

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



The United States Department of Justice, Office on Violence Against Women (OVW) (www.ovw.usdoj.gov) is pleased to announce that it is seeking applications for the Engaging Men in Preventing Sexual Assault, Domestic Violence, Dating Violence, and Stalking Grant Program. This program furthers the Department's mission by engaging men in preventing sexual assault, domestic violence, dating violence, and stalking.

OVW Fiscal Year 2010

Engaging Men in Preventing Sexual Assault, Domestic Violence, Dating Violence, and Stalking Grant Program

Call for Concept Papers

Eligibility

Applicants are limited to nonprofit, nongovernmental organizations or coalitions that have a documented history of creating and administering effective public education campaigns addressing the prevention of domestic violence, dating violence, sexual assault or stalking or a State, Territorial, Tribal, or unit of local governmental entity that is partnered with the aforementioned.

(See "Eligibility," page 4)

Deadline

Letters of intent to apply should be submitted by May 13, 2010.
All Applicants should register online with Grants.gov by May 13, 2010.

All applications are due by **8:00 p.m. E.T. on June 3, 2010.**

(See "Deadline: Concept Paper," page 3)

Pre-Concept Paper Conference Calls

Dates:

May 20th, 2 p.m. – 4 p.m.

May 21st, 2 p.m. – 4 p.m.

Contact Information

For assistance with the requirements of this solicitation, contact OVW at (202) 307-6026. This application must be submitted through Grants.gov. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726 Monday through Friday from 7 a.m. to 9 p.m., E.T.

Grants.gov Number assigned to announcement OVW-2010-2724

CONTENTS

Overview of the OVW Engaging Men in Preventing Sexual Assault, Domestic Violence, Dating Violence, and Stalking Grant Program	p.2
Deadline: Letter of Intent	p.2
Deadline: Registration	p.3
Deadline: Concept Paper	p.3
Eligibility	p.4
OVW Engaging Men in Preventing Sexual Assault, Domestic Violence, Dating Violence, and Stalking Grant Program Specific Information	p.4
• Types of Applicants	p.4
• Availability of Funds	p.4
• Award Period	p.4
• Award Amounts	p.4
• Program Scope	p.5
• Activities That May Compromise Victim Safety and Recovery	p.7
• Unallowable Activities	p.8
Performance Measures	p.8
How To Apply	p.8
What An Application Must Include:	p.8
• Application for Federal Assistance	p.8
• Standard Assurances and Certifications	p.8
• Financial Accounting Practices	p.9
• Summary Data Sheet	p.9
• Proposal Abstract	p.9
• Summary of Current OVW Projects	p.10
• Project Narrative	p.10
• Budget Detail Worksheet and Narrative	p.11
• Memorandum of Understanding (MOU)	p.13
• Memorandum of Exemption (MOE)	p.14
• Letter of Nonsupplanting	p.15
• Financial Capability Questionnaire	p.15
• Indirect Cost Rate Agreement	p.15
• Mission Statement	p.15
Selection Criteria	p.15
Review Process	p.16
Additional Requirements	p.17

OVW Engaging Men in Preventing Sexual Assault, Domestic Violence, Dating Violence, and Stalking Grant Program (CFDA 16.014)

Overview

This Call for Concept Papers contains information on how to apply for the Engaging Men in Preventing Sexual Assault, Domestic Violence, Dating Violence, and Stalking Grant Program. For general information on applying for all OVW grant programs, please see the OVW Fiscal Year 2010 Grant Program solicitation Reference Guide (Reference Guide) at <http://www.ovw.usdoj.gov/grants-resource-guide.htm>. All applicants should read carefully both this solicitation and the Reference Guide before beginning the application process.

About the OVW Engaging Men in Preventing Sexual Assault, Domestic Violence, Dating Violence, and Stalking Grant Program

Created by the Violence Against Women Act of 2005 (VAWA 2005), OVW's new Engaging Men in Preventing Sexual Assault, Domestic Violence, Dating Violence, and Stalking Grant Program (Engaging Men Program) is a competitive program administered by OVW.

Acknowledging that men are a critical part of successful efforts to prevent sexual assault, domestic violence, dating violence, and stalking, the Engaging Men Grant Program creates a unique opportunity for OVW to support projects that create public education campaigns and community organizing to encourage men and boys to work as allies with women and girls to prevent violence against women and girls, conducted by entities that have experience in conducting public education campaigns that address domestic violence, dating violence, sexual assault, or stalking.

This is the first time in the history of OVW that a grant program focuses primarily on the prevention of sexual assault, domestic violence, dating violence, and stalking by acknowledging the critical role men and youth play in this prevention.

Please read the Engaging Men Grant Program Call for Concept Papers in its entirety before beginning your application. It is the responsibility of the applicant to ensure that the application is complete and that all eligibility requirements have been met at the time of application submission. OVW will remove an application from consideration if the application is incomplete. Final award decisions are not appealable.

Deadline: Letter of Intent

If you intend to apply for Fiscal Year (FY) 2010 funding under this program, we encourage you to submit a letter stating that you intend to apply for funding. **The letter will not obligate you to submit an application.** Please see http://www.ovw.usdoj.gov/docs/sample_letter_of_intent.pdf for a sample letter. The letter should be submitted to OVW by **May 13, 2010**. You may send the letter to OVW at OVW.EngagingMen@usdoj.gov. OVW will use these letters to predict the number of peer review panels needed to review the applications. You **can** still submit an application for funding if you do not submit a Letter of Intent.

Deadline: Registration

The Grants.gov registration deadline is May 13, 2010. For more information on the process of registering and applying in Grants.gov, please see the [Reference Guide](#) at pages 13-15.

Pre-Concept Paper Conference Calls

OVW will conduct two (2) Pre-Concept Paper Conference Calls. During these calls, OVW staff will review the Engaging Men Grant Program requirements and the application process as well as answer general questions about the grant program.

Conference Call Schedule

The conference calls are all scheduled for 2 p.m. - 4 p.m. e.t. on the following dates:

May 20, 2010

May 21, 2010

Note: During the calls, OVW staff will review the Call for Concept Papers' content and the process for applying to the Engaging Men Grant Program and allow for a brief question and answer session. Participation in these calls is optional for applicants.

Registration Instructions

Anyone who is interested in submitting a concept paper may register to participate in the calls. The total number of participants for each call is limited to 25. To register, please e-mail or call OVW Program Specialist, **Rudelle Handy**, at Rudelle.Handy@usdoj.gov or 202-305-7493. Your registration must be received within two hours prior to the start of the call.

Deadline: Concept Paper

An application submission is complete if (a) a hard copy of the entire application, with original signatures, has been submitted via overnight delivery by the deadline and (b) the application has been submitted through Grants.gov.

The deadline for applying for funding under this announcement is **June 3, 2010, 8:00 p.m. E.T.** A hard copy must be sent via an overnight delivery method, post-marked by **June 3, 2010** to:

**The Office on Violence Against Women
c/o Lockheed Martin Aspen Systems Corporation
Engaging Men Grant Program
Mail Stop 2K
2277 Research Boulevard
Rockville, MD 20850
(301) 519-5000**

Applicants are strongly encouraged to submit their applications well in advance of the deadline, in order to ensure a successful submission through Grants.gov. For information on OVW's policy for late applications, please see the [Reference Guide](#) at pages 15-16.

Eligibility

It is very important that you review this information carefully. Applications that are submitted by non-eligible entities will be screened out during an initial review process and omitted from further review.

By statute, eligible entities for this program are:

- (A) nonprofit, nongovernmental organizations or coalitions that have a documented history of creating and administering effective public education campaigns addressing the prevention of domestic violence, dating violence, sexual assault or stalking; or
- (B) a State, Territorial, Tribal, or unit of local governmental entity that is partnered with an organization such as those described in paragraph (A) above.

In addition, each nonprofit organization applying as a lead applicant or partner must meet all of the following eligibility criteria:

- The organization has documented experience in the area(s) of sexual assault, domestic violence, dating violence, or stalking; **and**
- The organization has expertise in the development of linguistically, culturally, and community-relevant outreach and prevention services relevant to the specific communities to whom assistance would be provided **OR** has the capacity to link to existing services in the community tailored to the needs of the underserved population.

OVW also requires that the application team include an organization that has experience in providing services to people who may disclose victimization during prevention activities.

OVW Grants to Engaging Men in Preventing Sexual Assault, Domestic Violence, Dating Violence, and Stalking Grant Program – Specific Information

Types of Applicants

In FY 2010, OVW will accept applications for the Engaging Men Grant Program from all eligible applicants.

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.

Award Period

The award period for these grants will be 24 months. **Budgets must reflect 24 months of project activity, and the total “estimated funding” (block 15) on the SF-424 must reflect 24 months.**

Award Amounts

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs. **Note: For this**

funding cycle only, OVW is combining Federal Fiscal Years 2008, 2009, and 2010 appropriations. Therefore, award amounts in Federal Fiscal Year 2010 may be larger than subsequent years. Engaging Men Grant Program funds for FY 2010 will be awarded based on the following guidelines:

- Up to \$300,000 for selected, eligible applicants. (budget cap may change)
- **OVW has the discretion to make awards for greater or lesser amounts than requested. In addition, OVW may negotiate the scope of work and the budget with applicants prior to making the award.**

This Call for Concept Papers is the first step in the process of selecting specific programs addressing prevention that will be funded under the Engaging Men Grant Program in Federal Fiscal Year 2010. Awards will be made as cooperative agreements and, as noted above, will be made for up to \$300,000 for a 24 month period, which will be divided into a planning phase and an implementation phase. Funded applicants will have access to \$50,000 during the planning period phase. The remaining \$250,000 will be used to support the implementation phase of the project. OVW will withhold implementation phase funds until it determines that all requirements of the planning phase have been successfully met.

Note: The length of the planning phase will be dictated by the ability of the award recipient to successfully complete all required mandates including developing an appropriate strategic plan, which includes policies, procedures, and guidelines for effective implementation. OVW expects that the planning phase will take approximately four months to complete; however, applicants should be aware that the planning phase may vary in length. Therefore, applicants should not rely on a strict 4 month schedule. Applicants should also be aware that OVW will work closely and collaboratively in shaping and implementing the project.

Program Scope

The purpose of the Engaging Men Grant Program is to support programs that create public education campaigns and community organizing to encourage men and boys to work as allies with women and girls to prevent violence against women and girls.

Statutory Program Purposes

By statute, funds under the Engaging Men Grant Program must be used for the following purpose:

- Create public education campaigns and community organizing to encourage men and boys to work as allies with women and girls to prevent violence against women and girls conducted by entities that have experience in conducting public education campaigns that address domestic violence, dating violence, sexual assault, or stalking.

Public Education Campaigns can include but are not limited to the following:

(A) Strategic radio PSAs and print materials (posters, brochures, and billboards, where applicable) that provide men with a clear “call to action” to talk to youth about and address the importance of role modeling, and provide contact information for a violence prevention organization in their community;

(B) Online resources that include relevant violence prevention information; and

(C) Activities that engage men as influencers, or activities that highlight violence against women prevention messages..

Media limits

No more than 40 percent of funds received by a grantee under this section may be used to create and distribute media materials.

In Federal Fiscal Year 2010, OVW encourages applications describing projects that:

- Develop innovative public education campaigns that use gender-specific group education for boys, girls and/or men as a means to reinforce norms, attitudes and behaviors that support respectful, non-violent relationships, (i.e., posters, brochures, web based materials, etc.);
- Create inventive approaches for integrating gender-specific information and education on healthy relationships and non-violence in boys and/or girls extra-curricular activities, such as sports, arts, religious education, community forums, innovative training programs and activities and coaching initiatives, etc.;
- Develop innovative approaches for integrating gender-specific information and education on healthy relationships and non-violence through established mentoring programs for boys and/or girls, including, but not limited training programs, group activities, etc.;
- Integrate gender-specific information and education on healthy relationships and non-violence in established culturally-specific programs for boys, girls and/or men, using pamphlets, brochures, policy guidelines, guidance counselors, youth programs, nurses, and school youth programs;
- Develop creative models of community organizing, outreach and mobilization for men to engage youth in healthy relationships and non-violence, using alternative outreach methods, such as music, drama, and social networks such as facebook and twitter;
- Develop innovative campaigns that will provide culturally relevant activities; and
- Develop innovative campaigns that will be inclusive of lesbian, gay, bisexual, transsexual, and questioning youth victims.

Program Guidelines

Applicants should also consider the following guidelines in response to this Call for Concept Papers:

Direct Services

All applicants planning to provide direct service activities will be considered out of scope and removed from consideration of funding.

Child Abuse

Grant funds may not be used to address child abuse.

Program Requirements

Successful applicants under this Call for Concept Papers must commit to meeting the following OVW requirements:

- Awards will be made as Cooperative Agreements and OVW will enter into a collaborative partnership and working relationship with awardees;
- Awardees and their corresponding MOU partners must demonstrate a high level of commitment to close collaborative working relationships;

- When applicable, awardees and partnering agencies with sexual assault, domestic violence, dating violence or stalking expertise will be required to engage in cross training activities with relevant culturally specific organizations;
- Awardees will be required to complete a planning phase, during which time the following activities must be completed with support from the OVW designated technical assistance provider:
 - Strengths assessment;
 - Needs assessment; and
 - Strategic plan.
- Awardees will work with OVW designated technical assistance providers to receive support in developing the assessments and strategic plan, and all products must be submitted to OVW for review and approval;
- The planning phase is meant for planning purposes only. Awardees may not engage in providing grant-funded activities until they have successfully completed, as determined by OVW, the planning phase activities;
- Awardees will engage in an implementation phase, which will be determined by the work completed in the planning phase; and
- Awardees must develop policies around confidentiality, privacy and information sharing.

To meet these requirements, OVW strongly encourages applicants to have in place a structure for governing, planning, and implementation.

Activities That May Compromise Victim Safety and Recovery

The following is a list of activities that have been found to decrease victim safety, deter or prevent physical and emotional healing for victims, or allow offenders to escape responsibility for their actions. OVW strongly encourages you **not** to include these activities in your application for funding:

- Developing materials that are not tailored to the target population;
- Failure to have plans and services in place for when victims disclose abuse or assaults during a prevention event;
- Information or education that places any blame on the victim.

Activities that compromise victim safety and recovery will be a factor reviewed during OVW internal review. Applications may be considered out of scope if significant activities are included that could compromise victim safety and recovery.

Unallowable Activities

Grant funds under the Engaging Men Grant Program may not be used for any unauthorized purposes, including but not limited to the following activities:

- Lobbying;
- Fundraising;
- Research projects; and
- Physical modifications to buildings, including minor renovations.

Performance Measures

All OVW grantees are required to submit semi-annual progress reports, which will be provided to you should you be selected for an award. The form for this program is under development. For samples of progress report forms that OVW uses for other programs, please see <http://muskie.usm.maine.edu/vawamei/forms.htm>.

For more information, see the [Reference Guide](#) at pages 17-20.

How To Apply

See the [Reference Guide](#) at pages 13-17 for information regarding “how to apply.”

What An Application Must Include

Applicants must complete each of the following sections as part of their response to this Call for Concept Papers. **It is the responsibility of the applicant to ensure that its application is complete by the deadline. OVW will remove the application from consideration prior to peer review if the application is substantially incomplete or received after the deadline without prior permission as described in the [Reference Guide](#) at pages 15-16.** For each section listed below, please note the corresponding maximum point value that may be assigned during the peer review scoring process. The application should follow the order below for easy reading.

Applications must use the following page format requirements:

- Double spaced (except that any included graphs and charts may be single-spaced)
- 8½ x 11 inch paper
- One inch margins
- Type no smaller than 12 point, Times New Roman font
- Include a brief Summary Data Sheet
- Include a Project Abstract (please limit to one page)
- Include a list of all current OVW projects as described below (if applicable)
- No more than 20 pages for the Project Narrative (item VII below)
- Word processing documents must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).

Sections I through XII below describe the specific elements of a complete application.

I. Application for Federal Assistance (SF-424)

Please see the [Reference Guide](#) at page 6 for additional information. This form will be filled out online and you should print out a copy for your hard copy submission.

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

Please see the [Reference Guide](#) at page 7 for additional information. These forms will be filled out online and you should print out copies for your hard copy submission.

III. Financial Accounting Practices

Each applicant must prepare a response to the following questions. This section of your application should be no more than two pages and should be a separate attachment to the application in Grants.gov and a separate section in the hard copy.

- Will all funds awarded under this program be maintained in an account that is separate and distinct from other sources of revenue/funding?
- Does the applicant have written accounting procedures?
- What type of inventory system does the applicant have in place?
- Does the applicant's current accounting system allow the applicant to separately track grant draw-downs and expenditures?
- Does the applicant have a risk management assessment process in place to identify and mitigate potential risks?
- What is the applicant's records retention policy?
- Has the individual primarily responsible for fiscal oversight attended a Fiscal Management Training Seminar put on by a U.S. government agency? If yes, when and which government agency?

IV. Summary Data Sheet

Please list the following information on a single page. The Summary Data Sheet should be a separate attachment to the application in Grants.gov and a separate section in the hard copy.

- Name, title, address, phone number, and e-mail address for the authorized representative (Please see the [Reference Guide](#) at page 6 for more information on who can be an authorized representative);
- Name, title, address, phone number, and e-mail address for the grant point-of-contact.
- Whether the agency has expended \$500,000 in Federal funds in the past fiscal year. Please specify the end date of the fiscal year;
- The agency and type of agency applying for funding;
- The number of years the organization has been providing services addressing victims of sexual assault, domestic violence, dating violence, and stalking OR, if partnering with a sexual assault and domestic violence agency, the name of the agency and how long that agency has been providing services;
- Culturally specific population/s served by the organization; and
- The Engaging Men Grant Program Statutory Purpose Areas and Priority Areas, if any, addressed by this proposal. Applicants are not required to address a Priority Area.

V. Proposal Abstract

The Proposal Abstract should provide a short and accurate summary of your proposed project including its goals and objectives. Please do not summarize past accomplishments in this section. The Proposal Abstract should be a single page and should be a separate attachment to the application in Grants.gov and a separate section in the hard copy.

The Proposal Abstract **must not** be submitted on the same page as the Summary Data Sheet.

VI. Summary of Current OVW Projects

For each current OVW Project, as defined in the OVW [Reference Guide](#) at page 7, please provide the following information:

- Identify grant by program, award number, and project period.
- Specify the total funds remaining in each grant as of the date of application.
- Provide the total funds remaining in each grant in the Personnel, Contracts/Consultants and Travel categories as of the date of application.
- List the names, dates, and locations of all OVW-sponsored training and technical assistance events in which project staff or project partners participated during the current grant award period.

This section should be clear and succinct. This should be a separate attachment to the application in Grants.gov and a separate section in the hard copy.

In addition to this information, OVW will evaluate the performance of the applicant in all current grants as a factor in the consideration of this application. Please note that applicants that have previously been OVW grantees and have failed to meet grant deadlines, failed to comply with financial requirements, or failed to comply with special conditions from previous grants may not be considered for funding.

VII. Project Narrative (Total 80 Points)

The following narrative should be a separate attachment to the application in Grants.gov and a separate section in the hard copy. The Project Narrative may not exceed 20 pages in length, double-spaced. Please number the pages of your narrative.

A. Purpose of Concept Paper (25 points) This section should briefly:

- Describe the problem to be addressed and how funding would alleviate it;
- Describe the community's service area in which the project would be implemented, including location, population, and demographic information;
- Identify the target population and state how the target population would benefit from the proposed project (please use current demographic information for the service area in order to be as specific and detailed as possible when describing the population to be served);
- Describe services currently available in the community and the gaps in those services;
- Clearly state the need of the project. The need must directly relate to the specific population to be served;
- Describe how the proposed project complements the State's STOP Violence Against Women Implementation Plan;
- If the applicant has applied or is applying for multiple OVW grants, describe how this project complements such other projects without duplicating efforts;
- The impact of current or prior efforts to prevent and reduce sexual assault, domestic violence, dating violence and stalking in the jurisdiction;
- The need for the project; and
- The description of the culturally specific community to be served and how the

proposed project will address their needs.

This section will be rated on the extent to which the applicant provides all of the information above and the quality of that information.

B. What Will Be Done (25 points)

This section should briefly:

- Detail the project goals and objectives, describing the specific tasks and activities necessary to accomplish each;
- Outline a tentative time line for the implementation of proposed activities within the 24 month grant cycle;
- Describe tangible products that will be generated (e.g., a video, a brochure, a curriculum). Products are not required; not all jurisdictions would benefit from developing new products.

In addition, if applicants are proposing to use any technology (including, but not limited to, security systems, GPS, hotlines, and databases) they should explain how they plan to address any victim safety concerns that may arise from the use of the technology, such as confidentiality and informed consent.

This section will be rated on the following criteria:

- The extent to which all project activities fall within the statutory scope of the program;
- The extent to which proposed activities would address the need described;
- The extent to which project activities seem feasible and likely to succeed;
- The extent to which project activities can realistically be completed within the grant cycle;
- The extent to which the proposal does not include activities that compromise victim safety; and
- The extent to which project activities are clearly described and reflect sound and/or innovative strategies to improve victim safety and offender accountability.

C. Who Will Implement the Project (25 points)

Each nonprofit organization applying as a lead applicant or partner must meet all of the following eligibility criteria:

- The organization has documented experience in the area(s) of sexual assault, domestic violence, dating violence, or stalking **AND**
- The organization has expertise in the development of linguistically, culturally, and community-relevant outreach and prevention services relevant to the specific communities to whom assistance would be provided **OR** has the capacity to link to existing services in the community tailored to the needs of the underserved population.

Applications must include both organizations with experience in prevention services for victims of sexual assault, domestic violence, dating violence, or stalking and organizations that are experienced in providing services to persons that may disclose victimization during prevention events.

To demonstrate one's experience and/or expertise, please address the following:

- Describe the mission and overall services provided by the organization;
- Provide detailed information that demonstrates the organization has experience providing prevention services relating to sexual assault, domestic violence, dating violence or stalking. **NOTE:** If the organization does not have this experience, it is **required** to partner with a non-profit sexual assault and/or domestic violence victim services agency with such expertise and must detail the following information:
 - The name of the partnering agency;
 - The qualifications of the organization and selected key staff to achieve the project goals and the resources and skills each staff person will bring to the project;
 - The extent to which the organization and its staff have the necessary expertise, as it pertains to the prevention of sexual assault, domestic violence, dating violence or stalking and culturally specific tailored services, to successfully implement the proposed project; and
 - The extent to which organization staff and current advisory board or steering committee members reflect the target population to be served by including members with knowledge or experience relevant to the targeted community.

Note: Victim service providers can provide varying degrees of confidentiality, often depending on State, Tribal, and Federal laws. This may affect what information about victims they can share with partners. Other partners may have legal limitations as well. Applicants should explain information sharing between partners, including how they will protect information that is confidential or privileged.

This section will be rated on the extent to which the applicant provides all of the information above and the quality of that information.

D. Sustainability (5 points)

This is a competitive, discretionary program; and there is no guarantee of continuation funding. Applicants are required to include a plan describing their commitment and capacity to continue the project if Federal funding through the Engaging Men Grant Program were no longer available.

This section will be rated on the following criteria:

- The extent to which the applicant proposes feasible strategies to preserve project activities long-term.

VIII. Budget Detail Worksheet and Narrative

A budget detail worksheet and narrative are not required at this time. Those applicants whose concept papers are selected to move on to the second level of review will be asked to submit a budget and budget narrative at a later date and the following budget caps and budget requirements will apply.

In developing the budget, applicants should fairly compensate all project partners for their participation in any project-related activities, including, but not limited to, compensation for time

and travel expenses to participate in project development, training, and implementation. The budget **must** include compensation for all services rendered by project partners, including nonprofit, nongovernmental sexual assault and/or domestic violence victim services programs and State and Tribal sexual assault and/or domestic violence coalitions.

Budget Limits

Awards will be made for an amount up to \$300,000 for 24 months (2 years). Funded applicants will have access to only \$50,000 during the planning period. The remaining funds will be used to support the implementation phase of the project. OVW will require a special condition that withholds funds contingent upon a determination by OVW that all requirements during the planning phase have been successfully met.

OVW has the discretion to award grants for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to award of a grant.

Budget Requirements

For budget guidelines, see the [Reference Guide](#) at pages 9-12. Following is additional guidance specific to this program:

Training and Technical Assistance.

All applicants **are required** to allocate funds in the amount of **\$15,000** (applicants from Alaska, Hawaii, and U.S. Territories should allocate **\$20,000** to account for higher travel costs) to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Please see the [Reference Guide](#) at page 10 for more information on this requirement.

A Sample Budget Detail Worksheet is available at

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The budget narrative should support all costs included in the budget and justify the purpose of the costs in relationship to fulfilling the overall objective of the project. The narrative should also include a description of services being performed and how the cost is determined.

IX. Memorandum of Understanding (MOU) (Total 20 points)

Applicants are required to submit an MOU that demonstrates they have consulted and coordinated in a meaningful way with partnering organizations as outlined in the Engaging Men Grant Program Call for Concept Papers. The MOU should be a single attachment to the application in Grants.gov and a separate section in the hard copy.

If the applicant organization does not have experience providing prevention services related to on sexual assault, domestic violence, dating violence or stalking, it is **required** to partner with a non-profit sexual assault and/or domestic violence victim services agency with such expertise, and the nature of the partnership must be outlined in the MOU. In addition, if the applicant organization is partnering with community agencies that provide tailored outreach and prevention services to the identified culturally specific populations, these organizations **must** also be included in the MOU.

If the applicant organization has the necessary experience in providing prevention services on sexual assault, domestic violence, dating violence or stalking, it is not necessary for it to partner with a nonprofit sexual assault and/or domestic violence service provider.

The MOU should be a single document that includes current signatures and dates from all partners, including the chief executive officers and/or directors of:

- The nonprofit, nongovernmental organizations or coalitions that have a documented history of creating and administering effective public education campaigns addressing the prevention of sexual assault, domestic violence, dating violence, and/or stalking as well as organizations who have experience providing services to persons who may disclose victimization.

The MOU must do the following:

- Identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationships began and provide when each partner entered into the relationship;
- Provide the mission of the organization(s), the types of services and prevention they provide related to sexual assault, domestic violence, dating violence, or stalking, and how long they have been doing these activities;
- Specify the extent of each partner's participation in developing the application;
- Clearly state the roles and responsibilities each organization or agency would assume to ensure the success of the proposed project;
- Identify the representatives of the planning and development team who will be responsible for developing and implementing project activities and describe how they will work together and with project staff;
- Demonstrate a commitment on the part of all project partners to work together to achieve Stated project goals;
- Indicate approval of the proposed project budget by all signing parties;
- Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, and training);
- Describe the organization's accomplishments in the community;
- Examples of previous campaigns conducted by the applicant or partner; and
- How you measured the success of such campaigns.

Signatories should be sure to include their titles and agencies under their signatures.

IX. Memorandum of Exemption (MOE) (Total 20 points)

Applications from agencies that provide services to sexual assault or domestic violence victims must submit a Memorandum in Support of Request for Exemption (MOE) as a separate attachment to the application. Applicants eligible to submit a MOE may do so in place of the required MOU. (See *Sample MOE at Appendix C*). The MOE should reflect the following:

- One of the primary purposes of the victim services program is providing prevention services to victims of sexual assault, dating violence, domestic violence or stalking;
- The length of time the victim services organization has operated;
- Organization's accomplishments in the community;
- Examples of previous campaigns conducted by the applicant; and

- How you measured the success of such campaigns.

The MOE should be a single document that includes signatures and dates from the applicant.

Letters of support may not be submitted in lieu of the MOU or MOE. However, if an MOE is submitted, letters of support from agencies in the community that collaborate with the applicant may be attached.

Signatories should be sure to include their titles and agencies under their signatures.

Please note: Failure to demonstrate "the necessary experience in providing prevention services related to sexual assault, domestic violence, dating violence or stalking" may result in your application being disqualified from consideration.

X. 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 State or local funds should a grant award be made. Please refer to http://www.ovw.usdoj.gov/docs/nonsup_letter.pdf for a sample letter. This should be a separate attachment to the application in Grants.gov and a separate section in the hard copy.

XI. Financial Capability Questionnaire

All nonprofit, nongovernmental organizations that apply for funding from OVW and have not previously (or within the last 3 years) received funding from OVW or the Office of Justice Programs (OJP) must complete a Financial Capability Questionnaire. The form can be found at http://www.ojp.usdoj.gov/~jpr/programs/ovw/financial_capability_questionnaire.pdf. The applicable Federal audit agency and fiscal year should be included on the first page. In addition, the applicant must submit their current year's audit report with the Financial Capability Questionnaire. This should be a separate attachment to the application in Grants.gov. This document does not need to be included in the hard copy.

XII. Indirect Cost Rate Agreement

Applicants that have established a Federally-approved indirect cost rate may request indirect costs to support the project. Please include a copy of a current, signed Federally-approved indirect cost rate agreement. If you need additional information on this requirement, you may go to ovw@ovw.usdoj.gov. This should be a separate attachment to the application in Grants.gov and a separate section in the hard copy.

XIII. Mission Statement

Applicants should include in their narrative a copy of their organization's mission statement.

Selection Criteria

All applications will be rated on the criteria described in each section above. The total points possible for an application are 100 (80 points for Narrative, and 20 points for the MOU/ MOE).

Additionally, current projects will be rated by OVW using the following criteria:

- Whether progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the current project, indicating

progress toward meeting project goals and objectives, and demonstrate that the current project has progressed in a timely manner as outlined in the original proposal;

- Whether the grantee has demonstrated that past activities supported with OVW grant funds have been limited to program purpose areas;
- Whether the grantee has complied with all special conditions of its existing grant award(s) from OVW;
- Whether the grantee has adhered to programmatic and financial reporting requirements, including timely submission of required reports;
- Whether the grantee has demonstrated a commitment to sustaining the project after Federal funds are no longer available;
- Whether the grantee has closed-out prior awards in a timely manner;
- Whether the grantee appropriately utilized and actively participated in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current award;
- Whether the grantee has received financial clearances on all current grants from OVW;
- Whether the grantee has complied with the Office of Management and Budget single-audit requirement; and
- Whether grant funds were spent in a timely manner.

Applicants with an OVW grant history that failed to meet grant deadlines, did not comply with financial requirements, or did not comply with special conditions from previous grants may not be considered for funding. In addition, if an applicant is on the OJP High Risk Grantee list, OVW will take this into consideration in making award determinations.

In addition to the criteria above, all applications will be rated on the extent to which they provide all of the information set out in the Call for Concept Papers and meet all of the criteria specified. In reviewing the applications, reviewers will evaluate the “Purpose of the Concept Paper” and “What Will be Done” sections as a whole and the “Who Will Implement” and MOU/MOE sections separately.

Review Process

All applications will be subject to internal review by OVW staff and internal peer review panels, and will be scored according to the criteria set forth in this solicitation. **If the application fails to meet the criteria listed below for the OVW initial internal review, the application will not receive further consideration. If applications that are partially beyond the scope of the program are sent to internal peer review, only sections of the application that are within scope will be reviewed.**

OVW Initial Internal Review

Criteria for the OVW initial internal review:

- Whether the applicant meets all statutory eligibility criteria (see page 4);
- Whether the application is complete;
- Whether the proposed activities are within the scope of the program (see page 5; and
- Whether the application proposes significant activities that may compromise victim safety (see page 7).

OVW is committed to ensuring a competitive and standardized process for awarding grants. Internal Peer Reviewers will be reviewing the applications submitted under this solicitation. An internal reviewer is an expert on the program requirements and statutory purposes of OVW grant programs who is a Federal government employee. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations may include past performance, geographic distribution, regional balance, policy priorities, and available funding.

After the peer review is finalized, a financial review of all potential discretionary awards and cooperative agreements is conducted to evaluate the fiscal integrity and financial capability of applicants; examine proposed costs to determine if the budget and budget narrative accurately explain project costs (once a budget has been requested); and determine whether costs are reasonable, necessary, and allowable under applicable Federal cost principles and agency regulations.

All final grant award decisions will be made by the OVW Director, who may also give consideration to past performance, geographic distribution, regional balance, and policy priorities when making awards.

Additional Requirements

For information on additional requirements that apply to all OVW applicants and grantees, see the [Reference Guide](#) at pages 21-22.

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. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this form is 30 hours per form. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office on Violence Against Women, U.S. Department of Justice, 800 K Street, NW, Washington, DC 20530.

Application Checklist

Applicants must submit a fully executed application to OVW via overnight delivery, including all required supporting documentation. If you do not have the ability to upload signed documents, you may upload an unsigned version and include the signed original in the hard copy of the application. **Applications will not be accepted via facsimile. Although the application needs to be submitted through Grants.gov as well as in hard copy form, the hard copy will be reviewed.**

Application Document	Required?	Completed?
1. Standard Form 424	Yes	
2. Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)	Yes	
3. Financial Accounting Practices	Yes	
4. Summary Data Sheet	Yes	
5. Proposal Abstract	Yes	
6. Summary of Current OVW Projects	No	
7. Narrative. The following sections must be included	Yes	
Purpose of Application		
What will be Done		
Who will Implement		
Sustainability	Yes	
9. MOU	Yes	
10. Letter of Nonsupplanting	Yes	
11. Financial Capability Questionnaire (nonprofits only, see page 18 for details).	If applicable	
12. Indirect Cost Rate Agreement (only if the applicant has a current Federally-approved rate)	If applicable	
13. Mission Statement	Yes	

Applicants must send **via overnight delivery** a complete hard copy original of the application, **postmarked by June 3, 2010** to:

**The Office on Violence Against Women
 c/o Lockheed Martin Aspen Systems Corporation
 Engaging Men Grant Program
 Mail Stop 2K
 2277 Research Boulevard
 Rockville, MD 20850
 (301) 519-5000**

In addition, applications must be submitted through Grants.gov.

APPENDIX

**Sample Memorandum of Understanding
Sample Memorandum in Support of Exemption**

SAMPLE

[Applicant Letterhead]

Memorandum of Understanding

WHEREAS, Legal Services of America ("LSA") [applicant], XYZ Legal Aid and the ABC Safety Shelter Project have come together to collaborate and to make an application for Legal Assistance for Victims grant; and

WHEREAS, the partners listed above have agreed to enter into a collaborative agreement in which LSA will be the lead agency and named applicant and the other agencies will be partners in this application; and

WHEREAS, the partners herein desire to enter into a Memorandum of Understanding setting forth the services to be provided by the collaborative; and

WHEREAS, the application prepared and approved by the collaborative through its partners is to be submitted to the Office of Justice Programs on or before December 13, 2009;

[Description of Collaborative Relationship]

- ▶ *provide a brief history of the collaborative relationship between the partners, including when and under what circumstances the relationship began and when each partner joined the collaboration;*
- ▶ *describe any changes in the collaboration, including an explanation or description of any new or additional partners that have been added, or any partners that would no longer participate;*

NOW, THEREFORE, it is hereby agreed by and between the partners as follows:

The partners will provide civil legal services to victims of domestic violence, sexual assault, and stalking including:

- ▶ *specify the extent of each party's participation in developing the application;*
- ▶ *clearly state the roles and responsibilities each organization or agency will assume to ensure the success of the proposed project;*
- ▶ *identify the representatives of the planning and development team who will be responsible for planning, developing and implementing project activities and describe how they will work together and how they will work with project staff;*
- ▶ *demonstrate a commitment on the part of all partners to work together to achieve stated project goals; and*
- ▶ *indicate approval of the proposed project budget by all signing parties.*

1. LSA and XYZ will provide legal services to victims of domestic violence that will include:

[Describe the resources each partner will contribute to the project either through time, in-kind contribution or with the use of grant funds (for example, office space, project staff, training).]

- a. **obtaining protection orders, providing representation for divorce, custody and/or visitation cases and obtain child support orders;**
- b. **providing representation for administrative matters such as access to benefits for housing and/or landlord/tenant matters, and for matters related to employment, including unemployment compensation;**
- c. **providing other legal services that may become necessary to properly and completely represent a victim of domestic violence;**
- d. **develop programs to reach diverse and traditionally underserved populations, including racial, cultural, or ethnic minorities; the disabled; language minorities; or domestic violence victims in rural or inner-city areas.**

2. LSA [applicant] and ABC will collaborate in the following manner:

- a. **provide services such as comprehensive initial and on-going training to insure a consistent level of qualified representation by attorneys and/or legal advocates knowledgeable about the law and sensitive to the dynamics of battering relationships;**

- b. attorney representing domestic violence client will confer with victim advocate about pending case where necessary with client's permission;
 - c. meet at least three times a month for cases referral reviews and follow-up.
3. LSA and ABC will collaborate in the following manner:
- a. LSA will:
 - 1. refer clients to ABC for counseling, advocacy, resources;
 - 2. train all attorneys on interviewing, safety planning; and
 - 3. conduct monthly outreach on legal procedures for shelter clients.
 - b. ABC will:
 - 1. train LSA attorneys every three months on emerging issues;
 - 2. train all staff funded by grant initially on the dynamics of domestic violence and safety issues
3. The collaboration service area includes a ten county area in [your State]. The ten counties to be served are:
4. The partners agree to collaborate and provide civil legal, advocacy and training services to victims of domestic violence and to other providers of victims of domestic violence pursuant to the program narrative of the grant application attached to this agreement.
5. Compensation for [non-lead] partners' contribution to this project will be provided as outlined in the attached OJP budget detail. By signing here, each entity signifies approval of this collaboration including the proposed budget.

XYZ [applicant' authorizing official] _____
Legal Services of America

ABC Safety Shelter Project

Dated: December 13, 2009

cc: Agencies and Interested Parties

SAMPLE

[Applicant Letterhead]

Memorandum in Support of Request for Exemption

The (applicant) is a domestic violence/sexual assault victim services program is applying for a Legal Assistance for Victims Grant; and

The applicant has operated in the community for _____ years and provides the following services for victims _____

_____;

The applicant's accomplishments in the community are: _____

_____;

The applicant collaborates formally and/or informally with the following organizations in the following manner: _____

_____;

Letters of Support from the organizations listed above are attached hereto;

The applicant proposes to provide on-site legal advocacy and/or on-site legal services in the following manner: _____

_____;

The applicant is well suited to provide on-site legal advocacy and/or on-site legal services without the benefit of collaboration with a legal services organization because

Applicant's other noteworthy accomplishments and/or special expertise

Based on the foregoing, the applicant respectfully requests exemption from the collaboration requirement of this grant program.

Name, Title

Date: December 13, 2009

cc: Agencies and Interested Parties