



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

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# OVW Fiscal Year 2019 Grants to Tribal Governments to Exercise Special Domestic Violence Criminal Jurisdiction Solicitation

Release Date: on or about February 28, 2019

## Eligibility

Eligible applicants are limited to: **governments of Indian tribes that have jurisdiction over Indian country.**  
(See "[Eligibility Information](#)")

## Deadlines

**Applications are due by 11:59 p.m. Eastern Time (E.T.) on April 11, 2019.**  
(See "[Submission Dates and Times](#)")

**Registration Information:** To submit an application, all applicants must obtain a Data Universal Number System (DUNS) Number and register online with the System for Award Management (SAM) and with [Grants.gov](#). To ensure sufficient time to complete the registration process, applicants must obtain a DUNS Number and register online with SAM and with [Grants.gov](#) immediately, but no later than March 28, 2019.

(See "[Registration](#)")

**Letter of Intent:** Applicants are strongly encouraged to submit a Letter of Intent to [OVW.TribalJurisdiction@usdoj.gov](mailto:OVW.TribalJurisdiction@usdoj.gov) by March 28, 2019. This letter confirms that the applicant has registered with SAM and [Grants.gov](#). Submitting a Letter of Intent will not obligate a potential applicant to submit an application. Interested applicants who do not submit a Letter of Intent are still eligible to apply.

(See "[Letter of Intent](#)")

**Pre-Application Information Session:** OVW will conduct a web-based Pre-Application Information Session for entities interested in submitting an application for this program. Participation in this session is optional. Interested applicants who do not participate are still eligible to apply.

(See “[Pre-Application Information Session](#)”)

## Contact Information

For assistance with the requirements of this solicitation, email OVW at [OVW.TribalJurisdiction@usdoj.gov](mailto:OVW.TribalJurisdiction@usdoj.gov). Alternatively, interested parties may call OVW at (202) 616-0039.

## Submission and Notification Information

**Submission:** Applications for this program will be submitted through [Grants.gov](https://www.grants.gov). For technical assistance with [Grants.gov](https://www.grants.gov), contact the [Grants.gov](https://www.grants.gov) Customer Support Line at 1-800-518-4726.

The [Grants.gov](https://www.grants.gov) number assigned to this announcement is OVW-2019-15604.

**Notification:** OVW anticipates notifying applicants of funding decisions by October 1, 2019.

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# OVW Grants to Tribal Governments to Exercise Special Domestic Violence Criminal Jurisdiction (CFDA 16.025)

## ***A. Program Description***

### **Overview**

The Office on Violence Against Women (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 sexual assault, domestic violence, dating violence, and stalking. OVW grants support coordinated community responses to hold offenders accountable and serve victims.

### **About the OVW Grants to Tribal Governments to Exercise Special Domestic Violence Criminal Jurisdiction (Tribal Jurisdiction Program)**

This program is authorized by the Indian Civil Rights Act of 1968, as amended, 25 U.S.C. § 1304(f). Through this grant program, Indian tribes receive support and technical assistance for planning and implementing changes in their criminal justice systems necessary to exercise special domestic violence criminal jurisdiction (SDVCJ) and funds to exercise the jurisdiction. The program encourages collaborations among tribal leadership, courts, prosecutors, attorneys, defenders, law enforcement, probation, victim services providers, and other partners to ensure that victims find safety and justice and that non-Indians who commit crimes of domestic violence, dating violence, and violations of protection orders in the Indian Country of the tribe are held accountable. For additional information about this program, see <https://www.justice.gov/ovw/grant-programs>.

### **Program Scope**

Activities supported by this program are determined by statute, federal regulations, and OVW policies. If an applicant receives an award, the funded project is bound by the provisions of this solicitation, the [DOJ Financial Guide](#), including updates to the guide after an award is made, the section of the [Solicitation Companion Guide](#) entitled "Post-Award Requirements for All Federal Award Recipients," and the conditions of the award.

### **Purpose Areas**

Pursuant to 25 U.S.C. § 1304(f), funds under this program must be used for one or more of the following purposes:

1. to strengthen tribal criminal justice systems to assist Indian tribes in exercising SDVCJ, including:
  - A. law enforcement (including the capacity of law enforcement or court personnel to enter information into and obtain information from national crime information databases);
  - B. prosecution;
  - C. trial and appellate courts;
  - D. probation systems;
  - E. detention and correctional facilities;

- F. alternative rehabilitation centers;
  - G. culturally appropriate services and assistance for victims and their families; and
  - H. criminal codes and rules of criminal procedure, appellate procedure, and evidence;
2. to provide indigent criminal defendants with the effective assistance of licensed defense counsel, at no cost to the defendant, in criminal proceedings in which a participating tribe<sup>1</sup> prosecutes a crime of domestic violence or dating violence or a criminal violation of a protection order;
  3. to ensure that, in criminal proceedings in which a participating tribe exercises SDVCJ, jurors are summoned, selected, and instructed in a manner consistent with all applicable requirements; and
  4. to accord victims of domestic violence, dating violence, and violations of protection orders rights that are similar to the rights of a crime victim described in [section 3771\(a\) of Title 18](#), consistent with tribal law and custom.

### **Activities that Compromise Victim Safety and Recovery and 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. Information on activities that compromise victim safety and recovery and undermine offender accountability may be found in the [Solicitation Companion Guide](#).

Applications that propose any activities that compromise victim safety and recovery or undermine offender accountability may receive a deduction in points during the review process or may be eliminated from consideration entirely.

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

The activities listed below are out of the program scope, and they will not be supported by this program's funding.

1. Research projects (This does not include program assessments conducted only for internal improvement purposes. For information about DOJ regulations on research involving human subjects, see "Research and Protection of Human Subjects" in the [Solicitation Companion Guide](#)).
2. Prosecuting cases of sexual assault that do not involve spouses, intimate partners, or dating partners.
3. Prosecuting cases that do not involve domestic violence, dating violence, and/or violations of a protection order.
4. Purchase or lease of vehicles.

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

### **Activities Requiring Prior Approval**

Activities listed below will require prior approval in order to be supported by grant funds.

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<sup>1</sup>The term "participating tribe" means an Indian tribe that elects to exercise SDVCJ over the Indian Country of that tribe.

1. Conducting surveys.
2. Prosecution or incarceration of non-Indian defendants. See [SDVCJ Readiness Certification](#).
3. Renovations, including such minor things as painting and carpeting (i.e., National Environmental Policy Act (NEPA) compliance).

## **B. Federal Award Information**

### **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 2019 funding, depending on the merits of the applications and the availability of funding.

### **Award Period and Amounts**

The award period for new applicants is 36 months. Budgets must reflect 36 months of project activity, and the total “estimated funding” on the SF-424 must reflect 36 months. Generally, the award period will start on October 1, 2019.

The award period for continuation applicants is 24 months. Budgets must reflect 24 months of project activity, and the total “estimated funding” on the SF-424 must reflect 24 months. Generally, the award period will start on October 1, 2019.

This program typically makes awards in the range of \$300,000 - \$450,000. OVW estimates that it will make up to 10 awards for an estimated \$4,000,000.

Funding levels under this program for FY 2019 are:

1. New awards: \$450,000 for the entire 36 months
2. Continuation awards: \$300,000 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.

Awards will be made as cooperative agreements. Cooperative agreements are a form of award when OVW expects to have ongoing substantial involvement in award activities. For this program, the substantial involvement includes review of relevant legal certifications prior to approval to use grant funds to exercise SDVCJ.

### **Types of Applications**

In FY 2019, OVW will accept the following types of applications for this program:

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

Continuation: applicants that have an existing award under this program. Continuation funding is not guaranteed. Continuation applicants with less than 50% of their current award remaining as of March 31, 2019, are eligible to apply for supplemental funding of up to \$300,000 for 24 months and will receive priority in funding consideration.

This program's grant recipients that received an FY 2017 or an FY 2018 award and FY 2016 grant recipients that have 50% or more of their existing award remaining are NOT eligible to apply.

### **Mandatory Program Requirements**

Applicants selected to receive funding through this program must establish certain partnerships, submit additional documentation prior to award funds becoming generally available, and engage in certain activities throughout the award period. The documents below will be developed after awards are made and should not be submitted as a part of the application package.

#### Required Partnerships

Recipients must engage partners, representing various disciplines, to plan, implement, and exercise SDVCJ. Required partners for the Tribal Jurisdiction Program are:

- Tribal Leadership;
- Tribal Judge;
- Tribal Prosecutor's Office;
- Tribal Attorney/General Counsel;
- Law Enforcement; and
- Victim Service Provider.<sup>2</sup>

Tribes are encouraged, but not required, to include a Tribal Domestic Violence and/or Sexual Assault Coalition as a partner if one is active in their area. Other partners could include indigent defense counsel/public defender's office, court administrator, court services (pre-trial/probation), jail administrator, or other programs and partners that will contribute to the successful planning and implementation of the proposed project in the tribal community. These partnerships must be demonstrated in a [Memorandum of Understanding/Internal Memorandum of Understanding \(MOU/IMOU\)](#).

#### Planning Period

Recipients must engage in a planning period to further develop the project and correlating budget. Recipients will participate in webinars and in-person planning sessions to develop additional grant documentation that is not being required at the time of application. Applicants selected to receive an award will have a special condition attached to their award that will allow limited funds to be expended for costs such as travel for training and technical assistance and staff salary and fringe during the planning stage, to be removed for full project implementation once all documentation has been reviewed and approved by OVW. Additional documentation required will include: revised project narrative and timeline (if necessary), revised budget detail worksheet and narrative (if necessary), memorandum of understanding/internal memorandum of understanding (MOU/IMOU), confidentiality notice form, letter of non-supplanting, and indirect cost rate agreement (if applicable).

#### Memorandum of Understanding (MOU)/Internal Memorandum of Understanding (IMOU)

For purposes of this solicitation, the MOU/IMOU is a document containing the terms of the partnership and the roles and responsibilities between internal and external partners necessary to ensure successful planning, development, implementation, and exercise of SCDVJ. The MOU/IMOU **must** be a single document. For external partners, it **must** be signed and dated by

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<sup>2</sup> For the purposes of this program, a "Victim Service Provider" is a nonprofit, nongovernmental or tribal organization or rape crisis center, including a state or tribal domestic violence and/or sexual assault coalition, that assists or advocates for domestic violence, dating violence, sexual assault, or stalking victims, including a domestic violence shelter, faith-based organization or other organization, with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking. 34 U.S.C. § 12291(a)(43). Victim service providers must provide direct services to victims of sexual assault, domestic violence, dating violence, or stalking as one of their primary purposes and have a demonstrated history of effective work in this field.

the applicant tribe's [Authorized Representative](#) and each external partner. For internal partners, it **must** be signed and dated by the Authorized Representative of the tribe **and** by the individual(s) identified by the governing body of the tribe to represent the discipline of the required partners. If necessary, an MOU/IMOU can include multiple signature pages so long as each page includes the names and titles of all signatories to the MOU/IMOU. See <https://www.justice.gov/ovw/resources-applicants> for a sample [MOU](#).

\*Letters of support **will not** be accepted in lieu of the MOU/IMOU.

The MOU/IMOU must:

1. Clearly identify the partners;
2. Clearly state the roles and responsibilities each partner will assume to ensure the success of the proposed project;
3. Describe the resources each partner will contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, and training);
4. Demonstrate the commitment of each partner to work together to achieve stated project goals;
5. Indicate commitment to the partnership by each partner and approval of the project narrative and budget by all signing parties; and
6. Identify the time period for which the MOU/IMOU is to be in effect. The time period should, at a minimum, cover the period of the grant award but may exceed it.

#### SDVCJ Readiness Certification

Awards for non-pilot project tribes will include a special condition that requires certain tribal officials to certify that they are familiar with the Indian Civil Rights Act, as amended, 25 U.S.C. § 1301–1304, including the amendments made by VAWA 2013, and that the tribe's criminal justice system has adequate safeguards in place to protect defendants' rights. Certifications will be required from the tribe's authorized representative, the chief judicial officer, and the chief legal officer prior to grant funds being used for the prosecution or incarceration of non-Indian defendants.

#### OVW Training and Technical Assistance Participation

Recipients must participate in OVW-sponsored training and technical assistance. This includes joining and actively participating in the Inter-tribal Technical Assistance Working Group (ITWG), in addition to other OVW training and technical assistance opportunities. The ITWG is a working group of tribal representatives who exchange views, information, and advice about how tribes may best exercise SDVCJ and address responses to domestic violence, dating violence, and violations of protection orders. Recipients will be encouraged to ensure all MOU/IMOU partners have multiple opportunities to participate in OVW training and technical assistance throughout the project period.

### ***C. Eligibility Information***

Applications that are submitted by ineligible entities or that do not meet all program eligibility requirements will not be considered for funding. In addition, an application that is 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](#), and 6. [timeliness](#). Further, an applicant with [past](#)

[performance issues](#), long-standing open audits, or an open criminal investigation also may not be considered for funding.

### **Eligible Applicants**

The only entities eligible to apply for this program are governments of Indian tribes that have jurisdiction over Indian country.<sup>3</sup>

### **Cost Sharing or Matching**

This program has no match or cost sharing requirement.

### **Limit on Number of Applications**

OVW will consider only one application per organization for the same service area in response to this solicitation. 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.

## ***D. Application and Submission Information***

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

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

### **Pre-Application Information Session**

OVW will conduct two web-based pre-application information sessions for entities interested in submitting an application for this program. During the sessions, OVW staff will review this program's requirements, review the solicitation, and allow for a brief question and answer period. The sessions are tentatively scheduled for:

- **Wednesday, March 13, 2019, at 2:00 p.m. E.T. – general audience**
- **Wednesday, March 20, 2019, at 2:00 p.m. E.T. – targeted to tribes that have already implemented SDVCJ**

The total number of participants for the sessions may be limited, and therefore interested participants from the same agency/jurisdiction are expected to participate together. OVW reserves the right to deny multiple registrations from a single agency/jurisdiction to allow as many interested applicants as possible to participate.

To register, contact [OVW.TribalJurisdiction@usdoj.gov](mailto:OVW.TribalJurisdiction@usdoj.gov) or call (202) 616-0039. Registration must be received at least one day 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's POC at [OVW.TribalJurisdiction@usdoj.gov](mailto:OVW.TribalJurisdiction@usdoj.gov) or at (202) 616-0039 as soon as possible, but no later than March 4, 2019.

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<sup>3</sup> 'Indian tribe' means any tribe, band, or other group of Indians subject to the jurisdiction of the United States and recognized as possessing powers of self-government. 25 U.S.C. § 1301(1)

Under 18 U.S.C. § 1151, the term "Indian country," means (a) all land within the limits of any Indian reservation under the jurisdiction of the United States Government, notwithstanding the issuance of any patent, and, including rights-of-way running through the reservation, (b) all dependent Indian communities within the borders of the United States whether within the original or subsequently acquired territory thereof, and whether within or without the limits of a state, and (c) all Indian allotments, the Indian titles to which have not been extinguished, including rights-of-way running through the same.

## Content and Form of Application Submission

The information below (“**Letter of Intent** through “**Additional Required Information**”) describes the full content and form of application submission. For a complete checklist of required contents, see the “[Other Information](#)” section in this solicitation.

### Letter of Intent

Applicants intending to apply for FY 2019 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.TribalJurisdiction@usdoj.gov](mailto:OVW.TribalJurisdiction@usdoj.gov) by March 28, 2019. This letter will not obligate the applicant to submit an application. See <https://www.justice.gov/ovw/resources-applicants> for a sample [Letter of Intent](#).

## Formatting and Technical Requirements

Applications must follow the requirements below. Points may be deducted for applications that do not adhere to the following requirements:

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

## Application Contents

Applications must include the following required documents and demonstrate that the program eligibility requirements have been met. OVW may not contact applicants for missing items on the list below. Applications that do not include all of the following documents will be considered substantially incomplete and will not be considered for funding:

1. Project Narrative
2. Budget Detail Worksheet and Narrative
3. Tribal Resolution or Other Document(s) Demonstrating Authority to Apply

## Summary Data Sheet (5 Points Total)

The Summary Data Sheet should be one to four pages and may be single or double spaced. The Summary Data Sheet **does not** count toward the 15 page limit for the Project Narrative. Provide the following information:

1. Name, title, address, telephone number, and e-mail address of the individual with authority to accept grants on behalf of the applicant.
2. Name, title, address, telephone number, and e-mail address for the grant point-of-contact. This person must be an employee of the applicant.
3. Statement as to whether the applicant (the organization whose DUNS number is being used for the application) will serve as a fiscal agent/sponsor for an entity or entities that will implement the project, and the applicant itself will not be involved with

implementation of the project beyond issuing subaward(s) to these entities. If this is the case, the applicant also must list these subrecipients and include a statement acknowledging that, should an award be made, the applicant will be responsible for all applicable statutory, fiscal, and programmatic requirements, including those of [2 C.F.R. Part 200](#), as well as all project deliverables. In such situations, the fiscal agent/sponsor must be an eligible applicant for the program.

4. Statement as to whether the applicant has expended \$750,000 in federal funds in the applicant's past fiscal year. If so, specify the end date of the applicant's fiscal year.
5. Summary of current and pending OVW grants (if applicable). If the applicant has a current grant or cooperative agreement under any OVW grant program or an award that has been closed within the last 12 months from the date this solicitation closes, the information must be provided in a [table](#) using the sample format found on the OVW website <https://www.justice.gov/ovw/resources-applicants>. Failure to provide the required table will result in a loss of points. The applicant should also provide the same information regarding any current OVW grants or pending applications on which the applicant is a subrecipient.
6. A list of other federal grant programs from which the applicant currently receives funding or for which it has applied for funding in FY 2019 **to do similar work**. Provide this information in a [table](#) using the sample format found on the OVW website <https://www.justice.gov/ovw/resources-applicants>.
7. Statement as to whether the applicant was designated a Pilot Project Tribe by the Department of Justice.
8. Statement as to whether the applicant has already implemented SDVCJ in its jurisdiction. If so, provide the date of implementation.
9. List all purpose areas that the applicant's project will implement (see [Purpose Areas](#)).

### **Proposal Abstract (not scored)**

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, primary activities, products and deliverables, the service area, and who will benefit. Applicants must not summarize past accomplishments in this section.

### **Project Narrative (75 Points Total)**

The Project Narrative may not exceed 15 pages, double-spaced. The Project Narrative must include the following three sections: 1) Initial Assessment; 2) What Will Be Done; and 3) Who Will Implement.

#### **Initial Assessment (35 points)**

This section must:

- 1) Describe the tribal community to be served, including:
  - a) The geographic area subject to the tribe's jurisdiction;
  - b) The demographic profile of the community (e.g., tribal and non-tribal residents, poverty rate, workforce profile), including any marginalized and/or underserved population(s)<sup>4</sup> as data is available for the tribal jurisdiction; and
  - c) The availability of services for victims of domestic and dating violence.

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<sup>4</sup> Applicants should use U.S. Census and other government data, as well as the Limited English Proficient Mapping Tool, available at [www.lep.gov/maps/](http://www.lep.gov/maps/), to obtain this information.

- 2) Provide the following data for the last two years, as available, for the jurisdiction. If the data is not available, state why it is not available.
  - number of domestic violence incidents reported to law enforcement;
  - number of domestic violence incidents reported involving non-Indian offenders;
  - number of domestic violence cases referred to the prosecutor's office;
  - number of domestic violence cases accepted for prosecution;
  - number of domestic violence cases declined for prosecution;
  - number of protection order violation cases reported;
  - number of protection order violation incidents reported involving non-Indian offenders;
  - number of protection order violation cases referred to the prosecutor's office;
  - number of protection order violation cases accepted for prosecution;
  - number of protection order violation cases declined for prosecution.
  
- 3) Provide the following data for the last two years, as available, for the jurisdiction. If the data is not available, state why it is not available.
  - number of protection from abuse orders requested;
  - number of protection from abuse orders granted;
  - number of protection from abuse orders involving non-Indian offenders.
  
- 4) Describe the tribe's existing criminal justice system **in the context of readiness to exercise SDVCJ while protecting defendants' rights**, consistent with 25 U.S.C. § 1304. This section must address each of the following elements of the tribe's criminal justice system:
  - a) Tribal constitution – specifically whether amendments are necessary in order to exercise SDVCJ;
  - b) Tribal law and order code – specifically whether current domestic violence and protection order violation offenses need to be amended;
  - c) Law enforcement services (including whether these services are provided under a 638 self-determination contract, by cross-deputization agreement, through the Bureau of Indian Affairs, Office of Justice Services, etc.);
  - d) Tribal prosecution (including whether the tribe has any Special Assistant U.S. Attorneys (“SAUSAs”), experienced or specialized domestic violence prosecutors, etc.);
  - e) Tribal court processes and practices (including whether the tribe has a trial and an appellate court, domestic violence court or docket, publicly available laws and rules, judges who are licensed attorneys with sufficient training to preside over criminal proceedings, a jury pool that does not exclude non-members of the tribe and non-Indians, and availability of records of criminal proceedings);
  - f) Availability of counsel for indigent defendants (including whether the tribe uses a public defender system, contract system, or assigned counsel system) and how defendants are screened for indigence;
  - g) Role of victim advocates within the criminal justice system;
  - h) Pre-trial supervision and probation systems;
  - i) The tribe's formal or informal policies for coordinating with federal and/or state criminal investigators and prosecutors in cases where the tribe may have concurrent criminal jurisdiction; and
  - j) The need for training, technical assistance, data collection, and evaluation of the tribe's criminal justice system in order to plan, implement, and exercise SDVCJ.

**What Will Be Done (25 points)**

The application must provide a clear link between the proposed activities and the needs identified in the “Initial Assessment” section above.

This section must:

1. State the project goals and objectives necessary to enhance or enable the exercise of SDVCJ in the tribe's jurisdiction;
2. Describe how the proposed project will enhance victim safety and autonomy;
3. If applicable, detail the tangible products to be purchased, developed, or revised with grant funds (e.g., data collection systems, audio recording systems, brochures, administrative rules, curricula). Describe how the tangible products will enhance and/or enable the tribe's ability to exercise SDVCJ;
4. If applicants are proposing to use any technology (including, but not limited to, security systems, audio recording systems, GPS, computer software systems, or hotlines), the application must describe the plan to address victim safety concerns that may arise from the use of the technology, such as confidentiality, safety planning, and informed consent.
5. Describe how the proposed project will be accessible to individuals with disabilities, individuals who are Deaf or hard of hearing, and persons with limited English proficiency.

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

This section must:

1. Identify the key individuals and organizations involved in the proposed project;
2. Demonstrate that the required project partners (tribal leader, judge, prosecutor, attorney, law enforcement, and victim service provider) have the experience and expertise necessary to successfully plan and implement the proposed project; and
3. If the project will include other partners (i.e. tribal coalition, jail administrator, court services officer, etc.), identify those individuals, including their role in the project, and detail their experience and expertise.

#### **Budget Detail Worksheet and Narrative (15 Points)**

All applications must include a detailed budget and budget narrative. A sample [Budget Detail Worksheet](#) is available on the OVV website at <https://www.justice.gov/ovw/resources-applicants>. 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

New applicants may submit budgets up to \$450,000 for a project period of 36 months.

Continuation applicants may submit budgets up to \$300,000 for a project period of 24 months.

The budget and budget narrative will be reviewed separately from the proposed project narrative. 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.

The budget must:

1. Display a clear link between the specific project activities and the proposed budget items and not contain items that are not supported by the project narrative.
2. **New applicants:** Include funds to attend OVV-sponsored training and technical assistance in the amount of \$30,000. This amount is for the entire 36 months and NOT per year. Applicants also may budget expenses in excess of the required amount if they

- are aware of relevant non-OVW sponsored conferences or training for which they would like permission to use grant funds to support staff/project partner attendance.
3. **Continuation applicants:** Include funds to attend OVW-sponsored training and technical assistance in the amount of \$15,000. This amount is for the entire 24 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.
  4. Limit costs for **medical care of non-Indian SDVCJ defendants** to a maximum of 20% of the total project budget.
  5. Include funds or describe other resources available to the applicant to support activities to ensure access for individuals with disabilities, Deaf/hard of hearing individuals, and persons with limited English proficiency. See [Accessibility](#) under F. [Federal Award Administration Information](#) for more information.
  6. Distinguish clearly between subawards and contracts in allocating any grant funds to other entities. Pursuant to 2 C.F.R. § 200.330, 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 in 2 C.F.R. §§ 200.317-200.329. The issuance and monitoring of subawards must meet the requirements of 2 C.F.R. § 200.331, 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 at <https://www.justice.gov/ovw/resources-applicants>.

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, go to the [Funding Restrictions](#) section of this solicitation and the sample Budget Detail Worksheet on the OVW website at <https://www.justice.gov/ovw/resources-applicants>.

### **Tribal Resolution or Other Document(s) Demonstrating Authority to Apply (5 Points)**

The applicant must provide a valid tribal resolution or other documentation, signed by the chief executive officer of the governing body of the tribe (e.g., the tribal chairperson, president, governor, principal chief, or other equivalent official), providing the following assurances:

1. Affirm the tribe is a federally-recognized tribe appearing in the most recently published list of [Indian Entities Recognized and Eligible To Receive Services From the United States Bureau of Indian Affairs](#);
2. Affirm the tribe has jurisdiction over lands that meet the definition of Indian country;
3. Define the tribe's Indian country;
4. Affirm the governing body's determination to plan, develop, implement, and exercise SDVCJ within its Indian country;
5. Direct internal partners, identified in the IMOU, to participate in and cooperate with the planning, development, implementation, and exercise of SDVCJ and, if necessary, authorize the identified internal partners to enter into/sign the MOU/IMOU; and

6. If necessary, authorize the applicant tribe's Authorized Representative (AOR – see [Application for Federal Assistance \(SF-424\)](#) for the definition of AOR) to enter into/sign the MOU with external MOU partners.

### **Additional Required Information**

The following documents will not be scored during the review process but they must be included with the application. Failure to include any of the information may result in the application being removed from consideration for funding. Some documents will be generated during the application submission process while other documents will be uploaded and attached to the application.

*The following documents will be generated and completed during the application submission process:*

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

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

#### Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)

Carefully review the assurances and certification forms online. Applicants will receive a request to compile these forms online during the application submission process. All applicants must complete the *Disclosure of Lobbying Activities* (SF-LLL) form. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form. Applicants that do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.

*The following document must be uploaded and attached **separately** to the application:*

#### Pre-Award Risk Assessment

Each applicant must respond to the questions below. This information will be used for a mandatory pre-award risk assessment. Failure to provide this information or to respond to questions from OVW regarding this information in a timely manner could result in the applicant being removed from consideration or a delay in access to funds. Provide complete responses that address all questions included for each numbered item. This section of the application should be no more than four pages.

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. §§ 200.333-200.337.
7. Does the applicant or any of its employees have any potential personal or organizational conflicts of interest related to the possible receipt of OVW award funds? Applicants are required to disclose in writing any potential conflicts of interest to their awarding agency. See 2 C.F.R. § 200.112 and Chapter 3.20, Grant Fraud, Waste and Abuse, of the [DOJ Financial Guide](#) for additional information.
8. Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. Part 200)? Provide a short list of the individual's qualifications/experience. If the individual is not familiar with the applicable rules and regulations, the applicant must contact OVW's Grants Financial Management Division at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov) or 1-888-514-8556 immediately after the applicant is notified of its award to coordinate training.
9. Does the applicant have policies and procedures in place to manage subawards and monitor activities of subrecipients as necessary to ensure that subawards are used for authorized purposes, in compliance with laws, regulations, and terms and conditions of the award, and that established subaward performance goals are achieved (2 C.F.R. §§ 200.330-200.332)? 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.

***The following documents must be submitted by Grant Adjustment Notice (GAN) after an award is made:***

**Confidentiality Notice Form**

All recipients 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. Recipients must submit the acknowledgement form available on the OVW website at [http://www.justice.gov/sites/default/files/ovw/pages/attachments/2015/01/20/confidentiality\\_acknowledgement\\_form\\_42015.pdf](http://www.justice.gov/sites/default/files/ovw/pages/attachments/2015/01/20/confidentiality_acknowledgement_form_42015.pdf). This form must be signed by the [Authorized Representative](#).

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

Recipients 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. Recipients that

have never received a federally-approved indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs, which may be used indefinitely. This includes state, local, and tribal governments that have never negotiated an indirect cost rate with the federal government and receive less than \$35 million in direct federal funding per year.

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.

#### Letter of Nonsupplanting

Recipients must submit a letter to OVW's Director, signed by the [Authorized Representative](#), certifying that federal funds will not be used to supplant non-federal funds. A [sample letter](#) is available at <https://www.justice.gov/ovw/resources-applicants>.

#### **Unique Entity Identifier (DUNS Number), System for Award Management (SAM), and Grants.gov Registration**

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

Federal regulations require that an applicant (1) be registered in SAM.gov prior to submitting an application; (2) provide a valid DUNS number in its application; and (3) continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application under consideration by a federal awarding agency. Also, federal agencies may not make an award to an applicant until that applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with these requirements by the time that OVW is ready to make an award, then OVW may make the determination that the applicant is not qualified to receive an award and use that determination as a basis for making the award to another applicant.

SAM centralizes information about grant recipients and also provides a central location for grant recipients to change organizational information. [Grants.gov](#) uses SAM to establish roles and IDs for electronic grant applicants.

If the applicant already has an Employer Identification Number (EIN), the SAM registration will take **up to two weeks to process**. If the applicant does not have an EIN, then **the applicant should allow two to five weeks for obtaining an EIN from the Internal Revenue Service. There is no fee associated with these processes. Additionally, these processes cannot be expedited.** OVW strongly discourages applicants from paying a third party to apply or register on their behalf in an attempt to expedite these processes. To ensure all applicants are able to apply by the deadline for this solicitation, applicants must have obtained a DUNS number and registered online with the SAM and with [Grants.gov](#) no later than March 28, 2019.

#### **Submission Dates and Times**

It is the responsibility of the applicant to ensure that the application is complete and submitted by the deadline. Failure to meet the submission deadline will result in an application being removed from consideration. Applicants should refer to the chart below to ensure that all required steps and deadlines are met.

Applicant Action	Information	Dates/Deadline
Apply for a DUNS number	Obtain a DUNS number at the following website <a href="http://www.dnb.com/us/">http://www.dnb.com/us/</a> or call (866) 705-5711.	March 28, 2019
Register with SAM	Access the SAM online registration through the <a href="#">SAM</a> homepage at <a href="https://www.sam.gov/portal/SAM/#1#1">https://www.sam.gov/portal/SAM/#1#1</a> and follow the online instructions for new SAM users. If the applicant already has the necessary information on hand, the online registration takes approximately 30 minutes to complete, depending upon the size and complexity of the business or organization. <b>Organizations must update or renew their SAM registration at least once a year to maintain an active status.</b>	March 28, 2019
Register with <a href="#">Grants.gov</a>	Once the SAM registration becomes active, the applicant will be able to complete the Grants.gov registration (see <a href="#">Other Submission Requirements</a> for more information on registering for and using Grants.gov).	March 28, 2019
Submit Letter of Intent	<a href="mailto:OVW.TribalJurisdiction@usdoj.gov">OVW.TribalJurisdiction@usdoj.gov</a>	March 28, 2019
Download Updated Version of Adobe	Applicants are responsible for ensuring that the most up-to-date version of Adobe Acrobat is installed on all computers that may be used to download the grant application package and submit the proposal. To verify if the Adobe software version is compatible with <a href="#">Grants.gov</a> , visit the following link: <a href="http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html">http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html</a> .	At least 48 hours before application deadline
Request Hardcopy Submission (If Needed)	Applicants that cannot submit an application electronically due to lack of internet access must contact the POC at (202) 616-0039 or <a href="mailto:OVW.TribalJurisdiction@usdoj.gov">OVW.TribalJurisdiction@usdoj.gov</a> to request permission to submit a hardcopy application.	March 28, 2019
Begin Application Submission Process	Applications must be submitted electronically via <a href="#">Grants.gov</a>	Begin by 11:59 p.m. Eastern Time (E.T.) on April 9, 2019
Complete Application Submission Process	<a href="#">Grants.gov</a>	April 11, 2019 by 11:59 p.m. E.T.
Confirmation of Application Receipt	1. Authorized Organization Representatives (AORs) should closely monitor their email for any notification from <a href="#">Grants.gov</a> about a possible failed submission. <b>The AOR is a user role within Grants.gov for a user</b>	Submitting the application at least 48 hours before 11:59 p.m. E.T. on April 11, 2019 will enable the

	<p><b>who is authorized to submit applications on behalf of the organization.</b></p> <p>2. The AOR should receive a minimum of two emails from <a href="https://www.Grants.gov">Grants.gov</a>. One will confirm receipt of the application package. The other will contain either a notice that the application was successfully submitted or a notice that there was an error with the application submission.</p> <p>OVW does not send out these notifications, nor does OVW receive a copy of these notifications. It is the responsibility of the applicant to notify OVW of any problems with the application submission process.</p>	<p>applicant to receive notice of a failed submission and provide an opportunity to correct the error before the deadline.</p>
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**OVW Policy on Late Submissions**

Applications submitted after **11:59 p.m. E.T.** on **April 11, 2019**, will not be considered for funding, unless the applicant receives OVW permission to submit a late application. In limited circumstances, OVW will approve a request to submit an application after the due date. The charts below provide a description of the circumstances under which OVW will consider such requests. OVW’s approval of a late submission request is not an indication of the application’s final disposition. Applications approved for late submission are still subject to all of the review process and criteria described in this solicitation.

**Failure to begin registration or application submission by the deadlines stated in the chart above is not an acceptable reason for late submission.** To ensure fairness for all applicants, OVW requires that applicants requesting late submission adhere to the following:

<b>Severe Inclement Weather or Natural Disaster</b>		
<ol style="list-style-type: none"> <li>1. Document when the severe inclement weather or natural disaster occurred, the impacted area, and the specific impact on the applicant/partners (e.g., without power for “x” days, office closed for “x” days).</li> <li>2. Contact OVW at the earliest possible date and provide the information described in #1.</li> <li>3. Contact OVW at least 24 hours prior to the application deadline to request a late submission. Applicants impacted by severe inclement weather or a natural disaster occurring on the deadline must contact OVW within 72 hours after the due date or as soon as communications are restored.</li> </ol>		<p>OVW may not be able to accommodate all requests resulting from severe inclement weather or a natural disaster.</p>

<b>Experiencing Technical Difficulties Beyond the Applicant’s Reasonable Control</b>		
<b>Issue</b>	<b>Applicant Action</b>	<b>OVW Policy</b>
<p>Issue with <a href="#">SAM</a> or <a href="#">Grants.gov</a> Registration</p>	<ol style="list-style-type: none"> <li>1. Register and/or confirm existing registration at least 3 weeks prior to the</li> </ol>	<p>Failure to begin the SAM or <a href="#">Grants.gov</a> registration process in sufficient time (i.e., by the date</p>

	<p>application due date to ensure that the individual who will be submitting the application has <a href="#">SAM</a> and <a href="#">Grants.gov</a> access and is the person registered to submit on behalf of the applicant.</p> <ol style="list-style-type: none"> <li>Maintain documentation of when registration began, any issues related to registration, and all communication with technical support.</li> <li>Notify OVW as soon as the applicant becomes aware of a problem with registration but no later than 14 days before the application due date.</li> </ol>	<p>identified in this solicitation) is not an acceptable reason for late submission.</p>
<p>Experiencing Unforeseeable Technical Difficulties During the Application Submission Process</p>	<ol style="list-style-type: none"> <li>Document when the applicant began the submission process.</li> <li>Contact <a href="#">Grants.gov</a> for technical support at least 24 hours prior to the application deadline.</li> <li>Maintain documentation of all communication with <a href="#">Grants.gov</a> support.</li> <li>Contact the POC for this program at <a href="mailto:OVW.TribalJurisdiction@usdoj.gov">OVW.TribalJurisdiction@usdoj.gov</a> indicating that the applicant is experiencing technical difficulties and would like permission to submit a late application. Provide a telephone number and/or email address at which someone with the authority to submit the application and required documentation can be reached for the first 3 business days immediately following the application deadline.</li> <li>Respond promptly to communication from OVW requesting the complete application package, applicant DUNS Number,</li> </ol>	<p>Common foreseeable technical difficulties for which OVW will not approve a late submission requests include:</p> <ol style="list-style-type: none"> <li>Using an outdated version of Adobe Acrobat; and</li> <li>Attachment rejection.</li> </ol> <p>Through <a href="#">Grants.gov</a>, OVW can confirm when submission began. Applicants who start the submission process less than 24 hours before the deadline will not be considered for late submission.</p> <ol style="list-style-type: none"> <li>By beginning the application submission process 24-48 hours before the deadline, applicants should have sufficient time to receive notice of problems with their submissions and make necessary corrections.</li> <li>To ensure that attachments are not rejected, attachment names should only include allowable characters. (See "<a href="#">Other Submission Requirements</a>").</li> </ol>

	<a href="https://www.grants.gov">Grants.gov</a> helpdesk tracking numbers, and any other relevant documentation.	
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### Intergovernmental Review - Single Point of Contact Review

Executive Order 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the state Single Point of Contact (SPOC) if one exists and if the program has been selected for review. Applicants must contact their state SPOCs to determine whether their programs have been selected for state review. The applicant must enter the date that the application was sent to the SPOC or the reason such submission is not required in the section of the SF 424 that refers to EO 12372. Applicants can find a list of SPOCs on the Office of Management and Budget website at <https://www.whitehouse.gov/wp-content/uploads/2017/11/SPOC-Feb.-2018.pdf>

### Funding Restrictions

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

#### Unallowable Costs

The activities listed below are unallowable and costs for them 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) without prior approval by OVW through the submission of a detailed Grant Adjustment Notice
5. Construction

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

Generally, food and beverage costs are **not** allowable. OVW may approve the use of grant funds to provide a working meal at a meeting, conference, training, or other event, if one of the following applies:

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

Justification for an exception listed above must be included in the applicant's budget narrative, and grantees may only use funds to purchase food and/or beverages if OVW approves the specific expenditures in advance. For additional information on restrictions on food and beverage expenditures go to <https://www.justice.gov/ovw/conference-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 <https://www.justice.gov/ovw/conference-planning>. This includes requirements pertaining to:

1. Cost of Logistical Conference Planning
2. Cost of Programmatic Conference Planning
3. Conference Space and Audio-Visual Equipment and Services
4. Prohibition on Trinkets at Conferences
5. Prohibition on Entertainment at Conferences
6. Food and Beverages at Conferences
7. Prior Approval Required Before Entering Into Contracts or Expending Funds for Conferences
8. Conference Reporting

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

### Program Assessments

Grantees under this program are prohibited from using OVV funds to conduct research. They may use funds to assess their work for quality assurance and program improvement purposes only, such as by surveying training participants about the quality of training content and delivery or convening discussion forums with key stakeholders. Applicants considering such assessments must refer to the [DOJ/OJP decision tree](#) to ensure that the activity does not qualify as human subjects research. For additional information on federal requirements related to assessments or surveys, see the [Solicitation Companion Guide](#).

### Pre-Agreement Cost Approval

OVV 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 OVV. See the [DOJ Financial Guide](#) for more information on pre-award costs.

### **Other Submission Requirements**

As discussed in the [Submission Dates and Times](#) section above, applications must be submitted electronically via [Grants.gov](#). Applicants that are unable to submit electronically must follow the instructions in that section.

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

**This registration process generally takes between three and five business days and may take as long as four weeks if all steps are not completed in a timely manner. The**

**application process can move forward once the applicant successfully registers with [Grants.gov](http://Grants.gov).** Grants.gov is not the Office of Justice Programs’ (OJP) Grants Management System (GMS). If applicants experience difficulties at any point during this process, they should call the [Grants.gov](http://Grants.gov) Customer Support Hotline at **1-800-518-4726**.

**Note: [Grants.gov](http://Grants.gov) limits the use of specific characters in names of attachment files.** Valid file names include only the characters shown in the table below. [Grants.gov](http://Grants.gov) is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below.

Characters	Special Characters		
Upper case (A – Z)	Parentheses ( )	Curly braces { }	Square brackets [ ]
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Numbers (0-9)	Comma ( , )	Semicolon ( ; )	Apostrophe ( ‘ )
Underscore ( _ )	At sign (@)	Number sign (#)	Dollar sign (\$)
Hyphen ( - )	Percent sign (%)	Plus sign (+)	Equal sign (=)
Space	When using the ampersand (&) in XML, applicants must use the “&#amp;” format.		
Period ( . )			

**Use simple titles for all documents, such as “FY 2018 OVW Project Narrative.” Visit the [Grants.gov](http://Grants.gov) website to review the most up-to-date guidelines about the use of specific characters.**

### Submitting a Grant Application

Grants.gov has updated its application tool. The legacy PDF application package was phased out and retired as of December 31, 2017. Grants.gov Workspace is now the standard application method for applying for grants. Applicants should familiarize themselves with the Workspace format. For complete information and instructions on using Workspace (and other changes), go to the Workspace Overview page at <https://www.grants.gov/web/grants/applicants/workspace-overview.html>.

The [Grants.gov](http://Grants.gov) Help Desk can be reached at 1-800-518-4726 and is available 24/7, except federal holidays.

## E. Application Review Information

### 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 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. Specifically, for the [insert program], scoring will be as follows:

1. Summary data sheet: (5) points
2. Project narrative: (75) points, of which
  - A. Initial assessment: (35) points
  - B. What will be done: (25) points

- C. Who will implement: (15) points
- 3. Budget narrative and detail worksheet: (15) points
- 4. Tribal resolution or other document(s) demonstrating authority to apply: (5) points

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

### **Review and Selection Process**

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

#### Peer Review

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

#### Programmatic Review

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

1. Activities that compromise victim safety and recovery and undermine offender accountability (deduct up to 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 described above or be removed from consideration entirely regardless of the application's peer review score.

As a part of the programmatic review process described above, applicants will be reviewed for past performance and risk based on the elements listed below.

1. Demonstrated effectiveness of the current project indicated by timely progress toward meeting project goals and objectives.
2. Demonstration that past activities supported with OVW grant funds have been limited to program purpose areas
3. Adherence to all special conditions of existing grant award(s) from OVW
4. Adherence to programmatic and financial reporting requirements, including timely submission of required reports
5. Completion of close-out of prior awards in a timely manner
6. Appropriate use of and active participation in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current or recent award
7. Receipt of financial clearances on all current or recent grants from OVW

8. Timely resolution of issues identified in any audit or on-site financial or programmatic monitoring visit
9. Adherence to the Office of Management and Budget single-audit requirement
10. Timely expenditure of grant funds
11. Adherence to the requirements of the [DOJ Financial Guide](#)

Prior to making an award, OVW is required to review and consider any information about applicants included in the designated integrity and performance system accessible through SAM (currently FAPIIS). Applicants may review and comment on information in FAPIIS about themselves that another Federal awarding agency has previously entered. OVW will consider the applicant's comments as well as other information available in FAPIIS in making its judgment about the risk posed by making an award to the applicant as described in 2 C.F.R. § 200.205.

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 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 will likely not receive an additional OVW award until all issues are resolved.

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

It is anticipated that all applicants will be notified of the outcome of their applications by October 1, 2019.

## ***F. Federal Award Administration Information***

#### **Federal Award Notices**

Successful applications will receive OVW award notifications electronically from the OJP Grants Management System (GMS) (not Grants.gov). This award notification will be sent to the individuals listed as the [Authorized Representative](#) and the Point of Contact on the SF-424 for the application that was selected for funding and will include instructions on accepting the award. Recipients will be required to log in; accept any outstanding assurances and certifications on the award; designate financial points of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document and terms and conditions by the [Authorized Representative](#), scanning the fully executed award document, and returning the scanned document to OVW via facsimile or email.

#### **Administrative and National Policy Requirements**

##### Information for All Federal Award Grantees

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 at <https://www.justice.gov/ovw/award-conditions>. 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 of 2013 added a civil rights provision that applies to all FY 2019 OVW grants. This provision 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. For more information on this prohibition, see <http://www.justice.gov/ovw/docs/faqs-ngc-vawa.pdf>. Additional information on the civil rights obligations of OVW funding recipients can be found in the [Solicitation Companion Guide](#) under “Civil Rights Compliance.”

#### Accessibility

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

#### **Reporting**

OVW grantees are required to submit semi-annual progress reports and quarterly Federal Financial Reports (SF-425). Appropriate progress report forms will be provided to all applicants selected for an award. Future awards and fund drawdowns may be withheld if reports are delinquent.

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

For assistance with the requirements of this solicitation contact the following: for programmatic questions, contact the POC for this program at 202-616-0039 or [OVW.TribalJurisdiction@usdoj.gov](mailto:OVW.TribalJurisdiction@usdoj.gov), for financial questions, contact [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov) or 1-888-514-8556 and for technical support, contact the Grants.gov Customer Support Line at 1-800-518-4726.

### ***H. Other Information***

#### **Application Checklist**

Applicants must submit a fully executed application to OVW, including all required supporting documentation. 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).

<b>Application Document</b>	<b>Date Completed</b>
1. Letter of Intent	
2. Summary Data Sheet	
3. Project Narrative a) Initial Assessment b) What Will Be Done c) Who Will Implement	
4. Proposal Abstract	
5. Budget Detail Worksheet and Narrative	
6. Tribal Resolution or Other Document(s) Demonstrating Authority to Apply	
7. Application for Federal Assistance: SF 424	
8. Standard Assurances and Certifications	
9. Pre-award Risk Assessment	

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

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

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