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# OVW Fiscal Year 2012 Sexual Assault Services Culturally Specific Grant Program

## Eligibility

Applicants are limited to private nonprofit organizations, focusing primarily on culturally specific communities.  
Please note that grant recipients who received new or supplemental funding for 36 months under this program in FY 2010 or 2011 are NOT eligible to apply.  
(See "Eligibility," page 4)

## Deadline

All applications are due by 11:59 p.m. E.T. on April 16, 2012.  
(See "Deadline: Application," page 4)

To ensure all applicants have ample time to complete the registration process through Grants.gov, applicants should register online with Grants.gov by **April 2, 2012**.

## Contact Information

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

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

Grants.gov Number assigned to announcement OVW-2012-3138.

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

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

## **Overview**

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

## **About the OVW Sexual Assault Services Culturally Specific Grant Program**

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 dedicated solely to the provision of direct intervention and related assistance for victims of sexual assault. The SASP encompasses four different grant programs for the following entities: 1) States and Territories; 2) Tribes; 3) culturally specific organizations; and 4) State, Territorial, and Tribal sexual assault coalitions. 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, non-offending family and household members of victims, and those collaterally affected by the sexual assault.

Survivors of sexual assault from culturally specific communities frequently confront unique and additional challenges, such as linguistic and cultural barriers, when seeking assistance. In order to provide the most appropriate services to such victims, the Sexual Assault Services Culturally Specific Grant Program (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.

## Deadlines

### Application

The deadline for applying for funding under this grant announcement is **11:59 p.m. E.T. on April 16, 2012**. Applications submitted after **April 16, 2012**, 11:59 p.m. E.T. will not be considered for funding.

**Note:** For applicants without Internet access, who cannot submit an application electronically, please contact a Program Specialist in the Sexual Assault Services Program Unit at 202-307-6026 or by email at [ovw.sasp.cultural@usdoj.gov](mailto:ovw.sasp.cultural@usdoj.gov) no later than **April 2, 2012** to request permission to submit an application by alternative means.

### Registration

The Grants.gov registration deadline is **April 2, 2012**. It is strongly encouraged that applicants begin the registration process well in advance of the deadline. For more information on the process of registering with Grants.gov, please see the [Reference Guide](#).

## Eligibility

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

### Eligible Entities

Eligible entities for this program are:

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

### Program Eligibility Requirements

In addition to meeting the eligible entity requirement outlined above, applications for the SASP Culturally Specific Grant Program must also meet the following requirement(s):

- 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 include members with knowledge or experience relevant to the targeted community.
- 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<sup>1</sup> 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.

### **Types of Applicants**

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

New: Applicants who have neither an open SASP Culturally Specific Grant Program award nor an award that was closed in the last 12 months.

Continuation: Applicants who have an open SASP Culturally Specific Grant Program and/or SASP Culturally Specific Grant Program award closed within the last 12 months.

**Grant recipients who received new or supplemental funding for 36 months under this program in FY 2010 or 2011 are NOT eligible to apply.**

## **Award Information**

### **Award Period**

The grant award period is 36 months. Budgets must reflect 36 months of project activity, and the total “estimated funding” (block 15) on the SF-424 must reflect 36 months.

### **Award Amounts**

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

## **Program Scope**

Activities supported by the SASP Culturally Specific Grant Program are determined by Federal statute, Federal Regulations, and OVW policies.

### **Purpose Areas**

In FY 2012, 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.

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<sup>1</sup> As defined in the Violence Against Women Act, 42 U.S.C. §13925 (17), “linguistically and culturally specific services” means “community-based services that offer full linguistic access and culturally specific services and resources, including outreach, collaboration, and support mechanisms primarily directed toward underserved communities.”

Intervention services and related assistance may include, but are 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.

### **Activities that Compromise Victim Safety and Recovery**

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

- Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;
- 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. mandatory counseling, seeking an order for protection);
- Sharing confidential victim information with outside organizations and/or individuals without the documented consent of the victim;<sup>2</sup> and
- Crafting policies that require the victim to report the sexual assault to law enforcement.

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

### **Out-of-Scope Activities**

OVW has determined the activities listed below to be out of the program scope. Applications that propose out-of-scope activities may receive a point deduction during the review process. Applications that are determined to be substantially outside the scope of the SASP Culturally Specific Grant Program will not be considered for funding. The following activities are out of scope and will not be supported by SASP Culturally Specific Grant Program grant funding:

- Research projects (This does not include program assessments conducted only for internal improvement purposes. For background on activities that constitute “research,” please see “Additional Requirements” Section of OVW Grant Program Solicitation Reference Guide addressing “Research and Protection of Human Subjects”).
- Activities focused on prevention efforts and public education (e.g., bystander intervention, social norms campaigns, presentations on healthy relationships, etc.).

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

- Criminal justice-related projects, including law enforcement, prosecution, courts, and forensic interviews.
- Providing domestic violence services unrelated to intimate partner sexual violence.
- Sexual Assault Forensic Medical Examiner programs.

### **Unallowable Activities**

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

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

## **How To Apply**

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

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

### **Formatting and Technical Requirements**

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

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

### **Experiencing Unforeseen Technical Issues**

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

If you experience unforeseen technical issues that prevent you from submitting your application by the deadline, you must contact the technical support number above prior to the deadline AND contact the SASP Culturally Specific Grant Program at **202-307-6026 or**



**ovw.sasp.cultural@usdoj.gov within 24 hours after the deadline** to request approval to submit your application. At that time, you will be required to email the complete grant application, your DUNS number, and provide a GMS or grants.gov Help Desk tracking number(s). After OVW reviews all of the information submitted and verifies your technical issues with the Helpdesk, OVW will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be verified, your application will be rejected as untimely.

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

### **Application Requirements**

Applications must include the following sections in order for the application to be forwarded for further review. Applications that do not include these sections will not be considered.

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

Applications forwarded for review will be scored on the following:

1. Summary Data Sheet
2. Project Narrative
3. Budget Detail Worksheet and Narrative
4. Memorandum of Understanding or Memorandum of Exemption (MOU/MOE)
5. Agency Mission Statement

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

### **Summary Data Sheet (5 Points)**

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

- Name, title, address, phone number, and e-mail address for the authorized representative. Please see the [Reference Guide](#) to determine who can be an authorized representative.
- 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 partner agency and how long it has been providing sexual assault services.
- The types of sexual assault services provided by the applicant and/or partnering agency.

- The number of advisory board or steering committee and staff members and whether they reflect the targeted culturally specific community by including members with knowledge or experience relevant to the targeted community.
- Summary of Current and Recent OVW Projects (if applicable)
  - If the applicant has a current grant award or cooperative agreement under **any** OVW program, or received an award that has been closed within one calendar year, the information below **must** be included.
    - Identify grant by OVW program, award number, and project period.
    - Specify the total funds remaining in each grant as of the date of application.
    - Provide the total funds remaining in each grant in the Personnel, Contracts/Consultants and Travel (OVW sponsored TA events) categories as of the date of application.
    - List the number and titles of all full-time and/or part-time positions funded by the award.

**Project Narrative (55 Points Total)**

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

**Purpose of Application (10 points)**

This section must include:

- 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; and
- Clearly state the need for the project. The need must directly relate to the culturally specific population to be served.

**What Will Be Done (25 points)**

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

- Goals and objectives, describing the specific tasks and activities necessary to accomplish each. 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;
- Expected outcomes;
- A tentative time line for the implementation of the proposed activities;

- Whether the project will focus on a specific age demographic in the delivery of services to sexual assault victims (e.g., child and youth victims of sexual assault, or sexual assault across the lifespan);
- Current activities that address victim safety and recovery; and
- Plan to address victim safety and recovery in the proposed project.

**Who Will Implement the Project (15 points)**

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

- Key personnel;
- Detail the experience and expertise of the organization **AND** key personnel who will be directly involved with the project;
- If applicable, clearly demonstrate that any partnerships required by the solicitation have been demonstrated through the Memorandum of Understanding;
- 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 the partnering agency serves victims of sexual assault as one of its primary purposes and has a demonstrated history of effective work in sexual assault services;
  - 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 and recovery.
- 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;
- 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 the advisory board or steering committee and staff members as it relates to sexual assault and the identified culturally specific community, including how advisory board or steering committee members are reflective of such community.

**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 how they would sustain project activities if Federal funding through the SASP Culturally Specific Grant Program were no longer available.

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

OVW has the discretion to award grants for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to award of a grant. For guidance on budget requirements please see the [Reference Guide](#). A Sample Budget Detail Worksheet is available at <http://www.ovw.usdoj.gov/docs/budget-detail-worksheet.pdf>. When preparing the Budget Detail Worksheet and Narrative, please use the Sample Budget Detail Worksheet as a guide and be sure to include all necessary budget categories as outlined in the Worksheet.

#### Award Period and Amount

- The grant award period is 36 months. Budgets must reflect 36 months of project activity.
- Awards under the SASP Culturally Specific Grant Program for FY 2012 will be made for up to \$300,000.

#### Budget Requirements

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

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

#### Food and Beverage/Costs for Refreshments and Meals

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

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

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

**Note:** In addition to the requirements above, cooperative agreement or contract recipients must complete and submit the Conference and Events Approval Form to OVW for review and approval prior to entering into a contract for any meeting, conference, training, or other event.

If an exception is made for food/beverages or refreshments, the cost of any individual meal, plus taxes and any hotel service costs (e.g., labor cost for room setup), cannot exceed 150 percent of the General Services Administration (GSA) Meals and Incidental Expenses (M&IE) rate for that meal in that locality per attendee. OVW, however, strongly encourages costs to stay at or below 100% of the applicable per diem rate for any meal provided, including any service costs. The current GSA M&IE rate breakdown by meal and by locality can be found at <http://www.gsa.gov/portal/content/101518>. If OVW funds are used to provide breaks/refreshments, they can only be provided once per day, and any related expenses (food, beverages, plus taxes and any hotel service costs) cannot exceed 11.5% of the current GSA

M&E rate per attendee per day. OVW, however prefers that such costs fall well below 11.5%. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

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

#### Training and Technical Assistance

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

#### Accommodations and Language Access

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

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

#### 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 36 month project period.

#### **Memorandum of Understanding (MOU) OR Memorandum of Exemption (MOE) (20 Points Total)**

Applicants are required to submit either an MOU or 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 an MOU; no additional partnerships are required.

Applicants that possess and can demonstrate 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)

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

The role of the partnering agency is to provide substantive expertise and support in the area of sexual assault victim services in order to enhance the capacity of the applicant agency to

provide the direct services. The type of support provided by the partnering agency might include: initial training for the applicant agency staff; assistance in developing policies, support group materials, or volunteer training curriculum; or connections to community-based coordination efforts. 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:

- Clearly identify the partners and provide a brief history of the collaborative relationship between those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- Clearly state the roles and responsibilities each partner will assume to ensure the success of the proposed project;
- Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds; and
- Demonstrate a commitment to work together to achieve stated project goals and objectives.

#### Memorandum of Exemption (MOE)

The MOE should be a single document and it should be signed and dated by the Authorized Representative of the applicant agency during the development of the application.

An applicant 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 must:

- Clearly describe the types of direct services the agency or program provides to sexual assault victims;
- Detail the length of time the victim services organization or program has provided services to sexual assault victims; and
- Describe accomplishments in the community in providing services to victims of sexual assault.

Reminder: Although not a requirement of the MOU/MOE, as stated earlier, applicants must also detail their 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 in the alternative, describe their capacity to link to existing services in the community tailored to the needs of culturally specific populations.

#### **Agency Mission Statement (5 Points)**

Applicants must provide their mission statement on agency letterhead as an attachment in Grants.gov. The mission statement will be used to assist OVW in determining eligibility of the applicant. Applications that include the mission statement will automatically receive five points whereas applications that neglect to include the mission statement will receive zero points.

## **Additional Required Information**

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

### **Proposal Abstract**

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

### **Status of Current Project (if applicable)**

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

- The status of achieving the goals and objectives outlined in your approved narrative;
- The lessons that have been learned in the project and what changes (if any) have been made in this application based on those lessons learned; and
- Estimated dollar amount remaining under the current grant award at the time of the 2012 SASP Culturally Specific grant application submission.

As stated earlier, grant recipients who received new or supplemental funding for 36 months under this program in FY 2010 or 2011 are NOT eligible to apply.

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

Applicants will complete the SF-424 online.

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

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

### **Letter of Nonsupplanting**

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

### **Financial Accounting Practices**

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

- Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding?

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

#### **Financial Capability Questionnaire (if applicable)**

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

#### **Indirect Cost Rate Agreement (if applicable)**

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

## **Selection Criteria**

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

OVW reserves the right to deduct points for applications that are partially out of scope, that include unallowable activities, for applicants who are out of compliance with a current OVW grant award or cooperative agreement, and for any activities that compromise victim safety or confidentiality.



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

### **Review Process**

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

### **Past Performance Review**

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

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

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

## **Other Requirements**

### **Federal Financial Guidelines and Reporting Requirements**

Federal grants are governed by the provisions of the OMB circulars applicable to financial assistance and OVW's Financial Grants Management Guide. The Financial Grants Management Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document will outline the successful administration of grant funds.

Any recipient of an award will be responsible for monitoring subgrants/contracts under the grant in accordance with all applicable statutes, regulations, OMB Circulars and guidelines, and the OVW Financial Grants Management Guide. Primary recipients will be responsible for oversight of subgrantee spending and monitoring specific performance measures and outcomes attributable to the use of OVW funds.

## **Additional Requirements**

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

- Civil Rights Compliance
- Faith-Based and Other Community
- Confidentiality
- Research and the Protection of Human Subjects (if applicable)
- Anti-Lobbying Act
- Federal Financial Report (SF-425)
- OMB A-133 Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with OVW's Financial Grants Management Guide
- Suspension or Termination of Funding
- Nonprofit Organizations
  - Government Performance and Results Act (GPRA)
  - Rights in Intellectual Property
  - Federal Funding Accountability and Transparency Act (FFATA) of 2006
  - Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
  - Active CCR Registration

# Public Reporting Burden

## Paperwork Reduction Act Notice

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

## Application Checklist

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

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