in this solicitation. OVW may use internal reviewers, [external reviewers](#), or a combination of both.

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

#### Programmatic Review

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

1. Activities that compromise victim safety and recovery and undermine offender accountability (deduct up to 25 points).
2. Out-of-scope and unallowable activities (deduct up to 25 points).
3. Past performance (deduct up to 25 points).
4. Formatting and Technical Requirements (deduct up to 5 points).

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

#### *Past Performance Review*

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

1. Adherence to the grant program's statutory purposes and requirements.
2. Implementation of the project according to plan, without significant obstacles and/or challenges.
3. Implementation of the project within the original period of performance.
4. Drawdown of funds commensurate with the level of program activities completed.
5. Management of award such that applicant has had uninterrupted access to funds.
6. Attendance at/participation in all required OVW-sponsored training and technical

assistance events.

7. Timely resolution of issues identified during programmatic monitoring.
8. Completion of close-out of prior awards within 120 days of the project end date.
9. Timely resolution of issues necessary to close out prior awards.
10. Timely resolution of issues identified during financial monitoring.
11. Timely response to OVW requests.
12. Development of deliverables that support the project goals and objectives and are of acceptable quality.
13. Implementation of the project as designed without unjustified modification.
14. Timely submission of federal financial reports (FFR).
15. Timely submission of performance reports.
16. Submission of complete and accurate performance reports.
17. Adherence to the terms and conditions of existing grant award(s) from OVW.
18. Timely completion of the planning and development phase program specific information.

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

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

#### High-Risk Grantees

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

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

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

#### **Federal Award Administration Information**

#### **Federal Award Notices**

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

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

#### Information for All Federal Award Recipients

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

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

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

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

#### Accessibility

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

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

OVW grantees are required to submit semi-annual performance reports and quarterly Federal Financial Reports (SF-425). Appropriate performance report forms will be

provided to all applicants selected for an award. Forms will be submitted electronically. Future awards and fund drawdowns may be withheld if reports are delinquent. For more information on post award reporting requirements, including requirements for certain recipients to report information on civil, criminal, and administrative proceedings in 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:

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

#### Other Information

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

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

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

#### Application Checklist

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

Application Document	Date Completed
1. Application for Federal Assistance: SF-424	
2. Disclosure of Lobbying Activities (SF-LLL)	
3. Proposal Abstract	
4. Letter of Intent	
5. Pre-Award Risk Assessment	
6. Summary Data Sheet	
7. Proposal Narrative: a) Purpose of the Proposal b) What Will Be Done (Continuation Applications Only) c) Who Will Implement the Proposal	
8. Budget Worksheet and Budget Narrative	
9. Indirect Cost Rate Agreement (if applicable)	
10. Applicant Financial Capability Questionnaire (if applicable)	
11. Disclosure of Process Related to Executive Compensation (if applicable)	
12. Memorandum of Understanding	
13. Letter of Nonsupplanting	
14. Proof of 501(c)(3) Status (Nonprofit Organizations Only)	
15. Confidentiality Notice Form	
16. Summary of Other Federal Funding	
17. Delivery of Legal Assistance Certification Letter (if applicable)	