



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

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

OVW Fiscal Year 2011 Grants to Enhance Culturally and Linguistically Specific Services for Victims of Domestic Violence, Dating Violence, Sexual Assault and Stalking Program

Eligibility

Applicants are limited to community-based non-profit organizations whose primary purpose is providing culturally and linguistically specific services.

(See "Eligibility," page 5)

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 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>.

Grants.gov Number assigned to announcement OVW-2011-2915

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

CONTENTS

Overview of the OVW Grants to Enhance Culturally and Linguistically Specific Services for Victims of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Program	p. 3
Deadline: Letter of Intent	p. 4
Deadline: Registration	p. 4
Pre-Application Conference Calls	p. 5
Deadline: Application	p. 5
Eligibility	p. 6
OVW Grants to Enhance Culturally and Linguistically Specific Services for Victims of Domestic Violence, Dating Violence, Sexual Assault and Stalking Program Specific Information	p. 6
• Types of Applicants	p. 6
• Availability of Funds	p. 6
• Award Period	p. 7
• Award Amounts	p. 7
• Program Scope	p. 7
• Activities That May Compromise Victim Safety and Recovery	p. 8
• Unallowable Activities	p. 9
How To Apply	p. 9
What An Application Must Include:	p. 9
• Summary Data Sheet	p. 10
• Project Narrative	p. 11
• Budget Detail Worksheet and Narrative	p. 13
• Memorandum of Understanding (MOU)	p. 14
• 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 (if applicable)	p. 17
• Indirect Cost Rate Agreement (if applicable)	p. 17
• Proof of Nonprofit Status	p. 17
• Agency Mission Statement	p. 18
Selection Criteria	p. 18
Review Process	p. 19
Performance Measures	p. 19
Notice of New Post-Award Reporting Requirements	p. 19
Additional Requirements	p. 20
Application Checklist	p. 21

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

Overview

This solicitation contains information on how to apply for the Grants to Enhance Culturally and Linguistically Specific Services for Victims of Domestic Violence, Dating Violence, Sexual Assault and Stalking Program (Culturally and Linguistically Specific Services Program or CLSSP). 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 Grants to Enhance Culturally and Linguistically Specific Services for Victims of Domestic Violence, Dating Violence, Sexual Assault and Stalking Program

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

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

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

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 the Office of Justice Programs (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 Office for Civil Rights of OJP 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.cultural.and.linguistic@usdoj.gov. OVW will use these letters to predict the number of peer review panels needed to review the applications. You **may** 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.

Pre-Application Conference Calls

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

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

- **Thursday, February 17, 2011;**
- **Friday, February 25, 2011; and**
- **Monday, March 7, 2011.**

Registration Instructions: Anyone who is interested in submitting an application to the Culturally and Linguistically Specific Services Program may register to participate in the calls. The total number of participants for each call is limited to 25. To register, please e-mail or call OVW Program Assistant Mary Tate, at mary.tate@usdoj.gov or 202-305-1653. Your registration must be received by 4 p.m. E.T. the business day before the call on which you would like to participate.

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 by 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
OVW Culturally and Linguistically Specific Services 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, in order 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:

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

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

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

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

Types of Applicants

In FY 2011, OVW will accept applications for the Culturally and Linguistically Specific Services Program from all eligible applicants **except** those funded under the FY 2010 Culturally and Linguistically Specific Services Program. Grantees funded under the FY 2009 Culturally and Linguistically Specific Services Program are eligible to apply for continuation funds in FY 2011.

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 24 months. **Budgets must reflect 24 months of project activity, and the total “estimated funding” (block 15) on the SF-424 must reflect 24 months.**

Award Amounts

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs. Applicants may submit budgets up to **\$300,000**. OVW has the discretion to make grants for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to award of a grant.

Program Scope

The scope of the Culturally and Linguistically Specific Services Program is defined by the following statutory program purpose areas. Proposed projects must develop and implement activities consistent with the statutory program purpose areas. Applicants are reminded that any activities, whether they address sexual assault, domestic violence, dating violence, or stalking, must fall within one of the following purpose areas. Applications that propose projects that are substantially outside the scope of the Culturally and Linguistically Specific Services Program statutory purpose areas will be disqualified from further funding consideration.

Statutory Program Purposes

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

1. Increasing communities' capacity to provide culturally and linguistically specific resources and support for victims of sexual assault, domestic violence, dating violence, and stalking crimes and their families;
2. Enhancing traditional services to victims of sexual assault, domestic violence, dating violence, and stalking through the leadership of culturally and linguistically specific programs offering services to victims of sexual assault, domestic violence, dating violence, and stalking;
3. Working in cooperation with the community to develop education and prevention strategies highlighting culturally and linguistically specific issues and resources regarding victims of sexual assault, domestic violence, dating violence, and stalking;
4. Providing culturally and linguistically specific resources and services that address the safety, economic, housing, and workplace needs of victims of sexual assault, domestic violence, dating violence, or stalking, including emergency assistance;
5. Providing culturally and linguistically specific programs for children exposed to sexual assault, domestic violence, dating violence, and stalking;
6. Working with State and local governments and social service agencies to develop and enhance effective strategies to provide culturally and linguistically specific services to victims of sexual assault, domestic violence, dating violence, and stalking;

7. Strengthening criminal justice interventions, by providing training for law enforcement, prosecution, courts, probation, and correctional facilities on culturally and linguistically specific responses to sexual assault, domestic violence, dating violence, and stalking;
- *8. Examining the dynamics of culture and its impact on victimization and healing.
NOTE: Applicants wishing to address this purpose area must do so in conjunction with one of the other program purpose areas listed above. Proposals focusing only on this purpose area may be removed from consideration.

Areas of Interest

In Federal Fiscal Year 2011, OVW encourages applications that address one or more of the following areas of interest:

- Develop and/or enhance culturally and linguistically specific services for victims of sexual violence.
- Develop and/or enhance culturally and linguistically specific services to victims from underserved African-American communities by addressing the unique barriers they face when seeking services that best meet their needs.
- Develop innovative approaches to improving culturally relevant services to immigrants including services to address barriers that immigrants frequently experience, such as lack of knowledge of existing resources, language barriers, and issues particular to immigration and deportation.

Out-of-Scope Activities

Although certain activities may appear to relate to the Statutory Program Purposes listed above, OVW determines the following activities to be out of the scope of this program and cannot be supported by the Culturally and Linguistically Specific Services Program grant funding:

Direct Legal Representation

Grant funds **may not** be used to provide legal representation in civil and criminal matters, such as family law cases (divorce, custody, visitation and child support), housing cases, consumer law cases and others. Grant funds **may** be used to provide legal representation to victims of sexual assault, domestic violence, dating violence, and stalking in protection order proceedings.

Family Violence

Grant funds may not be used to directly address child abuse, or other family violence issues such as violence perpetrated by a child against a parent, parent against a child, or violence perpetrated by a sibling against another sibling.

Children

Applicants may not use grant funds to provide direct services to children, including children who are witnesses to or victims of violence, *except* where such services are provided in conjunction with providing services to a child's parent or guardian who is a victim of sexual assault, domestic violence, dating violence, or stalking.

Unallowable Activities

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

- Lobbying;
- Fundraising;
- Research projects;
- Physical modifications to buildings, including minor renovations (i.e. painting, carpeting); and
- Immigration services that are not solely for victims of sexual assault, domestic violence, dating violence and/or stalking and their children.

Activities That May Compromise Victim Safety and Recovery

The following is a list of activities that 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:

- Ordering victims and offenders to attend mandatory couples counseling or mediation;
- 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 of protection);
- Sharing confidential victim information with outside organizations and/or individuals without the documented consent of the victim;
- Referring victims to Child Protection Services solely for failure to protect their minor child from witnessing domestic violence except if required under State law;
- Procedures that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their age, immigration status, race, religion, sexual orientation, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;
- Failing to conduct safety planning with victims;
- Crafting policies that deny individuals access to services based on their relationship to the perpetrator; and
- Developing materials that are not tailored to the dynamics of sexual assault, domestic violence, dating violence, or stalking or the culturally specific population to be served.

Activities that compromise victim safety and recovery will be a factor reviewed during OVW internal review. Applications may be considered out of scope if significant activities are included that could compromise victim safety and recovery.

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 will remove the 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 follow the order below for easy reading. Peer reviewers will not receive any additional materials submitted beyond those required. For example, if an application includes a narrative that is 25 pages long, the last five pages will be removed prior to peer review.

Applications must use the following format 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
- No more than 20 pages for the Project Narrative (item VII below)
- Agency mission statement on letterhead (item X 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 - 5 points
- Project Narrative - 60 points
- Budget Detail Worksheet and Narrative - 15 points
- Memorandum of Understanding (MOU) – 20 points
- Prior performance for FY 2009 grantees of the Culturally and Linguistically Specific Services Program who are applying for continuation funds.

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

- Proposal Abstract
- Summary of Current OVW Projects
- 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 appropriate]
- Indirect Cost Rate Agreement [If appropriate]
- Proof of Non-profit 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 at most two pages. 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. Please specify the end date of the fiscal year.
- Name of culturally and linguistically specific community-based non-profit organization that will serve as the lead applicant.
- Name(s) of MOU project partners who will be involved in project development and implementation.
- Indicate the culturally and linguistically specific population(s) currently served by the organization. This should be one primary population or a maximum of two populations (i.e. African American, African immigrant/refugee, Arab/Arab- American, Asian/Pacific Islanders, Deaf and Hard of Hearing, Latino/Hispanic, Native American/Alaska Native, Portuguese-speakers, Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ), Other, etc.). If other, please describe.
- Please indicate if the target population for this grant proposal is the same as the community currently being served or if the proposal will focus on a narrower/more specific population within the community.
- List of services currently being provided to the culturally and linguistically specific population by the lead applicant.
- Please indicate the number of years the organization has been providing sexual assault, domestic violence, dating violence, and stalking services. If the lead agency has not provided these services, please indicate the name of the partnering agency that has been providing these services and for how long.
- The Culturally and Linguistically Specific Services Program Statutory Purpose Area(s) (see pages 7-8) being addressed by the proposal.
- Whether the project will focus primarily on sexual assault or domestic violence.
- Whether the lead agency or partner is a faith-based organization.
- Please indicate if the proposal addresses any of the Areas of Interest (see page 8).

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. This section will be rated on whether or not the information requested is included as well as the detail and overall quality of the information provided.

A. Purpose of Application (15 points)

- Describe the community's service area in which the project would be implemented, including location, population, and demographic information if possible.
- Identify the targeted culturally and linguistically specific population within that service area and describe current services and gaps for the targeted population.
- Describe the barriers from the identified culturally and linguistically specific population who are victims of sexual assault, domestic violence, dating violence, and/or stalking experience when attempting to access services. Please use current *anecdotal or* statistical information.
- Describe current and prior efforts of the lead and/or partner agencies to serve victims of sexual assault, domestic violence, dating violence, and/or stalking from the identified culturally and linguistically specific population.

- Describe how the targeted culturally and linguistically specific population would benefit from the proposed project. State how the proposed project will overcome the barriers mentioned to address the needs of the target population.
- If the applicant receives other OVW grants, describe how this project complements other projects without duplicating efforts.

B. What Will Be Done (25 points)

This section will be rated on the extent to which project activities fall within the statutory scope of the Culturally and Linguistically Specific Services Program, whether or not the information requested is included as well as the detail and overall quality of the information provided:

- Detail the project goals and objectives, describing the specific tasks and activities necessary to accomplish each.
- Describe the roles and responsibilities of each agency and project staff in implementing the project tasks and activities.
- Describe how efforts will be coordinated among partners.
- Describe how the project will meet the specific needs of the targeted culturally and linguistically specific population as described in the Purpose of the Application.
- Describe how the proposed activities are tailored to the language and culture of the target population.
- Include a time line that demonstrates how the activities will be accomplished within the 24-month grant cycle.
- If this project includes the development of tangible products (e.g., a video, a brochure, a theater piece or curriculum), this section should include a description of how the products will be used, and who will benefit from their use. The development of products is not a requirement of the Culturally and Linguistically Specific Services Program.
- Describe how the lead and partner organizations will ensure victim safety, confidentiality and autonomy in all phases of the project. If applicants are proposing to use any technology (including, but not limited to, security systems, GPS, hotlines, and databases) they should explain how they plan to address any victim safety concerns that may arise from the use of the technology, such as confidentiality, safety planning, and informed consent.

Note: Victim service providers can provide varying degrees of confidentiality, often depending on state, tribal, and Federal laws. This may affect what information about victims they can share with partners. Other partners may have legal limitations as well. Applicants should explain information sharing between partners, including how they will protect information that is confidential or privileged.

C. Who Will Implement the Project (15 points)

- Describe the mission and services provided by the lead organization and MOU partner organization(s).
- Detail how the lead organization's current services are tailored to the language and culture of the target population(s).
- Provide detailed information that demonstrates that the lead or MOU partner organization has experience with all of the following:
 - Providing services to victims of sexual assault, domestic violence, dating violence, or stalking as one of their primary purposes;
 - Providing services that promote the dignity and self-sufficiency of victims, improve their access to resources and create options for victims seeking safety from violence; and

- Ensuring victim safety, confidentiality and autonomy.

Note: If the lead organization does not have this experience, it is **required** to partner with a non-profit victim services provider with such expertise.

- Detail the experience and qualifications of the key project staff from the lead and partner organizations to achieve the project goals. Position descriptions and resumes that are available should be submitted with the application; If possible, include documentation of prior culturally and linguistically specific outreach and intervention services to the target population.

D. Sustainability (5 points)

As this is a competitive, discretionary program, there is no guarantee of continuation funding. Applicants are required to include a plan describing their commitment and capacity to continue the project if Federal funding through the Culturally and Linguistically Specific Services Program were no longer available. 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 fairly compensate all project partners as deemed necessary 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 nonprofit, nongovernmental domestic violence and/or sexual assault victim services programs and State and Tribal domestic violence and/or sexual assault coalitions.

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 24-month budget. Proposed budgets should not exceed the established limit 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 (applicants from Alaska, Hawaii, and U.S. territories should allocate \$15,000 to account for higher travel costs) to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. 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.

A Sample Budget Detail Worksheet is available at http://www.ojp.gov/funding/forms/budget_detail.pdf. 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 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 extent to which the budget is complete, reasonable and cost-effective in relation to the proposed project.
- The extent to which there is a clear link between the proposed activities in the project narrative and proposed budget items.
- The budget does not exceed the established budget limit of **\$300,000**.
- The budget includes all costs necessary to fulfilling the overall objectives of the project.
- The budget does not include any costs unrelated to the proposed project.
- The budget narrative clearly describes the rationale for all costs proposed.
- The budget reflects the 24 months of project activity.
- The budget provides the basis for the computation of all line items.
- The budget appropriately compensates project partners for their participation in all project-related activities.
- The budget is consistent with and adheres to the OVW Financial Grants Management Guide.
- The budget contains the correct amount of funds to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW technical assistance providers.

IV. Memorandum of Understanding (MOU) (Total 20 points)

Applicants are required to submit an MOU that demonstrates they have consulted and coordinated in a meaningful way with project partners. The MOU should be a single attachment to the application in Grants.gov and a separate section in the hard copy.

If the applicant organization does not have experience providing direct intervention services to victims of sexual assault, domestic violence, dating violence, and stalking, it is **required** to

partner with a program having demonstrated expertise in serving victims of sexual assault, domestic violence, dating violence, and/or stalking.

If the applicant organization's primary mission is to provide culturally and linguistically specific services to victims of sexual assault, domestic violence, dating violence, and stalking, it is not necessary to partner with another direct service provider.

To meet the needs of sexual assault, domestic violence, dating violence, and/or stalking victims seeking intervention and support services, applicants are expected to partner with other community-based organizations and agencies providing services often needed by victims that the applicant organization does not provide (e.g., counseling, housing assistance, civil legal needs). The nature of these partnerships must be outlined in the MOU.

The MOU must do the following:

- Be created, **signed and dated during the development of the proposal** by the chief executive officers and/or directors all project partners. Please include the printed name, title and agency under each signature at the end of the document.
- 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. Please list the individuals involved in the planning phase.
- Clearly state the roles and responsibilities each organization or agency would assume to ensure the success of the proposed project.
- Identify the individuals from each agency who will be responsible for implementing project activities and describe how they will work together and with project staff.
- Indicate approval of the proposed project budget by all signing parties.
- Demonstrate the expertise of the lead and/or partner agencies both to serve the target population and to provide direct services to victims of sexual assault, domestic violence, dating violence and/or stalking.
- 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).
- Demonstrate a meaningful partnership among the partners and the commitment on the part of all project partners to work together to achieve stated project goals.

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 application in 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.
- If applying for supplemental funding under this program, describe the status of achieving the goals and objectives identified in your most recent application.

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 as a factor in the consideration of this application. **OVW grantees who 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 filled out online and you should print out copies 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 application.

XII. Indirect Cost Rate Agreement

Applicants that have established a federally-approved indirect cost rate may request indirect costs to support the project. 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. This should be a separate attachment to the application in Grants.gov and a separate section in the hard copy application.

XIII. Proof of Non-profit Status

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

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

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

XIV. Agency Mission Statement

Applicants must provide their mission statement on agency letterhead as well as a printout of the page of the organization's website where the mission statement is displayed (if possible) 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).

Additionally, requests for continuation funding 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.
- Grant funds have been spent in a timely manner.

OVW grantees who have failed to meet grant deadlines, did not comply with financial requirements, or did not comply with special conditions from previous grants may not be considered for funding. 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). 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.

Applications that propose projects that are substantially outside the scope of the Culturally and Linguistically Specific Services Program statutory purpose areas will be disqualified from further funding consideration.

Questions for the Initial and Secondary Internal Reviews

- Does the applicant meet all statutory eligibility criteria (see page 5)?
- Is the application complete?
- Are the proposed activities within the scope of the program (see page 7-8)?
- Does the application propose significant activities that may compromise victim safety (see page 8)?

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 for a national perspective, 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.fsrs.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	Yes	
What will be Done	Yes	
Who will Implement	Yes	
Sustainability Plan	Yes	
8. Budget, Budget Narrative and Budget Summary	Yes	
9. MOU	Yes	
10. Letter of Nonsupplanting	Yes	
11. Financial Capability Questionnaire	If applicable	
12. Indirect Cost Rate Agreement (only if the applicant has a current Federally-approved rate)	If applicable	
13. Proof of Non-Profit Status	Yes	
14. Agency mission statement on letterhead	Yes	

Applicants must send **via overnight delivery** a complete hard copy original of the application, **postmarked by March 15, 2011** to:

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

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