

**Scope of Work **Sample****  
**COMMUNITY NAME DART FY20**  
**Disability Abuse Response Teams**

This Scope of Work describes the contract between **YOUR AGENCY NAME (INITIALS)** and the **CONTRACTING AGENCY**, for the purpose of developing a coordinated community response to violence and sexual violence against people with disabilities. The **YOUR COMMUNITY NAME** DART will work to bridge the victim advocacy and disability service systems, and to increase accessible, culturally responsive, and trauma-informed (ACRTI) service delivery for survivors with disabilities across

**Contractor YOUR AGENCY NAME (INITIALS) Will:**

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Complete the following eight deliverables with the support of the DART Project Director:

1. **CONTRACT SET UP:** Approve this Scope of Work, with or without modifications; **DESCRIBE YOUR CONTRACT PROCESS**; plan and turn in a schedule of trainings (#4 below); and collect signatures from the leadership of at least 5 core partners on a community MOU (Memorandum of Understanding) by **ENTER DUE DATE**.
2. **ONSITE TA:** Coordinate 1-2 days of on-site technical assistance training about DART with **YOUR AGENCY NAME (INITIALS)** agency leadership, and at least 50% o

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3. PERFORMANCE INDICATOR: Complete an Accessibility Performance Indicator with the DART Project Director to measure agency capacity to serve survivors with disabilities. The indicators can be found here:  
<https://www.endabusepwd.org/publications/performance-indicators/>
4. TRAINING COORDINATION: Coordinate **AT LEAST 2, ONE-HOUR TRAININGS** with the DART Project Director about disability and domestic violence/sexual assault topics for all **YOUR COMMUNITY NAME** DART core partners; survivors with disabilities in the community may also attend. Trainings may be: Cross trainings by the **YOUR COMMUNITY NAME** DART core partners within the community; trainings conducted by the DART Project Director; or outside trainers contracted through the DART Project Director. Sign in sheets and evaluations will be completed at each training, and turned into the Project Director within a week of training completion. At least **XX** DART partners must attend the full training to meet the DART training deliverable.
5. INDIVIDUAL CALLS: Participate in 4 technical assistance video calls one-on-one with the DART Project Director throughout the year.
6. STATEWIDE CALLS: Participate in 2 technical assistance video calls with other DARTs statewide.
7. INFORMATION SHARING: Provide contact information to the DART Project Director to document **YOUR COMMUNITY NAME** DART community membership.

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8. **DISSEMINATION:** Create a DART dissemination product specific to the **YOUR COMMUNITY NAME** community, like a brochure, social media page, website page, flier, business card, logo, sticker, etc.

**The Contracting Agency ENTER CONTRACTING AGENCY NAME Will:**

Coordinate the eight DART deliverables outlined above, including support to: 1) Set up the **YOUR COMMUNITY NAME** DART contract and core partners MOU; 2) Schedule on-site technical assistance; 3) Complete the Accessibility Performance Indicator with **AGENCY NAME/INITIALS**; 4) Help plan training content, and schedule trainings with core partners; 5) Schedule individual one on one calls with **AGENCY NAME/INITIALS**; 6) Schedule statewide calls with **YOUR AGENCY NAME (INITIALS)** and the other **seven** Alaska DART communities; 7) Collect and organize agency names, and contact information of all partners, in order to create a community profile of the **YOUR COMMUNITY NAME** DART; 8) Provide feedback about the **YOUR COMMUNITY NAME** DART dissemination product.

**Period of Performance:**

Performance of the work will begin on **[ENTER DATE AGENCY SIGNS SHORT FORM CONTRACT]** and continue through **June 30, 2020** unless terminated earlier by either party in this contract. This contract may be modified only with written approval from **CONTRACTING AGENCY**, and/or **AGENCY NAME/INITIALS**. No expenses will be reimbursed if they are incurred prior to the start date, or subsequent to the termination date.

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**Compensation:**

**CONTRACTING AGENCY** will compensate **AGENCY NAME (INITIALS)** up to **\$5,000** for completion of the deliver

