



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 Sexual Assault Services Culturally Specific Grant Program. This program furthers the Department of Justice's mission by supporting the establishment, maintenance, and expansion of culturally specific intervention and related assistance for victims of sexual assault.

OVW Fiscal Year 2010 Sexual Assault Services Culturally Specific Grant Program

Eligibility

Applicants are limited to private nonprofit organizations focusing primarily on culturally specific communities.
(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 5)

Pre-Application Conference Calls

February 9, 2010: 2 p.m. – 4 p.m. E.T. February 17, 2010: 2 p.m. - 4 p.m. E.T.

(Please see page 4 for information on how to register to participate in 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 Sexual Assault Services Culturally Specific Grant Program (CFDA 16.017)

Overview

This solicitation contains information on how to apply for the Sexual Assault Services Culturally Specific Grant Program. For general information on applying for all OVW grant programs, please see the OVW Fiscal Year 2010 Grant Program Solicitation Reference Guide (Reference Guide) at <http://www.ovw.usdoj.gov/docs/resource-guidebook.pdf>. All applicants should read carefully both this solicitation and the Reference Guide before beginning the application process.

About the OVW Sexual Assault Services Culturally Specific Grant Program

The Sexual Assault Services Program was created by the Violence Against Women and Department of Justice Reauthorization Act of 2005 (VAWA 2005), 42 U.S.C. §14043g, and is the first Federal funding stream solely dedicated to the provision of direct intervention and related assistance for victims of sexual assault. The SASP encompasses four different funding streams for States and Territories, Tribes, State sexual assault coalitions, Tribal sexual assault coalitions, and culturally specific organizations. Overall, the purpose of SASP is to provide intervention, advocacy, accompaniment (e.g., accompanying victims to court, medical facilities, police departments, etc.), support services, and related assistance for adult, youth, and child victims of sexual assault, family and household members of victims, and those collaterally affected by the sexual assault.

Congress, OVW, and victim advocates recognized the need to place increased focus on sexual assault in order to address the lack of available direct intervention and related assistance services and the unique aspects of sexual assault trauma from which victims must heal. Women and men of all ages, as well as children, can be victims of sexual assault. The perpetrator can be a relative, acquaintance (e.g., boyfriend/girlfriend, friend, coworker, neighbor), or a stranger. Nationally, one in six women and one in thirty-three men will be sexually assaulted in their lifetime¹.

For many victims, it may take years to recover from the physical and psychological trauma caused by rape and other forms of sexual violence. In order to heal from the trauma, survivors often need support from family and friends, as well as critical direct intervention and related assistance from victim-centered social service organizations such as rape crisis centers, through 24-hour sexual assault hotlines, crisis intervention, and medical and criminal justice accompaniment. The SASP will support these services through the establishment, maintenance, and expansion of rape crisis centers and other relevant programs that assist those victimized by sexual assault.

¹ Tjaden, P, Thoennes N. *Full Report of the Prevalence, Incidence, and Consequences of Violence Against Women: Findings from the National Violence Against Women Survey*, Washington (DC): National Institute of Justice; 2000. Report NCJ 183781.

Survivors of sexual assault from culturally specific communities frequently confront unique challenges when seeking assistance, such as linguistic and cultural barriers. Sexual assault 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” solution to adequately address 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 the sexual assault. In addition, culturally specific community-based organizations have experience forming relationships and engaging their communities and serve a vital role in providing services that are relevant for their community.

In order to provide the most appropriate services to such victims, the SASP Grants to Culturally Specific Programs (hereinafter referred to as the SASP Culturally Specific Grant Program) targets nonprofit organizations that focus primarily on culturally specific communities and have experience in the area of sexual assault or who partner with an organization having such expertise. The goal of the SASP Culturally Specific Grant Program is to create, maintain, and expand sustainable sexual assault services provided by culturally specific organizations, which are uniquely situated to respond to the needs of sexual assault victims within culturally specific populations.

Please read the SASP Culturally Specific 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.

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.sasp.cultural@usdoj.gov**. OVW will use these letters to predict the number of peer review panels needed to review the applications. You **can** still submit an application for funding if you do not submit a Letter of Intent.

Pre-Application Conference Calls

OVW will conduct two (2) Pre-Application Conference Calls. During these calls, OVW staff will review the SASP Culturally Specific Grant Program requirements and the application process as well as answer questions about the SASP Culturally Specific Grant Program.

Conference Call Schedule

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

Tuesday, February 9, 2010

Wednesday, February 17, 2010

Note: During the calls, OVW staff will review the solicitation content and the process for applying to the SASP Culturally Specific Grant Program and allow for a brief question and answer session. Participation in these calls is optional for applicants.

Registration Instructions

Anyone who is interested in submitting a SASP Culturally Specific Grant Program application may register to participate in the calls. The total number of participants for each call is limited to 30. To register, please e-mail or call OVW Program Specialist, 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: 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.

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
Sexual Assault Services Culturally Specific Grant Program
Mail Stop 2K
2277 Research Boulevard
Rockville, MD 20850
(301) 519-5000**

Applicants are strongly encouraged to submit their applications well in advance of the deadline, in order to ensure a successful submission through 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:

- Private nonprofit organizations that focus primarily on culturally specific communities.

Note: The primary purpose of the organization as a whole must be to provide services to a culturally specific population. If the culturally specific program is one division within a larger organization with other focuses (for example, a Hispanic program within a more general rape crisis center), the organization would not be considered eligible.

In addition, each nonprofit organization applying must meet **all** of the following eligibility criteria:

- The organization has documented organizational experience in the area of sexual assault intervention **or** has entered into a partnership with an organization having such experience;
- The organization has expertise in the development of community-based, linguistically and culturally specific outreach and intervention services relevant for 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 culturally specific populations; and
- The organization has an advisory board or steering committee and staffing which is reflective of the targeted culturally specific community. **Note:** To determine whether the organization has an advisory board or steering committee and staffing that is reflective of the targeted culturally specific community, OVW will consider whether the advisory board, steering committee and staff includes members with knowledge or experience relevant to the targeted community. When hiring for these positions, organizations may consider an applicant's knowledge or experience relevant to the targeted community, as well as language skills needed to work with a particular population, but organizations may not consider a person's race and/or ethnicity as a basis for hiring decisions.

OVW Sexual Assault Services Culturally Specific Grant Program – Specific Information

Types of Applicants

In FY 2010, OVW will accept applications for the SASP Culturally Specific Grant 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 36 months. **Budgets must reflect 36 months of project activity, and the total “estimated funding” (block 15) on the SF-424 must reflect 36 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. SASP Culturally Specific Grant Program funds for FY 2010 will be awarded based on the following guidelines:

- Up to \$300,000 for selected, eligible applicants.
- Awards may be made for greater or lesser amounts than requested. In addition, OVW may negotiate the scope of work and the budget with applicants prior to making the award.

This application is the first step in the process of selecting culturally specific programs addressing sexual assault that will be funded under the SASP Culturally Specific Grant Program in Federal Fiscal Year 2010. Awards will be made as cooperative agreements and, as noted above, will likely be made for up to \$300,000 for a 36 month period, which will be divided into a planning phase and an implementation phase. Funded applicants will have access to \$50,000 during the planning period phase. The remaining \$250,000 will be used to support the implementation phase of the project. OVW will withhold implementation phase funds until it determines that all requirements of the planning phase have been successfully met and OVW has approved the plan.

Note: The length of the planning phase will be dictated by the ability of the award recipient to successfully complete all required products and processes (see page 8). OVW expects that the planning phase will take approximately four months to complete; however, applicants should be aware that the planning phase may vary in length. Therefore, applicants should not rely on a strict 4 month schedule. Applicants should also be aware that OVW will work closely and collaboratively in shaping and implementing the project.

Program Scope

Overall, the purpose of the SASP, and therefore the SASP Culturally Specific Grant Program, is to provide intervention, advocacy, accompaniment, support services, and related assistance to:

- Adult, youth, and child victims of sexual assault;
- Family and household members of such victims; and
- Those collaterally affected by the victimization, **except** for the perpetrator of such victimization (e.g., friends, coworkers, classmates).

Note: The purpose of SASP Culturally Specific Grant Program funds is to provide core sexual assault services and related assistance to victims of sexual violence including, but not limited to, advocacy, crisis intervention, supportive short term counseling (group and individual), and accompanying the victim through the criminal justice system, medical treatment, and other social services. Prevention education efforts, training of other professionals, media campaigns, and criminal justice activities are **not allowable**.

Statutory Program Purposes

By statute, funds under the SASP Culturally Specific Grant Program may be used for the following purposes:

- To establish, maintain, and expand culturally specific intervention and related assistance for victims of sexual assault.

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

- Develop innovative programs that will provide culturally relevant services to victims from underserved populations, such as underserved communities of color, by addressing the unique barriers they face when seeking adequate services.
- 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 improve services and provide culturally relevant services to immigrants while addressing barriers that immigrants experience such as the lack of knowledge about resources, language barriers, and issues surrounding immigration.

OVW may enter into Cooperative Agreements that further the purposes of the SASP Culturally Specific Grant Program, including:

- Crisis intervention, short term individual and group support, information, and referral services;
- Accompaniment and advocacy services;
- Comprehensive service coordination and supervision;
- Outreach activities to culturally specific communities; and
- Development and distribution of informational materials on issues related to sexual assault services provided by the agency.

Program Requirements

Successful applicants under this application must commit to meeting the following OVW requirements:

- Awards will be made as Cooperative Agreements and OVW will enter into a collaborative working relationship with awardees;
- Awardees and their corresponding MOU partners must demonstrate a high level of commitment to close collaborative working relationships;
- When applicable, awardees and partnering agencies with sexual assault expertise will be required to engage in cross training activities about sexual assault and relevant culturally specific populations;
- Awardees will be required to complete a planning phase, during which time the following activities must be completed with support from the OVW designated technical assistance provider:
 - Strengths assessment
 - What assets does your organization currently have that will enable you to successfully implement the grant project (e.g., staff, equipment, substantive materials, expertise, etc.);
 - Needs assessment
 - What resources does your organization need in order to successfully implement the grant project (e.g., staff, training needs, equipment, etc.); and
 - Strategic plan
 - Based on the strengths and needs assessments, outline a step-by-step plan as to what components need to be addressed to implement the grant project.
- Awardees will work with OVW designated technical assistance providers to receive support in developing the assessments and strategic plan, and all products must be submitted to OVW for review and approval;
- The planning phase is meant for planning purposes only. Awardees may not engage in providing grant-funded services until they have successfully completed, as determined by OVW, the planning phase activities;
- Awardees will engage in an implementation phase, which will be determined by the work completed in the planning phase; and
- Awardees must develop policies around confidentiality and information sharing.

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

Activities That May Compromise Victim Safety and Recovery

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

- Crafting policies that deny individuals access to services based on their relationship to the perpetrator;
- Developing materials that are not tailored to the dynamics of sexual assault or the culturally specific population to be served;
- 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 for protection);
- Sharing confidential victim information with outside organizations and/or individuals without the documented consent of the victim;² and
- Crafting policies that require the victim to report the sexual assault to law enforcement.

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 SASP Culturally Specific Grant Program may not be used for any unauthorized purposes, including but not limited to the following activities:

- Lobbying;
- Fundraising;
- Research projects;
- Physical modifications to buildings, including minor renovations;
- Activities focused on prevention efforts (e.g., bystander intervention, social norm campaigns, presentations on healthy relationships, etc.);
- Criminal justice-related projects, including law enforcement, prosecution, courts, and forensic interviews; and
- Providing domestic violence services unrelated to intimate partner sexual violence.

Performance Measures

All OVW grantees are required to submit annual and/or 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.

² Please note, such sharing of confidential victim information is prohibited under 42 U.S.C. 13925(b)(2).

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, 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 XIII 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 a copy 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.
- Culturally specific population/s served by the organization.
- The number of years the organization has been providing sexual assault services OR, if partnering with a sexual assault services agency, the name of the agency and how long it has been providing sexual assault services.
- The number of advisory board or steering committee and staff members currently serving and whether they reflect the targeted culturally specific community by including members with knowledge or experience relevant to the targeted community.

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 (10 points)

This section should briefly:

- Describe the problem of sexual assault within the applicant's State;
- Describe the problem of sexual assault within the local community and the culturally 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 specific population and State how the target population is currently underserved and 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;
- Describe the barriers individuals from the identified culturally specific group who are victims of sexual assault experience while attempting to seek services;
- Clearly State the need for the project. The need must directly relate to the culturally 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 in the jurisdiction;
- The need for the project; and
- The description of the culturally specific community to be served with respect to victims of sexual assault and how the proposed project will address their needs.

B. What Will Be Done (30 points)

This section should briefly:

- Detail proposed activities under this project. Activities must be directly related to:
 - The needs in the identified culturally specific population; and
 - The provision of direct intervention and related assistance for sexual assault victims;
- Outline a tentative time line for the implementation of the proposed activities; and
- Address whether the project will be focusing on a specific age demographic in the delivery of services to sexual assault victims. For example, will the project target child victims of sexual assault or will the project address sexual assault across the lifespan?

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

This section will be rated on the following criteria:

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

C. Who Will Implement the Project (20 points)

- Describe the mission and overall services provided by the organization;
- Detail how the organization primarily focuses on the identified culturally specific community;
- Provide detailed information that demonstrates the organization has experience providing direct intervention services to victims of sexual assault. **NOTE:** If the organization does not have this experience, it is **required** to partner with a non-profit sexual assault victim services agency with such expertise and must detail the following information:
 - The name of the partnering agency;
 - How serving victims of sexual assault is one of its primary purposes and its demonstrated history of effective work concerning such issues;
 - How the partnering agency 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
 - How the partnering agency avoids activities that compromise victim safety.
- Detail the organization's expertise in developing community-based, linguistically and culturally specific outreach and intervention services for the identified community(ies) to be served. If the organization does not have this expertise, provide in detail the organization's capacity to link to existing services within the community that provide such services tailored to the needs of the identified culturally specific population;
- Detail the qualifications of the organization and selected key staff to achieve the project goals and the resources and skills each staff person will bring to the project;

- Describe how the organization's advisory board or steering committed members and staff are reflective of the identified culturally specific community through their knowledge or experience relevant to the targeted community; and
- Detail the expertise of advisory board or steering committee members currently serving as it relates to sexual assault, the identified culturally specific community and how advisory or steering committee members are reflective of such community.

Victim service organizations should meet all of the following criteria:

- Provide services to victims of sexual assault as one of their primary purposes and have a demonstrated history of effective work concerning such issues;
- Address a demonstrated need in their communities by providing services that promote the dignity and self sufficiency of victims, improve their access to resources, and create options for victims seeking safety from perpetrator violence; and
- Do not engage in activities that compromise victim safety.

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

This section will be rated on the following criteria:

- The extent to which the organization and its staff have the necessary expertise, as it pertains to sexual assault intervention services and culturally specific tailored services, to successfully implement the proposed project; and
- The extent to which organization staff and current advisory board or steering committee members reflect the target population to be served by including members with knowledge or experience relevant to the targeted community.

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 all project partners for their participation in any project-related activities, including, but not limited to, compensation for time and travel expenses to participate in project development, training, and implementation. The budget **must** include compensation for all services rendered by project partners, including nonprofit, nongovernmental 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 36-month budget. Proposed budgets should not exceed the established maximum 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 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.

Financial Management Training

Applicants are also encouraged to include funds in their budgets to attend Financial Management Training Seminars sponsored by the OJP's Office of the Chief Financial Officer. These seminars instruct participants in the financial administration of OJP and OVW formula and discretionary grant programs. A schedule listing the financial training seminars is available at <http://www.ojp.usdoj.gov/training/fmts.htm>.

Consultants

Applicants are strongly discouraged from requesting consultant rates in excess of \$450 per day.

Building Renovations

Applicants **may not** allocate any grant funds for building renovations. This includes such seemingly minor activities as painting or carpeting.

Research

Applicants may not use any OVW funds for conducting research. However, up to 1% of the budget may be allocated for the purpose of assessing the effectiveness of funded activities. For example, funds may be used to conduct pre- and post-testing of training recipients or victim satisfaction surveys. In conducting such testing or surveys, grantees may not collect, analyze, or disseminate any information identifiable to a private person during the course of assessing the effectiveness of funded activities.

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 maximum of **\$300,000**;
- The extent to which the budget reflects the 36-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 partnering organizations as outlined in the SASP Culturally Specific Grant Program solicitation. 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, it is **required** to partner with a non-profit sexual assault 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 intervention services to the identified culturally specific populations, these organizations **must** also be included in the MOU.

If the applicant organization has the necessary experience in providing direct intervention sexual assault services, it is not necessary for it to partner with a nonprofit sexual assault service provider. However, in order to meet the needs of sexual assault victims seeking intervention and support services, applicants are expected to partner with other community organizations and agencies providing services often needed by victims of sexual assault that the applicant organization itself does not provide (e.g., counseling, housing assistance, civil legal needs). The nature of these partnerships **must** be outlined in the MOU. All applicants, regardless of whether they have additional required MOU partners, must have one or more community partners to provide complementary or supplementary services.

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 programs, or other nonprofit, nongovernmental organizations that adequately demonstrate history and expertise in working with victims of sexual assault;
- If applicable, community-based, linguistically and culturally specific outreach and intervention service agencies; and
- Community organizations or agencies providing services often needed by victims of sexual assault.

Applicants that have previously been funded under this program must develop a new MOU that reflects the continuation of project activities and include current dates and signatures from all relevant project partners.

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. Agency 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. This document does not need to be included in 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 7); and

- Whether the application proposes significant activities that may compromise victim safety (see page 9).

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 17 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
 Sexual Assault Services Culturally Specific Grant 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.