



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

OVW Fiscal Year 2020 Training and Technical Assistance Initiative Solicitation

Release Date: On or about December 20, 2019

Eligibility

Eligible applicants are limited to: **National, tribal, statewide, or other nonprofit organizations with the capacity to provide nationwide training and technical assistance. In limited circumstances, OVW may support institutions of higher education and state, local, or tribal governments or governmental agencies (e.g., police departments, prosecutor's offices, or probation departments), or local nonprofit organizations.**
(See "[Eligibility Information](#)")

Deadlines

Applications are due by 11:59 p.m. Eastern Time (E.T.) on February 26, 2020.
(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 January 29, 2020.
(See "[Registration](#)")

Letter of Intent: Applicants are strongly encouraged to submit a non-binding Letter of Intent to OVW.TechAssistance@usdoj.gov by January 29, 2020. This letter confirms that the applicant has registered with SAM and [Grants.gov](https://www.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 post a pre-recorded Pre-Application Information Session on its website for entities interested in submitting an application for this program. Listening to this session is optional. Interested applicants who do not listen to the pre-recorded session are still eligible to apply. The session is tentatively scheduled to be available by January 8, 2020 on the OVW website at <https://www.justice.gov/ovw/resources-applicants>.

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

Contact Information

For assistance with the requirements of this solicitation, email OVW at OVW.TechAssistance@usdoj.gov. Alternatively, interested parties may call OVW at 202-307-6026.

Submission and Notification Information

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

The [Grants.gov](https://www.grants.gov) number assigned to this announcement is OVW-2020-17795.

Notification: OVW anticipates notifying applicants of funding decisions by October 1, 2020.

Contents

<i>A. Program Description</i>	1
Overview of OVW	1
About the OVW Training and Technical Assistance Initiative	1
Program Scope	1
Purpose Areas.....	2
OVW Priority Areas	9
Activities that Compromise Victim Safety and Recovery or Undermine Offender Accountability	9
Out-of-Scope Activities	9
Activities Requiring Prior Approval.....	10
<i>B. Federal Award Information</i>	10
Availability of Funds.....	10
Award Period and Amounts	10
Types of Applications	11
Mandatory Program Requirements.....	11
<i>C. Eligibility Information</i>	11
Eligible Applicants	11
Cost Sharing or Matching	12
<i>D. Application and Submission Information</i>	12
Address to Request Application Package	12
Pre-Application Information Session.....	12
Content and Form of Application Submission	12
Formatting and Technical Requirements	13
Application Contents.....	13
Summary Data Sheet	13
Proposal Abstract	14
Project Narrative.....	15
Budget Detail Worksheet and Narrative.....	16
Memorandum of Understanding (MOU).....	18
Letter of Support.....	19
Additional Required Information.....	19
Unique Entity Identifier (DUNS Number), System for Award Management (SAM), and Grants.gov Registration	22

Submission Dates and Times23

OVW Policy on Late Submissions24

Funding Restrictions.....26

Other Submission Requirements27

Submitting a Grant Application28

E. Application Review Information.....28

 Criteria.....28

 Review and Selection Process29

 Anticipated Announcement and Federal Award Dates.....30

F. Federal Award Administration Information30

 Federal Award Notices30

 Administrative and National Policy Requirements.....31

 Reporting.....31

G. Federal Awarding Agency Contact(s)31

H. Other Information.....31

 Application Checklist31

Federal Award Information:

Funding Type:	Cooperative Agreement
Estimated Total Funding:	\$24,000,000
Expected Number of Awards:	47
Award Ceiling:	N/A
Award Floor:	N/A
Average Projected Award Amount:	N/A
Registration Due:	January 29, 2020
Letter of Intent Due:	January 29, 2020
Application Due:	February 26, 2020
Anticipated Start Date:	October 1, 2020
Length of Award Period:	12 to 36 months

**OVW Training and Technical Assistance
Initiative
(CFDA 16.526)**

A. Program Description

Overview of OVW

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

Statutory Authority

This program is authorized by 34 U.S.C. 12291(b)(11).

About the OVW Training and Technical Assistance Initiative

The primary purpose of the OVW Training and Technical Assistance Initiative (TA Initiative) is to provide direct technical assistance to existing and potential grantees and sub-grantees to enhance their efforts to successfully implement projects supported by OVW grant funds. OVW's TA Initiative is designed to strengthen and build the capacity of civil and criminal justice system professionals and victim service providers across the nation to respond effectively to domestic violence, dating violence, sexual assault, and stalking and foster partnerships among organizations that have not traditionally worked together to address these crimes.

For additional information about this program, see <https://www.justice.gov/ovw/grant-programs> and <http://muskie.usm.maine.edu/vawamei/taprovidergraphs.htm>.

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 financial guide after an award is made, the section of the [Solicitation Companion Guide](#) on post-award requirements for all

federal award recipients, and the conditions of the award. All applicants must propose activities to serve the current and potential grant or sub-grant recipients of one or more OVW grant program. OVW cannot support projects focusing on entities or individuals that are not eligible to receive funding, services, training, or other resources through any of OVW’s grant programs.

Purpose Areas

Funds under the TA Initiative must be used for purposes identified in this solicitation. There are three categories of technical assistance in FY 2020: Competitive Targeted; Competitive Comprehensive; and Non-Competitive Comprehensive.

Applicants must submit separate and distinct applications for each purpose area for which they are applying. For example, an applicant interested in applying to a purpose area to provide training and technical assistance (TTA) for law enforcement should submit a separate application if it also want to apply to a purpose area to provide trial advocacy and/or litigation skills training for attorneys.

Note: OVW will support only the Targeted and Comprehensive TTA purpose areas identified in this solicitation. Applicants requesting to develop Targeted or Comprehensive projects for issues other than those listed below will be removed from consideration. Applications that modify or expand an OVW purpose area, including combining two or more purpose areas, will also be removed from consideration. To avoid confusion, OVW also requests that applicants applying to provide Targeted TTA refrain from using the word “comprehensive” in their project titles.

For each FY 2020 purpose area, OVW has projected the amount of funding available to support technical assistance efforts for that purpose area and the proposed project period. Applicants should not exceed the stated budget cap. OVW reserves the right not to make an award for a specific purpose area if there are no applications that effectively respond to the purpose area or if there are not sufficient funds to fully support the purpose area. If the same applicant is selected for two or more purpose areas, OVW may elect to make a single award for the two purpose areas. OVW may also make awards to multiple organizations for a single Targeted purpose area.

Competitive Targeted Technical Assistance

Targeted purpose areas are intended to provide current and potential OVW grantees and sub-grantees with TTA related to a specific knowledge gap or promising practice within one or more of the four VAWA crimes.

FY 2020 Competitive Targeted Technical Assistance Purpose Areas		
Purpose Area Title	Purpose Area Content	Budget Cap
1) Training for Prosecutors on Elder Abuse	Provide training and technical assistance for prosecutors and law enforcement officers on elder abuse, neglect, and exploitation, including domestic violence, dating violence, sexual assault, and stalking for older adults.	\$250,000/ 24 months

2) Disability - Prosecution Training	Provide training to prosecutors on prosecuting crimes of domestic violence and/or sexual assault against individuals with disabilities. The applicant must be a disability organization or an organization with a demonstrated history of addressing domestic violence and/or sexual assault against individuals with disabilities. The applicant must partner with, at a minimum, an organization or individual that provides technical assistance to prosecutors.	\$450,000/ 36 months
3) Disability - Law Enforcement Training	Provide training to law enforcement on responding to and investigating crimes of domestic violence and/or sexual assault against individuals with disabilities. The applicant must be a disability organization or an organization with a demonstrated history of addressing domestic violence and/or sexual assault against individuals with disabilities. The applicant must partner with, at a minimum, a law enforcement agency, an organization, or an individual that provides technical assistance to law enforcement agencies.	\$450,000/ 36 months
4) Abusive Partner Intervention Programs/ Batterer Intervention Programs	Provide basic and advanced batterers intervention training and technical assistance that includes organizing and convening training seminars on effective abuse intervention program practices and examination of a variety of existing and emerging models for promoting offender accountability in the criminal justice system. The targeted audience should include multidisciplinary teams and the proposed training and technical assistance cannot focus on promoting a single offender accountability model.	\$350,000/ 24 months
5) Criminal Justice Victim Advocacy	Provide training and technical assistance to advocates working within the criminal justice system. The project should include in-person and remote training and technical assistance opportunities, as well as a forum for advocates to learn from each other. Applicants must have experience working with system-based advocates, such as victim witness coordinators.	\$350,000/ 24 months
6) Sexual Assault Response Team (SART) Training	Provide training and technical assistance to communities implementing or expanding their multidisciplinary Sexual Assault Response Teams (SARTs).	\$350,000/ 24 months
7) Training and Technical Assistance for	Provide training and technical assistance for judges and court personnel on teen dating violence that addresses: identifying teen dating violence in courts, understanding risk and	\$250,000/ 24 months

Courts on Dating Violence	dangerousness, issuing effective orders of protection for teen victims, “sexting” and electronic evidence, and holding teen offenders accountable while promoting rehabilitation and prioritizing victims safety. The targeted audiences for this purpose area are judges and court personnel looking to establish or enhance a teen dating violence court or docket.	
8) Strengthening Law Enforcement and Prosecutorial Assistance to Victims of Domestic Violence, Sexual Assault, Stalking, and Trafficking	Provide training and technical assistance for law enforcement officers and prosecutors on the use of U and T visa certifications as crime fighting tools to support community and officer safety, including U and T Visa requirements, how to submit certifications to USCIS, and how certification can assist with criminal investigations and prosecutions. OVW expects the primary cadre of trainers to be law enforcement officers and/or prosecutors experienced in working on U and T visas.	\$400,000/ 24 months
9) Strangulation	Provide training and technical assistance on identifying, investigating, and prosecuting strangulation cases.	\$675,000/ 36 months
10) Visitation and Custody Determination in Family Courts	Provide training and technical assistance that promote a domestic violence-informed, multidisciplinary response by family courts to child visitation and custody determinations.	\$300,000/ 36 months
11) Training and Technical Assistance for Court-Based and Court-Related Personnel	Provide training and technical assistance on emerging trends and best practices to court-based and court-related personnel, juvenile court resources, and court-based programs and services. Activities to include: delivery of training and technical assistance to Justice for Families (JFF) grantees through in-person and remote trainings; email, phone consultation, and/or in-person site visits; facilitation of communication and sharing of best practices among JFF grantees through regular calls, webinars, and a Domestic Violence Court forum listserv; and assistance to OVW with annual orientation for JFF grantees.	\$800,000/ 24 months
12) Training and Technical Assistance for Custody Evaluators and Other Professionals Involved in Making Custody Recommendations	Provide training and technical assistance for custody evaluators and other professionals, such as Guardians ad Litem, on assessing and providing custody recommendations to the court for families with a history of domestic violence, including those in which there are allegations of child sexual abuse. Previously developed training curriculum will be provided to the selected applicant.	\$350,000/ 24 months

13) Working with Children in Supervised Visitation Programs	Provide training and technical assistance on working with children in a supervised visitation and/or safe exchange settings with families who have a history of domestic violence to improve their safety, resilience, and well-being.	\$200,000/ 12 months
14) Technical Assistance for the OVW Mentor Court Initiative	Provide technical assistance to OVW Mentor Courts, including support in mentoring skills and logistics of mentoring courts in other communities. The focus of the technical assistance should be offender accountability, victim safety, and engaging in community collaborations outside the court (e.g., the prosecutor office, law enforcement, victim advocates, and other community partners).	\$200,000/ 24 months
15) Campus Victim Services	Provide training and technical assistance to institutions of higher education on developing effective victim services and advocacy programs for college students, including capacity building, referral processes, collaborative victim service models with local victim services organizations, and training for campus advocates.	\$200,000/ 24 months
16) Online Clearinghouse on Campus Violence Against Women Issues	Provide technical assistance and resources to institutions of higher education through the existing online clearinghouse on campus violence against women issues that include resources tailored to students, faculty, law enforcement, and administrators. This project includes maintaining and updating the clearinghouse and grantee password protected website, creating mechanisms for more effective dissemination of information, and ensuring the latest and most relevant information is disseminated.	\$200,000/ 24 months
17) Strengthening Campus Needs Assessments and Strategic Planning	Provide training and technical assistance to institutions of higher education on strategies to strengthen the development of campus needs assessments, and strategic planning to establish comprehensive violence against women programs. Assist the Campus Program technical assistance providers with tools and strategies to support effective technical assistance delivery.	\$400,000/ 36 months
18) Training and Technical Assistance on Working with College Student Population	Provide basic and advanced training and technical assistance to institutions of higher education to enhance their prevention and intervention approaches to various student populations on campus. OVW is seeking to support a consortium of organizations that demonstrate relevant expertise and experience	\$200,000/ 24 months

	working with institutions of higher education to address various populations.	
19) Rural Communities	Provide training and technical assistance for rural communities serving victims of domestic violence, sexual assault, dating violence, and stalking.	\$425,000/ 24 months
20) Legal Services for Human Trafficking Victims	Provide training and technical assistance to attorneys and legal advocates on providing legal representation and assistance to victims of sex trafficking and other severe forms of trafficking in persons who have also experienced domestic violence, dating violence, sexual assault, and/or stalking.	\$400,000/ 24 months
21) Youth Victims of Sex Trafficking	Provide training and technical assistance to organizations serving youth victims of sex trafficking and sexual exploitation through commercial means or survival sex, including individuals involved in the juvenile criminal justice system.	\$300,000/ 24 months
22) Technical Assistance for Coalitions	Provide technical assistance to State and Territorial Coalition staff and board members on creating and implementing programming that is reflective of the geographic communities and populations residing within their state or territory. The applicant and project partners must demonstrate, as a collective, expertise working with, and providing technical assistance to, domestic violence coalitions, sexual assault coalitions, and dual coalitions. Additionally, the project partnership must include organizations or individuals representative of various populations and multiple geographic area types.	\$500,000/ 24 months
23) Technical Assistance for the Tribal Government Program	Provide OVW Tribal Governments Program (TGP) grantees wide-ranging, victim-centered training and technical assistance to improve governmental strategies and increase capacity to respond to domestic violence, dating violence, sexual assault, stalking, and sex trafficking against Indian women. Training and technical assistance should include, but is not be limited to: criminal justice interventions, legislation and policies that enhance best practices, legal assistance, victim services, supervised visitation and safe visitation exchange of children, and engaging men. The selected organization must have experience in conference planning and will coordinate the annual TGP Summit and the OVW Tribal Affairs Division new grantee orientation.	\$400,000/ 15 months

24) Technical Assistance for Asian and Pacific Islander Serving Advocacy Organizations	Provide training and technical assistance to build the capacity of organizations to serve Asian and Pacific Islander victims of domestic violence, dating violence, sexual assault, and stalking.	\$450,000/ 24 months
25) Technical Assistance for Latina-Serving Advocacy Organizations	Provide training and technical assistance to build the capacity of organizations to serve Latina victims of domestic violence, dating violence, sexual assault, and stalking.	\$450,000/ 24 months
26) Technical Assistance for Black/African American – Serving Advocacy Organizations	Provide training and technical assistance across OVW programs on the implementation of culturally specific strategies to address domestic violence, dating violence, sexual assault, and stalking in the Black/African American community. OVW is seeking to support a consortium of organizations that demonstrate expertise in working with programs serving this community. One of the consortium partners must serve as the lead applicant. The consortium will also work in collaboration with other OVW TA Providers to provide training and technical assistance to Culturally Specific Program (CSSP) grantees. The consortium must also have expertise in working with faith-based organizations and working at the intersections of race and other factors that cause marginalization.	\$450,000/ 24 months
27) Building the Capacity of Deaf Organizations	Provide training and technical assistance to increase the capacity of Deaf organizations to address domestic violence, dating violence, sexual assault, and stalking against individuals in the Deaf community.	\$600,000/ 24 months
28) Leadership Education and Advancement for Professionals	Provide training and technical assistance to build the capacity of emerging executives and aspiring leaders working in domestic violence, dating violence, sexual assault, and stalking organizations that serve culturally specific communities.	\$400,000/ 24 months
29) Culturally Specific Economic Justice	Provide training and technical assistance to culturally specific nonprofit organizations regarding the issues of safety and economic justice, including, but not limited to, advocacy, equity and equitable access, mobility, sustainability of employment, credit issues, identity security, and self-sufficiency.	\$400,000/ 24 months
30) Sexual Assault Forensic Examiner Training and	Provide training and technical assistance on establishing and/or enhancing Sexual Assault Forensic Examiner (SAFE) services in rural,	\$250,000/ 24 months

Technical Assistance for Rural, Remote, and Tribal Communities	remote, and tribal communities, including providing training and technical assistance to sites funded under OVW's Forensic-Medical and Advocacy Services for Tribes (FAST) Initiative.	
31) Medical Forensic Exam Payment	Provide training and technical assistance to states, localities, and healthcare providers to improve access to, and payment for, forensic exams for victims of sexual assault, including those who do not wish to report the crime at the time of the exam.	\$300,000/ 24 months
32) National Protocol for Domestic Violence Forensic Medical Examinations	Develop a National Protocol for Domestic Violence (including strangulation) Medical Forensic Examinations. Project activities will include proposing a plan to get national input from relevant experts, organizing and hosting focus groups, drafting a proposed protocol, coordinating review of the draft protocol, and editing the protocol at OVW's direction.	\$400,000/ 24 months

Comprehensive Technical Assistance (Competitive and Non-competitive)

Comprehensive purpose areas promote the consistent delivery of TTA for certain grant programs, professions, and core/critical areas. Typically, each OVW Comprehensive technical assistance award is competed every five years. If OVW designates a purpose area as Comprehensive, the funded project is eligible for an initial competitive award and non-competitive supplemental funding for a total award period of five years. The purpose area listed on the Competitive Comprehensive technical assistance chart is being competed in FY 2020 for an initial award period as stated in the chart below. Purpose areas listed on the Non-Competitive Comprehensive technical assistance chart have active TA Initiative awards still within their five-year non-competitive award periods.

FY 2020 Competitive Comprehensive Technical Assistance Purpose Area		
Purpose Area Title	Purpose Area Content	Budget Cap
33) Campus Coordinated Community Response	Provide training and technical assistance to institutions of higher education on establishing and implementing an effective coordinated community response approach to campus domestic violence, dating violence, sexual assault, and stalking.	\$500,000/ 36 months

To continue to receive funding for the following Non-Competitive Comprehensive technical assistance projects, current recipients of each purpose area below should work with their OVW program specialist to determine the budget amount and project period.

FY 2020 Non-Competitive Comprehensive Technical Assistance Purpose Areas
34) Comprehensive for the Culturally Specific Services Grant Program
35) Comprehensive for the Transitional Housing Grant Program

36) Comprehensive for the Training and Technical Assistance Initiative
37) Comprehensive for the Consolidated Youth Grant Program
38) Comprehensive for the Underserved Grant Program
39) Comprehensive for the Disability Grant Program
40) Comprehensive for the STOP Formula Grant Program
41) Comprehensive for the SASP Formula Program
42) National Resource Center on Domestic Violence and Firearms
43) National Center on Protection Orders and Full Faith and Credit
44) Stalking Comprehensive
45) Training and Technical Assistance for the Comprehensive Prevention and Education Component of the Campus Grant Program
46) Disability and Deaf National Resource Center

OVW Priority Areas

In FY 2020, OVW is interested in supporting the priority areas identified below. Many of the FY 2020 TA Initiative purpose areas address one or more of the priority areas. Applicants are encouraged to incorporate one or more of these priorities into their proposed project, as appropriate.

1. Reduce violent crime against women and promote victim safety through investing in law enforcement, increasing prosecution, and promoting effective prevention.
2. Empower victims to become survivors by growing them past their vulnerabilities to a place of self-sufficiency.
3. Increase efforts to combat stalking.
4. Address the specific challenges that rural communities face in responding to domestic violence, dating violence, sexual assault, and stalking.

Activities that Compromise Victim Safety and Recovery or Undermine Offender Accountability

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

Out-of-Scope Activities

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

1. A project that does not sufficiently address one of the enumerated purpose areas.
2. Research projects (This does not include assessments conducted only for internal improvement purposes (up to one percent of the award). For information on distinguishing between research and assessments, see the heading on this topic in the [Funding Restrictions](#) section of this solicitation and the [Solicitation Companion Guide](#).)
3. Direct victim services and justice system interventions. OVW's TA Initiative funds are intended to support educational and training opportunities and technical assistance for

current and potential OVW grantees and sub-grantees. They cannot support law enforcement activities, legal representation, direct services, or other interventions.

4. Applications focused on a single state, region, or local geographic community, unless specified in the purpose areas.

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 (see the [Solicitation Companion Guide](#) for more information on relevant requirements).

1. Surveys, whether conducted as part of a program or needs assessment, or for any other purpose. Prior approval is necessary to determine whether the activity is within the scope of the award and meets the requirements of the Paperwork Reduction Act.
2. In-person events, such as conferences, trainings, meetings, roundtables, and on-site TTA.

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 2020 funding, depending on the merits of the applications and the availability of funding.

Award Period and Amounts

The award period and amount indicated with each competitive Targeted and Comprehensive purpose area are OVW's best estimate for purposes of the FY 2020 TA Initiative solicitation. Budgets must reflect the number of months of the project activity as stated for each purpose area, and the total "estimated funding" on the SF-424 must reflect the same number of months. OVW anticipates that the award period will start on October 1, 2020.

In FY 2020, OVW has identified the funding available for each purpose area. Applicants should adjust their funding requests accordingly.

This initiative typically makes awards in the range of \$150,000 - \$2,000,000. OVW estimates that it will make up to 47 awards for an estimated \$24,000,000.

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 under which OVW expects to have ongoing substantial involvement in award activities. For this program, the substantial involvement includes participating in project meetings, developing and approving final agendas, reviewing and approving faculty, products, and curriculum, and identifying participants for TTA activities. Award recipients must be willing to work closely with

OVW on the implementation of their proposed project and be willing to modify project activities at OVW's request in order to address the needs of existing grantees and/or emerging issues.

Types of Applications

In FY 2020, OVW will accept applications for this program from the following:

New: Applicants that have never received funding under the TA Initiative, current and former recipients of a TA Initiative award that propose to address a purpose area included in the FY 2020 TA Initiative solicitation for which they have not previously received funding, or former award recipients for the purpose area whose previous funding for that purpose area expired more than 12 months ago.

Continuation: Applicants that have an existing or recently closed (within the last 12 months) award under the TA Initiative for a purpose area included in the FY 2020 TA Initiative solicitation for which they will be submitting a Targeted and Competitive Comprehensive application and applicants submitting an application for a Non-Competitive Comprehensive purpose area. Continuation funding is not guaranteed.

Additionally, current grantees with a substantial amount of unobligated funds remaining (50 percent or more of the previous award) as of March 31, 2020 without adequate justification may not be considered for funding, or may receive a reduced award amount if selected for funding in FY 2020.

Mandatory Program Requirements

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

1. OVW-sponsored training and technical assistance.
2. An OVW-sponsored assessment or program evaluation, if applicable.
3. A planning period with the recipient's OVW program specialist and project partners.

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 of application contents](#), and 6. [timeliness](#). An applicant with [past performance issues](#), long-standing open audits, or an open criminal investigation also may not be considered for funding.

Eligible Applicants

Eligible entities for the TA Initiative are national, tribal, statewide, or other nonprofit organizations. Eligible applicants must have the capacity to provide training and technical assistance on a national level. In rare circumstances, OVW may support institutions of higher education; state, local, or tribal governments or governmental agencies (e.g., police departments, prosecutor's offices, or probation departments); or local non-profit organizations. However, in such circumstances, those entities must describe in detail their demonstrated history of providing TTA, and include justification in the application that they have delivered TTA to a national audience.

Faith-based and community organizations that meet the eligibility requirements are eligible to receive awards under this solicitation (see “Faith-Based Organizations” on the [OVW website](#) for more information).

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

Cost Sharing or Matching

This program has no match or cost sharing requirement.

Limit on Number of Applications

OVW will consider only one application per organization in response to each purpose area in this solicitation. If an applicant submits multiple applications for a purpose area, OVW will review only the most recent system-validated version submitted before the deadline. Applicants interested in applying to multiple purpose areas should clearly distinguish the purpose area for each application and use clearly differentiated project titles for each application. It is the responsibility of each applicant to match submitted applications to the intended purpose areas.

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](#) and on the [OVW website](#). Applicants wishing to request a paper copy of these materials should contact OVW.TechAssistance@usdoj.gov or 202-307-6026.

Pre-Application Information Session

OVW will post a pre-recorded Pre-Application Information Session on its website for entities interested in submitting an application for this program. Listening to this session is optional. Interested applicants who do not listen to the pre-recorded session are still eligible to apply. The session is tentatively scheduled to be available by January 2, 2020 on the OVW website <https://www.justice.gov/ovw/resources-applicants>. **The session will be captioned in English and Spanish. Interested applicants needing additional language assistance should contact this initiative’s POC at OVW.TechAssistance@usdoj.gov or at 202-307-6026 as soon as possible, but no later than January 8, 2020.**

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.

Letter of Intent

Applicants intending to apply for FY 2020 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.TechAssistance@usdoj.gov by January 29, 2020. This letter will not obligate the applicant to submit an application. Applicants should include in the Letter of Intent the assigned number(s) and the name of the purpose area(s) as listed in this solicitation of the specific Targeted and Comprehensive purpose area(s) for which their organization anticipates

submitting an application in FY 2020. See <https://www.justice.gov/ovw/resources-applicants> for a sample Letter of Intent.

Formatting and Technical Requirements

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

1. Double spaced (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 (TNR) or Arial font, except for footnotes, which may be in 10-point font.
5. Page numbers.
6. No more than 20 pages for the Targeted Technical Assistance Project Narrative and no more than 25 pages for the Competitive and Non-Competitive Comprehensive Project Narratives.
7. Word documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).
8. Headings and sub-headings that correspond to the sections identified in this section of the solicitation.

Application Contents

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

OVW will 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. Memorandum of Understanding (MOU).
4. Letter of Support.

In addition, the following documents are required; failure to submit them will not result in removal from consideration but may result in a loss of points:

1. Summary Data Sheet.
2. Proposal Abstract.

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 20- or 25-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 and pass all funds through

to an entity or entities that will implement the project. Such an applicant will not be involved with implementation of the project beyond issuing subaward(s) to these entities and conducting minimal administrative activities. A fiscal agent/sponsor applicant must list these subrecipients and include a statement acknowledging that, should an award be made, the applicant will be responsible for all applicable statutory, fiscal, and programmatic requirements, including those of [2 C.F.R. Part 200](#), as well as all project deliverables. In such situations, the fiscal agent/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 all 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 at <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 all other federal grant programs from which the applicant currently receives funding or for which it has applied for funding in FY 2020 **to do similar work**. Provide this information in a table using the sample format found on the OVW website at <https://www.justice.gov/ovw/resources-applicants>.
7. Statement as to whether the applicant is a nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code.
8. Statement as to whether the applicant is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure to establish a rebuttable presumption that its executives' compensation is reasonable. If the applicant is not a nonprofit organization or is a nonprofit that does not use the safe-harbor procedure, provide a statement to that effect. For additional information about the safe-harbor procedure, see "Disclosure of Process Related to Executive Compensation" in the [Additional Required Information](#) section.
9. The title of the proposed project.
10. Statement whether the application is addressing a Targeted or a Comprehensive purpose area. Identify the specific purpose area by number and purpose area title. Applicants should address only one technical assistance purpose area in a single application and should not modify a purpose area.
11. Duration of the project (i.e., 12, 24, 36 months).
12. The award amount requested. For Competitive Comprehensive purpose area applicants, please include projected five-year costs, as well as funding being requested for the initial award period (i.e., 12, 24, or 36 months as stated in the purpose area section).
13. A list of all project partners (organization names and/or individual consultants) and the funding amount requested for each partner.

Proposal Abstract (not scored but used throughout the review process)

The Proposal Abstract must provide a short summary (**no more** than two pages double-spaced) of the proposed project, including names of applicant and partners, project title, purpose of the project (including goal and intended outcome), primary activities for which funds are requested, who will benefit (including geographic area to be served), products and deliverables, and how

the applicant will measure progress in completing project goals and objectives. Applicants must not summarize past accomplishments in this section.

Project Narrative (65 Points Total)

The Project Narrative may not exceed 20 pages in length, double-spaced for Targeted technical assistance applications and 25 pages in length, double-spaced for Comprehensive technical assistance applications, double-spaced. The Project Narrative must include the following three sections:

Purpose of Application (20 points)

This section must:

1. Describe the need for the project, including the challenges and knowledge gaps in victim service provision and/or the justice system response that will be addressed by the technical assistance project.
2. Describe the target audience(s) for the project, including the grant program(s) and profession(s). Please explain the relationship between the target audience and the stated area of need.
3. Demonstrate an understanding of emerging issues related to the purpose area and proposed project.
4. Describe current or previous technical assistance efforts for this purpose area, including lessons learned and promising practices.
5. Describe the expected impact that the proposed project will have on each of the identified challenge(s), knowledge gap(s), and the target audience(s).
6. Describe a practice that compromises victim safety, relevant to the purpose area being addressed. Include an explanation of how the proposed TTA will address the specific victim safety issue.

What Will Be Done (30 points)

The application must provide a clear link between the proposed activities and the need identified in the "Purpose of Application" section above. The application must not include any of the activities listed as unallowable costs in the [Funding Restrictions](#) section of this solicitation.

This section must:

1. Describe the approach to addressing the challenge or need identified in the Purpose of the Application section.
2. Explain the project goals and objectives.
3. Provide a detailed description of the activities that will be undertaken to accomplish the project goals and objectives and how these activities clearly address the purpose area.
4. Describe how the proposed project will reach the target audience(s) and grant program(s) identified in the Purpose of the Application section.
5. Provide a clear link between all activities and the challenges and knowledge gaps identified in the Purpose of the Application section.
6. Explain why the chosen technical assistance delivery methods are appropriate for the target audience or profession and for the goals and objectives.
7. Provide a corresponding timeline for the completion of each activity and product to be developed. Include in the timeline the estimated number of each deliverable (e.g., number of trainings, webinars, and on-site technical assistance opportunities). An applicant applying for a Competitive Comprehensive technical assistance purpose area

must provide a detailed timeline for the initial project period included in the Competitive Comprehensive technical assistance purpose area chart, as well as a general timeline for the remainder of the five years of the proposed project. All applicants for the FY 2020 TA Initiative must include in their timeline a planning period with OVW and project partners.

8. Provide a justification of the estimated number of individuals, agencies, and/or jurisdictions that would receive TTA under this project.
9. Describe how accessibility issues will be addressed in this project.
10. If the application includes developing a product, describe the dissemination method/plan for each proposed product.
11. *Performance measurement.* Describe how the applicant will measure its progress in achieving the project's goal(s)/vision. Identify targeted outcome(s) and describe any tool(s) the applicant will use to track those outcomes and report them to OVW. Tools may include OVW performance progress reports and logic model templates (both available at www.vawamei.org).
12. Describe how the applicant will move to project sustainability.

Who Will Implement the Project (15 points)

This section must:

1. Provide the lead applicant's mission statement.
2. Identify the key individuals and organizations, including project partners, involved in the proposed project.
3. Demonstrate that the individuals and organizations identified to implement the project have the capacity to address the stated need and can successfully implement the proposed project activities; attach resumes or job descriptions of all key personnel.
4. Provide the qualifications and experience of the individuals and consultants to provide national TTA on the selected purpose area and to the identified audience.
5. Provide the percentage of time each key individual will devote to the project, and the specific activities in which each individual will participate.
6. Provide examples of the experience that the applicant and/or its project partners have had using each proposed technical assistance delivery method in the last five years.
7. If the applicant proposes to provide on-site technical assistance with OVW grantees, describe the capacity and experience to do so.
8. If an applicant proposes to hold any in-person meetings that necessitate logistical planning, the application must indicate if an outside planner will be hired. If no outside planner will be hired, the application must document that the applicant or a project partner is the most cost-effective means of obtaining conference logistical services.

Budget Detail Worksheet and Narrative (15 Points)

All applications must include a detailed budget and budget narrative. See the sample Budget Detail Worksheet and the Creating a Budget webinar available on the OVW 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

Refer to the Targeted and the Competitive Comprehensive technical assistance purpose areas charts for information on the award period and amount. Non-Competitive Comprehensive applicants should work with their OVW program specialist to determine the budget amount and

project period. OVW has the discretion to award cooperative agreements for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to award of a cooperative agreement.

Applications exceeding the identified budget cap for a purpose area may receive point deductions during the review process. Applicants should carefully consider the resources needed to successfully implement the proposed project and present a realistic budget that accurately reflects project costs. OVW has limited funds available to support technical assistance, and, therefore, all applicants should carefully consider all costs when developing their proposed budgets.

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. The budget must not contain items that are not supported by the project narrative.
2. Include funds to attend OVW-sponsored training and technical assistance in the amount of \$7,500. This amount is for the entire project period and NOT per year. Applicants also may budget expenses in excess of the required amount if they are aware of relevant non-OVW sponsored conferences or training for which they would like permission to use grant funds to support staff/project partner attendance.
3. Include scholarship funds to support participant travel for any in-person trainings and conferences, if the project includes STOP Violence Against Women Formula Grant Program grantees and sub-grantees in the intended target audience.
4. Reflect all costs related to implementing the proposed project and include basis for computation for all costs.
5. Provide an explanation of proposed expenses that is detailed, complete, reasonable, and within established limits.
6. Exclude any unrelated or out-of-scope costs for the proposed project.
7. Include funds or describe other resources available to the applicant to ensure access for individuals with disabilities, Deaf/hard of hearing individuals, and persons with limited English proficiency. See [Accessibility](#) under [Federal Award Administration Information](#) for more information.
8. Compensate all project partners for their full level of effort, unless otherwise stated in the MOU. For more information on compensating project partners, see the sample Budget Detail Worksheet on the OVW website at <https://www.justice.gov/ovw/resources-applicants>.
9. 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>.

Memorandum of Understanding (MOU) (10 Points Total)

For purposes of this solicitation, the MOU is a document containing the terms of the partnership and the roles and responsibilities between two or more parties. 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. § 200.331). Partners receiving funds under the award generally are considered subrecipients because they are carrying out a portion of the federal award.

The MOU **must** be a single document and **must** be signed and dated by the [Authorized Representative](#) of each proposed partner organization during the development of the application. 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.

OVW recognizes that appropriate collaborations enhance the effectiveness of TTA projects just as they enhance local interventions. OVW also understands that effective partnerships can strengthen the depth of overall technical assistance delivery. Therefore, OVW requires all potential technical assistance providers to enter into an MOU with key project partners who will bring the necessary substantive expertise to the project. Key partners include any partners who will play a significant role in the development and/or implementation of the project, regardless of compensation. Any project partner receiving funds under the application is considered a key partner in the implementation of the project.

The MOU must clearly:

1. Identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship.
2. State the roles and responsibilities each partner will assume to ensure the success of the proposed project.
3. Describe, for each partner, the expertise the partner brings to the project, and their commitment to the collaboration.
4. State that each project partner has reviewed the budget, is aware of the total amount being requested, and is being fully compensated for their work under the cooperative agreement or is agreeing to be partially compensated or receive no compensation from the cooperative agreement.

Letter of Support (5 Points Total)

Applicants must include one Letter of Support from a previous recipient of their training and/or technical assistance. Additional letters beyond the one required letter will not be reviewed. The Letter of Support must not exceed two pages, double-spaced.

A Letter of Support must:

1. Identify the purpose of the training and/or technical assistance received by the letter writer from the applicant and/or key project partner of the applicant.
2. Include the date on which the most recent training and/or technical assistance was provided to the letter writer.
3. Discuss the extent to which the training and/or technical assistance was helpful in improving and/or enhancing the letter writer's services to victims or enhanced their capacity to address domestic violence, dating violence, sexual assault, and stalking.

Additional Required Information

The following documents will not be scored but must be included with the application. Failure to supply this information may result in the application being removed from consideration. 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. The SF-424 is generated when the applicant begins the submission process. For "Type of Applicant," do not select "other." The amount of federal funding requested in the "Estimated Funding" section of this form must match the amount of federal funding requested in the budget section of the application package. This program does not require a match; therefore, the values for the Applicant line should be zero. The individual who is listed as "**Authorized Representative**" must be an individual who has the authority to apply for and accept grant awards on behalf of the organization or jurisdiction.

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

Assurances and Disclosure of Lobbying Activities

Review the assurances and disclosure forms online. Applicants will be prompted to compile these forms online during the application submission process. All applicants must complete both the *Assurances – Non-Construction Programs* (SF-424B) form and the *Disclosure of Lobbying Activities* (SF-LLL) form. Applicants that expend any funds for lobbying activities must provide the information requested on the SF-LLL. Applicants that do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.

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

Applicant Financial Capability Questionnaire (if applicable)

All nonprofit, nongovernmental organizations that apply for funding from OVW and have not previously (or within the last three years) received funding from OVW must complete an

Applicant Financial Capability Questionnaire. In addition, applicants may be required to submit their current year's audit report at a later time. The questionnaire can be found at <https://www.justice.gov/ovw/file/866126/download>.

Confidentiality Notice Form

All applicants are required to acknowledge that they have received notice that grantees and subgrantees must comply with the confidentiality and privacy requirements of VAWA, as amended. Applicants must 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. This form must be signed by the [Authorized Representative](#).

Disclosure of Process Related to Executive Compensation (if applicable)

An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees.

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

Each applicant must state at the time of its application (in the Summary Data Sheet mentioned earlier) whether the applicant is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure to establish a rebuttable presumption that its executives' compensation is reasonable. If the applicant states that it uses the safe-harbor procedure, then it must disclose, in an attachment to its application (to be titled "Disclosure of Process Related to Executive Compensation"), the process it uses to determine the compensation of its officers, directors, trustees, and key employees (together, "covered persons"). See 34 U.S.C. § 12291(b)(16)(B)(iii).

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

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

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

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 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.

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. Applicants 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 or 1-888-514-8556 for more information.

Letter of Nonsupplanting

Applicants 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 should a grant award be made. 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 Dun & Bradstreet (D&B). Once an applicant has applied for a DUNS number through D&B, its DUNS number should be available within two business days.

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. See 2 C.F.R. §§ 25.200, 25.205.

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. 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](https://www.grants.gov) no later than January 29, 2020.

Submission Dates and Times

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

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

Applicant Action and Information	Dates/Deadlines
Apply for a DUNS number	
Obtain a DUNS number at https://www.dnb.com or call 866-705-5711.	January 29, 2020
Register with SAM	
Access the SAM online registration through the SAM homepage at https://www.sam.gov/SAM/ 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. Organizations must update or renew their SAM registration at least once a year to maintain an active status.	January 29, 2020
Register with Grants.gov	
Once the SAM registration is active, the applicant will be able to complete the Grants.gov registration (see Other Submission Requirements for more information on registering for and using Grants.gov).	January 29, 2020
Submit Letter of Intent	
Neelam J. Patel, Team Lead Training and Technical Assistance Initiative, OVW.TechAssistance@usdoj.gov , 202-353-4338.	January 29, 2020
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 Grants.gov , visit the following link: http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html .	At least 48 hours before application deadline
Request Hardcopy Submission(if necessary)	
Applicants that cannot submit an application electronically due to lack of internet access must contact the POC at 202-353-4338 or OVW.TechAssistance@usdoj.gov to request permission to submit a hardcopy application.	February 24, 2020
Begin Application Submission Process	
Applications must be submitted electronically via Grants.gov .	Begin 24–48 hours prior to the application deadline
Confirm Application Receipt	
Authorized Organization Representatives (AORs) should closely monitor their email for any notification from Grants.gov about a possible failed submission.	Submitting the application at least 48 hours before

<p>The AOR is a user role within Grants.gov for a user who is authorized to submit applications on behalf of the organization.</p> <p>The AOR should receive a minimum of two emails from Grants.gov. 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 applicant’s responsibility to notify OVW of any problems with the application submission process.</p>	<p>February 26, 2020 will enable the 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 February 26, 2020 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. 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.

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

Experiencing Technical Difficulties Beyond the Applicant’s Reasonable Control

Issue	Applicant Action	OVW Policy
Issue with SAM or Grants.gov Registration	<ol style="list-style-type: none"> 1. Register and/or confirm existing registration at least three weeks prior to the application due date to ensure that the individual who will be submitting the application has SAM and Grants.gov access and is the person registered to submit on behalf of the applicant. 2. Maintain documentation of when registration began, any issues related to registration, and all communication with technical support. 3. 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. 	Failure to begin the SAM or Grants.gov registration process in sufficient time (i.e., by the date identified in this solicitation) is not an acceptable reason for late submission.

Issue	Applicant Action	OVW Policy
Unforeseeable Technical Difficulties During the Application Submission Process	<ol style="list-style-type: none"> 1. Contact Grants.gov for technical support at least 24 hours prior to the application deadline. 2. Maintain documentation of all communication with Grants.gov support. 3. Prior to the application deadline, contact the POC for this program, via email at OVW.TechAssistance@usdoj.gov indicating 	Common foreseeable technical difficulties for which OVW will not approve a late submission request include:

	<p>that the applicant is experiencing technical difficulties and would like permission to submit a late application. The email must include the following:</p> <ul style="list-style-type: none"> • A detailed description of the difficulty that the applicant is experiencing. • The contact information (name, telephone, and email) for the individual making the late submission request. • The complete application packet (Project Narrative, Budget and Budget Narrative, MOU, and Letter of Support.) <p>4. Within 24 hours after the application deadline, the applicant must email the POC for this program at OVW.TechAssistance@usdoj.gov the following information:</p> <ul style="list-style-type: none"> • Applicant's DUNS number. • Grants.gov applicant support tracking number. • Other relevant documentation. 	<ul style="list-style-type: none"> a. Using an outdated version of Adobe Acrobat. b. Attachment rejection. (To ensure that attachments are not rejected, attachment names should only include allowable characters. See "Other Submission Requirements".) <p>Through Grants.gov, OVW can confirm when submission began. Applicants that start the submission process less than 24 hours before the deadline will not be considered for late submission. 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.</p>
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Issue	Applicant Action	OVW Policy
Severe Inclement Weather or Natural Disaster	<ol style="list-style-type: none"> 1. Contact the POC for this program at OVW.TechAssistance@usdoj.gov as soon as the applicant is aware of severe weather or a natural or manmade disaster that may impede the submission of an application by the deadline. The email should include a detailed description of the weather event or natural or manmade disaster. A detailed description includes when the event occurred, or is likely to occur, the impacted area, and the specific impact on the applicant and/or partners' ability to submit the application by the deadline (e.g., without power for "x" days, office closed for "x" days). If the application is complete and ready for submission at the time the applicant notifies the POC, it should be included with the email. 2. Applicants impacted by severe weather or a natural or manmade disaster occurring on the 	OVW may not be able to accommodate all requests resulting from severe inclement weather or a natural disaster.

	deadline must contact OVW within 48 hours after the due date or as soon as communications are restored.	
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Submission of the required documents to the POC is not an approval of a late application submission request. OVW will review the information provided, consider the request, and inform the applicant of its decision within 30 days of the request.

Funding Restrictions

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

Unallowable Costs

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

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

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.

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

Research and Assessments

Grantees under this program are prohibited from using OVV funds to conduct research, which is defined in 28 C.F.R. § 46.102 as a systematic investigation designed to develop or contribute to generalizable knowledge. Surveys and focus groups, depending on their design and purpose, may constitute research and therefore be out of scope.

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

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](https://www.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](https://www.grants.gov) Applicant Support Line at 1-800-518-4726.

Note: [Grants.gov](https://www.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](https://www.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 “&” format.		
Period (.)			

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

Submitting a Grant Application

In 2017, Grants.gov 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](https://www.grants.gov) Applicant Support Line 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, 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. Specifically, for the TA Initiative, scoring will be as follows:

1. Summary data sheet: (5) points.

2. Project narrative: (65) points, of which
 - A. Purpose of the project: (20) points.
 - B. What will be done: (30) points.
 - C. Who will implement: (15) points.
3. Budget detail worksheet and narrative: (15) points.
4. MOU: (10) points.
5. Letter of Support: (5) points.

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

Review and Selection Process

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

Peer Review

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

Programmatic Review

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

1. Activities that compromise victim safety and recovery and undermine offender accountability (deduct up to 15 points).
2. Out-of-scope and unallowable activities (deduct up to 20 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 with current or recently closed OVW awards 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](#).
12. Adherence to the requirements of the conference request process.

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 down funds until certain requirements are met. High-risk grantees with substantial or persistent performance or compliance issues, long-standing open audits, or open criminal investigations 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, 2020.

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 Recipients

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

Terms and conditions for OVW awards are available 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 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. 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. Forms will be submitted electronically via GMS. 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 initiative at 202-307-6026 or OVW.TechAssistance@usdoj.gov, for financial questions, contact 1-888-514-8556 or OVW.GFMD@usdoj.gov, and for technical support, contact [Grants.gov](https://www.grants.gov) Applicant 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. Prior to peer review, OVW will not contact applicants for missing items. Additionally, if an applicant plans to submit an application under any other OVW grant program this fiscal year, it is the applicant’s responsibility to ensure that only documents pertinent to this solicitation are included with this application. OVW will not redirect documents that are

inadvertently submitted with the wrong application (e.g., a Rural Program letter submitted with a Transitional Housing Program application will not be transferred to the Rural application).

Application Document	Date Completed
1. Letter of Intent	
2. Summary Data Sheet	
3. Project Narrative: a) Purpose of the Application. b) What Will Be Done. c) Who Will Implement.	
4. Proposal Abstract	
5. Budget Detail Worksheet and Narrative	
6. Memorandum of Understanding (MOU)	
7. Letter of Support	
8. Application for Federal Assistance: SF 424	
9. Assurances (SF 424B) and Disclosure of Lobbying Activities (SF-LLL)	
10. Applicant Financial Capability Questionnaire (if applicable)	
11. Confidentiality Notice Form	
12. Disclosure of Process Related to Executive Compensation	
13. Pre-Award Risk Assessment	
14. Indirect Cost Rate Agreement (if applicable)	
15. Letter of Nonsupplanting	

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.