

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

The U.S. Department of Justice, Office on Violence Against Women (OVW) (www.usdoj.gov/ovw) is pleased to announce that it is seeking concept papers 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 domestic violence, dating violence, stalking and sexual assault against individuals with disabilities, and enhancing direct services to such individuals.

OVW FY 2007 Education, Training and Enhanced Services to End Violence Against and Abuse of Women with Disabilities Call for Concept Papers

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 4)

Deadline

Letters of intent to apply should be submitted by **December 11, 2006**
All applicants should register online with Grants.gov by **December 11, 2006**
All concept papers are due by 8:00 p.m. e.t. on **January 19, 2007**
(See "Deadline: Concept Papers," page 4)

Contact Information

For assistance with the requirements of this Call for Concept Papers, contact the Office on Violence Against Women at (202)307-6026. The concept paper must be submitted through Grants.gov. For technical assistance with submitting the concept paper, call the Grants.gov Customer Support Hotline at 1-800-518-4726.

Grants.gov Number assigned to announcement OVW-FY 2007 1424

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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

About the Office on Violence Against Women

The Office on Violence Against Women (OVW) is a component of the U.S. Department of Justice. Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership against domestic violence, dating violence, sexual assault, and stalking. Since its inception, OVW has launched a multifaceted approach to responding to these crimes. By forging state, local and tribal partnerships among police, prosecutors, the judiciary, victim advocates, health care providers, faith leaders, and others, OVW grants help provide victims with the protection and services they need to pursue safe and healthy lives and enable communities to hold offenders accountable.

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

The Education, Training, and Enhanced Services to End Violence Against and Abuse of Women with Disabilities Grant Program (Disability Grant Program) was created by the Violence Against Women Act of 2005 (VAWA 2005) 42 U.S.C 3796gg-7. Congress, OVW, and victim advocates recognized the need to focus on domestic violence, dating violence, stalking and sexual assault against individuals with disabilities due to the proliferation of such violence and the gaps in service provision and the criminal justice response for this population. The goal of this program is to build the capacity of such jurisdictions to address such violence against individuals with disabilities through the creation of multi-disciplinary teams.

Disability Grant Program recipients will provide training, consultation, and information on domestic violence, dating violence, stalking, and sexual assault 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 scope of the Disability Grant Program is defined by eight statutory purpose areas (see page 7). Please note that for awards made in FY 2007, Disability Grant Program funds may not be used to provide training, consultation and information to, the criminal justice system. OVW has determined that in order to effectively incorporate the criminal justice system into the Disability Grant Program, no funds in this grant cycle may be used to address the criminal justice system.

Conditions for Making Proposed Physical Modifications

As of FY 2007, and subject to the conditions outlined in this call for concept papers, award recipients may use no more than 2% of Disability Grant Program funds for physical modifications.

Conditions for Providing Direct Services

Concept papers must address at least one statutory purpose area. Concept papers that propose to provide direct services must include a comprehensive, multi-disciplinary response to domestic violence, dating violence, stalking and sexual assault against individuals with disabilities. The focus of the Disability Grant Program is on capacity building and creating true multi-disciplinary, collaborative teams in order to effectively address the issue of such violence against individuals with disabilities. As such, concept papers that propose to provide direct services must propose to address the statutory purpose area number 3, "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, stalking and sexual assault for disabled individuals".

Deadline: Letter of Intent

All applicants who intend to apply for FY 2007 funding under this program are encouraged to **submit a non-binding letter of intent**, (http://www.usdoj.gov/ovw/docs/sample_letter_of_intent.pdf), to OVW by **December 11, 2006**. You may send the letter to OVW at OVW.Disabilities@usdoj.gov. OVW will use these letters to forecast the number of review panels needed to review competitive applications.

Deadline: Registration

The *Grants.gov* registration deadline is **December 11, 2006**. Registering with *Grants.gov* is a one-time process; however, if you are a first-time registrant, it could take up to several weeks to have your registration validated and confirmed and to receive your user password. It is highly recommended you start the registration process as early as possible to prevent delays in submitting your concept paper package to our agency by the deadline specified. There are three steps that you must complete before you are able to register: 1) register with Central Contractor Registry (CCR), 2) be authorized as an Authorized Grantee/Recipient Official (AGO) in your organization, and 3) register yourself as an (AGO). For more information, go to www.grants.gov**Note: Your CCR registration must be renewed once a year. Failure to renew your CCR registration will prohibit submission of a concept paper through Grants.gov.**

Deadline: Concept Papers

The due date for applying for funding under this Call for Concept Papers is 8:00 pm EST. **January 9, 2007.**

Eligibility

By statute, eligible applicants are:

- States;
- Units of local governments;
- Indian tribal governments or tribal organizations; and

- Nonprofit and nongovernmental victim services organizations, such as a State domestic violence or sexual assault coalitions or nonprofit, nongovernmental organization serving disabled individuals.

Funding to Faith-Based and Community Organizations: Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is DOJ policy that faith-based and community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and community organizations will be considered for awards on the same basis as any other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

Applicants are encouraged to review the Civil Rights Compliance section under "Additional Requirements" in this announcement.

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

Types of Applicants

In order to receive funds under the Disability Grant Program, an organization must qualify as one of the four eligible entities defined by the statute. OVW consistently interprets the term "State" in all of its program statutes to mean the executive of the State government, which may include executive agencies, but does not include any "state instrumentality" such as a public university. OVW, therefore, does not consider public universities as "States," for purposes of eligibility for the Disability Grant Program.

However, some Universities 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." 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) (35).

Indian tribe is defined as any tribe, band, pueblo, nation or other organized group or community of Indians, including any Alaska Native village or regional or village corporation (as defined in, or established pursuant to the Alaska Native Claims Settlement Act (43 U.S.C.1601 et seq.)), that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians" 42 U.S.C. 13925(a)(13). Tribes that are receiving services provided by a tribal consortium are eligible to apply for funding through this program. Any organized community of Indians, or a consortium representing several Indian tribal governments, that requests funding must submit a tribal resolution from each constituent tribal government that would participate in the activities outlined in the application.

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

Awards will be made for three years.

Award Amounts

This call for concept papers is the first step in the process of selecting six to fifteen multi-disciplinary teams that will be funded under the Disability Grant Program in FY 2007. Awards will be made as cooperative agreements and will be made for up to \$750,000 for a three year period. Multi-disciplinary teams that are funded with Disability Grant Program funds will be required to set aside \$200,000 to support the first year planning phase. The remaining \$550,000 will be used to support the implementation phase of the project during years two and three. A special condition will be included on all cooperative agreements that restrict access to only \$200,000 in year one. Remaining funds will be released upon successful completion of the first year planning requirements. Applicants should be aware that OVW will play a substantial role in shaping and monitoring the project and intensive technical assistance will be provided to each multi-disciplinary team.

Physical Modification

As of FY 2007, applicants who are proposing to use 2% of Disability Grant Program funds for physical modifications must follow the following guidelines outlined in this call for concept papers. Concept papers that do not provide all of the documentation required by OVW will not be allowed to use grant funds for physical modifications.

Physical modifications include even seemingly insignificant renovations, such as painting or carpeting but may also include renovations, such as building ramps, widening doorways, or making a bathroom accessible.

All OVW awards that involve physical modifications are subject to 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. The Department of

Justice 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 concept papers:

- 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) 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; and
- 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; and
- A statement by the applicant as to whether there are any other known environmental concerns regarding the proposed modifications.

Concept papers that do not include the aforementioned materials will be prohibited from using grant funds to support physical modifications. Please note that grantees 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 Environmental Assessment (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 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.

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, funds designated for physical modifications should not exceed 2% of the total award.

Direct Services

While multi-disciplinary teams may use grant funds to support direct services, they must also support an overall coordinated response to domestic violence, dating violence, stalking and sexual assault against individuals with disabilities. The focus of the Disability Grant Program is on capacity building and creating true multi-disciplinary, collaborative teams in order to effectively address the issue of such violence against individuals with disabilities. As such, concept papers that propose to provide direct services must propose to address the statutory purpose area number 3 and, "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, stalking and sexual assault for disabled individuals". Furthermore, concept papers must follow the Program Requirements as outlined by OVW (see page9).

Criminal Justice System

VAWA 2005 permits grant funds to be used to support activities within the criminal justice system and to include the criminal justice system (CJS) in the coordinated community response addressing the needs of disabled victims of domestic violence, dating violence, sexual assault and stalking. It is important to include the CJS in the coordinated community response. The inclusion of the CJS, however, is new and therefore OVW has decided that during FY 2007 it will study how to most effectively include this entity in the coordinated community response. FY 2007 grant funds will most likely not be used to address the involvement of the criminal justice system. It is anticipated that activities involving the criminal justice system will be included as highlighted activities in the Call for Concept Papers for FY 2008.

Program Scope

The statutory purpose areas of the FY 2007 Disability Grant Program are as follows:

- To provide personnel, training, technical assistance, advocacy, intervention, risk reduction and prevention of domestic violence, dating violence, stalking, and sexual assault against disabled individuals;
- To conduct outreach activities to ensure that disabled individuals who are victims of domestic violence, dating violence, stalking, or sexual assault 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

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

OVW will support eligible teams that use training, consultation, information sharing and providing services to reach the following Disability Grant Program goals:

- Increase of efficient and appropriate services;
- Organizational and community capacity building;
- Cross-discipline collaboration; and
- Increased accessibility.

Each recipient of an award under the Disability Grant Program must provide training, consultation, and information on domestic violence, dating violence, stalking, and sexual assault against individuals with disabilities to victim services organizations, governmental agencies, and nonprofit, nongovernmental organizations serving individuals with disabilities.

Examples of organizations that may receive training, consultation and information under an FY 2007 award include:

- Disability related service organizations;
- Domestic violence programs;
- Sexual assault programs;
- State agencies, which either have a focus on disability or will provide services to individuals with disabilities, such as Adult Protective Services, benefit offices, or State Office on Disability; and
- Faith and community-based organizations (which include organizations that are used by individuals with disabilities, but are not disability specific service providers, such as job training programs).

Concept papers must clearly demonstrate the need for Disability Grant Program funds in the identified service area. Proposed multi-disciplinary team members and proposed activities must be directly related to the identified need. Concept papers must demonstrate a strong

commitment to real, meaningful collaboration, both in the development of the concept paper and in the implementation of the project. The concept paper should demonstrate that the multi-disciplinary team is engaged in such a working partnership, or is in the process of developing such a relationship, and has a considerable likelihood of sustainability.

Successful concept papers must propose projects with a local, multi-county, or statewide focus only. Concept papers with a multi-state or national focus will not be considered for funding. Multi-disciplinary team members may have a state-wide or local focus (State Protection & Advocacy, Domestic Violence or Sexual Assault Coalitions, local domestic violence or sexual assault program). Multi-disciplinary team members do not have to be based in the service area. The project may focus on disability in general, or it may focus on a specific type of disability. The focus should be dictated by the need in the identified service area.

Program Requirements

OVW Multi-Disciplinary Team Requirement

Every program supported by Disability Grant Program funds must identify and support a multi-disciplinary 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 victim services organization serving disabled individuals.

Multi-disciplinary teams may also include faith and community-based organizations.

VAWA 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.”

Technical Assistance Requirements

Multi-disciplinary teams will be required to participate in all technical assistance events sponsored by OVW related to the Disability Grant Program. Technical assistance will be both substantive and skills-based in nature. Technical assistance will assist multi-disciplinary teams in building their capacity and develop, strengthen, and maintain collaborative relationships among team members and other key stakeholders. Technical assistance will be delivered through, but not limited to all award recipient meetings, site visits, tele/video conference calls, and web-based technical assistance. Awards on FY 2007 will be made as Cooperative Agreements. Multi-disciplinary teams should anticipate a high level of involvement with OVW and intensive technical assistance for the duration of the project.

Project Requirements

OVW will be funding multi-disciplinary teams to address violence against individuals with disabilities. The goal of the Disability Grant Program is to build capacity, enhance collaboration, and to create accessible, appropriate services for individuals with disabilities who are victims of domestic violence, dating violence, stalking, and sexual assault through the creation of multi-

disciplinary teams. OVW has developed the following guidelines for such multi-disciplinary teams:

- Multi-disciplinary teams must include representatives from at least one nonprofit, nongovernmental victim services organization, such as a domestic violence and/or sexual assault coalition and one nonprofit, nongovernmental victim services organization serving disabled individuals. These organizations may have a local or statewide focus.
- Multi-disciplinary teams must address activities described in at least one statutory purpose area.
- Multi-disciplinary teams must demonstrate a high level of commitment from all parties to work collaboratively.
- Multi-disciplinary team members will be expected to address issues of accessibility within their own organizational service and employment practices. Multi-disciplinary teams will be expected to develop and implement a plan to increase accessibility within their own organizations.
- Multi-disciplinary teams must focus on capacity and skill building activities during the first year of the grant. These activities should continue throughout the life of the project.
- Multi-disciplinary teams will be required to conduct a needs assessment of the service area and develop and implement a strategic plan.
- Multi-disciplinary teams must develop and implement a realistic plan to sustain project activities after OVW funding concludes.
- Multi-disciplinary teams, including all team members, must participate in all technical assistance opportunities sponsored by OVW.
- Multi-disciplinary teams must engage in cross-training.
- Multi-disciplinary teams must develop policies around confidentiality and information sharing.

In meeting these requirements, it is strongly encouraged for each multi-disciplinary team to have in place a structure for governing, planning, and implementation. This collaborative structure should include decision makers from each of the multi-disciplinary team members. This structure should have the authority and leadership to make decisions about policies and procedures that are essential to the project.

MOU Requirements

Each applicant must enter into a formal Memorandum of Understanding (MOU) with at least one nonprofit, nongovernmental domestic and/or sexual violence victim services organization AND one nonprofit, nongovernmental disability organization. The MOU must demonstrate a strong commitment by all parties to work as a multi-disciplinary, collaborative team in order to improve services to individuals with disabilities and to increase accessibility. Collaboration must be meaningful and ongoing and include fair compensation for participation.

Activities That May Compromise Victim Safety

Ensuring victim safety is a guiding principle underlying the Disability Grant Program. Experience has shown that certain practices may compromise victim safety rather than enhance it. Certain responses by the authorities may have the effect of minimizing or trivializing the offender's criminal behavior. Accordingly, consistent with the goals of ensuring victim safety

while holding perpetrators accountable for the criminal conduct, applicants are strongly discouraged from proposing projects that include any activities that may compromise victim safety, such as the following:

- 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;
- Crafting policies that deny individuals access to services because of a disability;
- Crafting definitions of abuser and domestic and sexual violence that fail to consider the power dynamics between individuals with disabilities and personal care attendants, or care givers; and
- Developing safety plans that are not appropriate for individuals with disabilities.

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

Performance Measures

To assist in fulfilling the Department’s responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, multi-disciplinary teams who receive funding under the Disability Grant Program must provide data that measures the results of their work. Performance measures for the Disability Grant Program are as follows:

Objective	Performance Measures	Data Grantee Provides
Strengthen partnerships for safer communities and enhance the Nation’s capacity to prevent, solve, and control crime.	1) Number of trainings funded by the Disability Grant program: and 2) Number of victim service providers assessed with Disability Grant Program funds.	This information will be provided to OVW through semi-annual progress report forms. Please see http://muslie.usm.maine.edu/vawamei/attachments/pdf/forms/education/educationfrm.pdf for a sample form.

How to Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. Part of this initiative -- Grants.gov -- is a "one-stop storefront" that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding.

Grants.gov Instructions: Complete instructions can be found at www.grants.gov. Please note that Grants.gov is not the Grants Management System (GMS) through which OVW applicants have submitted applications in previous years. If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1-800-518-4726**.

In addition, applicants must send via overnight delivery a complete hard-copy original of the concept paper, including signed copies of all required Assurances and Certifications, postmarked by January 19, 2007 to:

**The Office on Violence Against Women
c/o Lockheed Martin Aspen Systems Corporation
OVW Education, Training and Enhanced Services to End Violence Against and Abuse of
Women with Disabilities
Mail Stop 2K
2277 Research Boulevard
Rockville, MD 20850
(301) 519-5000.**

CFDA Number: The Catalog of Federal Domestic Assistance number for this program is 16.529, titled "Education, Training, and Enhanced Services to End Violence Against and Abuse of Women with Disabilities," and the funding opportunity number is OVW- FY 2007 1424

A DUNS number is required: The Office of Management and Budget requires that all business and nonprofit applicants for Federal funds include a DUNS (Data Universal Numeric System) number in their concept paper for a new award or renewal of an award. Concept papers without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://www.dunandbradstreet.com>. Individuals are exempt from this requirement.

What a Concept Paper Must Include

Applicants must complete each of the following sections as part of their response to this Call for Concept Papers. **It is the responsibility of the applicant to ensure that the concept paper is complete. OVW will remove concept papers from consideration prior to OVW internal review if the concept paper is incomplete.** For each section listed below, please note the

corresponding maximum point value that may be assigned during the OVW internal review process. The concept paper should follow the order below for easy reading. Please be sure to number each page of the concept paper. OVW internal reviewers will not receive materials submitted beyond those required by this Call for Concept Papers.

Concept papers must use the following page format requirements:

- Double spaced
- 8½ x 11 inch paper
- One inch margins
- Type no smaller than 12 point, Times New Roman font
- No more than one page each for Summary Data Sheet and Abstract
- No more than 3 pages for Status of the Project (if applicable)
- No more than 10 pages for the Project Narrative

Application for Federal Assistance (SF-424)

The SF-424 will be filled out online through Grants.gov. However, it should also be printed out and included in the hard copy that is submitted. The Catalog of Federal Domestic Assistance number for this program is 16.529 (block 10). Please be sure that the amount requested matches the amount in the submitted budget.

Applicants must ensure that the information for the authorizing official and alternate contact is filled out correctly. The authorizing official is the individual authorized to accept grant funds on behalf of the jurisdiction or non-governmental private entity applying.

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

Review the assurances and certification forms. Agreement to these assurances and certifications will be assumed upon receipt of an application received through Grants.gov.

Narrative (Total 100 Points)

The following narrative will be submitted by all applicants as an attachment in Grants.gov.

A. Summary Data Sheet (5 Points)

Please identify the following:

- Name, title, address, telephone number, and email address of the authorized official
- Name of multi-disciplinary team members (specify domestic and/or sexual violence organization and disability organization)
- Identified service area
- Disability focus (general or a specific type of disability)
- Statutory purpose area(s) that will be addressed
- Current grants to support violence against women with disabilities
- Whether or not the concept paper includes funds (2% or less of the total award) for physical modifications

B. Abstract/Proposal Summary (5 Points)

Provide a brief summary of the proposal including:

- Name of multi-discipline team members
- Identified service area
- Disability focus
- Proposed multi-disciplinary activities

C. Status of current or past project

Only applicants who have received funds under the Disability Grant Program in FY 2002 and/or FY 2004 must submit a status of current and/or past project. Applicants that do not meet the criteria below may receive a deduction in points. This section should be provided on a separate page as it is a separate section from the program narrative and does not count toward the page limits of the narrative. State what has been accomplished with previous funding under the Disability Grant Program including:

- A description of the goals and objectives for the previous project(s);
- The status and utilization of any products that were developed;
- Any unanticipated obstacles to implementing the project;
- Successful efforts to increase accessibility (physical, programmatic and attitudinal);
- Steps that were taken to sustain project activities;
- Status of relationship with project partners/multi-disciplinary team members from previous project;
- Lessons learned from previous project;
- Description of how the project affected service provision within your organization;
- Description of how the proposed project will enhance, or complement past activities supported by Disability Grant Program funds;
- Identification of any multi-disciplinary team members that received funding from the Disability Grant Program from previous funding cycles. Please identify with which program they were involved; and
- The approximate unobligated amount of award funds remaining as of January 9, 2007, the anticipated timeline for expenditure for all remaining funds within the grant award period, whether the grantee anticipates requesting a no-cost extension of the award, and the likely timeline for such a request.

This section should be as clear and succinct as possible.

Additionally, current and/or past 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 Disability Grant Program funds have been limited to program Purpose Areas;
- Whether the grantee has complied with all special conditions of its existing grant award from the Department of Justice;
- Whether the grantee has adhered to programmatic and financial reporting requirements;
- Whether the grantee has demonstrated a commitment to sustaining the project after federal funds are no longer available;
- 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 DOJ;
- Whether the grantee has complied with the Office of Management and Budget audit requirement;
- Whether grant funds have been spent in a timely manner.

Please note, applicants with an OVW grant history that failed to meet grant deadlines, did not comply with Office of Justice Programs (OJP) financial requirements, or did not comply with special conditions from previous grants, will not be considered for funding.

OVW will not fund concept papers that propose projects that have been funded under the Disability Grant Program in the past. Concept papers must propose new projects or must build off of what was previously funded. The concept paper must clearly demonstrate how proposed activities will enhance prior successes.

D. Purpose of Concept Paper (20 Points)

- Identify the type of disability the project will focus on (may be disability in general or a specific type of disability). The concept paper must justify why this particular area of focus was chosen.
- Clearly state the need for the project as it directly relates to the particular service area.
- Identify the service area (i.e. local, multi-county, statewide). The service area identified must be tied directly to the need.
- Describe the current state of services for the type(s) of disability addressed in this concept paper (e.g. proposals to work with the Deaf community should describe resources currently available to the Deaf community). The concept paper should specify if services are responsive to victims of domestic violence, dating violence, stalking and sexual assault.
- Describe the barriers to accessibility within the service area.

E. What Will Be Done (20 Points)

- Detail proposed activities under this project (applicant should include any training activities and/or product development).
- Demonstrate how the proposed activities will address the stated need.
- Identify which purpose area(s) the proposed project will address.

- Detail the responsibilities of each multi-disciplinary team member, as they correspond to the proposed activities.

F. Who Will Implement the Project (25 Points)

- Identify organizations and individuals within the organizations, who will comprise the multi-disciplinary team that will implement the project.
- Describe why each multi-disciplinary team member was chosen for this project. Multi-disciplinary team members should have a history addressing the stated need and a history of working in the identified service area.
- Describe the qualifications of each organization and staff member working directly with the project to manage the proposed project.
- Detail what each multi-disciplinary team member will bring to the project (resources, skills, constituency, etc.).
- Describe the length and nature of the relationship between all involved multi-disciplinary team members.
- Describe the meaning of a collaborative relationship. Applicant may use a current or past relationship to illustrate.
- Describe the benefits and challenges of being involved in a collaborative relationship.

G. Sustainability (5 Points)

As this is a competitive, discretionary grant program, there is no guarantee of continuation funding. Applicants are required to include a plan describing their commitment and capacity to continue the project if Federal funding through the 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. **Continuation or supplemental funding is not guaranteed and applicants are always encouraged to seek additional means of support to sustain their current projects.**

Budget Detail Worksheet and Narrative

A budget detail worksheet and narrative are not required at this time.

Budget Caps

Awards will be made for the amount of \$750,000 for three years.

OVW has the discretion to make awards for greater or lesser the amounts requested and to negotiate the scope of work and budget with applicants prior to the award.

Memorandum of Understanding (20 Points)

The MOU should be a single document that includes signatures and dates from all partners. Signatories should be sure to include their titles and agencies under their signatures.

Each applicant must enter into a formal Memorandum of Understanding (MOU) with at least one nonprofit, nongovernmental domestic and/or sexual violence victim services organization AND one nonprofit, nongovernmental organization that serves disabled individuals. The MOU must demonstrate a strong commitment by all parties to work as a multi-disciplinary, collaborative

team in order to improve services to individuals with disabilities who are victims of domestic violence, dating violence, stalking and sexual assault, and to increase accessibility. Collaboration must be meaningful and ongoing and include fair compensation for participation.

The MOU must include the signatures of the following:

- At least one nonprofit, nongovernmental domestic violence and/or sexual violence victim services organization; and
- At least one nonprofit, nongovernmental victim services organization that serves disabled individuals.

The MOU must do the following:

- Identify the multi-disciplinary team members and provide a brief history of the collaborative relationship among those team members, including when and under what circumstances the relationship began and when each team member entered into the relationship;
- Specify the extent of each party's participation in developing the concept paper;
- Clearly state the capacity of each organization and individual to fulfill the goals of the proposed project;
- Clearly state the roles and responsibilities each organization and/or individual would assume to ensure the success of the proposed project;
- Demonstrate a commitment by all multi-disciplinary team members to work together to achieve stated project goals; and
- Describe the resources each multi-disciplinary team member will contribute to the project through time, in-kind contributions, or award funds (e.g. office space, project staff, training).

The MOU should be a single document that includes signatures and dates from all team members. Signatories should be sure to include their titles and agencies under their signatures.

Letter of Nonsupplanting

Applicants must submit a letter to OVW's Director, certifying that Federal funds will not be used to supplant State or local funds should an award be made. Please refer to http://www.usdoj.gov/ovw/docs/nonsup_letter.pdf for a sample letter.

Financial Capability Questionnaire

All nonprofit, nongovernmental organizations that apply for funding with OVW that have not previously (or within the last 3 years) received funding from OVW or OJP must complete a Financial Capability Questionnaire. The form can be found at <http://www.ojp.usdoj.gov/oc>. You should also include the cognizant Federal audit agency and fiscal year on the first page. In addition, be sure to submit your current year's audit report with the Financial Capability Questionnaire.

Indirect Cost Rate Agreement

If your organization is requesting indirect costs for this project, please include a copy of your current, signed indirect cost rate agreement. If you need additional information on this requirement, please go to <http://www.ojp.usdoj.gov/FinGuide/part3chap17.htm>.

Review Process

All concept papers will subject to initial review and OVW internal review and will be scored according to the criteria set forth in this Call for Concept Papers. **If the concept paper fails to meet the criteria listed below for the initial review, the concept paper will not receive further consideration. Concept papers that are partially beyond the scope of the program will be sent to OVW internal review. However, only those sections of the concept paper that are within scope will be reviewed.** Criteria for the initial review follow:

- Whether the concept paper is complete;
- Whether the proposed activities are within the scope of the program (see page 9);
- Whether all statutory eligibility criteria are met (see page 4);
- Whether the minimum requirements for the program are met (see page 10);
- Whether the certification requirements for the program are met (see page 14); and
- Whether the concept paper proposes significant activities that may compromise victim safety (see page 12).

The review process will follow a three prong approach. Concept papers will receive an initial screening to ensure the concept paper is complete. Incomplete concept papers will not receive consideration for funding. Complete concept papers will be subject to OVW internal review. OVW reviewers will evaluate concept papers using the criteria outlined in this Call for Concept Papers. The top scoring concept papers will be eligible for further consideration. OVW staff will conduct site visits with the top 10 – 15 multi-disciplinary teams after all of the aforementioned elements have been taken into consideration.

During the site visit, each multi-disciplinary team will be subject to further review and will receive an additional score. The six - fifteen highest scoring multi-disciplinary teams after the site visit will be considered to receive funding under the Disability Grant Program for Fiscal Year 2007.

Geographic distribution, ratio to population to services, underserved communities, and current projects funded within the applicant's state will be taken into consideration during the site visit.

Additional Requirements

- Civil Rights Compliance
- Confidentiality and Human Subjects Protections regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) compliance

- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of the Comptroller Financial Guide
- Suspension or Termination of Funding

All OVW grantees must comply with these additional requirements. Additional information for each can be found at <http://www.ojp.usdoj.gov/funding/otherrequirements.htm>. References to the Office of Justice Programs and its components are deemed to refer to the Office on Violence Against Women, as applicable.

OVW Concept Paper Checklist

Applicants must submit a fully executed concept paper to OVW via overnight delivery, including all required supporting documentation. **Concept papers will not be accepted via facsimile. Although most parts of the concept paper need to be submitted through Grants.gov as well as in hard copy form, it is the hard copy that will be reviewed.** Concept papers submitted via Grants.gov must be in the following word processing formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).

Complete concept papers should include the following:

- The SF-424;
- Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug Free Workplace Requirements;
- The summary data sheet, project abstract, project narrative, and for continuation applicants, the status of the project (if applicable);
- Letter of nonsupplanting;
- An MOU;
- A current Indirect Cost Rate Agreement (if applicable);
- Financial Capability Questionnaire (if applicable); and
- Relevant Documentation Regarding any Proposed Physical Modifications (if applicable – see page 6).

Detailed instructions on how to use the Grants.gov system to submit your concept paper online are available at 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.

To help expedite the review process, applicants must send via overnight delivery a complete hard-copy original of the concept paper, postmarked by January 19, 2007 to:

**The Office on Violence Against Women
c/o Lockheed Martin Aspen Systems Corporation
OVW Education, Training, and Enhanced Services to End Violence Against and Abuse of
Women with Disabilities
Mail Stop 2K
2277 Research Boulevard
Rockville, MD 20850
(301) 519-5000**