

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



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**\*\*\*REVISED\*\*\***  
**(See “Eligibility,” page 9 for details)**

# **OVW Fiscal Year 2012 Consolidated Grant and Technical Assistance Program to Address Children and Youth Experiencing Domestic and Sexual Violence and Engage Men and Boys as Allies**

## **Eligibility**

Applicants for **grant funding** are limited to:

- A nonprofit, nongovernmental entity with **either**:
  - a demonstrated primary goal of providing services to children or youth who are victims of and/or exposed to domestic violence, dating violence, sexual assault, or stalking; **OR**
  - a primary goal of serving adult victims of domestic violence, dating violence, sexual assault, or stalking, but who has a demonstrated history of providing comprehensive services to children or youth who are victims of and/or exposed to domestic violence, dating violence, sexual assault, or stalking; **OR**
  - a demonstrated history of creating effective public education and/or community organizing campaigns to encourage men and boys to work as allies with women and girls to prevent domestic violence, dating violence, sexual assault and stalking;

- An Indian Tribe or tribal nonprofit organization that provides services to children and youth who are victims of and/or exposed to domestic violence, dating violence, sexual assault, or stalking; or
- A territorial, tribal or unit of local government entity.

(for consolidated grant program funding applicants,  
see Part I, "Eligibility," page 9)

Applicants for **technical assistance** funding are limited to Nonprofit national, tribal or statewide organizations.

(for technical assistance applicants  
see Part II, "Eligibility," page 25)

## **Deadline**

**All applications are due by 11:59 p.m. E.T. on October 24, 2012.  
(See "Deadline: Application," page 7)**

To assist OVW in planning for the peer review process, letters of intent to apply should be submitted to [ovw.consolyouth@usdoj.gov](mailto:ovw.consolyouth@usdoj.gov) by October 3, 2012. Please note, however, that letters of intent are optional. 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 October 03, 2012.

## **Contact Information**

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

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

**Grants.gov Number assigned to announcement OVW-2012-3381.**

**It is anticipated that all applicants will be notified of the outcome of their applications by April 30, 2013.**

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# OVW Consolidated Grant and Technical Assistance Program to Address Children and Youth Experiencing Domestic and Sexual Violence and Engage Men and Boys as Allies (CFDA 16.888)

## Overview

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

## About the OVW Consolidated Grant and Technical Assistance Program to Address Children and Youth Experiencing Domestic and Sexual Violence and Engage Men and Boys as Allies

### Grant Program Consolidation

The Consolidated Grant and Technical Assistance Program to Address Children and Youth Experiencing Domestic and Sexual Violence and Engage Men and Boys as Allies, **hereafter** referred to as the **Consolidated Grant Program**, supports activities that were previously funded under the following four OVW grant programs: Grants to Assist Children and Youth Exposed to Violence Program (CEV); Services to Advocate for and Respond to Youth Program (Youth Services); Services, Training, Education and Policies to Reduce Sexual Assault, Domestic Violence, Dating Violence, and Stalking in Secondary Schools Grant Program (STEP); and the Engaging Men and Boys in Preventing Sexual Assault, Domestic Violence, Dating Violence, and Stalking Program (Engaging Men).

The Consolidated Grant Program creates a unique opportunity for communities to increase collaboration among non-profit victim service providers, violence prevention and child- and youth-serving organizations, organizations and programs that support men's role in combating violence against women and girls, schools, and tribal and local government agencies.

This program has two primary purposes and supports projects that implement one or both of these areas. First, the program supports comprehensive child- and youth-centered prevention

and intervention projects that maximize community-based efforts and evidence-informed practices to more fully address domestic violence, dating violence, sexual assault and stalking. Comprehensive projects supported under this solicitation must address a continuum of strategies; specifically, prevention, intervention, treatment and response. These strategies include victim services to children and youth exposed to violence, training for professionals to improve interventions and responses, coordinated school-based strategies, supportive services for non-offending parents, and coordinated community responses to violence targeting children and youth. This solicitation refers to these projects as "Comprehensive Projects."

Second, the program supports multi-faceted prevention strategies that involve community organizing, outreach, public education and mobilization that utilize men as influencers of other men and boys and encourage them to work as allies with women and girls to prevent domestic violence, dating violence, sexual assault and stalking. This solicitation refers to these projects as "Engaging Men and Boys Projects."

### **Technical Assistance**

The technical assistance portion of this solicitation will support comprehensive training and technical assistance to the grantees awarded under this solicitation. The technical assistance to be provided must be able to meet the diverse needs of the eligible entities, as well as, provide training and capacity building to help grantees address specific issues and all purpose areas within the scope of the Consolidated Grant program.

**NOTE:** This solicitation provides an opportunity for applicants to apply for **either** the grant or technical assistance program. Applicants can apply to only **one** of the funding categories. If the applicant applies to both categories, OVW may eliminate one or both applications from consideration without notice to the applicant.

## **Deadlines**

### **Application**

The deadline for applying for either the Consolidated Grant Program or Technical Assistance funding under this grant announcement is 11:59 EST on **October 24, 2012**. Applications submitted after 11:59 EST on **October 24, 2012** will not be considered for funding.

Note: For applicants without Internet access, who cannot submit an application electronically, please contact Latinisha Lewis at 202-353-9167 no later than **October 17, 2012** to request permission to submit an application by alternative means.

### **Registration**

The **Grants.gov** registration deadline is **October 3, 2012**. It is strongly encouraged that applicants begin the registration process well in advance of the deadline.

#### Central Contractor Registration (CCR)

Applicants for all federal grants are required to register with the Central Contractor Registration (CCR). If your organization already has an Employer Identification Number (EIN), your CCR registration will take one to two business days to process. If your organization does not have an EIN, then you should allow two to five weeks for obtaining the information from IRS when requesting the EIN via phone, fax, mail or Internet.

After you obtain your DUNS number and register with CCR, you can begin the Grants.Gov registration process. In order to apply for a grant your organization must complete the Grants.gov registration process prior to beginning an application for a federal grant. Complete instructions can be found at [Grants.gov](http://Grants.gov). **The registration process can take between three and five business days or as long as four weeks if all steps are not completed in a timely manner.** Please note that Grants.gov is not the Office of Justice Programs' (OJP) Grants Management System (GMS) through which OVW discretionary program applicants have submitted applications in previous years. If applicants experience difficulties at any point during this process, they may call the Grants.gov Customer Support Hotline at **1-800-518-4726**.

For more information on the process of registering with **Grants.gov**, please see the [Reference Guide](#).

### **Letter of Intent**

If you intend to apply for Fiscal Year (FY) 2012 Consolidated Grant Program or Technical Assistance funding under this program, we encourage you to submit a letter stating your intent to apply and clearly indicating the funding category for which you are applying. OVW will use this information to predict the number of panels needed to review applications. The letter should be submitted to OVW at [ovw.consolyouth@usdoj.gov](mailto:ovw.consolyouth@usdoj.gov) by **October 3, 2012**. **This letter will not obligate you to submit an application.** You may submit an application for funding if you do not submit a Letter of Intent.

## **Pre-Application Conference Calls**

OVW will conduct four Pre-Application Conference Calls for **applicants for grantee funding only**. During these calls, OVW staff will review the Consolidated Grant Program requirements, review the solicitation, and allow for a brief question and answer session. Participation in these calls is optional.

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

- **Wednesday, September 19, 2012**
- **Thursday, September 20, 2012**
- **Wednesday, September 26, 2012**
- **Thursday, September 27, 2012**

Anyone who is interested in submitting an application to the Consolidated Grant Program may register to participate in the calls. The total number of participants for each call is limited to 75 individuals; therefore, it is recommended that agencies with multiple participants secure one phone line so that we can maximize our phone capacity to include as many interested applicants as possible.

To register, please e-mail [ovw.consolyouth@usdoj.gov](mailto:ovw.consolyouth@usdoj.gov). The subject line should be titled "Consolidated Grant Program Call Registration." Your registration must be received at least two hours prior to the start of the call.



## **Part I: Consolidated Grant Program Funding Applicants**

### **Eligibility**

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

#### **Eligible Entities**

Eligible entities for this grant funding are:

- A nonprofit, nongovernmental entity with **either**:
  - a demonstrated primary goal of providing services to children and youth who are victims of and/or exposed to domestic violence, dating violence, sexual assault, or stalking; **OR**
  - a primary goal of serving adult victims of domestic violence, dating violence, sexual assault, or stalking, but who has a demonstrated history of providing comprehensive services to children or youth who are victims of and/or exposed to domestic violence, dating violence, sexual assault, or stalking; **OR**
  - a demonstrated history of creating effective public education and/or community organizing campaigns to encourage men and boys to work as allies with women and girls to prevent domestic violence, dating violence, sexual assault and stalking;
- An Indian Tribe or tribal nonprofit organization that provides services to children or youth who are victims of and/or exposed to domestic violence, dating violence, sexual assault, or stalking; or
- A territorial, tribal or unit of local government entity.

**Please note:** The term “children” refers to children ages 0-12 and “youth” refers to teens and young adults between the ages of 13-24.

**Clarification regarding eligible entities:** Institutions of higher education are not eligible for this program.

Applicants who do not meet the requirements below **will be removed** from further consideration for funding:

**Non-profit entities who are applying as having a primary goal of providing services to children and youth must meet the following criteria to be eligible:**

Demonstrate that one of the agency’s primary goals is to provide services to children and youth **AND** domestic violence, dating violence, sexual assault and stalking victim services for this population.

**Non-profit entities who are applying as having a history of providing comprehensive child and youth services must meet the following criteria to be eligible:**

Demonstrate that while the agency’s primary goal is to provide services to adult victims of domestic violence, dating violence, sexual assault and stalking, it also has a history of providing violence prevention and intervention services, including those that are

evidence-based, **for children and youth**. These services include victim advocacy, counseling, support groups, medical and mental health services, violence prevention and awareness events, shelter, transitional housing, mentoring, and child care. Additionally, the applicant must employ staff who have expertise in working with children and youth. **Applicants must provide at least four of the above mentioned services to meet this requirement.**

Non-profit entities who are applying as having a documented history of effective work to engage men and boys in the prevention of domestic violence, dating violence, sexual assault, or stalking must meet the following criteria to be eligible:

Have experience providing direct services to victims of sexual assault, domestic violence, dating violence, or stalking as one of their primary purposes and have a demonstrated history of effective work in this field; **OR** partner with an entity who provides direct services to victims of these crimes as one of their primary purposes.

### **Consolidated Grant Program Partnership Requirements**

In addition to meeting the eligible entity requirements outlined above, applications for the Consolidated Grant Program must also meet the following partnership requirement(s):

#### Comprehensive Projects

Eligible entities must establish or may utilize an already existing comprehensive collaborative body of key partners. This partnership should include as many of the following partners as necessary and be available to fulfill the goals of the proposed project.

Required key partners **must** include:

- a school or school district;
- a domestic violence and/or sexual assault service provider, if not the applicant;
- law enforcement including juvenile probation and parole;
- a children- and youth-focused program, if not the applicant, such as Head Start, after-school and community-based programs; and
- a culturally-specific service provider or an organization who works with underserved populations, if not the applicant, that works with the target population(s) for the proposed project.

In addition, the Comprehensive Project must address all aspects of children and/or youth exposure to violence across the following:

- the developmental spectrum ranging from ages 0 through 24 (dependent on target population);
- the continuum of prevention, intervention, treatment and responses; and
- the crimes of domestic violence, sexual assault, dating violence and stalking (applicants may address one or more of these crimes).

#### Engaging Men and Boys Projects

Required key partners **must** include:

- a domestic violence and/or sexual assault service provider, if not the applicant;

- a culturally-specific service provider or an organization who works with underserved populations, if not the applicant, that works with the target population(s) for the proposed project; and
- organizations or programs established that focus primarily on men.
- **Both Comprehensive and Engaging Men and Boys** projects should involve a broad spectrum of partners to ensure the project meets the diverse needs of the target population. Other potential partners may include:
  - units of local government or tribal leadership;
  - schools or school districts (mandatory for comprehensive projects);
  - medical personnel;
  - mental health providers (such as trauma-focused, substance abuse treatment);
  - social services organizations including child welfare, TANF, child support, etc.;
  - early childhood education and development programs such as Head Start programs;
  - family and juvenile courts;
  - legal services;
  - men's organizations;
  - law enforcement, including probation and parole (mandatory for comprehensive projects);
  - childcare services;
  - faith-based organizations;
  - after-school and youth/community programs;
  - homeless and runaway youth organizations;
  - organizations serving sexually exploited youth;
  - tribal nonprofit organizations;
  - community-based organizations relevant to the targeted community; and
  - colleges and universities.

Note: Applicants who don't include the required partners **will be removed** from consideration.

### **Types of Applicants for Consolidated Grant Program Funding only**

In FY 2012, OVW will accept applications for the Consolidated Grant Program from the following:

New: Applicants who have never received OVW funding under the CEV, Youth Services, STEP, or Engaging Men Programs are eligible to apply.

Continuation: Applicants who have received FY 2010 Engaging Men funding; FY 2010 and FY 2011 Youth Services Program; or FY 2011 CEV Program are eligible to apply.

Grant recipients who received funding from the FY 2011 STEP Program **are NOT** eligible to apply as the lead agency, but can be a project partner:

## **Award Information**

### **Award Period**

All awards will be issued as cooperative agreements. The award period for these cooperative agreements will be 36 months. **Budgets must reflect 36 months of project activity and the total "estimated funding" (block 15) on the SF-424 must reflect this amount.**

### **Award Amounts**

Applicants should carefully consider the resources needed to successfully implement the proposed project and present a realistic budget that accurately reflects project costs and anticipated program funding availability. Awards under the Consolidated Grant Program for FY 2012 will be made for:

- Up to \$1,000,000 to implement a Comprehensive Project; or
- Up to \$350,000 to implement an Engaging Men and Boys Project.

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

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.

### **Program Scope**

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

#### **Purpose Areas**

In FY 2012, funds under the Consolidated Grant Program may be used for the following purposes. All applicants must ensure that proposed projects support community-specific strategies and must not include statewide or regional efforts.

Comprehensive Projects **must** address purpose areas 1-4, and **may** address purpose area 5.

Engaging Men and Boys Projects **must** address purpose area 5.

Purpose Areas:

1. Develop, expand, and strengthen services that primarily target children and youth who are victims of and/or exposed to domestic violence<sup>1</sup>, dating violence, sexual assault, stalking, including support for non-abusing parents and caretakers. Services may include, but are not limited to: victim services, home visitation, emergency shelter, transitional housing, counseling and mental health services, legal advocacy, childcare support, mentoring, educational support, and transportation.
2. Provide training for school and after-school personnel, victim service providers, men's organizations including fatherhood programs, community based organizations, child protective workers, law enforcement officers, prosecutors, court personnel, medical and

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<sup>1</sup> 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.

mental health workers, child care workers, and others who serve children and youth in order to improve their ability to appropriately address and respond to the needs of children and youth who are victims of and/or are exposed to domestic violence, dating violence, sexual assault, and stalking;

3. Develop and implement domestic violence, dating violence, sexual assault, stalking prevention strategies focusing on children and/or youth. Strategies employed may include, but are not limited to:
  - (A) Bystander education;
  - (B) Peer to peer education;
  - (C) Parent/guardian education;
  - (D) Community Awareness and Public Education; or
  - (E) Gender-separated prevention and education programs;
4. Support improved identification, coordination and response to children and youth who are victims of and/or are exposed to domestic violence, dating violence, sexual assault, stalking by school and after-school personnel, victim service providers, child protective service workers, law enforcement officers, prosecutors, court personnel, medical and mental health personnel, social workers, child care workers, and workers and others who serve children and youth.
5. Develop and implement public education campaigns and/or community organizing activities addressing domestic violence, dating violence, sexual assault, stalking prevention strategies focusing on engaging men and boys as allies and influencers to end violence against women and girls. Strategies employed should be multi-faceted, involving men as allies, active positive bystanders and influencers of other men and boys.

#### **Mandatory Program Requirements**

- Awardees must ensure linguistically, culturally, and community relevant services are available for underserved communities or that linkages to existing services in the community are tailored to the needs of the underserved population.
- Awardees must have in place or develop policies that address confidentiality, information sharing, parental consent, and mandatory reporting (if applicable).
- Awardees must have in place or develop policies that support or enhance the safety and security of children who have been or are being exposed to violence, including their non-abusing caregiver(if applicable).
- Awardees must secure background checks or other similar process for any adults working with minors or vulnerable population(s), including employees, potential employees, volunteers, interns, and/or mentors(if applicable).

Awardees will be required to complete a maximum 6 month planning phase. During this time, applicants will receive a portion of their award funding for key planning activities:

- Comprehensive Projects will receive \$100,000 of the award funding; and
- Engaging Men and Boys Projects will receive \$50,000 of the award funding.

Planning Phase: Awardees will work with OVW and the designated Technical Assistance provider(s) to establish the groundwork for developing their projects. Awardees may not engage in providing grant-funded implementation activities until they have successfully completed, as determined by OVW, the planning phase activities, which involve:

1. conducting an organizational and community strengths and needs assessment;
2. developing a strategic plan outlining the implementation of activities (which must be submitted to OVW for review and approval before the implementation phase can begin);
3. including all key community partners in developing the strategic plan;
4. participating in a new grantee orientation meeting and all technical assistance trainings; and
5. developing a technical assistance plan to support the needs and implementation of the project.

### **OVW Priority Areas**

Applications proposing activities in the following areas will be given special consideration during the review process:

- Developing or enhancing trauma-informed care and programs that strengthen the parent-child relationship, accounting for access to services through means such as home visitation or providing services at settings where children are present such as childcare centers or schools;
- Developing or enhancing relevant services to tribal youth victims of domestic violence, sexual assault, dating violence, and stalking;
- Developing innovative programs that will provide relevant services to lesbian, gay, bisexual, transgender, two-spirited, queer, and questioning youth victims;
- Developing innovative programs that will provide relevant services to homeless and runaway youth and young adult victims of domestic violence, sexual assault, dating violence and stalking;
- Developing or enhancing services to address the intersection of domestic violence, dating violence, sexual assault, and stalking with other youth issues (e.g. teen pregnancy, gang violence, bullying, sex trafficking); or
- Developing or enhancing services to youth victims of sex trafficking and commercial sexual exploitation.

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

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

- Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;
- Policies or procedures that require automatic reporting to Child Protective Services regardless of the circumstances of an incident, including those that may implicate victims of domestic violence for failure to protect, except if required under state law;
- Policies that deny non-abusing parents or caretakers and their children access to services based on their involvement with the perpetrator;

- Failing to provide student victims the option of making the final decision to modify their class schedule and/or other arrangements (such as locker locations);
- Developing materials that are not tailored to the targeted children and youth populations;
- Failure to have plans and services to provide advocacy support in place for victims who disclose abuse or assaults during a prevention event;
- Dissemination of information or education that places any blame on the victim;
- Sharing confidential victim information with outside organizations and/or individuals without the documented consent of the victim or their non abusing parent; or
- Developing materials that are not tailored to the dynamics of domestic violence, dating violence, sexual assault, or stalking or the culturally specific or underserved population(s) to be served.

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

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

OVW has determined the activities listed below to be out of the program scope. Applications that propose out-of-scope activities may receive a point deduction during the review process. Applications that are determined to be substantially outside the scope of the Consolidated Grant Program will not be considered for funding.

- Research projects- Grant funds may not be used to conduct research. This does not include program assessments conducted only for internal improvement purposes. (See the definition of “research” in this solicitation’s section on Human Subject Research and Confidentiality Protections for additional information on what activities constitute research);
- 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;
- Perpetrator Services - Conducting services for perpetrators of domestic, dating, and sexual violence such as counseling, batterer intervention, and anger management;
- Sexual Harassment- Developing training, products and policies on sexual harassment;
- Substance Abuse-Implementing prevention programs that focus primarily on alcohol and substance abuse; or
- Performances- Conducting theatre performances that are not specific to domestic violence, dating violence, sexual assault and stalking issues.

### **Unallowable Activities**

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

- Lobbying
- Fundraising
- Purchasing real property
- Construction
- Physical modifications to buildings, including minor renovations (such as painting or carpeting).

## **How To Apply**

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

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

### **Formatting and Technical Requirements**

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

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

### **Experiencing Unforeseen Technical Issues**

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

Applicants are responsible for submitting the application through the online system specified in the solicitation. Applicants are advised to attempt to submit the application well in advance of the 11:59 p.m. E.T. deadline. Applicants should contact the Grants.gov or GMS Help Desk as soon as they are aware of a problem. The Grants.gov Help Desk can be reached at 1-800-518-



4726, Monday through Friday, 7:00 a.m. to 9:00 p.m. E.T. Applicants can contact the GMS Help Desk at 866-655-4482, Monday through Friday, 9:00 a.m. to 5:00 p.m. E.T. If applicants continue to experience technical difficulties beyond their control, and are unable to submit the application online by 11:59 p.m. E.T. on the date the application is due, you must contact the technical support number above prior to the deadline AND contact the Consolidated Youth Program staff person, **Latinisha Lewis, at 202-353-9167 within 24 hours after the deadline** to request approval to submit your application. At that time, you will be required to email the complete grant application, your DUNS number, and provide a **Grants.gov** Help Desk tracking number(s). After OVW reviews all of the information submitted and verifies your technical issues with the Helpdesk, OVW will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be verified, your application will be rejected as untimely.

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

### **Application Requirements**

Applications must include the following required documents and demonstrate that the program eligibility requirements have been met. Applications that do not address the following will not be considered for funding:

1. Summary Data Sheet
2. Project Narrative
3. Budget Detail Worksheet and Narrative
4. Memorandum of Understanding (MOU)

Applications forwarded for review will be scored on the following:

1. Summary Data Sheet
2. Project Narrative
3. Budget Detail Worksheet and Narrative
4. Memorandum of Understanding (MOU)

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

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

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

- Name, title, address, phone number, and e-mail address for the authorized representative. Please see the [Reference Guide](#) to determine who can be an authorized representative.
- Name, title, address, phone number, and e-mail address for the grant point-of-contact;
- Name of the agency applying for funding.
- 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.

- A list of other federal assistance the applicant receives or for which the applicant is applying in FY 2012 to provide training and technical assistance related to sexual assault, domestic violence, dating violence, or stalking. The list should include the name of the federal funding agency, the award number, the cumulative award amount, and project end date. If any of the other federally funded or proposed projects are very similar in nature to the underlying project of this proposal, the applicant must explain how the projects differ and will complement each other.
- Identify specific populations/s currently being served by the organization. There should be at least one primary population (e.g., homeless/runaway, lesbian, gay, bisexual, transgender, two-spirited, queer/questioning, youth in the sex trade, Latino/Hispanic, African American, Asian, deaf and hard of hearing, Native American/Alaska Native, other, etc). If other, please describe.
- State whether the target population for this grant proposal is the same as the community currently being served, a different community, or if the proposal will focus on a narrower/more specific population within the community.
- Name(s) of required collaborating project partners who will be involved in project development and implementation.
- Number(s) of the Program Purpose Area(s) (see pages 12-13) being addressed in the proposal.
- Whether the proposal addresses one or more of the priority areas (see page 14).
- Whether the project will focus on domestic violence, dating violence, sexual assault, and/or stalking (the project may focus on more than one area).
- Whether the project will focus on a Comprehensive Project or Engaging Men and Boys Project.
- Comprehensive Projects must also:
  - Identify the number of years the organization has been providing domestic violence, dating violence, sexual assault, and stalking services to children, youth, and/or young adults;
  - Provide a list of the services provided to children and/or youth;
  - Identify whether the project focuses on children, youth or both populations. If focusing on youth, please specify the age ranges: 13-18 and/or 18-24.
- Engaging Men and Boys Projects must also:
  - Identify the engaging men and/or boys violence prevention and/or community organizing campaigns conducted and the measures of its effectiveness.
- Summary of Current and Recent OVW Projects (if applicable)
  - If the applicant has a current grant award or cooperative agreement under **any** OVW program, or received an award that has been closed within one calendar year, the information below **must** be included.
    - Identify grant by OVW program, award number, and project period.
    - Describe how current grant funding will complement this proposed application.
    - Specify the total funds remaining in each grant as of the date of application.
    - Provide the total funds remaining in each grant in the personnel, contracts/consultants and travel (OVW sponsored TA events) categories as of the date of application.
    - List the number and titles of all full-time and/or part-time positions funded by the award.

### **Project Narrative (70 Points Total)**

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

#### **Purpose of Application(20 points)**

This section must:

- Describe the service area and target population to be addressed in this proposal;
- If applicable, describe the problem of engaging men and boys in the community;
- If applicable describe the problem of providing comprehensive services to children and/or youth who are victims of and/or are exposed to domestic violence, dating violence, sexual assault and stalking within the community;
- Describe the current services provided in the community to address these issues;
- Describe the gaps in existing services;
- Describe the impact of current or prior efforts to prevent and reduce domestic violence, dating violence, sexual assault and/or stalking in the community; and
- Provide a description of the community to be served, including diverse, traditionally underserved populations of victims of domestic violence, dating violence, sexual assault and stalking.

Comprehensive Projects **must** describe how current efforts also address a continuum of strategies, specifically, **prevention, intervention, treatment and response**, as well as, the proposed needs for this project in each area.

#### **What Will Be Done(30 points)**

This section must include the information below. In doing so, the applicant must provide a clear link between the proposed activities and the need identified in the "Purpose of Application" section. All applicants must distinguish between the planning and implementation activities.

- A description of the project goals and objectives;
- Detailed tasks and activities;
- An explanation of expected outcomes that include specific, measurable goals;
- A delineated planning and implementation time line that demonstrates how the activities will be accomplished within the 36-month grant cycle;
- A brief description of the collaborative team and its role in the project including identifying key partner agencies;
- A description of how the collaborative partners will ensure victim safety and confidentiality in all phases of the project. If applicants are proposing to use any technology (including, but not limited to databases, social networks, etc.), they should explain how they plan to address any victim safety concerns that may arise from the use of the technology, such as confidentiality and safety planning. This should include how the project will enhance or ensure the safety and security of children who have been or are being exposed to violence and their non-abusing parent, in homes already experiencing domestic violence, dating violence, sexual assault, or stalking (if applicable);
- 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 what populations will benefit from their use;
- A detailed description of any cultural and linguistically tailored activities to be provided;

- If the project or activities involve adults working with minors or vulnerable population(s); a description of the vetting process that will be required for potential employees, volunteers, and/or mentors.

Comprehensive Projects **must** also:

- Address the continuum of prevention, intervention, treatment and response when proposing activities. The applicant must note which issue areas will be supported with requested grant funds and how the other areas will be addressed if funding is not being requested through this application;
- Identify the age group that the project will focus on: children ages 0-12; youth ages 13-18; and/or young adults 18-24; and
- Provide a description of the policies in place or that will be developed to address confidentiality, information sharing, parental consent, and mandatory reporting.

Engaging Men and Boys Projects **must** also:

- Address how they will assess the success of proposed prevention efforts; and
- Provide a description of how the project uses men and/or boys as leaders of other men and/or youth.

Who Will Implement the Project (20 points)

This section must include the information listed below. In doing so, the applicant must justify everyone involved in the project, demonstrating their capacity to address the stated need and ability to successfully implement the stated project activities.

- Identify all key staff including collaborative partners;
- Describe the experience and expertise of the organization(s) **and** key personnel who will be directly involved with the implementation of the project; and
- Provide detailed information that demonstrates the lead or partner organization has experience developing culturally and community-relevant outreach, prevention, and/or intervention services relevant to the specific communities to whom assistance would be provided.

Comprehensive Projects **must** also provide detailed information that demonstrates the lead or partner organization has the experience and capacity to provide direct intervention services to children and/or youth victims of domestic violence, dating violence, sexual assault and/or stalking.

Engaging Men and Boys Projects **must** also:

- Identify key personnel who will be directly involved with the implementation of the project; any relevant experience in engaging men and boys; and their anticipated roles and responsibilities in this project;
- Provide detailed example(s) of previous public education campaigns and/or efforts that were conducted by the lead applicant, indicating how the success of such campaigns and/or efforts were measured and the impact on the community.

**Please note:** Failure to provide examples of previous public education campaigns **created and administered by the lead organization** addressing the prevention of domestic violence, dating violence, sexual assault or stalking **will** result in your application being disqualified from consideration.

### **Budget Detail Worksheet and Narrative (10 Points)**

OVW has the discretion to award cooperative agreements for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to award of a cooperative agreement. For guidance on budget requirements please see the [Reference Guide](#). A Sample Budget Detail Worksheet is available at [http://www.ojp.usdoj.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.usdoj.gov/funding/forms/budget_detail.pdf). When preparing the Budget Detail Worksheet and Narrative, please use the Sample Budget Detail Worksheet as a guide and be sure to include all necessary budget categories as outlined in the Worksheet.

#### Award Period and Amount

Applicants should carefully consider the resources needed to implement a community-wide project and present a realistic budget that accurately reflects the costs involved for a 36-month budget. Proposed budgets should not exceed the established limits of:

- Up to \$1,000,000 to implement a Comprehensive Project; or
- Up to \$350,000 to implement an Engaging Men and Boys Project.

#### Budget Requirements

Applicants are required to submit a budget detail worksheet that is reasonable and cost effective. The budget must adhere to the **OVW Financial Grants Management** <http://www.ovw.usdoj.gov/how-to-apply.html>. The budget detail worksheet must:

- Include a budget narrative that supports and justifies all proposed costs and provides a clear link between specific project activities and proposed budget items;
- Include a budget that reflects all costs related to implementing the proposed project and provides calculations for all costs; and
- Demonstrate the extent to which all partners are fairly compensated for their participation in any project-related activities.

Note: For school partners, funds cannot be used to pay for substitute teachers.

#### Conference Planning and Expenditure Limitations

Applicants should be aware of all applicable laws, regulations, policies and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (which is defined to include meetings, retreats, seminars, symposiums, training and other similar events), including the provision of food and/or beverages at such events, and costs of attendance at such events. Information on pertinent laws, regulations, policies and guidance is available at <http://www.ovw.usdoj.gov/grantees.html>. Applicants should also be aware of the following specific restrictions on conference planning and expenditure limitations:

#### Cost of Logistical Conference Planning

The cost allowed for *logistical* conference planning (this is applicable regardless of whether the recipient is planning in-house or is contracting with an outside conference planner) is limited to \$50 for each attendee (costs of trainers, instructors, presenters and facilitators are to be included as attendees when calculating the planning threshold), not to exceed a cumulative total of \$8,750. For example, if the number of attendees at a conference is 100, the cost allowed for a logistical planner is \$5,000 (\$50 X 100 attendees). Indirect cost rates must be applied to conference planning costs in accordance with negotiated agreements and must be included

when calculating the planning thresholds. If it is expected that the conference planning will meet these limitations, no further justification is required. If these limitations are expected to be exceeded, the recipient must justify the costs in writing and those costs must be approved by the Office on Violence Against Women before the recipient proceeds with the logistical planning.

#### Cost of Programmatic Conference Planning

The cost allowed for programmatic conference planning (this is applicable regardless of whether the recipient is planning in-house or is contracting with an outside programmatic conference planner) is limited to \$200 for each attendee (costs of trainers, instructors, presenters and facilitators are to be included as attendees when calculating the planning threshold) not to exceed a cumulative cost total of \$35,000. For example, if the number of attendees at the conference is 100, the cost allowed for a programmatic planner is \$20,000 (\$200 X 100 attendees). Indirect cost rates must be applied to conference planning costs in accordance with negotiated agreements and must be included when calculating the planning thresholds. If these limitations are met, no further justification or approval is required. If it is expected that these limitations will be exceeded, the costs must be justified in writing and approved by the Office on Violence Against Women before the recipient proceeds with the programmatic planning.

#### Conference Space and Audio-Visual Equipment and Services

Recipients must limit the cost of conference space and audio-visual equipment to \$25 per day per attendee, not to exceed a total of \$20,000 for the conference. Indirect cost rates must be applied to conference space and audio-visual equipment costs in accordance with negotiated agreements, and must be included when calculating this threshold. If these limitations are going to be exceeded the recipient must submit a justification, in writing to the Office on Violence Against Women for approval before the recipient enters into any contract for the use of conference space and audio-visual equipment.

#### Prohibition on Trinkets at Conferences

Trinkets (items such as hats, mugs, portfolios, t-shirts, coins, etc., regardless of whether they include the conference name or logo) must not be purchased with funds made available under this agreement. Basic supplies that are necessary for use during the conference (e.g., pens, paper, name tags) may be purchased.

#### Entertainment at Conferences

OVW funds may not be used for costs of entertainment, including amusement, diversion, social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities).

#### Food and Beverages at Conferences

Subject to OVW prior approval, and under limited circumstances, OVW funds may be used to purchase food and/or beverages for meals served during a meeting, conference or training. Under no circumstances may OVW funds be used to purchase food and/or beverages for refreshment breaks. OVW may approve the use of funds to purchase food and/or beverages served at a working meal if the recipient can justify that provision of the meal is necessary to accomplish official business and enhance the cost effectiveness of the conference. For example, a meal may be permissible where the conference would need to be extended if the working meal is not provided.

Furthermore, if a meal is approved by OVW, the cost of any individual meal, plus taxes and any hotel service costs (e.g., labor cost for room setup), must not exceed 150 percent of the General Services Administration (GSA) Meals and Incidental Expenses (M&IE) rate for that meal in that locality per attendee. OVW strongly encourages costs to stay at or below 100% of the applicable per diem rate for any meal provided, including any service costs. The current GSA

M&IE rate breakdown by meal and by locality can be found at <http://www.gsa.gov/portal/content/101518>. This restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organizations travel policy.

Prior Approval Required Before Entering Into Contracts Or Expending Funds for Conferences

All recipients will be required to complete and submit the Conference and Events Approval Form to OVW for review and approval prior to entering into any contract (with the exception of logistical or programmatic planning contracts) or expending any funds for any meeting, conference, training, or other event.

Conference Reporting

Within 45 days after the end of any conference, meeting, retreat, seminar, symposium, training activity, or similar event funded under this award, and the total cost of which exceeds \$20,000 in award funds, all recipients must provide the program manager with a completed Conference and Events Reporting Form found at [www.http://www.ovw.usdoj.gov/receive-grant.html](http://www.ovw.usdoj.gov/receive-grant.html).

Updated Department of Justice and OVW guidance on conference planning, minimization of costs, and conference cost reporting is available on the OVW website.

Training and Technical Assistance

All applicants are required to allocate funds in the amount of **\$50,000** to support costs associated with technical assistance, capacity-building activities, and events sponsored by OVW-designated technical assistance providers. Applicants from Alaska, Hawaii, and United States Territories should allocate **\$55,000** to account for higher travel costs. These specific applicants may exceed the budget caps to account for this increased travel amount. Applicants should plan to send at least two project team members to each technical assistance event. Additionally, applicants should plan participation in a new grantee orientation and two training events per year. Applicants may also set aside a portion of this funding to support violence against women experts to provide individualized technical assistance.

Accommodations and Language Access

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

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

**Memorandum of Understanding (MOU) (15 Points Total)**

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

The MOU must:

- Clearly 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;
- Clearly state the roles and responsibilities each partner will assume to ensure the success of the proposed project;
- Include the printed name, title and agency under each signature at the end of the document;
- Specify the extent of each partner's participation in developing the application. Please list the individuals involved in the planning phase;
- 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; and
- For school project partners, the following signatures should be included in the MOU: a) a school district included as a project partner should provide the signature of the superintendent/chief executive officer **or** b) a single school or group of schools as project partners should provide the signatures of participating school principals and the superintendent/chief executive officer.



## Part II: Technical Assistance Applicants

### Eligibility

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

#### Eligible Entities

Eligible entities for the technical assistance program are limited to nonprofit national, tribal, or statewide organizations.

Eligible applicants must have the capacity to provide training and technical assistance on a national level. Applicants may partner with one or more organizations to ensure the appropriate expertise is available to implement the proposed project successfully.

Please note that OVW will not accept applications from individuals, governments or governmental agencies (i.e., police departments, prosecutor's offices, or probation departments).

#### Types of Applicants

Existing OVW Technical Assistance Providers are eligible to apply to coordinate training and technical assistance for the Consolidated Grant Program. OVW TA providers must apply for new award. Funds may not be used to supplement an existing technical assistance project

## Award Information

#### Award Period

All awards will be issued as cooperative agreements for a comprehensive project and will be funded for three years. The recipient will initially receive 12 months of funding. Depending on the success of the first year of the project, an organization will non-competitively apply for the remaining 24 months of funds in FY 2013. Therefore, **budgets must reflect 12 months of project activity and the total "estimated funding" (block 15) on the SF-424 must reflect this amount.**

#### Award Amounts

Applicants should carefully consider the resources needed to successfully implement the proposed project and present a realistic budget that accurately reflects project costs and anticipated program funding availability. OVW has limited funds available to support technical assistance for all of its grantees, and therefore, **all applicants should exercise discretion when developing their budgets.**

Funding level under the Consolidated Technical Assistance Program for FY2012 is:

- Up to \$350,000

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

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. Applicants should be aware that the amount of technical assistance funding available under this program does vary and should take this under consideration when developing their technical assistance proposal.

## Program Scope

**For the Consolidated Technical Assistance Program projects must provide comprehensive training and technical assistance on a *national* level to the grantees under this solicitation. Local and regional projects will not be considered for funding, nor will projects that focus on the needs of a single state or tribe. OVW encourages applicants to partner with one or more organizations to ensure the appropriate expertise is available to implement the proposed project successfully.**

**OVW is interested in supporting one comprehensive award. Applications who fail to address the full scope of the program will be removed from consideration.**

OVW comprehensive projects for technical assistance purposes must meet all of the following:

- A project that provides a broad range of training and technical assistance to grantees addressing all grant program purpose areas;
- A project that meets the needs of all eligible entities including individualized training and technical assistance; and
- A project that provides nationwide technical assistance addressing specific issues and all topic areas within the scope of the program.

These projects must assess and build the capacity of OVW grantees; translate OVW priorities into meaningful training and technical assistance opportunities; develop and disseminate national resource materials and products; and deliver and/or facilitate in-person training, including meeting and logistical support to a diverse population in a variety of venues across the nation.

### **Out-of-Scope Activity- Research Projects**

OVW has determined research projects to be out of the program scope. (Note that this does not include program assessments conducted only for internal improvement purposes. See the definition of "research" in this solicitation's section on Human Subject Research and Confidentiality Protections for additional information on what activities constitute research). Applications that propose research projects may receive a point deduction during the review process. Applications that are determined to be substantially outside the scope of the Technical Assistance Program will not be considered for funding.

## **Unallowable Activities**

The following is a list of activities that are unallowable and cannot be supported by the Consolidated Technical Assistance Program. Applications that propose unallowable activities may receive a point deduction during the review process. Applications that include substantial unallowable activities will not be considered for funding:

- Lobbying
- Fundraising
- Purchase of real property
- Construction
- Physical modifications to building, including minor renovations

## **How To Apply**

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

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

### **Formatting and Technical Requirements**

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

- Double spaced (Project Abstract, Summary Data Sheet and charts may be single space)
- 8½ x 11 inch page size
- One inch margins
- Type no smaller than 12 point, Times New Roman font
- Page numbers
- Project Narrative: no more than 18 pages
- Word processing documents must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt)
- Headings and sub-headings that correspond to the sections identified in How to Apply

### **Experiencing Unforeseen Technical Issues**

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

Applicants are responsible for submitting the application through the online system specified in the solicitation. Applicants are advised to attempt to submit the application well in advance of the 11:59 p.m. E.T. deadline. Applicants should contact the Grants.gov or GMS Help Desk as soon as they are aware of a problem. The Grants.gov Help Desk can be reached at 1-800-518-4726, Monday through Friday, 7:00 a.m. to 9:00 p.m. E.T. Applicants can contact the GMS Help Desk at 866-655-4482, Monday through Friday, 9:00 a.m. to 5:00 p.m. E.T. If applicants continue to experience technical difficulties beyond their control, and are unable to submit the application online by 11:59 p.m. E.T. on the date the application is due, you must contact the

technical support number above prior to the deadline AND contact the Consolidated Technical Assistance Program staff person, **Latinisha Lewis, at 202-353-9167** within 24 hours after the **deadline** to request approval to submit your application. At that time, you will be required to email the complete grant application, your DUNS number, and provide a **Grants.gov** Help Desk tracking number(s). After OVW reviews all of the information submitted and verifies your technical issues with the Helpdesk, OVW will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be verified, your application will be rejected as untimely.

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

### **Application Requirements**

Applications must include the following required documents and demonstrate that the program eligibility requirements have been met. Applications that do not include the following will not be considered for funding:

1. Project Narrative
2. Budget Detail Worksheet and Narrative
3. Letters of Support

Applications forwarded for review will be scored on the following:

1. Summary Data Sheet
2. Project Narrative
3. Budget Detail Worksheet and Narrative
4. Letters of Support

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

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

The Summary Data Sheet should be one to four pages in length and may be single or double spaced. The Summary Data Sheet does not count toward the 18 page limit for the Project Narrative. Please provide the following information:

- Name, title, address, phone number, and e-mail address for the authorized representative. Please see the [Reference Guide](#) to determine who can be an authorized representative.
- Name, title, address, phone number, and e-mail address for the grant point-of-contact.
- Statement as to whether the agency has expended \$500,000 in Federal funds in the past fiscal year for the applicant. Please specify the end date of the fiscal year.
- Project title.
- The award amount requested.
- Summary of Current and Recent OVW Projects (if applicable)
  - If the applicant has a current grant award or cooperative agreement under **any** OVW program, or received an award that has been closed within one calendar year prior to

the date an application is submitted under this solicitation, the information below **must** be included.

- Identify grant by OVW program, award number, and project period.
- Specify the total funds remaining in each grant as of the date of application.
- Provide the total funds remaining in each grant in the Personnel, Contracts/Consultants and Travel (OVW sponsored TA events) categories as of the date of application.
- List the number and titles of all full-time and/or part-time positions funded by the award.
- A list of other federal assistance the applicant receives or for which the applicant is applying in FY 2012 to provide training and technical assistance related to sexual assault, domestic violence, dating violence, or stalking. The list should include the name of the federal funding agency, the award number, the cumulative award amount, and project end date. If any of the other federally funded or proposed projects are very similar in nature to the underlying project of this proposal, the applicant must explain how the projects differ and will complement each other.

### **Project Narrative (70 Points Total)**

The Project Narrative may not exceed 18 pages, double-spaced. The Project Narrative is comprised of the following four sections:

#### Need for Technical Assistance (15 Points)

This section must include the following:

- Identify the comprehensive issues that the project will address and explain why you believe these are areas in need of technical assistance.
- Describe the applicant's understanding of the role of the comprehensive technical assistance provider.

#### What Will Be Done (20 Points)

This section must include the information below. The applicant must provide a clear link between the proposed activities and the need identified in the "Need for Technical Assistance" section.

- State the goals and objectives of the technical assistance proposal.
- Provide a summary of activities that will be undertaken to accomplish the project goals and objectives and provide a corresponding timeline for the completion of each activity.
- Describe and justify any and all products that will be developed, including a timeline for the development and dissemination of each product. Include a dissemination plan for the products.

#### Who Will Implement the Project (35 Points)

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

- Identify organizations and individuals who will implement the project and describe the role of each. Provide the percentage of time each individual will devote to this project, as well as, any time allocated to any other existing OVW projects.

- Describe the capacity of the organization/s to undertake the project.
- Describe the proposed staffing (including consultants) needed for the project.
- List the qualifications and experience of proposed staff/consultants.
- Describe the organization's philosophy concerning violence against women, including its understanding of emerging issues and best practices, and activities that compromise victim safety.

What are the Technical Assistance Delivery Methods (10 Points)

This section must include the following:

- Identify and describe how the proposed technical assistance will be delivered. Examples of delivery methods can include teleconference and videoconference; web-casting; regional or national meetings; focus groups; conferences; train-the-trainer sessions; on-site technical assistance (if you are proposing on-site assistance with OVW grantees, you must describe your capacity and experience to do so).
- Explain why these methods have been selected.
- Explain how these methods match the needs of all eligible entities.
- If an applicant proposes to hold any in-person meetings which necessitate logistical planning, the application must indicate if an outside planner will be hired. If no outside planner will be hired, the application must document that the applicant or a project partner is the most cost effective means of obtaining conference logistical services.

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

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

Award Period and Amount

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs. Funding levels under the Consolidated Technical Assistance Program for FY2012 are as follows:

- Up to \$350,000

Organizations should seriously consider the amount of money it will take to implement the project, clearly present the costs and clearly justify all costs for the project.

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

OVW has a limited amount of technical assistance funds available to support technical assistance for all of its grantees, and therefore, **all applicants should exercise discretion when developing their budgets.**

### Budget Requirements

Applicants are required to submit a budget detail worksheet that is reasonable and cost effective. The budget must adhere to the Office on Violence Against Women (OVW) Financial Grants Management Guide. The budget detail worksheet must:

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

### *OVW Meetings*

All applicants **are required** to allocate funds in the amount of \$10,000 for the project period to support travel costs associated with OVW technical assistance provider meetings. Applicants should estimate costs for at least three trips. The budget should include an estimated breakdown for this amount, including the number of travelers, airfare or mileage, lodging, per diem, etc.

### *Services to Limited-English-Proficient (LEP) Persons*

Applicants are encouraged to include funds in their budgets to support activities that help to ensure that LEP persons have meaningful access to their training and technical assistance. For example, funds can be used to support interpretation and translation services. Please note that this is applicable to all applicants, not just those applying to the targeted topic area addressing LEP.

### *Accessible Training and Technical Assistance for People with Disabilities*

Applicants are encouraged to include funds in their budgets to provide accommodations to individuals with disabilities and Deaf individuals to ensure full and meaningful participation in training and technical assistance. Accommodations may include, but are not limited to, American Sign Language (ASL) interpreters, production of training and educational materials in alternative formats, and closed captioning of video materials.

### Conference Planning and Expenditure Limitations

Applicants should be aware of all applicable laws, regulations, policies and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (which is defined to include meetings, retreats, seminars, symposiums, training and other similar events), including the provision of food and/or beverages at such events, and costs of attendance at such events. Information on pertinent laws, regulations, policies and guidance is available at <http://www.ovw.usdoj.gov/grantees.html>. Applicants should also be aware of the following specific restrictions on conference planning and expenditure limitations:

### Cost of Logistical Conference Planning

The cost allowed for *logistical* conference planning (this is applicable regardless of whether the recipient is planning in-house or is contracting with an outside conference planner) is limited to \$50 for each attendee (costs of trainers, instructors, presenters and facilitators are to be included as attendees when calculating the planning threshold), not to exceed a cumulative total of \$8,750. For example, if the number of attendees at a conference is 100, the cost allowed for a logistical planner is \$5,000 (\$50 X 100 attendees). Indirect cost rates must be applied to conference planning costs in accordance with negotiated agreements and must be included when calculating the planning thresholds. If it is expected that the conference planning will meet

these limitations, no further justification is required. If these limitations are expected to be exceeded, the recipient must justify the costs in writing and those costs must be approved by the Office on Violence Against Women before the recipient proceeds with the logistical planning.

#### Cost of Programmatic Conference Planning

The cost allowed for programmatic conference planning (this is applicable regardless of whether the recipient is planning in-house or is contracting with an outside programmatic conference planner) is limited to \$200 for each attendee (costs of trainers, instructors, presenters and facilitators are to be included as attendees when calculating the planning threshold) not to exceed a cumulative cost total of \$35,000. For example, if the number of attendees at the conference is 100, the cost allowed for a programmatic planner is \$20,000 (\$200 X 100 attendees). Indirect cost rates must be applied to conference planning costs in accordance with negotiated agreements and must be included when calculating the planning thresholds. If these limitations are met, no further justification or approval is required. If it is expected that these limitations will be exceeded, the costs must be justified in writing and approved by the Office on Violence Against Women before the recipient proceeds with the programmatic planning.

#### Conference Space and Audio-Visual Equipment and Services

Recipients must limit the cost of conference space and audio-visual equipment to \$25 per day per attendee, not to exceed a total of \$20,000 for the conference. Indirect cost rates must be applied to conference space and audio-visual equipment costs in accordance with negotiated agreements, and must be included when calculating this threshold. If these limitations are going to be exceeded the recipient must submit a justification, in writing to the Office on Violence Against Women for approval before the recipient enters into any contract for the use of conference space and audio-visual equipment.

#### Prohibition on Trinkets at Conferences

Trinkets (items such as hats, mugs, portfolios, t-shirts, coins, etc., regardless of whether they include the conference name or logo) must not be purchased with funds made available under this agreement. Basic supplies that are necessary for use during the conference (e.g., pens, paper, name tags) may be purchased.

#### Entertainment at Conferences

OVW funds may not be used for costs of entertainment, including amusement, diversion, social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities).

#### Food and Beverages at Conferences

Subject to OVW prior approval, and under limited circumstances, OVW funds may be used to purchase food and/or beverages for meals served during a meeting, conference or training. Under no circumstances may OVW funds be used to purchase food and/or beverages for refreshment breaks. OVW may approve the use of funds to purchase food and/or beverages served at a working meal if the recipient can justify that provision of the meal is necessary to accomplish official business and enhance the cost effectiveness of the conference. For example, a meal may be permissible where the conference would need to be extended if the working meal is not provided.

Furthermore, if a meal is approved by OVW, the cost of any individual meal, plus taxes and any hotel service costs (e.g., labor cost for room setup), must not exceed 150 percent of the General Services Administration (GSA) Meals and Incidental Expenses (M&IE) rate for that meal in that locality per attendee. OVW strongly encourages costs to stay at or below 100% of the applicable per diem rate for any meal provided, including any service costs. The current GSA M&IE rate breakdown by meal and by locality can be found at



<http://www.gsa.gov/portal/content/101518>. This restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organizations travel policy.

**Prior Approval Required Before Entering Into Contracts Or Expending Funds for Conferences**

All recipients will be required to complete and submit the Conference and Events Approval Form to OVW for review and approval prior to entering into any contract (with the exception of logistical or programmatic planning contracts) or expending any funds for any meeting, conference, training, or other event.

**Conference Reporting**

Within 45 days after the end of any conference, meeting, retreat, seminar, symposium, training activity, or similar event funded under this award, and the total cost of which exceeds \$20,000 in award funds, all recipients must provide the program manager with a completed Conference and Events Reporting Form found at [www.http://www.ovw.usdoj.gov/receive-grant.html](http://www.ovw.usdoj.gov/receive-grant.html).

**Letters of Support**

Applicants may partner with one or more organizations to ensure the appropriate expertise is available to implement the project successfully. If partnering with other organizations, applicants are required to submit letters of support from those partners. Letters should describe the partners' roles in the project, as well as their commitment to the collaboration. Applicants should only submit letters from partners who would receive funding through the award or from organizations who are essential to the implementation of the project. It is strongly recommended that the letters of support not present as form letters written by the applicant and simply signed by the partnering organization/s. Please note that OVW may request a signed Memorandum of Understanding among project partners prior to making an award if it is deemed necessary to clarify the roles and responsibilities of each partner.

In addition, if the applicant has provided technical assistance to OVW grantees in the past, at least one letter of support must be submitted by an OVW grant recipient who received that technical assistance or training. Applicants should limit these letters of support to three. Organization's that have not previously provided technical assistance to OVW grantees must submit a letter from a potential recipient of the technical assistance supporting the need for the proposed project, i.e., state agencies, community based organizations, schools, youth victim service agencies.

For those applicants partnering with one or more organizations, the score for this section will be based on the partner letters and the letter/s of support from the recipient/s or potential recipient/s of technical assistance.

The letters of support should be submitted as attachments to the application in Grants.gov.

## Part III: Both Consolidated Grant and Technical Assistance Applicants

### Additional Required Information

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

#### Proposal Abstract

The Proposal Abstract should provide both a brief history of the lead organization as it relates to the scope of the program and a short and accurate summary of your proposed project including who will be involved with the proposed project, what will be done, the service area where the proposed project will take place and who will be impacted by the proposed project. Please do not summarize past accomplishments in this section. This can be single or double spaced.

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

Applicants will complete the SF-424 online. For further information on the Standard Assurances and Certifications please see the [Reference Guide](#).

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

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

#### Letter of Nonsupplanting

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

#### Financial Accounting Practices

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

- Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding?
- Does the applicant have written accounting policies and procedures? OVW may request a copy for review during the application/award process or as part of the grant monitoring process.
- Is the applicant's financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or sub-grant?
- Does the applicant have procedures in place for minimizing the time elapsing between transfer of funds from the United States Treasury and disbursement for project activities?

- Does the applicant have effective internal controls in place to adequately safeguard grant assets and to ensure that they are used solely for authorized purposes? Please provide a brief description.
- Does the applicant have a documented records retention policy? If so, briefly describe the policy.
- Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations? If not, the applicant must contact OVW's Grants Financial Management Division at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov) or 1-888-514-8556 immediately after the organization is notified of their award to coordinate training.

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

All nonprofit, nongovernmental organization that apply for funding from OVW and have not previously (or within the last three years) received funding from OVW or OJP must complete a Financial Capability Questionnaire, and submit it online along with their current year's audit report. The form can be found at <http://www.ovw.usdoj.gov/applicants.htm>.

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

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

## **Selection Criteria**

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

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

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

## **Review Process**

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

### **Past Performance Review**

OVW awards and cooperative agreements that are current or have been closed for up to one calendar year will be reviewed based on the elements listed below. Up to 25 points may be deducted from the application based on this review.

- Progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the current project, indicating timely progress toward meeting project goals and objectives;
- Timely submission of progress reports;
- The grantee has demonstrated that past activities supported with OVW grant funds have been limited to program purpose areas;
- The grantee has complied with all special conditions 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 with significant past performance issues may not be considered for funding.

## **Other Requirements**

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

Federal grants are governed by the provisions of the OMB circulars applicable to financial assistance and **OVW's Financial Grants Management Guide** <http://www.ovw.usdoj.gov/how-to-apply.html>. The Financial Grants Management Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document outlines the successful administration of grant funds.

Any recipient of an award will be responsible for monitoring sub-grants/contracts under the grant in accordance with all applicable statutes, regulations, OMB Circulars and guidelines, and the **OVW Financial Grants Management Guide** <http://www.ovw.usdoj.gov/how-to-apply.html>. Primary recipients will be responsible for oversight of sub-grantee spending and monitoring specific performance measures and outcomes attributable to the use of OVW funds.

### **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, please see the [Reference Guide](#).

### **Additional Requirements**

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OVW strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found in the Reference Guide <http://www.ovw.usdoj.gov/docs/resource-guidebook.pdf>

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

## Public Reporting Burden

### Paperwork Reduction Act Notice

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

## Application Checklist

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

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