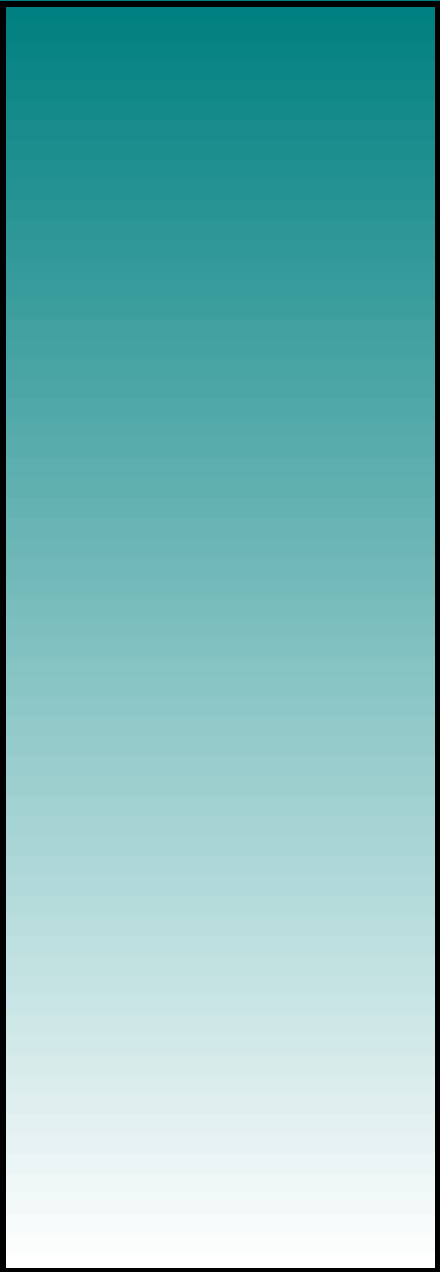

U.S. Department of Justice
Office on Violence Against Women

OVW



Education and
Technical Assistance
Grants to End Violence
Against Women with
Disabilities

Fiscal Year 2004
Solicitation

GMS REGISTRATION DEADLINE:
March 2, 2004

APPLICATION DEADLINE:
March 17, 2004

U.S. Department of Justice
Office on Violence Against Women
810 7th Street, NW
Washington, DC 20531

John Ashcroft
Attorney General
U.S. Department of Justice

Diane Stuart
Director
Office on Violence Against Women

Department of Justice Response Center
1-800-421-6770

TTY
202-307-2277

Office on Violence Against Women
World Wide Web Homepage:
www.ojp.usdoj.gov/vawo

**Education and Technical Assistance Grants to End Violence
Against Women with Disabilities**
World Wide Web Homepage
www.ojp.usdoj.gov/fundopps.htm

About the Office on Violence Against Women

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

Addressing Violence Against Women with Disabilities

Approximately 54 million Americans live with a disability,¹ which may be physical, cognitive, psychiatric, or sensory in nature. Research suggests that women with disabilities experience violence and abuse at higher or similar rates than non-disabled women.² Women with disabilities may experience an increased vulnerability to violence and abuse because they require assistance to meet basic needs, they may be exposed to medical and institutional facilities more frequently, and because of negative

¹ See, Americans With Disabilities Act of 1990, 42 U.S.C. § 12102 (defining the term “disability”).

² *National Study of Women with Physical Disabilities*, Center for Research on Women with Disabilities, January 1999.

stereotypes that women with disabilities are dependent, passive, unintelligent, and easy targets. Consequently, women with disabilities are victimized by a greater number of perpetrators, and experience abuse for longer durations of time than non-disabled women³. While the types of abuse experienced are similar for both groups, women with disabilities are unique in that they will experience targeted abuse. For example, the abuser may withhold access to medication or a mobility device, refuse to provide transportation, or touch a woman inappropriately while tending to personal hygiene needs. Such behaviors may be more difficult to detect. As a result, many incidents of abuse experienced by women with disabilities remain undetected and may result in further isolation.

Women with disabilities face unique barriers (physical, programmatic, and attitudinal), which hinder their ability to utilize essential services and report incidents of violence and abuse. Programs may lack informational materials available in alternative formats or have limited access to interpreter services. In addition, victim service or advocacy staff may not know about disability or about violence against women issues, and inaccessible organizational policies may exist. For example, personal care attendants may not be allowed to enter a domestic violence shelter due to reasons of confidentiality. The definition of abuse

³ *Ibid.* Perpetrators for women with disabilities include current and former spouses and partners, as well as caregivers, family, friends, and staff in medical care facilities.

may not include caretakers as perpetrators. In many instances, women with disabilities are unaware of the resources available to them. Further barriers exist within the criminal justice system. A woman with a disability may not be perceived as a strong witness, especially if she has a cognitive disability. As a result, the abuser may not be arrested or brought to trial. Issues of custody are also of concern. A woman with a disability may be viewed as an unacceptable parent due to her disability.

Ensuring the safety of women with disabilities who are victims of domestic violence, sexual assault, or stalking is essential. This will require victim service and advocacy programs, disability organizations, the criminal justice system, social services, medical and institutional facilities, and faith and community-based organizations to establish an ongoing, collaborative effort with the purpose of eliminating the physical, programmatic, and attitudinal barriers that exist. This will ensure that women with disabilities can access the myriad of essential services to ensure victim safety and offender accountability.

Availability of Funds

Funding to support the Education and Technical Assistance Grants to End Violence Against Women with Disabilities (Disability Education Grants), in Fiscal Year 2004 is contingent upon Congressional appropriation of funds. Therefore, awards under this program are subject to the availability of a Congressional appropriation.

Congress did, however, appropriate

\$7.5 million for FY 2003, which will be awarded during the FY 2004 grant cycle.

Award Period

The award period for these grants will be 24 months. **Budgets must reflect 24 months of project activity.**

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. Programs should not ask for more than \$350,000. Grants may be made for greater or lesser amounts than requested. In addition, OVW may negotiate the scope of work with applicants prior to granting an award. Current grantees should note that continuation or supplemental funding is not guaranteed. All applicants will be subject to peer review and internal review by OVW staff and will be scored according to the criteria set forth in this solicitation. Applications with the highest scores will be eligible to receive funds available for this grant program.

Application Due Date

Please note that final applications are due **by 5:30 pm (EST) March 17, 2004, and will be accepted only through the U.S. Department of Justice's Office of Justice Programs online Grant Management System (GMS).** In addition, applicants should register online with GMS **by March 2, 2004.** It may take up to one week for you to receive confirmation that you are eligible to apply.

Please refer to the "How to Apply"

section on page 16 of this solicitation for further instructions.

Program Eligibility

By statute, eligible grantees are:

- **States;**
- **Units of local government;**
- **Indian tribal governments; and**
- **Nongovernmental private entities**, including faith- and community-based organizations.

Units of Local Government

A unit of local government is defined as any city, county, township, town, borough, parish, village, or other general-purpose political subdivision of a State; any law enforcement district or judicial enforcement district that is established under applicable state law, and has the authority to, in a manner independent of other State entities, establish a budget and impose taxes; an Indian Tribe (as defined in section 5603 of this title) that preforms law enforcement functions, as determined by the Secretary of the Interior; or for the purposes of assistance eligibility, and agency of the government of the District of Columbia or the Federal Government that preforms law enforcement functions in and for the District of Columbia, or any Trust Territory of the United States.

Indian Tribal Governments

Indian tribe is defined as any Indian tribe, band, nation, or other organized community, including any Alaska Native village or regional or village corporation (as defined in or established pursuant to the Alaska Native Claims Settlement Act, 43 U.S.C. §1601 *et seq.*), which is recognized as eligible for the special

programs and services provided by the United States to Indians because of their status as Indians (25 U.S.C. Section 450b(e)). Any applicant representing a consortium of tribal governments must submit a resolution from the constituent tribal governments supporting the application. All tribal applicants are required to partner with a nonprofit, nongovernmental domestic violence victim services program, or community organization representing the views and concerns of domestic violence or sexual assault survivors.

Eligible applicants under this program include individual tribal governments, a consortium of tribal governments, and tribal governments on behalf of a non-tribal entity.

Types of Applicants

In Fiscal Year 2004, OVW will accept applications for the Disability Education Grants from both current grantees and new applicants. Current grantees who received an award through the Disability Education Grants in Fiscal Year 2002 are eligible for supplemental or continuation funding to support on-going activities or to enhance those activities for an extended period of time.

Continuation or supplemental funding is not guaranteed. New applicants are any entities that are not currently receiving funds through the Disability Education Grants.

Program Scope

The Disability Education Grants program will provide education and technical assistance in the form of training,

consultations, and information to organizations and programs that provide services to individuals with disabilities and to domestic violence programs providing shelter or related assistance. Examples of organizations that may receive education and assistance include:

- Disability-related service organizations;
- Domestic violence programs (including shelters);
- Sexual assault programs (including rape crisis centers);
- Independent Living Centers; and
- Faith- and community-based organizations (which include services that are utilized by persons with disabilities, but are not disability specific services, such as libraries, public transportation, job training programs).

The scope of the Disability Education Grants is defined by the following statutory purpose areas and program priority areas. Proposed projects must implement activities consistent with the statutory program purpose areas. Proposed projects **must** address at least one purpose area, but do not need to address multiple purpose or priority areas in order to receive support.

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 completely outside the scope of the Disability Education Grants statutory purpose areas will be disqualified from funding consideration.

Statutory Priority Areas

By statute, OVW will give priority to applications designed to provide education and technical assistance on:

- The nature, definition, and characteristics of domestic violence, sexual assault, and stalking experienced by women with disabilities;
- Outreach activities to ensure that women with disabilities who are victims of domestic violence, sexual assault, and stalking receive appropriate assistance;
- Federal anti-discrimination laws, including the Americans with Disabilities Act of 1990 and section 504 of the Rehabilitation Act of 1973; and
- Cost-effective ways that shelters and victim services organizations may accommodate the needs of individuals with disabilities in accordance with the Americans with Disabilities Act of 1990.

Activities that May Compromise Victim Safety

Ensuring victim safety is the guiding principle underlying this Program. Experience has shown that certain practices compromise victim safety rather than enhance it. Some responses by the justice system may minimize or trivialize the offender's criminal behavior. Accordingly, consistent with the goals of ensuring victim safety and holding perpetrators accountable for their criminal conduct, applicants are discouraged from proposing projects that include any of the activities listed below:

- Promote procedures that would force victims to impose sanctions against their abusers (seek a protection order, or file formal complaint with/against a private health agency);
- Promote policies or procedures that threaten the independence of women with disabilities;
- Develop materials that do not address issues of targeted abuse;
- Develop materials that focus primarily on issues of physical accessibility and do not fully address issues of programmatic and attitudinal accessibility;
- Promote policies or procedures that discourage women with disabilities from seeking custody of their children;
- Promote mediation or counseling for couples as a systemic response to domestic violence;
- Promote policies or procedures which emphasize programs that are not specific to disability issues;
- Craft definitions of abuser and domestic and sexual violence that fail to consider the power dynamics between women with disabilities and personal care attendants or care givers;
- Develop safety plans that are not appropriate for women with disabilities;
- Promote policies that enhance feelings of isolation for women with disabilities; and
- Develop manuals that focus on the disability and not the myriad of needs of women with disabilities.

Review Process

All applicants will be subject to peer review and internal review by OVW staff and will be scored according to the criteria set forth in this solicitation. OVW will establish panels of experts and practitioners to review applications. The panels will review the information provided in the application against the selection criteria for the program. Internal review will consider the geographic distribution of the applications from a national and statewide perspective, the ratio of population to services, the existence of under-served communities and the types of projects already funded within an applicant's state or community. The total possible points are 100 points for new and continuation applicants. For current grantees applying for continuation funding, the status of current grant-funded activities and geographic distribution will be taken into consideration as part of the review process. Applications with the highest composite scores will be eligible to receive funds available for this grant program.

Application Content

Applicants must complete each of the following sections as part of their proposals. For each section listed below, please note the corresponding maximum point value that may be assigned during the review process.

New Requirement

Beginning October 1 2003, a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award.

The DUNS number will be entered into GMS by the applicant. The DUNS number will be required whether an applicant is submitting an application on paper, through OJP's Grants Management System, or using the government-wide electronic portal (Grants.gov). **An application will not be considered complete until a valid DUNS number is provided by the applicant.** Individuals who would personally receive a grant or cooperative agreement from the Federal government are exempt from this requirement.

Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 1-800-333-0505.

If you have any questions, Please contact the Office of the Comptroller's Customer Service Center at 1-800-485-0786.

Application for Federal Assistance (SF- 424): 0 points. The SF-424 will be filled out online through GMS. The Catalog of Federal Domestic Assistance number for this Program is **16.529** and the title is **Education and Technical Assistance Grants to End Violence Against and Abuse of Women with Disabilities** (block 10). The Federal cognizant audit agency and fiscal year of the applicant organization should be listed in block 11 of the form.

Applicants must ensure that the information for the authorizing official and alternate contact are filled out correctly. The authorizing official is the

individual authorized to accept grant funds on behalf of the jurisdiction or nongovernmental private entity applying. If the individual applying online is not the authorizing official, that individual must list the authorizing official's name and contact information where appropriate.

Status of Current Project (not to exceed two pages)
Applicants for continuation funding only: State what has been accomplished by the current project, including 1) a description of the goals and objectives from the prior grant period and the status of each; 2) the status of any project products; and 3) any unanticipated obstacles to project implementation. This section should be as clear and succinct as possible.

Projects will be rated by OVW using the following criteria:

- Whether progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the current project, indicating progress toward meeting project goals and objectives, and demonstrate that the current project has progressed in a timely manner as outlined in the original proposal.
- Whether the grantee has demonstrated that past activities supported with Disability Education Grant funds have been limited to Disability Education Grant Purpose Areas.
- Whether the grantee has complied with all special conditions of their existing grant award from the Department of

- Justice.
- Whether the grantee has adhered to programmatic and financial reporting requirements.
- Whether the grantee has completed the project goals, objectives, and products according to the approved time line.
- Whether the grantee has demonstrated a commitment to sustaining the project after federal funds are no longer available;
- Whether the grantee appropriately utilized and actively participated in OVW sponsored workshops and other technical assistance events required as a Special Condition of the current award.
- Whether the grantee has received financial clearances on all current grants from OVW.
- Whether the grantee has complied with the OMB audit requirement.

Applicants who have failed to comply with any or all of the aforementioned criteria could have as many as 25 points deducted from their application score. In addition, OVW reserves the right to disqualify an application from consideration, if an applicant is found to be substantially out of compliance with the criteria.

Summary Data Sheet

(not to exceed one page): 5 points
Please identify the following, where applicable:

- The agency and type of agency (e.g., State, unit of local government, Indian tribal government, nongovernmental private entity - including faith- and community-based organizations) applying for funding;
- The nonprofit, private domestic violence or sexual assault organization collaborating on this project;
- The nongovernmental private entity serving individuals with disabilities that is collaborating with the applicant;
- Whether this project is a local, tribal, multi-jurisdictional, multi-state, tribal consortium, or court project;
- The communities or regional area(s) where this project will be implemented;
- The population to be served; and
- The *Statutory Priority Areas* addressed by this proposal.

Abstract

(not to exceed one page): 5 points

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

Abstracts will be reviewed by the peer review panel according to the following criteria:

- Conciseness
- Accuracy in summarizing the proposed project.

Project Narrative

The Project Narrative cannot exceed 10 double-spaced, typed pages on 8 ½ x 11 inch paper. Margins must not be less than one inch, and type no smaller than 12 point and 12 characters per inch must be used. The components of the Project Narrative are worth a cumulative total of 50 points. The narrative should include the following five (5) components:

(1) Need for the Project (not to exceed two pages): 5 points

The applicant should briefly describe the intended audience to be served by the project, including the estimated number of individuals who will receive education or technical assistance. The applicant should clearly state why existing programs, services, or materials do not meet the specific needs of women with disabilities who are victims of domestic violence, sexual assault, or stalking. The narrative must demonstrate how the intended audience will benefit from the proposed education and technical assistance, and how this will translate into enhancing victim safety and holding perpetrators accountable. The applicant's ability to meet the needs of the specific population(s) stated in the application must be referenced. The narrative should discuss whether and how the education and technical assistance to be provided would enhance current national, local, or tribal domestic violence and/or sexual assault shelters and victim service organizations.

(2) What Will be Done (not to exceed five pages): 25 points

This section should detail how the proposed project would assist States,

units of local government, Indian tribal governments, domestic violence and sexual assault organizations (including shelters and rape crisis centers), and disability rights experts or advocacy organizations in addressing the needs of women with disabilities who are victims of domestic violence, sexual assault, and stalking.

The narrative should identify the Memorandum of Understanding (MOU) partners and the program activities during the planning stage of the project (e.g., advisory groups, planning committees, or joint staffing of the project), as well as the ways the partnership would function throughout the implementation phase of the project. Applicants should also outline the specific tasks to be performed, and the time line for completion.

In addition to the above mentioned, this section will also be scored on the following:

- The extent to which all project activities fall within the statutory scope of the program;
- The extent to which proposed activities would address the need described;
- The extent to which project activities seem feasible and likely to succeed;
- The extent to which the proposal does not include activities that compromise victim safety;
- Whether project activities are clearly described and reflect sound and innovative strategies; and
- Whether applicant has set forth a means for evaluation by technical assistance recipients.

(3) Who Will Implement the Project (not to exceed two pages): 5 points

Applicants must identify the States, units of local government, Indian tribal governments, and/or nongovernmental private entities responsible for implementing the proposed project. This section should identify all project partners, specifying their respective roles and responsibilities, and the collaborative relationship to be developed or enhanced. A description of the expertise or experience of key staff should also be included.

A. Coordination with Nonprofit, Nongovernmental Domestic Violence Programs and/or Nonprofit, Nongovernmental Sexual Assault Programs, including faith-based programs

OVW requires the participation of nonprofit, nongovernmental domestic violence programs and/or nonprofit, nongovernmental sexual assault programs, including faith-based programs, in the development and implementation of grants awarded under this program. This does not preclude applicants from requesting support for governmental victim services organizations, but the budget and budget narrative must distinguish between the roles and responsibilities of the two and should include fair compensation for the contributions of nonprofit, nongovernmental victim service agencies. In addition, if funding is requested for *both* governmental and nongovernmental victim assistance organizations, the project narrative must provide an explanation of how collaboration will be achieved between

these different entities.

In addition, victim services programs should meet all of the following criteria:

- Victim services programs must, as one of their primary purposes, provide services to victims of domestic violence, sexual assault, or stalking;
- Victim services programs must address a demonstrated need in their community by providing services that promote the dignity and self sufficiency of victims, improve their access to resources, and create options for victims seeking safety; and
- Victim service programs must not engage in activities that compromise victim safety.

B. Coordination with Programs that Serve Individuals with Disabilities

OVW requires all applicants to establish a relationship with at least one nongovernmental private entity that serves individuals with disabilities. These programs must demonstrate an expertise in working with victims with disabilities or that they have closely coordinated with nongovernmental private entities that serve victims with disabilities.

In developing applications for the Disability Education Grants, applicants are encouraged to consider the benefits of including advocates who work for governmental agencies (e.g., adult protective services, social services agencies) and advocates who represent nongovernmental private entities that serve individuals with disabilities.

(4) The Products

(not to exceed one page): 5 points

This section should describe how the project will enhance existing resource materials, curricula, and other relevant products and programs; or how the project will assist in the development of such resources. This section should also explain how the resource materials will be used in the proposed education, training, and technical assistance activities directed at enhancing the safety of women with disabilities.

(5) Sustainability Plan

(not to exceed one page): 10 points.

Because this is a competitive, discretionary grant program, there is no guarantee of continuation funding. Applicants are required to include a plan describing their commitment and capacity to the project if Federal funding through the Disability Education Grants is no longer available.

The plan will be evaluated on whether it proposes feasible strategies to preserve project activities long-term.

Continuation or supplemental funding is not guaranteed and applicants are encouraged to seek additional means of support to sustain their current projects.

Budget Detail: 20 points

Each application must include a detailed budget and budget narrative for the project. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the basis for the computation of all project-related costs. It should cover the cost of all components of the project and clearly identify costs attributed to the project evaluation. There must be a clear link

between the proposed activities and the proposed budget items. The budget should include only activities, products, and resources necessary for project implementation as discussed in the project narrative.

The grant period is 24 months.

Budgets must reflect activity for the full length of the proposed project.

In developing the budget, applicants should fairly compensate all project partners for their participation in any project-related activities, including but not limited to compensation for time and travel expenses to attend or provide project development, training and implementation. The budget must also include compensation for services rendered by project partners, including nonprofit, nongovernmental domestic violence and sexual assault victim advocacy programs (e.g., shelters and advocacy organizations) and private programs that serve women with disabilities.

Match is not required for this grant program, but applicants are encouraged to maximize the impact of federal grant dollars by contributing to the costs of their projects. Supplemental contributions may be cash, in-kind services, or a combination of both. Supplemental contributions may be discussed in the project narrative; however, these contributions should **not** be included in the budget or budget narrative.

- All applicants must allocate \$10,000 in travel costs to attend grantee meetings as requested by OVW. Please provide an

estimated itemization of these costs, including the number of trips, travelers, airfare or mileage, lodging, per diem, etc. (**Sample Budget in Appendix A**).

- Consultant rates in excess of \$450 per day require prior approval by the OVW Director.
- Applicants are also encouraged to include funds in their budgets to attend financial management training seminars sponsored by OJP's Office of the Comptroller. These seminars instruct participants in the financial administration of OJP formula and discretionary grant programs. A schedule listing the financial training seminar is available at www.ojp.usdoj.gov/oc/fmts.htm

In addition to the above, this section will also be rated on whether the budget clearly describes:

- A link between the proposed activities and the proposed budgetary entries;
- Methods used to determine the amounts of specific budget items;
- The cost of all project components; and
- Project evaluation costs.

Memorandum of Understanding:
20 points

Each applicant must enter into a formal Memorandum of Understanding (MOU) with at least one nonprofit, nongovernmental domestic violence victim advocacy program and/or nonprofit, nongovernmental sexual assault victim advocacy program **AND** at least one nonprofit program that serves women with disabilities.

Collaboration with these programs

must be meaningful and ongoing and include compensation for participation.

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

- At least one nongovernmental domestic violence victim advocacy program or nonprofit, nongovernmental sexual assault victim advocacy program; and
- At least one nongovernmental program that serves individuals with disabilities.

The MOU must do the following:

- Identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- Specify the extent of each party's participation in developing the application;
- Clearly state the roles and responsibilities each organization or agency would assume to ensure the success of the proposed project;
- Identify the representatives of the planning and development team who will be responsible for developing and implementing project activities and describe how they will work together and with project staff;
- Demonstrate a commitment by all project partners to work together

- to achieve stated project goals;
- Indicate approval of the proposed project budget by all signing parties; and
- Describe the resources each partner would contribute to the project through time, in-kind contributions, or grant funds (e.g., office space, project staff, training).

The MOU must be faxed to (202) 354-4147. Please include the title of this program -- **Education and Technical Assistance Grants to End Violence Against and Abuse of Women with Disabilities** --and your GMS application number **on the cover page and each page of the MOU**. If these documents are available electronically, please submit them online under “**other program attachments.**”

OVW will **not** accept letters of support in lieu of the MOU.

Assurances (Form 4000/3) and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6).

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

NOTE: If the authorizing official is not the individual submitting the application via GMS, be sure the correct authorizing official information has been entered.

Anti-Lobbying Act

The Anti-Lobbying Act, 18 U.S.C. § 1913, recently was amended to expand significantly the restriction on use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 per each individual occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. § 1352.

The Office of Management and Budget (OMB) is currently in the process of amending the OMB cost circulars and the common rule (codified at 28 C.F.R. part 69 for DOJ grantees) to reflect these modifications. However, in the interest of full disclosure, all applicants must understand that no federally appropriated funding made available under this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government, without the express approval by OVW. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

Certification of Nonsupplanting

A letter to OVW’s Director, Diane M. Stuart, certifying that no supplantation of non-Federal funds will not take place should a grant award be made, must be faxed to (202) 354-4147 or electronically submitted as an attachment via GMS. Please refer to Appendix C for a sample

letter.

Indirect Cost Rate Agreement

If your organization is requesting indirect costs for this project, please include a copy of your current, signed indirect cost rate agreement.

Additional Program Requirements

Technical Assistance

Grant recipients are required to work collaboratively with staff from OVW, the primary Disability Education Grants technical assistance provider, and other OVW-designated technical assistance providers. Grant recipients will be asked to identify grant supported personnel and project partner representatives to participate in technical assistance events.

Participation in technical assistance events will often involve out-of-state travel and applicants are therefore required to include funds in the project budget to support travel costs associated with these activities.

Performance Measures and Evaluation

There are two statutory requirements that require VAWA grantees to collect and maintain data that measures the effectiveness of the funded projects.

The first is the **Government Performance and Results Act of 1993 (GPRA)** which was enacted to increase Congressional and Administrative focus on the results from government programs and activities. At its simplest, GPRA asks "What are we getting for the money that we are spending?" To make GPRA more directly relevant for federal

officials who manage grant programs, GPRA expands this question into three: What is your program trying to achieve? How will its effectiveness be determined? How is it actually doing?

All OVW grant recipients are now required to report on the effectiveness of their programs. Specifically, OVW is seeking information that will illustrate the effectiveness of grant supported activities, including baseline information and post-project information that can demonstrate an increase in the ability of providers to serve victims with disabilities, and thereby increase their safety and economic security. This information will be incorporated into the semi-annual progress reports described below.

Applicants must report the following output data:

- The number of trainings funded by the Disability Education Grants program;
- The number of victim service providers assessed with Disability Education Grants program funds.
- The subject matter of education and technical assistance programming;
- The number of educational or technical assistance events for experts and/or advocates for women with disabilities and advocates for victims of domestic violence and/or sexual assault;
- The number of education and technical assistance events for State, tribal or local leaders;
- The number of cross training events with adult protective services, criminal justice personnel, domestic violence and sexual assault advocates and,

- advocates for women with disabilities;
- The number of site visits;
- The number of other technical assistance consultations; and
- The number of newly developed or revised protocols, policies, and practices

Reporting Requirements

Grantees will be required to submit quarterly Financial Status Reports and semi-annual Progress Reports. In addition, grant recipients who expend \$500,000 or more in federal funds during their fiscal year are required to submit a single organization-wide audit. Additional information on these reporting requirements will be provided to successful applicants in the award package.

Financial Capability Questionnaire

All nonprofit, nongovernmental organizations who apply for funding with the Office of Justice Programs (OJP) and who have not previously (or within the last 3 years) received funding with OJP must complete a Financial Capability Questionnaire. The form can be found at

<http://www.ojp.usdoj.gov/FinGuide>

Please fax this form to (202) 354-4147 and include the application number on each page of the form.

OJP Financial Guide

All grantees are required to comply with the regulations and requirements outlined in the OJP Financial Guide. The Financial Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. Copies are available from the

Department of Justice Response Center (1-800-421-6770) and also on the OJP website:

<http://www.ojp.usdoj.gov/FinGuide>.

Suspension or Termination of Funding

OVW may suspend funding in whole or in part, terminate funding, or impose another sanction on a recipient who has failed to comply substantially with the following:

- The requirements of VAWA and statutory objectives of the Disability Education Grants;
- Timely submission of quarterly Financial Status Reports;
- Timely submission of Annual Progress Reports;
- The regulations and/or guidelines issued for the Disability Education Grants; or
- The application submitted in accordance with the provisions of VAWA or other provision of any other applicable federal Act.

OVW will provide reasonable notice of its intent to impose sanctions and will attempt informally to resolve the problem. Hearing and appeal procedures will follow those in the Department of Justice regulations in 28 CFR Part 18.

Single Point of Contact Review

Executive Order 12372 requires applicants from State and local units of government or

other organizations providing services within a State to submit a copy of the application to the State Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the State. Applicants must contact the State SPOC to determine if the program has been selected for State review. The date that the application was sent to the SPOC or the reason such submission is not required should be indicated on the Form SF-424. The list of SPOCs can be found at: www.whitehouse.gov/omb/grants/spoc

Faith-Based Organizations

Consistent with President Bush's Executive Order 13279, December 12, 2002, it is OVW policy that faith-based and community organizations that statutorily qualify as eligible applicants under OVW programs are invited and encouraged to apply for assistance awards. Faith-based and community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with non-faith-based and community organization grantees in the administration of such awards. No eligible applicant or grantee will be discriminated against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Civil Rights Compliance

All recipients of Federal grant funds are required to comply with non-discrimination 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 OJP's Office for Civil Rights. All applicants should consult the Assurances section 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 and the 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 oral and written translation, where necessary. The U.S. Department of Justice has issued guidance for grantees to assist them in complying with the Title VI requirements. The guidance document can be accessed on the Internet at www.lep.gov, or by contacting Office of Justice Program's 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

How to Apply

Applicants must submit a fully executed application to OVW through the Grants Management System (GMS), including

all required supporting documentation. Applications submitted via GMS must be in the following word processing formats: Microsoft Word (*.doc*), PDF files (*.pdf*), or Text Documents (*.txt*). (Please refer to Appendix C, the GMS Quick Start Guide).

The following documents must be submitted via GMS:

- SF-424, please note that the CFDA Number for this program is 16.529.;
- Certifications and Assurances;
- Project abstract and project narrative; and
- Budget, budget summary and budget narrative.

Supporting documentation can be submitted either via fax to (202) 354-4147, or electronically through GMS, and should include:

- MOU;
- Financial Capability Questionnaire;
- Current indirect cost rate agreement, if applicable; and
- Certificate of nonsupplanting.

Note: The Catalog of Federal Domestic Assistance number for the Education and Technical Assistance Grants to End Violence Against Women with Disabilities applications is 16.529.

Detailed instructions on how to use the GMS system to submit your application online are available on OVW's web page, www.ojp.usdoj.gov/vawo. Also, a toll-free number has been established for you to receive technical assistance as you work through the online application process, 1-888-549-9901.

Application Due Date

Applications must be electronically received by the close of business (5:30 p.m. EST) on **March 17, 2004**, through GMS. The application attachments (e.g., MOU, Certificate of Nonsupplanting, etc.), which may be faxed to (202) 354-4141 or submitted through GMS as attachments, must also be received by 5:30 p.m. EST on **March 17, 2004**.

We recommend that you register through GMS at least two weeks before the application due date, or no later than **March 2, 2004**. All applicants must receive confirmation that you are eligible to submit an application through GMS prior to completing the application submission process.

For additional information, please contact the Office on Violence Against Women at (202) 307-6026.

APPENDIX A

Sample Budget

SAMPLE

OMB Approval No. 1121-0188

Expires 5-98 (Rev. 10/02)

Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

(Example assumes an 24 month budget period)

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
Ellen Smith, Trainer	$(\$40,000/\text{yr} \times 100\% \times 2)$	\$80,000
John Jones, Trainer	$(\$40,000/\text{yr} \times 100\% \times 2)$	\$80,000
Administrative Assistant	$(\$27,000/\text{yr} \times 50\% \times 2)$	\$27,000
	Subtotal	<u>\$187,000</u>
Cost of living increase	$(\$93,500 \times 2\% \times 1 \text{ yr.})$	\$1,870

The trainers will exclusively develop materials and curricula and deliver the training. A half-time administrative assistant will prepare materials and reports and provide other support to the trainers. A 2% cost of living adjustment is scheduled for all personnel for year 2 of the grant.

TOTAL **\$188,870**

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime

hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Trainers and Admin. Assistant		
Employer's FICA	\$188,870 x 7.65%	\$14,449
Retirement	\$188,870 x 6%	\$11,332
Health Insurance	\$188,870x 12%	\$22,664
Workman's Compensation	\$188,870 x 1%	\$ 1,889
	TOTAL	<u>\$50,334</u>

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3- day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Training	To be Determined	Airfare	(\$600 x 4 people x 2 trips)	\$ 4,800
		Hotel	(\$150/night x 3 nights x 4 people x 2 trips)	\$ 3,600
		Meals	(\$50/day x 4 days x 4 people x 2 trips)	\$ 1,600

Travel costs have been budgeted in accordance with the organization's established travel policies to attend grantee meetings as required by OVW.

Total **\$100,000**

D. Equipment -List non-expendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs

should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
2 -Pentium III Processor	(\$2,000 x 2)	\$4,000

The computers will be used by the trainers to prepare training materials and develop curricula.

TOTAL \$4,000

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
Office Supplies	(\$50/mo x 24 mo)	\$ 1,200
Postage	(\$20/mo x 24 mo)	\$ 480
Training Materials	(\$2/set x 500 sets)	\$1,000

Office supplies and postage are needed for general operation of the program. Training materials will be developed and used by the trainers.

TOTAL \$2,680

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
		TOTAL <u>0</u>

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
Jane Doe	Domestic Violence Trainer	(\$350/day x 30 days)	\$10,500

Jane Doe, Domestic Violence Trainer, will be hired, as needed, to assist with the education of the local law enforcement officers and the court personnel.

Subtotal **\$10,500**

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (e.g., travel, meals, lodging etc.)

<u>Item</u>	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
Airfare	San Diego	\$400 x 6 trips	\$2,400
Hotel and Meals		(\$100/day x 30 days)	\$3,000

Jane Doe is expected to make up to 6 trips to provide training and technical assistance to the project.

Subtotal **\$5,400**

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

<u>Item</u>	<u>Cost</u>
Not applicable	Subtotal <u>0</u>

TOTAL **\$15,900**

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
Rent	(550 sq. ft. x \$1/sq. ft./month) (550 mo. x 24 mo.)	\$13,200

This rent will pay for office space for the trainers. No space is currently available.

Telephone	(\$100/mo. x 24)	\$2,400
Printing/Reproduction	(\$150/mo. x 24)	\$3,600

TOTAL \$19,200

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
		TOTAL 0

Budget Summary - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

<u>Budget Category</u>	<u>Amount</u>
A. Personnel	<u>\$188,870</u>
B. Fringe Benefits	<u>\$ 50,334</u>
C. Travel	<u>\$ 7,500</u>
D. Equipment	<u>\$ 4,000</u>
E. Supplies	<u>\$ 2,680</u>

F. Construction	<u>\$ 0</u>
G. Consultants/Contracts	<u>\$ 15,900</u>
H. Other	<u>\$ 19,200</u>
Total Direct Costs	<u>\$288,484</u>
I. Indirect Costs	<u>\$ 0</u>
TOTAL PROJECT COSTS	<u>\$288,484</u>
Federal Request	<u>\$288,484</u>
Non-Federal Amount	<u>\$ 0</u>

APPENDIX B

Sample Certificate of Nonsupplanting

SAMPLE

[Applicant Letterhead]

[date]

**Office on Violence Against Women
810 7th Street, NW
Washington, DC 20531**

[Applicant] certifies that any funds awarded through the Education and Technical Assistance Grants to End Violence Against and Abuse of Women with Disabilities Program will be used to supplement existing funds for program activities and will not replace (supplant) non-federal funds that have been appropriated for the purpose of providing services to victims of domestic violence, dating violence and child victimization. The [name of applicant] understands that supplanting violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Sincerely,

[Applicant's Authorizing Official]

APPENDIX C

GMS Quick Start Guide

Quick-Start Guide to Using the Office of Justice Programs

Online Grants Management System (GMS)

- ◆ **Step 1.** Using your established Internet account,* go to www.ojp.usdoj.gov/fundopps.htm. An online GMS Application Procedures Handbook is available on this page, and you may link directly to GMS, which will provide online "help" screens.
- ◆ **Step 2.** Select "Logon to the Grants Management System (GMS)" to apply for OJP grant funding.
- ◆ **Step 3.** If you have never used GMS, click on "New User? Register Here" and follow the on-screen instructions to register with GMS. After you register, you must select the FY 2004 Program solicitation and begin working on it so that your registration will be sent to OVW. You will receive confirmation through email that you are eligible to submit your application. Confirmation may take up to one week.

If you are not a new user and have a GMS password, click on "Login." If your password has expired, you will receive an "Authentication Error" or "Unauthorized User" message. In this case, click on "Having Login Problems?" for assistance in updating your password.

Please Note: Applicants must ensure that the information for the authorizing official and alternate contact is entered correctly. The authorizing official is the individual authorized to accept grant funds in your organization (e.g., executive director, attorney general, governor). If the individual applying online is not the authorizing official, that individual must list the authorizing official's name and contact information where appropriate.

- ◆ **Step 4.** To submit your application online, complete the on-screen *424 /Application for Federal Assistance*, upload your budget narrative (which should include your budget detail), program narrative, and other program attachments in either word processing or spreadsheet files. All supporting documentation may be submitted as attachments. All GMS attachments **must be** in the following word processing formats: Microsoft Word (*.doc*), PDF files (*.pdf*), or Text Documents (*.txt*). **Please use descriptive titles when naming the attachments for easy identification, i.e., MOU, letter of non-supplanting.** After submission, you will receive confirmation through email that OVW has received your application and you will be given an application number for future reference. Documents that cannot be submitted electronically through GMS (e.g. MOU, and letter of non-supplanting) must be faxed to both (202) 354-4140 and (202) 354-4147. *You must include your GMS application number and the Program title of the OVW program to which you are applying on all materials submitted by fax.*

If you have any questions about GMS or need technical assistance with applying online, contact the GMS Hotline at 1-888-549-9901.

**If you do not have an Internet account, call OVW at 202-307-6026 for assistance.*