

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



OVW Fiscal Year 2012 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 4)

Deadline

All applications are due by 11:59 p.m. E.T. on March 26, 2012.
(See "Deadline: Application," page 4)

To ensure all applicants have ample time to complete the registration process through Grants.gov, applicants should register online with Grants.gov by March 12, 2012.

Contact Information

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

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

Grants.gov Number assigned to announcement OVW-2012-3137.

It is anticipated that all applicants will be notified of the outcome of their applications by September 30, 2012.

CONTENTS

Overview	p. 3
About the OVW Education, Training and Enhanced Services to End Violence Against and Abuse of Women with Disabilities Grant Program	p. 3
Deadlines	p. 4
• Application	p. 4
• Registration	p. 4
Pre-Application Conference Calls	p. 4
Eligibility	p. 4
• Eligible Entities	p. 4
• Program Eligibility Requirements	p. 5
• Types of Applicants	p. 6
○ New	p. 6
○ Continuation	p. 6
Award Information	p. 6
• Cooperative Agreement	p. 6
• Award Period	p. 6
• Award Amounts	p. 6
Program Scope	p. 7
• Purpose Areas	p. 7
• Mandatory Program Requirements: New Applicants	p. 7
• Mandatory Requirements: Continuation Applicants	p. 8
• OVW Priority Areas	p. 8
• Activities that Compromise Victim Safety and Recovery	p. 9
• Out-of-Scope Activities	p. 9
• Unallowable Activities	p. 9
How to Apply	p. 10
• Formatting and Technical Requirements	p. 10
• Experiencing Unforeseen Technical Issues	p. 10
• Application Requirements	p. 11
• Summary Data Sheet	p. 11
• Project Narrative: New Applicants	p. 12
• Project Narrative: Continuation Applicants	p. 13
• Budget Detail Worksheet and Narrative	p. 15
• Memorandum of Understanding	p. 17

Additional Required Information	p. 17
• Proposal Abstract	p. 18
• Application for Federal Assistance (SF-424)	p. 18
• Standard Assurances and Certifications	p. 18
• Letter of Nonsupplanting	p. 18
• Financial Accounting Practices	p. 18
• Financial Capability Questionnaire (if applicable)	p. 19
• Indirect Cost Rate Agreement (if applicable)	p. 19
Selection Criteria	p. 19
• Review Process	p. 19
• Past Performance Review	p. 19
Other Requirements	p. 20
• Federal Financial Guidelines and Reporting Requirements	p. 20
• Performance Measures	p. 20
• Additional Requirements	p. 20
Public Reporting Burden	p. 22
Application Checklist	p. 23
Appendix A – Physical Modification Guidelines	p. 24

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

Overview

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

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

Recognizing the pressing need to focus on sexual assault, domestic violence, dating violence, and stalking against individuals with disabilities and Deaf individuals 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 change within and between organizations that results in accessible, safe and effective services for individuals with disabilities and Deaf individuals who are victims of sexual assault, domestic violence, dating violence, and stalking and accountability for perpetrators of such crimes. Disability Grant Program funds will be used to establish and strengthen multidisciplinary collaborative relationships; increase organizational capacity to provide accessible, safe, and effective services to individuals with disabilities and Deaf individuals who are victims of violence and abuse; and identify needs within the grantee's organization and/or service area, and develop a plan to address those identified needs that builds a strong foundation for future work.

Deadlines

Application

The deadline for applying for funding under this grant announcement is **11:59 p.m. E.T. on March 26, 2012**. Applications submitted after **11:59 p.m. E.T. on March 26, 2012** will not be considered for funding.

Note: For applicants without Internet access, who cannot submit an application electronically, please contact the Disability Grant Program Specialist at (202) 307-6026 no later than **March 12, 2012** to request permission to submit an application by alternative means.

Registration

The Grants.gov registration deadline is **March 12, 2012**. It is strongly encouraged that applicants begin the registration process well in advance of the deadline. For more information on the process of registering with Grants.gov, please see the [Reference Guide](#).

Pre-Application Conference Calls

OVW will conduct a total of four Pre-Application Conference Calls. Three calls will be for New Applicants and one call will be for Continuation Applicants. 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:

- New applicants **February 21, 2012; 2 – 4 p.m. E.T.**
- New applicants **February 23, 2012; 2 – 4 p.m. E.T.**
- New applicants **February 28, 2012; 2 – 4 p.m. E.T.**
- Continuation applications **March 1, 2012; 2 – 4 p.m. E.T.**

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 individuals.

To register, please email or call Thelma Bailey at Thelma.Bailey@Usdoj.gov or (202) 353-4273. Your registration must be received at least two hours prior to the start of the call.

Eligibility

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

Eligible Entities

Eligible entities for this program are:

- [States](#);
- [Units of local government](#);

- [Indian Tribal Governments or Tribal organizations](#); or
- Nonprofit, nongovernmental [victim services](#) organizations, such as state domestic violence, sexual assault or Tribal coalitions or nonprofit, nongovernmental organizations serving individuals with disabilities.

Please note, 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. Please contact the Disability Grant Program Specialist at (202) 307-6026 if you need further information regarding this eligibility requirement.

Program Eligibility Requirements

In addition to meeting the eligible entity requirement outlined above, applications for the Disability Grant Program must also meet the following requirements:

Multidisciplinary Collaborative Team

Every applicant must identify and support, as evidenced in the Memorandum of Understanding, 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, every applicant must identify whether the multidisciplinary collaborative team will have a state focus or a local focus. Under the Disability Grant Program, state or local focused projects are defined as follows:

- A state focused project is a multidisciplinary collaborative team comprised **solely** of organizations that operate at a state level (e.g., state independent living council, state or Tribal sexual assault and/or domestic violence coalition). A state focused project will concentrate efforts in either one to two communities within the State, or the organizations that operate at a state level themselves will be the focus of grant activities.
- A local focused project is a multidisciplinary collaborative team comprised **solely** of local or community based organizations (e.g., center for independent living, community mental health, rape crisis center, or domestic violence shelter/program). Grant activities will focus within and between the local or community based organizations represented on the multidisciplinary collaborative team.

Please note, applications that propose multidisciplinary collaborative teams that do not meet the requirements outlined above will not be considered for funding. Furthermore, applications that propose activities covering an entire State, multiple States, regional, or nation-wide activities will not be considered for funding.

Types of Applicants

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

New: applicants who have never received funding under the Disability Grant Program or who received funding prior to FY 2006.

Planning Phase

OVW has determined that new grantees under the Disability Grant Program will be required to engage in a planning period prior to implementing proposed project activities. Please refer to the Program Scope (page 7) of the solicitation for further information about this requirement.

Continuation: applicants who received funding under the Disability Grant Program after FY 2006.

Grant recipients who received new funding for 36 months in FY 2010 or FY 2011 or continuation funding for 24 months in FY 2011 are NOT eligible to apply.

Applicants funded in FY 2008 or 2009 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 funding in FY 2012.

Award Information

Cooperative Agreement

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.

Award Period

The award period is 36 months for new applicants and 24 months for continuation applicants. 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 successfully implement the proposed project and present a realistic budget that accurately reflects project costs.

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

Funding levels under the Disability Grant Program for FY 2012 are as follows:

- New, local-focused project \$500,000
- New, state-focused project \$600,000
- Continuation, local-focused \$400,000
- Continuation, state-focused \$450,000

Program Scope

Activities supported by the Disability Grant Program are determined by statute, Federal regulations, and OVW policies.

Purpose Areas

In FY 2012, funds under the Disability Grant Program may be used for the following purposes:

- To provide personnel, training, technical assistance, advocacy, intervention, risk reduction and prevention of sexual assault, domestic violence, dating violence, and stalking against 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, courts, law enforcement, 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 794 of title 29 (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.

Mandatory Program Requirements: New Applicants

Planning & Development and Implementation Phases

OVW mandates that new grantees 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.

New grantees must work closely 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 development of the following materials:

- Collaboration charter;
- Project focus memo;

- Needs assessment plan and tools;
- Needs assessment report; and
- Strategic plan.

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, grantee meetings and Web-based technical assistance. New grantees should expect a high level of involvement with the OVW identified TA provider for the duration of the cooperative agreement.

Decision-Maker Participation

The Executive Director, CFO/CEO, Board of Directors and other decision-makers from all organizations involved with the project 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 individuals with disabilities and Deaf individuals who have experienced violence and abuse.

Mandatory Program Requirements: Continuation Applicants

Scope of Activities

Continuation applicants 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.

Critical Assessment

Continuation grantees will be required to reevaluate proposed activities to ensure that they enhance and build upon initiatives funded during the previous project. This review will take place within six months of the project start date.

Purpose Areas

Continuation applicants must propose projects that address at least one of the eight Disability Grant Program Purpose Areas (page 7) specified in this solicitation. 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 individuals with disabilities and/or Deaf individuals must also be included. Applicants may not propose to engage solely in providing direct services.

OVW Priority Areas

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

Sexual Assault

OVW recognizes that sexual assault against individuals with disabilities and Deaf individuals is a serious problem. As such, OVW is encouraging applicants to submit proposals that address sexual assault 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 victim services program that has a demonstrated history of providing appropriate services to rape and sexual assault victims.

Activities that Compromise Victim Safety and Recovery

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

- Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;
- Activities that focus on victim services programs only and do not address issues of trauma informed practice within disability organizations;
- Establishment of a multidisciplinary collaborative team without developing policies regarding confidentiality and information sharing for the team members;
- Policies that deny individuals access to services because of a disability; and
- Safety plans that do not adequately address the unique needs of individuals with disabilities and/or Deaf individuals.

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

Out-of-Scope Activities

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

- Research projects (This does not include program assessments conducted only for internal improvement purposes. See the definition of “research” in this solicitation’s section on Human Subject Research and Confidentiality Protections for additional information on what activities constitute research.);
- Public service campaigns; and
- Projects that specifically focus on children.

Unallowable Activities

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

- Lobbying
- Fundraising
- 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.*

*Applicants proposing to use grant funds for physical modifications must follow the guidelines set forth in Appendix A - Physical Modification Guidelines.

How To Apply

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

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

Formatting and Technical Requirements

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

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

Experiencing Unforeseen Technical Issues

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

If you experience unforeseen technical issues that prevent you from submitting your application by the deadline, you must contact the technical support number above prior to the deadline **AND** contact the Disability Grant Program Specialist at (202) 307-6026 **within 24 hours after the deadline** to request approval to submit your application. At that time, you will be required to email the complete grant application, your DUNS number, and a Grants.gov Help Desk tracking number(s). After OVW reviews all of the information submitted and verifies your technical issues with the Helpdesk, OVW will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be verified, your application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time;

(2) failure to follow Grants.gov instructions on how to register and apply as posted on its website; and (3) failure to follow all of the instructions in the OVW solicitation.

Application Requirements

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

1. Project Narrative
2. Budget Detail Worksheet and Narrative
3. Memorandum of Understanding outlining the Multidisciplinary Collaborative Team requirements

Applications forwarded for review will be scored on the following:

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

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

Summary Data Sheet (5 Points)

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

- Name of applicant organization.
- Name, title, address, phone number, and email address for the authorized representative. Please see the [Reference Guide](#) to determine who can be an authorized representative.
- Name, title, address, phone number, and email 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;
- Whether it is a new or continuation application.
- Geographic focus (state or local).
- Disability focus (general, or a specific type of disability).
- Crime focus (sexual assault, domestic violence, or both).
- List of multidisciplinary collaborative team members. Specify if the organization is a sexual assault, domestic violence, dual or a disability organization.
- The percentage of grant activities, should the application be approved, that will address each of the following issues:
 - Sexual assault;
 - Domestic violence;
 - Dating/Teen dating violence; and/or
 - Stalking.
- Summary of Current and Recent OVW Projects (if applicable)

- If the applicant has a current grant award or cooperative agreement under **any** OVW program, or received an award that has been closed within one calendar year, the information below **must** be included.
 - Identify grant by OVW program, award number, and project period;
 - Specify the total funds remaining in each grant as of the date of application;
 - Provide the total funds remaining in each grant in the Personnel, Contracts/Consultants and Travel (OVW sponsored TA events) categories as of the date of application; and
 - List the number and titles of all full-time and/or part-time positions funded by the award.

Project Narrative: New Applicants Only (65 Points Total)

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

Purpose of Application (30 Points)

This section must include:

- The service area (state or local service area) in which the project will be implemented;
- Demographic information, as it relates to individuals with disabilities and/or Deaf individuals in the service area;
- 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;
- The current response to violence against individuals with disabilities and/or Deaf individuals within the proposed service area as it relates to the disability focus;
- Current gaps and barriers to providing services to individuals with disabilities and/or Deaf individuals who are victims of violence and abuse in the service area as it relates to the disability focus;
- Challenges that the organizations that comprise the multidisciplinary collaborative team have experienced in providing services to individuals with disabilities and/or Deaf individuals who are victims of violence and abuse as it relates to the disability focus; and
- The need for project resources and how funding would alleviate that need. The need must directly relate to the stated gaps and barriers to providing services to individuals with disabilities and/or Deaf individuals who are victims of violence and abuse in the service area.

Who Will Implement the Project (30 Points)

This section must include the information below. In doing so, the applicant must justify who will be involved in the project and demonstrate that they have the capacity to address the stated need and that they can successfully implement Disability Grant Program requirements.

- Provide detailed information about the organizations and individuals (if known) that comprise the multidisciplinary collaborative team. Multidisciplinary collaborative team members must be related directly to the stated need and service area;
- Clearly demonstrate that the multidisciplinary collaborative team requirements, as required by the solicitation, has been met;
- Describe in detail why each multidisciplinary collaborative team member was chosen. In doing so, the application must demonstrate a direct relationship to the stated need and

detail the qualifications and capacity of each multidisciplinary collaborative team member (organizations and individuals) to achieve the project goals;

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

Sustainability Plan (5 Points)

As this is a competitive, discretionary program, there is no guarantee of continuation funding. Applicants are required to include a plan describing how they would sustain project activities if federal funding through the Disability Grant Program were no longer available.

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 federal funds are no longer available.

Project Narrative: Continuation Applicants Only (65 Points Total)

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

Purpose of Application (20 Points)

This section must include:

- The service area (state or local service area) in which the project will be implemented;
- Demographic information, as it relates to individuals with disabilities and/or Deaf individuals in the service area;
- 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;
- The current response to violence against individuals with disabilities and/or Deaf individuals within the proposed service area as it relates to the disability focus;
- Current gaps and barriers to providing services to individuals with disabilities and/or Deaf individuals who are victims of violence and abuse in the service area as it relates to the disability focus;
- Challenges that multidisciplinary collaborative team members have experienced in providing services to individuals with disabilities and/or Deaf individuals who are victims of violence and abuse as it relates to the disability focus;
- A description of the diversity within the disability focus. For example, LGBTQ, immigration, or communities of color; and
- The need for project resources and how funding would alleviate that need. The need must directly relate to the stated gaps and barriers to providing services to individuals

with disabilities and/or Deaf individuals who are victims of violence and abuse in the service area.

What Will Be Done (20 Points)

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

- Describe in detail what activities the multidisciplinary collaborative team will engage in. Activities must correspond to the stated need;
- Illustrate how the proposed activities and initiatives will build upon and/or enhance previously funded activities;
- Illustrate how the proposed activities are responsive to the diversity within the disability focus, as identified in the Purpose of the Application;
- Describe in detail the responsibilities of each multidisciplinary collaborative team member, as they correspond to the proposed activities;
- Demonstrate the capacity of the multidisciplinary collaborative team to successfully implement project activities; and
- Detail expected outcomes.

Who Will Implement the Project (20 Points)

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

- Provide detailed information about the organizations and individuals (if known) that comprise the multidisciplinary collaborative team. Multidisciplinary collaborative team members must be related directly to the stated need and service area;
- Clearly demonstrate that the multidisciplinary collaborative team requirements, as required by the solicitation, have been met;
- Describe in detail why each multidisciplinary collaborative team member was chosen. In doing so, the application must demonstrate a direct relationship to the stated need and detail the qualifications and capacity of each multidisciplinary collaborative team member (organizations and individuals) to achieve the project goals;
- Describe the resources and skills each multidisciplinary collaborative team member will bring to the project;
- Identify the constituents of each multidisciplinary collaborative team member organization. The applicant must detail the services each multidisciplinary collaborative team member organization provides for their respective constituents;
- Detail the ability of each multidisciplinary collaborative team member to create change. The applicant must address the ability of each multidisciplinary collaborative team member to create change within their own organization and, if applicable, among their member programs and affiliated groups. Examples must be provided;
- Demonstrate that the multidisciplinary collaborative team represents the diversity within the disability focus, as identified in the Purpose of the Application;
- Describe lessons learned during the previous grant project;
- Detail activities or strategies the multidisciplinary collaborative team will engage in to strengthen the collaborative relationship and work;

- Describe any changes in the multidisciplinary collaborative team membership (addition or exclusion); and
- Provide the reasoning for changing, or not changing, the multidisciplinary collaborative team composition. If adding multidisciplinary collaborative team members, the application must describe a strategy for orienting the new member(s) into the group. The application must describe the benefits and challenges of including a member(s) to the existing collaborative.

Sustainability Plan (5 Points)

As this is a competitive, discretionary program, there is no guarantee of continuation funding. Applicants are required to include a plan describing how they would sustain project activities if federal funding through the Disability Grant Program were no longer available.

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 a commitment to continue the project if federal funds are no longer available.

Budget Detail Worksheet and Narrative: New and Continuation Applicants (10 Points)

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

Award Period and Amount

The following guidelines should be used to develop the budget detail worksheet and budget narrative:

- New, local-focused project, 36 months, \$500,000
- New, state-focused project, 36 months, \$600,000
- Continuation, local-focused, 24 months, \$400,000
- Continuation, state-focused, 24 months, \$450,000

Budget Requirements

Applicants are required to submit a budget detail worksheet that is reasonable and cost effective. The budget must adhere to the [OVW Financial Grants Management Guide](#). The budget detail worksheet must:

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

- Fairly compensate all project partners;

Food and Beverage/Costs for Refreshments and Meals

OVW funding cannot be used to purchase food and/or beverages for any meeting, conference, training, or other event, except if one of the following applies:

- The location of the event is not in close proximity to food establishments. It should be a priority to try to secure a location near reasonably priced and accessible commercial food establishments;
- Not serving food will significantly lengthen the day or necessitate extending the meeting to achieve meeting outcomes;
- A special presentation at the conference requires a plenary address and there is no other time for food to be obtained; or
- Other extenuating circumstances necessitate the provision of food.

Justification for an exception listed above must be included in the budget narrative.

Note: In addition to the requirements above, cooperative agreement or contract recipients, must complete and submit the Conference and Events Approval Form to OVW for review and approval prior to entering into a contract for any meeting, conference, training, or other event.

If an exception is made for food/beverages or refreshments, the cost of any individual meal, plus taxes and any hotel service costs (e.g., labor cost for room setup), cannot exceed 150 percent of the General Services Administration (GSA) Meals and Incidental Expenses (M&IE) rate for that meal in that locality per attendee. OVW strongly encourages costs to stay at or below 100% of the applicable per diem rate for any meal provided, including any service costs. The current GSA M&IE rate breakdown by meal and by locality can be found at <http://www.gsa.gov/portal/content/101518>. If OVW funds are used to provide breaks/refreshments, they can only be provided once per day, and any related expenses (food, beverages, plus taxes and any hotel service costs) cannot exceed 11.5% of the current GSA M&IE rate per attendee per day. OVW prefers that such costs fall well below 11.5%. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organizations travel policy.

Updated Department of Justice and OVW guidance on conference planning, minimization of costs, and conference cost reporting will be forthcoming and will be accessible on the OVW website.

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.

Accommodations and Language Access

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

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

Memorandum of Understanding (MOU): New and Continuation Applicants (20 Points)

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

In order to meet the eligibility requirements, the MOU **must** clearly demonstrate that the multidisciplinary collaborative team requirements have been met. Please see as the Eligibility section of this solicitation (page 4).

- Clearly identify the multidisciplinary collaborative team members. The MOU must specify if the organization is a sexual assault, domestic violence, dual or a disability organization;
- Clearly identify if the multidisciplinary collaborative team has a state or a local focus; and
- Clearly illustrate that all multidisciplinary collaboration team members operate at either the state level, or are local or community based organizations.

In addition, the MOU must:

- Provide a brief history of the collaborative relationship among the multidisciplinary collaborative team members, including when and under what circumstances the relationship began and when each team member entered into the relationship;
- Clearly state the roles and responsibilities each multidisciplinary collaborative team member will assume to ensure the success of the proposed project;
- Clearly demonstrate the capacity of each multidisciplinary collaborative team member to fulfill the goals of the proposed project;
- Clearly demonstrate the commitment of each multidisciplinary collaborative team member to work together to achieve stated project goals;
- Clearly detail the resources each multidisciplinary collaborative team member will contribute to the project; and
- Clearly demonstrate the ability and willingness of each multidisciplinary collaborative team member to effect change within their own organization and, if applicable, among their member programs or affiliated groups.

Additional Required Information

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

Proposal Abstract

The Proposal Abstract should provide a short and accurate summary of your proposed project including who will be involved with the proposed project, what will be done, the service area where the proposed project will take place and who will be impacted by the proposed project. Please do not summarize past accomplishments in this section.

Application for Federal Assistance (SF-424)

Applicants will complete the SF-424 online.

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

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

Letter of Nonsupplanting

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

Financial Accounting Practices

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

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

Financial Capability Questionnaire (if applicable)

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

Indirect Cost Rate Agreement (if applicable)

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

Selection Criteria

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

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

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

Review Process

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

Past Performance Review

OVW awards that are current or have been closed within the past 12 months will be reviewed based on the elements listed below. Up to 25 points may be deducted from the application based on this review.

- Progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the project, indicating timely progress toward meeting project goals and objectives;
- Timely submission of progress reports;

- The grantee has demonstrated that past activities supported with OVW grant funds have been limited to program purpose areas;
- The grantee has complied with all special conditions;
- 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;
- The grantee has received financial clearances on all current grants from OVW;
- The grantee has acted in a timely manner to resolve issues identified in an audit or an on-site financial or programmatic monitoring visit;
- The grantee has complied with the Office of Management and Budget single-audit requirement; and
- Grant funds have been spent in a timely manner.

OVW grantees with significant past performance issues may not be considered for funding.

Other Requirements

Federal Financial Guidelines and Reporting Requirements

Federal grants are governed by the provisions of the OMB circulars applicable to financial assistance and [OVW Financial Grants Management Guide](#). The OVW Financial Grants Management Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document will outline the successful administration of grant funds.

Any recipient of an award will be responsible for monitoring subgrants/contracts under the grant in accordance with all applicable statutes, regulations, OMB Circulars and guidelines, and the [OVW Financial Grants Management Guide](#). Primary recipients will be responsible for oversight of subgrantee spending and monitoring specific performance measures and outcomes attributable to the use of OVW funds.

Performance Measures

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

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OVW strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found in the [Reference Guide](#).

- Civil Rights Compliance
- Faith-Based and Other Community

- Confidentiality
- Research and the Protection of Human Subjects (if applicable)
- Anti-Lobbying Act
- Federal Financial Reporting (SF-425)
- OMB A-133 Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [OVW Financial Grants Management Guide](#).
- Suspension or Termination of Funding
- Nonprofit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active CCR Registration

Public Reporting Burden

Paperwork Reduction Act Notice

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

Application Checklist

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

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

APPENDIX B

PHYSICAL MODIFICATION GUIDELINES

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.

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.