

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 concept papers for the Services to Advocate For and Respond to Youth Program. This program furthers the Department's mission by serving youth victims of sexual assault, domestic violence, dating violence and stalking.

OVW Fiscal Year 2010 Services to Advocate For and Respond to Youth Program Call for Concept Papers

Eligibility

Applicants are limited to nonprofit, nongovernmental entities, community-based organizations, tribes and tribal organizations that provide services to teen and young adult victims affected by sexual assault, domestic violence, dating violence and stalking.

(See "Eligibility," page 6)

Deadline

Letters of intent to apply should be submitted by April 1, 2010

All Applicants should register online with GMS by April 1, 2010

All applications are due by **8:00 p.m. E.T. on April 22, 2010**

(See "Deadline: "Concept Paper, "page 6)

Pre-Concept Paper Conference Calls

April 6, 2010: 2 p.m. – 4 p.m.

April 8, 2010: 2 p.m. – 4 p.m.

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 Services to Advocate For and Respond to Youth Program (CFDA # 16.018)

Overview

This solicitation contains information on how to apply for the Services to Advocate and Respond to Youth¹ Program (Youth Services 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 Services to Advocate For and Respond to Youth Program

Nationally, approximately one in three teen girls in the United States is a victim of physical, emotional or verbal abuse from a dating partner. This figure far exceeds victimization rates for other types of violence affecting youth.² Congress and victim advocates recognized the need to develop the nation's capacity to provide direct intervention and related assistance services for youth victims. In response, Congress created the Youth Services Program as part of the Violence Against Women and Department of Justice Reauthorization Act of 2005 (VAWA 2005), 42 U.S.C. §14043. This is the first Federal funding stream solely dedicated to the provision of direct intervention and related assistance for youth victims of sexual assault, domestic violence, dating violence and stalking. Overall, the purpose of the Youth Services Program is to provide direct counseling, advocacy, legal advocacy, and mental health services for youth victims of sexual assault, domestic violence, dating violence, and stalking, as well as linguistically, culturally, or community relevant services for underserved populations.

Youth victims of sexual assault, domestic violence, dating violence and stalking require specialized services designed to meet the specific needs of youth and young adults. While these crimes affect women regardless of their age; youth are especially vulnerable and face unique obstacles if they decide to seek help. Unlike many adults, youth may not have access to money, transportation, child-care or to safe shelter. Additionally, youth and young adults may be inexperienced with dating and may mistake potential abusive behavior such as jealousy as a sign of love.

Furthermore, in working with youth and young adults, there are concerns regarding lack of confidentiality and when or if to involve child protective services in cases of assault. Procedures and policies are necessary to develop and enhance mandatory reporting laws in each State and to address the need for parental notification and consent guidelines.

Youth victimized by other youth often face additional challenges in a "closed" school environment. For example, youth victims of sexual assault, domestic violence, dating violence and stalking may continue to live in danger if the perpetrator resides in the same community,

¹ Youth refers to teens and young adults between the ages of 13-24.

² Davis, Antoinette, MPH. 2008. Interpersonal and Physical Dating Violence among Teens. The National Council on Crime and Delinquency Focus. Available at <http://www.nccd-crc.org/nccd/pubs/Dating%20Violence%20Among%20Teens.pdf>

shares mutual friends, or attends the same classes. In smaller schools or communities, a victim may wish to remain anonymous but may find this virtually impossible in an insular environment. Similarly, stalking victims may find it difficult to escape their tormenters, because the stalker may have a “legitimate” reason for remaining in contact or in close proximity to the victim (e.g. studying in the library). Furthermore, the fear and anguish of a sexual assault victim may continue because they attend the same classes. In other cases, a victim may be harassed by classmates or by a perpetrator’s friends who claim that the victim “asked for it” or “provoked” the crime.

Survivors of sexual assault, domestic violence, dating violence, and stalking from diverse communities confront additional challenges when seeking assistance. Victims with disabilities may struggle with obstacles, such as shelters that cannot physically accommodate them. Youth from culturally specific communities may face linguistic or cultural barriers to obtaining services as well as discrimination when they attempt to obtain services.

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

Deadline: Letter of Intent

If you intend to apply for Fiscal Year (FY) 2010 funding under this program, we encourage you to submit a letter stating that you intend to apply for funding. **The letter will not obligate you to submit an application.** Please see http://www.ovw.usdoj.gov/docs/sample_letter_of_intent.pdf for a sample letter. The letter should be submitted to OVW by **April 1, 2010**. You may send the letter to OVW at ovw.youthservices@usdoj.gov. You **can** still submit an application for funding if you do not submit a Letter of Intent.

Deadline: Registration

The GMS registration deadline is April 1, 2010. For more information on the process of registering and applying in GMS, please see the [Reference Guide](#) at pages 13-15.

Pre-Concept Paper Conference Calls

OVW will conduct two (2) Pre-Concept Paper Conference Calls. During these calls, OVW staff will review the Services to Advocate For and Respond to Youth Program Call for Concept Papers requirements and the application process as well as answer questions about the Program.

Conference Call Schedule

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

Tuesday, April 6, 2010

Thursday, April 8, 2010

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

Registration Instructions

Anyone who is interested in submitting a Concept Paper may register to participate in the calls. The total number of participants for each call is limited to 50. To register, please e-mail ovw.youthservices@usdoj.gov. Your registration must be received within two hours prior to the start of the call. If you are unable to participate on the call, OVW will post the transcript on our website and answer questions via email.

Deadline: Concept Paper

An application submission is complete if (a) a hard copy of the entire concept paper, 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 **April 22, 2010, 8:00 p.m. E.T.** A hard copy must be sent via an overnight delivery method, post-marked by April 22, 2010 to:

**The Office on Violence Against Women
c/o Lockheed Martin Aspen Systems Corporation
Youth 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. Concept Papers that are submitted by non-eligible entities will be screened out during an initial review process and omitted from further review.

By statute, eligible entities for this program are:

- a nonprofit, nongovernmental entity, whose primary purpose is to provide services to teen and young adult victims of sexual assault, domestic violence, dating violence, or stalking;
- a community-based organization specializing in intervention or violence prevention services for youth;
- an Indian Tribe or tribal organization providing services primarily to tribal youth or tribal victims of sexual assault, domestic violence, dating violence or stalking; or

- a nonprofit, nongovernmental entity providing services for runaway or homeless youth affected by domestic or sexual abuse.

In addition, each applicant must meet all of the following eligibility criteria:

- have documented expertise and experience in the development of intervention services relevant to the youth population;
- have documented specialized expertise in the area(s) of sexual assault, domestic violence, dating violence, and stalking **OR** enter into a partnership with an organization having such expertise with the issue the applicant is proposing to address;
- have expertise in the implementation of community-based, linguistically and cultural outreach and intervention services relevant to the specific communities to whom assistance would be provided **OR** have the capacity to link to existing services in the community tailored to the needs of the identified underserved population to be served.

Please note: The term “youth” refers to teens and young adults between the ages of 13-24.

OVW Services to Advocate For and Respond to Youth Program Call for Concept Papers– Specific Information

Types of Applicants

In FY 2010, OVW will accept applications for the Services to Advocate For and Respond to Youth Program from all eligible applicants.

Availability of Funds

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

Award Period

The award period for these grants will be 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. **Note: For this funding cycle only, OVW is combining Federal Fiscal Year 2008, 2009, and 2010 appropriations.** Therefore, award amounts in Federal Fiscal Year 2010 may be larger than subsequent years. Youth Services Program funds for FY 2010 will be awarded based on the following guidelines:

- \$150,000 - \$300,000 for selected, eligible applicants.
- OVW has the discretion to make awards for greater or lesser amounts than requested. In addition, OVW may negotiate the scope of work and the budget with applicants prior to making the award.

This Call for Concept Papers is the first step in the process of selecting specific projects addressing youth services that will be funded under the Youth Services Program in Federal Fiscal Year 2010. Awards will be made as cooperative agreements, in amounts ranging from

\$150,000 to \$300,000 for a 36 month period. Awards will be divided into a planning phase and an implementation phase. Funded applicants will have access to a maximum of \$50,000 during the planning period phase. The remaining award will be used to support the implementation phase of the project. OVW will withhold implementation phase funds until it determines that all requirements of the planning phase have been successfully met.

Note: The length of the planning phase will be dictated by the ability of the award recipient to successfully complete all required mandates including developing appropriate policies, procedures, and guidelines. OVW expects that the planning phase will take approximately four months to complete; however, applicants should be aware that the planning phase may vary in length. Applicants should also be aware that OVW will work closely and collaboratively with recipients in shaping and implementing the goals and objectives of the project.

Program Scope

Overall, the purpose of the Youth Services Program Call for Concept Papers is to design and implement programs and services using sexual assault, domestic violence, dating violence and stalking intervention models to respond to the needs of youth who are victims of such crimes. Prevention services are considered out of scope for this Program. Please see below for more information.

Statutory Program Purposes

By statute, funds under the Services to Advocate For and Respond to Youth Program must be used for the following purpose:

- provide direct counseling and advocacy for youth and young adults, who have experienced domestic violence, dating violence, sexual assault or stalking;

Funds may also be used for the following purposes:

- Provide mental health services for youth and young adults who have experienced domestic violence, dating violence, sexual assault, or stalking;
- Provide legal advocacy efforts on behalf of youth and young adults with respect to domestic violence, dating violence, sexual assault or stalking; and
- Provide additional services and resources for youth, including childcare, transportation, educational support, and respite care. Please note, that only 25% of your budget may be allocated for these services.

In Federal Fiscal Year 2010, OVW encourages applications that:

- Incorporate strategies to involve youth in the development and implementation of direct services provided by the applicant;
- Develop innovative programs that will provide culturally relevant direct services to victims from underserved populations, including underserved communities of color, in order to enhance accessibility and availability to these populations;
- Develop innovative programs that will provide relevant services to teens experiencing dating violence;
- Develop innovative programs that will provide relevant services to the lesbian, gay, bisexual, transsexual, and questioning youth victims;
- Develop or enhance programs that provide sexual assault specific services to youth;

- Develop or enhance programs that address the intersection of sexual assault, domestic violence, dating violence and stalking with other youth issues (i.e. teen pregnancy, health concerns, gang violence).

Program Guidelines

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

Minimum Requirement

Applicants must include linguistically, culturally, and community relevant services for underserved populations or linkages to existing services in the community tailored to the needs of underserved populations.

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, child welfare, 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 the context of protection order proceedings.

Prevention Activities

All applicants addressing prevention activities (e.g., outreach to elementary and secondary schools, and public/community awareness campaigns) will be considered out of scope and removed from consideration of funding. Grantees are only permitted to engage in outreach activities to inform potential victims about the availability of services.

Child Abuse

Grant funds may not be used to directly address child abuse such as violence perpetrated by a parent against a child.

Children

Applicants may not use grant funds to provide direct services to children under the age of thirteen, including children who are witnesses or victims of violence.

Program Requirements

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

- Awards will be made as Cooperative Agreements and OVW will enter into a collaborative working relationship with awardees;
- Awardees and their corresponding MOU partners must demonstrate a high level of commitment to close collaborative working relationships;
- When applicable, awardees and partnering agencies with sexual assault, domestic violence, dating violence and stalking expertise will be required to engage in cross training activities for 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;
 - Needs assessment; and
 - Strategic plan.

- Awardees will work with OVW designated technical assistance providers to receive support in developing the assessments and strategic plan, and all of which 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 strategic plan developed in the planning phase; and
- Awardees must develop policies to address confidentiality, information sharing, parental consent (if necessary), and mandatory reporting.

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

Activities That May Compromise Victim Safety and Recovery

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

- Developing or implementing policies that deny individuals access to services based on their relationship to the perpetrator;
- Developing materials that are not tailored to the target youth population to be served;
- Developing or implementing 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);
- Failing to conduct safety planning with victims;
- Failing to develop policies regarding confidentiality, parental involvement/consent, mandatory reporting duties, and working with other ancillary service providers.

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 Youth Services 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; and
- Prevention and Public Awareness campaigns (e.g., social norm campaigns, presentations on healthy relationships, etc.).

Performance Measures

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

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

How To Apply

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

What An Application Must Include

Applicants must complete each of the following sections as part of their response to this 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)
- Organization 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 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

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 organization has expended \$500,000 in Federal funds in the past fiscal year. Please specify the end date of the fiscal year;
- The organization and type of organization applying for funding;
- The number of years the organization has been providing services to youth victims of sexual assault, domestic violence, dating violence, and stalking OR, if partnering with a sexual assault and domestic violence organization, the name of the organization and how long they have been providing services;
- Culturally specific population/s served by the organization.
- The Youth Services Program Statutory Purpose Areas addressed by this 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 80 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 Concept Paper (25 points)

This section should briefly:

- Describe the problem to be addressed and how funding would alleviate it;
- Describe the community's service area in which the project would be implemented, including location, population, and demographic information;
- Identify the target population and state how the target population would benefit from the proposed project (please use current demographic information for the service area in order to be as specific and detailed as possible when describing the population to be served);
- Describe current services and gaps;
- Clearly state the need for the project. The need must directly relate to the specific population to be served;
- Describe how the proposed project complements the State's STOP Violence Against Women Implementation Plan; 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 stalking against youth and young adults in the jurisdiction;

- The need for the project; and
- The description of the culturally specific community to be served with respect to youth and young adult victims and how the proposed project will address their needs.

B. What Will Be Done (25 points)

This section should briefly:

- Detail the project goals and objectives, describing the specific tasks and activities necessary to accomplish each;
- Outline a tentative time line for the implementation of proposed activities within the 36 month grant cycle;
- Describe how services will be accessible to youth in the community;
- If applicable, describe tangible products that will be generated (e.g., a video, a brochure, a curriculum);
- Delineate the activities proposed under the planning and implementation phases of the project;
- Describe in detail the cultural and linguistic services to be provided;
- Detail the role, coordination, and information sharing among the partners.

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

This section will be rated on the following criteria:

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

C. Who Will Implement the Project (25 points)

- Describe the mission and overall services provided by the organization;
- Provide detailed information that demonstrates the organization has experience providing direct intervention services to youth victims;
- Provide detailed information that demonstrates the organization has experience providing direct intervention services to youth victims of sexual assault, domestic violence, sexual assault and stalking. **NOTE:** If the organization does not have this experience, it is **required** to partner with a non-profit sexual assault and/or domestic violence victim services organization with such expertise and must provide the following information:
 - The name of the partnering organization;

- Describe how serving victims of sexual assault, domestic violence, dating violence and stalking is one of its primary purposes and its demonstrated history of effective work concerning such issues;
- Describe how the partnering 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
- Describe how the partnering organization avoids activities that compromise victim safety.
- Describe 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;
- Describe 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;

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 youth and young adult victims and culturally specific tailored services to successfully implement the proposed project; and
- The extent to which staff and/or consultants reflect the target population to be served and have knowledge or experience relevant to the target population.

D. Sustainability (5 points)

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

This section will be rated on the following criteria:

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

VIII. Budget Detail Worksheet and Narrative

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

In developing the budget, applicants should fairly compensate all project partners for their participation in any project-related activities, including, but not limited to, compensation for time and travel expenses to participate in project development, training, and implementation. The budget **must** include compensation for all services rendered by project partners, including nonprofit, nongovernmental sexual assault and/or domestic violence victim services programs and State and Tribal sexual assault and/or domestic violence coalitions.

Budget Limits

Awards will be made for an amount ranging from \$150,000 to \$300,000 for 36 months (3 years). Funded applicants will have access to only \$50,000 during the planning period. The remaining funds will be used to support the implementation phase of the project. OVW will require a special condition that withholds funds contingent upon a determination by OVW that all requirements during the planning phase have been successfully met.

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

Budget Requirements

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

Training and Technical Assistance.

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

A Sample Budget Detail Worksheet is available at http://www.ojp.usdoj.gov/Forms/budget_fillable.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.

IX. Memorandum of Understanding (MOU) (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 Youth Services 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 youth victims of sexual assault, domestic violence, dating violence and stalking it is **required** to partner with a non-profit sexual assault and/or domestic violence victim services organization 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 services to youth victims of sexual assault, domestic violence, dating violence and stalking, it is not necessary for it to partner with a nonprofit sexual assault and/or domestic violence service provider. However, in order to meet the needs of youth victims seeking intervention and support services, applicants are expected to partner with other community organizations and agencies providing services often needed by youth victims of sexual assault, domestic violence, dating violence and stalking 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:

- Nonprofit, nongovernmental sexual assault and/or domestic violence programs, or other nonprofit, nongovernmental organizations that adequately demonstrate history and expertise in working with victims of sexual assault and/or domestic violence victims;
- Community-based, linguistically and culturally specific outreach and intervention service agencies;
- Community organizations or agencies providing services often needed by youth victims of sexual assault, domestic violence, dating violence and stalking.

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 when submitted; 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 organizations 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 organization 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.usdoj.gov/oc>. The applicable Federal audit agency and fiscal year should be included on the first page. In addition, the applicant must submit their current year's audit report with the Financial Capability Questionnaire. This should be a separate attachment to the application in 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.usdoj.gov/FinGuide/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 (80 points for Narrative, 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 internal peer review panels, and will be scored according to the criteria set forth in this solicitation. **If the application fails to meet the criteria listed below for the OVW initial internal review, the application will not receive further consideration.**

OVW Initial Internal Review

Criteria for the OVW initial internal review follow:

- Whether the applicant meets all statutory eligibility criteria (see page 6);
- Whether the application is complete;
- Whether the proposed activities are within the scope of the program (see page 8; and
- Whether the application proposes significant activities that may compromise victim safety (see page 10).

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

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

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

Additional Requirements

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

Public Reporting Burden

Paperwork Reduction Act Notice

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this form is 30 hours per form. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office on Violence Against Women, U.S. Department of Justice, 800 K Street, NW, Washington, DC 20530.

Application Checklist

Applicants must submit a fully executed application to OVW via overnight delivery, including all required supporting documentation. If you do not have the ability to upload signed documents, you may upload an unsigned version and include the signed original in the hard copy of the application. **Applications will not be accepted via facsimile. Although the application needs to be submitted through 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	No	
7. Narrative. The following sections must be included	Yes	
Purpose of Application		
What will be Done		
Who will Implement		
8. Budget, Budget Narrative and Budget Summary	Yes	
9. MOU	Yes	
10. Letter of Nonsupplanting	Yes	
11. Financial Capability Questionnaire (nonprofits only, see page 18 for details.	If applicable	
12. Indirect Cost Rate Agreement (only if the applicant has a current Federally-approved rate)	If applicable	
13. Organization mission statement on letterhead	Yes	

Applicants must send **via overnight delivery** a complete hard copy original of the application, **postmarked by April 22, 2010** to:

The Office on Violence Against Women
c/o Lockheed Martin Aspen Systems Corporation
Youth 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.