



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

The United States Department of Justice, Office on Violence Against Women (OVW) (www.ovw.usdoj.gov) is pleased to announce that it is seeking applications for the Sexual Assault Services Program – Grants to Culturally Specific Programs Addressing Sexual Assault. This program furthers the Department of Justice's mission by supporting the establishment, maintenance, and expansion of culturally specific intervention and related assistance for victims of sexual assault.

OVW FY 2009 Sexual Assault Services Program – Grants to Culturally Specific Programs Call for Concept Papers

Eligibility

Applicants are limited to private nonprofit organizations focusing primarily on culturally specific communities, including faith-based and other community organizations, that provide direct intervention and related assistance to victims of sexual assault.

(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 11, 2009**.

All applications are due by 8:00 p.m. e.t. on **March 4, 2009**.

(See "Deadline For Applications," page 5)

Pre-Concept Paper Conference Calls

February 3, 2009: 2 p.m. – 4 p.m. e.t.

February 5, 2009: 2 p.m. - 4 p.m. e.t.

(See page 5 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-2009-2042.

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OVW Sexual Assault Services Program – Grants to Culturally Specific Programs

(CFDA 16.017)

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 Sexual Assault Services Program – Grants to Culturally Specific Programs Addressing Sexual Assault

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

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

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

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

maintenance, and expansion of rape crisis centers and other relevant programs that assist those victimized by sexual assault.

Survivors of sexual assault from culturally specific communities frequently confront unique challenges when seeking assistance, such as linguistic and cultural barriers. Sexual assault advocates report that survivors are more inclined to seek services from organizations that are familiar with their culture, language, and background and that there is no “one size fits all” solution to adequately address these critical needs. Culturally specific community-based organizations are more likely to understand the complex, multi-layered challenges and obstacles that victims from their communities face when attempting to access services in response to the sexual assault. In addition, culturally specific community-based organizations have experience forming relationships and engaging their communities and serve a vital role in providing services that are relevant for their community.

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

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

Deadline: Letter of Intent

All applicants who intend to apply for FY 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 fax the letter to OVW at 202-514-5818. 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 11, 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. **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-Concept Paper Conference Calls

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

Conference Call Schedule

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

Tuesday, February 3, 2009

Thursday, February 5, 2009

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

Registration Instructions

Anyone who is interested in submitting a SASP Culturally Specific Grant Program concept paper 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 Specialist, Mary Tate, at mary.tate@usdoj.gov or 202-305-1653. Your registration must be received within two hours prior to the start of the call.

Deadline: Concept Paper

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:

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

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

- The organization has documented organizational experience in the area of sexual assault intervention **or** has entered into a partnership with an organization having such experience;
- The organization has expertise in the development of community-based, linguistically and culturally specific outreach and intervention services relevant for the specific communities to whom assistance would be provided **or** has the capacity to link to existing services in the community tailored to the needs of culturally specific populations; and
- The organization has an advisory board or steering committee and staffing which is reflective of the targeted culturally specific community. **Note:** To determine whether the

organization has an advisory board or steering committee and staffing that is reflective of the targeted culturally specific community, OVW will consider whether the advisory board, steering committee and staff includes members with knowledge or experience relevant to the targeted community. When hiring for these positions, organizations may consider an applicant's knowledge or experience relevant to the targeted community, as well as language skills needed to work with a particular population, but organizations may not consider a person's race and/or ethnicity as a basis for hiring decisions.

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.

OVW Sexual Assault Services Program – Grants to Culturally Specific Programs—Specific Information

Availability of Funds

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

Award Period

The award period for these grants will be 36 months. **All budgets must reflect 36 months of project activity, and the total “estimated funding” (block 15) on the SF-424 must reflect 36 months.**

Award Amounts

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project 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. SASP Culturally Specific Grant Program funds for Federal Fiscal Year 2009 will be awarded based on the following guidelines:

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

This Call for Concept Papers is the first step in the process of selecting 6 to 10 culturally specific programs addressing sexual assault that will be funded under the SASP Culturally Specific Grant Program in Federal Fiscal Year 2009. Awards will be made as cooperative agreements and, as noted above, will likely be made for up to \$300,000 for a 36 month period, which will be divided into a planning phase and an implementation phase. Funded applicants will have access to \$50,000 during the planning period phase. The remaining \$250,000 will be used to support the implementation phase of the project. OVW will withhold implementation phase funds until it determines that all requirements of the planning phase have been successfully met.

Note: The length of the planning phase will be dictated by the ability of the award recipient to successfully complete all required products and processes (see page 6). OVW expects that the planning phase will take approximately four months to complete; however, applicants should be aware that the planning phase may vary in length. Therefore, applicants should not rely on a strict 4 month schedule. Applicants should also be aware that OVW will work closely and collaboratively in shaping and implementing the project.

Program Scope

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

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

Statutory Program Purposes

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

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

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

- Develop innovative programs that will provide culturally relevant services to victims from underserved populations, such as underserved communities of color, by addressing the unique barriers they face when seeking adequate services.
- Address the cultural needs of the Deaf community, while integrating the use of American Sign Language (ASL) to ensure victims' cultural and linguistic needs are being met when accessing services.
- Develop innovative approaches to improve services and provide culturally relevant services to immigrants while addressing barriers that immigrants experience such as the lack of knowledge about resources, language barriers, and issues surrounding immigration.

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

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

Program Requirements

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

- Awards will be made as Cooperative Agreements and OVW will enter into a collaborative working relationship with awardees;
- Awardees and their corresponding MOU partners must demonstrate a high level of commitment to close collaborative working relationships;
- When applicable, awardees and partnering agencies with sexual assault expertise will be required to engage in cross training activities about sexual assault and relevant culturally specific populations;
- Awardees will be required to complete a planning phase, during which time the following activities must be completed with support from the OVW designated technical assistance provider:
 - Strengths assessment;
 - Needs assessment; and
 - Strategic plan.
- Awardees will work with OVW designated technical assistance providers to receive support in developing the assessments and strategic plan, and all products must be submitted to OVW for review and approval;
- The planning phase is meant for planning purposes only. Awardees may not engage in providing grant-funded services until they have successfully completed, as determined by OVW, the planning phase activities;
- Awardees will engage in an implementation phase, which will be determined by the work completed in the planning phase; and
- Awardees must develop policies around confidentiality and information sharing.

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

Activities That May Compromise Victim Safety

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:

- Crafting policies that deny individuals access to services based on their relationship to the perpetrator;
- Developing materials that are not tailored to the dynamics of sexual assault or the culturally specific population to be served;
- Crafting policies or engaging in practices that impose restrictive conditions to be met by the victim in order to receive services (e.g. counseling, seeking an order for protection);
- Sharing confidential victim information with outside organizations and/or individuals without the documented consent of the victim; and
- Crafting policies that require the victim to report the sexual assault to law enforcement.

Unallowable Activities

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

- Lobbying;
- Fundraising;
- Research projects;
- Physical modifications to buildings, including minor renovations; and
- Providing domestic violence services unrelated to intimate partner sexual violence.

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:

Objective	Performance Measures	Data Grantee Provides
Strengthen partnerships for safer communities and enhance the Nation's capacity to prevent, solve, and control crime.	<p>1) The number of victims receiving requested services funded by the grant; and</p> <p>2) The number of victim advocates supported by the grant.</p>	<p>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 http://muskie.usm.maine.edu/vawamei/forms.htm.</p>

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. 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 SASP Culturally Specific Grant 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 16.017, titled "Sexual Assault Services Program – Grants to Culturally Specific Programs Addressing Sexual Assault," and the funding opportunity number is **OVW-2009-2042**.

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. 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 16.017 (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 80 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. Please note that 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. Applicants should plan accordingly when developing their proposals.

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

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 Concept Paper (25 points)

This section should briefly:

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

D. What Will Be Done (25 points)

This section should briefly:

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

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

E. Who Will Implement the Project (25 points)

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

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 SASP Culturally Specific Grant 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

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

Budget Caps

Awards will be made for an amount up to \$300,000 for 36 months (3 years). Funded applicants will have access to only \$50,000 during the planning period. The remaining \$250,000 will be used to support the implementation phase of the project. OVW will require a special condition that withholds funds contingent upon a determination by OVW that all requirements during the planning phase have been successfully met.

OVW has the discretion to 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.

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 partnering organizations as outlined in the SASP Culturally Specific Grant Program concept paper. 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 sexual assault, it is **required** to partner with a non-profit sexual assault victim services agency with such expertise and the nature of the partnership must be outlined in the MOU. In addition, if the applicant organization is partnering with community agencies that provide tailored outreach and intervention services to the identified culturally specific populations, these organizations **must** also be included in the MOU.

If the applicant organization has the necessary experience in providing direct intervention sexual assault services, it is not necessary for it to partner with a nonprofit sexual assault service provider. However, in order to meet the needs of sexual assault victims seeking intervention and support services, applicants are expected to partner with other community organizations and agencies providing services often needed by victims of sexual assault that the applicant organization itself does not provide (e.g., counseling, housing assistance, civil legal needs).

The nature of these partnerships **must** be outlined in the MOU. All applicants, regardless of whether they have additional required MOU partners, must have one or more community partners to provide complementary or supplementary services.

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

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 9.

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. 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

In addition to the criteria set forth above, all concept papers will also be rated on the following:

A. Purpose of the Concept Paper (25 points)

- The impact of current or prior efforts to prevent and reduce sexual assault in the jurisdiction;
- The need for the project; and
- The description of the culturally specific community to be served with respect to victims of sexual assault and how the proposed project will address their needs.

B. What Will be Done (25 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; and
- The extent to which project activities are clearly described and reflect sound and/or innovative strategies to improve victim safety and offender accountability.

C. Who Will Implement the Project (25 points)

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

D. Sustainability Plan (5 points)

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

E. Budget

- A budget and budget narrative are not requested at this time.

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 the applications, reviewers will evaluate the “Purpose of the Concept Paper” and “What Will be Done” sections as a whole and the “Who Will Implement” and MOU sections separately.

Review Process

All applications will be subject to internal review by OVW staff 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 internal 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 7);
- Whether all statutory eligibility criteria are met (see page 5);
- Whether the application proposes significant activities that may compromise victim safety (see pages 8-9).

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.

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

After the peer review is finalized, a financial review of all potential discretionary awards and cooperative agreements is conducted to evaluate the fiscal integrity and financial capability of

applicants; examine proposed costs to determine if the budget and budget narrative accurately explain project costs; and determine whether costs are reasonable, necessary, and allowable under applicable Federal cost principles and agency regulations.

All final grant award decisions will be made by the OVW Director, who may also give consideration to past performance, geographic distribution, regional balance, funding availability and policy priorities 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. 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;
- Letter of non-supplanting;
- 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. 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 SASP Culturally Specific Grant Program
Mail Stop 2K
2277 Research Boulevard
Rockville, MD 20850
(301) 519-5000**