



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

OVW FY 2009

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, including faith-based and other community organizations, serving disabled individuals.

(See "Eligibility," page 4)

Deadline

Letters of intent to apply should be submitted by **February 3, 2009**
All applicants should register online with Grants.gov by **February 3, 2009**.
All applications are due by 8:00 p.m. e.t. on **February 25, 2009**.

(See "Deadline For Applications," 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.

Grants.gov Number assigned to announcement OVW-2009-2041

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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 United States Department of Justice (DOJ). 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

Recognizing the pressing need to focus on domestic violence, dating violence, sexual assault 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 domestic violence, dating violence, sexual assault 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 and local 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 purpose areas outlined on page 7 of this solicitation. Applicants must address activities that fall within at least one statutory purpose area.

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 or sexual assault coalition; and
- At least one nonprofit, nongovernmental organization serving disabled individuals.

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

Furthermore, multi-disciplinary collaborative teams must be comprised solely of organizations with a state focus (e.g., state independent living council, protection & advocacy/disability rights, 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 a combination of organizations that focus on state and local issues will not be considered for funding.

Deadline: Letter of Intent

All applicants who intend to apply for Federal Fiscal Year 2009 funding under this program are encouraged to submit a **non-binding letter of intent** to OVW's Director by **February 3, 2009**. Applicants may send the letter to OVW at OVW.Disabilities@usdoj.gov. For a sample letter, please see <http://www.ovw.usdoj.gov/applicants.htm>. OVW will use these letters to forecast the number of peer review panels needed to review competitive applications.

Deadline: Registration

The Grants.gov registration deadline is **February 3, 2009**. Registering with Grants.gov is a one-time process; however, if an applicant is a first-time registrant, it could take up to five business days to have the registration validated and confirmed and to receive the user password. OVW strongly recommends that applicants start the registration process as early as possible to prevent delays in submitting their application package to OVW by the deadline specified. There are three steps that applicants must complete before they are able to register: 1) register with Central Contractor Registry (CCR), 2) be authorized as an Authorized Grantee/Recipient Official (AGO) in the organization, and 3) register as an AGO. For more information, go to www.Grants.gov. **Note: The CCR registration must be renewed once a year. Failure to renew the CCR registration will prohibit submission of a grant application through Grants.gov.**

Deadline: Application

The due date for applying for funding under this announcement is **8:00 p.m. e.t. on February 25, 2009**. In addition, applicants must send a hard copy via an overnight delivery method, dated by **February 5, 2009**. See page 14 for further instructions on this.

Eligibility

It is very important that applicants review this information carefully. Applications that are submitted by non-eligible entities will be removed from further consideration during an initial review process.

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, including faith-based and other community organizations, such as a state domestic violence or sexual assault coalition or a nonprofit, nongovernmental organization, including faith-based and other community organizations, serving disabled individuals.

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.

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." 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 Tribal Government

For purposes of this program, an Indian tribal government is defined as the governing body of an Indian tribe; or a tribe, band, pueblo, nation, or other organizational 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) 30.)). Indian tribe is defined as any tribe, band, pueblo, nation, or any other organizational group or community of Indians, including any Alaska Native Village or regional or village corporation (as defined in or established under 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 (25 U.S.C. § 450b (e)).

Tribal Organization

For purposes of this program, a tribal organization is defined as the governing body of any Indian tribe; any legally established organization of Indians which is controlled, sanctioned, or chartered by such governing body of a tribe or tribes to be served, or which is democratically elected by the adult members of the Indian community to be served by activities; or any tribal nonprofit organization (42 U.S.C. 13925 (a) (32.)). Any applicant representing a consortium of tribal governments and/or organizations must submit a resolution from the constituent tribal governments and/or organizations supporting the application.

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 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 at http://www.ojp.usdoj.gov/funding/other_requirements.htm.

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

Types of Applicants

In Federal Fiscal Year 2009, OVW will accept applications for the Disability Grant Program from both new applicants and current grantees (current grantees are defined as those entities that received Disability Grant Program funds in Federal Fiscal Year 2006). New applicants and current grantees 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 service organizations, governmental agencies, and nonprofit, nongovernmental organizations serving individuals with disabilities.** This required cross-training must address risk reduction, intervention, prevention, and the nature of domestic violence, dating violence, sexual assault and stalking for disabled individuals as outlined in the third bullet under the Statutory Program Purposes section on page 7. Current grantees must propose projects that will either enhance their current project or replicate their current project in a different community. Current grantees may not request funds to sustain their current project activities. Current grantees who have not completed a significant portion of implementation phase activities, or who have a substantial amount of funds at the time of application submission, will not be considered for new funding in Federal Fiscal Year 2009. Recipients of Federal Fiscal Year 2007 or 2008 Disability Grant Program funding are not eligible to apply.

New applicants

New applicants are those not currently receiving funding through the Disability Grant Program.

Current grantees

Current grantees are those with an open Federal Fiscal Year 2006 Disability Grant Program award.

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

The award period for these cooperative agreements will be 36 months for new applicants and 24 months for current grantees. **All budgets must reflect 36 or 24 months of project activity, and the total “estimated funding” (block 15) on the SF-424 must reflect 36 or 24 months.**

Award Amounts

Applicants should carefully consider the resources needed to implement the project proposed and present a realistic budget that accurately reflects project activities and costs. Disability Grant Program funds for Federal Fiscal Year 2009 will be awarded based on the following guidelines:

New Applicants

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 \$400,000 for a local-focused collaborative**. Applicants that receive funds through the Disability Grant Program will have access to only \$200,000 during the planning and development phase. The remaining grant funds (\$400,000 for state-focused collaborative teams; \$200,000 for teams focused on a localized area) will be used to support the implementation phase of the project. Under a special condition of the grant award, the implementation phase of the project will only be permitted to begin upon a determination by OVW that all requirements during the planning and development phase have been successfully met.

Note: While it is anticipated that the planning and development phase should last for 12 months, the time period will be dictated by OVW’s determination that the award recipient has demonstrated that all program planning requirements have been met. While award recipients should plan on a 12 month planning period, OVW may lengthen or shorten the time period set for the planning and development phase. Due to the substantial role OVW will play in shaping and monitoring the project, particularly during the planning and development phase, award recipients should be aware that they will be required to receive and to participate actively in technical assistance during the span of the project, and particularly during the planning and development phase.

Current Grantees

Awards will be made as cooperative agreements for a 24 month period and will be made for up to **\$300,000 for a state-focused collaborative and \$250,000 for local-focused collaborative**. Current grantees may use the new cooperative agreement funds for activities approved under current awards but have not been implemented. Current grantees may also use new funds to replicate programs supported by current grant funded activities in new and different communities.

Program Scope

Disability Grant Program recipients will provide training, consultation, and information on domestic violence, dating violence, sexual assault 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 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 domestic violence, dating violence, sexual assault and stalking and hold offenders accountable. The Disability Grant Program will support education, training, cross training, capacity building, activities promoting systemic change and the establishment of multi-disciplinary teams (see page 10) at the local level.

Statutory Program Purposes

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

- 1) To provide personnel, training, technical assistance, advocacy, intervention, risk reduction and prevention of domestic violence, dating violence, sexual assault and stalking against disabled individuals;
- 2) To conduct outreach activities to ensure that disabled individuals who are victims of domestic violence, dating violence, sexual assault and stalking receive appropriate assistance;
- 3) 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, sexual assault and stalking for disabled individuals;
- 4) 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;
- 5) 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;
- 6) To modify facilities, purchase equipment, and provide personnel so that shelters and victim service organizations can accommodate the needs of disabled individuals;
- 7) To provide advocacy and intervention services for disabled individuals who are victims of domestic violence, dating violence, sexual assault and stalking; or
- 8) 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.

The following organizations may receive training, consultation and information under a Federal Fiscal Year 2009 award:

- Disability related service organizations;
- Domestic violence programs;
- Sexual assault programs;
- Criminal justice organizations (such as law enforcement agencies, prosecutors officers, and/or courts and court administrative offices);
- State agencies, which either have a focus on disability issues or will provide services to individuals with disabilities, such as Adult Protective Services, offices that provide benefits for people with disabilities, or state offices on disability; and
- Faith-based and community organizations (including organizations that come in contact with individuals with disabilities, but are not service providers focused on services for individuals with disabilities, such as job training programs).

Project Focus

OVW will only award funding for projects with a state focus or for projects with a local focus. For purposes of making funding decisions under the Disability Grant Program, a state focus is a project that focuses its activities to two to three communities with a state and has a multi-disciplinary team comprised of organizations that operate at a state-wide level (e.g., state independent living council, protection & advocacy/disability rights agency, sexual assault and/or domestic violence coalition). 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. After the planning and development phase, a successful applicant will be required to identify the specific communities.

A project with a local focus is one that focuses its activities on a town or a single community area and has a multi-disciplinary team comprised of a local or community based organizations (e.g., center for independent living, community mental health, rape crisis center, or domestic violence shelter/program).

Applications that propose activities covering an entire state or 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.

Physical Modification

As of Federal 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) 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.

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.

Program Requirements

All applications must demonstrate the following mandatory Disability Grant Program requirements will be met.

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 also include faith-based and community organizations.

Eligible, multi-disciplinary collaborative teams must commit to working to achieve the following goals of the Disability Grant Program:

- Systemic change;
- Effective and appropriate services;
- Capacity building;
- Increased accessibility; and
- Multi-disciplinary collaboration.

Multi-disciplinary collaborative teams must be comprised of either all state-focused organizations (e.g., state independent living council, protection & advocacy/disability rights, sexual assault coalition and/or domestic violence coalition), or all local level organizations (e.g., center for independent living, community mental health, rape crisis center, or domestic violence shelter/program). Applications that propose a team comprised of both state wide and local organizations will not be considered for funding. The county government may be a member of a local multi-disciplinary collaborative team.

OVW strongly recommends that each multi-disciplinary team a plan and procedures for governing, planning, and implementation, including the identification of decision makers and a mechanism for resolving disputes.

Other Program Requirements

Applications must address the following 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 service and employment practices. 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 OVW funding concludes;
- Multi-disciplinary collaborative teams must participate in all technical assistance opportunities supported by OVW; and
- Multi-disciplinary collaborative teams must develop policies around confidentiality and information sharing.

New Applicants

In addition to the aforementioned Program Requirements, applications must demonstrate a commitment to engaging 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
 - perform a narrowing the focus in order to select specific communities (state focused projects only)
 - develop a needs assessment plan
 - develop needs assessment tools
 - complete 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, narrowing of the focus memo, assessment plan, assessment tools and strategic plan to OVW for approval;
- Multi-disciplinary collaborative teams are not to engage in education or training activities outside of the team until they have successfully completed, as determined by OVW, the planning and development phase activities; and

- Only after a determination by OVW that the planning and development phase has been successfully completed, can multi-disciplinary collaborative teams engage in the implementation phase.

Current Grantees

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

- Local focused applicants must propose activities that will enhance and build upon the work of the current project.
- State focused applicants must propose activities that will enhance and build upon the work being done in the current pilot sites, **or** applicants must propose to replicate current activities in additional communities.
- State focused applications proposing to replicate their current project in another location within the state must complete a needs assessment and strategic plan for each new site.

Criminal Justice System

Applications that propose to work with the criminal justice system must include a comprehensive, multi-disciplinary response to domestic violence, dating violence, sexual assault and stalking against individuals with disabilities. Applications may not focus solely on the criminal justice system. Furthermore, if an application proposes to address the criminal justice system, the multi-disciplinary collaborative team must include a representative from the criminal justice system discipline (i.e., law enforcement, prosecution, judicial).

Direct Services

While applicants may use grant funds to support direct services, they must also support an overall coordinated response to domestic violence, dating violence, sexual assault 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). Furthermore, applications must follow the Program Requirements as outlined by OVW (see page 10).

Technical Assistance Requirements

Multi-disciplinary collaborative teams will be required to 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 who are new 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, particularly during the planning and development phase.

Activities That May Compromise Victim Safety

Ensuring victim safety is a guiding principle underlying this 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 their 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;
- 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.

Unallowable Activities

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

To assist in fulfilling DOJ’s responsibilities under the Government Performance and Results Act (GPRA), Pub. L. No. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Performance measures for this solicitation are as follows:

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

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 Office of Justice Programs' (OJP) Grants Management System (GMS) through which OVW applicants have submitted applications in previous years. If applicants experience difficulties at any point during this process, they may call the Grants.gov Customer Support Hotline at **1-800-518-4726**.

Note: Grants.gov does not support the Microsoft Vista Operating system. The PureEdge software used by Grants.gov for forms is not compatible with Vista. Also, Grants.gov cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension ".DOCX." Please ensure the document is saved using "Word 97-2003 Document (*.doc)" format.

Note: The Office of Justice Programs (OJP) Grants Management System (GMS) does not accept executable file types as application attachments. GMS downloads applications from Grants.gov and is the system in which OVW reviews applications and manages awarded grants. These disallowed file types include, but are not limited to, the following extensions: ".com", ".bat", ".exe", ".vbs", ".cfg", ".dat", ".db", ".dbf", ".dll", ".ini", ".log", ".ora", ".sys", and ".zip".

In addition, applicants must send **via overnight delivery** a complete hard copy of the original application, **dated by February 25, 2009** to:

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

Certain assurances are agreed to electronically on Grants.gov. These do not need to be included in the hard copy submitted for consideration.

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 Grant Program," and the funding opportunity number is OVW-2009-2041.

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 application for a new award or renewal of an award. Applications 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 https://eupdate.dnb.com/requestoptions.asp?cm_re=HomepageB*TopNav*DUNSNumberTab. Individuals are exempt from this requirement.

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 the application is complete. OVW will remove an application from further consideration prior to peer review if the application is incomplete.** For each section listed below, please note the corresponding maximum point value that may be assigned during the review process. The proposal should follow the order below for easy reading. **Please be sure to number each page of the application.** Peer reviewers will not receive materials submitted beyond those required by this solicitation.

Applications 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 two pages each for Summary Data Sheet and Abstract
- No more than 5 pages for Status of the Project (if applicable)
- No more than 15 pages for the Program Narrative (Items D through G below)

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 for consideration. The Catalog of Federal Domestic Assistance number for this program is 16.529 (block 10). Please be sure that the Federal amount requested on the SF-424 matches the amount in the submitted budget. Also, in block 7 (Type of Applicant), please do not select “other.”

Applicants must ensure that the contact information for the authorizing official and alternate contact is filled out correctly. The authorizing official is an individual authorized to accept grant funds on behalf of the jurisdiction or nongovernmental private entity applying. Please do not type in all capital letters.

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. To successfully submit an application, applicants must agree to all of these assurances and certifications without exception. Agreement to these assurances and certifications will be assumed upon receipt of an application received through Grants.gov.

OMB Tracking Form “Survey on Ensuring Equal Opportunity for Applicants” (DOJ Form 560) All OVW applicants that are nonprofit private organizations are requested to fill out DOJ Form 560. This form will assist DOJ in ensuring that all qualified applicants, small or large, non-religious or faith-based, be provided equal opportunity to compete for Federal funding. This form will be completed online through Grants.gov. **You should not print it out for the hard copy original.**

Narrative (Total 65 Points)

The following narrative will be submitted as an attachment in Grants.gov. **Note:** The Program Narrative (Items D through G below) may not exceed 15 pages in total.

A. Summary Data Sheet

Please identify the following:

- Name, title, address, phone number, fax number, and e-mail address for the authorized official and point of contact;
- Current grantees applying for continuation funding 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);
- Identify service area (state-focused applications should identify two to three geographic regions in the state; local-focused applications must identify their service area (e.g., X County, or City of Y));
- Disability focus (general or a specific type of disability);
- Statutory purpose area(s) to be addressed; and
- Whether or not the concept paper includes funds (2% or less of the total award) for physical modifications.

B. Abstract/Proposal Summary

The proposal abstract, when read separately from the rest of the application, is meant to serve as a succinct and accurate description of the proposed project and should concisely describe proposed project goals and objectives. Summaries of past accomplishments should be avoided in the abstract.

C. Status of the Current Project

Only applicants for continuation funding need to complete this section.

Applications 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 the following:

- A description of the goals and objectives from the prior grant period and a brief discussion of the status of the existing project;
- The status of any project products;
- Any unanticipated obstacles to project implementation;
- The approximate unobligated amount of award funds remaining as of February 25, 2009, the anticipated timeline for expenditure of 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;
- A description of the grantee's efforts to sustain part or all of the current project without Federal funds; and
- A list of all OVW-sponsored technical assistance events attended during the most recent project period of the current award, including the title, location and date(s) of each.

This section should be as clear and succinct as possible.

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 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 OVW;
- 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 has closed 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 DOJ;
- Whether the grantee has complied with the Office of Management and Budget audit requirement; and
- Whether grant funds have been spent in a timely manner.

Applicants that currently receive funding under other OVW programs will also be evaluated for their performance under those programs.

Note: 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.

D. Purpose of Application (10 points)

This section should briefly:

- Describe the problem to be addressed and how funding would alleviate it;
- Describe the community's service area in which the project would be implemented, including location, population, and demographic information;
- Identify the target population and state how the target population would benefit from the proposed project (please use current demographic information for the service area in order to be as specific and detailed as possible when describing the population to be served);
- Describe current services and gaps;
- Describe how the proposed project complements the State's STOP Violence Against Women Implementation Plan;
- If the applicant has applied or is applying for multiple OVW grants, describe how this project compliments such other projects without duplicating efforts;
- Describe issues involving violence against individuals with disabilities (state-focused projects describe the state; local-focused projects describe local service delivery area);

- Identify potential service area/communities for the project;
- Clearly state the need for the project. The need must directly relate to the potential service area/communities;
- Identify the type of disability the project will focus on (may be disability in general or a specific type of disability). The application must justify the need for the focus; and
- Describe the barriers individuals with disabilities who are victims of violence experience, if any, while attempting to access and utilize services.

E. What Will Be Done (40 points)

This section should briefly:

New Applicants

- Identify which purpose area(s) the proposed project will address;
- Detail proposed activities under this project. Activities must be directly related to:
 - the needs in the identified service areas/communities;
 - systemic change;
 - increased access to services;
 - organizational capacity building; and
 - collaboration building.
- Detail the responsibilities of each multi-disciplinary collaborative team member, as they correspond to the proposed activities; and
- Describe the various methods of technical assistance the multi-disciplinary collaborative team will provide to the service areas/communities.

Current Grantees

In addition to the information listed above (What Will Be Done – New Applicants), current grantees must address the following:

- Detail how the proposed activities will support and enhance the efforts of the current project. Applicants must clearly state why the particular activities were chosen, how they will translate into creating systemic change and how they will achieve overall improved services to victims with disabilities;
- State-focused applicants proposing to replicate the current project should detail how the two to three communities will be chosen and the activities that will be implemented in each community; and
- Local-focused applicants should identify new organizations, if applicable, involved in the project, why these organizations were chosen and how the proposed project will build upon the work that is being accomplished under the current award.

In addition, if applicants are proposing to use any technology (including, but not limited to, security systems, GPS, hotlines, and databases) they should explain how they plan to address any victim safety concerns that may arise from the use of the technology, such as confidentiality, safety planning, and informed consent.

F. Who Will Implement the Project (10 points)

This section should briefly:

- Identify the organizations and individuals who make up the multi-disciplinary collaborative team;
- 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.

In addition, all applicants **are required** to enter into a formal collaboration with nonprofit, nongovernmental organizations serving victims of domestic violence, dating violence, sexual assault, and/or stalking. This may include faith-based or community organizations. Nonprofit, nongovernmental domestic violence, dating violence, sexual assault, or stalking victim service organizations must be involved in the **development and implementation** of the project.

Victim service organizations should meet all of the following criteria:

- Provide services to victims of domestic violence, dating violence, sexual assault, and/or stalking as one of their primary purposes and have demonstrated history of effective work concerning such issues;
- Address a demonstrated need in their communities by providing services that create options for victims seeking accountability and safety from perpetrator violence, promote the dignity and self sufficiency of victims, and improve their access to resources; and
- Avoid activities that compromise victim safety.

In developing an application for the Disability Grant Program, applicants are encouraged to consider some important distinctions among the following:

- Victim assistants who work for government agencies (e.g., the police department or the district or city attorney's office);
- Victim advocates who represent nonprofit, nongovernmental domestic violence, dating violence, sexual assault, or stalking programs (e.g., shelters, rape crisis centers, advocacy groups or coalitions); and
- Legal representatives and advocates (e.g., students from law school clinics, paralegals, attorneys working for legal service agencies or independent attorneys).

While there is an important role for all victim advocates to play in the creation of a coordinated community response/multi-disciplinary response to domestic violence, dating violence, sexual assault, and stalking, the participation of nonprofit nongovernmental domestic violence, dating violence, sexual assault, or stalking programs, whether faith-based or community organizations, is required in development and implementation of the project. This does not preclude applicants from requesting support for government agency victim services, but the budget and budget narrative must distinguish between the two and should include compensation for the contributions of nonprofit, victim service agencies. In addition, if funding is requested for both

governmental and victim assistance and advocacy, the project narrative must explain how these different entities will collaborate.

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

G. Sustainability Plan (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. 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. **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 (Total 15 Points)

Each application must include a detailed budget and budget narrative for the project. This will be submitted as an attachment in Grants.gov. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the basis for the computation of all project-related costs. It should cover the cost of all components of the project. There must be a clear link between the proposed activities and the proposed budget items. The budget should include only those activities, products, and resources that are necessary for project implementation and discussed in the project narrative.

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 attend meetings or provide project development, training, and implementation. The budget **must** include compensation for all services rendered by project partners, including nonprofit, nongovernmental domestic violence, dating violence, sexual assault, and/or stalking victim services programs and state and tribal domestic violence and/or sexual assault coalitions.

Budget Caps

Applicants should carefully consider the resources needed to implement this project and present a realistic budget that accurately reflects the costs involved. Requests for new funding may not exceed \$600,000 (state-focused) and \$400,000 (local-focused) for the 36 month project period. Request for continuation funding may not exceed \$300,000 for state focused collaborative projects and \$250,000 for local focused collaborative projects for the 24 month project period.

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

Budget Requirements

The following is a short list of budgetary guidelines:

- Applicants are strongly discouraged from requesting consultant rates in excess of \$450 per day.
- Applicants who are proposing to use 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 relevant, as outlined under the Physical Modification section of this solicitation, as an attachment to the application.
- Applicants may not use any OVW funds for conducting research; however, up to 1% of the budget may be allocated for the purpose of assessing the effectiveness of funded activities. For example, funds may be used to conduct pre- and post-testing of training recipients or victim satisfaction surveys. In conducting such testing or surveys, grantees may not collect, analyze, or disseminate any information identifiable to a private person during the course of assessing the effectiveness of funded activities.
- A contribution of non-Federal dollars (“match”) is not required for this program, but applicants are encouraged to maximize the impact of Federal dollars by contributing to the costs of their projects. Supplemental contributions may be cash, in-kind services, or a combination of both. Any non-Federal contributions can be discussed in the project narrative; however, these supplemental contributions should **not** be included in the budget or budget narrative.
- Access to current research and practice on violence against women through training and technical assistance can reduce staff burnout, improve project performance, and impact project sustainability. Therefore, OVW offers a wide range of training and technical assistance opportunities to all of its grantees. These offerings are specifically designed to assist grantees in meeting their goals and objectives and in complying with all relevant statutory and programmatic requirements. All applicants **are required** to allocate funds in the amount of \$35,000 for new applicants and \$25,000 for current grantees to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Applications selected for funding that do not include the entire recommended amount will not receive additional funds for this purpose, but will be required to adjust their budgets to cover these costs prior to final approval of the proposal. If the person attending the technical assistance offering is an employee of the applicant, the amount should be included in the “*Travel*” category; if the attendee is a partner of the applicant, the amount should be included in the “*Consultants/Contracts*” category. Be sure to label costs for this purpose as “OVW Technical Assistance.” Please provide an estimated breakdown for this amount (include the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc.). OVW technical assistance is provided free of charge to grantees, so applicants do not need to include funds for registration fees. These funds are to be used **only** for OVW-designated technical assistance unless otherwise approved by OVW. Any training and technical

assistance funds not used by the end of the grant period may not be reprogrammed and must be returned to OVW. Travel funds should be used to support travel by all partners, including nonprofit, nongovernmental victim services providers.

- Applicants are also encouraged to include funds in their budgets to attend Financial Management Training Seminars sponsored by the OJP's Office of the Chief Financial Officer. These seminars instruct participants in the financial administration of OJP and OVW formula and discretionary grant programs. A schedule listing the financial training seminars is available at http://www.ojp.usdoj.gov/training/fmts_general.htm.
- New applicants will have access to only \$200,000 during the planning and development phase. It is anticipated this phase will take approximately 12 months to complete; however, it could take a shorter or longer period of time.
- Applicants should include a line item 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.ovw.usdoj.gov/applicants.htm>. The budget and budget narrative should be submitted online as one attachment. When preparing these items, please use the Budget Detail Worksheet as a guide and be sure to include all necessary budget categories. The budget narrative 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. A sample of a completed budget is available at <http://www.ovw.usdoj.gov/applicants.htm>. However, it is not specific to this program so be sure to pay attention to the requirements of this solicitation including budget caps, length of awards, and unallowable activities.

Applicants should be cognizant that all budgets are subject to change due to the assessment and planning that is required for all grantees. Therefore, all grant recipients should anticipate submitting budget modification if an award is made.

The budget and budget narrative should be submitted online as one attachment. The budget narrative 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.

Memorandum of Understanding (MOU) (Total 20 points)

Applicants are required to provide documentation that demonstrates they have consulted and coordinated in a meaningful way with victim services organizations and disability organizations. OVW requires this to be done by the submission of an MOU.

Each applicant must include, as an attachment, a current (**i.e., signed and dated during the development of the proposal**) MOU created and signed by the chief executive officers and/or directors of:

- Nonprofit, nongovernmental domestic violence, dating violence, sexual assault, and/or stalking programs, or other nonprofit, nongovernmental organizations including faith-based and community organizations that adequately demonstrate history and expertise in working with victims of domestic violence, dating violence, sexual assault, and/or stalking. Additionally, the organization should appropriately correspond with the proposed project. For example, if an application focuses mainly on sexual assault, then the nonprofit partner should have demonstrated expertise in sexual assault. 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. **Applicants must illustrate this correlation in their MOUs.**

Continuation applicants must develop a new MOU that reflects the continuation of project activities and include current dates and signatures from all relevant project partners.

The MOU must do the following:

- Identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- 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; and
- 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)..

In addition, OVW requires all grantees to complete a Semi-Annual Progress Report which may involve input from some or all project partners. In developing the MOU, applicants are encouraged to include a statement of the roles and responsibilities each organization would assume in meeting grant report requirements. For more information on these requirements, please refer to the section titled "Performance Measurement" at page 13.

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.

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.ovw.usdoj.gov/applicants.htm> 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 three years) received funding from OVW or OJP must complete a Financial Capability Questionnaire. The form can be found at http://www.ojp.usdoj.gov/funding/forms/financial_capability.pdf. Applicants should also include the cognizant Federal audit agency and fiscal year on the first page. In addition, be sure to submit the applicant organization's current year's audit report with the Financial Capability Questionnaire.

Indirect Cost Rate Agreement

If the applicant organization is requesting indirect costs for this project, please include a copy of the organization's current, signed indirect cost rate agreement. For additional information on this requirement, please visit <http://www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm>.

Selection Criteria

A. Purpose of the Application (10 points)

- The impact of current or prior efforts to prevent and reduce domestic violence, dating violence, sexual assault, and/or stalking in the jurisdiction;
- The need or continued need for the project;
- The description of the community to be served, including diverse, traditionally, underserved populations of victims of domestic violence, dating violence, sexual assault, and stalking and how the proposed project will address their needs;
- The description of violence against individuals with disabilities in either the state or local service area;
- The description of the barriers experienced by victims with disabilities when attempting to, or receiving services; and
- The identification of the type of disability the project will focus on.

B. What Will be Done (40 points)

- The extent to which all project activities fall within the statutory scope of the program;
- The extent to which proposed activities would address the need described;
- The extent to which project activities seem feasible and likely to succeed;
- The extent to which project activities can realistically be completed within the grant cycle;
- The extent to which the proposal does not include activities that compromise victim safety;
- The extent to which project activities are clearly described and reflect sound and/or innovative strategies to improve victim safety and offender accountability;
- The extent to which project activities will create sustainable, systemic change, which will result in appropriate services for individuals with disabilities who are victims of violence and abuse;
- The extent to which the responsibilities of each multi-disciplinary collaborative team member corresponds to the proposed activities;
- The extent to which the various methods of technical assistance provided by the multi-disciplinary collaborative team is described;

- The extent to which project activities will support current efforts supported by the Disability Grant Program (**current grantees only**); and
- The extent to which the applicant describes how activities currently supported by the Disability Grant Program will be expanded (**current grantees only**).

C. Who Will Implement the Project (10 points)

- The extent to which the applicant identifies the required members who make up the multi-disciplinary collaborative team;
- The extent to which the applicant details the reasons why each multi-disciplinary collaborative team member was chosen to participate in the project;
- The extent to which the applicant describes 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);
- The extent to which the applicant describes the meaning of a multi-disciplinary collaborative relationship; and
- The extent to which the applicant describes the benefits and challenges to being involved in a multi-disciplinary collaborative relationship.

D. Sustainability Plan (5 points)

- The extent to which the applicant proposes feasible strategies to preserve project activities long-term; and
- The extent to which the applicant describes how activities will be sustained through systemic change.

E. Budget (15 points)

- 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; and
- The extent to which the applicant has provided fair compensation for multi-disciplinary collaborative team members.

F. Memorandum of Understanding (20 points)

- The extent to which the MOU demonstrates a meaningful partnership among the relevant agencies.
- The extent to which the MOU identifies a multidisciplinary collaborative team, which is comprised of at least 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.

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.

Review Process

All applications will be subject to internal review by OVW staff and peer review 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 initial internal review, the application will not receive further consideration. If applications that are partially beyond the scope of the program are forwarded to external peer review, only those sections of the application that are within scope will be reviewed.** Criteria for the initial internal review follow:

- Whether the application is complete;
- Whether the proposed activities are within the scope of the program (see page 7);
- Whether all statutory eligibility criteria are met (see page 4);
- Whether the minimum program requirements for the program are met (see page 10);
- Whether the application proposes significant activities that may compromise victim safety (see page 12); and
- Whether the proposed budget is within the established limits (see page 20).

In addition, applications will be reviewed for prior compliance with Program and Office requirements and the status of current grant-funded activities. (See page 16 for further details on criteria for this review.) 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.

OVW is committed to ensuring a competitive and standardized process for awarding grants. External peer reviewers will be reviewing the applications submitted under this solicitation. An external reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a DOJ employee. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations may include past performance, geographic distribution, regional balance, policy priorities, and available funding.

After the peer review is finalized, a financial review of all potential discretionary awards and cooperative agreements is conducted to evaluate the fiscal integrity and financial capability of applicants; examine proposed costs to determine if the budget and budget narrative accurately explain project costs; and determine whether costs are reasonable, necessary, and allowable under applicable Federal cost principles and agency regulations.

All final award decisions will be made by the OVW Director, who may also give consideration to past performance, geographic distribution, regional balance, funding availability, and policy priorities when making awards.

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 OJP's Office of the Chief Financial Officer [Financial Guide](#);
- Suspension or Termination of Funding;
- Government Performance and Results Act (GPRA);
- Rights in Intellectual Property; and
- Federal Funding Accountability and Transparency Act (FFATA) of 2006.

We strongly encourage applicants to review the information pertaining to these additional requirements prior to submitting their applications. Additional information for each can be found at http://www.ojp.usdoj.gov/funding/other_requirements.htm. References to OJP and its components are deemed to refer to the OVW, as applicable.

OVW Application Checklist

Applicants must submit a fully executed application to OVW via overnight delivery, including all required supporting documentation. Applications will not be accepted via facsimile. **Although most parts of the application need to be submitted through Grants.gov as well as in hard copy form, it is the hard copy that will be reviewed.** Applications submitted via Grants.gov must be in the following word processing formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt). Please use logical titles when saving and uploading documents. For example, the narrative section of the application could be saved as "narrative.txt."

Complete applications 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;
- The budget, budget summary, and budget narrative;

- Letter of nonsupplanting;
- An MOU;
- A current Indirect Cost Rate Agreement (if applicable);
- Financial Capability Questionnaire; and
- Relevant Documentation Regarding any Proposed Physical Modifications (if applicable – see page 10).

Detailed instructions on how to use the Grants.gov system to submit applications online are available at www.Grants.gov. Also, a toll-free telephone number has been established for applicants to receive technical assistance as they 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 application, **dated by February 25, 2009** to:

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