



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

OVW FY 2008 Education, Training and Enhanced Services to End Violence Against and Abuse of Women with Disabilities Call for Concept Papers

Eligibility

Applicants are limited to States; Units of local governments; Indian Tribal governments or tribal organizations; and Nonprofit and nongovernmental victim services organizations, including faith-based and other community organizations, such as state domestic violence or sexual assault coalitions, or nonprofit, nongovernmental organizations, including faith-based and other community organizations, serving disabled individuals.

(See "Eligibility," page 4)

Deadline

Letters of intent to apply should be submitted by **January 31, 2008**
All applicants should register online with Grants.gov by **February 7, 2008**
All concept papers are due by **8:00 p.m. E.S.T. on February 28, 2008**

(See "Deadline: Concept Papers," page 4)

Contact Information

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

Grants.gov Number assigned to announcement OVW-FY 2008 1732

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

Overview

About the Office on Violence Against Women

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

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

The Education, Training, and Enhanced Services to End Violence Against and Abuse of Women with Disabilities Grant Program (Disability Grant Program) was created by the Violence Against Women and Department of Justice Reauthorization Act of 2005 (VAWA 2005) 42 U.S.C 3796gg-7. Congress, OVW, and victim advocates recognized the need to focus on domestic violence, dating violence, sexual assault and stalking against individuals with disabilities due to the proliferation of such violence and the gaps in the response of service providers and the criminal justice system. The goal of the Disability Grant Program is to create sustainable, systemic change that will result in effective services for individuals with disabilities who are victims of domestic violence, dating violence, sexual assault and stalking and hold offenders accountable. The Disability Grant Program will support education, cross training, capacity building and the establishment of multi-disciplinary teams at the local level.

Disability Grant Program recipients will provide training, consultation, and information on domestic violence, dating violence, sexual assault and stalking against individuals with disabilities (as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C.12102)), and enhance direct services to such individuals.

The scope of the Disability Grant Program is defined by eight statutory purpose areas (see page 8). Concept papers must address activities that fall within at least one statutory purpose area.

Deadline: Letter of Intent

All applicants who intend to apply for FY 2008 funding under this program are encouraged to **submit a non-binding letter of intent**, (please see http://www.usdoj.gov/ovw/docs/sample_letter_of_intent.pdf), to OVW by **January 31, 2008**.

You may send the letter to OVW at OVW.Disabilities@usdoj.gov. OVW will use these letters to forecast the number of peer review panels needed to review competitive concept papers.

Deadline: Registration

The Grants.gov registration deadline is **February 7, 2008**. Registering with Grants.gov is a one-time process; however, if you are a first-time registrant, it could take up to several weeks to have your registration validated and confirmed and to receive your user password. It is highly recommended you start the registration process as early as possible to prevent delays in submitting your concept paper package to our agency by the deadline specified. There are three steps that you must complete before you are able to register: 1) register with Central Contractor Registry (CCR), 2) be authorized as an Authorized Grantee/Recipient Official (AGO) in your organization, and 3) register yourself as an AGO. For more information, go to www.grants.gov. **Note: Your CCR registration must be renewed once a year. Failure to renew your CCR registration will prohibit submission of a concept paper through Grants.gov.**

Deadline: Concept Papers

The due date for applying for funding under this Call for Concept Papers is **8:00 pm E.S.T., February 28, 2008**. In addition, a hard copy must be sent via overnight delivery method, postmarked by **February 28, 2008**. See page 12 for further instructions on this.

Eligibility

It is very important that you review this information carefully. Concept papers that are submitted by non-eligible entities will be screened out during the initial review process.

By statute, eligible entities for this program are:

- States;
- Units of local governments;
- Indian tribal governments or tribal organizations; or
- Nonprofit and nongovernmental victim services organizations, including faith-based and other community organizations, such as a State domestic violence or sexual assault coalition or a nonprofit, nongovernmental organization, including faith-based and other community organizations, serving disabled individuals.

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

Some universities, however, have affiliated nonprofit organizations that may qualify under the statute. In order for a nonprofit organization to qualify under the Disability Grant Program, it

must demonstrate that it is a "nonprofit and nongovernmental victim services organization, such as a State domestic violence or sexual assault coalition or a nonprofit, nongovernmental organization serving disabled individuals." VAWA considers only nonprofit organizations that are also nongovernmental and that qualify as victim services organizations as eligible for this grant program. VAWA 2005 defines "Victim Services" and "Victim Service Provider" as a "nonprofit, nongovernmental organization that assists domestic violence, dating violence, sexual assault, or stalking victims, including rape crisis centers, domestic violence shelters, faith-based organizations, and other organizations, with a demonstrated history of effective work concerning domestic violence, dating violence, sexual assault or stalking." 42 U.S.C. 13925(a)(35).

The term "Indian tribe" means a tribe, band, pueblo, nation, or other organized group or community of Indians, including any Alaska Native village or regional village corporation (as defined in, or established pursuant to, the Alaska Native Claims Settlement Act (43 U.S.C. 1601 et seq.)), that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

The term "Tribal government" means: 1) the governing body of an Indian tribe; or 2) a tribe, band, pueblo, nation, or other organized group or community of Indians, including any Alaska Native village or regional, or village corporation (as defined in, or established pursuant to, the Alaska Native Claims Settlement Act (43 U.S.C. 1601 et seq.)), that is recognized as eligible for the special program and services provided by the United States because of their status as Indians.

The term "tribal nonprofit organization" means: 1) a victim services provider that as its primary purpose is to assist Native victims of domestic violence, dating violence, sexual assault, or stalking; and 2) staff and leadership of the organization must include persons with a demonstrated history of assisting American Indian or Alaskan Native victims of domestic violence, dating violence, sexual assault, or stalking.

The term "tribal organization" means: 1) the governing body of any Indian tribe; 2) any legally established organization of Indians which is controlled, sanctioned, or chartered by such governing body of a tribe or tribes to be served, or which is democratically elected by the adult members of the Indian community to be served by such organization and which includes the maximum participation of Indians in all phases of its activities; or 3) any tribal nonprofit organization.

Funding to Faith-Based and Community Organizations

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

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot

occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

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

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

It is very important that you review this information carefully. Concept papers that do not follow program specific guidelines will not be considered for funding.

Types of Applicants

In Federal Fiscal Year 2008, under the Disability Grant Program, all concept papers are considered to be new, even if the applicant or a project partner has received Disability Grant Program funds in the past.

NOTE: Multi-disciplinary collaborative teams must be comprised solely of organizations with a state-wide focus or solely of organizations with a local focus. Multi-disciplinary collaborative teams comprised of a combination of organizations that focus on state-wide and local issues will not be considered for funding.

Availability of Funds

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

Award Period

The award period for these cooperative agreements will be 36 months. The total "estimated funding" (block 15) on the SF-424 must reflect 36 months. Although budgets are not required with the submission of the concept paper, this information is necessary to complete the SF 424.

Award Amounts

This Call for Concept Papers is the first step in the process of selecting six to fifteen multi-disciplinary teams that will be funded under the Disability Grant Program in Federal Fiscal Year 2008. Awards will be made as cooperative agreements and will be made for up to \$600,000 for a 36 month period. Multi-disciplinary collaborative teams that are funded with Disability Grant Program funds will have access to only \$150,000 during the planning period phase. The remaining \$450,000 will be used to support the implementation phase of the project. OVW will require a special condition that withholds funds contingent upon a determination by OVW that all requirements during the planning phase have been successfully met. **NOTE:** the length of the planning phase is dictated by the ability of the award recipient to successfully complete all required products and processes (see page 10) as determined by OVW. It is anticipated that the planning phase will take approximately 12 months to complete; however, applicants should be aware that the planning phase may take shorter or longer than 12 months. Therefore, applicants should not rely on a strict 12 month schedule. Applicants should be aware that OVW

will play a substantial role in shaping and monitoring the project, and that each multi-disciplinary collaborative team is required to receive, and actively participate in technical assistance.

Program Scope

The purpose areas of the Federal Fiscal Year 2008 Disability Grant Program as defined by statute are as follows:

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

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

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

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

Examples of organizations that may receive training, consultation and information under a Federal Fiscal Year 2008 award include:

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

Successful concept papers must propose projects with a local, multi-county, or statewide focus only. Please note, for purposes of this grant program, a statewide focus is limited to two to three (2 to 3) communities within the state. Furthermore, only multi-disciplinary collaborative teams consisting of organizations with a statewide focus (domestic violence and/or sexual assault coalition, state protection & advocacy/disability rights, state independent living centers) may propose a statewide focus. Projects that propose to work in the entire state or a multi-state or national focus will not be considered for funding. The proposed project may focus on disability in general, or it may focus on a specific type of disability. The focus of the project should be dictated by the need in the proposed service area or community.

Criminal Justice System

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

Direct Services

While multi-disciplinary teams may use grant funds to support direct services, they must also support an overall coordinated response to domestic violence, dating violence, sexual assault and stalking against individuals with disabilities. Concept papers that propose to provide direct services must propose to provide cross-training for victim service organizations, governmental agencies, and nonprofit, nongovernmental organizations serving individuals with disabilities about risk reduction, intervention, prevention, and the nature of domestic violence, dating violence, sexual assault and stalking for disabled individuals. Furthermore, concept papers must follow the Program Requirements as outlined by OVW (see page 10).

Physical Modification

As of Federal Fiscal Year 2007, applicants who are proposing to use 2% of Disability Grant Program funds for physical modifications must follow the following guidelines outlined in this Call for Concept Papers. Applicants whose submissions that do not include all of the documentation required by OVW will not be allowed to use cooperative agreement funds for physical modifications.

Under the Disability Grant Program, OVW will consider the following to be physical modifications: painting or carpeting but may also include renovations, such as building ramps,

widening doorways, or making a bathroom accessible and other seemingly insignificant modifications.

All OVW awards that involve physical modifications must comply with the National Environmental Policy Act (NEPA) (42 USC section 4321 et seq.) and the National Historic Preservation Act (NHPA), and any other applicable environmental statutes or regulations. DOJ has established procedures to implement NEPA at 28 CFR Part 61. Applicable NHPA regulations can be found at 36 CFR Part 800.

In order for OVW to undertake the necessary review under the NEPA and NHPA, those applicants proposing to use grant funds for any type of physical modifications must include the following information as an attachment to the concept papers:

- A precise description of the proposed modification. A precise description must include the following information: the location of the facility; the age of the facility; an explanation of the prior and current use of the facility; a complete and detailed description of the planned modifications and the materials to be used; a statement as to whether the proposed modifications will change or materially alter the basic prior use of the building, or its size; a statement as to whether the facility is located on a 100-year floodplain or a wetland; and an explanation of the need for the proposed modifications;
- A letter from the State Historic Preservation Officer (SHPO) indicating whether the building is listed, or eligible for listing, on the National Registry of Historic places, and also certifying that no historic building will be affected by the proposed modifications;
- A statement by the applicant that the applicant has notified a representative of the local government with jurisdiction over the area potentially affected by the project, and made such official aware of the option to be consulted during the NHPA process;
- A statement by the applicant as to whether there are any other known environmental concerns regarding the proposed modifications.

Applicants whose concept papers 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 THPO or SHPO, and must allow 30 days for response, as required by the NHPA regulations. Depending on the need for further

review under the NHPA or the NEPA, the applicant should be aware that there may be a delay in the ability of OVW to make an award that includes the proposed modifications.

In order to honor the goal of the Disability Grant Program and build the capacity of organizations working as a multi-disciplinary team to provide services to individuals with disabilities who are victims of violence and abuse, OVW requires that funds designated for physical modifications should not exceed 2% of the total award.

Program Requirements

OVW Multi-Disciplinary Collaborative Team Requirement

Every program supported by Disability Grant Program funds must identify and support a multi-disciplinary collaborative team comprised of, at a minimum, the following:

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

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

The goal of the Disability Grant Program is to create sustainable, systemic change; therefore, it is imperative that all multi-disciplinary collaborative team members operate at the same level. As a result, multi-disciplinary collaborative teams must be comprised of either all state level organizations (state domestic violence or sexual assault coalitions, state protection & advocacy/disability rights, state independent living council (SILC), POST Academy), or all local level organizations (domestic violence program or shelter, sexual assault program or rape crisis center, center for independent living (CIL), police department, prosecutors office). The county government may be a member of a local multi-disciplinary collaborative team.

VAWA defines “victim services” and “victim service provider “ as a nonprofit, nongovernmental organization that assists domestic violence, dating violence, sexual assault, or stalking victims, including rape crisis centers, domestic violence shelters, faith-based organizations, and other organizations, with a demonstrated history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.”

Project Requirements

Successful applicants must commit to meeting the following OVW requirements for the Disability Grant Program:

- Awards will be made as Cooperative Agreements. Therefore, multi-disciplinary teams will be expected to enter into a close working relationship with OVW;
- Multi-disciplinary collaborative teams must include representatives from at least one nonprofit, nongovernmental victim service organization, such as a state domestic violence or sexual assault coalition and one nonprofit, nongovernmental organization serving disabled individuals;
- Multi-disciplinary collaborative teams must be comprised of either all state-wide organizations or all local organizations. The county government may be included in a local multi-disciplinary collaborative team. Concept papers that propose a team comprised of both state-wide and local organizations will not be considered for funding;

- Multi-disciplinary collaborative teams must address at least one statutory purpose area;
- Multi-disciplinary collaborative teams must demonstrate a high level of commitment from all parties to work collaboratively;
- Organizations involved with the multi-disciplinary collaborative team will be required to address issues of accessibility within their own organizational service and employment practices. Each organization will be required to develop and implement a plan to increase accessibility within their own organizations;
- Multi-disciplinary collaborative teams are required to complete a planning phase, during which time the following activities and products must be completed:
 - collaboration charter
 - needs assessment plan
 - needs assessment tools
 - strategic plan/strategic position
- Multi-disciplinary collaborative teams will work with the OVW identified technical assistance provider to develop each of the aforementioned products. All products must be submitted to OVW for review and approval;
- The planning phase is meant for planning purposes only. Multi-disciplinary collaborative teams are not to engage in education or training activities outside of the team until they have successfully completed, as determined by OVW, the planning phase activities;
- Multi-disciplinary collaborative teams will engage in an implementation phase, which will be determined by the work completed in the planning phase;
- Multi-disciplinary collaborative teams must develop and implement a realistic plan to sustain project activities after OVW funding concludes;
- Multi-disciplinary collaborative teams, including all team members, must participate in all technical assistance opportunities supported by OVW; technical assistance is required;
- Multi-disciplinary collaborative teams must develop policies around confidentiality and information sharing.

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

Technical Assistance Requirements

Technical assistance is required under the Disability Grant Program. Multi-disciplinary collaborative teams will be required to participate in all technical assistance events supported by OVW related to the Disability Grant Program. Technical assistance will be delivered through, but not limited to, frequent, regular contact with OVW identified technical assistance provider (weekly, bi-weekly, or monthly), site visits, quarterly tele/video conference calls, all award recipient meetings (six meetings over three years) and web-based technical assistance. Multi-disciplinary collaborative teams should expect a high level of involvement with OVW identified TA provider, and should expect to engage in intensive technical assistance for the duration of the project.

Activities That May Compromise Victim Safety

Ensuring victim safety is a guiding principle underlying this Program. Experience has shown that certain practices may compromise victim safety rather than enhance it. Certain responses by the authorities may have the effect of minimizing or trivializing the offender's criminal behavior. Accordingly, consistent with the goals of ensuring victim safety while holding perpetrators accountable for the criminal conduct, applicants are strongly discouraged from

proposing projects that include any activities that may compromise victim safety, such as the following:

- Developing materials that do not address the issue of targeted abuse;
- Developing materials that focus primarily on issues of physical accessibility and do not fully address issues of programmatic and attitudinal accessibility;
- Crafting policies that deny individuals access to services because of a disability;
- Crafting definitions of abuser and domestic and sexual violence that fail to consider the power dynamics between individuals with disabilities and personal care attendants or care givers; and
- Developing safety plans that are not appropriate for individuals with disabilities.

Unallowable Activities

Grant funds under the Disability Grant Program may not be used for any unauthorized purposes, including but not limited to the following activities:

- Lobbying;
- Fundraising;
- Research projects;
- Education or training activities during the planning phase;
- Physical modifications that have not been approved by OVW and/or that are in excess of 2% of the total award.

Performance Measures

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

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

How to Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President’s Management Agenda. Part of this initiative -- Grants.gov – is a “one-stop storefront”

that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding.

Grants.gov Instructions

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

In addition, applicants must send **via overnight delivery** a complete hard copy original of the concept paper, including signed copies of all required Assurances and Certifications, **postmarked by February 28, 2008** to:

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

CFDA Number

The Catalog of Federal Domestic Assistance number for this program is 16.529, titled "Education, Training, and Enhanced Services to End Violence Against and Abuse of Women with Disabilities," and the funding opportunity number is OVW- FY 2008-1732.

A DUNS number is required

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

What a Concept Paper Must Include

Applicants must complete each of the following sections as part of their response to this Call for Concept Papers. **It is the responsibility of the applicant to ensure that the concept paper is complete. OVW will remove concept papers from consideration prior to OVW peer review if the concept paper is incomplete.** For each section listed below, please note the corresponding maximum point value that may be assigned during the OVW peer review process. The concept paper should follow the order below for easy reading. Please be sure to number each page of the concept paper. OVW will not receive materials submitted beyond those required by this Call for Concept Papers.

Concept papers must use the following page format requirements:

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

Application for Federal Assistance (SF-424)

The SF-424 will be filled out online through Grants.gov. However, it should also be printed out and included in the hard copy that is submitted. The Catalog of Federal Domestic Assistance number for this program is 16.529 (block 10). The award period is for 36 months. The award amount is \$600,000.

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

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

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

Narrative (Total 80 Points)

The following narrative will be submitted as an attachment in Grants.gov. Note that the Project Narrative (items C through F) may not exceed 12 pages.

NOTE: Multi-disciplinary collaborative teams must be comprised solely of organizations with a state-wide focus or solely of organizations with a local focus. As such, some of the required questions in the narrative will differ depending upon the composition of the multi-disciplinary collaborative team. Questions that are specific to the composition of the multi-disciplinary team will be clearly marked, and will specify if the question is geared toward a state-wide or local organizations.

A. Summary Data Sheet (5 Points)

Please identify the following:

- Name, title, address, telephone number and email address of the authorized official;
- Name of multi-disciplinary collaborative team members (specify domestic and/or sexual violence organization and disability organization);
- Identify potential service areas/communities (applicants may not list more than five potential service areas/communities) state-wide organizations;
- Identify service area local organizations;
- Disability focus (general or a specific type of disability);
- Statutory purpose area(s) to be addressed;
- Current grants to support violence against individuals with disabilities projects;
- Whether or not the concept paper includes funds (2% or less of the total award) for physical modifications.

B. Abstract/Proposal Summary (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 proposed project goals and objectives. Summaries of past accomplishments should be avoided in the abstract.

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

- Conciseness; and
- Accuracy in summarizing the Project Narrative.

Provide a brief summary of the proposal including:

- Name of multi-disciplinary collaborative team members (organizations and individuals);
- Constituents of each multi-disciplinary collaborative team member state-wide organizations;
- Potential service areas/communities state-wide organizations;
- Identified service area local organizations;
- Disability focus (general or a specific type of disability);
- Proposed multi-disciplinary activities.

C. Purpose of Concept Paper (20 Points)

This section should briefly:

- Describe violence against individuals with disabilities in the state state-wide organizations;
- Describe violence against individuals with disabilities within the identified service area/community local organizations;
- Identify potential service areas/communities for the project. The concept paper must justify why these areas/communities of focus were chosen state-wide organizations;
- Identify the service area/community for the project. The concept paper must justify why the service area/community was chosen local organizations;
- Clearly state the need for the project. The need must directly relate to the potential service areas/communities;
- Identify the type of disability the project will focus on (may be disability in general or a specific type of disability). The concept paper must justify why this particular area of focus was chosen;
- Describe the barriers individuals with disabilities who are victims of violence experience, if any, while attempting to access and utilize services.

D. What Will Be Done (20 Points)

This section should briefly:

- Identify which purpose area(s) the proposed project will address;
- Detail proposed activities under this project. Activities must be directly related to:
 - the needs in the identified service areas/communities;
 - systemic change;
 - increased access to services;

- organizational capacity building; and
- collaboration building.
- Detail the responsibilities of each multi-disciplinary collaborative team member, as they correspond to the proposed activities;
- Describe the various methods of technical assistance the multi-disciplinary collaborative team will provide to the service areas/communities.

E. Who Will Implement the Project (25 Points)

- Identify the organizations and individuals who make up the multi-disciplinary collaborative team;
- Describe why each multi-disciplinary collaborative team member was chosen for this project. In doing so, the concept paper should detail the qualifications of the organizations and individuals to achieve the project, the resources and skills each member will bring to the project, and the constituents of each organization;
- Describe the services each organization provides for its constituents state-wide organizations;
- Describe the services each organization provides for its clients or consumers local organization;
- Describe the ability of each organization to create change within their respective disciplines state-wide organizations;
- Describe the ability of each team member to create change within their own organization local organizations;
- Describe the ability of each organization and individual to bring community service organizations together local organizations;
- Describe the meaning of a multi-disciplinary collaborative relationship;
- Describe the benefits and challenges of being involved in a multi-disciplinary collaborative relationship.

Victim service organizations should meet all of the following criteria:

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

F. Sustainability (5 Points)

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

The plan will be evaluated on whether or not it proposes feasible strategies to preserve project activities long-term. Please note, plans to sustain the project should not rely on alternative funding sources only. The concept paper should detail how portions of the project will be sustained through systemic change. **Continuation or supplemental**

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

Budget Detail Worksheet and Narrative (Total 15 Points)

A budget detail worksheet and narrative are not required at this time. Those applicants whose concept papers are selected to move on to the second level of review will be asked to submit a budget and a budget narrative.

Budget Caps

Awards will be made for the amount of \$600,000 for 36 months. Multi-disciplinary collaborative teams that are funded with Disability Grant Program funds will have access to only \$150,000 during the planning period phase. The remaining \$450,000 will be used to support the implementation phase of the project. OVW will require a special condition that withholds funds contingent upon a determination by OVW that all requirements during the planning phase have been successfully met.

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

Memorandum of Understanding (MOU) (Total 20 Points)

Applicants are required to provide documentation that demonstrates they have consulted and coordinated in a meaningful way with the development of the Disability Grant Program Concept Paper and MOU.

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

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

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

The MOU must do the following:

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

Letter of Nonsupplanting

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

Financial Capability Questionnaire

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

Indirect Cost Rate Agreement

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

Selection Criteria

In addition to the criteria above, all applications will also be rated 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; and
- The extent to which activities are clearly described and reflect sound and innovative activities to improve victim safety.

All concept papers are considered to be new under the Disability Grant Program. However, OVW will take into consideration the past performance of the applicant with other OVW-funded grant projects. Applications that do not meet the criteria below may receive a deduction in points. OVW will rate current and past grant recipients 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 applicant has demonstrated that past activities supported with OVW funds have been limited to program Purpose Areas;
- Whether the applicant has complied with all special conditions of its existing grant award from the DOJ;
- Whether the applicant has adhered to programmatic and financial reporting requirements;
- Whether the applicant has demonstrated a commitment to sustaining the project after Federal funds are no longer available;
- Whether the applicant appropriately utilized and actively participated in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current award;

- Whether the applicant has received financial clearances on all current grants from DOJ;
- Whether the applicant has complied with the Office of Management and Budget audit requirement;
- Whether grant funds have been spent in a timely manner.

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

Review Requirements

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

- Whether the concept paper is complete;
- Whether the proposed activities are within the scope of the program (see page 8);
- Whether all statutory eligibility criteria are met (see page 4);
- Whether the minimum requirements for the program are met (see page 10);
- Whether the certification requirements for the program are met (see page 13); and
- Whether the concept paper proposes significant activities that may compromise victim safety (see page 11).

The review process will involve three tiers. Concept papers will receive an initial screening to ensure the concept paper is complete. Incomplete concept papers will not receive consideration for funding. Complete concept papers will be subject to peer review. Peer reviewers will evaluate concept papers using the criteria outlined in this Call for Concept Papers. The top scoring concept papers will be eligible for further consideration. OVW staff will conduct tele/video conference calls with the top 10 – 15 applicants. During this time the applicant will be subject to further review and will receive an additional score. The six to fifteen (6 – 15) highest scoring multi-disciplinary collaborative teams after the tele/video conference call will be considered to receive funding under the Disability Grant Program for Federal Fiscal Year 2008.

OVW will consider geographic distribution, ratio of population to services, underserved communities, and current projects funded within the applicant's state during final decisions about funding for Federal Fiscal Year 2008.

Additional Requirements

- Civil Rights Compliance

- Confidentiality and Human Subjects Protections regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of the Comptroller Financial Guide
- Suspension or Termination of Funding

All OVW award recipients must comply with these additional requirements. Additional information for each can be found at <http://www.ojp.usdoj.gov/funding/otherrequirements.htm>. References to the OJP and its components are deemed to refer to OVW, as applicable.

OVW Concept Paper Checklist

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

Complete concept papers should include the following:

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

Detailed instructions on how to use the Grants.gov system to submit your concept paper online are available at www.grants.gov. Also, a toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, 1-800-518-4726.

To help expedite the review process, applicants must send **via overnight delivery** a complete hard copy original of the concept paper, **postmarked by February 28, 2008** to:

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