



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

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The United States Department of Justice, Office on Violence Against Women (OVW) ([www.ovw.usdoj.gov](http://www.ovw.usdoj.gov)) is pleased to announce that it is seeking applications for the Grants to Enhance Culturally and Linguistically Specific Services for Victims of Domestic Violence, Dating Violence, Sexual Assault and Stalking Program. This program furthers the Department of Justice's mission by supporting community-based organizations in providing culturally and linguistically relevant services to victims of domestic violence, dating violence, sexual assault and stalking.

## **OVW FY 2009**

# **Grants to Enhance Culturally and Linguistically Specific Services for Victims of Domestic Violence, Dating Violence, Sexual Assault and Stalking Program**

### **Eligibility**

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

### **Deadline**

Letters of intent to apply should be submitted by **February 5, 2009**.  
All applicants should register online with Grants.gov by **February 19, 2009**.  
All applications are due by 8:00 p.m. e.t. on **March 4, 2009**.  
(See "Deadline For Applications," page 5)

### **Pre-Application Conference Calls**

February 10, 2009: 2 p.m. – 4 p.m. e.t.    February 17, 2009: 2 p.m. – 4 p.m. e.t.  
February 24, 2009: 2 p.m. – 4 p.m. e.t.

(See page 4 for information on how to register to participate in one of the calls.)

### **Contact Information**

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

This application must be submitted through Grants.gov. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726.

**Grants.gov Number assigned to announcement OVW-2009-2043.**

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

## **Overview**

### **About the Office on Violence Against Women**

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 against domestic violence, dating violence, sexual assault and stalking. Since its inception, OVW has launched a multifaceted approach to responding to these crimes. By forging State, local and tribal partnerships among police, prosecutors, the judiciary, 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 and enable communities to hold offenders accountable.

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

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

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

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

**Please read the Grants to Enhance Culturally and Linguistically Specific Services for Victims of Domestic Violence, Dating Violence, Sexual Assault and Stalking Program Solicitation in its entirety before beginning your application.** It is the responsibility of the applicant to ensure that the application is complete and that all eligibility requirements have been met at the time of application submission. OVW will remove an application from consideration, prior to peer review, if the application is incomplete. Final award decisions are not appealable.

## **Deadline: Letter of Intent**

All applicants who intend to apply for Federal Fiscal Year 2009 funding under this program are encouraged to submit a **non-binding letter of intent** to OVW's Director by **February 5, 2009**. Applicants may send the letter to OVW at [ovw.cultural.and.linguistic@usdoj.gov](mailto:ovw.cultural.and.linguistic@usdoj.gov). For a sample letter, please see <http://www.ovw.usdoj.gov/applicants.htm>. OVW will use these letters to forecast the number of peer review panels needed to review competitive applications.

## **Deadline: Registration**

The Grants.gov registration deadline is **February 19, 2009**. Registering with Grants.gov is a one-time process; however, if an applicant is a first-time registrant, it could take up to five business days to have the registration validated and confirmed and to receive the user password. OVW strongly recommends that applicants start the registration process as early as possible to prevent delays in submitting their application package to OVW by the deadline specified. There are three steps that applicants must complete before they are able to register: 1) register with Central Contractor Registry (CCR), 2) be authorized as an Authorized Grantee/Recipient Official (AGO) in the organization, and 3) register as an AGO. For more information, go to [www.Grants.gov](http://www.Grants.gov). **Note: The CCR registration must be renewed once a year. Failure to renew the CCR registration will prohibit submission of a grant application through Grants.gov.**

## **Pre-Application Conference Calls**

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

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

- **Tuesday, February 10, 2009;**
- **Tuesday, February 17, 2009; and**
- **Tuesday, February 24, 2009.**

**Note:** During the calls, OVW staff will review the solicitation content and the process for applying to the Culturally and Linguistically Specific Services Program and allow for a brief questions and answers session. Participation in these calls is optional for applicants.

**Registration Instructions:** Anyone who is interested in submitting an application to the Culturally and Linguistically Specific Services Program may register to participate in the calls. The total number of participants for each call is limited to 25. To register, please e-mail or call OVW Program Assistant Mary Tate, at [mary.tate@usdoj.gov](mailto:mary.tate@usdoj.gov) or 202-305-1653. Your registration must be received within two hours prior to the start of the call.

## **Deadline: Application**

The due date for applying for funding under this announcement is **8:00 p.m. e.t. on March 4, 2009**. In addition, applicants must send a hard copy via an overnight delivery method, dated by **March 4, 2009**. See page 20 for further instructions on this.

## **Eligibility**

**It is very important that applicants review this information carefully. Applications that are submitted by non-eligible entities will be removed from further consideration during an initial review process.**

By statute, eligible entities for this program are:

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

### **Funding to Faith-Based and Community Organizations**

Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is DOJ policy that faith-based and community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

Applicants are encouraged to review the Civil Rights Compliance section at [http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

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

## **Types of Applicants**

In Federal Fiscal Year 2009, OVW will accept applications for the Culturally and Linguistically Specific Services Program from entirely new 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 24 months. **All 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 activities and costs.

**Note: For this funding cycle only, OVW is combining Federal Fiscal Year 2008 and 2009 appropriations. Therefore, award amounts for Federal Fiscal Year 2009 may be larger than subsequent years. OVW encourages applicants to submit budgets ranging from \$150,000 to \$300,000.** Grants may be made for greater or lesser amounts than requested. In addition, OVW may negotiate the scope of work with successful applicants to adjust budgets prior to granting an award.

## **Program Scope**

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

During the OVW internal review, applications that are partially out of scope will receive up to a 25-point deduction. **Applications that propose projects that are substantially outside the scope of the Culturally and Linguistically Specific Services Program statutory purpose areas will be disqualified from further funding consideration.**

## Statutory Program Purposes

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

- Working with State and local governments and social service agencies to develop and enhance effective strategies to provide culturally and linguistically specific services to victims of domestic violence, dating violence, sexual assault, and stalking;

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

In Federal Fiscal Year 2009, OVW encourages applications describing projects that:

- Develop innovative programs to provide culturally relevant services to victims from underserved populations, such as underserved communities of color, by addressing the unique barriers they face when seeking services that best meet their needs.
- Address the cultural needs of the Deaf community, while integrating the use of American Sign Language (ASL) to ensure victims' cultural and linguistic needs are being met when accessing services.
- Provide culturally relevant services to individuals in rural jurisdictions while addressing the lack of resources in these jurisdictions and the social and cultural challenges experienced by victims when geographically isolated.
- Develop innovative approaches to improving culturally relevant services to immigrants including services to address barriers that immigrants frequently experience, such as lack of knowledge of existing resources, language barriers, and issues particular to immigration and deportation.

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

- Develop and/or enhance collaborative partnerships to address culturally and linguistically relevant services for victims of sexual assault.

#### Activities That May Compromise Victim Safety

Ensuring victim safety is a guiding principle underlying this Program. Experience has shown that certain practices may compromise victim safety rather than enhance it. Certain responses by the authorities may have the effect of minimizing or trivializing the offender's criminal behavior. Accordingly, consistent with the goals of ensuring victim safety while holding perpetrators accountable for their criminal conduct, applicants are strongly discouraged from proposing projects that include any activities that may compromise victim safety, such as the following:

- Ordering victims and offenders to attend mandatory couples counseling or mediation;
- Requiring victims of domestic violence, dating violence, sexual assault or stalking to file for a protection order or file criminal charges against their abuser as a condition of receiving services;
- Sharing confidential victim information with outside organizations and/or individuals without the documented consent of the victim;
- Referring victims to Child Protection Services solely for failure to protect their minor child when witnessing domestic violence except if required under state law;
- Procedures that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their age, immigration status, race, religion, sexual orientation, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;
- Failing to conduct safety planning with victims;
- Crafting policies that deny individuals access to services based on their relationship to the perpetrator; and
- Procedures that would penalize victims of violence for failing to testify against their abusers or impose other sanctions on victims. Rather, procedures that provide victims with the opportunity to make an informed choice about whether to testify are encouraged.

#### Unallowable Activities

Grant funds under the Culturally and Linguistically Specific Services Program may not be used for any unauthorized purposes, including but not limited to the following activities:

- Lobbying;
- Fundraising;
- Research projects;
- The development and/or maintenance of websites; and
- Physical modifications to buildings, including minor renovations.

## **Performance Measures**

To assist in fulfilling DOJ's responsibilities under the Government Performance and Results Act (GPRA), Pub. L. No. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Performance measures for this solicitation are as follows:



<b>Objective</b>	<b>Performance Measures</b>	<b>Data Grantee Provides</b>
Strengthen partnerships for safer communities and enhance the Nation's capacity to prevent, solve, and control crime.	<ol style="list-style-type: none"> <li>1) The number of people trained;</li> <li>2) The number of grant funded multi-disciplinary training events that have occurred; and</li> <li>3) The percent of victims requesting services who received them.</li> </ol>	This information will be provided to OVW through semi-annual progress report forms. The form for this program is under development. For samples of progress report forms that OVW uses for other programs, please see <a href="http://muskie.usm.maine.edu/vawamei/forms.htm">http://muskie.usm.maine.edu/vawamei/forms.htm</a> .

## How to Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. Part of this initiative – Grants.gov – is a “one-stop storefront” that provides a unified process for all customers of Federal grants to find funding opportunities and apply for funding.

### Grants.gov Instructions

Complete instructions can be found at [www.grants.gov](http://www.grants.gov). Please note that Grants.gov is not the Office of Justice Programs' (OJP) Grants Management System (GMS) through which OVW applicants have submitted applications in previous years. If applicants experience difficulties at any point during this process, they may call the Grants.gov Customer Support Hotline at **1-800-518-4726**.

**Note: Grants.gov does not support the Microsoft Vista Operating system.** The PureEdge software used by Grants.gov for forms is not compatible with Vista. Also, Grants.gov cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension ".DOCX." Please ensure the document is saved using "Word 97-2003 Document (\*.doc)" format.

**Note: The Office of Justice Programs (OJP) Grants Management System (GMS) does not accept executable file types as application attachments.** GMS downloads applications from Grants.gov and is the system in which OVW reviews applications and manages awarded grants. These disallowed file types include, but are not limited to, the following extensions: ".com", ".bat", ".exe", ".vbs", ".cfg", ".dat", ".db", ".dbf", ".dll", ".ini", ".log", ".ora", ".sys", and ".zip".

In addition, applicants must send **via overnight delivery** a complete hard copy of the original application, **dated by March 4, 2009** to:

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

Certain assurances are agreed to electronically on Grants.gov. These do not need to be included in the hard copy submitted for consideration.

### **CFDA Number**

The Catalog of Federal Domestic Assistance number for this program is 16.016, titled “Enhancing Culturally and Linguistically Specific Services for Victims of Domestic Violence, Dating Violence, Sexual Assault and Stalking,” and the funding opportunity number is **OVW-2009-2043**.

### **A DUNS number is required**

The Office of Management and Budget requires that all business and nonprofit applicants for Federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at [https://eupdate.dnb.com/requestoptions.asp?cm\\_re=HomepageB\\*TopNav\\*DUNSNumberTab](https://eupdate.dnb.com/requestoptions.asp?cm_re=HomepageB*TopNav*DUNSNumberTab). Individuals are exempt from this requirement.

## **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 the application is complete. OVW will remove an application from further consideration prior to peer review if the application is incomplete.** For each section listed below, please note the corresponding maximum point value that may be assigned during the review process. The proposal should follow the order below for easy reading. **Please be sure to number each page of the application.** Peer reviewers will not receive materials submitted beyond those required by this solicitation.

Applications must use the following page format requirements:

- Double spaced
- 8½ x 11 inch paper
- One inch margins
- Type no smaller than 12 point, Times New Roman font
- No more than two pages each for Summary Data Sheet and Abstract
- No more than 20 pages for the Program Narrative (Items C through F below)

### **Application for Federal Assistance (SF-424)**

The SF-424 will be filled out online through Grants.gov. However, it should also be printed out and included in the hard copy that is submitted for consideration. The Catalog of Federal Domestic Assistance number for this program is 16.016 (block 10). Please be sure that the Federal amount requested on the SF-424 matches the amount in the submitted budget. Also, in block 7 (Type of Applicant), please do not select “other.”

Applicants must ensure that the contact information for the authorizing official and alternate contact is filled out correctly. The authorizing official is an individual authorized to accept grant

funds on behalf of the jurisdiction or nongovernmental private entity applying. Please do not type in all capital letters.

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

Review the assurances and certification forms. To successfully submit an application, applicants must agree to all of these assurances and certifications without exception. Agreement to these assurances and certifications will be assumed upon receipt of an application received through Grants.gov.

**OMB Tracking Form “Survey on Ensuring Equal Opportunity for Applicants” (DOJ Form 560)** All OVW applicants that are nonprofit private organizations are requested to fill out DOJ Form 560. This form will assist DOJ in ensuring that all qualified applicants, small or large, non-religious or faith-based, be provided equal opportunity to compete for Federal funding. This form will be completed online through Grants.gov. **You should not print it out for the hard copy original.**

**Narrative (Total 65 Points)**

The following narrative will be submitted as an attachment in Grants.gov. Note that the Program Narrative (Items C through F below) may not exceed 20 pages in total.

A. Summary Data Sheet

Please identify the following:

- Name, title, address, phone number, fax number, and e-mail address for the authorized official and point of contact;
- A list of other Federal grant programs from which the applicant agency currently receives funding or for which it has applied in Federal Fiscal Year 2009;
- Name of community-based organization that will serve as the lead applicant;
- Indicate the culturally and linguistically specific populations/s currently served by the organization and the types of services being provided;
- The number of years the organization has been providing domestic violence, dating violence, sexual assault and stalking services OR if partnering with an agency that provides these services the name of the agency and how long it has been providing these services;
- Name(s) of other collaborating project partners who will be involved in project development and implementation; and
- The Culturally and Linguistically Specific Services Program Statutory Purpose Area(s) (see pages 6 and 7) being addressed by the proposal.

B. Abstract/Proposal Summary

The proposal abstract, when read separately from the rest of the application, is meant to serve as a succinct and accurate description of the proposed project and should concisely describe proposed project goals and objectives. Summaries of past accomplishments should be avoided in the abstract.

C. Purpose of Application (15 points)

This section should briefly:

- Describe the problem of domestic violence, dating violence, sexual assault and/or stalking within the local community and the culturally and linguistically specific population served or to be served by the organization;
- Describe the community's service area in which the project would be implemented, including location, population, and demographic information;
- Identify the targeted culturally and linguistically specific population and state how the target population is currently underserved and how it would benefit from the proposed project (please use current demographic information for the service area in order to be as specific and detailed as possible when describing the population to be served);
- Describe current services and gaps for the targeted population;
- Describe the barriers individuals from the identified culturally and linguistically specific population who are victims of domestic violence, dating violence, sexual assault and or stalking experience when attempting to access services;
- 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 compliments such other projects without duplicating efforts.

D. What Will Be Done (30 points)

This section should briefly:

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

If this project includes the development of tangible products (e.g., a video, a brochure, or curriculum), this section should include a description of how the products will be used, and what populations will benefit from their use. However, development of products is not a requirement of the Culturally and Linguistically Specific Services Program.

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

E. Who Will Implement the Project (15 points)

- Describe the mission and overall services provided by the organization;
- Detail how the organization primarily focuses on the targeted culturally and linguistically specific community by providing information on the history of work in the community and how the organization addresses a demonstrated need;

- Provide detailed information that demonstrates the organization has experience providing direct intervention services to victims of domestic violence, dating violence, sexual assault and stalking by addressing the following:
  - Describe how providing services to victims of domestic violence, dating violence, sexual assault and stalking is one of the organization's primary purposes and demonstrate the organization's history of effective work concerning such issues;
  - Describe how the organization addresses a demonstrated need in the community by providing services that create options for victims, promote the dignity and self sufficiency of victims, and improve victim access to resources; and
  - Address how the organization avoids activities that compromise victim safety.

**Note: If the organization does not have this experience, it is required to partner with a non-profit, non-governmental victim services agency with such expertise. The applicant must identify the name of the partnering agency and address the information above.**

- Detail the qualifications of the organization and selected key staff to achieve the project goals and the resources and skills each participant will bring to the project, position descriptions and resumes that are available should be submitted with the application;
- Detail the organization's expertise in developing community-based, culturally and linguistically specific outreach and intervention services for the identified populations; and
- Describe how organizational staff has relevant experience working with the identified culturally and linguistically specific community.

**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.**

F. Sustainability Plan (5 points)

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

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

**Budget Detail Worksheet and Narrative (Total 15 Points)**

Each application must include a detailed budget and budget narrative for the project. This will be submitted as an attachment in Grants.gov. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the basis for the computation of all project-related costs. It should cover the cost of all components of the project. There must be a clear link between the proposed activities and the proposed budget

items. The budget should include only those activities, products, and resources that are necessary for project implementation and discussed in the project narrative.

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 attend meetings or provide project development, training, and implementation. The budget **must** include compensation for all services rendered by project partners, including nonprofit, nongovernmental domestic violence, dating violence, sexual assault, and/or stalking victim services programs and State and tribal domestic violence and/or sexual assault coalitions.

### **Budget Caps**

Since funds are limited, applicants should carefully consider the resources needed to implement a community-wide project and present a realistic budget that accurately reflects the costs involved, for a 24 month budget. Proposed budgets should not exceed the established range of **\$150,000 – \$300,000**.

**OVW has the discretion to 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.**

### **Budget Requirements**

The following is a short list of budgetary guidelines:

- Applicants are strongly discouraged from requesting consultant rates in excess of \$450 per day.
- Applicants **may not** allocate any grant funds for building renovations. This includes such seemingly minor activities as painting or carpeting.
- Applicants may not use any OVW funds for conducting research. However, up to 1% of the budget may be allocated for the purpose of assessing the effectiveness of funded activities. For example, funds may be used to conduct pre- and post-testing of training recipients or victim satisfaction surveys. In conducting such testing or surveys, grantees may not collect, analyze, or disseminate any information identifiable to a private person during the course of assessing the effectiveness of funded activities.
- A contribution of non-Federal dollars (“match”) is not required for this program, but applicants are encouraged to maximize the impact of Federal dollars by contributing to the costs of their projects. Supplemental contributions may be cash, in-kind services, or a combination of both. Any non-Federal contributions can be discussed in the project narrative; however, these supplemental contributions should **not** be included in the budget or budget narrative.
- Access to current research and practice on violence against women through training and technical assistance can reduce staff burnout, improve project performance, and impact project sustainability. Therefore, OVW offers a wide range of training and technical assistance opportunities to all of its grantees. These offerings are specifically designed to assist grantees in meeting their goals and objectives and in complying with all relevant statutory and programmatic requirements. 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. Applications selected for funding that do not include the entire recommended amount will not receive additional funds for this purpose, but will be required to adjust their budgets to cover these costs prior to final approval of the proposal. If the person attending the technical assistance offering is an employee of the applicant, the amount should be included in the “Travel” category; if the attendee is a partner of the applicant, the amount should be included in the “Consultants/Contracts” category. Be sure to label costs for this purpose as “OVW Technical Assistance.” Please provide an estimated breakdown for this amount (include the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc.). OVW technical assistance is provided free of charge to grantees, so applicants do not need to include funds for registration fees. These funds are to be used **only** for OVW-designated technical assistance unless otherwise approved by OVW. Any training and technical assistance funds not used by the end of the grant period may not be reprogrammed and must be returned to OVW. Travel funds should be used to support travel by all partners, including nonprofit, nongovernmental victim services providers.

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

A Sample Budget Detail Worksheet is available at <http://www.ovw.usdoj.gov/applicants.htm>. The budget and budget narrative should be submitted online as one attachment. When preparing these items, please use the Budget Detail Worksheet as a guide and be sure to include all necessary budget categories. The budget narrative 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. A sample of a completed budget is available at <http://www.ovw.usdoj.gov/applicants.htm>. However, it is not specific to this program so be sure to pay attention to the requirements of this solicitation including budget caps, length of awards, and unallowable activities.

### **Memorandum of Understanding (MOU) (Total 20 points)**

Applicants are required to provide documentation that demonstrates they have consulted and coordinated in a meaningful way with all project partners. OVW requires this to be done by the submission of an MOU. If the applicant organization does not have experience providing direct intervention services to victims of domestic violence, dating violence, sexual assault and stalking, it is **required** to partner with a program having demonstrated expertise in serving victims of domestic violence, dating violence, sexual assault and/or stalking.

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

Each applicant must include, as an attachment, a current (**i.e., signed and dated during the development of the proposal**) MOU created and signed by the chief executive officers and/or directors of:

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

The MOU must do the following:

- Identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- Specify the extent of each partner's participation in developing the application;
- Clearly state the roles and responsibilities each organization or agency would assume to ensure the success of the proposed project;
- Identify the representatives of the planning and development team who will be responsible for developing and implementing project activities and describe how they will work together and with project staff;
- Demonstrate a commitment on the part of all project partners to work together to achieve stated project goals;
- Indicate approval of the proposed project budget by all signing parties; and
- Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, and training).

In addition, OVW requires all grantees to complete a Semi-Annual Progress Report which may involve input from some or all project partners. In developing the MOU, applicants are encouraged to include a statement of the roles and responsibilities each organization would assume in meeting grant report requirements. For more information on these requirements, please refer to the section titled "Performance Measurement" at page 8.

The MOU should be a **single document** that includes signatures and dates from all partners. Separate signature pages for partners are not acceptable. Signatories should be sure to include their titles and agencies under their signatures. A sample MOU is available at <http://www.ovw.usdoj.gov/applicants.htm>.

Letters of support **may not** be submitted in lieu of the MOU.

#### **Letter of Nonsupplanting**

Applicants must submit a letter to OVW's Director, 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/applicants.htm> for a sample letter.



### **Financial Capability Questionnaire**

All nonprofit, nongovernmental organizations that apply for funding with OVW that have not previously (or within the last three years) received funding from OVW or OJP must complete a Financial Capability Questionnaire. The form can be found at [http://www.ojp.usdoj.gov/funding/forms/financial\\_capability.pdf](http://www.ojp.usdoj.gov/funding/forms/financial_capability.pdf). Applicants should also include the cognizant Federal audit agency and fiscal year on the first page. In addition, be sure to submit the applicant organization's current year's audit report with the Financial Capability Questionnaire.

### **Indirect Cost Rate Agreement**

If the applicant organization is requesting indirect costs for this project, please include a copy of the organization's current, signed indirect cost rate agreement. For additional information on this requirement, please visit <http://www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm>.

## **Selection Criteria**

### **A. Purpose of the Application (15 points)**

- The impact of current or prior efforts to prevent and reduce domestic violence, dating violence, sexual assault, and/or stalking for the targeted diverse population;
- The need for the project; and
- The description of the culturally and linguistically specific community to be served with respect to victims of domestic violence, dating violence, sexual assault and stalking and how the proposed project will address their needs.

### **B. What Will be Done (30 points)**

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

### **C. Who Will Implement the Project (15 points)**

- The extent to which the organization(s) and staff have the necessary expertise, as it pertains to domestic violence, dating violence, sexual assault and stalking intervention services and culturally and linguistically specific tailored services, to successfully implement the proposed project;
- The extent to which the organization staff has experience working with the targeted population;

- The extent to which the proposal clearly identifies all project partners, specifies their respective roles and responsibilities, and describes the collaborative relationship to be developed.

D. Sustainability Plan (5 points)

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

E. Budget (15 points)

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

F. Memorandum of Understanding (20 points)

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

In addition to the criteria above, all applications will be rated on the extent to which they provide all of the information set out in the solicitation and meet all of the criteria specified. In reviewing applications, reviewers will evaluate the application as a whole.

Applicants that currently receive funding under other OVW programs will also be evaluated for their performance under those programs.

**Note: 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.**

## Review Process

All applications will be subject to internal review by OVW staff and peer review 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 initial internal review, the application will not receive further consideration. If applications that are partially beyond the scope of the program are forwarded to external peer review, only those sections of the application that are within scope will be reviewed.** Criteria for the initial internal review follow:

- Whether the application is complete;
- Whether the proposed activities are within the scope of the program (see page 6);

- Whether all statutory eligibility criteria are met (see page 5);
- Whether the application proposes significant activities that may compromise victim safety (see page 8); and
- Whether the proposed budget is within the established limits (see page 14).

OVW is committed to ensuring a competitive and standardized process for awarding grants. External peer reviewers will be reviewing the applications submitted under this solicitation. An external reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a DOJ 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, policy priorities, and funding availability when making awards.

## **Additional Requirements**

- Civil Rights Compliance;
- Confidentiality and Human Subjects Protections regulations;
- Anti-Lobbying Act;
- Financial and Government Audit Requirements;
- National Environmental Policy Act (NEPA) compliance;
- DOJ Information Technology Standards;
- Single Point of Contact Review;
- Non-Supplanting of State or Local Funds;
- Criminal Penalty for False Statements;
- Compliance with OJP's Office of the Chief Financial Officer [Financial Guide](#);
- Suspension or Termination of Funding;

- Government Performance and Results Act (GPRA);
- Rights in Intellectual Property; and
- Federal Funding Accountability and Transparency Act (FFATA) of 2006.

We strongly encourage applicants to review the information pertaining to these additional requirements prior to submitting their applications. Additional information for each can be found at [http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm). References to OJP and its components are deemed to refer to the OVW, as applicable.

## OVW Application Checklist

**Applicants must submit a fully executed application to OVW via overnight delivery**, including all required supporting documentation. Applications will not be accepted via facsimile. **Although most parts of the application need to be submitted through Grants.gov as well as in hard copy form, it is the hard copy that will be reviewed.** Applications submitted via Grants.gov must be in the following word processing formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt). Please use logical titles when saving and uploading documents. For example, the narrative section of the application could be saved as “narrative.txt.”

Complete applications should include the following:

- The SF-424;
- Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug Free Workplace Requirements;
- The summary data sheet, project abstract, and project narrative;
- The budget, budget summary, and budget narrative;
- Letter of nonsupplanting;
- An MOU;
- A current Indirect Cost Rate Agreement (if applicable); and
- Financial Capability Questionnaire (if applicable).

Detailed instructions on how to use the Grants.gov system to submit applications online are available at [www.Grants.gov](http://www.Grants.gov). Also, a toll-free telephone number has been established for applicants to receive technical assistance as they work through the online application process, **1-800-518-4726**.

To help expedite the review process, applicants must send **via overnight delivery** a complete hard copy original of the application, **dated by March 4, 2009** to:

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