



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 Grants to Enhance Culturally and Linguistically Specific Services for Victims of Domestic Violence, Dating Violence, Sexual Assault and Stalking. This program furthers the Department's mission by supporting community-based organizations in providing culturally and linguistically relevant services to victims of sexual assault, domestic violence, dating violence, and stalking.

OVW Fiscal Year 2010 Grants to Enhance Culturally and Linguistically Specific Services for Victims of Domestic Violence, Dating Violence, Sexual Assault and Stalking Program

Eligibility

Applicants are limited to community-based programs.
(See "Eligibility," page 5)

Deadline

Letters of intent to apply should be submitted by **February 18, 2010**
All Applicants should register online with GMS by **February 18, 2010**.
All applications are due by **8:00 p.m. E.T. on March 4, 2010**.
(See "Deadline: Application," page 4)

Pre-Application Conference Calls

February 11, 2010: 2 p.m. – 4 p.m. E.T. February 16, 2010: 2 p.m. – 4 p.m. E.T.
February 18, 2010: 2 p.m. – 4 p.m. E.T.
(See page 4 for information on how to register for one of the calls.)

Contact Information

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

In 2010 OVW applications will be submitted through the Office of Justice Programs Grants Management System (GMS). For further information and assistance, please see <http://www.ovw.usdoj.gov/docs/gms-application.pdf>.

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OVW Grants to Enhance Culturally and Linguistically Specific Services for Victims of Domestic Violence, Dating Violence, Sexual Assault and Stalking Program (CFDA 16.016)

Overview

This solicitation contains information on how to apply for the Grants to Enhance Culturally and Linguistically Specific Services for Victims of Domestic Violence, Dating Violence, Sexual Assault and Stalking 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/docs/resource-guidebook.pdf>. All applicants should read carefully both this solicitation and the Reference Guide before beginning the application process.

About the OVW Grants to Enhance Culturally and Linguistically Specific Services for Victims of Domestic Violence, Dating Violence, Sexual Assault and Stalking Program

The Grants to Enhance Culturally and Linguistically Specific Services for Victims of Domestic Violence, Dating Violence, Sexual Assault and Stalking Program (hereinafter referred to as the Culturally and Linguistically Specific Services Program) was created by the Violence Against Women and Department of Justice Reauthorization Act of 2005 (VAWA 2005) (codified at 42 U.S.C. § 14045a). This program creates a unique opportunity for targeted community-based organizations to address the critical needs of sexual assault, domestic violence, dating violence, and stalking victims in a manner that affirms a victim's culture and effectively addresses language and communication barriers.

Advocates report that survivors are more inclined to seek services from organizations that are familiar with their culture, language and background and that there is no "one size fits all" approach to adequately addressing these critical needs. Culturally specific community-based organizations are more likely to understand the complex multi-layered challenges and obstacles that victims from their communities face when attempting to access services in response to sexual assault, domestic violence, dating violence, and stalking. Culturally specific community-based organizations are also better equipped to form essential relationships and engage their communities in the creation and implementation of services relevant to the diverse and unique needs of the victims. They play a vital role in providing services that are relevant to their communities, and they address complex needs.

This discretionary grant program is designed to promote the maintenance and replication of existing programs providing successful services to sexual assault, domestic violence, dating violence, and stalking victims. The program also supports the development of innovative culturally and linguistically specific strategies and projects to enhance access to services for victims who face obstacles to using more currently available and traditional services and resources.

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 **February 18, 2010**. You may send the letter to OVW at ovw.cultural.and.linguistic@usdoj.gov. OVW will use these letters to predict the number of peer review panels needed to review the applications. You may submit an application for funding if you do not submit a Letter of Intent.

Deadline: Registration

The GMS registration deadline is February 18, 2010. For more information on the process of registering and applying in GMS, please see the [Reference Guide](#) at pages 13-15.

Pre-Application Conference Calls

OVW will conduct three Pre-Application Conference Calls. During these calls, OVW staff will review the Culturally and Linguistically Specific Services Program requirements, the application process, and answer questions about the Culturally and Linguistically Specific Services Program. Participation in these calls is optional for applicants.

Conference Call Schedule: The conference calls are all scheduled for 2 p.m. - 4 p.m. E.T. on the following dates:

- **Tuesday, February 11, 2010;**
- **Tuesday, February 16, 2010; and**
- **Tuesday, February 18, 2010.**

Registration Instructions: Anyone who is interested in submitting an application to the Culturally and Linguistically Specific Services Program 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 Assistant Mary Tate, at mary.tate@usdoj.gov or 202-305-1653. Your registration must be received within two hours prior to the start of the call.

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 by the deadline and (b) the application has been submitted through GMS.

The deadline for applying for funding under this announcement is **March 4, 2010, 8:00 p.m. E.T.** A hard copy must be sent via an overnight delivery method, post-marked by **March 4, 2010** to:

**The Office on Violence Against Women
c/o Lockheed Martin Aspen Systems Corporation
OVW Culturally and Linguistically Specific Services 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 GMS. 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:

- Community-based programs whose primary purpose is providing culturally and linguistically specific services to victims of sexual assault, domestic violence, dating violence, and stalking; and
- Community-based programs whose primary purpose is providing culturally and linguistically specific services **and** who can partner with a program having demonstrated expertise in serving victims of sexual assault, domestic violence, dating violence, and stalking.

Note: The primary purpose of the organization as a whole must be to provide services to culturally and linguistically specific populations. If the culturally and linguistically specific program is one division within a larger organization with other focuses (for example, a Hispanic division within a domestic violence organization), the organization is not eligible.

OVW Grants to Enhance Culturally and Linguistically Specific Services for Victims of Domestic Violence, Dating Violence, Sexual Assault and Stalking Program – Specific Information

Types of Applicants

In FY 2010, OVW will accept applications for the Culturally and Linguistically Specific Services Program from applicants that have not previously received funding under this program.

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. OVW encourages applicants to submit budgets ranging from **\$150,000 to \$300,000**. OVW has the discretion to make 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.

Program Scope

The scope of the Culturally and Linguistically Specific Services Program is defined by the following statutory program purpose areas. Proposed projects must develop and implement activities consistent with the statutory program purpose areas. Applicants are reminded that any activities, whether they address sexual assault, domestic violence, dating violence, or stalking, must fall within one of the following purpose areas.

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 Culturally and Linguistically Specific Services Program statutory purpose areas will be disqualified from further funding consideration.

Statutory Program Purposes

By statute, funds under the Culturally and Linguistically Specific Services Program may be used for the following purposes:

- Working with State and local governments and social service agencies to develop and enhance effective strategies to provide culturally and linguistically specific services to victims of sexual assault, domestic violence, dating violence, and stalking;
- Increasing communities' capacity to provide culturally and linguistically specific resources and support for victims of sexual assault, domestic violence, dating violence, and stalking crimes and their families;
- Strengthening criminal justice interventions, by providing training for law enforcement, prosecution, courts, probation, and correctional facilities on culturally and linguistically specific responses to sexual assault, domestic violence, dating violence, and stalking;
- Enhancing traditional services to victims of sexual assault, domestic violence, dating violence, and stalking through the leadership of culturally and linguistically specific programs offering services to victims of sexual assault, domestic violence, dating violence, and stalking;
- Working in cooperation with the community to develop education and prevention strategies highlighting culturally and linguistically specific issues and resources regarding victims of sexual assault, domestic violence, dating violence, and stalking;

- Providing culturally and linguistically specific programs for children exposed to sexual assault, domestic violence, dating violence, and stalking;
- Providing culturally and linguistically specific resources and services that address the safety, economic, housing, and workplace needs of victims of sexual assault, domestic violence, dating violence, or stalking, including emergency assistance; or
- Examining the dynamics of culture and its impact on victimization and healing.¹

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

- Develop innovative programs to provide culturally relevant services to victims from underserved populations, such as underserved communities of color, by addressing the unique barriers they face when seeking services that best meet their needs.
- Address the cultural needs of the Deaf community, while integrating the use of American Sign Language (ASL) to ensure victims' cultural and linguistic needs are being met when accessing services.
- Develop innovative approaches to improving culturally relevant services to immigrants including services to address barriers that immigrants frequently experience, such as lack of knowledge of existing resources, language barriers, and issues particular to immigration and deportation.
- Develop and/or enhance collaborative partnerships to address culturally and linguistically relevant services for victims of sexual assault.

Program Guidelines

Applicants should also consider the following guidelines in response to this solicitation:

Direct Legal Representation

Grant funds **may not** be used to provide legal representation in civil and criminal matters, such as family law cases (divorce, custody, visitation and child support), housing cases, consumer law cases and others. Grant funds **may** be used to provide legal representation to victims of sexual assault, domestic violence, dating violence, and stalking in protection order proceedings.

Family Violence

Grant funds may not be used to directly address child abuse, or other family violence issues such as violence perpetrated by a child against a parent, parent against a child, or violence perpetrated by a sibling against another sibling.

Children

Applicants may not use grant funds to provide direct services to children, including children who are witnesses or victims of violence, except where such services are provided in conjunction with providing services to a child's parent or guardian who is a victim of sexual assault, domestic violence, dating violence, or stalking.

¹ Applicants wishing to address this purpose area must do so in conjunction with one of the other program purpose areas listed above. Proposals focusing only on this purpose area may be removed from consideration.

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:

- Ordering victims and offenders to attend mandatory couples counseling or mediation;
- Crafting policies or engaging in practices that impose restrictive conditions to be met by the victim in order to receive services (e.g., counseling, seeking an order of protection);
- Sharing confidential victim information with outside organizations and/or individuals without the documented consent of the victim;
- Referring victims to Child Protection Services solely for failure to protect their minor child from witnessing domestic violence except if required under State law;
- Procedures that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their age, immigration status, race, religion, sexual orientation, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;
- Failing to conduct safety planning with victims;
- Crafting policies that deny individuals access to services based on their relationship to the perpetrator; and
- 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 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 Culturally and Linguistically Specific Services 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 (ie., painting, carpeting)

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.

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 solicitation. **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. Peer reviewers will not receive any additional materials submitted beyond those required. For example, if an application includes a narrative that is 25 pages long, the last five pages will be removed prior to peer review.

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)
- 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).

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 GMS 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 (5 Points)

Please list the following information on a single page. The Summary Data Sheet should be a separate attachment to the application in GMS 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.
- Name of culturally and linguistically specific community-based organization that will serve as the lead applicant.
- Indicate the culturally and linguistically specific populations/s currently served by the organization and the types of services being provided.
- The number of years the organization has been providing sexual assault, domestic violence, dating violence, and stalking services OR if partnering with an agency that provides these services the name of the agency and how long it has been providing these services.
- Name(s) of other collaborating project partners who will be involved in project development and implementation.
- The Culturally and Linguistically Specific Services Program Statutory Purpose Area(s) (see pages 6-7) being addressed by the proposal.

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 GMS 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 GMS 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 60 Points)

The following narrative should be a separate attachment to the application in GMS 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 Application (15 points)

- Describe the problem of sexual assault, domestic violence, dating violence, and/or stalking within the local community and the culturally and linguistically specific population served or to be served by the organization;
- Describe the community's service area in which the project would be implemented, including location, population, and demographic information;
- Identify the targeted culturally and linguistically specific population and state how the target population is currently underserved and how it 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 current services and gaps for the targeted population;
- Describe the barriers individuals from the identified culturally and linguistically specific population who are victims of sexual assault, domestic violence, dating violence, and/or stalking experience when attempting to access services;
- Clearly state the need for the project. The need must directly relate to the culturally and linguistically specific population to be served;
- Describe how the proposed project complements the State's STOP Violence Against Women Implementation Plan; and
- If the applicant has applied or is applying for multiple OVW grants, describe how this project complements such other projects without duplicating efforts.

This section will be rated on the following criteria:

- The impact of current or prior efforts to prevent and reduce sexual assault, domestic violence, dating violence, and/or stalking for the targeted diverse population;
- The need for the project; and

- The description of the culturally and linguistically specific community to be served with respect to victims of sexual assault, domestic violence, dating violence, and stalking and how the proposed project will address their needs.

B. What Will Be Done (30 points)

- Detail the project goals and objectives, describing the specific tasks and activities necessary to accomplish each;
- Describe how the project will meet the specific needs of the targeted culturally and linguistically specific population;
- Include a time frame that demonstrates how the activities will be accomplished within the 24-month grant cycle; and
- Describe how additional funding will enhance any existing projects.

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. However, development of products is not a requirement of the Culturally and Linguistically Specific Services Program.

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, safety planning, 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;
- The extent to which the proposal describes innovative strategies to address the specific needs of the targeted underserved culturally and linguistically specific community;
- 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 (15 points)

- Describe the mission and overall services provided by the organization;
- Detail how the organization primarily focuses on the targeted culturally and linguistically specific community by providing information on the history of work in the community and how the organization addresses a demonstrated need;
- Provide detailed information that demonstrates the organization has experience providing direct intervention services to victims of sexual assault, domestic violence, dating violence, and/or stalking. **Note:** If the organization does not have this

experience, it is **required** to partner with a non-profit victim services agency with such expertise and must detail the following information:

- The name of the partnering agency;
 - Describe how providing services to victims of sexual assault, domestic violence, dating violence, and stalking is one of the partner organization's primary purposes and demonstrate the organization's history of effective work concerning such issues;
 - Describe how the partner organization addresses a demonstrated need in the community by providing services that create options for victims, promote the dignity and self-sufficiency of victims, and improve victim access to resources; and
 - Address how the partner organization avoids activities that compromise victim safety.
- Detail the qualifications of the organization and selected key staff to achieve the project goals and the resources and skills each participant will bring to the project, position descriptions and resumes that are available should be submitted with the application;
 - Detail the organization's expertise in developing community-based, culturally and linguistically specific outreach and intervention services for the identified populations; and
 - Describe how organizational staff has relevant experience working with the identified culturally and linguistically specific community.

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 following criteria:

- The extent to which the organization(s) and staff have the necessary expertise, as it pertains to sexual assault, domestic violence, dating violence, and/or stalking intervention services and culturally and linguistically specific tailored services, to successfully implement the proposed project;
- The extent to which the organization staff has experience working with the targeted population;
- The extent to which the proposal clearly identifies all project partners, specifies their respective roles and responsibilities, and describes the collaborative relationship to be developed.

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

For more information and samples, please see the [Reference Guide](#) at pages 9-12. The Budget Worksheet and Narrative should be one attachment to the application in GMS and a separate section in the hard copy.

In developing the budget, applicants should fairly compensate 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 range of **\$150,000 - \$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 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 \$10,000 (applicants from Alaska, Hawaii, and U.S. territories should allocate \$15,000 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 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 following criteria:

- The extent to which the budget is complete, reasonable, and cost effective in relation to the project and does not exceed the established budget range of **\$150,000 – \$300,000**;
- The extent to which the budget reflects the 24 months of project activity and provides a basis of computation for all project-related costs;
- The extent to which there is a clear link between proposed budget activities and proposed budget items;
- The extent to which all partners are fairly compensated for their participation in any project-related activities; and
- The extent to which the budget allocated funds to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW technical assistance providers.

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 project partners. The MOU should be a single attachment to the application in GMS and a separate section in the hard copy.

If the applicant organization does not have experience providing direct intervention services to victims of sexual assault, domestic violence, dating violence, and stalking, it is **required** to partner with a program having demonstrated expertise in serving victims of sexual assault, domestic violence, dating violence, and/or stalking.

If the applicant organization's primary mission is to provide culturally and linguistically specific services to victims of sexual assault, domestic violence, dating violence, and stalking, it is not necessary to partner with another direct service provider. However, in order to meet the needs of sexual assault, domestic violence, dating violence, and/or stalking victims seeking intervention and support services, applicants are expected to partner with other community-based organizations and agencies providing services often needed by victims that the applicant organization does not provide (e.g., counseling, housing assistance, civil legal needs). The nature of these partnerships must be outlined in the MOU.

The MOU must be current (**i.e., signed and dated during the development of the proposal**) and be created and signed by the chief executive officers and/or directors of:

- If applicable, nonprofit, nongovernmental sexual assault, domestic violence, dating violence, and/or stalking programs, or other nonprofit, nongovernmental organizations that adequately demonstrate history and expertise in working with victims of sexual assault, domestic violence, dating violence, and/or stalking. Additionally, the organization should appropriately correspond with the proposed project. For example, if an application focuses mainly on sexual assault, then the applicant or project partner should have demonstrated expertise in sexual assault. **Applicants must demonstrate this correlation in their MOUs.**
- All relevant criminal justice agencies participating in project development or implementation, (e.g., law enforcement, prosecution, courts, probation, etc.); and
- Any other community agencies or organizations that will collaborate to implement the project.

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 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; 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.

This section will be rated on the following criteria:

- The extent to which the MOU demonstrates a meaningful partnership among the partners.

X. Applicant Mission Statement

Applicants must provide their mission statement on agency letterhead 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 GMS.

XI. 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 GMS and a separate section in the hard copy.

XII. 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.gov/funding/forms/financial_capability.pdf. The cognizant 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 GMS and should be submitted with the hard copy.

XIII. 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 <http://www.ojp.gov/financialguide/part3/part3chap17.htm>. This should be a separate attachment to the application in GMS and a separate section in the hard copy.

Selection Criteria

All applications will be rated on the criteria described in each section above. The total points possible for an application are 100 (5 points for Summary Data Sheet, 60 points for Narrative, 15 points for Budget, and 20 points for the MOU).

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.

Review Process

All applications will be subject to internal review by OVW staff and external 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 external 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 follow:

- Whether the applicant meets all statutory eligibility criteria (see page 5);
- Whether the application is complete;
- Whether the proposed activities are within the scope of the program (see page 6);

- Whether the application proposes significant activities that may compromise victim safety (see page 8).

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.

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, and the extent to which the applications will address the demonstrated needs of an underserved population.

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 GMS 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	Yes, if applicable	
7. Narrative. The following sections must be included	Yes	
Purpose of Application	Yes	
What will be Done	Yes	
Who will Implement	Yes	
8. Budget, Budget Narrative and Budget Summary	Yes	
9. MOU	Yes	
10. Agency mission statement on letterhead	Yes	
11. Letter of Nonsupplanting	Yes	
12. Financial Capability Questionnaire (nonprofits only, see page 16 for details)	If applicable	
13. Indirect Cost Rate Agreement (only if the applicant has a current Federally-approved rate)	If applicable	

Applicants must send **via overnight delivery** a complete hard copy original of the application, **postmarked by March 4, 2010** to:

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

In addition, applications must be submitted on the Office of Justice Programs online Grants Management System.