

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



OVW Fiscal Year 2011 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, nongovernmental victim services organizations, such as state domestic violence or sexual assault coalitions, or nonprofit, nongovernmental organizations serving individuals with disabilities.

(See "Eligibility," page 6)

Deadline

To assist OVW in planning for the independent peer review process, letters of intent to apply should be submitted by March 3, 2011. Please note, however, that letters of intent are optional.

Interested applicants who do not submit a letter of intent by the deadline are still eligible to apply. To ensure all applicants have ample time to complete the registration process through Grants.gov, applicants should register online with Grants.gov by March 3, 2011.

All applications are due by **11:59 p.m. E.T. on March 17, 2011.**

(See "Deadline: Application," page 6)

Contact Information

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

In Fiscal Year 2011, OVW applications will be submitted through Grants.gov. For further information and assistance, please see the OVW Grant Program Solicitation Reference Guide at <http://www.ovw.usdoj.gov/docs/resource-guidebook.pdf>.

Grants.gov Number assigned to announcement OVW-2011-2910

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

CONTENTS

Overview of the OVW Education, Training and Enhanced Services to End Violence Against and Abuse of Women with Disabilities Grant Program.	p. 4
OVW Priority Area: Sexual Assault	p. 4
Civil Rights Compliance	p. 5
Services to Limited English Proficient (LEP)	p. 5
Letter of Intent	p. 6
Deadline: Registration	p. 6
Pre-Application Conference Calls	p. 6
Deadline: Application	p. 6
Eligibility	p. 7
OVW Education, Training and Enhanced Services to End Violence Against and Abuse of Women with Disabilities Grant Program Specific Information	p. 8
• Types of Applicants	p. 8
• Availability of Funds	p. 8
• Award Period	p. 8
• Award Amounts	p. 8
• Program Scope	p. 9
• Program Requirements: All Applicants	p. 11
• Program Requirements: New Applicants	p. 12
• Program Requirements: Applicants Previously Funded Under This Grant Program	p. 13
How To Apply	p. 14
What An Application Must Include:	p. 14
New Applicants	p. 14
• Summary Data Sheet	p. 15
• Project Narrative	p. 15
• Memorandum of Understanding	p. 18
Applicants Previously Funded Under This Grant Program	p. 19
• Summary Data Sheet	p. 19
• Project Narrative	p. 20
• Budget Detail Worksheet and Narrative	p. 22
• Memorandum of Understanding	p. 24
• Proposal Abstract	p. 25
• Summary of Current OVW Projects	p. 25

• Application for Federal Assistance	p. 26
• Standard Assurances and Certifications	p. 26
• Financial Accounting Practices	p. 26
• Letter of Nonsupplanting	p. 26
• Financial Capability Questionnaire	p. 27
• Indirect Cost Rate Agreement	p. 27
• Proof of Nonprofit Status	p. 27
Selection Criteria	p. 27
Review Process	p. 28
• New Applicants	p. 28
• Applicants Previously Funded Under This Grant Program	p. 28
Performance Measures	p. 29
Notice of New Post-Award Reporting Requirements	p. 29
Additional Requirements	p. 30
Public Reporting Burden	p. 30
Application Checklist	p. 31

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

Overview

This solicitation contains information on how to apply for the Education, Training and Enhanced Services to End Violence Against and Abuse of Women with Disabilities Grant Program. For general information on applying for all OVW grant programs, please see the OVW Fiscal Year 2011 Grant Program Solicitation Reference Guide (Reference Guide) at <http://www.ovw.usdoj.gov/docs/resource-guidebook.pdf>. All applicants should read carefully both this solicitation and the Reference Guide before beginning the application process.

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

Recognizing the pressing need to focus on sexual assault, domestic violence, dating violence, and stalking against women with disabilities and Deaf women 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. The goal of the Disability Grant Program is to create sustainable, systemic change that provides effective services for women with disabilities and Deaf women who are victims of sexual assault, domestic violence, dating violence, and stalking and that holds perpetrators of such crimes accountable. Disability Grant Program funds will be used to establish and strengthen multidisciplinary collaborative relationships; increase organizational capacity to provide safe, accessible, and responsive services to women with disabilities and Deaf women who are victims of violence and abuse; identify needs within the grantee's service area; and develop a plan to address those identified needs that builds a strong foundation for future work. The Disability Grant Program will support education, training, cross training, capacity building, services, and the establishment of multidisciplinary collaborative teams at the State, local and Tribal level to address violence against and abuse of women with disabilities and Deaf women (as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C.12102)).

OVW Special Interest Area: Sexual Assault

OVW recognizes that sexual assault against women with disabilities and Deaf women is a serious problem. Research indicates that women with disabilities experience higher risk of sexual violence than women without disabilities. Women with certain disabilities, including intellectual disabilities and communication disorders appear to be particularly high risk.¹ One study found that women with developmental disabilities are four to ten times more likely to be sexually assaulted than women without a developmental disability. Furthermore, women with

¹ Sullivan, P.M. & Knutson, J.F. *The relationship between child abuse and neglect and disabilities: Implications for research and practice*. Omaha, NE: Boys Town National Research Hospital, 1994.

developmental disabilities are more likely to experience repeated victimization.²

OVW is therefore encouraging applicants to submit proposals that address sexual violence and include a sexual assault victim services organization as a mandatory member of the multidisciplinary collaborative team. This program defines a sexual assault victim services organization as a State sexual assault coalition, rape crisis center, or a dual victim services program that has a demonstrated history of providing appropriate services to rape and sexual assault victims.

Civil Rights Compliance

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

Services to Limited-English-Proficient (LEP) Persons

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

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

² Sobsey, D. *Violence and Abuse in the Lives of People with Disabilities: The End of Silent Acceptance?* Baltimore, Maryland: Paul H Brookes Publishing Co, Inc., 1994.

Deadline: Letter of Intent

If you intend to apply for Fiscal Year (FY) 2011 funding under this program, we encourage you to submit a letter stating that you intend to apply for funding. **The letter will not obligate you to submit an application.** Please see http://www.ovw.usdoj.gov/docs/sample_letter_of_intent.pdf for a sample letter. The letter should be submitted to OVW by **March 3, 2011**. You may send the letter to OVW at OVW.Disabilities@usdoj.gov. OVW will use these letters to predict the number of peer review panels needed to review the applications. You **may** still submit an application for funding if you do not submit a Letter of Intent.

Deadline: Registration

The Grants.gov registration deadline is March 3, 2011. For more information on the process of registering and applying in Grants.gov, please see the [Reference Guide](#) at pages 15-19.

Pre-Application Conference Calls

OVW will conduct a total of four Pre-Application Conference Calls: three for new applicants and one for applicants previously funded under the Disability Grant Program. During these calls, OVW staff will review the Disability Grant Program requirements, review the solicitation, and allow for a brief question and answer session. Participation in these calls is optional.

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

- Tuesday, February 22, 2011 (new applicants only)
- Wednesday, February 23, 2011 (new applicants only)
- Tuesday, March 1, 2011 (new applicants only)
- Wednesday March 2, 2011 (previously funded applicants only)

Anyone who is interested in submitting an application to the Disability Grant Program may register to participate in the calls. The total number of participants for each call is limited to 30.

To register, please e-mail or call OVW Program Assistant Tosha Preston at Tosha.Preston@USDOJ.gov or 202.353.7446. Your registration must be received at least two hours prior to the start of the call.

Deadline: Application

An application submission is complete if (a) a hard copy of the entire application, with original signatures, has been submitted via overnight delivery on or before the deadline and (b) the application has been submitted through Grants.gov. Both electronic and hard copy submissions are required.

The deadline for applying for funding under this announcement is **March 17, 2011, 11:59 p.m. E.T.** A hard copy must be sent via an overnight delivery method, date stamped by the shipping company on or before March 17, 2011 to:

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

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

Eligibility

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

By statute, eligible entities for this program are:

- States;
- Units of local governments;
- Indian Tribal Governments or Tribal organizations; or
- Nonprofit, nongovernmental victim services organizations, such as State domestic violence or sexual assault coalitions or nonprofit, nongovernmental organizations serving individuals with disabilities.

Clarification Regarding Eligible Entities

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. 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 individuals with disabilities" (see victim services organization below).

Victim Services Organizations

Victim services organizations eligible under this program, as determined by OVW, must meet all of the following criteria:

- Provide services to victims of sexual assault, domestic violence, dating violence, or stalking as one of their primary purposes and have a demonstrated history of effective work in this field;
- Address a demonstrated need in their communities by providing services that promote the dignity and self-sufficiency of victims, improve their access to resources, and create options for victims seeking safety from violence; and
- Do not engage in or promote activities that compromise victim safety.

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

Types of Applicants

New Applicants

In FY 2011, OVW will accept applications for the Disability Grant Program from applicants who have not previously received funding under this program.

Applicants Previously Funded Under This Grant Program

In FY 2011, OVW will accept applications for the Disability Grant Program from applicants who are currently receiving and/or have previously received funding under the Disability Grant Program and whose funding will expire on or before September 30, 2011.

Not Eligible to Apply

Current Disability Grant Program grantees who received new funding for 36 months in FY 2009 or FY 2010, or supplemental funding for 24 months in FY 2010, are not eligible to apply.

Availability of Funds

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. Funding is not guaranteed.

Award Period

Applicants should be aware that awards will be made as cooperative agreements, and OVW will play a substantial role in shaping and monitoring the project. The award periods will be 36 months for new applicants and 24 months for applicants previously funded under this grant program. **Budgets must reflect 36 or 24 months (as applicable) of project activity, and the total “estimated funding” (block 15) on the SF-424 must reflect 36 or 24 months (as applicable).**

Award Amounts

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs. Requests should be tied to a specific project or proposal. Disability Grant Program funds for FY 2011 will be awarded based on the following guidelines:

New Applicants

Awards will be made as cooperative agreements for a 36 month period. Award amounts will be up to **\$700,000 for a state-focused collaborative and up to \$550,000 for a local-focused collaborative.**

Applicants Previously Funded Under This Grant Program

Awards will be made as cooperative agreements for a 24 month period and will be made for up to **\$500,000 for a state-focused collaborative and \$400,000 for local-focused collaborative.**

Program Scope

Statutory Program Purposes

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

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

Out-of-Scope Activities

Although certain activities may appear to relate to the Statutory Program Purpose areas, OVW determines the following activities to be out of the program scope. They cannot be supported by Disability Grant Program funding. During the OVW internal review, applications that are partially out of scope will receive up to a 25-point deduction. Applications that propose projects that are substantially outside the scope of the Disability Grant Program statutory purpose areas will be disqualified from further funding consideration.

- Public awareness campaigns
- Services to youth

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
- Purchase of real property
- Construction
- Physical modifications that have not been approved by OVW and/or that are in excess of 2% of the total award

Activities That May Compromise Victim Safety and Recovery

The following activities have been found to jeopardize victim safety, undermine physical and emotional healing for victims, or allow offenders to escape responsibility for their actions. OVW strongly discourages applicants from including these activities in the application for funding:

- Proposing activities that focus on victim services programs only and do not address issues of trauma informed practice within disability organizations;
- Establishing a multidisciplinary collaborative team without developing policies around confidentiality and information sharing for the team members;
- Crafting policies that deny individuals access to services because of a disability; and
- Developing safety plans that do not adequately address the unique needs of women with disabilities and/or Deaf women.

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

Confidentiality

Applicants should be cognizant of victims' confidentiality. Please see Reference Guide p. 7 for more information.

Physical Modification

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 women with disabilities and/or Deaf women who are victims of violence and abuse, OVW requires that funds designated for physical modifications should not exceed 2% of the total award.

As of Fiscal Year 2007, applicants who are proposing to use 2% of Disability Grant Program funds for physical modifications must follow the following guidelines outlined in this solicitation. Applicants whose submissions 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: building ramps, widening doorways, making a bathroom accessible, painting or carpeting 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.

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. The description must include the following information: the location of the facility; the age of the facility; an explanation of the prior and current use of the facility; a complete and detailed description of the planned modifications and the materials to be used; a statement as to whether the

proposed modifications will change or materially alter the basic prior use of the building, or its size; a statement as to whether the facility is located on a 100-year floodplain or a wetland; and an explanation of the need for the proposed modifications;

- A letter from the State Historic Preservation Officer (SHPO), or Tribal Historic Preservation Office (THPO) indicating whether the building is listed, or eligible for listing, on the National Registry of Historic Places, and also certifying that no historic building will be affected by the proposed modifications;
- A statement by the applicant that the applicant has notified a representative of the local government with jurisdiction over the area potentially affected by the project, and made such official aware of the option to be consulted during the NHPA process; and
- 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.

Program Requirements: All Applicants

Project Focus

OVW will award funding only to state-focused **or** local-focused projects. For purposes of making funding decisions under the Disability Grant Program, a state-focused project is a multidisciplinary team comprised of organizations that operate at a state wide level (e.g., State independent living council, State sexual assault and/or domestic violence coalition). State focused projects will concentrate efforts in one to two communities within the State. At the time of submission, an applicant should not identify the specific communities to be involved in project activities. However, an applicant may specify, for example, that the project expects to focus on a rural community and an urban community. During the planning and development phase, new

applicants will be required to engage in a process to identify one to two communities to be involved with the project.

A local-focused project is a multidisciplinary team comprised of local or community based organizations (e.g., center for independent living, community mental health, rape crisis center, or domestic violence shelter/program). These organizations will be the sites of change. Project activities will focus within and between the organizations represented on the multidisciplinary collaborative.

Applications that propose activities covering an entire State, multiple States, regional or nationwide activities will not be funded.

An Indian Tribal Government or Tribal organization submitting an application that proposes to develop a project based on an Indian reservation is considered to be a local-focused project.

Mandatory OVW Multidisciplinary Collaborative Team

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

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

Furthermore, multidisciplinary collaborative teams must be comprised solely of organizations with a state focus (e.g., State independent living council, State 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). Applicants previously funded under this grant program that propose to change the composition of the established multidisciplinary collaborative team must justify the addition or exclusion of members. In addition, the applicant must describe a strategy for including a new member(s) and orienting the member(s) into the existing multidisciplinary collaborative team.

Multidisciplinary collaborative teams comprised of both state-focused and local-focused organizations will not be considered for funding.

Additional Program Requirements: New Applicants

Disability Grant Program Process and Framework

New Applicants must engage with OVW and the designated technical assistance provider (TA provider) during the mandatory planning and development phase. The program planning requirements during this phase of the project include the drafting of the following materials:

- Collaboration charter;
- Pilot site selection memo (state-focused projects only);
- Needs assessment plan and tools;
- Needs assessment report; and
- Strategic plan.

OVW will determine when the planning and development phase is complete upon the award recipients' demonstration that all materials have been completed satisfactorily. Once OVW has determined that the program planning requirements have been met, the multidisciplinary collaborative team will enter into the implementation phase of the project. Implementation initiatives and activities are identified in the strategic plan and are a direct result of the needs assessment.

Decision-Maker Participation

The Executive Director, CFO/CEO, Board of Directors and other decision-makers must be involved in an active and meaningful manner throughout the life of the project. They should expect to attend meetings and engage in conversations at various points in time. They should also be prepared to implement systemic changes within the organization to improve services and responses to women with disabilities and Deaf women who have experienced violence and abuse.

Technical Assistance

Technical assistance (TA) under the Disability Grant Program is proactive and required. Multidisciplinary collaborative teams must participate in all technical assistance events supported by OVW related to the Disability Grant Program. TA will be delivered through, but not limited to, frequent, regular contact with the OVW identified TA provider, site visits, tele/video conference calls, recipient meetings and Web-based technical assistance. New applicants should expect a high level of involvement with the OVW identified TA provider for the duration of the cooperative agreement.

Additional Program Requirements: Applicants Previously Funded Under This Grant Program

Project Implementation

Activity Scope

Applicants who received a three year cooperative agreement prior to FY 2009 or a two year cooperative agreement in FY 2009 must propose projects that will either enhance the previously funded project or replicate the previously funded project in a different community. Specifically, proposed activities must build upon the successful initiatives funded during the previous project. Applicants previously funded may not request funds to sustain previously funded project activities. Applicants funded in FY 2007 or 2008 that have not completed a significant portion of implementation phase activities, or who have a substantial amount of remaining funds at the time of application submission, will not be considered for new funding in FY 2011.

Critical Assessment

Applicants previously funded under this grant program will be required to reflect critically upon previously funded activities to ensure that proposed activities are appropriate and necessary. This review will take place within six months of the project start date and will be facilitated by OVW or the OVW TA provider.

Statutory Purpose Areas

Applicants who received a three year cooperative agreement prior to FY 2009, or who received a two year cooperative agreement in FY 2009, must propose projects that address at least one of the eight Disability Grant Program statutory purpose areas specified on page 9. If an

applicant proposes to utilize grant funds to support direct services, an overall coordinated response to sexual assault, domestic violence, dating violence, and stalking against women with disabilities and/or Deaf women must also be included. Applicants may not propose to engage solely in providing direct services.

How To Apply

See the [Reference Guide](#) at pages 15-19 for instructions on “how to apply.”

What An Application Must Include

Applicants must complete each of the following sections as part of their response to this solicitation. **It is the responsibility of the applicant to ensure that its application is complete by the deadline. OVW may remove an application from consideration prior to peer review if the application is substantially incomplete or received after the deadline without prior permission as described in the [Reference Guide](#) at pages 17-19.** For each section listed below, please note the corresponding maximum point value that may be assigned during the peer review scoring process. The application should use headings and subheadings in the order below for ease of review. Peer reviewers may not receive any additional materials submitted beyond those required. For example, if an application includes a narrative that is 20 pages, the last five pages may be removed prior to peer review.

Applications must follow the following requirements:

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

Read carefully. New applicants and applicants previously funded under this grant program will be responding to different criteria. Criteria for applicants previously funded under this grant program begin on page 19.

New Applicants

OVW mandates that new applicants engage in an intensive structured process, which includes a planning and development phase and an implementation phase. Project activities during the planning and development phase have been predetermined. Implementation phase initiatives and activities will be identified in the strategic plan drafted during the planning and development phase and will directly respond to the needs identified in the needs assessment.

Please read this section very carefully. Your application will be scored on the following sections:

- Summary Data Sheet
- Project Narrative
- Memorandum of Understanding (MOU)

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

- Summary Data Sheet
- Proposal Abstract
- Project Narrative
- Memorandum of Understanding (MOU)
- Summary of Current OVW Projects (if applicable)
- Application for Federal Assistance (SF-424)
- Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)
- Financial Accounting Practices
- Letter of Nonsupplanting

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

I. Summary Data Sheet (5 Points)

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

- Name, title, address, phone number, and e-mail address for the authorized representative. (Please see the [Reference Guide](#) at page 8 for more information on who can be an authorized representative);
- Name, title, address, phone number, and e-mail address for the grant point-of-contact;
- Statement as to whether the agency has expended \$500,000 in Federal funds in the past fiscal year for the applicant. Please specify the end date of the fiscal year;
- Name of multidisciplinary collaborative team members (specify domestic and/or sexual violence organization and disability organization);
- If the application is a state or local focused project; and
- Disability focus (general or a specific type of disability).

II. Project Narrative (Total 75 Points)

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

The Project Narrative is a separate document from the Memorandum of Understanding (MOU) and will be scored as such. Information included in the MOU section of the application will not be considered in the Project Narrative section of the application.

A. Purpose of Application (30 points)

- Detail the service area (state or local service area) in which the project would be implemented, including location (if known), and demographic information as it relates to women with disabilities and/or Deaf women;
- Detail the type of disability the project will focus on (may be disability in general or a specific type of disability) and the rationale for the focus;
- Detail the response to violence against women with disabilities and/or Deaf women within the applicant's state, Tribal, or local service delivery area as it relates to the disability focus;
- Detail current gaps in service delivery in the service area as it relates to the disability focus;
- Detail the barriers to accessing services within the state, Tribal, or local service delivery area as it relates to the disability focus;
- Detail challenges that the organizations that comprise the multidisciplinary collaborative team have experienced in providing services to women with disabilities and/or Deaf women who are victims of violence and abuse as it relates to the disability focus;
- Detail the need for project resources and how funding would alleviate that need. The need must directly relate to the stated gaps in service delivery and the barriers women with disabilities and/or Deaf women face when accessing services in the service area as it relates to the disability focus; and
- Detail challenges that the organizations that comprise the multidisciplinary collaborative team have experienced in developing working relationships with violence against women organizations or disability organizations.

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

B. What Will Be Done (10 points)

- Detail what activities the multidisciplinary collaborative team will engage in during the planning and development phase and the implementation phase. Activities must correspond with Program Requirements;
- Detail the experiences of the organizations that comprise the multidisciplinary collaborative team with providing and/or receiving technical assistance. The applicant must include the nature of the technical assistance and the benefits and challenges of receiving and/or providing the technical assistance;
- Detail what is currently being done to address victim safety and autonomy; and
- Detail what will be done to address victim safety and autonomy in the project.

This section will be rated on the detail with which an applicant provides the above information.

C. Who Will Implement the Project (30 points)

- Detail the organizations and individuals (if known) who will comprise the multidisciplinary collaborative team. Multidisciplinary collaborative team members must be related directly to the stated need and service area;
- Detail why each organization was chosen for the multidisciplinary collaborative team. In doing so, the application must demonstrate a direct relationship to the stated need and detail the qualifications and capacity of the organizations and individuals to achieve the project goals;

- Detail the resources and skills each member will bring to the project;
- Identify the constituents of each member. The applicant must detail the services each organization provides for their respective constituents; and
- Detail the ability of each organization that comprises the multidisciplinary collaborative team to create change. The applicant must address the ability of each organization to create change within their own organization and among their respective constituents. Examples must be provided.

A multidisciplinary collaborative team must be comprised of, at a minimum, the following:

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

Victim services organizations eligible under this program, as determined by OVW, must meet all of the following criteria:

- Provide services to victims of sexual assault, domestic violence, dating violence, or stalking as one of their primary purposes and have a demonstrated history of effective work in this field;
- Address a demonstrated need in their communities by providing services that promote the dignity and self-sufficiency of victims, improve their access to resources, and create options for victims seeking safety from violence; and
- Do not engage in or promote activities that compromise victim safety.

This section will be rated on the detail with which the above information is provided.

D. Sustainability Plan (5 points)

As this is a competitive, discretionary program, there is no guarantee of continuation funding. Applicants must include a plan describing their commitment and capacity to continue the project if Federal funding through the Disability Grant Program were no longer available. Applicants must also describe at least one locally, privately, State, or Federally funded project that the applicant has sustained in the past.

Applicants must submit a plan that proposes feasible strategies to preserve project activities long-term. Plans to sustain the project should not rely on alternative funding sources only. The application must detail how portions of the project will be sustained through systemic change.

This section will be rated on the feasibility of the plan and the demonstration of commitment to continue the project if funds are no longer available.

III. Budget Detail Worksheet and Narrative

A budget is not required for new applications at this time. The six to ten new applications that move on to the second level of review may be invited to submit a full proposal, which will include a budget and budget narrative.

IV. Memorandum of Understanding (MOU) (Total 20 points)

Applicants are required to submit an MOU for a multidisciplinary collaborative team that demonstrates they have consulted and collaborated in a meaningful way with a nonprofit, nongovernmental victim services organization or Tribal organization and a nonprofit, nongovernmental organization or Tribal organization that provides services to individuals with disabilities. The MOU must be a single attachment to the application in Grants.gov and a separate section in the hard copy.

The MOU is a separate document and will be scored as such. Information included in the Project Narrative section of the application will not be considered in the MOU section of the application.

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

- At a minimum, a nonprofit, nongovernmental or Tribal domestic violence and/or sexual violence program **and** a nonprofit, nongovernmental organization or Tribal organization serving individuals with disabilities.

Signing organizations should appropriately correspond with the proposed project. For example, if an application focuses mainly on sexual assault, then the MOU must include a sexual assault services organization.

The MOU must:

- Detail the organizations that comprise the multidisciplinary collaborative team and provide a brief history of the relationship among those organizations, including when and under what circumstances the relationship began and when each organization entered into the relationship;
- Detail the extent of each organization's participation in developing the application. The applicant must indicate the process for developing the application and the role of each organization;
- Detail the capacity of each organization that comprise the multidisciplinary collaborative team to fulfill the goals of the proposed project;
- Detail the roles and responsibilities of the organizations that comprise the multidisciplinary collaborative team to ensure the success of the proposed project;
- Detail the willingness of each organization that comprise the multidisciplinary collaborative team to create systemic change. The applicant must provide examples of systemic change and how this will be achieved;
- Detail the commitment of each organization to work together to achieve stated project goals;
- Detail the resources each organization would contribute to the project; and
- Detail the ability and willingness of each organization to effect change within their own organization and among their constituents.

MOU signatories must be sure to include their titles and agencies under their signatures. This section will be rated on the detail with which you provided the above information and the following criteria:

- The MOU is current;

- The MOU is a single document; and
- The MOU indicates approval of the proposed project budget by all signing parties.

Applicants Previously Funded Under This Grant Program

Please read this section very carefully. Your application will be scored on the following sections:

- Summary Data Sheet
- Project Narrative
- Budget Detail Worksheet and Narrative
- Memorandum of Understanding (MOU)

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

- Proposal Abstract
- Project Narrative
- Memorandum of Understanding (MOU)
- Summary of Current OVW Projects
- Application for Federal Assistance (SF-424)
- Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)
- Financial Accounting Practices
- Letter of Nonsupplanting

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

I. Summary Data Sheet (5 Points)

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

- Name, title, address, phone number, and e-mail address for the authorized representative. (Please see the [Reference Guide](#) at page 8 for more information on who can be an authorized representative.);
- Name, title, address, phone number, and e-mail address for the grant point-of-contact;
- Statement as to whether the agency has expended \$500,000 in Federal funds in the past fiscal year for the applicant. Please specify the end date of the fiscal year;
- Name of multidisciplinary collaborative team members (specify domestic and/or sexual violence organization and disability organization);
- If the application is a state or local focused project;
- Disability focus (general or a specific type of disability);
- Fiscal Year(s) the applicant received funding under the Disability Grant Program;
- Remaining funding balance from previous Disability Grant Program award(s);
- Statutory purpose area(s) to be addressed; and
- Whether or not the application includes funds (2% or less of the total award) for physical modifications.

II. Project Narrative (Total 65 Points)

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

The Project Narrative is a separate document from the Memorandum of Understanding (MOU) and will be scored as such. Information included in the MOU section of the application will not be considered in the Project Narrative section of the application.

A. Purpose of Application (15 points)

- Detail the service area (state or local service area) in which the project will be implemented, including location (if known), and demographic information as it relates to women with disabilities and/or Deaf women;
- Detail the type of disability the project will focus on (may be disability in general or a specific type of disability) and the rationale for the focus;
- Detail the response to violence against women with disabilities and/or Deaf women within the applicant's state or local service delivery area as it relates to the disability focus;
- Detail current gaps in service delivery in the service area as it relates to the disability focus ;
- Detail the barriers to accessing services within the state or local service delivery area as it relates to the disability focus;
- Detail challenges that the organizations that comprise the multidisciplinary collaborative team have experienced in providing services to women with disabilities and/or Deaf women who are victims of violence and abuse as it relates to the disability focus;
- Detail the need for project resources and how funding would alleviate it. The need must directly relate to the stated gaps in service delivery and the barriers women with disabilities and/or Deaf women face when accessing services within the service delivery area as it relates to the disability focus; and
- Detail challenges that the organizations that comprise the multidisciplinary collaborative team have experienced in developing working relationships with violence against women organizations or disability organizations.

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

B. What Will Be Done (30 Points)

Applicants previously funded under the Disability Grant Program must propose projects that will either enhance the previously funded project, or replicate the previously funded project in a different community. Specifically, proposed activities should build upon the successful initiatives funded during the previous project. Applicants previously funded may not request funds to sustain previously funded project activities. Applicants must provide the following information:

- Detail the activities and initiatives that the multidisciplinary collaborative team will engage in. Applicants must clearly state why particular activities were chosen, how they will translate into creating systemic change, and how they will achieve overall improved services to women with disabilities and/or Deaf women. Activities must correspond with Program Requirements;

- Detail how the proposed activities and initiatives will build upon and/or enhance previously funded activities;
- Detail the responsibilities of each collaborative team member, as they correspond to the proposed activities;
- Detail expected results of proposed activities;
- Detail the capacity of the multidisciplinary collaborative team to implement successfully project activities;
- Detail what is currently being done to address victim safety and autonomy; and
- Detail what will be done to address victim safety and autonomy in the project.

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

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

C. Who Will Implement the Project (10 Points)

- Detail the organizations and individuals (if known) who comprise the multidisciplinary collaborative team. Multidisciplinary collaborative team members must be related directly to the stated need;
- Detail why each organization was chosen for the multidisciplinary collaborative team. In doing so, the application must demonstrate a direct relationship to the stated need and detail the qualifications and capacity of the organizations and individuals to achieve the project;
- Detail the resources and skills each member will bring to the project;
- Detail the constituents of each member. The applicant must detail the services each organization provides for their respective constituents;
- Detail the ability of each organization that comprise the multidisciplinary collaborative team to create change. The applicant must address the ability of each organization to create change within their own organization and among their respective constituents. Examples must be provided;
- Detail lessons learned during the previously grant project;
- Detail activities or strategies the multidisciplinary collaborative team will engage in to strengthen the collaborative relationship and work;
- Detail any changes in the multidisciplinary collaborative team membership (addition or exclusion); and
- Detail the reasoning for changing the multidisciplinary team composition. The applicant must describe a strategy for orienting the new member(s) into the group. The application must describe the benefits and challenges of including an additional partner to an existing collaborative.

A multidisciplinary collaborative team must be 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 individuals with disabilities.

Victim services organizations eligible under this program, as determined by OVW, must meet all of the following criteria:

- Provide services to victims of sexual assault, domestic violence, dating violence, or stalking as one of their primary purposes and have a demonstrated history of effective work in this field;
- Address a demonstrated need in their communities by providing services that promote the dignity and self-sufficiency of victims, improve their access to resources, and create options for victims seeking safety from violence; and
- Do not engage in or promote activities that compromise victim safety.

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

D. Sustainability Plan (10 points)

As this is a competitive, discretionary program, there is no guarantee of continuation funding. Applicants are required to include a plan describing their commitment and capacity to continue the project if Federal funding through the Disability Grant Program were no longer available. Applicants must also describe at least one locally, privately, State, or Federally funded project that the applicant has sustained in the past.

Applicants must detail how they were able to sustain previously funded activities, or how these activities were institutionalized. Applicants must describe how they will utilize experiences sustaining activities under the previously funded project and apply them to sustain the proposed activities.

This section will be rated on the feasibility of the plan and the demonstration of commitment to continue the project if funds are no longer available.

III. Budget Detail Worksheet and Narrative (Total 10 Points)

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

In developing the budget, applicants who have previously been funded should financially compensate all project partners for their participation in any project-related activities, including, but not limited to, compensation for time and travel expenses to participate in project development, training, and implementation. The budget must include compensation for all services rendered by project partners, including nonprofit, nongovernmental sexual assault and/or domestic violence victim services programs and State and Tribal sexual assault and/or domestic violence coalitions. If a partner is a state or local governmental agency and the partnership duties are conducted within the course of the agency's "regular" scope of work, the applicant does not need to compensate the partner if the partner a) offers this arrangement; and b) an explanation of this arrangement is included in the application.

Budget Limits

Applicants may not exceed \$500,000 for a state-focused collaborative and \$400,000 for a local-focused collaborative for the 24 month project period.

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

Budget Requirements

For budget guidelines, see the [Reference Guide](#) at pages 11-14. Additional guidance specific to this program is as follows:

Training and Technical Assistance.

All applicants **are required** to allocate funds in the amount of **\$20,000** to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Applicants from Alaska, Hawaii, and United States Territories should allocate **\$35,000** to account for higher travel costs. These specific applicants may exceed the budget caps to account for this increased travel amount. Please see the [Reference Guide](#) at pages 11-12 for more information on this requirement.

- Applicants who are proposing to use up to two percent 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. For OVW to undertake the necessary review under NEPA and NHPA, those applicants proposing to use grant funds for any type of physical modifications must include all required information, as outlined under the Physical Modification section of this solicitation, as an attachment to the application.
- Applicants must include a line item(s) to pay for necessary accommodations. Accommodations may include, but are not limited to, American Sign Language (ASL) Interpreters, printing in alternative formats, or adaptive equipment.
- Applicants may budget for costs of a personal care attendant (PCA) to travel with a multidisciplinary 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.
- Applicants must fairly compensate all project partners.
- A Sample Budget Detail Worksheet is available at <http://www.ovw.usdoj.gov/applicants.htm>. When preparing the Worksheet and Narrative, please use the Sample Budget Detail Worksheet as a guide and be sure to include all necessary budget categories as outlined in the Worksheet. The budget should clearly describe the proposed amounts and uses of grant funds for the duration of the grant period and how the amounts of the specific budget items were determined. The budget should demonstrate a clear link between the specific project activities and the proposed budget items. Specifically, the budget should not contain any items that are not detailed in the project narrative.

Services to Limited-English-Proficient (LEP) Persons

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

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

This section will be rated on the detail in the budget narrative plus when the following criteria have been met:

- The budget supports all costs related to fulfilling the overall objectives of the project;
- The budget does not include any costs unrelated to support the proposed project;
- The budget is reasonable and cost-effective;
- The budget narrative clearly describes the rationale for all costs proposed;
- The budget includes costs for necessary accommodations;
- The budget appropriately compensates project partners; and,
- The budget is consistent with and adheres to the OVW Financial Grants Management Guide.

IV. Memorandum of Understanding (MOU) (Total 20 points)

Applicants are required to submit an MOU that demonstrates they have consulted and collaborated in a meaningful way with a nonprofit, nongovernmental victim services organization and a nonprofit, nongovernmental organization that provides services to individuals with disabilities. The MOU should be a single attachment to the application in Grants.gov and a separate section in the hard copy.

The MOU is a separate document from the Project Narrative and will be scored as such. Information included in the Project Narrative section of the application will not be considered in the MOU section of the application.

The MOU must be current (**i.e., signed and dated during the development of the proposal**) and be signed by the chief executive officers and/or directors of a nonprofit, nongovernmental domestic violence and/or sexual violence program **and** a nonprofit, nongovernmental organization serving individuals with disabilities.

Signing organizations should appropriately correspond with the proposed project. For example, if an application focuses mainly on sexual assault, then the MOU must include a sexual assault services organization.

The MOU must do the following:

- Detail the organizations that comprise the multidisciplinary collaborative team and provide a brief history of the relationship among those organizations, including when and under what circumstances the relationship began and when each organization entered into the relationship;
- Detail the extent of each organization's participation in developing the application. The applicant must indicate the process for developing the application and the role of each organization;
- Detail the capacity of the organizations that comprise the multidisciplinary collaborative team to fulfill the goals of the proposed project;

- Detail the roles and responsibilities of each organization that comprise the multidisciplinary collaborative team to ensure the success of the proposed project;
- Detail the willingness of each organization that comprise the multidisciplinary collaborative team to create systemic change. The applicant must provide examples of systemic change and how it will be achieved;
- Detail the commitment of each organization to work together to achieve stated project goals;
- Detail the resources each organization would contribute to the project; and
- Detail the ability and willingness of each organization to effect change within their own organization and among their constituents.

MOU signatories must be sure to include their titles and agencies under their signatures.

This section will be rated on the detail with which the above information is provided as well as the quality of that information and the following criteria:

- The MOU is current (signed, dated during the development of the proposal);
- The MOU is a single document; and
- The MOU indicates approval of the proposed project budget by all signing parties.

Both New and Applicants Previously Funded Under this Grant Program Must Include Sections V – XII

V. Proposal Abstract

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

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

VI. Summary of Current OVW Projects

For each current OVW Project, as defined in the OVW [Reference Guide](#) at page 9, please provide the following information:

- Identify grant by program, award number, and project period.
- Specify the total funds remaining in each grant as of the date of application.
- Provide the total funds remaining in each grant in the Personnel, Contracts/Consultants and Travel categories as of the date of application.
- List the names, dates, and locations of all OVW-sponsored training and technical assistance events in which project staff or project partners participated during the current grant award period.
- List the number and titles of all full-time and/or part-time positions.
- If applying for supplemental funding under this program, describe the status of achieving the goals and objectives identified in your most recent application.

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

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

VII. Application for Federal Assistance (SF-424)

Please see the [Reference Guide](#) at page 8 for additional information. In Block 7 (type of applicant), please do not select "other." This form will be filled out online and you should print out a copy for your hard copy submission.

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

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

IX. Financial Accounting Practices

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

- Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding?
- Does the applicant have written accounting policies and procedures? OVW may request a copy for review during the application/award process or as part of the grant monitoring process.
- Is the applicant's financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant?
- Does the applicant have procedures in place for minimizing the time elapsing between transfer of funds from the United States Treasury and disbursement for project activities?
- Does the applicant have effective internal controls in place to adequately safeguard grant assets and to ensure that they are used solely for authorized purposes? Please provide a brief description.
- Does the applicant have a documented records retention policy? If so, briefly describe the policy.
- Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations? If not, the applicant must contact OVW's Grants Financial Management

Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 immediately after the organization is notified of their award to coordinate training.

X. Letter of Nonsupplanting

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

XI. Financial Capability Questionnaire

Please see the [Reference Guide](#) at page 14 for additional information. This should be a separate attachment to the application in Grants.gov. This document does not need to be included in the hard copy.

XII. Indirect Cost Rate Agreement

Applicants that intend to charge indirect costs through the use of an indirect cost rate must have a Federally-approved indirect cost rate agreement. Please include a copy of a current, signed Federally-approved indirect cost rate agreement. Please see the [Reference Guide](#) at page 14 for additional information.

XIII. Proof of Non-profit Status

An applicant can provide proof of nonprofit status by submitting on the following documents:

- (1) Proof that the Internal Revenue Service currently recognizes the applicant as an organization to which contributions are tax deductible under [section 501\(c\)\(3\) of the Internal Revenue Code](#);
- (2) A statement from a State taxing body or the State secretary of state certifying that:
 - (i) The organization is a nonprofit organization operating within the State; and
 - (ii) No part of its net earnings may lawfully benefit any private shareholder or individual;
- (3) A certified copy of the applicant's certificate of incorporation or similar document that clearly establishes the nonprofit status of the applicant; or
- (4) Any item described in paragraphs in 1 – 3 above if that item applies to a State or national parent organization, together with a statement by the State or parent organization that the applicant is a local nonprofit affiliate.

Selection Criteria

All applications will be rated on the criteria described in each section above.

New Applicants: The total points possible for an application are 100 (5 points for Summary Data Sheet; 75 points for Project Narrative; and 20 points for the MOU).

Applicants Previously Funded Under this Grant Program: The total points for an application are 100 (5 points for Summary Data Sheet; 65 points for Project Narrative; 10 points for Budget and Budget Narrative; and 20 points for the MOU).

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

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

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

Review Process

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

New Applicants

This solicitation is the first step in the process of selecting six to ten new applicants to receive funding under the Disability Grant Program in FY 2011. OVW uses a four phased review process, which includes:

- Initial Review.
- External peer review.
- Secondary internal review.
- Applicant Interview.

Applicants Previously Funded Under This Grant Program

OVW uses a three-phased review process, which includes:

- Initial internal review.
- External peer review.
- Secondary internal review.

Although all applicants will be rated on the criteria described in the preceding sections, OVW will specifically consider the following selection criteria during each phase of the review process. If OVW determines that an application does not meet the stated criteria, the application may not move forward for the subsequent reviews.

Questions for the Initial and Secondary Internal Reviews

- Does the applicant meet all statutory eligibility criteria (see page 7)?
- Is the application complete?
- Are the proposed activities within the scope of the program (see page 9)?
- Does the application propose significant activities that may compromise victim safety (see page 10)?

Additionally, current projects will be rated by OVW using the criteria listed on page 27.

OVW grantees who have failed to meet grant deadlines, have not spent grant funds in a timely manner, did not comply with financial requirements, or did not comply with special conditions from previous grants may not be considered for funding. In addition, if an applicant is on the DOJ High Risk Grantee list, OVW will take this into consideration in making award determinations.

External Peer Review Panels

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

Secondary Internal Review

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

Applicant Interview (new applicants only)

OVW staff will conduct applicant interviews via tele/video conference calls with the top six to ten highest scoring applicants. During this process, the applicant will be subject to further review and will receive an additional score. The highest scoring applications after the applicant interview will be considered for funding.

Performance Measures

All OVW grantees are required to submit annual and/or semi-annual progress reports, which will be provided to you should you be selected for an award. For more information, see the [Reference Guide](#) at pages 19-22.

Notice of New Post-Award Reporting Requirements

Applicants should anticipate that all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), will be required to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding.

It is expected that reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at <https://www.fsr.gov>. Additional guidance on reporting will be provided in the near future by OVW and/or the Office of Management and Budget (OMB).

Please note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

Additional Requirements

For information on additional requirements that apply to all OVW applicants and grantees, see the [Reference Guide](#) at pages 23-24.

Public Reporting Burden

Paperwork Reduction Act Notice

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

Application Checklist

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

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

Applicants must send **via overnight delivery** a complete hard copy original of the application, **date stamped by the shipping company on or before March 17, 2011** to:

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

In addition, applications must be submitted through Grants.gov.

