



OVW Fiscal Year 2011 Grants to Assist Children and Youth Exposed to Sexual Assault, Domestic Violence, Dating Violence, and Stalking Program

Eligibility

Applicants are limited to:

(1) a victim service provider, tribal nonprofit organization or community-based organization that has a documented history of effective work concerning children or youth exposed to domestic violence, dating violence, sexual assault, or stalking, including programs that provide culturally specific services, Head Start, childcare, faith-based organizations, after school programs, and health and mental health providers; or

(2) a State, territorial, or tribal, or local unit of government agency that is partnered with an organization described in paragraph (1). (See "Eligibility" page 6)

Deadline

To assist OVW in planning for the external peer review process, letters of intent to apply should be submitted by **February 17, 2011**. Please note that letters of intent are optional. Interested applicants who do not submit a letter of intent by the deadline are still eligible to apply. To ensure all applicants have ample time to complete the registration process through Grants.Gov, applicants should register online with Grants.gov by **February 17, 2011**.

All applications are due by **11:59 p.m. E.T. on March 3, 2011**.

(See "Deadline: Application" page 5)

Grants.gov Number assigned to announcement OVW-2011-2929

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

Contact Information

- For assistance with the requirements of this solicitation, contact OVW at (202) 307-6026 or OVW.CEV.Program@USDOJ.GOV
- **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>.
- OVW's Grants Financial Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556

Pre-Application Information Calls

OVW will conduct four pre-application information calls to review the Children and Youth Exposed to Violence Program solicitation, eligibility requirements and the application process.

Schedule:

Date	Start Time	Finish Time	Registration Required
February 10, 2011	2:00 p.m. E.T.	3:30 p.m. E.T.	Yes
February 15, 2011	4:00 p.m. E.T.	5:30 p.m. E.T.	Yes
February 17, 2011	2:00 p.m. E.T.	3:30 p.m. E.T.	Yes
February 23, 2011	4:00 p.m. E.T.	5:30 p.m. E.T.	Yes

Registration Instructions:

Anyone interested in submitting an application to the Children and Youth Exposed to Violence Program may register to participate in the information calls. The total number of participants for each call is limited to 25. To register email your request to OVW.CEV.Program@USDOJ.GOV

The subject line should be titled, "**Information Call Registration**" and should state the date of the call you are registering for. Your registration request must be received **two business days prior to the scheduled call date**. For additional information about registering, contact OVW Program Assistant Ms. Mary Tate, at mary.tate@usdoj.gov or 202-305-1653.

OVW Grants to Assist Children and Youth Exposed to Sexual Assault, Domestic Violence, Dating violence, and Stalking Program (CFDA 16.020)

Overview

This solicitation contains information on how to apply for the **Grants to Assist Children and Youth Exposed to Sexual Assault, Domestic Violence, Dating Violence, and Stalking Program (hereinafter referred to as the Children and Youth Exposed to Violence Program)**. For general information on applying for all OVW grant programs, please see the OVW Fiscal Year 2011 Grant Program Solicitation Reference Guide (Reference Guide) at <http://www.ovw.usdoj.gov/docs/resource-guidebook.pdf>. All applicants should read carefully both this solicitation and the Reference Guide before beginning the application process.

About the OVW Children and Youth Exposed to Violence Program

The Children and Youth Exposed to Violence Program creates a unique opportunity for communities to increase the resources, services, and advocacy available to children, youth and their nonabusing parent or caretaker, when a child has been exposed to incidences of sexual assault, domestic violence, dating violence, or stalking. Collaborative efforts between community-based organizations and governmental agencies serving children and youth, such as domestic violence and sexual assault organizations, child welfare systems, or mental health service providers, can maximize community resources and ensure that children and youth in need of service are identified and referred for the assistance they need. Furthermore, collaborative efforts should support the ability of the nonabusing parents or caretakers to support the development of their children. In efforts to mitigate the effects of children's exposure to violence, communities need to work together to ensure needed services, programs and environments are available which allow children to process these adverse experiences and learn non-violent behaviors and healthy relationship interactions.

Studies suggest that sixty percent of American children have been exposed to violence, crime, or abuse in their homes, schools, and communities.¹ The exposure to violence can be dangerous, confusing, and detrimental to a child's health, well being, and development. The consequences of these experiences may negatively impact children well into their adulthood. While there is still more to learn about the variances of effects, resiliency, and children's ability to cope with these stressful experiences, we do understand that children and youth who are exposed to violence are at greater risk for psychological, behavioral, or physical health problems. Programs and services provided through the Children and Youth Exposed to Violence Program should reflect a clear understanding of how children exposed to sexual

¹ USDOJ, Office of Juvenile Justice and Delinquency Prevention, Children's Exposure to Violence: A Comprehensive National Survey (*Juvenile Justice Bulletin*), at (Oct 2009).

assault, domestic violence, dating violence, and stalking are effected and the importance of supporting the nonabusing parents or caretakers in their parenting role.

Civil Rights Compliance

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

Services to Limited-English-Proficient (LEP) Persons

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI of the Civil Rights Act and the Omnibus Crime Control and Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including interpretation and translation services, where necessary. Grantees are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs. The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at www.lep.gov or by contacting the OJP's Office for Civil Rights at (202) 307-0690, or by writing to the following address:

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

Deadline: Letter of Intent

If you intend to apply for Fiscal Year (FY) 2011 funding under this program, we encourage you to submit a letter stating that you intend to apply for funding. Grants under this funding opportunity will be made as Cooperative Agreements². **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 **February 17, 2011**. You may send the letter to OVW at **OVW.CEV.Program@USDOJ.GOV**. OVW will use these letters to predict the number of peer review panels needed to review the applications. Please note that you may still submit an application for funding if you do not submit a Letter of Intent.

² Cooperative Agreements typically have more participation and involvement from OVW than grants.

Deadline: Registration

The Grants.gov registration deadline is **February 17, 2011**. For more information on the process of registering and applying in Grants.gov, please see the [Reference Guide](#) at pages 15-19.

Deadline: Application

An application submission is complete if (a) a hard copy of the entire application, with original signatures, has been submitted via overnight delivery on or before the deadline and (b) the application has been submitted through Grants.gov. Both electronic and hard copy submissions are required. The deadline for applying for funding under this announcement is **March 3, 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 3, 2011** to:

The Office on Violence Against Women
c/o Lockheed Martin Aspen Systems Corporation
Children and Youth Exposed to Violence Program
Mail Stop 2K
2277 Research Boulevard
Rockville, MD 20850
(301) 519-5000

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

Eligibility

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

By statute, eligible entities for this program are:

- (1) a victim service provider, tribal nonprofit organization or community-based organization that has a documented history of effective work concerning children or youth exposed to domestic violence, dating violence, sexual assault, or stalking, including programs that provide culturally specific services, Head Start, childcare, faith-based organizations, after school programs, and health and mental health providers; or
- (2) a State³, territorial, or tribal, or local unit of government⁴ agency that is partnered with an organization described in paragraph (1).

³ For the purposes of this grant program, a state is defined to include all states, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, American Samoa, Guam and the Northern Mariana Islands.

Note: For clarification purposes for the Children and Youth Exposed to Violence Program eligibility, the following terms apply:

- Victim service provider means a nonprofit, nongovernmental organization that assists domestic violence, dating violence, sexual assault, or stalking victims, including rape crisis centers, domestic violence shelters, faithbased organizations, and other organizations, with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.
- Community-based organization means an organization that: 1) focuses primarily on domestic violence, dating violence, sexual assault, or stalking; 2) has established a specialized culturally specific program that addresses domestic violence, dating violence, sexual assault, or stalking; 3) has a primary focus on underserved populations (and includes representatives of these populations) and domestic violence, dating violence, sexual assault, or stalking; or 4) obtains expertise, or shows demonstrated capacity to work effectively, on domestic violence, dating violence, sexual assault, and stalking through collaboration.
- Tribal organization means: 1) the governing body of any Indian tribe; 2) any legally established organization of Indians which is controlled, sanctioned, or chartered by such governing body of a tribe or tribes to be served, or which is democratically elected by the adult members of the Indian community to be served by such organization and which includes the maximum participation of Indians in all phases of its activities; or 3) any tribal nonprofit organization.
- Domestic Violence includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Required Partnerships

A State, territorial, or tribal, or local unit of government agency must partner with a victim services provider, tribal nonprofit organization or community-based organization that has a documented history of effective work concerning children or youth exposed to domestic violence, dating violence, sexual assault, or stalking (see Eligibility page 6).

All applicants are required to submit a Memorandum of Understanding (MOU) with all participating project partners (see page 20).

⁴ As defined in 42 U.S.C. § 3791, "unit of local government" also includes any law enforcement district or judicial enforcement district that is established under applicable state law and has the authority to, in a manner independent of other state entities, establish a budget and impose taxes.

OVW Children and Youth Exposed to Violence Program— Specific Information

Types of Applicants

In FY 2011, OVW will accept applications for the Children and Youth Exposed to Violence Program from all eligible applicants.

Availability of Funds

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. Funding is not guaranteed. Requests should be tied to a specific project or proposal.

Award Period

The award period for these grants⁵ 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. FY 2011 Children and Youth Exposed to Violence Program funds will be awarded based on the following guidelines:

- (1) Up to \$200,000 to provide training, coordination, and advocacy for programs that serve children and youth on how to identify and refer children and families experiencing domestic violence;
- (2) Up to \$300,000 to provide services for children exposed to sexual assault, domestic violence, dating violence, and stalking, which may include direct counseling, advocacy, or mentoring and must include support for the nonabusing parent or child's caretaker; or
- (3) Up to \$400,000 to provide services for children exposed to sexual assault, domestic violence, dating violence, and stalking, which may include direct counseling, advocacy, or mentoring and must include support for the nonabusing parent or child's caretaker **and** provide training, coordination, and advocacy for programs that serve children and youth on how to identify and refer children and families experiencing domestic violence.

Note: Applicants applying to implement projects for the amount of up to \$400,000 must demonstrate that **no less than 70%** of grant funding will be dedicated towards direct services for children and support for the nonabusing parent.

Program Scope

The scope of the Children and Youth Exposed to Violence Program is defined by the following statutory provisions and minimum requirements. During the OVW internal review, applications

⁵ Grants will be made as cooperative agreements.

that are partially out of scope will receive up to a 25-point deduction. Applications that propose projects that are substantially outside the scope of the Children and Youth Exposed to Violence Program statutory purpose areas will be disqualified from further funding consideration. Applicants must address these provisions and requirements in the Summary Data Sheet and Project Narrative sections of the application:

Note: Programs should be tailored to serve children up to 12 years old, but this does not restrict the participation of children over 12 years of age, as appropriate. Programs tailored to serve youth only, or teens 13 years of age and older, will be considered out of scope.

Note: Grant funds may be used to support legal representation matters of stay away or protection order proceedings, immigration issues related to domestic violence, legal advocacy, and court accompaniment.

Statutory Program Purposes

By statute, funds under the Children and Youth Exposed to Violence Program may be used for the following purposes:

- (1) programs that **provide services for children** exposed to domestic violence, dating violence, sexual assault, or stalking, which may include direct counseling, advocacy, or mentoring, and must include **support for the nonabusing parent** or the child's caretaker; or
- (2) **training, coordination, and advocacy** for programs that serve children and youth (such as Head Start, child care, and after-school programs) on how to safely and confidentially **identify** children and families experiencing domestic violence and properly **refer** them to programs that can provide direct services to the family and children, and **coordination** with other domestic violence or other programs serving children exposed to domestic violence, dating violence, sexual assault, or stalking that can provide the training and direct services referenced in this subsection.

Note: For clarification purposes for the Children and Youth Exposed to Violence Program, the following terms apply:

- Children- means persons under the age of 13 years.
- Youth- means teens and young adult.
- Exposed to Violence- means a child or youth who has been directly or indirectly subjected to a violent act of sexual assault, domestic violence of a parent or caretaker, dating violence, or stalking.
- Caretaker- an individual who has the primary responsibility for the child's day-to-day care; this may be the nonabusing parent or a different person such as in situations of kinship care, foster care, or legal guardianship.

Statutory Considerations

By statute, the OVW director will award grants:

- Considering the needs of underserved populations;
- Awarding not less than 10 percent of such amounts to Indian tribes for the funding of tribal projects from the amounts appropriated for the fiscal year;
- Awarding up to 8 percent for the funding of technical assistance programs from the amounts appropriated for the fiscal year; and
- Awarding not less than 66 percent, from the amounts appropriated for the fiscal year, to programs that provide services for children exposed to sexual assault, domestic violence, dating violence, or stalking, which may include direct counseling, advocacy, or mentoring, and must include support for the nonabusing parent or the child's caretaker.

Minimum Requirements:

By statute, all applicants for the Children and Youth Exposed to Violence Program must describe in the application the **policies and procedures** that the entity has or will adopt to:

- Enhance or ensure the safety and security of children who have been or are being exposed to violence and their nonabusing parent, in homes already experiencing domestic violence, dating violence, sexual assault, or stalking; and
- Ensure linguistically, culturally, and community relevant services for underserved communities.

Note: Populations may be underserved because of geographic location, underserved racial and ethnic populations, or special needs, such as language barriers, disabilities, alienage status, or age, and any other populations.

Areas of OVW Interest

OVW has an interest in projects that:

- Establish safe spaces for children exposed to sexual assault, domestic violence, dating violence, or stalking, within environments where children are already present, such as Head Start, schools, community or co-located service centers, faith-based organizations, or pediatricians' offices to access services such as counseling or mentoring that promote healing and resiliency, and improve coping;
- Establish community-wide collaboration efforts linking the criminal justice system, medical system, law enforcement agencies, social services agencies, victim services providers, schools and community-based organizations and entities providing services for children to establish early identification and comprehensive assessment processes for children exposed to sexual assault, domestic violence, dating violence, or stalking, and to make appropriate referrals for these children to available services and resources;
- Establish a continuum of interventions and services for children and their nonabusing parent or caretaker, to include immediate response services, (particularly following serious injuries or homicide) follow-up and long-term services, and services during family transition periods (such as separation and reunification);

- Implement services and programs that reflect evidence-based or current promising practice models and promote strengthening the nonabusing parent-child relationship including activities such as art therapy, camps, and trauma informed services; and
- Provide programs that offer full linguistic access and culturally specific services and resources, including outreach, collaboration, and support mechanisms primarily directed toward underserved and tribal populations.

Out-of-Scope Activities

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

- Legal Services-Generally, grant funds may not be used to provide legal representation in civil or 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 support legal representation only for matters of stay away or protection order proceedings, immigration issues related to domestic violence, legal advocacy, and court accompaniment.
- CPS Investigations—Grant funds may not be used to support Child Protective Service Investigations of abuse or neglect.
- Child Visitation Services-Grant funds may not be used to support child visitation activities, services, or fees including supervised visitation.
- Certain Counseling Services-Grant funds may not support the provision of direct mental health or counseling services for children and youth by employees or contractors who are not in compliance with required local, state, and federal licensure and/or certification requirements.
- Prevention Programs-Grant funds may not support prevention activities including prevention programs within school settings or awareness campaigns.

Unallowable Activities

Grant funds under the Children and Youth Exposed to Violence Program may not be used for any unauthorized purposes, including but not limited to the following activities:

- Lobbying
- Fundraising
- Research projects
- Purchase of real property
- Lease or purchase of vehicles
- Construction
- Physical modifications to buildings, including minor renovations (such as painting or carpeting)

Activities That May Compromise Victim Safety and Recovery

The following activities have been found to compromise 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;
- Requiring victims of sexual assault, domestic violence, dating violence, or stalking to file for a protection order or file criminal charges against their abuser as a condition of receiving services;
- Sharing confidential victim information with outside organizations and/or individuals without the documented consent of the victim;
- Automatic reporting policies or procedures for failure to protect, that are not based on the circumstances of an incident, to Child Protective Services, except if required under state law;
- Policies and procedures that exclude children and the nonabusing parent or caretaker 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 the nonabusing parent or caretaker and the child/youth if appropriate;
- Policies that deny nonabusing parents or caretakers and their children access to services based on their involvement with the perpetrator; and
- Policies and procedures that would penalize victims of violence for failing to testify against their abusers or impose other sanctions on victims. Rather, policies and procedures that support a victim's choice to make an informed decision about whether to testify are encouraged.

Confidentiality

Applicants must show a commitment to follow privacy, confidentiality and mandatory reporting policies, and local, State, and Federal laws. Please see [Reference Guide](#) (page 7) for more information.

How to Apply

See reference guide at page 15-19 for instructions on “how to apply.”

What an Application Must Include

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

Applications **must** follow the following page 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 (see page 15)
- 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 and Abstract (10 pts)
- Project Narrative (60 pts)
- Budget Detail Worksheet and Narrative (15 pts)
- Memorandum of Understanding (MOU) (15 pts)

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

- 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 [If appropriate]

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

I. Summary Data Sheet and Abstract (10 Points)

Please list the following information for the Summary Data Sheet on up to three pages and the Abstract on its own separate page, for a total of four pages. The Summary Data Sheet should be a separate attachment to the application in Grants.gov and a separate section in the hard copy. The Abstract should also be a separate attachment to the application in Grants.gov and a separate section in the hard copy.

A. Applicant

- 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; and
- 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.

B. Eligibility

- Select which Eligibility Entity you are, as listed under the Eligibility section, page 6;
- If you selected Eligibility Entity #1:
 - Describe your organization's history of effective work concerning children and youth exposed to sexual assault, domestic violence, dating violence, or stalking, including the number of years your organization has been doing this work;
 - Briefly describe how the mission of your organization links to children exposed to sexual assault, domestic violence, dating violence, or stalking;
 - Describe the history of partnering with organizations that provide services for children or youth such as Head Start, childcare, faith-based, after school programs and health and mental health organizations, and state whether these organizations will be partners on this grant project; and
 - Is your organization faith-based? (Y/N).
- If you selected Eligibility Entity #2, you are required to partner with an organization that meets the eligibility requirements of Eligibility Entity #1;
 - List the name, title, address, phone number, and e-mail address for the point-of-contact for the required partnering organization;
 - Describe the partner's history of effective work concerning children and youth exposed to sexual assault, domestic violence, dating violence, or stalking, including the number of years the partner has been doing this work; and
 - Briefly describe how the mission of the organization links to children exposed to sexual assault, domestic violence, dating violence, or stalking;
 - Describe the history of partnering with organizations that provide services for children or youth such as Head Start, childcare, faith-based, after school programs and health and mental health organizations, and state whether these organizations will be partners on this grant project; and
 - Is this partner a faith-based organization (Y/N).

C. Project

- List the Statutory Program Purpose area(s) your project will address (see page 9).
Note: Applicants applying for the amount of up to \$400,000 and addressing both Statutory Purpose Areas, must demonstrate that **no less than 70%** of grant funding will be dedicated towards direct services for children and support of the nonabusing parent;
- List any OVW Areas of Interest your project will address (see page 10); and
- State whether this project will, (1) develop new services, programs or interventions; (2) enhance or strengthen services, programs or interventions; **or** (3) sustain services, programs or interventions.

D. Abstract

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

This section will be rated on the completeness, quality of response, and accuracy of all the above information.

II. Project Narrative (Total 60 Points)

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

A. Purpose of Application (10 points)

- Describe the problem of children exposed to sexual assault, domestic violence, dating violence, or stalking, within your local community;
- Describe your proposed service area and targeted population, explaining the unique characteristics of your community;
- Describe and explain how current programs and services within your community address the identified needs of children exposed to sexual assault, domestic violence, dating violence, and stalking;
- Explain how program and service gaps within your community impact the community's ability to address the identified needs of children exposed to sexual assault, domestic violence, dating violence, and stalking;
- Explain prior and current efforts, including successes and challenges, to addressing children exposed to sexual assault, domestic violence, dating violence, and stalking in your community;
- Demonstrate the need for the project and how proposed services and activities will meet the need that exists, including the needs of children, youth, and the nonabusing parent or caretaker; and
- Describe how the proposed project complements and does not duplicate other OVW-funded projects (if applicable).
- Describe how the proposed project complements the priorities included within the State's STOP Violence Against Women Implementation Plan if applicable. This is not required for Tribal governments or nonprofit organizations.

This section will be rated on the detail with which you provide the above information, the effectiveness of the proposed activities and the following criteria:

- The strength and clarity of the justification and explanation for the need of the project;
- The extent to which the application explains the problem to be addressed, the needs of the population to be served and available programs, services, and gaps within the community;
- The extent to which the application details the proposed service area, targeted population to be served to include addressing the specific needs of underserved or tribal populations;
- The extent to which the application details the connection between current services available within the community to address the needs identified and the gaps that impact the community's ability to meet these needs;
- The extent to which the application details prior and current efforts, successes, and challenges to address children exposed to sexual assault, domestic violence, dating violence, and stalking in your community; and
- How well the proposed project will complement other OVW-funded projects (if applicable), and not duplicate efforts.

B. What Will Be Done (30 points)

- Describe the **policies and procedures** that your organization has or will adopt to:
 - (1) Enhance or ensure the safety and security of children who have been or are being exposed to violence and their nonabusing parent, in homes already experiencing domestic violence, dating violence, sexual assault, or stalking **and**
 - (2) Ensure linguistically, culturally, and community relevant services for underserved communities, which includes populations underserved because of geographic location, underserved racial and ethnic populations, and populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age), and any other populations;
- Describe in detail the proposed project (will the project address services, coordination, advocacy, and/or training);
- Describe the goals and objectives, specific tasks, and activities for project implementation;
- Describe how the goals and objectives of this project link to the need described within the Purpose of the Application section;
- Explain how the goals, objectives, tasks and activities will be evaluated;
- Develop a project implementation timeline demonstrating project tasks and activities, and who is responsible for accomplishing each task or activity;
- Describe how this project corresponds to or will complement current organizational and community programs and services (i.e., is it addressing a gap);
- Describe any collaborative committees or subcommittees that are established or will be established for this project, including the committee's role, membership, how often they will meet and how they will impact the project;
- Describe how the privacy and confidentiality of victims/nonabusing parent or caretaker and children and youth exposed to sexual assault, domestic violence, dating violence, or stalking will be maintained;
- Describe any products to be revised, developed and/or distributed using grant funds, including why and how products will be tailored to meet the linguistic or cultural needs of underserved or tribal populations;
- Describe how you are currently providing for or how the proposed project will provide for the safety of children and youth exposed to sexual assault, domestic violence, dating violence, or stalking at both organizational and community levels;
- Describe how the nonabusing parent or caretaker will be supported;
- Explain how the project will adhere to local, state and Federal mandatory reporting requirements and child protection laws; and
- Address how your organization and partners will avoid compromising victim safety, privacy, or confidentiality when sharing information.

This section will be rated on the detail with which you provide the above information, the effectiveness of the proposed activities and the following criteria:

- The extent to which collaborative committees or subcommittees are described and demonstrate an effective and meaningful role for the project;
- The extent to which all required policies and procedures, as referenced on page 10, are addressed and demonstrate the provisions of safety and security, and linguistically and culturally relevant services for underserved populations;

- The extent to which all project activities are within the statutory scope, victim safety is not compromised and unallowable activities are not included;
- How well the proposed grant project addresses coordination efforts;
- How well the project goals and objectives directly link to the need described within the Purpose of the Application section;
- How well the project tasks and activities correlate to meeting the project goals and objectives;
- How well the timeline describes the project tasks and activities and indicates that the project can be successfully implemented within the time allotted;
- How well any produced or revised products are described and the relevance of these products to both the project and meeting the specific needs of the population(s) to be served;
- The extent to which proposed activities do not compromise victim privacy and confidentiality;
- The extent to which mandatory reporting policies, procedures and laws are adhered to;
- The ability to measure the progress of project goals and objectives;
- The extent to which full linguistic and culturally specific services can be provided to meet the needs of underserved or tribal populations; and
- The ability of the project to provide meaningful support for the nonabusing parent or caretaker and not compromise the safety of children, families and victims.

C. Who Will Implement the Project (15 points)

- Describe the organizational and community capacity to coordinate, collaborate, educate, and train on the issue of children exposed to sexual assault, domestic violence, dating violence, or stalking;
- Describe current programs and services for children and youth being provided by the applicant and project partners;
- Provide detailed information for the applicant and/or required partner's experience providing direct intervention services for children exposed to sexual assault, domestic violence, dating violence, and stalking;
- Demonstrate the ability and capacity to successfully implement this project;
- Describe key staff positions, resources, and skills. Include job/position descriptions and/or resumes as attachments to this application to demonstrate that the organization and required partner(s) will appropriately provide for qualified staff and consultants who possess the knowledge, skills, and abilities required to implement the grant project;
- Describe the required licensure and/or certification requirements for all grant funded counseling and mental health employees, contractors or consultants who provide direct services for children and youth;
- Describe the applicant's and project partner's capacity to support the nonabusing parent, promote the dignity and self sufficiency of victims, and improve the nonabusing parent's access to services and resources;
- Describe partner roles and responsibilities as well as how the partners will coordinate and communicate; and
- Identify and describe project partners that have experience working with victims of sexual assault, domestic violence, dating violence, or stalking, including their participation with in developing the application, and their role in implementing the project.

This section will be rated on the detail with which you provide the above information, the effectiveness of the proposed activities and the following criteria:

- The extent to which a clear description is provided to ensure that all specific activities and tasks are linked to a specific agency or organization to ensure that there is accountability;
- The extent to which project partners possess the capacity to collaborate effectively when addressing the issue of children exposed to sexual assault, domestic violence, dating violence, and stalking;
- The extent to which required partners have relevant and meaningful participation in the project;
- The extent to which project partners that possess a history of working with victims of sexual assault, domestic violence, dating violence, or stalking, are included as meaningful participants in the development of the application and project;
- Organizations necessary for successful project implementation are partners;
- The extent to which the organization, partners and the community served possess the capacity to implement the project successfully;
- The extent to which the experience and expertise of all key personnel is described, including the status of required certifications or licensure requirements for each position;
- The extent to which key personnel have the appropriate expertise and experience relevant to the project and their specific job duties;
- The extent to which partner roles and responsibilities are explained; and
- The extent to which partner coordination and communication demonstrates an effective means of communication.

D. Sustainability Plan (5 points)

As this is a competitive, discretionary program, there is no guarantee of continuation funding. Applicants are required to include a plan describing their commitment and capacity to continue the project if Federal funding through the Children and Youth Exposed to Violence 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.

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.

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

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

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

In developing the budget, applicants should financially compensate all project partners for their participation in any project-related activities, including, but not limited to, compensation for time and travel expenses to participate in project development, training, and implementation. The budget **must** include compensation for all services rendered by project partners, including nonprofit, nongovernmental sexual assault and/or domestic violence victim services programs and State and Tribal sexual assault and/or domestic violence coalitions. If a partner is a state or local governmental agency and the partnership duties are conducted within the course of the

agency's "regular" scope of work, the applicant does not need to compensate the partner if the partner a) offers this arrangement; and b) an explanation of this arrangement is included in the application.

Budget Limits

Applicants should carefully consider the resources successfully needed to implement the proposed project and present a realistic budget that accurately reflects project costs. FY 2011 Children and Youth Exposed to Violence Program funds will be awarded based on the following guidelines:

- (1) Up to \$200,000 to provide training, coordination, and advocacy for programs that serve children and youth on how to identify and refer children and families experiencing domestic violence;
- (2) Up to \$300,000 to provide services for children exposed to sexual assault, domestic violence, dating violence, and stalking, which may include direct counseling, advocacy, or mentoring and must include support for the nonabusing parent or child's caretaker; or
- (3) Up to \$400,000 to provide services for children exposed to sexual assault, domestic violence, dating violence, and stalking, which may include direct counseling, advocacy, or mentoring and must include support for the nonabusing parent or child's caretaker **and** provide training, coordination, and advocacy for programs that serve children and youth on how to identify and refer children and families experiencing domestic violence.

Please note that 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 **\$15,000** 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 **\$20,000** to account for higher travel costs. These specific applicants may exceed the budget cap by **\$5,000** to account for this increased travel amount. Please see the Reference Guide at pages 11-12 for more information on this requirement.

Services to Limited-English-Proficient (LEP) Persons

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

A Sample Budget Detail Worksheet is available at <http://www.ovw.usdoj.gov/applicants.htm>. When preparing the Worksheet and Narrative, please use the Sample Budget Detail Worksheet

as a guide and be sure to include all necessary budget categories as outlined in the Worksheet. The budget should clearly describe the proposed amounts and uses of grant funds for the duration of the grant period and how the amounts of the specific budget items were determined. The budget should demonstrate a clear link between the specific project activities and the proposed budget items. Specifically, the budget should not contain any items that are not detailed in the project narrative.

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

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

- The budget supports all costs related to fulfilling the overall objectives of the project;
- The budget does not include any costs unrelated to the proposed project;
- The budget is reasonable and cost-effective;
- The budget narrative clearly describes the rationale for all costs proposed; and
- The budget appropriately compensates project partners.

IV. Memorandum of Understanding (MOU) (Total 15 points)

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

The MOU must be current (**i.e., signed and dated during the development of the proposal**) and be signed by the chief executive officers and/or directors of all required partners and relevant organizations/agencies participating in the project's development and implementation. Signatories should be sure to include their **titles and agencies** under their signatures. The MOU should be a **single document** that includes all partner signatures and dates.

The MOU must do the following:

- Identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- Identify partners that have a documented history of effective work concerning children or youth exposed to domestic violence, dating violence, sexual assault, or stalking, as well as partners that provide services for children, and describe their role in the project;
- Specify the extent of each partner's participation in developing the application
- Clearly state the roles and responsibilities each organization or agency would assume to ensure the success of the proposed project;
- Demonstrate a commitment on the part of all project partners to work together to achieve stated project goals;
- Indicate all signing parties have approved the proposed project budget; and
- Describe the resources each partner would contribute to the project, including any in-kind contributions (i.e., office space, project staff, or training).

This section will be rated on the detail with which you provide the above information, the effectiveness of the proposed activities and the following criteria:

- The inclusion of a current (i.e., signed and dated during the development of the proposal), single MOU signed by the chief executive officer or director of each participating organization or agency;
- The extent to which the MOU includes relevant governmental agencies and nongovernmental organizations as participants in the project;
- The extent to which the MOU demonstrates a meaningful partnership among the relevant agencies and clearly states the roles and responsibilities each organization or agency would assume to ensure the success of the proposed project;
- The extent to which the MOU clearly identifies the partners and provides 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;
- The extent to which the MOU demonstrates that partners with a documented history of effective work concerning children or youth exposed to domestic violence, dating violence, sexual assault, or stalking or provide services for children are identified, and their role for the project is described;
- The extent to which the MOU clearly identifies each partner's participation in developing the application;
- The extent to which the MOU clearly identifies the representatives of the planning and development team who will be responsible for developing and implementing project activities and describes how they will work together and with project staff;
- The extent to which the MOU clearly demonstrates a commitment on the part of all project partners to work together to achieve stated project goals;
- The extent to which the MOU clearly indicates approval of the proposed project budget by all signing parties; and
- The extent to which the MOU describe the resources each partner would contribute to the project, including any in-kind contributions (i.e., office space, project staff, or training).

V. 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 have participated during the current grant award period.
- List the number and titles of all full-time and/or part-time positions.

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

In addition to this information, OVW will evaluate the performance of the applicant in all current grants when considering this application. **Please note that OVW grantees 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.

VI. 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.

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

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

VIII. 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.

IX. 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.

X. 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.

XI. Indirect Cost Rate Agreement

Applicants that intend to charge indirect costs through the use of an indirect cost rate **must have a Federally-approved** indirect cost rate agreement. Please include a copy of a current, signed Federally-approved indirect cost rate agreement. This should be a separate attachment to the application in Grants.gov. Please see the Reference Guide at page 14 for additional information.

XII. Proof of Non-profit Status

An applicant can provide proof of nonprofit status by submitting one 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 above if that item applies to a State or national parent organization, together with a statement by the State or parent organization that the applicant is a local nonprofit affiliate.

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

Selection Criteria

All applications will be rated on the criteria described in each section above. The total points possible for an application are 100 (10 points for Summary Data Sheet and Abstract, 60 points for Narrative, 15 points for Budget, and 15 points for the MOU).

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

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

OVW grantees 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 Children and Youth Exposed to Violence Program application are 100 (10 points for Summary Data Sheet and Abstract, 60 points for Narrative, 15 points for Budget, and 15 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.

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

Questions for the Initial and Secondary Internal Reviews

- Does the applicant meet all statutory eligibility criteria (see page 6)?
- Is the application complete?
- Are the proposed activities within the scope of the program (see page 8-12)?
- Does the application meet all the basic minimum requirements for the program (see page 10)?
- Does the applicant meet the certification requirements for the program (see page 22)?
- Does the application propose significant activities that may compromise victim safety (see page 11)?

Additionally, current projects will be rated by OVW using the criteria listed on page 21.

OVW grantees who have failed to meet grant deadlines, have not spent grant funds in a timely manner, 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.

Initial Internal Review

OVW will conduct a review to ensure that all statutory eligibility requirements are met (see page 6), that minimum requirements are met (see page 10), that the application is complete and within the scope of the program, and that the application does not propose significant activities that may compromise children, families and victim safety.

External Peer Review

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

Secondary Internal Review

Following the external peer review, a second internal review will be conducted, which will include, but not be limited to, the geographic distribution of the applications, OVW areas of interest, the ratio of population to services, the extent to which the applications will address the demonstrated needs of underserved or tribal populations, 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.**

	Required(Y/N)	Completed(Y/N)
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/Abstract	Yes	
5. Summary of Current OVW Projects	If applicable	
6. Narrative. The following sections must be	Yes	

included: Purpose of Application What will be Done Who will Implement		
7. Budget. The following must be included: Budget Worksheet Budget Narrative Budget Summary	Yes	
8. MOU	Yes	
9. Letter of Nonsupplanting	Yes	
10. Financial Capability Questionnaire (non-profits only)	If applicable	
11. Indirect Cost Rate Agreement (include only current Federally-approved rate)	If applicable	
12. Proof of Non-Profit Status (non-profits only)	If applicable	

Applicants must send **via overnight delivery** a complete hard copy original of the application, **date stamped by the shipping company on or before March 3, 2011** to:

The Office on Violence Against Women
c/o Lockheed Martin Aspen Systems Corporation
Children and Youth Exposed to Violence Program
Mail Stop 2K
2277 Research Boulevard
Rockville, MD 20850
(301) 519-5000

In addition, applications must be submitted through Grants.gov. by
11:59 p.m. E.T. on March 3, 2011.