

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



OVW Fiscal Year 2011 Engaging Men in Preventing Sexual Assault, Domestic Violence, Dating Violence, and Stalking Program

Eligibility

Applicants are limited to:

(1) 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, or stalking; or

(2) a State, Territorial, Tribal, or unit of local government entity that is partnered with an organization described in (1). (See "Eligibility," page 6)

Deadline

To assist OVW in planning for the external peer review process, letters of intent to apply should be submitted by **June 16, 2011**. Please note that letters of intent are optional. Interested applicants who do not submit a letter of intent by the deadline are still eligible to apply. To ensure all applicants have ample time to complete the registration process through Grants.Gov, applicants should register online with Grants.gov by **June 16, 2011**. All applications are due by **11:59 p.m. E.T. on July 6, 2011**.

(See "Deadline: Application" page 5)

Contact Information

For assistance with the requirements of this solicitation, contact OVW at (202) 307-6026.

In Fiscal Year 2011, OVW applications will be submitted through Grants.gov. For further information and assistance, please see [the OVW Grant Program Solicitation Reference Guide](http://www.ovw.usdoj.gov/docs/resource-guidebook.pdf) at <http://www.ovw.usdoj.gov/docs/resource-guidebook.pdf>.

Grants.gov Number assigned to announcement OVW-2011-2902.

CONTENTS

Contact Information	p.3
Pre-Application Calls	p.3
Overview	p.4
Deadline: Letter of Intent	p.5
Deadline: Registration	p.6
Deadline: Application	p.6
Eligibility	p.7
OVW Engaging Men Grant Program Specific Information	p.9
• Types of Applicants	p.9
• Availability of Funds	p.9
• Award Period	p.9
• Award Amounts	p.9
• Program Scope	p.10
How To Apply	p.13
What An Application Must Include:	p.13
• Summary Data Sheet	p.14
• Project Narrative	p.15
• Budget Detail Worksheet and Narrative	p.17
• Memorandum of Understanding (MOU)	p.18
• Proposal Abstract	p.19
• Summary of Current OVW Projects	p.19
• Application for Federal Assistance	p.20
• Standard Assurances and Certifications	p.20
• Financial Accounting Practices	p.20
• Letter of Nonsupplanting	p.21
• Financial Capability Questionnaire	p.21
• Indirect Cost Rate Agreement	p.21
• Proof on Nonprofit Status	p.21
• Applicant Mission Statement	p.21
Selection Criteria	p.22
Review Process	p.22
Performance Measures	p.23
Notice of New Post-Award Reporting Requirements	p.23
Additional Requirements	p.24
Application Checklist	p.25

Contact Information

- For assistance with the requirements of this solicitation, contact OVW at (202) 307-6026 or OVW.ENGAGINGMEN@USDOJ.GOV.
- **In Fiscal Year 2011, OVW applications will be submitted through Grants.gov.** For further information and assistance, please see the OVW Grant Program Solicitation Reference Guide at <http://www.ovw.usdoj.gov/docs/resource-guidebook.pdf>.
- OVW's Grants Financial Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556

Pre-Application Information Calls

OVW will conduct three pre-application information calls to review the Engaging Men Grant Program solicitation, eligibility requirements and the application process.

Schedule:

Date	Start Time	Finish Time	Registration Required
June 1, 2011	2:00 p.m. E.T.	3:30 p.m. E.T.	Yes
June 8, 2011	2:00 p.m. E.T.	3:30 p.m. E.T.	Yes
June 15, 2011	2:00 p.m. E.T.	3:30 p.m. E.T.	Yes

Registration Instructions:

Anyone interested in submitting an application to the Engaging Men Grant Program may register to participate in the information calls. The total number of participants for each call is limited to 50. To register email your request to **OVW.ENGAGINGMEN@USDOJ.GOV**.

The subject line should be titled, "**Information Call Registration**" and should state the date of the call you are registering for. Your registration request must be received **two business days prior to the scheduled call date**. For additional information about registering, contact OVW Program Assistant Ms. Tosha Preston, at tosha.preston@usdoj.gov or 202-353-7446.

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

(CFDA 16.014)

Overview

This solicitation contains information on how to apply for the Engaging Men in Preventing Sexual Assault, Domestic Violence, Dating Violence, and Stalking Program (Engaging Men Grant Program). For general information on applying for all OVW grant programs, please see the OVW Fiscal Year 2011 Grant Program Solicitation Reference Guide (Reference Guide) at <http://www.ovw.usdoj.gov/docs/resource-guidebook.pdf>. 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 Program

As the movement to end violence against women continues to evolve, there is increased recognition that developing primary prevention strategies is an essential component of the work. At the same time, many experts agree that it is imperative to involve men and boys in these efforts, if we expect them to succeed. In fact, in a recent national poll, 73% of American men said that they think they can help reduce domestic violence and sexual assault.¹

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 sexual assault, domestic violence, dating violence, and stalking. Research shows that programs that simultaneously do community outreach, mobilization and mass-media campaigns are more effectiveness in producing behavior change in men and boys.² These efforts will be conducted by community-based, state and tribal entities across the US.

This is the first time in the history of OVW that a grant program focuses primarily on the prevention of violence against women and girls and acknowledges the critical roles men play in this prevention. The program will support multi-faceted strategies that involve men as allies, active positive bystanders and influencers of other men and boys.

The program aims to develop new male leaders in the field, willing to publicly speak and act to oppose violence against women and girls and create a ripple effect, encouraging men in many more states and communities to get involved.

¹ Family Violence Prevention Fund and Verizon Wireless Fathers' Day Poll, May 2007

² World Health Organization. (2007). *Engaging men and boys in changing gender-based inequity in health: Evidence from programme interventions*. Geneva.

Please read the Engaging Men Grant Program Solicitation 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.

Civil Rights Compliance

All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office for Civil Rights of OJP. All applicants should consult the Assurances required with the application funds to understand the applicable legal and administrative requirements.

Services to Limited-English-Proficient (LEP) Persons:

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI of the Civil Rights Act and the Omnibus Crime Control and Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including interpretation and translation services, where necessary. Awardees are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs. The U.S. Department of Justice has issued guidance for awardees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at www.lep.gov or by contacting the OJP's Office for Civil Rights at (202) 307-0690, or by writing to the following address:

Office for Civil Rights
Office of Justice Programs
U.S. Department of Justice
810 7th Street, N.W., 8th Floor
Washington, DC 20531

Deadline: Letter of Intent

If you intend to apply for Fiscal Year (FY) 2011 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 **June 16, 2011**. 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 **may** still submit an application for funding if you do not submit a Letter of Intent.

Deadline: Registration

The Grants.gov registration deadline is June 16, 2011. For more information on the process of registering and applying in Grants.gov, please see the [Reference Guide](#) at pages 15-19.

Deadline: Application

An application submission is complete if (a) a hard copy of the entire application, with original signatures, has been submitted via overnight delivery on or before the deadline and (b) the application has been submitted through Grants.gov. Both electronic and hard copy submissions are required. The deadline for applying for funding under this announcement is **July 6, 2011, 11:59 p.m. E.T.** A hard copy must be sent via an overnight delivery method, date stamped by the shipping company on or before **July 6, 2011** to:

**The Office on Violence Against Women
c/o Lockheed Martin Aspen Systems Corporation
OVW 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 to ensure a successful submission through Grants.gov. For information on OVW's policy for late applications, please see the [Reference Guide](#) at pages 17-19.

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:

Eligible Entity	Eligibility Requirement
<ul style="list-style-type: none">• Nonprofit, nongovernmental organizations or coalitions, or	<ul style="list-style-type: none">• Has a documented history of creating and administering effective public education campaigns addressing the prevention of sexual assault, domestic violence, dating violence, or stalking.
<ul style="list-style-type: none">• A State³, Territorial, Tribal, or unit of local government⁴ entity that is partnered with an organization described above.	<ul style="list-style-type: none">• Is partnered with a nonprofit, nongovernmental organization or coalition which has a documented history of creating and administering effective public education campaigns addressing the prevention of sexual assault, domestic violence, dating violence, or stalking.

In addition, each applicant or their partner must meet **all** of the following eligibility criteria:

<ul style="list-style-type: none">• The organization has experience providing direct services to victims of sexual assault, domestic violence, dating violence, or stalking as one of their primary purposes and have a demonstrated history of effective work in this field; and
<ul style="list-style-type: none">• The organization has expertise in the development of linguistically, culturally, and community-relevant outreach and prevention services relevant to the specific

³As defined in 42 U.S.C. § 13925, "State" means any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, American Samoa, Guam and the Northern Mariana Islands.

⁴ As defined in 42 U.S.C. § 3791, "unit of local government" includes any law enforcement district or judicial enforcement district that is established under applicable State law and has the authority to, in a manner independent of other State entities, establish a budget and impose taxes. For the purpose of this Program, **a unit of local government** is any city, county, township, town, borough, parish, village, or other general-purpose political subdivision of a State; an Indian tribe that performs law enforcement functions as determined by the Secretary of Interior; or, for the purpose of assistance eligibility, any agency of the District of Columbia government or the United States Government performing law enforcement functions in and for the District of Columbia, or any Trust Territory of the United States.

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.

Note:

OVW has determined that private Institutions of Higher Education are not eligible to apply.

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

Types of Applicants

In FY 2011, awardees that received funding for 24 months in FY 2010 are not eligible to apply. OVW will accept applications for the Engaging Men Grant Program from all other 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. Funding is not guaranteed.

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. . Requests should be tied to a specific project or proposal. Engaging Men Grant Program funds for FY 2011 will be awarded to selected applicants for up to \$300,000.

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.

Awards will be divided into two phases: a planning phase and an implementation phase. Funded applicants will have access to a maximum of \$50,000 during the planning phase. The remaining funds will be used to support the implementation phase of the project. OVW will withhold implementation phase funds until it determines that all necessary 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 activities including developing appropriate policies, procedures, and guidelines. 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. Applicants should also be aware that OVW will work closely and collaboratively with recipients in shaping and implementing the goals and objectives of the project.

Cooperative Agreements

Applicants should be aware that awards will be made as cooperative agreements. As such, OVW will play a substantial role in shaping and monitoring the project, including, but not limited to: reviewing and approving content and format of materials produced in conjunction with the project; participating in project-related planning meetings and conference calls; identifying and approving individuals to serve as keynote speakers, facilitators, faculty, consulting or working group members; and approving sites and dates for all project-related activities.

Program Scope

Overall, the purpose of the Engaging Men Grant Program is to support projects that create public education campaigns and engage in community organizing to encourage men and boys to work as allies with women and girls to prevent violence against women and girls, using men as leaders of other men and youth.

During the OVW internal review, applications that are partially out of scope will receive up to a 25 point deduction. Applications that propose projects that are substantially outside the scope of the Engaging Men Grant Program statutory purpose areas will be disqualified from further consideration.

Statutory Program Purposes

The Engaging Men Grant Program funds must support:

- The Creation of 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 sexual assault, domestic violence, dating violence, or stalking.

OVW will fund public education campaigns that include, but are not limited to, the following:

(A) Strategic radio public service announcements and print materials (posters, brochures, and billboards, etc.) 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 leaders, or activities that highlight violence against women prevention messages.

Media limits

No more than 40 percent of funds received by a awardee may be used to create and distribute media materials. This includes the cost of the media and all related costs (direct costs, project staff, studio fees, consultant fees, graphic design, advertising, etc.).

OVW Special Interest Areas

In Fiscal Year 2011, OVW is interested in projects that address one or more of the following interest areas:

- Develop or enhance public education campaigns that address victims of sexual violence.
- Develop public education campaigns targeting culturally specific populations, such as underserved African/African-American communities, immigrant communities and communities of color to address the unique barriers they face when seeking services that best meet their needs.
- Develop public education campaigns, models of community mobilizing and/or outreach, or mentoring that engage men as leaders.
- Develop culturally specific 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.

- Develop partnerships with community victim service provider (for individuals who may disclose victimization during prevention activities).
- Develop innovative public education campaigns that use gender-specific group education for boys 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' extra-curricular activities, such as sports, arts, religious education, community forums, innovative training programs and activities, and coaching initiatives.
- 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 network, such as facebook and twitter.
- Develop innovative campaigns that will be inclusive of lesbian, gay, bisexual, transsexual, and questioning youth victims.

Program Requirements

Applicants are required to complete a four-month planning phase prior to the implementation phase:

- A. Planning Phase: Awardees will work with OVW designated Technical Assistance providers to establish the groundwork for developing projects that support the creation of 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. The planning phase must include, but is not limited to, the following activities:
1. conducting an organizational and community strengths assessment;
 2. conducting an organizational and community needs assessment;
 3. developing a strategic plan outlining the implementation activities which must be submitted to OVW for review and approval;
 4. utilizing the community partners (if applicable) to develop a strategic plan; and
 5. participation in a new awardee orientation meeting and a minimum of four technical assistance trainings.
- B. Implementation Phase: Upon successfully completing the planning phase and upon OVW approval of the strategic plan, awardees will begin public education and/or community mobilizing activities. During the implementation phase, awardees will continue working with OVW and the designated Technical Assistance providers to successfully execute their strategic plan and should expect to engage in intensive proactive technical assistance for the duration of the cooperative agreement.

Applicants must demonstrate the ability to meet the following program requirements:

1. Project activities must be geared towards and include the direct involvement of men and boys;
2. Awardees must demonstrate a high level of commitment to close collaborative working relationships;
3. Awardees must develop policies to address confidentiality, information sharing, parental consent (if necessary), and mandatory reporting; and
4. To address participant safety, if the project or activities involve adults working with minors or vulnerable population(s), an approved vetting process will be required for potential employees, volunteers, and/or mentors.

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

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:

- Legal representation.
- Lobbying.
- Fundraising.
- Research projects.
- Purchase of real property.
- Construction.
- Physical modifications to buildings, including minor renovations (such as painting or carpeting).
- Lease or purchase of vehicles.

Activities That May Compromise Victim Safety and Recovery

The following activities have been found to jeopardize victim safety, deter or prevent physical and emotional healing for victims, or allow offenders to escape responsibility for their actions. OVW strongly discourages including these activities in the application for funding:

- Developing materials that are not tailored to the targeted underserved 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.
- Sharing confidential victim information with outside organizations and/or individuals without the documented consent of the victim.
- Developing materials that are not tailored to the dynamics of sexual assault, domestic violence, dating violence, or stalking or the culturally specific population to be served.

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

Confidentiality

Applicants should be cognizant of victims' confidentiality. Please see the [Reference Guide](#) at p. 7 for more information.

How To Apply

See the [Reference Guide](#) at pages 15-19 for instructions on "how to apply."

What An Application Must Include

Applicants must complete each of the following sections as part of their response to this solicitation. **It is the responsibility of the applicant to ensure that its application is complete by the deadline. OVW may remove an 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 17-19.** 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 use headings and subheadings in the order below for ease of review. Peer reviewers may not receive any additional materials submitted beyond those required. For example, if an application includes a narrative that is 25 pages, the last five pages may be removed prior to peer review.

Applicants must adhere to the following 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
- No more than 20 pages for the Project Narrative (item VII below)
- Agency mission statement on letterhead (item X below)
- Word processing documents must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).

Your application will be scored on the following sections:

- Summary Data Sheet - 5 points
- Project Narrative - 70 points
- Budget Detail Worksheet and Narrative - 15 points
- Memorandum of Understanding (MOU) (if applicable)– 10 points
- We reserve the right to deduct points if the following materials are missing:

- Proposal Abstract
- Summary of all Current OVW Projects (if applicable)
- Application for Federal Assistance (SF-424)
- Standard Assurances and Certifications Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters; Drug-Free Workplace Requirements (Form 4061/6)
- Financial Accounting Practices
- Letter of Nonsupplanting
- Financial Capability Questionnaire [If appropriate]
- Indirect Cost Rate Agreement [If appropriate]
- Proof of Nonprofit Status (if applicable)

I. Summary Data Sheet (5 Points)

Please list the following information on at most two pages. 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, organization name, address, phone number, and e-mail address for the authorized representative (Please see the [Reference Guide](#) at page 8 for more information on who can be an authorized representative).
- Name, title, address, organization name, 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.
- Indicate the culturally specific populations(s) currently being served by the organization. This should be one primary population or a maximum of two populations (i.e., African American, African immigrant/refugee, Arab/Arab- American, Asian/Pacific Islanders, Deaf and Hard of Hearing, Latino/Hispanic, Native American/Alaska Native, Portuguese-speakers, Lesbian, Gay, Bisexual, Transgender, Questioning (LGBTQ), Other). If other, please describe.
- Please indicate if the target population for this grant proposal is the same as the community currently being served or if the proposal will focus on a narrower/more specific population within the community.
- List of services currently being provided to the culturally specific population by the lead applicant.
- Number of years the organization has been providing sexual assault, domestic violence, dating violence or stalking services. If the lead agency has not provided these services, please indicate the name of the partnering agency that has been providing these services and for how long.
- Name(s) of MOU project partners other collaborating project partners who will be involved in project implementation.
- Whether the project will focus primarily on sexual assault, domestic violence, dating violence or stalking.
- Whether the lead agency or partner is a faith-based organization.
- Please indicate if this proposal addresses any of the OVW Special Interest Areas.
- Sexual violence, African American communities and/or immigrant communities. (See “Areas of Interest,” page 8)

II. Project Narrative (Total 70 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. This section will be rated on the detail and overall quality of the information provided.

A. Purpose of Application (15 points)

- Describe the community's service area in which the project would be implemented, including location, population, and demographic information if possible. Identify the targeted culturally specific population within that service area and describe current services and gaps for the targeted population.
- Describe current and/or prior efforts of the lead and/or partner agencies to provide prevention services on sexual assault, domestic violence, dating violence, and/or stalking to the identified culturally specific population.
- Describe how the targeted population would benefit from the proposed project and how the project will overcome the barriers mentioned to address the needs of the target population.
- If the applicant receives other OVW grants, describe how this project complements such other projects without duplicating efforts.

B. What Will Be Done (25 points)

This section will be rated on the extent to which project activities fall within the statutory scope of the Engaging Men Grant Program as well as the following criteria:

- Detail the overall project goals and objectives, describing the anticipated tasks and activities necessary to accomplish each.
- Describe the roles and responsibilities of each agency and project staff in implementing the project tasks and activities.
- Describe how efforts will be coordinated among partners.
- Describe how the project will meet the specific needs of the targeted culturally specific population as described in the Purpose of the Application.
- Describe how the proposed activities are tailored to the language and culture of the target population.
- Describe how the project uses men as leaders of other men and youth.
- Include a time line that demonstrates how the activities will be accomplished within the grant cycle.
- If this project includes the development of tangible products (e.g., a video, a brochure, a theater piece or curriculum), this section should include a description of how the products will be used, and what populations will benefit from their use.
- Describe how the lead and partner organizations will ensure victim safety and confidentiality in all phases of the project. If applicants are proposing to use any technology (including, but not limited to databases, social networks, etc.), 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 safety planning.

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.

C. Who Will Implement the Project (25 points)

- Describe the mission and services provided by the lead organization.
- Detail how the lead organization's public education campaign will be tailored to the language and culture of the target population.
- Provide detailed information that demonstrates the lead organization has a documented history of creating and administering effective public education campaigns addressing the prevention of sexual assault, domestic violence, dating violence, or stalking.
- Provide example(s) of previous public education campaigns conducted by the lead applicant, indicating how the success of such campaigns was you measured.

Please note: Failure to provide examples of previous public education campaigns created and administered **by the lead organization** addressing the prevention of domestic violence, dating violence, sexual assault or stalking **will** result in your application being disqualified from consideration.

- Provide detailed information that demonstrates the lead or partner organization has experience providing direct services to victims of sexual assault, domestic violence, dating violence, or stalking as one of their primary purposes and have a demonstrated history of effective work in this field.
- Provide detailed information that demonstrates the lead or partner organization has experience developing culturally and community-relevant outreach and prevention services relevant to the specific communities to whom assistance would be provided. If possible, include documentation of prior culturally specific public education campaign(s) relevant to the target population.

Applications must include both organizations with experience in prevention 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.

This section will be rated on the detail with which you provide the above information as well as the quality of the proposed activities plus the following criteria:

- Detail the experience and qualifications of the lead organization and key project staff to achieve the project goals. Position descriptions and resumes (if available) should also be submitted with the application.
- Ensure all organizations necessary for successful project implementation are included as MOU partners (if applicable).

D. Sustainability (5 points)

As this is a competitive, discretionary program, 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. Applicants must also describe at least one locally, privately, State, or Federally funded project that the applicant has sustained in the past.

Note: Continuation or supplemental funding is not guaranteed and applicants are always encouraged to seek additional means of support to sustain their current projects.

This section will be rated on the feasibility of the plan and the demonstration of commitment to continue the project if funds are no longer available.

III. Budget Detail Worksheet and Narrative (Total 15 Points)

For more information and samples, please see the [Reference Guide](#) at pages 11-14. The Budget Worksheet and Narrative should be one attachment to the application in Grants.gov and a separate section in the hard copy.

In developing the budget, applicants should fairly compensate all project partners as deemed necessary 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 nonprofit, nongovernmental domestic violence and/or sexual assault victim services programs and State and Tribal domestic violence and/or sexual assault coalitions.

Budget Limits

Applicants should carefully consider the resources needed to implement a community-wide project and present a realistic budget that accurately reflects the costs involved for a 24-month budget. Proposed budgets should not exceed the established limit of **\$300,000**.

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 11-14. Additional guidance specific to this program is as follows:

Training and Technical Assistance

All applicants **are required** to allocate funds in the amount of \$25,000 (applicants from Alaska, Hawaii, and U.S. territories should allocate \$30,000 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 pages 11-12 for more information on this requirement.

Services to Limited-English-Proficient (LEP) Persons

Applicants may allocate grant funds to support activities that help to ensure that LEP persons have meaningful access to their programs. For example, grant funds can be used to support interpretation and translation services.

A Sample Budget Detail Worksheet is available at http://www.ojp.gov/funding/forms/budget_detail.pdf. When preparing the Worksheet and Narrative, please use the Sample Budget Detail Worksheet as a guide and be sure to include all necessary budget categories as outlined in the Worksheet. The budget should clearly describe the proposed amounts and uses of grant funds for the duration of the grant period and how the amounts of the specific budget items were determined.

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.

This section will be rated on the detail in the budget narrative plus the following criteria:

- The extent to which there is a clear link between the proposed activities in the project narrative and proposed budget items.
- The extent to which the budget is complete, reasonable and cost-effective in relation to the proposed project.
- The budget does not exceed the established budget limit of **\$300,000**.
- The budget includes all costs necessary to fulfilling the overall objectives of the project.
- The budget does not include any costs unrelated to the proposed project.
- The budget narrative clearly describes the rationale for all costs proposed.
- The budget reflects the 24 months of project activity.
- The budget provides the basis for the computation of all line items.
- The budget appropriately compensates project partners for their participation in all project-related activities.
- The budget is consistent with and adheres to the OVW Financial Grants Management Guide.
- The budget contains the correct amount of funds to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW technical assistance providers.

IV. Memorandum of Understanding (MOU) (If applicable–Total 10 points)

If the lead applicant does not have experience providing direct services to victims of sexual assault, domestic violence, dating violence, or stalking as one of their primary purposes and have a demonstrated history of effective work in this field, 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.

An MOU is required for:

- Applicants whose partnership with other organizations are essential to the successful implementation of their project (for example a project partnering with a school/campus)
- Applicants partnered with other community-based organizations for eligibility:
 1. A victim service provider (for applicants who do not have direct services experience in the event an individual discloses during an event)

Note: While grant funds from this program cannot be used for direct services, this partnership is strongly encouraged.

2. An organization that has experience in the development of culturally specific, and community-relevant outreach and prevention services relevant to the specific communities to which assistance would be provided.

The MOU should demonstrate that the organizations have consulted and coordinated in a meaningful way. The MOU should be a single attachment to the application in Grants.gov and a separate section in the hard copy.

The MOU must be current (**i.e., signed and dated during the development of the proposal**) and be signed by the chief executive officer or director of the applicant. 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 relationship began and when each partner entered into the relationship;
- Specify the extent of each partner's participation in developing the application;
- Clearly state the roles and responsibilities each partner 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 and objectives;
- Indicate approval of the proposed project budget by all signing parties; and
- 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).

Signatories should be sure to include their titles and agencies under their signatures. A sample MOU can be found on OVW's website at www.ovw.usdoj.gov.

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 (if applicable)

For each current OVW Project, as defined in the OVW [Reference Guide](#) at page 9, 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, as well as the total funds remaining in each grant's 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.
- List the number and titles of all full-time and/or part-time positions.

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. **OVW awardees who have failed to meet grant deadlines, failed to comply with financial requirements, or failed to comply with special conditions from current or previous grants may not be considered for funding.**

VII. Application for Federal Assistance (SF-424)

Please see the [Reference Guide](#) at page 8 for additional information. In Block 7 (type of applicant), please do not select “other.” This form will be filled out online and you should print out a copy for your hard copy submission.

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

Please see the [Reference Guide](#) at page 8 for additional information. These forms will be filled out online and you should print out copies for your hard copy submission.

IX. Financial Accounting Practices

Each applicant must prepare a response to the following questions. OVW will review the applicant’s responses to assist in evaluating the adequacy of the organization’s financial management system and to identify areas of need for training and technical assistance. This section of your application should be no more than two pages and should be a separate attachment to the online application in Grants.gov and a separate section in the hard copy.

- 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?
- Does the applicant have written accounting policies and procedures? OVW may request a copy for review during the application/award process or as part of the grant monitoring process.
- Is the applicant’s financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant?
- Does the applicant have procedures in place for minimizing the time elapsing between transfer of funds from the United States Treasury and disbursement for project activities?
- Does the applicant have effective internal controls in place to adequately safeguard grant assets and to ensure that they are used solely for authorized purposes? Please provide a brief description.
- Does the applicant have a documented records retention policy? If so, briefly describe the policy.

- Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations? If not, the applicant must contact OVW's Grants Financial Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 immediately after the organization is notified of their award to coordinate training.

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

Please see the [Reference Guide](#) at page 14 for additional information. 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. Please see the [Reference Guide](#) at page 14 for additional information. This should be a separate attachment to the application in Grants.gov and a separate section in the hard copy.

XIII. Proof of Nonprofit Status

An applicant can provide proof of nonprofit status by submitting one of the following documents:

- (1) Proof that the Internal Revenue Service currently recognizes the applicant as an organization to which contributions are tax deductible under [section 501\(c\)\(3\) of the Internal Revenue Code](#).
- (2) A statement from a State taxing body or the State secretary of state certifying that:
 - (i) The organization is a nonprofit organization operating within the State;
 - (ii) No part of its net earnings may lawfully benefit any private shareholder or individual;
- (3) A certified copy of the applicant's certificate of incorporation or similar document that clearly establishes the nonprofit status of the applicant; or
- (4) Any item described in 1 - 3 of this section if that item applies to a State or national parent organization, together with a statement by the State or parent organization that the applicant is a local nonprofit affiliate.

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

XIV. Applicant Mission Statement

Applicants must provide their mission statement on agency letterhead as well as a printout of the page of the organization's website where the mission statement is displayed (if possible) in

the hard copy submission of the application. If electronic letterhead is available, the applicant may also provide the mission statement as an attachment in its electronic application submission via Grants.gov.

Selection Criteria

All applications will be rated on the criteria described in each section above. The total points possible for an application are 100. **Additionally, current OVW awardees requesting funding will be rated using the following criteria:**

- Progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the current project, indicating timely progress toward meeting project goals and objectives.
- The awardee has demonstrated that past activities supported with OVW grant funds have been limited to program purpose areas.
- The awardee has complied with all special conditions of its existing grant award(s) from OVW.
- The awardee has adhered to programmatic and financial reporting requirements, including timely submission of required reports.
- The awardee has closed-out prior awards in a timely manner.
- The awardee appropriately utilized and actively participated in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current award.
- The awardee has received financial clearances on all current grants from OVW.
- The awardee has acted in a timely manner to resolve issues identified in an audit or an on-site financial or programmatic monitoring visit.
- The awardee has complied with the Office of Management and Budget single-audit requirement.
- Grant funds have been spent in a timely manner.

OVW awardees who have 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 DOJ High Risk Grantee list, OVW will take this into consideration in making award determinations.

Review Process

OVW uses a three-phased review process, which includes an initial internal review, an external peer review, and a secondary internal review. Although all applicants will be rated on the criteria described in the preceding sections, OVW will specifically consider the following selection criteria during each phase of the review process. If OVW determines that an application does not meet the stated criteria, the application may not move forward for the subsequent reviews.

Applications that propose projects that are substantially outside the scope of the Engaging Men Grant Program statutory purpose area will be disqualified from further funding consideration.

Questions for the Initial and Secondary Internal Reviews

- Does the applicant meet all statutory eligibility criteria (see page 6)?
- Is the application complete?
- Are the proposed activities within the scope of the program (see page 8)?
- Does the application propose significant activities that may compromise victim safety (see page 10)?

External Peer Review Panels

OVW will establish panels comprised of experts and practitioners to review applications. Each panel will review the information provided in the application against the selection criteria for the program.

Secondary Internal Review

Following formal peer review, a second internal review will be conducted, which will include, but not be limited to, the geographic distribution of the applications for a national perspective, the ratio of population to services, the extent to which the applications will address the demonstrated needs of an underserved population, and agency and statutory priorities.

Performance Measures

All OVW awardees are required to submit annual and/or semi-annual progress reports, which will be provided if selected for an award.

For more information, see the [Reference Guide](#) at pages 19-22.

Notice of New Post-Award Reporting Requirements

Applicants should anticipate that all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), will be required to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding.

It is expected that reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at <https://www.fsr.gov>. Additional guidance on reporting will be provided in the near future by OVW and/or the Office of Management and Budget (OMB).

Please note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

Additional Requirements

For information on additional requirements that apply to all OVW applicants and awardees, see the [Reference Guide](#) at pages 23-24.

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, 145 N Street, NE, 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.**

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	If applicable	
7. Narrative. The following sections must be included	Yes	
Purpose of Application	Yes	
What will be Done	Yes	
Who will Implement	Yes	
Sustainability Plan	Yes	
8. Budget, Budget Narrative and Budget Summary	Yes	
9. MOU	If applicable	
10. Letter of Nonsupplanting	Yes	
11. Financial Capability Questionnaire	If applicable	
12. Indirect Cost Rate Agreement	If applicable	
13. Proof of NonProfit Status	Yes	
14. Agency mission statement on letterhead	Yes	

Applicants must send **via overnight delivery** a complete hard copy original of the application, **postmarked by July 6, 2011** 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.