



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

OVW Fiscal Year 2012 Grants to Enhance Culturally Specific Services for Victims of Sexual Assault, Domestic Violence, Dating Violence and Stalking Program

Eligibility

Applicants are limited to community-based non-profit organizations whose primary purpose is providing culturally specific services.
(See "Eligibility," page 6)

Deadline

All applications are due by 11:59 p.m. E.T. on March 26, 2012.
(See "Deadline: Application," page 5)

To ensure all applicants have ample time to complete the registration process through Grants.gov, applicants should register online with Grants.gov by March 12, 2012.

Contact Information

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

**In Fiscal Year 2012, OVW applications will be submitted through Grants.gov.
For technical assistance with the grants.gov, contact the Grants.gov Customer Support Hotline at 1-800-518-4726.**

Grants.gov Number assigned to announcement OVW-2012-3146

It is anticipated that all applicants will be notified of the outcome of their applications by September 30, 2012.

CONTENTS

Overview	p. 4
About the OVW Grants to Enhance Culturally Specific Services for Victims of Sexual Assault, Domestic Violence, Dating Violence and Stalking Program	p. 4
Deadlines	p. 5
• Application	p. 5
• Registration	p. 5
Pre-Application Conference Calls	p. 5
Eligibility	p. 6
• Eligible Entities	p. 6
• Types of Applicants	p. 6
○ New	p. 6
○ Continuation	p. 6
Award Information	p. 6
• Award Period	p. 6
• Award Amounts	p. 7
Program Scope	p. 7
• Purpose Areas	p. 7
• Priority Areas	p. 8
• Activities that Compromise Victim Safety and Recovery	p. 8
• Out-of-Scope Activities	p. 8
• Unallowable Activities	p. 9
How To Apply	p. 9
• Formatting and Technical Requirements	p. 9
• Experiencing Unforeseen Technical Issues	p. 10
• Application Requirements	p. 10
• Summary Data Sheet	p. 11
• Project Narrative	p. 11
• Budget Detail Worksheet and Narrative	p. 12
• Memorandum of Understanding (MOU)	p. 14
Additional Required Information	p. 14
• Proposal Abstract	p. 14
• Status of Current Project (if applicable)	p. 14

• Application for Federal Assistance (SF-424)	p. 15
• Standard Assurances and Certifications	p. 15
• Letter of Nonsupplanting	p. 15
• Financial Accounting Practices	p. 15
• Financial Capability Questionnaire (if applicable)	p. 16
• Indirect Cost Rate Agreement (if applicable)	p. 16
• Proof of Nonprofit Status	p. 16
 Selection Criteria	 p. 16
• Review Process	p. 17
• Past Performance Review	p. 17
 Other Requirements	 p. 17
• Federal Financial Guidelines and Reporting Requirements	p. 17
• Additional Requirements	p. 18
 Public Reporting Burden	 p. 19
 Application Checklist	 p. 19

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

Overview

The Office on Violence Against Women (OVW) is a component of the United States Department of Justice (DOJ). Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership on issues of sexual assault, domestic violence, dating violence, and stalking. Since its inception, OVW has supported a multifaceted approach to responding to these crimes through implementation of grant programs authorized by VAWA. By forging State, local and tribal partnerships among police, prosecutors, judges, victim advocates, health care providers, faith leaders, and others, OVW grants help provide victims with the protection and services they need to pursue safe and healthy lives, while improving communities' capacity to hold offenders accountable for their crimes. For general information on OVW grant programs please see the OVW Fiscal Year 2012 Grant Program Solicitation Reference Guide (Reference Guide) at <http://www.ovw.usdoj.gov/docs/resource-guidebook.pdf>.

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

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

Advocates report that survivors are more inclined to seek services from organizations that are familiar with their culture, language and background and that there is no "one size fits all" approach to adequately 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 sexual assault, domestic violence, dating violence, and stalking. Culturally specific community-based organizations are also better equipped to form essential relationships and engage their communities in the creation and implementation of services relevant to the diverse and unique needs of the victims. They play a vital role in providing services that are relevant to their communities and address the complexity of needs.

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

Deadlines

Application

The deadline for applying for funding under this announcement is **11:59 p.m. E.T. on March 26, 2012**. Applications submitted after March 26, 2012, 11:59 p.m. E.T. will not be considered for funding. Applications will be submitted electronically only through Grants.gov. Do **NOT** send a hard copy of your application.

Note: For applicants without Internet access, who cannot submit an application electronically, please contact Kim Cortez at (202) 353-3923 or Kimberly.A.Cortez@usdoj.gov no later than March 12, 2012 to request permission to submit an application by alternative means.

Registration

The Grants.gov registration deadline is **March 12, 2012**. It is strongly encouraged that applicants begin the registration process well in advance of the deadline. For more information on the process of registering with Grants.gov please see the [Reference Guide](#).

Pre-Application Conference Calls

OVW will conduct four Pre-Application Conference Calls. During these calls, OVW staff will review the Culturally Specific Services Program requirements, review the solicitation, and allow for a brief question and answer session. Participation in these calls is optional.

The conference calls are all scheduled for 1 p.m. - 3 p.m. E.T. on the following dates:

- **Friday, February 17, 2012**
- **Tuesday, February 28, 2012**
- **Thursday, March 8, 2012**
- **Tuesday, March 13, 2012**

Anyone who is interested in submitting an application to the Culturally Specific Services Program may register to participate in the calls. The total number of participants for each call is limited to 50 individuals.

To register, please e-mail or call Kim Cortez at (202) 353-3923 or Kimberly.A.Cortez@usdoj.gov. Your registration must be received by 4 p.m. E.T. the day before the call on which you would like to participate. Please write "Registration for Pre-Application Conference Call" in the subject line if you choose to email.

Eligibility

It is very important that you review this information carefully. Applications that are submitted by ineligible entities will not be considered for funding.

Eligible Entities

Eligible entities for this program are:

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

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

Furthermore, the organization should have a board of directors or steering committee and staffing that is reflective of the culturally specific community it serves. To determine whether the organization has a board or steering committee and staffing that is reflective of the targeted culturally specific community, OVW will consider whether the board, steering committee and staff include 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.

Types of Applicants

In FY 2012, OVW will accept applications for the Culturally Specific Services Program from the following:

New: applicants who have neither an open Culturally and Linguistically Specific Services Program award nor an award that was closed within the last 12 months.

Continuation: applicants who have an open Culturally and Linguistically Specific Services Program award and/or a Culturally and Linguistically Specific Services Program award that was closed within the last 12 months.

Grant recipients who received new or supplemental funding for the Culturally and Linguistically Specific Services Program award in FY 2011 are NOT eligible to apply.

Award Information

Award Period

The grant award period is 24 months. Budgets must reflect 24 months of project activity, and the total "estimated funding" (block 15) on the SF-424 must reflect 24 months.

Award Amounts

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs. Awards under the Culturally Specific Services Program for FY 2012 will be made for up to \$300,000.

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

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. Funding is not guaranteed.

Program Scope

Activities supported by the Culturally Specific Services Program are determined by statute, Federal regulations and OVW policies.

Purpose Areas

In FY 2012, funds under the Culturally Specific Services Program may be used for the following purposes:

1. Increasing communities' capacity to provide culturally specific resources and support for victims of sexual assault, domestic violence, dating violence, and stalking crimes and their families;
2. Enhancing traditional services to victims of sexual assault, domestic violence, dating violence, and stalking through the leadership of culturally specific programs offering services to victims of sexual assault, domestic violence, dating violence, and stalking;
3. Working in cooperation with the community to develop education and prevention strategies highlighting culturally specific issues and resources regarding victims of sexual assault, domestic violence, dating violence, and stalking;
4. Providing culturally specific resources and services that address the safety, economic, housing, and workplace needs of victims of sexual assault, domestic violence, dating violence, or stalking, including emergency assistance;
5. Providing culturally specific programs for children exposed to sexual assault, domestic violence, dating violence, and stalking;
6. Working with State and local governments and social service agencies to develop and enhance effective strategies to provide culturally specific services to victims of sexual assault, domestic violence, dating violence, and stalking;
7. Strengthening criminal justice interventions, by providing training for law enforcement, prosecution, courts, probation, and correctional facilities on culturally specific responses to sexual assault, domestic violence, dating violence, and stalking;
- *8. Examining the dynamics of culture and its impact on victimization and healing.

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

Examples of allowable activities include but are not limited to: crisis intervention, advocacy, individual and group counseling (including culturally specific groups like sewing circles) for both victims as well as their children who are exposed to the violence, community education and outreach efforts, training for service providers, law enforcement, etc., emergency assistance for victims (food, clothing, rent, utilities and other approved necessities), job training, financial counseling, paying for interpreters and translators and legal assistance with protection orders and/or immigration remedies related to their victimization (U Visas, VAWA self-petitions, etc.).

Priority Areas

Applications proposing activities in the following areas will be given special consideration during the review process:

- The development and/or enhancement of culturally specific services for victims of sexual violence; and
- The development and/or enhancement of culturally specific services to victims from underserved African-American communities.

Activities that Compromise Victim Safety and Recovery

The following activities have been found to jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions:

- Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;
- Procedures or policies that impose requirements on victims in order to receive services (i.e. seek an order of protection, receive counseling, participate in couples counseling or mediation, etc.);
- Procedures or policies that deny victims access to services based on their relationship to the perpetrator;
- Sharing confidential victim information with outside organizations and/or individuals without the documented consent of the victim;
- Making referrals to Child Protection Services solely for a victim's failure to protect a minor child from witnessing domestic violence except if required under State law; and
- Failing to conduct safety planning with victims.

Applicants that propose activities that compromise victim safety and recovery may receive a deduction in points during the review process, or may be eliminated from further consideration entirely.

Out-of-Scope Activities

OVW has determined the activities listed below to be out of the program scope. Applications that propose out-of-scope activities may receive a point deduction during the review process. Applications that are determined to be substantially outside the scope of the Culturally Specific

Services Program will not be considered for funding. The following activities are out of scope and will not be supported by the Culturally Specific Services Program grant funding:

- Research projects. (This does not include program assessments conducted only for internal improvement purposes. See the definition of “research” in this solicitation’s section on Human Subject Research and Confidentiality Protections for additional information on what activities constitute research.)
- Family Law, Housing Law or Consumer Law. Grant funds may not be used to provide legal representation in civil and criminal matters, such as family law cases (divorce, custody, visitation and child support), housing cases, consumer law cases and others. **Note:** Grant funds may be used to provide legal assistance to victims of sexual assault, domestic violence, dating violence, and stalking in protection order and immigration proceedings related to their victimization such as U visas, VAWA self petitions, cancellations of removal, etc.
- Family Violence. Grant funds may not be used to directly address child abuse, or other family violence issues such as violence perpetrated by a child against a parent, parent against a child, or violence perpetrated by a sibling against another sibling.
- Children. Services can only be offered to children who are witnesses to or victims of violence if they are provided in conjunction with services to a child’s parent or guardian who is a victim of sexual assault, domestic violence, dating violence, or stalking.

Unallowable Activities

The following is a list of activities that are unallowable and cannot be supported by the Culturally Specific Services Program grant funding. Applications that propose unallowable activities may receive a point deduction during the review process. Applications that include substantial unallowable activities will not be considered for funding.

- Lobbying
- Fundraising
- Purchase of real property
- Construction
- Physical modifications to buildings, including minor renovations (such as painting or carpeting)

How To Apply

This section describes what an application should include. Applicants should anticipate that failure to submit an application that contains all of the specified elements will negatively affect the review of the application and may result in the application not being considered for funding; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

It is the responsibility of the applicant to ensure that the application is complete and submitted by the deadline.

Formatting and Technical Requirements

Applications must follow the requirements below. Points may be deducted for applications that do not adhere to the following instructions:

- Double spaced (Project Abstract, Summary Data Sheet and charts may be single-spaced)
- 8½ x 11 inch paper
- One inch margins
- Type no smaller than 12 point, Times New Roman font
- Page numbers on each page
- No more than 20 pages for the Project Narrative
- Word processing documents must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt)
- Headings and sub-headings that correspond to the sections identified in How to Apply (i.e. Purpose, What Will Be Done, Who Will Implement and Sustainability)

Experiencing Unforeseen Technical Issues

If you experience technical difficulties at any point during the application process, please contact the Grants.gov Customer Support Hotline at 1-800-518-4726.

If you experience unforeseen technical issues that prevent you from submitting your application by the deadline, you must contact the technical support number above prior to the deadline AND contact Kim Cortez at (202) 353-3923 **within 24 hours after the deadline** to request approval to submit your application. At that time, you will be required to email the complete grant application, your DUNS number, and provide a Grants.gov Help Desk tracking number. After OVW reviews all of the information submitted and verifies your technical issues with the Grants.gov Helpdesk, OVW will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be verified, your application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to follow grants.gov instructions on how to register and apply as posted on its website; and (3) failure to follow all of the instructions in the OVW solicitation.

Application Requirements

Applications must include the following required documents and demonstrate that the program eligibility requirements have been met. Applications that do not address the following will not be considered for funding.

1. Project Narrative
2. Budget Detail Worksheet and Narrative
3. Memorandum of Understanding (MOU)

Applications forwarded for review will be scored on the following

1. Project Narrative
2. Budget Detail Worksheet and Narrative
3. Summary Data Sheet
4. Memorandum of Understanding (MOU)

Applications must address each section and include the detailed information outlined below in the specified section of their application.

Summary Data Sheet (5 Points)

The Summary Data Sheet should be one to four pages in length and may be single or double spaced. The Summary Data Sheet does not count toward the 20 page limit for the Project Narrative. Please provide the following information:

1. Name, title, address, phone number, and e-mail address for the authorized representative. Please see the [Reference Guide](#) to determine who can be an authorized representative.
2. Name, title, address, phone number, and e-mail address for the grant point-of-contact.
3. Statement as to whether the agency has expended \$500,000 in Federal funds in the past fiscal year. Please specify the end date of the fiscal year.
4. Name(s) of MOU project partner(s).
5. Identification of the culturally specific population(s) currently served by the organization (e.g. African American, African immigrant/refugee, Arab/Arab- American, Asian/Pacific Islanders, Deaf and Hard of Hearing, Latino/Hispanic, Native American/Alaska Native, Portuguese-speakers, Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ), other, etc.). If other, please describe.
6. List of services currently provided by the lead applicant.
7. The number of years the lead agency has been providing sexual assault, domestic violence, dating violence, and stalking services. If the lead applicant has not provided these services, please indicate the name of the partnering agency that has been providing these services and for how long.
8. Statement as to whether the target population for this grant proposal is the same as the community currently being served or if the proposal will focus on a narrower/more specific population within the community.
9. Statement as to whether the lead applicant or MOU partner is a faith-based organization. If yes, which organizations are faith-based?
10. Statement as to whether the proposal addresses either of the Priority Areas (see page 8). If yes, which one?
11. Summary of Current and Recent OVW Projects (if applicable)
If the applicant has a current grant award or cooperative agreement under **any** OVW program, or received an award that has been closed within one calendar year, the information below **must** be included.
 - Identify grant by OVW 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 (OVW sponsored TA events) categories as of the date of application.
 - List the number and titles of all full-time and/or part-time positions funded by the award.

Project Narrative (Total 60 Points)

The Project Narrative may not exceed **20** pages in length, double-spaced. The Project Narrative is comprised of the following four sections:

Purpose of Application (18 points)

This section must include:

- Service area and target population;
- Problem to be addressed;
- Services currently available in the community (from mainstream organizations as well as other culturally specific organizations); and
- Gaps in services.

What Will Be Done (25 points)

This section must include the information below. In doing so, the applicant must provide a clear link between the proposed activities and the need identified in the “Purpose of Application” section.

- Goals and objectives, describing the specific tasks and activities necessary to accomplish each;
- Expected outcomes;
- Roles and responsibilities of each agency and project staff in implementing the project tasks and activities;
- An explanation of how the proposed activities are tailored to the culture of the target population; and
- A time line that demonstrates how the activities will be accomplished within the 24-month grant cycle.

Who Will Implement the Project (20 points)

This section must include the information below. In doing so, the applicant must justify who will be involved in the project and demonstrate that they have the capacity to address the stated need and that they can successfully implement the stated project activities.

- Key personnel;
- Experience and expertise of the organization **and** key personnel who will be directly involved with the project;
- Clearly demonstrate that the board of directors or steering committee and staffing for the organization is reflective of the culturally specific community it serves; and
- Clearly demonstrate that any partnerships required by the solicitation have been met.

Sustainability (2 points)

As this is a competitive, discretionary program, there is no guarantee of continuation funding. Applicants are required to include a plan describing how they would sustain the project activities if Federal funding through the Culturally Specific Services Program were no longer available.

Budget Detail Worksheet and Narrative (Total 20 Points)

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. For guidance on budget requirements please see the [Reference Guide](#). A Sample Budget Detail Worksheet is available at <http://www.ovw.usdoj.gov/docs/budget-detail-worksheet.pdf>. When preparing the Budget Detail 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.

Award Period and Amount

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

Budget Requirements

Applicants are required to submit a budget detail worksheet that is reasonable and cost effective. The budget must adhere to the [OVW Financial Grants Management Guide](#). The budget detail worksheet must:

- Include a budget narrative that supports and justifies all proposed costs and provides a clear link between specific project activities and proposed budget items; and
- Include a budget that reflects all costs related to implementing the proposed project and provides calculations for all costs.

Food and Beverage/Costs for Refreshments and Meals

OVW funding cannot be used to purchase food and/or beverages for any meeting, conference, training, or other event, except if the following applies:

- The location of the event is not in close proximity to food establishments. It should be a priority to try to secure a location near reasonably priced and accessible commercial food establishments;
- Not serving food will significantly lengthen the day or necessitate extending the meeting to achieve meeting outcomes;
- A special presentation at a conference requires a plenary address where there is no other time for food to be obtained; or
- Other extenuating circumstances which necessitate the provision of food.

Justification for an exception listed above must be included in the budget narrative.

If an exception is made for food/beverages or refreshments, the cost of any individual meal, plus taxes and any hotel service costs (e.g., labor cost for room setup), cannot exceed 150 percent of the General Services Administration (GSA) Meals and Incidental Expenses (M&IE) rate for that meal in that locality per attendee. OVW, however, strongly encourages costs to stay at or below 100% of the applicable per diem rate for any meal provided, including any service costs. The current GSA M&IE rate breakdown by meal and by locality can be found at <http://www.gsa.gov/portal/content/101518>. If OVW funds are used to provide breaks/refreshments, they can only be provided once per day, and any related expenses (food, beverages, plus taxes and any hotel service costs) cannot exceed 11.5% of the current GSA M&IE rate per attendee per day. OVW, however, prefers that such costs fall well below 11.5%. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

Updated Department of Justice and OVW guidance on conference planning, minimization of costs, and conference cost reporting will be forthcoming and will be accessible on the OVW website.

Training and Technical Assistance

All applicants are required to allocate funds in the amount of \$10,000 to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Applicants from Alaska, Hawaii, and United States Territories should allocate \$15,000 to account for higher travel costs. These specific applicants may exceed the budget caps to account for this increased travel amount.

Accommodations and Language Access

Applicants are encouraged to allocate grant funds to support activities that help to ensure individuals with disabilities and Deaf individuals and persons with limited English proficiency have meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) Interpreter services, language interpretation and translation services, or the purchase of adaptive equipment.

Applicants proposing to use grant funds to create websites, videos and other materials must ensure that they are accessible to persons with disabilities. Grant funds must be allocated for these purposes.

Memorandum of Understanding (MOU) (Total 10 points)

For purposes of this application, the MOU is a document containing the terms of the partnership, and the roles and responsibilities between two or more parties. The MOU should be a single document and it should be signed and dated by the Authorized Representative of each proposed partner agency during the development of the application.

The MOU must:

- Clearly identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began;
- Clearly state the roles and responsibilities each partner will assume to ensure the success of the proposed project;
- Include the printed name, title and agency under each signature at the end of the document;
- Specify the extent of each partner's participation in developing the application. Please list the individuals involved in the planning phase;
- Identify the individuals from each agency who will be responsible for implementing project activities and describe how they will work together;
- Indicate approval of the proposed project budget by all signing parties; and
- Demonstrate a meaningful partnership among the partners and the commitment on the part of all project partners to work together to achieve stated project goals.

Additional Required Information

The following documents will not be scored during the review process but they should be included with your submission. Failure to include any of the information may result in the inability to access funds if your application is selected for funding.

Proposal Abstract

The Proposal Abstract should provide a short and accurate summary of your proposed project including who will be involved with the proposed project, what will be done, the service area where the proposed project will take place and who will be impacted by the proposed project. Please do not summarize past accomplishments in this section.

Status of Current Project (if applicable)

Applicants applying for continuation funding under Culturally Specific Services Program must include the following information:

- Specify the total funds remaining in the Culturally Specific Services Program grant as of the date of application;
- Provide the total funds remaining 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;
- List the number and titles of all full-time and/or part-time positions; and
- Describe the status of achieving the goals and objectives identified in your most recent award.

Application for Federal Assistance (SF-424)

Applicants will complete the SF-424 online.

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

Forms will be completed online during the submission process. For further information on the Standard Assurances and Certifications, please see the [Reference Guide](#).

Letter of Nonsupplanting

Applicants must submit a letter to OVW's Director, signed by the Authorized Representative, certifying that Federal funds will not be used to supplant State or local funds should a grant award be made. Please refer to http://www.ovw.usdoj.gov/docs/nonsup_letter.pdf for a sample letter. This should be a separate attachment to the application in Grants.gov.

Financial Accounting Practices

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

- Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding?
- Does the applicant have written accounting policies and procedures? OVW may request a copy for review during the application/award process or as part of the grant monitoring process.
- Is the applicant's financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant?
- Does the applicant have procedures in place for minimizing the time elapsing between transfer of funds from the United States Treasury and disbursement for project activities?
- Does the applicant have effective internal controls in place to adequately safeguard grant assets and to ensure that they are used solely for authorized purposes? Please provide a brief description.
- Does the applicant have a documented records retention policy? If so, briefly describe the policy.
- Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations? If not, the applicant must contact OVW's Grants Financial Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 immediately after the organization is notified of their award to coordinate training.

Financial Capability Questionnaire (if applicable)

All nonprofit, nongovernmental organizations that apply for funding from OVW and have not previously (or within the last three years) received funding from OVW or OJP must complete a Financial Capability Questionnaire, and submit it online along with their current year's audit report. The form can be found at http://www.ojp.gov/funding/forms/financial_capability.pdf.

Indirect Cost Rate Agreement (if applicable)

Applicants that intend to charge indirect costs through the use of an indirect cost rate must have a Federally-approved indirect cost agreement. 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 the [OVW Financial Grants Management Guide](#). This should be a separate attachment to the application in GMS or Grants.gov. Applicants that do not have a Federally-approved indirect cost rate should budget all project related costs in the direct cost categories. Organizations that wish to negotiate an indirect cost rate may contact OVW's Grants Financial Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 for more information.

Proof of Non-profit Status

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

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

This should be a separate attachment to the application in Grants.gov.

Selection Criteria

Applications will be scored based on the degree to which the applicant responds to each section and addresses each element contained within the corresponding section. Furthermore, applications will be scored based upon the quality of the response and the level of detail provided. Each element **must** be addressed in the section in which it is requested. Points may be deducted if the applicant does not include the information in the appropriate section even if it is included elsewhere within the application. Each section will be reviewed as a separate document and will be scored as such.

OVW reserves the right to deduct points for applications that are partially out of scope, that include unallowable activities, for applicants who are out of compliance with a current OVW

grant award or cooperative agreement, and for any activities that compromise victim safety or confidentiality.

If an application is deemed to be substantially out of scope, proposes a substantial number of activities that are unallowable, or proposes activities that pose a significant threat to victim safety or a serious breach of confidentiality, it will not be considered for funding.

Review Process

OVW will subject all applications to a review process that is fair and based on the criteria outlined in this solicitation. OVW may utilize internal review, external review, or a combination of both.

Past Performance Review

OVW awards that are current or have been closed within the past 12 months will be reviewed based on the elements listed below. Up to 25 points may be deducted from the application based on this review.

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

OVW grantees with significant past performance issues may not be considered for funding.

Other Requirements

Federal Financial Guidelines and Reporting Requirements

Federal grants are governed by the provisions of the OMB circulars applicable to financial assistance and the [OVW Financial Grants Management Guide](#), which are available from the OVW Web site. The Financial Grants Management Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document will outline the successful administration of grant funds.

Any recipient of an award will be responsible for monitoring subgrants/contracts under the grant in accordance with all applicable statutes, regulations, OMB Circulars and guidelines, and the

[OVW Financial Grants Management Guide](#). Primary recipients will be responsible for oversight of subgrantee spending and monitoring specific performance measures and outcomes attributable to the use of OVW funds.

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, please see the [Reference Guide](#).

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OVW strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found in the [Reference Guide](#).

- [Civil Rights Compliance](#)
- Faith-Based and Other Community
- Confidentiality
- Research and the Protection of Human Subjects (if applicable)
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [OVW Financial Grants Management Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006

- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active CCR Registration

Public Reporting Burden

Paperwork Reduction Act Notice

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this form is 30 hours per form. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street, NE, Washington, DC 20530.

Application Checklist

Applicants must submit a fully executed application to OVW, including all required supporting documentation.

Application Document	Completed?
1. Summary Data Sheet	
Summary of Current OVW Projects	
2. Project Narrative	
Purpose of the Application	
What Will Be Done	
Who Will Implement	
Sustainability Plan	
3. Budget Detail Worksheet and Narrative	
4. Memorandum of Understanding	
5. Proposal Abstract	
6. Status of Current Project (if applicable)	
7. Application for Federal Assistance (SF-424)	
8. Standard Assurances and Certifications	
9. Letter of Nonsupplanting	
10. Financial Accounting Practices	
11. Financial Capability Questionnaire (nonprofits only)	
12. Indirect Cost Rate Agreement (only if the applicant has a current Federally-approved rate)	
13. Proof of Non-Profit Status	