

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



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The United States Department of Justice, Office on Violence Against Women (OVW) ([www.ovw.usdoj.gov](http://www.ovw.usdoj.gov)) is pleased to announce that it is seeking applications for the Education, Training and Enhanced Services to End Violence Against and Abuse of Women with Disabilities Grant Program. This program furthers the Department's mission by providing training, consultation and information on sexual assault, domestic violence, dating violence, and stalking against individuals with disabilities to improve the response to such crimes and enhance direct services to such individuals.

# OVW Fiscal Year 2010 Education, Training and Enhanced Services to End Violence Against and Abuse of Women with Disabilities

## Eligibility

Applicants are limited to States; Units of local governments; Indian Tribal governments or Tribal organizations; and nonprofit and nongovernmental victim services organizations, such as state domestic violence or sexual assault coalitions, or nonprofit, nongovernmental organizations serving disabled individuals.

(See "Eligibility," page 5)

## Deadline

Letters of intent to apply should be submitted by February 22, 2010

All Applicants should register online with Grants.gov by February 22, 2010

All applications are due by **8:00 p.m. E.T. on March 9, 2010**

(See "Deadline: Application," page 4)

## Contact Information

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

This application must be submitted through Grants.gov. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726 Monday through Friday from 7 a.m. to 9 p.m., E.T.

**Grants.gov Number assigned to announcement OVW-2010-2454**

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# **OVW Education, Training and Enhanced Services to End Violence Against and Abuse of Women with Disabilities Grant Program (CFDA 16.529)**

## **Overview**

This solicitation contains information on how to apply for the Education, Training and Enhanced Services to End Violence Against and Abuse of Women with Disabilities Grant Program. For general information on applying for all OVW grant programs, please see the OVW Fiscal Year 2010 Grant Program Solicitation Reference Guide (Reference Guide) at <http://www.ovw.usdoj.gov/grants-resource-guide.htm>. All applicants should read carefully both this solicitation and the Reference Guide before beginning the application process.

### **About the OVW Education, Training and Enhanced Services to End Violence Against and Abuse of Women with Disabilities Grant Program**

Recognizing the pressing need to focus on sexual assault, domestic violence, dating violence, and stalking against individuals with disabilities due to the proliferation of such crimes, Congress authorized the Education, Training and Enhanced Services to End Violence Against and Abuse of Women with Disabilities Grant Program (Disability Grant Program) in the Violence Against Women and the Department of Justice Reauthorization Act of 2005 (VAWA 2005). The goal of the Disability Grant Program is to create sustainable, systemic change that will result in effective services for individuals with disabilities who are victims of sexual assault, domestic violence, dating violence, and stalking and hold perpetrators of such crimes accountable. The Disability Grant Program will support education, training, cross training, capacity building, and the establishment of multi-disciplinary collaborative teams at the State, local and Tribal level to address violence against and abuse of women with disabilities (as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C.12102)). Grant-funded activities must fall within the specified statutory program purpose areas outlined on pages 7 & 8 of this solicitation. Applicants must address activities that fall within at least one statutory program purpose area.

Every program supported with Disability Grant Program funds must identify and support a multi-disciplinary collaborative team comprised of, at a minimum, the following:

- At least one nonprofit, nongovernmental victim services organization, such as a state domestic violence or sexual assault coalition; and
- At least one nonprofit, nongovernmental organization serving disabled individuals.

Furthermore, multi-disciplinary collaborative teams must be comprised solely of organizations with a state focus (e.g., state independent living council, ARC, sexual assault coalition, and/or domestic violence coalition) or solely of organizations with a local focus (e.g., independent living center, community mental health, rape crisis center, or domestic violence shelter/program). Multi-disciplinary collaborative teams comprised of both State focused and local focused organizations will not be considered for funding.

## Letter of Intent

If you intend to apply for Fiscal Year (FY) 2010 funding under this program, we encourage you to submit a letter stating that you intend to apply for funding. **The letter will not obligate you to submit an application.** Please see [http://www.ovw.usdoj.gov/docs/sample\\_letter\\_of\\_intent.pdf](http://www.ovw.usdoj.gov/docs/sample_letter_of_intent.pdf) for a sample letter. The letter should be submitted to OVW by **February 22, 2010**. You may send the letter to OVW at [OVW.Disabilities@usdoj.gov](mailto:OVW.Disabilities@usdoj.gov). OVW will use these letters to predict the number of peer review panels needed to review the applications. You **can** still submit an application for funding if you do not submit a Letter of Intent.

## Deadline: Registration

The Grants.gov registration deadline is February 22, 2010. For more information on the process of registering and applying in Grants.gov, please see the [Reference Guide](#) at pages 13-15.

## Pre-Application Conference Calls

OVW will conduct three Pre-Application Conference Calls. During these calls, OVW staff will review the Disability Grant Program requirements, review the solicitation for content and the process for applying and allow for a brief question and answer session. Participation in these calls is optional for applicants.

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

- **Tuesday, February 9, 2010**
- **Tuesday, February 16, 2010**
- **Tuesday, February 23, 2010**

Registration Instructions: Anyone who is interested in submitting an application to the Disability Grant Program may register to participate in the calls. The total number of participants for each call is limited to 25. To register, please e-mail or call OVW Program Assistant Mary Tate, at [mary.tate@usdoj.gov](mailto:mary.tate@usdoj.gov) or 202-305-1653. Your registration must be received within two hours prior to the start of the call.

## Deadline: Application

An application submission is complete if (a) a hard copy of the entire application, with original signatures, has been submitted via overnight delivery by the deadline and (b) the application has been submitted through Grants.gov.

The deadline for applying for funding under this announcement is **March 9, 2010 8:00 p.m. E.T.** A hard copy must be sent via an overnight delivery method, post-marked by March 9, 2010 to:

**The Office on Violence Against Women  
c/o Lockheed Martin Aspen Systems Corporation  
Disability Grant Program**

**Mail Stop 2K  
2277 Research Boulevard  
Rockville, MD 20850  
(301) 519-5000**

Applicants are strongly encouraged to submit their applications well in advance of the deadline, in order to ensure a successful submission through Grants.gov. For information on OVW's policy for late applications, please see the [Reference Guide](#) at pages 15-16.

## **Eligibility**

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

By statute, eligible entities for this program are:

- States;
- Units of local governments;
- Indian Tribal governments or Tribal organizations; or
- Nonprofit and nongovernmental victim services organizations, such as a State domestic violence or sexual assault coalition or nonprofit, nongovernmental organizations serving disabled individuals.

### **States**

OVW does not consider public universities as "States," for purposes of eligibility for the Disability Grant Program. Some universities, however, have affiliated nonprofit organizations that may qualify under the statute. In order for a nonprofit organization to qualify under the Disability Grant Program, it must demonstrate that it is a "nonprofit and nongovernmental victim services organization, such as a State domestic violence or sexual assault coalition or a nonprofit, nongovernmental organization serving disabled individuals" (see victim services organization below). VAWA considers only nonprofit organizations that are also nongovernmental and that qualify as victim services organizations as eligible for this grant program. VAWA 2005 defines "Victim Services" and "Victim Service Provider" as a "nonprofit, nongovernmental organization that assists domestic violence, dating violence, sexual assault, or stalking victims, including rape crisis centers, domestic violence shelters, faith-based organizations, and other organizations, with a demonstrated history of effective work concerning domestic violence, dating violence, sexual assault or stalking." 42 U.S.C. 13925(a) (36).

### **Victim Services Organizations**

Victim services organizations should meet all of the following criteria:

- Provide 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 concerning such issues;
- Address a demonstrated need in their communities by providing services that promote the dignity and self sufficiency of victims, improve their access to resources, and create options for victims seeking safety from perpetrator violence;
- Do not engage in activities that compromise victim safety; and
- Nonprofit, nongovernmental organization.

## **OVW Education, Training and Enhanced Services to End Violence Against and Abuse of Women with Disabilities Grant Program – Specific Information**

### **Types of Applicants**

In FY 2010, OVW will accept applications for the Disability Grant Program from applicants that received three-year cooperative agreements in Fiscal Years 2006 and 2007 and applicants that have not previously received funding under this program.

Applicants must propose projects that address at least one of the eight Disability Grant Program purpose areas (see Program Scope below). **Note: applications that propose to provide direct services must also propose to provide cross-training for victim services organizations, governmental agencies, and nonprofit, nongovernmental organizations serving individuals with disabilities.** See the Statutory Purposes section on page 7.

Applicants who received a three-year cooperative agreement in Fiscal Years 2006 or 2007 must propose projects that will either enhance the previously funded project or replicate the previously funded project in a different community. Applicants funded in Fiscal Years 2006 or 2007 under this grant program may not request funds to sustain previously funded project activities. Applicants funded in Fiscal Years 2006 or 2007 who have not completed a significant portion of implementation phase activities, or who have a substantial amount of remaining funds at the time of application submission, will not be considered for new funding in Fiscal Year 2010. Recipients of Fiscal Years 2008 or 2009 Disability Grant Program funding are not eligible to apply.

### **Availability of Funds**

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

### **Award Period**

Applicants should be aware that awards will be made as Cooperative Agreements, and OVW will play a substantial role in shaping and monitoring the project. The award period for these grants will be 36 months for applicants who have not previously received funding under this grant program and 24 months for applicants who received funding under this program in Fiscal Years 2006 or 2007. **Budgets must reflect 36 or 24 months (as applicable) of project activity, and the total “estimated funding” (block 15) on the SF-424 must reflect 36 or 24 months (as applicable).**

### **Award Amounts**

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs. Disability Grant Program funds for Fiscal Year 2010 will be awarded based on the following guidelines:

#### Applicants Not Previously Funded Under This Grant Program

Awards will be made as cooperative agreements for a 36 month period in the amounts of up to **\$600,000 for a State-focused collaborative and up to \$450,000 for a local-focused collaborative, for applicants who have not received funds under this grant program in prior years.**

Award recipients will engage in a planning and development phase and an implementation phase. The duration of the planning and development phase will be dictated by OVW's determination that the award recipient has demonstrated that all program planning requirements have been met. Due to the substantial role OVW will play in shaping and monitoring the project, award recipients should be aware that they will be required to receive and to participate actively in technical assistance throughout the project.

#### Applicants Funded in Fiscal Years 2006 or 2007

Awards will be made as cooperative agreements for a 24 month period and will be made for up to **\$450,000 for a state-focused collaborative and \$400,000 for local-focused collaborative, for applicants who received grant awards in 2006 or 2007.**

Applicants may propose projects that will enhance activities previously funded under this program or replicate the previously funded project in a different community. Specifically, proposed activities should build upon the successful initiatives funded during the previous project. Applicants funded in Fiscal Years 2006 or 2007 under this grant program may not request funds to sustain previously funded project activities.

Award recipients are not required to engage in the planning and development phase, but they will be required to reflect critically upon previously funded activities to ensure that proposed activities are appropriate and necessary. This review will take place within six months of the project start date and will be facilitated by OVW or the OVW designee.

#### **Program Scope**

Disability Grant Program recipients will provide training, consultation, and information on sexual assault, domestic violence, dating violence, and stalking against individuals with disabilities (as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C.12102)), and enhance direct services to such individuals. The Disability Grant Program will support education, training, cross training, capacity building, activities promoting systemic change and the establishment of multi-disciplinary teams at the state and local levels.

#### Statutory Program Purposes

By statute, funds under the Disability Grant Program may be used for the following purposes:

- To provide personnel, training, technical assistance, advocacy, intervention, risk reduction and prevention of sexual assault, domestic violence, dating violence, and stalking against disabled individuals;
- To conduct outreach activities to ensure that disabled individuals who are victims of sexual assault, domestic violence, dating violence, and stalking receive appropriate assistance;
- To conduct cross-training for victim service organizations, governmental agencies, and nonprofit, nongovernmental organizations serving individuals with disabilities about risk reduction, intervention, prevention and the nature of sexual assault, domestic violence, dating violence, and stalking for disabled individuals;
- To provide technical assistance to assist with modifications to existing policies, protocols, and procedures to ensure equal access to the services, programs, and activities of victim service organizations for disabled individuals;
- To provide training and technical assistance on the requirements of shelters and victim services organizations under Federal anti-discrimination laws, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973;
- To modify facilities, purchase equipment, and provide personnel so that shelters and victim service organizations can accommodate the needs of disabled individuals;

- To provide advocacy and intervention services for disabled individuals who are victims of sexual assault, domestic violence, dating violence, and stalking; or
- To develop model programs providing advocacy and intervention services within organizations serving disabled individuals who are victims of sexual assault, domestic violence, dating violence, or stalking.

#### Project Focus

OVW will award funding only for projects with a State focus or a local focus. For purposes of making funding decisions under the Disability Grant Program, a State focused project proposes a multi-disciplinary team comprised of organizations that operate at a State-wide level (e.g., state independent living council, ARC, sexual assault and/or domestic violence coalition). State focused projects will concentrate efforts in 2 – 3 communities within the state. At the time of submission, an applicant does not need to identify the specific communities to be involved in project activities. However, an applicant may specify, for example, that the project expects to focus on a rural community and an urban community. During the planning and development phase, a successful applicant will be required to identify specific communities. A project with a local focus proposes a multi-disciplinary team comprised of local or community based organizations (e.g., center for independent living, community mental health, rape crisis center, or domestic violence shelter/program). These organizations will be the sites of change. Project activities will focus within and between the organizations represented on the multi-disciplinary collaborative. Applications that propose activities covering an entire state, multiple states or nation wide activities will not be funded.

OVW will consider applications that focus on a wide range of types of disabilities as well as projects that focus on a particular type of disability. The focus of the project should be dictated by the specific needs of the community or communities to be served.

#### **Program Requirements**

All applications must address how the following mandatory Disability Grant Program requirements will be met. Multi-disciplinary collaborative teams must achieve the following goals of the Disability Grant Program:

- Systemic change;
- Effective and appropriate services;
- Capacity building;
- Increased accessibility; and
- Increased responsiveness.

#### Mandatory OVW Multi-Disciplinary Collaborative Team

Every program supported by Disability Grant Program funds must identify and support a multi-disciplinary collaborative team comprised of, at a minimum, the following:

- At least one nonprofit, nongovernmental victim services organization, such as a State domestic violence and/or sexual assault coalition; and
- At least one nonprofit, nongovernmental organization serving disabled individuals.

Multi-disciplinary collaborative teams may include other appropriate organizations necessary to achieve proposed project goals. All organizations on the collaborative must be signatories on the Memorandum of Understanding (MOU).



### Other Program Requirements

Applications must address the following general program requirements:

- Multi-disciplinary collaborative teams must address at least one statutory purpose area;
- Multi-disciplinary collaborative teams must demonstrate a high level of commitment from all parties to work collaboratively;
- The multi-disciplinary collaborative team member organizations will be required to address issues of accessibility and responsiveness within their own individual organizations and review their own policies and practices as they relate to violence against individuals with disabilities;
- Executive Director/Chief Operating Officers of multi-disciplinary collaborative team member organizations must be engaged with the project and be informed of initiatives throughout the duration of the project;
- Executive Director/Chief Operating Officers of multi-disciplinary collaborative team member organizations must commit to building the capacity of the organization and its employees to address the needs of victims with disabilities;
- Each organization will be required to develop and implement a plan to increase accessibility and responsiveness within their own organizations;
- Multi-disciplinary collaborative teams must develop and implement a realistic plan to sustain project activities after Disability Grant Program funding concludes; and
- Multi-disciplinary collaborative teams must develop policies around confidentiality and information sharing.

### Criminal Justice System

Applications that propose to work with the criminal justice system must include a comprehensive, multi-disciplinary response to sexual assault, domestic violence, dating violence, and stalking against individuals with disabilities. Applications proposing to address the criminal justice system must include a representative from the criminal justice system discipline on the multi-disciplinary collaborative team (i.e., law enforcement, prosecution, and judiciary).

### Direct Services

While applicants may use grant funds to support direct services, they must also support an overall coordinated response to sexual assault, domestic violence, dating violence, and stalking against individuals with disabilities. Applications that propose to provide direct services must also propose to provide cross-training for victim service organizations, governmental agencies, and nonprofit, nongovernmental organizations serving individuals with disabilities about risk reduction, intervention, prevention, and the nature of domestic violence, dating violence, sexual assault and stalking for disabled individuals (Statutory Purpose Area #3).

### Technical Assistance Requirements

Technical assistance under the Disability Grant Program is proactive and required. Multi-disciplinary collaborative teams must participate in all technical assistance events supported by OVW related to the Disability Grant Program. Technical assistance will be delivered through, but not limited to, frequent, regular contact with the OVW identified technical assistance provider (weekly, bi-weekly, or monthly), site visits, quarterly tele/video conference calls, all award recipient meetings (four to six meetings over three years) and Web-based technical assistance. Successful applicants should expect a high level of involvement with the OVW identified TA provider, and should expect to engage in intensive, proactive technical assistance for the duration of the cooperative agreement. Technical assistance provided will be topical and skill-

based in nature. Technical assistance around concept and product development will also be provided.

Program Requirements for Applicants Not Previously Funded under this Grant Program

In addition to the aforementioned Program Requirements, new applications must demonstrate a commitment to engage in the following required activities:

- Multi-disciplinary collaborative teams are required to complete a planning and development phase, during which time the following activities and products must be completed:
  - collaborate on developing a charter, which will memorialize and commit the multi-disciplinary partnership to intense collaboration throughout the life of the cooperative agreement;
  - community and issue focus memo (State focused projects only);
  - develop a needs assessment plan;
  - develop needs assessment tools; and
  - develop a strategic plan.
- Multi-disciplinary collaborative teams must work with the OVW identified technical assistance provider to develop each of the aforementioned products;
- Multi-disciplinary teams must submit the charter, community and issue focus memo (if applicable), assessment plan, assessment tools and strategic plan to OVW for approval;
- Multi-disciplinary collaborative teams are to engage in aforementioned activities only during the planning and development phase;
- Once OVW has determined that the planning and development phase has been successfully completed, multi-disciplinary collaborative teams may then engage in the implementation phase; and
- Initiatives for the implementation phase are determined by the results of the planning and development phase.

Program Requirement for Applicants Funded in Fiscal Years 2006 or 2007

In addition to the general Program Requirements, current grantees must commit to the following:

- OVW will not fund activities previously funded in the current grant;
- Applicants must propose activities that will enhance and build upon the work of the previously funded project;
- Applicants must engage in critical review of previously funded activities, which will be facilitated by OVW, or the OVW designee;
- State focused applications proposing to replicate their previously funded activities within another community must complete a needs assessment and strategic plan for each new community; and
- Proposed activities must be directly related to previously funded activities.

Physical Modification

In order to honor the goal of the Disability Grant Program and build the capacity of organizations working as a multi-disciplinary team to provide services to individuals with disabilities who are victims of violence and abuse, OVW requires that funds designated for physical modifications should not exceed 2% of the total award.

As of Fiscal Year 2007, applicants who are proposing to use 2% of Disability Grant Program funds for physical modifications must follow the following guidelines outlined in this Solicitation. Applicants whose submissions that do not include all of the documentation required by OVW will not be allowed to use cooperative agreement funds for physical modifications.

Under the Disability Grant Program, OVW will consider the following to be physical modifications: painting or carpeting but may also include renovations, such as building ramps, widening doorways, or making a bathroom accessible and other seemingly insignificant modifications.

All OVW awards that involve physical modifications must comply with the National Environmental Policy Act (NEPA) (42 USC section 4321 et seq.) and the National Historic Preservation Act (NHPA), and any other applicable environmental statutes or regulations. DOJ has established procedures to implement NEPA at 28 CFR Part 61. Applicable NHPA regulations can be found at 36 CFR Part 800.

In order for OVW to undertake the necessary review under the NEPA and NHPA, those applicants proposing to use grant funds for any type of physical modifications must include the following information as an attachment to the application:

- A precise description of the proposed modification. A precise description must include the following information: the location of the facility; the age of the facility; an explanation of the prior and current use of the facility; a complete and detailed description of the planned modifications and the materials to be used; a statement as to whether the proposed modifications will change or materially alter the basic prior use of the building, or its size; a statement as to whether the facility is located on a 100-year floodplain or a wetland; and an explanation of the need for the proposed modifications;
- A letter from the State Historic Preservation Officer (SHPO), or Tribal Historic Preservation Office (THPO) indicating whether the building is listed, or eligible for listing, on the National Registry of Historic Places, and also certifying that no historic building will be affected by the proposed modifications;
- A statement by the applicant that the applicant has notified a representative of the local government with jurisdiction over the area potentially affected by the project, and made such official aware of the option to be consulted during the NHPA process;
- A statement by the applicant as to whether there are any other known environmental concerns regarding the proposed modifications.

Applicants whose proposals do not include the aforementioned materials will be prohibited from using cooperative agreement funds to support physical modifications. Please note that applicants should submit to the SHPO the precise location of the facility, the age of the facility and the detailed plans for the modifications, and should allow 30 days for the SHPO to respond as to whether any historic buildings will be affected.

Upon receipt of the information listed above, OVW will make a determination under both the NEPA and the NHPA as to whether further review is required.

Specifically, after review of the proposed modifications, OVW will determine whether the NEPA requires completion of an Environmental Assessment (EA) before proceeding with an award that includes the proposed modifications. At a minimum, proposed modifications that involve new construction, change the basic prior use of a facility or change its size, or that otherwise may affect the environment will require further review and the completion of an EA by the applicant before OVW will be able to make an award.

Additionally, OVW will make any necessary further determination under the NHPA, and will then make that further determination available to the relevant Tribal Historic Preservation Office (THPO) or SHPO, and must allow 30 days for response, as required by the NHPA regulations. Depending on the need for further review under the NHPA or the NEPA, the applicant should be aware that there may be a delay in the ability of OVW to make an award that includes the proposed modifications.

### **Activities That May Compromise Victim Safety and Recovery**

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

- Developing materials that do not address the issue of targeted abuse;
- Developing materials that focus primarily on issues of physical accessibility and do not fully address issues of programmatic and attitudinal accessibility;
- Proposing activities that focus on victim services programs only and do not address issues of trauma informed practice within disability organizations;
- Failing to develop policies around confidentiality and information sharing for the multi-disciplinary collaborative team;
- Crafting policies that deny individuals access to services because of a disability; and
- Developing safety plans that are not appropriate for individuals with disabilities.

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

### **Unallowable Activities**

Grant funds under the Disability Grant Program may not be used for any unauthorized purposes, including but not limited to the following activities:

- Lobbying;
- Fundraising;
- Research projects;
- Education or training activities during the planning phase; and
- Physical modifications that have not been approved by OVW and/or that are in excess of 2% of the total award.

## **Performance Measures**

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

For more information, see the [Reference Guide](#) at pages 17-20.

## How To Apply

See the [Reference Guide](#) at pages 13-17 for information regarding “how to apply.”

## What An Application Must Include

Applicants must complete each of the following sections as part of their response to this solicitation. **It is the responsibility of the applicant to ensure that its application is complete by the deadline. OVW will remove the application from consideration prior to peer review if the application is substantially incomplete or received after the deadline without prior permission as described in the [Reference Guide](#) at pages 15-16.** For each section listed below, please note the corresponding maximum point value that may be assigned during the peer review scoring process. The application should follow the order below for easy reading. Peer reviewers will not receive any additional materials submitted beyond those required. For example, if an application includes a narrative that is 20 pages, the last five pages will be removed prior to peer review.

Applications must use the following page format requirements:

- Double spaced (except that any included graphs and charts may be single-spaced)
- 8½ x 11 inch paper
- One inch margins
- Type no smaller than 12 point, Times New Roman font
- Include a brief Summary Data Sheet
- Include a Project Abstract (please limit to one page)
- Include a list of all current OVW projects as described below (if applicable)
- No more than 15 pages for the Project Narrative (item VII below)
- Word processing documents must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).

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

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

Please see the [Reference Guide](#) at page 6 for additional information. This form will be filled out online and you should print out a copy for your hard copy submission.

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

Please see the [Reference Guide](#) at page 7 for additional information. These forms will be filled out online and you should print out copies for your hard copy submission.

### III. Financial Accounting Practices

Each applicant must prepare a response to the following questions. This section of your application should be no more than two pages and should be a separate attachment to the application in Grants.gov and a separate section in the hard copy.

- Will all funds awarded under this program be maintained in an account that is separate and distinct from other sources of revenue/funding?
- Does the applicant have written accounting procedures?
- What type of inventory system does the applicant have in place?
- Does the applicant's current accounting system allow the applicant to separately track grant draw-downs and expenditures?
- Does the applicant have a risk management assessment process in place to identify and mitigate potential risks?
- What is the applicant's records retention policy?
- Has the individual primarily responsible for fiscal oversight attended a Fiscal Management Training Seminar put on by a U.S. government agency? If yes, when and which government agency?

#### IV. Summary Data Sheet (5 Points)

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

- Name, title, address, phone number, and e-mail address for the authorized representative (Please see the [Reference Guide](#) at page 6 for more information on who can be an authorized representative);
- Name, title, address, phone number, and e-mail address for the grant point-of-contact.
- Whether the agency has expended \$500,000 in Federal funds in the past fiscal year. Please specify the end date of the fiscal year;
- If applicants received funding under the Disability Grant Program in Fiscal Years 2006 or 2007;
- Applicants who received funding under this program in Fiscal Year 2006 or 2007 must provide the balance remaining in the grant as of the date of the application and the original award amount;
- Name of multi-disciplinary collaborative team members (specify domestic and/or sexual violence organization and disability organization);
- If the application is a state or local focused project;
- Disability focus (general or a specific type of disability);
- Statutory purpose area(s) to be addressed; and
- Whether or not the application includes funds (2% or less of the total award) for physical modifications.

#### V. Proposal Abstract

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

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

## VI. Summary of Current OVW Projects

For each current OVW Project, as defined in the OVW [Reference Guide](#) at page 7, please provide the following information:

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

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

In addition to this information, OVW will evaluate the performance of the applicant in all current grants as a factor in the consideration of this application. Please note that applicants that have previously been OVW grantees and have failed to meet grant deadlines, failed to comply with financial requirements, or failed to comply with special conditions from previous grants may not be considered for funding.

## VII. Project Narrative (Total 60 Points)

The following narrative should be a separate attachment to the application in Grants.gov and a separate section in the hard copy. The Project Narrative may not exceed 15 pages in length, double-spaced. Please number the pages of your narrative.

### A. Purpose of Application (15 points)

- Describe the service area (State or local service area) in which the project would be implemented, including location, population, and demographic information;
- Describe issues involving violence against individuals with disabilities within the applicant's State or local service delivery area;
- Identify the type of disability the project will focus on (may be disability in general or a specific type of disability) and the need for the focus;
- Clearly state the need for the project and how funding would alleviate it. The need must directly relate to the state or local service delivery area;
- Describe current gaps in services delivery; and
- Describe the barriers individuals with disabilities who are victims of violence and abuse experience, if any, while attempting to access and utilize services within the State or local service delivery area.

This section will be rated on the extent to which the applicant addresses the above criteria.

B. What Will Be Done

**Applicants Not Previously Funded Under This Grant Program (10 Points)**

- Identify which purpose area(s) the proposed project will address;
- Propose potential activities that would address the stated need. Activities must focus on:
  - the needs in the identified service areas/communities;
  - systemic change;
  - increased access to services;
  - increased responsiveness of disability organization;
  - organizational capacity building; and
  - collaboration building.
- Detail the responsibilities of each multi-disciplinary collaborative team member, as they correspond to the proposed activities.

This section will be rated on the extent to which the applicant addresses the above criteria.

**Applicants Funded in Fiscal Years 2006 or 2007 (25 Points)**

- Identify which purpose area(s) the proposed project will address;
- Propose potential activities that would address the stated need. Activities must focus on:
  - the needs in the identified service areas/communities;
  - systemic change;
  - increased access to services;
  - increased responsiveness of disability organization;
  - organizational capacity building; and
  - collaboration building.
- Detail the responsibilities of each multi-disciplinary collaborative team member, as they correspond to the proposed activities. Applicants must clearly state why particular activities were chosen, how they will translate into creating systemic change and how they will achieve overall improved services to victims with disabilities;
- Detail how proposed activities will enhance and build upon activities implemented under the previously funded project;
- Detail expected results of proposed activities;
- Detail the capacity of the multi-disciplinary collaborative team to successfully implement project activities; and
- State focused applicants proposing to replicate previously funded project activities should detail how pilot sites will be chosen and how needs in the pilot sites will be assessed.

This section will be rated on the extent to which the applicant addresses the above Criteria, as well as:

- The extent to which project activities seem feasible and likely to succeed; and
- The extent to which project activities can realistically be completed within the grant cycle.



C. Who Will Implement the Project

**Applicants Not Previously Funded Under This Grant Program (30 Points)**

- Identify the organizations and individuals (if known) who make up the multi-disciplinary collaborative team. Multi-disciplinary collaborative team members must be linked directly to the stated need;
- Describe why each multi-disciplinary collaborative team member was chosen for this project. In doing so, the application should detail the qualifications of the organizations and individuals to achieve the project, the resources and skills each member will bring to the project, and the constituents of each organization;
- Describe the services of each organization involved with the multi-disciplinary collaborative team (State-focused applicants should describe services provided to constituents; local-focused applicants describe services provided to clients or consumers);
- Describe the ability of each organization to create change within their respective disciplines (State-focused applicants), or to create change within their own organization (local-focused applicants);
- Describe the meaning of a multi-disciplinary collaborative relationship; and
- Describe the benefits and challenges of being involved in a multi-disciplinary collaborative relationship.

This section will be rated on the extent to which the applicant addresses the above criteria.

**Applicants Funded in Fiscal Years 2006 or 2007 (10 Points)**

- Identify the organizations and individuals (if known) who make up the multi-disciplinary collaborative team. Multi-disciplinary collaborative team members must be linked directly to the stated need;
- Describe why each multi-disciplinary collaborative team member was chosen for this project. In doing so, the application should detail the qualifications of the organizations and individuals to achieve the project, the resources and skills each member will bring to the project, and the constituents of each organization;
- Describe the services of each organization involved with the multi-disciplinary collaborative team (State-focused applicants should describe services provided to constituents; local-focused applicants describe services provided to clients or consumers);
- Describe the ability of each organization to create change within their respective disciplines (State-focused applicants), or to create change within their own organization (local-focused applicants);
- Describe the meaning of a multi-disciplinary collaborative relationship; and
- Describe the benefits and challenges of being involved in a multi-disciplinary collaborative relationship.
- Describe lessons learned from working as a previous collaborative;
- Describe activities or strategies the multi-disciplinary collaborative team will engage in to strengthen the collaborative relationship and work;
- Describe any changes in the multi-disciplinary collaborative team membership (addition or exclusion of member organization or personnel); and
- Detail the rationale for the addition or selection of a partner and describe the strategy for including

the organization/individual into the group. The application must describe the benefits and challenges of including an additional partner to an existing collaborative.

This section will be rated on the extent to which the applicant addresses the above criteria.

D. Sustainability

**Applicants Not Previously Funded Under This Grant Program (5 Points)**

As this is a competitive, discretionary grant program, there is no guarantee of continuation funding. Applicants are required to include a plan to continue the project if Federal funding through the Disability Grant Program were no longer available.

The plan will be evaluated on whether or not it proposes feasible strategies to preserve project activities long-term. Please note plans to sustain the project should not rely on alternative funding sources only. The application should detail how portions of the project will be sustained through systemic change.

**Applicants Funded in Fiscal Years 2006 or 2007 (10 Points)**

Applicants that were funded in Fiscal Years 2006 or 2007 should detail how they were able to sustain previously funded activities, or how these activities were institutionalized. Applicants should describe how they will utilize experiences sustaining activities under the previously funded project and apply them to sustain the proposed activities.

**VIII. Budget Detail Worksheet and Narrative (Total 15 Points)**

A Sample Budget Detail Worksheet is available at [http://www.ojp.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.gov/funding/forms/budget_detail.pdf). When preparing the Worksheet and Narrative, please use the Sample Budget Detail Worksheet as a guide and be sure to include all necessary budget categories as outlined in the Worksheet. The budget should clearly describe the proposed amounts and uses of grant funds for the duration of the grant period and how the amounts of the specific budget items were determined.

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

In developing the budget, applicants should fairly compensate all project partners for their participation in any project-related activities, including, but not limited to, compensation for time and travel expenses to participate in project development, training, and implementation. The budget **must** include compensation for all services rendered by project partners, including nonprofit, nongovernmental sexual assault and/or domestic violence victim services programs and State and Tribal sexual assault and/or domestic violence coalitions.

Budget Limits

Applicants should carefully consider the resources needed to implement this project and present a realistic budget that accurately reflects the costs involved. Requests for applicants who have never received funding under the Disability Grant Program may not exceed \$600,000 (State-focused) and \$450,000 (local-focused) for the 36 month project period.

Applicants funded in Fiscal Years 2006 or 2007 may not exceed \$450,000 for state focused collaborative projects and \$400,000 for local focused collaborative projects for the 24 month project period.

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

#### Budget Requirements

For budget guidelines, see the [Reference Guide](#) at pages 9-12. Following is additional guidance specific to this program:

#### *Training and Technical Assistance.*

All applicants **are required** to allocate funds in the amount of **\$35,000** (applicants from Alaska, Hawaii, and U.S. Territories should allocate **\$45,000** to account for higher travel costs) to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Please see the [Reference Guide](#) at page 10 for more information on this requirement.

The following are additional Disability Program budgetary guidelines:

- Applicants who are proposing to use up to 2% of Disability Grant Program funds for physical modifications must comply with the National Environmental Policy Act (NEPA) (42 USC section 4321 et seq.) and the National Historic Preservation Act (NHPA), and any other applicable environmental statutes or regulations. DOJ has established procedures to implement NEPA at 28 CFR Part 61. Applicable NHPA regulations can be found at 36 CFR Part 800. In order for OVW to undertake the necessary review under NEPA and NHPA, those applicants proposing to use grant funds for any type of physical modifications must include all required information, as outlined under the Physical Modification section of this solicitation, as an attachment to the application.
- Applicants should include a line item(s) to pay for necessary accommodations. Accommodations may include American Sign Language Interpreters or printing in alternative formats.
- Applicants may budget for costs of a personal care attendant (PCA) to travel with a multi-disciplinary collaborative team member to OVW sponsored meetings if necessary. Grant funds may be used to pay for travel, lodging and per diem costs of the PCA.

A Sample Budget Detail Worksheet is available at [http://www.ojp.usdoj.gov/Forms/budget\\_detail.pdf](http://www.ojp.usdoj.gov/Forms/budget_detail.pdf). When preparing the Worksheet and Narrative, please use the Sample Budget Detail Worksheet as a guide and be sure to include all necessary budget categories as outlined in the Worksheet. The budget should clearly describe the proposed amounts and uses of grant funds for the duration of the grant period and how the amounts of the specific budget items were determined.

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

This section will be rated on the following criteria:

- The extent to which the budget is reasonable and within established limits;
- The extent to which the applicant has taken costs for necessary accommodations into consideration;
- The extent to which the applicant has provided fair compensation for multi-disciplinary collaborative team members; and
- The extent to which budget costs correspond with proposed project activities.

**IX. Memorandum of Understanding (MOU) (Total 20 points)**

Applicants are required to submit an MOU that demonstrates they have collaborated in a meaningful way with a nonprofit, nongovernmental victim services organization and a nonprofit, nongovernmental organization that provides services to disabled individuals. The MOU should be a single attachment to the application in Grants.gov and a separate section in the hard copy. Applicants that were funded in Fiscal Years 2006 or 2007 must develop a new MOU that reflects the proposed project activities, changes in membership and include current dates and signatures from all relevant project partners.

The MOU must be current (**i.e., signed and dated during the development of the proposal**) and be created and signed by the chief executive officers and/or directors of the participating partners.

- At a minimum, the MOU must be signed by a nonprofit, nongovernmental domestic violence and/or sexual violence program **and** a nonprofit, nongovernmental organization serving individuals with disabilities.
- Signing organizations should appropriately correspond with the proposed project. For example, if an application focuses mainly on sexual assault, then the MOU must include an organization with demonstrated expertise in sexual assault.

The MOU must:

- Identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- Specify the extent of each partner's participation in developing the application;
- Clearly state the roles and responsibilities each organization or agency would assume to ensure the success of the proposed project;
- Identify the representatives of the planning and development team who will be responsible for developing and implementing project activities and describe how they will work together and with project staff;
- Demonstrate a commitment on the part of all project partners to work together to achieve stated project goals;
- Indicate approval of the proposed project budget by all signing parties;
- Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, and training); and
- Demonstrate the ability and willingness to affect change among constituents and within own organizations.

The MOU should be a **single document** that includes signatures and dates from all partners. Separate signature pages for partners are not acceptable. Signatories should be sure to

include their titles and agencies under their signatures. A sample MOU is available at <http://www.ovw.usdoj.gov/applicants.htm>.

**Letters of support may not be submitted in lieu of the MOU.**

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

This section will be rated on the extent to which the applicant addresses the above criteria.

In addition to the criteria above, all applications will be rated on the extent to which they provide all of the information set out in the solicitation and meet all of the criteria specified. In reviewing applications, reviewers will evaluate each section separately.

**X. Letter of Nonsupplanting**

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

**XI. Financial Capability Questionnaire**

All nonprofit, nongovernmental organizations that apply for funding from OVW and have not previously (or within the last 3 years) received funding from OVW or the Office of Justice Programs (OJP) must complete a Financial Capability Questionnaire. The form can be found at [http://www.ojp.usdoj.gov/funding/forms/financial\\_capability.pdf](http://www.ojp.usdoj.gov/funding/forms/financial_capability.pdf). The applicable Federal audit agency and fiscal year should be included on the first page. In addition, the applicant must submit their current year's audit report with the Financial Capability Questionnaire. This should be a separate attachment to the application in Grants.gov. This document does not need to be included in the hard copy.

**XII. Indirect Cost Rate Agreement**

Applicants that have established a Federally-approved indirect cost rate may request indirect costs to support the project. Please include a copy of a current, signed Federally-approved indirect cost rate agreement. If you need additional information on this requirement, you may go to <http://www.ojp.usdoj.gov/financialguide/past3/pasrt3chap17.htm>. This should be a separate attachment to the application in Grants.gov and a separate section in the hard copy.

## **Selection Criteria**

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

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

- Whether progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the current project, indicating progress toward meeting project goals and objectives, and demonstrate that the current project has progressed in a timely manner as outlined in the original proposal;

- Whether the grantee has demonstrated that past activities supported with OVW grant funds have been limited to program purpose areas;
- Whether the grantee has complied with all special conditions of its existing grant award(s) from OVW;
- Whether the grantee has adhered to programmatic and financial reporting requirements, including timely submission of required reports;
- Whether the grantee has demonstrated a commitment to sustaining the project after Federal funds are no longer available;
- Whether the grantee has closed-out prior awards in a timely manner;
- Whether 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;
- Whether the grantee has received financial clearances on all current grants from OVW;
- Whether the grantee has complied with the Office of Management and Budget single-audit requirement; and
- Whether grant funds were spent in a timely manner.

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

## Review Process

All applications will be subject to internal review by OVW staff and external peer review panels, and will be scored according to the criteria set forth in this solicitation. **If the application fails to meet the criteria listed below for the OVW initial internal review, the application will not receive further consideration. If applications that are partially beyond the scope of the program are sent to external peer review, only sections of the application that are within scope will be reviewed.**

### OVW Initial Internal Review

Criteria for the OVW initial internal review follow:

- Whether the applicant meets all statutory eligibility criteria (see page 5);
- Whether the application is complete;
- Whether the proposed activities are within the scope of the program (see pages 7 & 8); and
- Whether the application proposes significant activities that may compromise victim safety (see page 12).

### External Peer Review Panels

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

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

## **Additional Requirements**

For information on additional requirements that apply to all OVW applicants and grantees, see the [Reference Guide](#) at pages 21-22.

## **Public Reporting Burden**

### **Paperwork Reduction Act Notice**

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this form is 30 hours per form. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office on Violence Against Women, U.S. Department of Justice, 800 K Street, NW, Washington, DC 20530.

## Application Checklist

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

Application Document	Required?	Completed?
1. Standard Form 424	Yes	
2. Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)	Yes	
3. Financial Accounting Practices	Yes	
4. Summary Data Sheet	Yes	
5. Proposal Abstract	Yes	
6. Summary of Current OVW Projects	Yes, if applicable	
7. Narrative. The following sections must be included	Yes	
Purpose of Application	Yes	
What will be Done	Yes	
Who will Implement	Yes	
8. Budget, Budget Narrative and Budget Summary	Yes	
9. MOU	Yes	
10. Letter of Nonsupplanting	Yes	
11. Financial Capability Questionnaire (nonprofits only, see page 23 for details).	If applicable	
12. Indirect Cost Rate Agreement (only if the applicant has a current Federally-approved rate)	If applicable	

Applicants must send **via overnight delivery** a complete hard copy original of the application, **postmarked by March 9, 2010** to:

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

Detailed instructions on how to use the Grants.gov system to submit your application online are available at [www.grants.gov](http://www.grants.gov). Also, a toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, **1-800-518-4726**, Monday through Friday from 7 a.m. to 9 p.m., E.T.



