



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

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## **OVW Fiscal Year 2025 Sexual Assault Services – Community-based Services Program**

**Grants.gov Funding Opportunity Number**  
O-OVW-2025-172369

**Assistance Listing Number**  
16.023

### **Application Due**

Deadline to submit Standard Form/SF-424 in Grants.gov: July 25, 2025, by 11:59 PM Eastern Time  
Deadline to submit application in JustGrants: July 29, 2025, by 8:59 PM Eastern Time

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## Basic Information

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

## Executive Summary

The Sexual Assault Services – Community-based Services Program (SAS CSP) supports nonprofit organizations that aim to enhance access to services for all survivors by providing community-based services in culturally specific communities. Applicants must have documented organizational experience in the area of sexual assault intervention or partner with an organization having such expertise. The goal of SAS-CSP is to establish, maintain, and expand sustainable, culturally specific intervention and related assistance for victims of sexual assault.

Funding Opportunity Details	
<b>Federal Agency Name</b>	U.S. Department of Justice, Office on Violence Against Women
<b>Funding Opportunity Title</b>	OVW FY 2025 Sexual Assault Services – Community-based Services Program
<b>Announcement Type</b>	Initial
<b>Grants.gov Funding Opportunity Number</b>	O-OVW-2025-172369
<b>Assistance Listing Number</b>	16.023
<b>Statutory Authority</b>	34 U.S.C. § 12511(c)
<b>Expected Total Amount of Funding</b>	\$7,850,000
<b>Anticipated Number of Awards</b>	20
<b>Expected Award Amount(s)</b>	Up to \$380,000
<b>Expected Award Period(s)</b>	36 months

## Key Dates

This table contains deadlines and other important dates.

Key Dates	
<b>Funding Opportunity Release Date</b>	On or about June 16, 2025
<b><u>Sam.gov Registration/Renewal</u></b>	Recommend <u>completing process</u> by July 2, 2025
<b><u>Grants.gov Registration/Renewal</u></b>	Recommend <u>completing process</u> by July 2, 2025
<b><u>Letter of Intent</u> (Optional)</b>	Submit to <u>OVW.SASP.Cultural@usdoj.gov</u> by July 7, 2025
<b><u>Grants.gov</u> Deadline</b>	July 25, 2025, by 11:59 PM Eastern Time (ET)
<b><u>JustGrants</u> Deadline</b>	July 29, 2025, by 8:59 PM ET
<b>Decision Notification Date</b>	OVW anticipates notifying applicants of funding decisions by November 1, 2025

## Contact Information

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

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

## Resources for Applying

### Application Resources

- Application Companion Guide
- Applicant Resources
- Budget Information on OVW Website

- [JustGrants Application Submission Training](#)

## **Letter of Intent**

Applicants are strongly encouraged to submit a Letter of Intent stating their intention to apply. The letter should be submitted to OVW at [OVW.SASP.Cultural@usdoj.gov](mailto:OVW.SASP.Cultural@usdoj.gov) by July 7, 2025. This letter does not obligate the applicant to apply, and applicants that do not submit this letter can still apply. See the OVW website for a sample [Letter of Intent](#).

## **Eligibility**

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### **Eligible Applicants**

Entities that are eligible to apply are private nonprofit organizations that focus primarily on culturally specific communities and that:

1. Have documented organizational experience in the area of sexual assault intervention or have entered into a formal partnership with an organization having such expertise.
2. Have expertise in the development of community-based, linguistically and culturally specific outreach and intervention services relevant for the specific communities to which assistance would be provided or have the capacity to link to existing services in the community tailored to the needs of culturally specific populations.
3. Have an advisory board or steering committee and staffing which is reflective of the culturally specific community. **Note:** To determine whether the applicant meets this statutory requirement, OVW will consider whether the advisory board or steering committee and staff include members with knowledge or experience relevant to the community. If federal funds are used for filling any of these positions, recipients may consider a job applicant's knowledge or experience relevant to the community, as well as language skills needed to work with a particular population; however, recipients may not consider a person's race and/or ethnicity as a basis for hiring decisions.

See 34 U.S.C. § 12511(c)(2); *see also id.* at § 12291(b)(8) (defining “culturally specific”).

This grant program is designed to support community-based efforts to address sexual assault in ways that are accessible to people of various cultures, meeting victims literally where they live, work, socialize, and worship and breaking down barriers to their obtaining services. See 34 U.S.C. § 12511(c)(1). Examples of eligible organizations include a faith-based organization, church, or cultural center whose primary purpose is working with a specific community; a Latin American cultural center, an Urban Indian organization; a Native Hawaiian health center; or a community-based organization that is uniquely equipped to service victims from a specific community but whose doors are open to anyone.

## Faith-based Organizations

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

## 501(c)(3) Status

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

## Other Program Eligibility Requirements

In addition to being an eligible entity, applicants also must meet the requirements below. All certification and other eligibility related documents must be current and developed in accordance with this NOFO.

### Required Partnerships

To meet the statutory eligibility requirements in 34 U.S.C. § 12511(c)(2)(B), applicants must document their expertise and/or the expertise of their project partner in the area of sexual assault intervention, as described below. Applicants must submit either a Memorandum of Exemption (MOE) or a Memorandum of Understanding (MOU). See [Memorandum of Understanding and Supporting Documentation](#) section for more information on these requirements. A sample Memorandum of Understanding can be found on the [OVW website](#).

1. Category I:
  - a. The applicant is a culturally specific organization AND
  - b. The applicant agency has a minimum of three years of demonstrated organizational experience in the area of non-intimate partner sexual assault intervention. No partnership is required.
2. Category II:
  - a. The applicant is a culturally specific organization with fewer than three years of documented organizational experience in the area of non-intimate partner sexual assault intervention; AND
  - b. The applicant will be partnering with an organization with a minimum of three years of documented organizational experience in the area of non-intimate partner sexual assault intervention. Partner compensation is limited to no more than \$30,000 for the three-year award period. The partner must use these funds to provide technical assistance and training on sexual assault and related victim services to the applicant based on targeted needs.

## Planning Grants

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

## Types of Applications

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

### New Applicants

Applicants that have never received funding under SAS CSP or whose previous SAS CSP funding expired on or before July 29, 2024.

### Continuation Applicants

Applicants that have an existing or recently closed (after July 29, 2024) award under SAS CSP. Continuation funding is not guaranteed.

Recipients of an FY 2023 or 2024 award under SAS CSP are NOT eligible to apply as the lead applicant or as a partner/subrecipient on an FY 2025 proposal. Likewise, an organization that is a partner/subrecipient on an FY 2023 or 2024 SAS CSP award is not eligible to apply as the lead applicant or as a partner/subrecipient on an FY 2025 proposal. This is because FY 2023 and FY 2024 recipients' projects continue beyond September 30, 2025.

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

## Ineligible Entities and Disqualifying Factors

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

1. [Program-specific unallowable costs](#)
2. [Risk review](#)
3. [Completeness of application contents](#)
4. [Meeting deadlines](#)

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



An applicant with past performance issues, long-standing open audits, or an open criminal investigation also may not be considered for funding.

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

#### Limit on Number of Applications

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

#### Cost-sharing

This program has no matching or cost-sharing requirement.

## Program Description

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This program is authorized by 34 U.S.C. § 12511(c). For a brief description of this program, see the [Executive Summary](#).

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

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

#### Purpose Areas

Funds under this program must be used “to support the establishment, maintenance, and expansion of culturally specific intervention and related assistance for victims of sexual assault.” 34 U.S.C. § 12511(c)(1).

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

1. 24-hour hotline services providing crisis intervention services and referral;
2. Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police, and court proceedings;

3. Crisis intervention, short-term individual and group support services, direct payments, and comprehensive service coordination and supervision to assist sexual assault victims and family or household members;
4. Information and referral to assist the sexual assault victim and family or household members;
5. Community-based, culturally specific services and support mechanisms, including outreach activities for underserved communities; and
6. Development and distribution of materials on issues related to the services described above.

**Note:** Direct payments to assist victims and family or household members must be for costs related to the sexual assault, which can include costs stemming from the victimization and expenses related to the survivors' safety and healing. Direct payments are capped at five percent of the grant award.

Pursuant to 34 U.S.C. 12291(a)(9), "culturally specific services" means community-based services that include culturally relevant and linguistically specific services and resources to culturally specific communities.

**Note:** Although the proposed project's activities should be tailored to meet the needs of the applicant's community, grant-funded services must be made available to all eligible victims.

## **Priorities**

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

1. Measures to combat human trafficking and transnational crime, particularly crimes linked to illegal immigration and cartel operations, that support safety and justice for trafficking victims who have also suffered domestic violence, sexual assault, dating violence, and/or stalking; and
2. Projects to provide victim services, especially housing, and improve law enforcement response in rural and remote areas, tribal nations, and small towns that often lack resources to effectively combat domestic violence and sexual assault.

## **Program Requirements**

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

1. Participate in OVW-sponsored training and technical assistance (TTA).
2. Collect and report performance indicators. Forms, instructions, training, and related tools for each OVW program are available on the [VAWA Measuring Effectiveness Initiative webpage](#).
3. Participate in an assessment or evaluation, if OVW conducts one that requires recipient involvement.

4. Provide sexual assault victim services to non-intimate partner sexual assault victims. Applications proposing projects to serve only or primarily victims of intimate partner sexual assault will be removed from further funding consideration.
5. Make services available to all victims in the applicant's community.

**Note:** Planning grantees will not provide direct services to sexual assault victims and/or survivors during the Phase One planning period using SAS CSP funds.

## **Program-specific Unallowable Costs**

Applications proposing activities described below may receive a point deduction during the review process or may be removed from consideration.

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

OVW will not fund activities that compromise victim safety and recovery, deter or prevent healing for victims, and/or undermine offender accountability. See the [Application Companion Guide](#) for more details about these activities, including program-specific information.

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

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

1. Research projects. Funds under this program may not be used to conduct research, defined by 28 C.F.R. § 46.102(d) as a systematic investigation designed to develop or contribute to generalizable knowledge. However, assessments conducted for internal improvement purposes only may be allowable. For information on distinguishing between research and assessments, see the [Application Companion Guide](#).
2. Promoting or facilitating the violation of federal immigration law.
3. Inculcating or promoting gender ideology as defined in Executive Order 14168, *Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government*.
4. Promoting or facilitating discriminatory programs or ideology, including illegal DEI and "diversity, equity, inclusion, and accessibility" programs that do not advance the policy of equal dignity and respect, as described in Executive Order 14173, *Ending Illegal Discrimination and Restoring Merit-Based Opportunity*. This prohibition is not intended to interfere with any of OVW's statutory obligations, such as funding for HBCUs, culturally specific services, and disability programs.
5. Activities that frame domestic violence or sexual assault as systemic social justice issues rather than criminal offenses (e.g., prioritizing criminal justice reform or social justice theories over victim safety and offender accountability).
6. Generic community engagement or economic development without a clear link to violence prevention, victim safety, or offender accountability.

7. Programs that discourage collaboration with law enforcement or oppose or limit the role of police, prosecutors, or immigration enforcement in addressing violence against women.
8. Awareness campaigns or media that do not lead to tangible improvements in prevention, victim safety, or offender accountability.
9. Initiatives that prioritize illegal aliens over U.S. citizens and legal residents in receiving victim services and support.
10. Excessive funding for consulting fees, training, administrative costs, or other expenses not related to measurable violence prevention, victim support, and offender accountability.
11. Any activity or program that unlawfully violates an Executive Order.
12. Activities focused on prevention efforts and training (e.g., bystander intervention, social norms campaigns, presentations on healthy relationships, community workshops on sexual assault).
13. Sexual Assault Forensic Medical Examiner programs.
14. Sexual Assault Response Team coordination.
15. Providing training to allied professionals and the community (e.g., law enforcement, child protection services, prosecution, courts, hospitals, or other community-based organizations). Limited training that directly supports the services provided by the project may be provided to grantee staff and project partners; however, any training activities will require prior approval from OVW.

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

### Other Unallowable Costs

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

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

### Limited Use of Funds

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

## Activities Requiring Prior Approval

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

## Type of Award

Awards will be made as grants.

## Application Contents and Format

### Application Contents

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

OVW will not contact applicants for missing items on the list below. **Applications must include ALL the following to be considered for funding:**

Required Application Components	Number of Possible Points
<b>Proposal Narrative</b>	
Purpose of the Proposal	Non-planning grant applicants: 20 (Planning grant applicants do not complete)
What Will Be Done	Non-planning grant applicants: 20 Planning grant applicants: 30
Who Will Implement	Non-planning grant applicants: 20 Planning grant applicants: 30
<b>Budget</b>	
Budget Worksheet and Narrative	20
<b>Memorandum of Understanding and Supporting Documents</b>	
Memorandum of Understanding/Memorandum of Exemption	20

### Formatting and Technical Requirements

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

1. Double-spaced text (charts may be single-spaced)

2. 8½ x 11-inch pages
3. One-inch margins
4. Arial font, type no smaller than 11-point, except for footnotes, which may be 9-point
5. Correctly numbered pages
6. No more than 20 pages for the Proposal Narrative
7. Documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt)
8. Headings and sub-headings that correspond to those identified below for each application component

### **Proposal Abstract**

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

### **Data Requested with Application**

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

### **Summary Data Sheet**

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

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

### **Proposal Narrative**

**(60 points, 20 pages maximum, double-spaced)**

The Proposal Narrative must include the sections outlined below.

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

**Note:** Applicants applying for planning grants should not complete the Purpose of the Proposal section but must address the “Planning Grants Only: What Will Be Done” and “Planning Grants Only: Who Will Implement” sections, which are worth 30 points each.

This section must:

1. Describe the community to be served by the proposed project.
2. If applicable, describe how the proposal will address [priority](#) one (human trafficking and transnational crime) and/or [priority](#) two (under-resourced rural and remote areas, Tribal nations, and small towns).
3. Describe the problem of sexual assault within the community to be served.
4. Describe the current availability of sexual assault victim services in the community (from any type of organization).
5. Describe the proximity of currently available services to sexual assault victims in the applicant’s community.
6. Describe the gaps in current services in the applicant’s community.
7. Describe the barriers faced by victims of sexual assault in the applicant’s community when they seek and access services.

### What Will Be Done

#### *Non-planning Grants Only (20 points)*

The application must provide a clear link between the proposed activities and the need identified in the “Purpose of the Proposal” section above. This section should not include any of the activities listed as [unallowable costs](#) in the Program Description section of this NOFO.

This section must:

1. Describe how the proposed project will address the needs identified in the Purpose of the Proposal section above.
2. Define the project’s goals and objectives, detailing the proposed activities to provide direct intervention and related assistance for sexual assault victims and their family or household members, including 24-hour hotline services; accompaniment and advocacy through medical, criminal justice, and social support systems; crisis intervention, direct payments, short-term individual and group support services, and comprehensive service coordination and supervision; information and referral; and community-based, culturally specific services and support mechanisms, including outreach activities. Applicants must propose to provide these core services. Applicants may propose providing additional, comprehensive services that go beyond addressing the immediate needs of victims and their families and support long-term healing.
3. Illustrate a tentative timeline for the implementation of the proposed activities.

4. Describe whether the project will focus on a specific age range in the delivery of services to sexual assault victims (e.g., child and youth victims of sexual assault, adult victims, etc.).
5. Define the categories of victims to be served (e.g., adults abused as children, child and youth victims, adults sexually assaulted by those other than an intimate partner such as a stranger, neighbor, family member).
6. Describe current activities that address victim safety and recovery.
7. Describe a plan to address victim safety and recovery in the proposed project.
8. Describe how the various services provided reflect and respond to the identified community and the needs of victims from that community.
9. Describe what steps the applicant and any proposed partner(s) will take to make proposed services accessible to people with disabilities, people with limited English proficiency, and people who are Deaf or hard of hearing.

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

Applicants applying for planning grants must describe how the proposed project would plan for the establishment of culturally specific intervention and related assistance for victims of sexual assault.

This section must:

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

**Note:** Planning grantees will not provide direct services to sexual assault victims and/or survivors during Phase One of the grant using SAS CSP funds. Direct services are only permitted after OVW approval to begin Phase Two. Applicants must be culturally specific organizations and have a partner



with a demonstrated history of providing sexual assault victim services as described in [Other Program Eligibility Requirements](#).

### Who Will Implement the Proposal

#### *Non-planning Grants Only (20 points)*

This section must:

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

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

Applicants applying for planning grants must describe who will implement the proposed project.

The section must:

1. Identify the key people and organizations, including project partners, involved in the proposed project.

2. Demonstrate that the individuals and organizations identified have the capacity to address the stated need and can successfully implement the proposed project activities and attach job descriptions of all key personnel.
3. Describe the mission and the range of services provided by the applicant organization.
4. Detail the overall experience and expertise of the applicant organization.
5. Detail the applicant's community-based focus.
6. Describe how the organization's advisory board or steering committee members and staff are reflective of the applicant's community through their relevant knowledge or experience.

## **Budget and Associated Documentation**

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

Applicants must submit a detailed budget and budget narrative and upload the applicable associated documentation under each heading, as described below. The budget worksheet and budget narrative will be reviewed separately from the Proposal Narrative. The associated documentation will not be scored, but failure to include it may result in removal from consideration or a delay in access to funding.

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

### **Budget Worksheet and Budget Narrative (20 points)**

Applicants must upload in JustGrants a detailed budget and budget narrative for all applicable cost categories. OVW strongly encourages using a spreadsheet (e.g., Excel, Numbers, etc.) for the budget worksheet. The budget narrative must describe each line item requested in the budget and explain all costs included in the budget, including how the costs of goods and services are determined and how they will fulfill the objectives of the project. Budgetary requirements vary among programs. The budget should be reasonable and based on the resources needed to implement the proposed project in the applicant's specific geographic location.

### **Award Period and Amounts**

The award period is 36 months. Budgets, including the total "estimated funding" on the [SF-424](#), must reflect 36 months of project activity. OVW anticipates that the award period will start on October 1, 2025.

Awards under this program for FY 2025 will be made for up to \$380,000.

Additionally for FY 2025, this program will make up to four planning grants for the establishment of culturally specific sexual assault victim services. Phase One of these planning grants is designated for planning, which is not to exceed 24 months. Phase Two of these planning grants is designated for direct services. Planning grants with planning phases will receive full base funding, of which no more than \$100,000 will be allocated for Phase One planning. Upon successful completion of the Phase One, the remaining grant funds will be released for service provision during Phase Two.

OVW has the discretion to make awards for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants before making an award or after an award is made but prior to access to funds.

**The budget must:**

1. Present a clear link between the specific project activities and the proposed budget items. The budget should not contain items that are not supported by the Proposal Narrative.
2. Fairly and reasonably compensate all project partners for their full level of effort, unless otherwise stated in the MOU.
3. Include sufficient funds to provide language access, identify other funds that the applicant has budgeted for language access for this project, or describe other resources that the applicant has secured to ensure meaningful access for persons with limited English proficiency. See the [Accessibility](#) section of this NOFO for more information.
4. Include sufficient funds to provide access for people with disabilities or who are Deaf/hard of hearing, identify other funds that the applicant has budgeted for such access for this project, or describe other resources that the applicant has secured to ensure meaningful access for such people. See the [Accessibility](#) section of this NOFO for more information.
5. Include funds to attend OVW-sponsored TTA in the amount of \$15,000 for applicants located in the 48 contiguous states and \$20,000 for applicants located in Puerto Rico, Guam, American Samoa, the Virgin Islands, the Northern Mariana Islands, Hawaii, and Alaska. This amount is for the entire 36 months and NOT per year. Applicants also may budget expenses in excess of the required amount if they are aware of relevant non-OVW sponsored conferences or training for which they would like permission to use grant funds to support staff/project partner attendance.
6. Limit funds budgeted for direct payments to assist sexual assault victims and their family or household members to five percent of the award. Payments must be for costs related to the sexual assault, which can include costs stemming from the victimization and expenses related to the survivors' safety and healing. In general, OVW encourages recipients to pay vendors directly. Examples of costs that direct payments may cover include, but are not limited to: a) replacement bedding, clothing, or other household items; b) relocation expenses; c) childcare expenses; d) utility assistance; and e) security measures such as re-keying locks, replacing a cell phone, or purchasing a motion detector or security camera that does not require installation (see Program-specific Unallowable Costs above regarding not using grant funds for renovations, however minor).
7. Distinguish clearly between subawards and contracts in allocating any grant funds to other entities.
  - a. Pursuant to 2 C.F.R. § 200.331, a subaward is for the purpose of carrying out a portion of the federal award, such as compensating an MOU partner; a contract is for the purpose of obtaining goods and services for the recipient's use.

- b. The substance of the relationship is more important than the form of the agreement in determining whether the entity receiving federal funds is a subrecipient or a contractor.
- c. The awarding and monitoring of contracts must follow the recipient's documented procurement procedures, including full and open competition, pursuant to the procurement standards and oversight requirements in 2 C.F.R. §§ 200.317-200.327.
- d. The issuance and monitoring of subawards must meet the requirements of 2 C.F.R. §§ 200.328-200.329 & 200.332, which includes oversight of subrecipient spending and overall performance to ensure that the goals of the subaward are achieved.

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

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

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

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

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

### *Conference Planning and Expenditure Limitations*

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

### 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 that do not have a current federal negotiated indirect cost rate (including provisional rate), may elect to charge a de minimis rate of up to 15% of modified total direct costs (MTDC).

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

### Financial Capability Questionnaire (if applicable)

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

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

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

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

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

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

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

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

## **Memorandum of Understanding, Memorandum of Exemption, and Supporting Documents**

A Memorandum of Understanding (MOU) or Memorandum of Exemption (MOE) is required for all applicants **(20 points)**. **Note:** Applicants for planning grants must submit an MOU and may not submit an MOE.

### **MOU**

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

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

The MOU must clearly:

1. Identify the project partners and provide a brief history of the collaborative relationship between those partners, including when and under what circumstances the collaborative relationship began and when each partner entered into the relationship.
2. Describe the roles and responsibilities each partner will assume to ensure the success of the proposed project.
3. State that each project partner has reviewed the budget, is aware of the total amount being requested, and is being equitably compensated for their work under the grant or is agreeing to be partially compensated or receive no compensation from the grant.
4. Identify which organization has the demonstrated organizational experience in the area of sexual assault intervention. This organization must document a minimum of three years' experience in providing non-intimate partner sexual assault victim services. The applicant

should address the following for the organization with expertise in serving sexual assault victims:

*Background*

- a. Explain the overall mission of the organization.
- b. State how many years the organization has been in operation.
- c. State how many years the organization has been providing victim services to non-intimate partner sexual assault victims.
- d. Describe the service area in which the sexual assault victim services are provided (e.g., city, county, or community).
- e. Describe whether these services are provided to victims across the lifespan (e.g., children, youth, or adults).

*Staff Names & Relevant Experience*

- f. Detail the personnel designated to provide sexual assault victim services, including the name and title of each staff person; how many years each staff person has been providing sexual assault services AND how long each person has worked for the organization; and a brief description of each staff person's primary job responsibilities.

*Impact Data*

- g. State how many victims of intimate partner sexual assault were served by the organization in the past three years.
  - h. State how many non-intimate partner sexual assault victims were served by the organization in the past three years (e.g., adults abused as children, child and youth victims, adults sexually assaulted by those other than an intimate partner such as a stranger, neighbor).
  - i. Indicate the types of services provided to victims included in item *h* above, with any available data on the number of non-intimate partner sexual assault victims receiving each type of service.
5. Describe how the partners will ensure sexual assault services will be responsive to the needs of sexual assault victims in the applicant's community.
  6. Describe the resources each partner will contribute to the project, either through time, in-kind contributions, or grant funds.
  7. Describe how the applicant and partner(s) will work together to achieve stated project goals and objectives.

**MOE**

SAS CSP applicants that can document three years of experience in the area of sexual assault intervention do NOT need to partner with any outside organization and should submit an MOE.



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

The MOE must clearly:

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

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



## Additional Application Components

The following documents will not be scored but must be uploaded and attached to the application in JustGrants. Failure to do so may result in the application being removed from consideration.

### Certification Regarding Out-of-Scope Activities

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

1. Promoting or facilitating the violation of federal immigration law.
2. Inculcating or promoting gender ideology as defined in Executive Order 14168, *Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government*.
3. Promoting or facilitating discriminatory programs or ideology, including illegal DEI and "diversity, equity, inclusion, and accessibility" programs that do not advance the policy of equal dignity and respect, as described in Executive Order 14173, *Ending Illegal Discrimination and Restoring Merit-Based Opportunity*. This prohibition is not intended to interfere with any of OVW's statutory obligations, such as funding for HBCUs, culturally specific services, and disability programs.
4. Activities that frame domestic violence or sexual assault as systemic social justice issues rather than criminal offenses (e.g., prioritizing criminal justice reform or social justice theories over victim safety and offender accountability).
5. Generic community engagement or economic development without a clear link to violence prevention, victim safety, or offender accountability.
6. Programs that discourage collaboration with law enforcement or oppose or limit the role of police, prosecutors, or immigration enforcement in addressing violence against women.
7. Awareness campaigns or media that do not lead to tangible improvements in prevention, victim safety, or offender accountability.
8. Initiatives that prioritize illegal aliens over U.S. citizens and legal residents in receiving victim services and support.
9. Excessive funding for consulting fees, training, administrative costs, or other expenses not related to measurable violence prevention, victim support, and offender accountability.
10. Research projects.
11. Any activity or program that unlawfully violates an Executive Order.
12. All other activities listed in the [Out-of-Scope Activities](#) section.

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

### Letter 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 of Nonsupplanting](#) is available on the OVW website.

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

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

### Confidentiality Notice Form

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

## Disclosures and Assurances

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

### Disclosure of Lobbying Activities (if applicable)

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

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

### Summary of Other Federal Funding

Applicants must disclose whether they have any of the following: 1) an OVW grant or cooperative agreement that is open or that closed within 12 months of the date this funding opportunity closes; 2)

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

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

### DOJ Certified Standard Assurances

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

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

Applicants must read and acknowledge these DOJ certifications in JustGrants, a copy of which is available [here](#).

## Submission Requirements and Deadlines

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### Address to Request Application Package

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

### Prior to Application Submission

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

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

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

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

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

**All applicants must maintain active registration in SAM.gov with current information whenever they have a federal award or an application under consideration by a federal agency.** It is the applicant's responsibility to ensure that they are registered with SAM.gov, Grants.gov, and JustGrants. OVW strongly encourages all applicants to begin the registration process or ensure that all accounts are active and up to date, by **July 2, 2025. Failure to do so may result in missing the application deadline and therefore not being considered for funding.**

## How to Apply

### Step 1:

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

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

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

### Step 2:

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

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

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

## Submission Dates and Times

- Deadline to submit form SF-424 in Grants.gov: 11:59 pm ET on July 25, 2025
- Deadline to submit the full application in JustGrants: 8:59 pm ET on July 29, 2025

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

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

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

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

## Application Submission Checklist

Applicants must submit all required application items. Prior to peer review, OVW will not contact applicants for missing items. Applicants applying to more than one OVW program are responsible for ensuring that only documents pertinent to this funding opportunity are included with this application. OVW will not redirect documents submitted with the wrong application (e.g., a Rural Program letter submitted with a Transitional Housing Program application will not be transferred to the Rural application).

Application Item	Required?	Submission Type	Submission Website	Date Completed
<a href="#">Application for Federal Assistance: SF-424</a>	Yes	Online Form	Grants.gov	
<a href="#">Proposal Abstract</a>	Yes	Online Form	JustGrants	
<a href="#">Pre-Award Risk Assessment</a>	Yes	Online Form	JustGrants	
<a href="#">Summary Data Sheet</a>	Yes	Attachment	JustGrants	
<a href="#">Proposal Narrative</a>	Yes	Attachment	JustGrants	

Application Item	Required?	Submission Type	Submission Website	Date Completed
<a href="#"><u>Budget Worksheet and Budget Narrative</u></a>	Yes	Attachment	JustGrants	
<a href="#"><u>Indirect Cost Rate Agreement</u></a>	If applicable	Attachment	JustGrants	
<a href="#"><u>Disclosure of Process Related to Executive Compensation</u></a>	If applicable	Attachment	JustGrants	
<a href="#"><u>Memorandum of Understanding/Memorandum of Exemption</u></a>	Yes	Attachment	JustGrants	
<a href="#"><u>Certification Regarding Out-of-Scope Activities</u></a>	Yes	Attachment	JustGrants	
<a href="#"><u>Letter of Nonsupplanting</u></a>	Yes	Attachment	JustGrants	
<a href="#"><u>Confidentiality Notice Form</u></a>	Yes	Attachment	JustGrants	
<a href="#"><u>Disclosure of Lobbying Activities</u></a>	If applicable	Attachment	JustGrants	
<a href="#"><u>Summary of Other Federal Funding</u></a>	If applicable	Online Form	JustGrants	
<a href="#"><u>Proof of 501(c)(3) Status (Nonprofit Organizations Only)</u></a>	Yes	Attachment	JustGrants	

### OVW Policy for Applicants Experiencing Technical Difficulties

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

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

1. Contact [SAM.gov or Grants.gov support](#) as soon as the applicant is aware of a problem.
2. Maintain documentation of when the issue began and all communication with technical support.
3. Before the Grants.gov deadline, notify the [OVW contact](#) by email, stating the applicant is experiencing technical difficulties with SAM.gov or Grants.gov. The applicant should provide regular updates to the OVW contact.
4. If the technical difficulty cannot be resolved before the Grants.gov deadline, the applicant must notify the [OVW contact](#) by email before the [Grants.gov deadline](#).

5. Once the Grants.gov deadline passes an applicant will not be able to apply in JustGrants. Therefore, the applicant **must** email the complete application (SF-424, Proposal Narrative, Budget and Budget Narrative, MOU/MOE, Proof of 501(c)(3) status, SF-LLL (if applicable)) and all documentation confirming the technical difficulty to the [OVW contact](#) by the [JustGrants deadline](#).

#### Technical difficulties while applying in JustGrants

1. Contact OVW JustGrants Support at [OVW.JustGrantsSupport@usdoj.gov](mailto:OVW.JustGrantsSupport@usdoj.gov) or 866-655-4482 as soon as the applicant is aware of a problem. OVW JustGrants Support is a separate Help Desk from OJP and COPS and is dedicated to OVW applicants.
2. Maintain documentation of all communication with OVW JustGrants Support.
3. Work with OVW JustGrants Support to resolve the technical difficulty.
4. Email the [OVW contact](#) before the [JustGrants deadline](#). If an applicant must submit their application by email due to a technical difficulty, they must do so by the [JustGrants deadline](#), but **no earlier than 4 hours prior to the deadline**. The email must include the following:
  - A detailed description of the technical difficulty.
  - The contact information (name, telephone, and email) for the person making the request.
  - The applicant's UEI number.
  - JustGrants application numbers and User Support tracking numbers.
  - The complete application (SF-424, Proposal Narrative, Budget and Budget Narrative, MOU/MOE, Proof of 501(c)(3) status, SF-LLL (if applicable)).

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

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

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

1. Email the [OVW contact](#) listed in this NOFO as soon as the applicant is aware of severe weather or disaster that may prevent the applicant from submitting the application on time. The email should describe the weather event or disaster, including when it occurred or is likely to occur, the impacted area, and the impact on the applicant and/or partners' ability to ensure the application is submitted before the deadline (e.g., without power for "x" days, office closed for "x" days). If the application is complete and ready for submission at the time the applicant notifies OVW, then attach the application to the email.
2. After following step 1, contact OVW within 48 hours after the deadline or as soon as communications are restored.



**Note: OVW may not be able to accommodate all requests.**

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

## Application Review Information

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### Responsiveness Review

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

### Review Criteria

Applications will be scored based on the degree to which the application responds to each section and addresses each element in the section. Applications will also be scored based upon the quality of the response, capacity of the applicant and any partners, and the level of detail provided. Each element **must** be addressed in the section in which it is requested. Points may be deducted if the applicant does not include the information in the appropriate section even if it is included elsewhere within the application. Each section will be reviewed as a separate document and will be scored as such. Scoring details can be found in the [Application Contents](#) section of this NOFO.

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

### Review and Selection Process

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

#### Peer Review

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

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



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

### Programmatic Review

All applications that are considered for funding will be subject to a programmatic review. The programmatic review consists of assessing the application for compliance with the program's scope, activities that compromise victim safety, and, if applicable, past performance and priority area review. OVW reserves the right to 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 substantially out-of-scope, proposes a substantial number of activities that are unallowable, or proposes activities that pose a significant threat to victim safety or a serious breach of confidentiality will not be considered for funding. **An applicant with considerable past performance issues may receive a deduction in points as listed above or be removed from consideration regardless of the application's peer review score.**

### Past Performance Review

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

1. Adherence to the grant program's statutory purposes and requirements.
2. Implementation of the project according to plan, without significant obstacles and/or challenges.
3. Implementation of the project within the original period of performance.
4. Drawdown of funds commensurate with the level of program activities completed.
5. Management of award such that applicant has had uninterrupted access to funds.
6. Attendance at/participation in all required OVW-sponsored training and technical assistance events.
7. Timely resolution of issues identified during programmatic monitoring.
8. Completion of close-out of prior awards within 120 days of the project end date.

9. Timely resolution of issues necessary to close out prior awards.
10. Timely resolution of issues identified during financial monitoring.
11. Timely response to OVW requests.
12. Development of deliverables that support the project goals and objectives and are of acceptable quality.
13. Implementation of the project as designed without unjustified modification.
14. Timely submission of federal financial reports (FFR).
15. Timely submission of performance reports.
16. Submission of complete and accurate performance reports.
17. Adherence to the terms and conditions of existing grant award(s) from OVW.

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

## **Risk Review**

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

### **High-Risk Recipients**

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

## **Award Notices**

OVW notifies applicants through JustGrants (not Grants.gov) when they receive an award. Successful applicants then log into JustGrants to review and accept the award. The Authorized Representative must acknowledge that they have read and understood all sections of the award

instrument and they must submit the required declaration and certification to accept the award. These steps must be completed electronically in JustGrants.

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

### Availability of Funds

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

## Post-Award Requirements and Administration

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

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

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

### Civil Rights and Accessibility

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

### Sex-specific Programming

Recipients may provide sex-segregated or sex-specific programming if doing so is necessary for the essential operation of a program (e.g., in the case of women's safety), so long as the recipient provides comparable services to those who cannot be provided with the sex-segregated or sex-specific programming. *Id.* § 12291(b)(13)(B). More information on these obligations is available in the [Application Companion Guide](#).

Compliance with federal civil rights laws includes taking reasonable steps to ensure that persons with limited English proficiency (LEP individuals) have meaningful access to recipients' programs and activities and to ensure that their programs and activities are readily accessible to people with disabilities, as well as people who are Deaf or hard of hearing. **Serving victims effectively and**

**supporting their safety and recovery requires programs to be accessible to people with disabilities and those who are Deaf or hard of hearing, to provide language access to LEP individuals, to ensure that any sex-segregated or sex-specific services are comparable, and generally to serve all survivors free from discrimination.**

## **Post-Award Reporting Requirements**

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

## **Other Information**

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

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

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

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

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

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

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

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

## Appendix B: Summary Data Sheet

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

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

2A. List all subrecipients

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

3A. Specify the end date of the applicant's fiscal year.
4. Does the application substantively address one or both of the following priorities:
  - Measures to combat human trafficking and transnational crime, particularly crimes linked to illegal immigration and cartel operations, that support safety and justice for trafficking victims who have also suffered domestic violence, sexual assault, dating violence, and/or stalking.
    - Yes

- No
  - Projects to provide victim services, especially housing, and improve law enforcement response in rural and remote areas, tribal nations, and small towns that often lack resources to effectively combat domestic violence and sexual assault.
    - Yes
    - No
5. Is the applicant 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?
  6. Is the applicant 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?
  7. Is the applicant 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 NOFO.
    - If yes, the applicant must upload the required Disclosure of Process Related to Executive Compensation in the Budget and Associated Documentation section of JustGrants.
  8. 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).
    - Sexual Assault
    - Child Sexual Abuse
  9. Is the applicant submitting a Memorandum of Understanding (MOU)?
    - If yes, list the name of the partner/subrecipient
      - Does the partner/subrecipient have a minimum of providing three years of sexual assault victim services experience?
    - If no, submit a Memorandum of Exemption (MOE)
  10. Provide the mission statement of the applicant organization as a whole (not of a project/program within the applicant organization).