

U.S. Department of Justice
Office on Violence Against Women (OVW)



OVW Fiscal Year 2011 Sexual Assault Services Culturally Specific Grant Program

Eligibility

Applicants are limited to private nonprofit organizations,
focusing primarily on culturally specific communities.
(See "Eligibility," page 6)

Deadline

To assist OVW in planning for the independent peer review process, letters of intent to apply should be submitted by March 1, 2011. Please note, however, that letters of intent are optional. Interested applicants who do not submit a letter of intent by the deadline are still eligible to apply. To ensure all applicants have ample time to complete the registration process through Grants.Gov, applicants should register online with Grants.gov by March 1, 2011.

All applications are due by **11:59 p.m. E.T. on March 15, 2011.**
(See "Deadline: Application," page 5)

Contact Information

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

In Fiscal Year 2011, OVW applications will be submitted through Grants.gov. For further information and assistance, please see [the OVW Grant Program Solicitation Reference Guide at <http://www.ovw.usdoj.gov/docs/resource-guidebook.pdf>](http://www.ovw.usdoj.gov/docs/resource-guidebook.pdf).

Grants.gov Number assigned to announcement OVW-2011-2903

All applicants will be notified of the outcome of their applications by September 30, 2011.

CONTENTS

Overview of the OVW Sexual Assault Services Culturally Specific Grant Program	p. 3
Deadline: Letter of Intent	p. 5
Deadline: Registration	p. 5
Deadline: Application	p. 5
Eligibility	p. 6
OVW SASP Culturally Specific Grant Program Specific Information	p. 6
• Types of Applicants	p. 6
• Availability of Funds	p. 6
• Award Period	p. 6
• Award Amounts	p. 7
• Program Scope	p. 7
How To Apply	p. 9
What An Application Must Include:	p. 9
• Summary Data Sheet	p. 10
• Project Narrative	p. 10
• Budget Detail Worksheet and Narrative	p. 12
• Memorandum of Understanding/Exemption (MOU/MOE)	p. 13
• Proposal Abstract	p. 15
• Summary of Current OVW Projects	p. 15
• Application for Federal Assistance	p. 16
• Standard Assurances and Certifications	p. 16
• Financial Accounting Practices	p. 16
• Letter of Nonsupplanting	p. 17
• Financial Capability Questionnaire	p. 17
• Indirect Cost Rate Agreement	p. 17
• Proof of Nonprofit Status	p. 17
• Agency Mission Statement	p. 17
Selection Criteria	p. 18
Review Process	p. 18
Performance Measures	p. 19
Notice of New Post-Award Reporting Requirements	p. 19
Additional Requirements	p. 20
Application Checklist	p. 21

OVW Sexual Assault Services Culturally Specific Grant Program (CFDA 16.017)

Overview

This solicitation contains information on how to apply for the Sexual Assault Services Culturally Specific Grant Program. For general information on applying for all OVW grant programs, please see the OVW Fiscal Year 2011 Grant Program Solicitation Reference Guide (Reference Guide) at <http://www.ovw.usdoj.gov/docs/resource-guidebook.pdf>. All applicants should read carefully both this solicitation and the Reference Guide before beginning the application process.

About the OVW Sexual Assault Services Culturally Specific Grant Program

The Sexual Assault Services Program was created by the Violence Against Women and Department of Justice Reauthorization Act of 2005 (VAWA 2005), 42 U.S.C. §14043g, and is the first Federal funding stream dedicated solely to the provision of direct intervention and related assistance for victims of sexual assault. The SASP encompasses five 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 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 her or his 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. To heal from the trauma, survivors often need support from family and friends, as well as critical direct intervention and related assistance from victim-centered social service organizations such as rape crisis centers, through 24-hour sexual assault hotlines, crisis intervention, and medical and criminal justice accompaniment. The SASP will support these services through the establishment, maintenance, and expansion of rape crisis centers and other relevant programs that assist those victimized by sexual assault.

Survivors of sexual assault from culturally specific communities frequently confront unique and additional challenges when seeking assistance, such as linguistic and cultural barriers. Sexual

¹ Tjaden, P. and 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).

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

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

Please read the SASP Culturally Specific Grant Program solicitation in its entirety before beginning your application. It is the responsibility of the applicant to ensure that the application is complete and that all eligibility requirements have been met at the time of application submission. OVW may remove an application from consideration if the application is incomplete. Final award decisions are not appealable.

Civil Rights Compliance

All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office for Civil Rights of OJP. All applicants should consult the Assurances required with the application funds to understand the applicable legal and administrative requirements.

Services to Limited-English-Proficient (LEP) Persons:

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI of the Civil Rights Act and the Omnibus Crime Control and Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including interpretation and translation services, where necessary. Grantees are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs. The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements.

The guidance document can be accessed on the Internet at www.lep.gov or by contacting the OJP's Office for Civil Rights at (202) 307-0690, or by writing to the following address:

Office for Civil Rights
Office of Justice Programs
U.S. Department of Justice
810 7th Street, N.W., 8th Floor
Washington, DC 20531

Deadline: Letter of Intent

If you intend to apply for Fiscal Year (FY) 2011 funding under this program, we encourage you to submit a letter stating that you intend to apply for funding. **The letter will not obligate you to submit an application.** Please see http://www.ovw.usdoj.gov/docs/sample_letter_of_intent.pdf for a sample letter. The letter should be submitted to OVW by **March 1, 2011**. You may send the letter to OVW at ovw.sasp.cultural@usdoj.gov. OVW will use these letters to predict the number of peer review panels needed to review the applications. You **may** still submit an application for funding if you do not submit a Letter of Intent.

Deadline: Registration

The Grants.gov registration deadline is March 1, 2011. For more information on the process of registering and applying in Grants.gov, please see the [Reference Guide](#) at pages 15-19.

Deadline: Application

An application submission is complete if (a) a hard copy of the entire application, with original signatures, has been submitted via overnight delivery on or before the deadline and (b) the application has been submitted through Grants.gov. Both electronic and hard copy submissions are required.

The deadline for applying for funding under this announcement is **March 15, 2011, 11:59 p.m. E.T.** A hard copy must be sent via an overnight delivery method, date stamped by the shipping company on or before March 15, 2011 to:

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

Applicants are strongly encouraged to submit their applications well in advance of the deadline to ensure a successful submission through Grants.gov. For information on OVW's policy for late applications, please see the [Reference Guide](#) at pages 17-19.

Eligibility

It is very important that you review this information carefully. Applications that are submitted by non-eligible entities will be screened out during an initial review process and omitted from further review.

By statute, eligible entities for this program are:

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

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

In addition, each nonprofit organization applying must meet **all** of the following 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 which 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

OVW Sexual Assault Services Culturally Specific Grant Program – Specific Information

Types of Applicants

In FY 2011, OVW will accept applications for the Sexual Assault Services Culturally Specific Grant Program (SASP Culturally Specific Grant Program) from applicants that have not previously received funding under this program. Grantees that received funding in FY 2009 or 2010 are not eligible to apply.

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. Funding is not guaranteed. Requests should be tied to a specific project or proposal.

Award Period

The award period for these grants will be three (3) years. **Budgets must reflect 36 months of project activity, and the total “estimated funding” (block 15) on the SF-424 must reflect 36 months.**

Award Amounts

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs. SASP Culturally Specific funds for FY 2011 will be awarded based on the following guidelines:

- Up to \$300,000 for selected, eligible applicants.
- Awards will be made as cooperative agreements.
- 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.

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 (e.g., friends, coworkers, classmates), **except** for the perpetrator of such victimization.

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

Statutory Program Purposes

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

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

Intervention services and related assistance may include, but is not necessarily limited to:

- Crisis intervention, short term individual and group support, information, and referral services;
- Accompaniment and advocacy services;
- Culturally specific approaches to healing;
- 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.

In Federal Fiscal Year 2011, OVW encourages applications that:

- Develop innovative programs to provide culturally relevant services to victims from underserved populations, such as underserved communities of color (e.g., African/African American, etc.), 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; and
- 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.

Out-of-Scope Activities

Although certain activities may appear to relate to the Statutory Program Purposes listed above, OVW determines these activities to be out of the program scope. The following is a list of activities that are out of the scope of this program and cannot be supported by SASP Culturally Specific grant funding:

- Activities focused on prevention efforts and public education (e.g., bystander intervention, social norm campaigns, presentations on healthy relationships, etc.);
- Criminal justice-related projects, including law enforcement, prosecution, courts, and forensic interviews;
- Providing domestic violence services unrelated to intimate partner sexual violence; and
- Sexual Assault Forensic Medical Examiner programs.

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

Activities That May Jeopardize Victim Safety and Recovery

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

- Crafting policies that deny individuals access to services based on their relationship to the perpetrator;
- Developing materials that are not tailored to the dynamics of sexual assault or the culturally specific population to be served;
- Crafting policies or engaging in practices that impose restrictive conditions to be met by the victim in order to receive services (e.g. counseling, seeking an order for protection);
- Sharing confidential victim information with outside organizations and/or individuals without the documented consent of the victim;² and
- Crafting policies that require the victim to report the sexual assault to law enforcement.

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

Confidentiality

Applicants should be cognizant of victims' confidentiality. Please see Reference Guide p. 7 for more information.

How To Apply

See the Reference Guide at pages 15-19 for instructions on "how to apply."

What An Application Must Include

Applicants must complete each of the following sections as part of their response to this solicitation. **It is the responsibility of the applicant to ensure that its application is complete by the deadline. OVW may remove an application from consideration prior to peer review if the application is substantially incomplete or received after the deadline without prior permission as described in the Reference Guide at pages 17-19.** For each section listed below, please note the corresponding maximum point value that may be assigned during the peer review scoring process. The application should use headings and subheadings in the order below for ease of review. Peer reviewers may not receive any additional materials submitted beyond those required. For example, if an application includes a narrative that is 25 pages, the last five pages may be removed prior to peer review.

Applications must follow these requirements:

- Double spaced (except that any included graphs and charts may be single-spaced)
- 8½ x 11 inch paper
- One inch margins
- Type no smaller than 12 point, Times New Roman font
- Include a brief Summary Data Sheet
- Include a Project Abstract (please limit to one page)
- Include a list of all current OVW projects as described below (if applicable)
- No more than 20 pages for the Project Narrative (item VII below)
- Word processing documents must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).

Your application will be scored on the following sections:

- Summary Data Sheet
- Project Narrative
- Budget Detail Worksheet and Narrative
- Memorandum of Understanding (MOU) OR Memorandum of Exemption (MOE)

We reserve the right to deduct points if the following materials are missing:

- Proposal Abstract
- Summary of Current OVW Projects (if applicable)
- Application for Federal Assistance (SF-424)
- Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)
- Financial Accounting Practices

- Letter of Nonsupplanting
- Financial Capability Questionnaire (if applicable)
- Indirect Cost Rate Agreement (if applicable)
- Proof of Nonprofit Status
- Agency Mission Statement

Sections I through XIV below describe the specific elements of a complete application.

I. Summary Data Sheet (5 Points)

Please list the following information on a single page. The Summary Data Sheet should be a separate attachment to the application in Grants.gov and a separate section in the hard copy.

- Name, title, address, phone number, and e-mail address for the authorized representative. (Please see the Reference Guide at page 8 for more information on who can be an authorized representative.)
- Name, title, address, phone number, and e-mail address for the grant point-of-contact.
- Statement as to whether the agency has expended \$500,000 in Federal funds in the past fiscal year for the applicant. Please specify the end date of the fiscal year.
- Culturally specific population/s served by the organization.
- The number of years the organization has been providing sexual assault services OR, if partnering with a sexual assault services agency, the name of the agency and how long it has been providing sexual assault services.
- The number of advisory board or steering committee and staff members currently serving and whether they reflect the targeted culturally specific community by including members with knowledge or experience relevant to the targeted community.

II. Project Narrative (Total 60 Points)

The following narrative should be a separate attachment to the application in Grants.gov and a separate section in the hard copy. The Project Narrative may not exceed 20 pages in length, double-spaced. Please number the pages of your narrative.

A. Purpose of Application (10 points)

- Describe the problem of sexual assault within the applicant's State or tribal community;
- 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 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;
- If the applicant has applied or is applying for multiple OVW grants, describe how this project complements such other projects without duplicating efforts.

This section will be rated on the detail with which you provide the above information.

B. What Will Be Done (25 points)

- Detail proposed goals, objectives, and specific activities under this project. Activities must be directly related to:
 - The needs of 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;
- 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?;
- Detail what you are currently doing to address victim safety and autonomy; and
- Describe how you plan to address victim safety and autonomy in the project.

This section will be rated on the detail with which you provide the above information as well as the quality of the proposed activities.

C. Who Will Implement the Project (20 points)

- Describe the mission and overall services provided by the organization;
- Detail how the organization primarily focuses on the identified culturally specific community;
- Provide detailed information that demonstrates the organization has experience providing direct intervention services to victims of sexual assault. **NOTE:** If the organization does not have this experience, it is **required** to partner with a nonprofit 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.

Victim services organizations should meet all of the following criteria:

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

This section will be rated on the detail with which you provide the above information.

D. 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. Applicants must also describe at least one locally, privately, State, or Federally funded project that the applicant has sustained in the past.

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

This section will be rated on the feasibility of the plan and the demonstration of commitment to continue the project if funds are no longer available.

III. Budget Detail Worksheet and Narrative (Total 15 Points)

For more information and samples, please see the Reference Guide at pages 11-14. The Budget Worksheet and Narrative should be one attachment to the application in Grants.gov and a separate section in the hard copy.

In developing the budget, applicants should financially compensate all project partners for their participation in any project-related activities, including, but not limited to, compensation for time and travel expenses to participate in project development, training, and implementation. The budget **must** include compensation for all services rendered by project partners, including nonprofit, nongovernmental sexual assault and/or domestic violence victim services programs and State and Tribal sexual assault and/or domestic violence coalitions. If a partner is a state or local governmental agency and the partnership duties are conducted within the course of the agency's "regular" scope of work, the applicant does not need to compensate the partner if the partner a) offers this arrangement; and b) an explanation of this arrangement is included in the application.

Budget Limits

Applicants should carefully consider the resources needed to implement a community-wide project and present a realistic budget that accurately reflects the costs involved, for a 36-month budget. Proposed budgets should not exceed the established maximum of **\$300,000**.

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

Budget Requirements

For budget guidelines, see the Reference Guide at pages 11-14. Additional guidance specific to this program is as follows:

Training and Technical Assistance.

All applicants **are required** to allocate funds in the amount of **\$10,000** to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Applicants from Alaska, Hawaii, and United States Territories should allocate **\$15,000** to account for higher travel costs. These specific applicants may exceed the budget caps to account for this increased travel amount. Please see the Reference Guide at pages 11-12 for more information on this requirement.

Services to Limited-English-Proficient (LEP) Persons

Applicants may allocate grant funds to support activities that help to ensure that LEP persons have meaningful access to their programs. For example, grant funds can be used to support interpretation and translation services.

MOU Partner Compensation

Applicants entering into an MOU with an outside sexual assault victim services organization may not compensate the partnering organization in excess of \$30,000 over the course of the project period.

A Sample Budget Detail Worksheet is available at <http://www.ovw.usdoj.gov/applicants.htm>. When preparing the Worksheet and Narrative, please use the Sample Budget Detail Worksheet as a guide and be sure to include all necessary budget categories as outlined in the Worksheet. The budget should clearly describe the proposed amounts and uses of grant funds for the duration of the grant period and how the amounts of the specific budget items were determined. The budget should demonstrate a clear link between the specific project activities and the proposed budget items. Specifically, the budget should not contain any items that are not detailed in the project narrative.

The budget narrative should support all costs included in the budget and justify the purpose of the costs in relationship to fulfilling the overall objective of the project. The narrative should also include a description of services being performed and how the cost is determined.

This section will be rated on the detail in the budget narrative plus the following criteria:

- The budget supports all costs related to fulfilling the overall objectives of the project;
- The budget does not include any costs unrelated to support the proposed project;
- The budget is reasonable and cost-effective;
- The budget narrative clearly describes the rationale for all costs proposed;
- The budget appropriately compensates project partners (does not exceed \$30,000 in compensation to outside sexual assault victim services organizations); and,
- The budget is consistent and adheres to the OVW Financial Grants Management Guide.

IV. Memorandum of Understanding (MOU) OR Memorandum of Exemption (MOE) (Total 20 points)

Applicants are required to submit either a Memorandum of Understanding (MOU) or a Memorandum of Exemption (MOE) depending on whether the organization has expertise in

providing direct victim services to sexual assault victims. Applicants that do not have sexual assault services expertise within their organization must partner with one outside sexual assault victim services organization and submit a MOU; other than the sexual assault organization, no additional partnerships are required.

Applicants that have sexual assault services expertise within the organization do NOT need to partner with any outside organization and should submit an MOE.

Memorandum of Understanding (MOU)

Applicants are required to submit an MOU if the applicant organization does not have sexual assault expertise and is therefore required to partner with a sexual assault victim services organization. If the applicant organization has the necessary experience in providing direct intervention sexual assault services, it is not necessary for it to partner with another sexual assault service provider. The MOU should demonstrate they have consulted and coordinated in a meaningful way with the sexual assault victim services organization. The MOU should be a single attachment to the application in Grants.gov and a separate section in the hard copy.

Applicants entering into an MOU with an outside sexual assault victim services organization may not compensate the partnering organization in excess of \$30,000 over the course of the 36 month project period.

The MOU must be current (**i.e., signed and dated during the development of the proposal**) and be signed by the chief executive officer or director of the sexual assault victim services organization.

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 and objectives;
- Indicate approval of the proposed project budget by all signing parties; and
- Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, and training).

Signatories should be sure to include their titles and agencies under their signatures.

This section will be rated on the detail with which you provided the above information as well as the quality of that information plus the following criteria:

- The MOU is current (i.e., signed and dated during the development of the proposal);
- The MOU is a single document; and
- The MOU is signed by the chief executive officer and/or director of the applicant agency and the sexual assault victim services organization.

Memorandum of Exemption (MOE)

Applications from agencies that possess and can demonstrate expertise in the area of sexual assault victim services do NOT need to partner with another sexual assault victim services organization and are therefore permitted to submit a Memorandum of Exemption (MOE) instead of an MOU. **An organization that submits an MOE but does not demonstrate expertise in sexual assault victim services will be removed from further consideration for funding.** Therefore, if there is any uncertainty as to whether the applicant meets the MOE criteria, the applicant is encouraged to submit an MOU. The MOE should be a single attachment to the application in Grants.gov and a separate section in the hard copy.

The MOE must be current (**i.e., signed and dated during the development of the proposal**) and be signed by the chief executive officer or director of the applicant agency.

The MOE should reflect the following:

- The types of direct services the agency or program provides to sexual assault victims;
- The length of time the victim services organization or program has provided services to sexual assault victims; and
- Accomplishments in the community in providing services to victims of sexual assault.

This section will be rated on the detail with which you provided the above information as well as the quality of that information plus the following criteria:

- The MOE is current (i.e., signed and dated during the development of the proposal);
- The MOE is a single document; and
- The MOE is signed by the chief executive officer and/or director of the applicant agency.

V. Proposal Abstract

The Proposal Abstract should provide a short and accurate summary of your proposed project including its goals and objectives. Please do not summarize past accomplishments in this section. The Proposal Abstract should be a single page and should be a separate attachment to the online application Grants.gov and a separate section in the hard copy.

The Proposal Abstract **must not** be submitted on the same page as the Summary Data Sheet.

VI. Summary of Current OVW Projects

For each current OVW Project, as defined in the OVW Reference Guide at page 9, please provide the following information:

- Identify grant by program, award number, and project period.
- Specify the total funds remaining in each grant as of the date of application.
- Provide the total funds remaining in each grant in the Personnel, Contracts/Consultants and Travel categories as of the date of application.
- List the names, dates, and locations of all OVW-sponsored training and technical assistance events in which project staff or project partners participated during the current grant award period.
- List the number and titles of all full-time and/or part-time positions.

This section should be clear and succinct. This should be a separate attachment to the application in Grants.gov and a separate section in the hard copy. In addition to this information, OVW will evaluate the performance of the applicant in all current grants when considering this application.

Please note that OVW grantees that have failed to meet grant deadlines, failed to comply with financial requirements, or failed to comply with special conditions from current or previous grants may not be considered for funding.

VII. Application for Federal Assistance (SF-424)

Please see the Reference Guide at page 8 for additional information. In Block 7 (type of applicant), please do not select "other." This form will be filled out online and you should print out a copy for your hard copy submission.

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

Please see the Reference Guide at page 8 for additional information. These forms will be completed online and you should print out a copy for your hard copy submission.

IX. Financial Accounting Practices

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

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

X. Letter of Nonsupplanting

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

XI. Financial Capability Questionnaire

Please see the Reference Guide at page 14 for additional information. This should be a separate attachment to the application in Grants.gov. This document does not need to be included in the hard copy.

XII. Indirect Cost Rate Agreement

Applicants that intend to charge indirect costs through the use of an indirect cost rate must have a Federally-approved indirect cost rate agreement. Please include a copy of a current, signed Federally-approved indirect cost rate agreement. Please see the Reference Guide at page 14 for additional information.

XIII. Proof of Nonprofit Status

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

(1) Proof that the Internal Revenue Service currently recognizes the applicant as an organization to which contributions are tax deductible under section 501(c)(3) of the Internal Revenue Code;

(2) A statement from a State taxing body or the State secretary of state certifying that:

- (i) The organization is a nonprofit organization operating within the State; and
- (ii) No part of its net earnings may lawfully benefit any private shareholder or individual;

(3) A certified copy of the applicant's certificate of incorporation or similar document that clearly establishes the nonprofit status of the applicant; or

(4) Any item described in paragraphs 1 – 3 above if that item applies to a State or national parent organization, together with a statement by the State or parent organization that the applicant is a local nonprofit affiliate.

This should be a separate attachment to the application in Grants.gov and a separate section in the hard copy.

XIV. Agency Mission Statement

Applicants must provide their mission statement on agency letterhead in the hard copy submission of the application. If electronic letterhead is available, the applicant may also provide the mission statement as an attachment in its electronic application submission via Grants.gov.

Selection Criteria

All applications will be rated on the criteria described in each section above. The total points possible for an application are 100 (5 points for Summary Data Sheet, 60 points for Narrative, 15 points for Budget, and 20 points for the MOU or MOE).

Additionally, current projects will be rated by OVW using the following criteria:

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

OVW grantees that have failed to meet grant deadlines, failed to comply with financial requirements, or failed to comply with special conditions from current or previous grants may not be considered for funding. In addition, if an applicant is on the DOJ High Risk Grantee list, OVW will take this into consideration in making award determinations.

Review Process

OVW uses a three-phased review process, which includes an initial internal review, an external peer review, and a secondary internal review. The total points possible for an application are 100 (5 points for Summary Data Sheet, 60 points for Narrative, 15 points for Budget, and 20 points for the MOU or MOE). Although all applicants will be rated on the criteria described in the preceding sections, OVW will specifically consider the following selection criteria during each phase of the review process. If OVW determines that an application does not meet the stated criteria, the application may not move forward for the subsequent reviews.

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 SASP Culturally Specific Grant Program statutory purpose areas will be disqualified from further funding consideration.

Questions for the Initial and Secondary Internal Reviews

- Does the applicant meet all statutory eligibility criteria (see page 6)?
- Is the application complete?
- Are the proposed activities within the scope of the program (see page 7)?
- Does the application propose significant activities that may jeopardize victim safety (see page 8)?

Additionally, current projects will be rated by OVW using the criteria listed on page 18.

OVW grantees that have failed to meet grant deadlines, failed to comply with financial requirements, or failed to comply with special conditions from current or previous grants may not be considered for funding. In addition, if an applicant is on the DOJ High Risk Grantee list, OVW will take this into consideration in making award determinations.

External Peer Review Panels

OVW will establish panels comprised of experts and practitioners to review applications. Each panel will review the information provided in the application against the selection criteria for the program.

Secondary Internal Review

Following formal peer review, a second internal review will be conducted, which will include, but not be limited to, the geographic distribution of the applications, the ratio of population to services, the extent to which the applications will address the demonstrated needs of an underserved population, and agency and statutory priorities.

Performance Measures

All OVW grantees are required to submit annual and/or semi-annual progress reports, which will be provided to you should you be selected for an award.

For more information, see the [Reference Guide](#) at pages 19-22.

Notice of New Post-Award Reporting Requirements

Applicants should anticipate that all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), will be required to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding.

It is expected that reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at <https://www.fsrc.gov>. Additional guidance on reporting will be provided in the near future by OVW and/or the Office of Management and Budget (OMB).

Please note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

Additional Requirements

For information on additional requirements that apply to all OVW applicants and grantees, see the [Reference Guide](#) at pages 23-24.

Public Reporting Burden

Paperwork Reduction Act Notice

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

Application Checklist

Applicants must submit a fully executed application to OVW via overnight delivery, including all required supporting documentation. If you do not have the ability to upload signed documents, you may upload an unsigned version and include the signed original in the hard copy of the application. **Applications will not be accepted via facsimile.**

Application Document	Required?	Completed?
1. Standard Form 424	Yes	
2. Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)	Yes	
3. Financial Accounting Practices	Yes	
4. Summary Data Sheet	Yes	
5. Proposal Abstract	Yes	
6. Summary of Current OVW Projects	Yes, if applicable	
7. Narrative. The following sections must be included	Yes	
Purpose of Application		
What will be Done		
Who will Implement		
Sustainability Plan		
8. Budget, Budget Narrative and Budget Summary	Yes	
9. MOU or MOE	Yes	
10. Letter of Nonsupplanting	Yes	
11. Financial Capability Questionnaire (nonprofits only)	If applicable	
12. Indirect Cost Rate Agreement (only if the applicant has a current Federally-approved rate)	If applicable	
13. Proof of Nonprofit Status	Yes	
14. Agency mission statement on letterhead	Yes	

Applicants must send **via overnight delivery** a complete hard copy original of the application, **date stamped by the shipping company on or before March 15, 2011** to:

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

In addition, applications must be submitted through Grants.gov.