

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



OVW Fiscal Year 2011 Legal Assistance for Victims Grant Program

Eligibility

Applicants are limited to private nonprofit entities, including faith and community-based organizations; publicly funded organizations not acting in a governmental capacity; Territorial organizations; Indian Tribal governments; and Tribal organizations.
(See "Eligibility," page 5)

Deadline

To assist OVW in planning for peer review, letters of intent to apply should be submitted by February 8, 2011. Please note, however, that letters of intent are optional. Interested applicants who do not submit a letter of intent by the deadline are still eligible to apply. To ensure all applicants have ample time to complete the registration process through Grants.Gov, applicants should register online with Grants.gov by February 8, 2011.
All applications are due by **11:59 p.m. E.T. on February 23, 2011.**
(See "Deadline: Application," page 4)

Pre-Application Conference Calls

February 3, 2011: 10:00 a.m. - 12:00 p.m. EST and
February 3, 2011: 2:00 p.m. - 4:00 p.m. EST.
(See page 26 for more information)

Contact Information

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

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

Grants.gov Number assigned to announcement OVW-2011-2899.

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

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OVW Legal Assistance for Victims (CFDA 16.524)

Overview

This solicitation contains information on how to apply for the Legal Assistance for Victims Grant Program. For general information on applying for all OVW grant programs, please see the OVW Fiscal Year 2011 Grant Program Solicitation Reference Guide (Reference Guide) at <http://www.ovw.usdoj.gov/docs/resource-guidebook.pdf>. All applicants should read carefully both this solicitation and the Reference Guide before beginning the application process.

About the OVW Legal Assistance for Victims Grant Program

The Legal Assistance for Victims (LAV) Grant Program is intended to increase the availability of civil and criminal legal assistance¹ needed to effectively aid adult and youth victims of sexual assault, domestic violence, dating violence, and stalking who are seeking relief in legal matters arising as a consequence of that abuse or violence. Criminal legal assistance is limited to criminal matters relating to sexual assault, domestic violence, dating violence, and stalking. LAV Grant Program funds may not be used to provide criminal defense services.

The LAV Grant Program makes awards to law school clinics, domestic violence victims' programs and shelters, bar associations, rape crisis centers and other sexual assault services programs, private nonprofit entities, Indian Tribal governments and Tribal organizations, Territorial organizations, legal aid or Statewide legal services, and faith- and/or community-based legal service providers. Grant funds may be used to provide direct legal services to victims of sexual assault, domestic violence, dating violence, and stalking in matters arising from abuse or violence and to provide enhanced training for lawyers representing these victims as well as advocates. The objective of the LAV Grant Program is to develop innovative, collaborative projects that provide quality representation to victims of sexual assault, domestic violence, dating violence, and stalking.

Civil Rights Compliance

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

Services to Limited-English-Proficient (LEP) Persons:

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI of the Civil Rights Act and the Omnibus Crime Control and Safe Streets Act, recipients are required to take reasonable steps to ensure that

¹ Legal Assistance includes assistance to adult and youth victims of sexual assault, domestic violence, dating violence, and stalking in: a) family, Tribal, Territorial, immigration, employment, administrative agency, housing, campus administrative or protection or stay away order proceedings, and other similar matters; and b) criminal justice investigations, prosecutions and post-trial matters (including sentencing, parole, and probation) that impact the victim's safety and privacy.

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

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

Deadline: Letter of Intent

If you intend to apply for Fiscal Year (FY) 2011 funding under this program, we encourage you to submit a letter stating that you intend to apply for funding. **The letter will not obligate you to submit an application.** Please see http://www.ovw.usdoj.gov/docs/sample_letter_of_intent.pdf for a sample letter. The letter should be submitted to OVW by **February 8, 2011**. You may send the letter to OVW at ovw.lav@usdoj.gov. OVW will use these letters to predict the number of peer review panels needed to review the applications. You **may** still submit an application for funding if you do not submit a Letter of Intent.

Deadline: Registration

The Grants.gov registration deadline is February 8, 2011. For more information on the process of registering and applying in Grants.gov, please see the [Reference Guide](#) at pages 15-19.

Deadline: Application

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

The deadline for applying for funding under this announcement is **February 23, 2011, 11:59 p.m. E.T.** A hard copy must be sent via an overnight delivery method, date stamped by the shipping company on or before **February 23, 2011** to:

**The Office on Violence Against Women
c/o Lockheed Martin Aspen Systems Corporation
Legal Assistance for Victims Grant Program
Mail Stop 2K
2277 Research Boulevard
Rockville, MD 20850**

(301) 519-5000

Legal Assistance for Victims Grant Program

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

Eligibility

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

By statute, eligible entities for this program are:

- Private nonprofit entities, including faith-based and community organizations;
- Publicly funded organizations not acting in a governmental capacity, such as law schools;
- Territorial Organizations²; and
- Indian Tribal governments, Indian Tribal organizations³ or Indian Tribal consortia.⁴

Additional Criteria

Eligible applicants that are not nonprofit, nongovernmental, sexual assault and/or domestic violence service providers are required to enter into a collaborative working relationship with nonprofit, nongovernmental, sexual assault and/or domestic violence service providers within the community to be served.⁵

In addition, applicants must meet the following criteria in order to be eligible for funding:

- Legal services programs must consult, coordinate, and partner with nonprofit nongovernmental victim services programs; including sexual assault, domestic violence, dating violence, and stalking victim services programs or community-based programs;
- Advocacy and victim services programs must reflect (through mission statements) an understanding that the violence perpetrated against victims is grounded in an abuse of power by an offender and reinforced through intimidation and coercion; and

² A "Territorial organization" is a nonprofit, nongovernmental organization addressing sexual assault or domestic violence within a United States Territory.

³ The term "Tribal organization" means the governing body of any Indian Tribe; 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 any Tribal nonprofit organization. The term "Tribal nonprofit organization" means a victim services provider that has as its primary purpose to assist Native victims of sexual assault, domestic violence, dating violence, or stalking; and that has staff and leadership with a demonstrated history of assisting American Indian or Alaska Native victims of sexual assault, domestic violence, dating violence, or stalking.

⁴ Any applicant representing a consortium of Tribal governments and/or organizations must submit a resolution from the constituent Tribal governments and/or organizations supporting the application.

⁵ A sexual assault, domestic violence, dating violence, or stalking victim services program is a nonprofit, nongovernmental organization that assists sexual assault, domestic violence, dating violence, or stalking victims, rape crisis centers, battered women's shelters, faith-based organizations and other organizations, with a demonstrated history of effective work concerning sexual assault, domestic violence, dating violence, or stalking.

- Advocacy and victim services programs must address a demonstrated need in their communities by providing services that promote the integrity, agency, and self sufficiency of victims by improving their access to resources and creating options for victims seeking safety from perpetrator violence.

OVW Legal Assistance for Victims Grant Program – Specific Information

Types of Applicants

In FY 2011, OVW will accept applications for the Legal Assistance for Victims (LAV) Grant Program from applicants who are currently receiving and/or have previously received funding under the LAV Grant Program and received 24 months of funding in FY 2009 or 12 months of funding in FY 2010. The FY 2011 LAV Grant Program will also accept applications from applicants that have not previously received funding under this program. Grantees that received new or supplemental funding for 24 months in FY 2010 are not eligible to apply.

Availability of Funds

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. Funding is not guaranteed. Requests should be tied to a specific project or proposal.

Award Period

The award period for these grants will be 24 months. **Budgets must reflect 24 months of project activity, and the total “estimated funding” (block 15) on the SF-424 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. LAV Grant Program funds for FY 2011 will be awarded based on the following guidelines:

- FY 2011 grants will be awarded to new and continuation projects based on the budget guidelines listed on page 15;
- OVW may elect to make grants for greater or lesser amounts than requested, and to negotiate the scope of work with applicants prior to awarding a grant; and
- Applicants for continuation funding will be considered based on their current funding level. Current projects may include an increase in the cost of living in their budget request. A very modest expansion of services may also be requested.

Program Scope

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

The scope of the LAV Grant Program is defined by the following statutory program 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.

Statutory Program Purposes

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

- to implement, expand, and establish cooperative efforts and projects between sexual assault, domestic violence, dating violence, and stalking victim services organizations and legal assistance providers to provide legal assistance for victims of sexual assault, domestic violence, dating violence, and stalking;
- to implement, expand, and establish efforts and projects to provide legal assistance for victims of sexual assault, domestic violence, dating violence, and stalking by organizations with a demonstrated history of providing direct legal or advocacy services on behalf of these victims; and
- to provide training, technical assistance, and data collection to improve the capacity of grantees and other entities to offer assistance to victims of sexual assault, domestic violence, dating violence, and stalking.⁶

OVW reserves the right to remove from consideration any application with proposed project activities that would provide less than 80% direct legal services. Direct legal services encompass a myriad of resources to serve victims and are not limited to the proportion of financial resources dedicated to these services. For example, staff time proposed to interview victims for intake processing, prepare legal documents, accompany victims to court proceedings or assist victims in locating relevant services from other agencies/organizations would constitute direct legal services. Staff time and financial resources dedicated to provide training would not constitute direct legal services.

OVW Special Interest Areas

- 1) While protection orders play an important role in victim safety, they do not represent the breadth of legal needs survivors of sexual assault, domestic violence, dating violence, and stalking face. The LAV Grant Program was created to provide victims with access to appropriately trained representation designed to meet the broad spectrum of legal issues survivors encounter. OVW will give priority to applications which propose to provide victims with “holistic” legal representation. Holistic representation goes beyond a victim’s need for a protection order and includes representation in other legal proceedings directly related to a client’s experience of violence which are likely to increase the victim’s safety and security, such as: child support, child custody, legal separation/divorce, unemployment compensation, immigration matters, and/or housing.

Applications must demonstrate both an understanding of the range of legal services which a survivor may require and the capacity and willingness of the applicant and its partners to provide these services. Applicants should articulate the specific legal needs of survivors within their communities and how project activities would meet those needs. If LAV funding will be used to support protection order related representation, an applicant must explain how other funding sources also have been or will be leveraged to help meet victims’ protection order needs. One example of leveraging other resources would be the use of State, local, or private funds to cover some or most of the costs related to protection order cases. This explanation may be included in the Project

⁶ 42 U.S.C. 3796gg-6(c).

Narrative. Budget match, however, is not required and should not be included in the budget.

Additionally, continuation applicants are encouraged to review their most recent progress reports and identify the degree to which those progress reports demonstrate that holistic legal services were provided. OVW will also analyze grantee progress reports as part of its internal review. If progress reports indicate that services were largely limited to protection order assistance, the applicant should explain how continued funding would be used to facilitate the provision of more holistic representation. Information regarding the holistic provision of services should be included in the "Purpose of the Application" and "What Will Be Done" sections of the proposal. Applicants for continuation funding may also include relevant information in the proposal's "Status of the Current Project" section.

- 2) OVW recognizes the need to place increased focus on sexual assault in order to address the lack of available direct legal services for survivors of sexual assault and the unique aspects of sexual assault trauma from which survivors must heal. Nationally, one in six women and one in thirty-three men will be sexually assaulted in their lifetime⁷. The perpetrator can be a relative, acquaintance (e.g., boyfriend/girlfriend, friend, coworker, neighbor), or a stranger. Survivors of sexual assault may require specialized legal assistance to obtain protection orders, housing assistance, academic hearings and educational accommodations, representation in criminal matters related to the assault, and other legal proceedings directly related to increasing the survivor's safety and security.

The LAV Grant Program strongly encourages applicants with expertise in providing specialized and particular legal services to victims of sexual assault to apply. Applications must demonstrate both an understanding of the range of legal services which a survivor may require, and the capacity and willingness of the applicant and its partners to provide these services. Applicants should articulate the specific legal needs of sexual assault survivors within their communities and how project activities would meet those needs. Applications should also reflect the applicant's specialized training and experience in legal matters specific to sexual assault.

OVW has an interest in projects that:

- Provide holistic legal services;
- Establish or strengthen projects focused solely or primarily (60% or more) on providing a broad range of legal representation to victims of sexual assault; and
- Establish or strengthen programs that provide comprehensive representation to adult and youth victims of sexual assault, domestic violence, dating violence, and stalking on lands within the jurisdiction of an Indian Tribe.⁸

⁷ Tjaden, P. and Thoennes N. *Full Report of the Prevalence, Incidence, and Consequences of Violence Against Women: Findings from the National Violence Against Women Survey* (Washington, DC: National Institute of Justice, 2000).

⁸ For the purposes of this grant program, "Indian Tribe" is defined as any Tribe, band, pueblo, nation or other organized group or community of Indians, including an Alaska Native village or regional or village corporation (as defined in or established under 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. Any applicant representing a consortium of Tribal governments and/or organizations must submit a resolution from the constituent Tribal governments and/or organizations supporting the application.

Out-of-Scope Activities

Although certain activities may appear to relate to the Statutory Program Purposes listed above, OVW determines these activities to be out of the program scope. The following is a list of activities that are out of the scope of this program and cannot be supported by Legal Assistance for Victims Grant Program grant funding:

- Tort cases;
- Child sexual abuse cases;
- Cases involving the child protection system;
- Criminal defense of victims charged with crimes; and
- Support of law reform initiatives, including but not limited to litigation.

Please note that LAV funds may not be used to support the development of Websites or video production.

Provision of Services to Sexual Assault, Domestic Violence, Dating Violence, and Stalking Victims

All applicants for LAV grants are required to ensure that services supported by these funds will be provided to sexual assault, domestic violence, dating violence, and stalking victims.

Unallowable Activities

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

- Lobbying
- Fundraising
- Research projects
- Purchase of real property
- Construction
- Physical modifications to buildings, including minor renovations (such as painting or carpeting)

Activities That May Compromise Victim Safety and Recovery

The following activities have been found to jeopardize victim safety, deter or prevent physical and emotional healing for victims, or allow offenders to escape responsibility for their actions. OVW strongly encourages you **not** to include these activities in your application for funding:

- Policies or practices that discourage accepting cases for victims who do not have physical evidence;
- Refusal to represent victims who are also respondents/defendants;
- Mediation⁹, alternative dispute resolution, or joint counseling as a response to sexual assault, domestic violence, dating violence, and stalking;
- Representation on the condition that victims seek protection orders, counseling, or some other course of action with which they disagree; and
- Failure to conduct safety planning with clients.

⁹ Applicants in States and/or jurisdictions where mediation is required may be exempt from this requirement when such is stated as justification for engaging in this practice.

Confidentiality

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

How To Apply

See the Reference Guide at pages 15-19 for instructions on "how to apply."

What An Application Must Include

Applicants must complete each of the following sections as part of their response to this solicitation. **It is the responsibility of the applicant to ensure that its application is complete by the deadline. OVW may remove an application from consideration prior to peer review if the application is substantially incomplete or received after the deadline without prior permission as described in the [Reference Guide](#) at pages 17-19.** For each section listed below, please note the corresponding maximum point value that may be assigned during the peer review scoring process. The application should use headings and subheadings in the order below for ease of review. Peer reviewers may not receive any additional materials submitted beyond those required. For example, if an application includes a narrative that is 25 pages, the last five pages may be removed prior to peer review.

Applications must adhere to the following requirements:

- Double spaced (except that any included graphs and charts may be single-spaced)
- 8½ x 11 inch paper
- One inch margins
- Type no smaller than 12 point, Times New Roman font
- Include a brief Summary Data Sheet
- Include a Project Abstract (please limit to one page)
- Include a list of all current OVW projects as described below (if applicable)
- No more than 20 pages for the Project Narrative (item II below)
- Word processing documents must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).

Your application will be scored on the following sections:

- Summary Data Sheet
- Purpose of the Application
- What Will Be Done
- Who Will Implement the Project
- Sustainability Plan
- Budget Detail Worksheet and Narrative
- Memorandum of Understanding (MOU)/Internal Memorandum of Understanding (IMOU)

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

- Project Abstract
- Summary of Current OVW Projects

- Application for Federal Assistance (SF-424)
- Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)
- Financial Accounting Practices
- Letter of Nonsupplanting
- Financial Capability Questionnaire [If appropriate]
- Indirect Cost Rate Agreement [If appropriate]
- Proof of Non-profit Status [If appropriate]
- Certification Letter

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

I. Summary Data Sheet (2 Points)

Please list the following information on no more than three pages. The Summary Data Sheet should be a separate attachment to the application in Grants.gov and a separate section in the hard copy.

- Name, title, address, phone number, and e-mail address for the authorized representative. (Please see the [Reference Guide](#) at page 8 for more information on who can be an authorized representative.)
- Name, title, address, phone number, and e-mail address for the grant point of contact.
- Statement as to whether the agency has expended \$500,000 in Federal funds in the past fiscal year for the applicant. Please specify the end date of the fiscal year.
- A list of other Federal grant programs (including Legal Services Corporation) from which the applicant organization currently receives funding or for which it has applied in Federal Fiscal Year 2011.
- The program name, year and award number(s) of any grant awards received from OVW since FY 2006.
- Current grantees applying for continuation funding must provide the balance remaining in the grant as of the date of the application and the original award amount.
- The percentage of LAV grant activities, should the application be approved, that will address:
 - Direct legal services;
 - Training activities (**excluding** OVW required technical assistance); and/or
 - Development and/or distribution of products.
- The percentage of LAV grant activities, should the application be approved, that will address (may total more than 100% as immigration may overlap other areas):
 - Sexual assault;
 - Domestic violence;
 - Dating/Teen dating violence;
 - Stalking; and/or
 - Immigration law.
- Name and title of all individuals who assisted in writing the LAV Grant Program application.
- The name and amount of funds requested for any collaborating entity involved in the project. All applicants that are not nonprofit, nongovernmental sexual assault, domestic violence, dating violence, and stalking service providers must enter into formal collaborations with nonprofit, nongovernmental sexual assault, domestic violence, dating violence, and/or stalking programs within the community to be served (e.g., rape crisis centers, local battered women's shelters, victim advocacy organizations or coalitions).

- Indicate whether the applicant, should the application be approved for funding, is requesting 24 months of funding or is requesting to be considered for the Four Year Funding Plan (see page 15).

II. Project Narrative (Total 63 Points)

The following narrative should be a separate attachment to the application in Grants.gov and a separate section in the hard copy. The Project Narrative may not exceed 20 pages in length, double-spaced. Please number the pages of your narrative.

A. Purpose of Application (10 points)

This section will be rated on the detail with which you provide the information below as well as the quality of the proposed activities plus the following criteria:

- Describe the problem to be addressed and how funding will alleviate it;
- Describe the community's service area in which the project would be implemented, including location, population, and demographic information;
- Identify the target population and state how the target population would benefit from the proposed project (please use current demographic information for the service area in order to be as specific and detailed as possible when describing the population to be served);
- Describe the need or continued need for the project;
- Describe the current services and gaps;
- Describe how the proposed services and activities will meet the need that exists;
- Explain how the project will impact current or prior efforts to prevent or reduce sexual assault, domestic violence, dating violence, and stalking in the jurisdiction;
- Explain how the project proposed provides victims with holistic legal representation;
- If the applicant has applied or is applying for multiple OVW grants, describe how this project compliments such other projects without duplicating efforts; and
- Describe how the proposed project complements the State's STOP Violence Against Women Implementation Plan (this is not required for applications from Tribal governments or nonprofit organizations).

B. What Will Be Done (40 points)

This section will be rated on the detail with which the applicant provides the information below as well as the quality of the proposed activities and the extent to which the activities meet the listed criteria:

- The extent to which the application provides comprehensive legal services to sexual assault, domestic violence, dating violence, and/or stalking victims who cannot afford legal services as determined by the lead applicant or project partner after an intake interview with the prospective client. Services should, as much as possible, include representation for emergency and non-emergency protection order hearings and other legal matters arising as a consequence of the abuse or violence, including family, immigration, administrative agency, or housing matters, protection or stay away order proceedings, and other similar matters;
- Ensure all project activities fall within the statutory scope of the program;
- Explain how and what type of holistic legal services will be provided;

- Explain how the proposed project will provide comprehensive legal services to communities that have been traditionally underserved by describing the lead and/or partner's demonstrated history and capacity to serve that community¹⁰;
- Describe measurable goals and objectives for the proposed project;
- Describe specific tasks and activities necessary for accomplishing all stated goals and objectives;
- Describe how proposed activities would address the need described;
- Ensure proposed project activities are clearly described and reflect sound and/or innovative strategies to improve victim safety and offender accountability;
- Ensure that the application does not include any activities that may compromise victim safety and describe how the applicant plans to address and protect victim safety and autonomy in the project;
- Detail how the proposed activities will protect confidentiality;
- Include a reasonable, detailed time-line that realistically identifies when specific tasks and activities will be accomplished and could feasibly succeed within the grant cycle;
- If the applicant is not a nongovernmental sexual assault and/or domestic violence program, explain how the proposed project will coordinate with local nongovernmental sexual assault and/or domestic violence programs;
- Provide a supervision and mentoring plan for attorney staff involved in the project; and
- Describe how the proposed project will implement the guidelines outlined in the FY 2005 LAV Grant Recipients' Manual. Successful applicants will receive and are encouraged to implement protocols directed at enhancing victim safety. These include protocols regarding conflicts of interest, confidentiality, screening for domestic violence, and providing services to enhance the safety of victims. (The FY 2005 LAV Grant Recipients' Policy Manual is available at <http://www.ovw.usdoj.gov/applicants.htm>).

This section should also include a description of the products, if any, that will be generated and how these products could be used to assist other communities to address the legal needs of victims of sexual assault, domestic violence, dating violence, and stalking. Some communities would not benefit from the development of new products. Please provide a brief explanation if your application does not contemplate the development of any products.

In addition, if applicants are proposing to use any technology (including, but not limited to, security systems, GPS, hotlines, and databases), they should explain how they plan to address any victim safety concerns that may arise from the use of the technology, such as confidentiality, safety planning, and informed consent.

Supplemental grants must be based on the original project goals, objectives, and activities; however, requests for modest project expansion may be considered. The application should describe how additional funding will continue and/or enhance the existing project.

C. Who Will Implement the Project (10 points)

¹⁰ The term "underserved populations" includes populations underserved because of geographic location, underserved racial and ethnic populations, and populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age). 42 U.S.C. 13925 (33).

This section will be rated on the detail with which the applicant provides the information below:

- Identify the organization(s) or office(s) responsible for implementing the project;
- Identify all project partners, specify their respective roles and responsibilities, and describe the collaborative relationship to be developed or enhanced;
- Demonstrate the capacity and expertise of the lead applicant and all project partners to serve victims of sexual assault, domestic violence, dating violence, and/or stalking;
- Identify key personnel and their relevant experience addressing sexual assault, domestic violence, dating violence, and/or stalking; or where positions are vacant applicants should describe the expertise that will be sought;
- Ensure that all specific activities and tasks are linked to a specific agency or organization to ensure that there is accountability; and
- Organizations necessary for successful project implementation are project partners.

In addition, all applicants that are not nonprofit, nongovernmental victim service providers, **are required** to enter into a formal collaboration with nonprofit, nongovernmental organizations serving victims of sexual assault, domestic violence, dating violence, and/or stalking. This may include faith-based or community organizations that provide victim focused services as part of their primary mission. Nonprofit, nongovernmental sexual assault, domestic violence, dating violence, and stalking service organizations must be involved in the **development and implementation** of the project.

Victim service organizations should meet all of the following criteria:

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

In developing an application for the LAV Grant Program, applicants are encouraged to consider some important distinctions among the following:

- Victim assistants who work for government agencies (e.g., the police department or the district or city attorney's office);
- Victim advocates who represent nonprofit, nongovernmental sexual assault, domestic violence, dating violence, or stalking programs (e.g., shelters, rape crisis centers, advocacy groups or coalitions); and
- Legal representatives and advocates (e.g., students from law school clinics, paralegals, attorneys working for legal service agencies, victim service providers, or independent attorneys).

While there is an important role for all victim advocates to play in the creation of a coordinated community response/multidisciplinary response to sexual assault, domestic violence, dating violence, and stalking, the participation of nonprofit nongovernmental

sexual assault, domestic violence, dating violence, and stalking programs, whether faith-based or community organizations, is required in the development and implementation of the project. This does not preclude applicants from requesting support for government agency victim services, but the budget and budget narrative must distinguish between the two and should include compensation for the contributions of nonprofit, victim service agencies. In addition, if funding is requested for both governmental and victim assistance and advocacy, the project narrative must explain how these different entities will collaborate.

Victim service providers can provide varying degrees of confidentiality, often depending on State, Tribal, and Federal laws. This may affect what information about victims they can share with partners. Other partners may have legal limitations as well. Applicants should explain information sharing between partners, including how they will protect information that is confidential or privileged.

D. Sustainability Plan (3 points)

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

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

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

III. **Budget Detail Worksheet and Narrative (Total 15 Points)**

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

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

Budget Limits

The following award limits are firm and apply to all applications, including those applying for supplemental funding. **Additionally, project partners' total compensation from all LAV awarded grants should not exceed the total award caps for their service area. To ensure**

project partners do not go over the applicable budget cap, project partners should calculate their total compensation from all LAV lead applicants from which they are being compensated for services. The proposed budget should be for 24 months and in proportion to the number of counties to be served. Under no circumstances should the proposed budget exceed the following limits:

- Projects serving 1-9 counties or serving a population of 500,000 or fewer will be awarded no more than \$400,000.
- Projects serving 10 counties or more or serving a population of 500,001 and over but not more than 900,000 and not serving an entire State will be awarded no more than \$500,000.
- Projects that are statewide or serving a population of 900,001 or more will be awarded no more than \$600,000.
- Applicants serving Tribal areas may approximate how many counties would be involved in the proposed project to determine their budget request.

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

Four-year (2+2) Funding Plan

In FY 2011, the LAV Grant Program is offering two different funding options: 1) the standard two year (24 months) grant award; or 2) the optional Four-year (48 months) Funding Plan. Applicants may elect to apply for the Four-year Funding Plan. Under this plan, successful applicants will receive funding in descending amounts over a four-year period, and will not be required to compete for continuation funding after the first 24 month award. Subsequent funding, however, is contingent upon continued appropriations for the program, grantee compliance with program requirements and grant award special conditions, and timely completion of project goals and objectives. OVW may decline to accept any FY 2011 applicants into the Four-year Funding Plan or choose to discontinue the Four-year plan at any point. Continuation funding is, therefore, not guaranteed. If selected for the Four-year Funding Plan, successful applicants will also be required to submit a 4-year strategic plan describing their commitment and capacity to continue the project when the federal funds are decreased and no longer available.

Subject to the stated contingencies, awards will be made in the following manner: successful applicants will receive an initial award in FY 2011, based on a 24-month budget funded at 100% and the final award amount will be awarded in FY 2013, based on a 24-month budget funded at 75% of the initial award amount.

These percentages are based on the initial award amount of up to \$400,000, \$500,000 or \$600,000 (see budget caps above). If you are a previous Legal Assistance for Victims (LAV) grantee, you are eligible to apply for funding under the 2011 LAV Solicitation.

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

Budget Requirements

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

Training and Technical Assistance.

All applicants **are required** to allocate funds to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Funds should be allocated in the following manner:

- Projects serving 1-9 counties or serving a population of 500,000 or fewer- **\$10,000**.
- Projects serving 10 counties or more serving a population of 500,001 and over but not more than 900,000 and not serving an entire State- **\$15,000**.
- Projects that are Statewide or serving a population of 900,001 or more- **\$15,000**.
- Tribal consortia- **\$15,000**.
- Applicants from Alaska, Hawaii, and United States Territories should allocate at least **\$15,000** to account for higher travel costs. These specific applicants may exceed the budget caps to account for this increased travel amount. Please see the Reference Guide at pages 11-12 for more information on this requirement.

Services to Limited-English-Proficient (LEP) Persons.

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

A Sample Budget Detail Worksheet is available at <http://www.ovw.usdoj.gov/applicants.htm>. When preparing the Worksheet and Narrative, please use the Sample Budget Detail Worksheet as a guide and be sure to include all necessary budget categories as outlined in the Worksheet. The budget should clearly describe the proposed amounts and uses of grant funds for the duration of the grant period and how the amounts of the specific budget items were determined. The budget should demonstrate a clear link between the specific project activities and the proposed budget items. Specifically, the budget should not contain any items that are not detailed in the project narrative.

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

This section will be rated on the detail in the budget narrative plus the following criteria:

- The extent to which the budget narrative and budget detail worksheet are detailed, complete, reasonable and within established limits;
- The budget supports all costs related to fulfilling the overall objectives of the project;
- The budget does not include any unrelated or out of scope costs for the proposed project;
- The budget narrative clearly describes the rationale for all costs proposed;
- The extent to which the budget reflects 24 months of project activity and provides a basis for the computation of all project-related costs;
- The extent to which the budget reflects that all partners are fairly compensated for their participation in any project-related activities; and
- The extent to which the budget reflects that the appropriate amount of funds are allocated to support travel costs associated with technical assistance and capacity building activities sponsored by OVW-designated technical assistance providers.

IV. Memorandum of Understanding (MOU) or Internal Memorandum of Understanding (IMOU) (Total 20 points)

Applicants are required to submit an MOU or IMOU that demonstrates they are or have consulted and coordinated in a meaningful way with non-profit, non-governmental victim services programs, which may include faith-based and/or community organizations. The MOU should be a single attachment to the application in Grants.gov and a separate section in the hard copy.

All applicants that are not non-profit, non-governmental victim services providers must enter into formal collaborations with non-profit, non-governmental sexual assault, domestic violence, dating violence and/or stalking programs (e.g., rape crisis centers, local battered women's shelters, victim advocacy organizations or coalitions). While a limited number of legal services programs around the country are already operated by sexual assault and/or domestic violence programs, most legal services programs have not traditionally collaborated with sexual assault, domestic violence, dating violence and stalking organizations. OVW requires this to be done by submission of an MOU.

Memorandum of Understanding (MOU)

Applications from organizations that do not as their **primary mission** provide services to sexual assault or domestic violence victims must submit an MOU. The MOU must be current (**i.e., signed and dated during the development of the proposal**) and be signed by the chief executive officers and/or directors of:

Nonprofit, nongovernmental sexual assault, domestic violence, dating violence, and/or stalking programs, or other nonprofit, nongovernmental organizations that adequately demonstrate history and expertise in working with victims of sexual assault, domestic violence, dating violence, and stalking programs. Additionally, the organization should appropriately correspond with the proposed project. For example, if an application focuses mainly on sexual assault, then the nonprofit partner should have demonstrated expertise in sexual assault. **Applicants must illustrate this correlation in their MOU. The MOU should not exceed 8 pages and may be single spaced.** This page limit does not include signature pages. Signatories should be sure to include their titles and agencies under their signatures. All signatories must show that they are aware of all project partners and activities that are addressed in the MOU.

Applicants that have previously been funded under this program must develop a new MOU that reflects the continuation of project activities and include current dates and signatures from all relevant project partners.

The MOU must do the following:

- Demonstrate a meaningful partnership among the relevant organizations;
- 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;
- Clearly state the roles and responsibilities each organization or agency would assume to ensure the success of the proposed project;
- Describe the resources would contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, and training);

- Provide the total compensation that each project partner(s) is receiving or plans to receive from all Federal Fiscal Year 2010 LAV funded grants and/or Federal Fiscal Year 2011 LAV applications;
- Demonstrate a commitment on the part of all project partners to work together to achieve stated project goals;
- Demonstrate a commitment from each project partner to sustain the project once grant funds have expired, and specify what each partner will do to sustain the 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;
- Specify the extent of each partner's participation in developing the application;
- Specifically indicate approval of the proposed project budget by all signing partners; and
- Include a current (i.e., signed and dated during the development of the proposal), single MOU signed by the chief executive officers and/or directors of:
 - Nonprofit, nongovernmental sexual assault, domestic violence, dating violence and/or stalking programs;
 - Other nonprofit, nongovernmental organizations that adequately demonstrate history and expertise in working with victims of sexual assault, domestic violence, dating violence and/or stalking programs (if applicable);
 - Relevant criminal justice agencies participating in project development and/or sexual assault victim services organizations or community groups that represent the views and concerns of victims participating in the development and implementation of the project (if applicable); and/or
 - Other community agencies or organizations that will collaborate to implement the project (if applicable).

Signatories should be sure to include their titles and agencies under their signatures.

Internal Memorandum of Understanding (IMOU)

Applications from agencies that as their **primary mission** provide services to sexual assault or domestic violence victims may submit an IMOU in lieu of the MOU. Applicants eligible to submit the IMOU may do so in place of the required MOU; however an applicant may elect to submit the MOU. **Applicants must submit either an MOU or an IMOU. An organization that submits an IMOU but which does not meet the criteria of being a sexual assault, domestic violence, dating violence and/or stalking victim services agency may be removed from further consideration for funding if an MOU was not submitted.** Therefore, if there is any uncertainty as to whether the applicant meets the IMOU eligibilities, the applicant is encouraged to submit the MOU in lieu of the IMOU.

The absence of an IMOU that fully addresses all of the points described below will be deemed a deficiency of the overall proposal. **The IMOU should not exceed 8 pages.** This page limit does not include signature pages. Signatories should be sure to include their titles and organizations under their signatures. The IMOU should be a **single document** that includes signatures and dates from the authorized official and any external and/or internal partners. The IMOU should be a single attachment to the application in Grants.gov and a separate section in the hard copy.

Applicants that have previously been funded under this program must develop a new IMOU that reflects the continuation of project activities and include current dates and signatures from all relevant project partners.

The IMOU must do the following:

- Provide a copy of the organization's mission statement;
- Explain the primary purposes of the victim services program in providing services to victims of sexual assault, domestic violence, dating violence and stalking;
- Provide the applicant's history of providing services to victims of sexual assault, domestic violence, dating violence, and/or stalking, including the length of time the victim services organization has operated;
- Describe the organization's accomplishments in the community;
- Describe the applicant's experience providing legal representation if legal services will be provided by in-house attorneys;
- Identify any external partners, including outside organizations/individuals who will provide mentoring/supervision for "in-house" attorneys; and include a brief history of any past or current collaborative relationship with these organizations/individuals;
- Describe the roles and responsibilities of any external partners, and specify the extent of each party's participation in developing the application;
- Demonstrate a commitment from each partner to sustain the project once grant funds have expired, and specify what each partner will do to sustain the project;
- Describe the resources the lead agency and any external partners would contribute to the project, including in-kind match; and
- Include the title and agencies of under each signature of all signing parties, including signatures of all key staff from the lead applicant that will participate in the development and implementation of the proposed project.

Letters of support **may not** be submitted in lieu of the MOU or IMOU. The MOU or IMOU will be scored as a separate document from other sections in the application. Any information missing from the MOU or IMOU will not be substituted from information that is provided from other sections of the application. A sample MOU and IMOU is available at <http://www.ovw.usdoj.gov/applicants.htm>.

In addition, OVW requires all grantees to complete a Semi-Annual Progress Report which may involve input from some or all project partners. In developing the MOU or IMOU, applicants are encouraged to include a statement of the roles and responsibilities each organization would assume in meeting grant reporting requirements. For more information on these requirements, please refer to the section titled "Performance Measures" at page 25.

V. Project Abstract (Required but Not Scored)

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

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

VI. Summary of Current OVW Projects (Required but Not Scored)

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

- Identify grant by program, award number, and project period.
- Specify the total funds remaining in each grant as of the date of application.
- Provide the total funds remaining in each grant in the Personnel, Contracts/Consultants and Travel categories as of the date of application.
- List the names, dates, and locations of all OVW-sponsored training and technical assistance events in which project staff or project partners participated during the current grant award period.
- List the number and titles of all full-time and/or part-time positions.

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

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

VII. Application for Federal Assistance (SF-424)

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

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

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

IX. Financial Accounting Practices

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

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

- Does the applicant have effective internal controls in place to adequately safeguard grant assets and to ensure that they are used solely for authorized purposes? Please provide a brief description.
- Does the applicant have a documented records retention policy? If so, briefly describe the policy.
- Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations? If not, the applicant must contact OVW's Grants Financial Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 immediately after the organization is notified of their award to coordinate training.

X. Letter of Nonsupplanting

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

XI. Financial Capability Questionnaire

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

XII. Indirect Cost Rate Agreement

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

XIII. Proof of Non-profit Status [If Applicable]

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

- (1) Proof that the Internal Revenue Service currently recognizes the applicant as an organization to which contributions are tax deductible under section 501(c)(3) of the Internal Revenue Code;
- (2) A statement from a State taxing body or the State secretary of state certifying that:
 - (i) The organization is a nonprofit organization operating within the State; and
 - (ii) No part of its net earnings may lawfully benefit any private shareholder or individual;
- (3) A certified copy of the applicant's certificate of incorporation or similar document that clearly establishes the nonprofit status of the applicant; or

(4) Any item described in 1-3 above applies to a State or national parent organization, together with a statement by the State or parent organization that the applicant is a local nonprofit affiliate.

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

XIV. Certification Letter

To be eligible for an award under the LAV Grant Program, applicants must certify in writing that they are in compliance with the following statutory requirements¹¹:

(1) Any person providing legal assistance through a program funded under the LAV Grant Program has completed or will complete training in connection with sexual assault, domestic violence, dating violence, or stalking and related legal issues.

(2) Any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a State, Territorial, Tribal, or local sexual assault, domestic violence, dating violence, or stalking programs or coalition, as well as appropriate, State, Territorial, Tribal, and local law enforcement officials.

(3) Any person or organization providing legal assistance through a program funded under the LAV Grant Program has informed and will continue to inform State, local, or Tribal sexual assault, domestic violence, dating violence, or stalking programs and coalitions, as well as appropriate State and local law enforcement officials of their work.

(4) The grantee's organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, domestic violence, dating violence, and stalking, or child sexual abuse is an issue.

Failure to provide a letter certifying to these requirements will disqualify an application from further consideration. No exceptions to this requirement will be considered.

Applicants for continuation or supplemental funding must also submit a newly executed certification letter. All applicants should note that certification must be in the form of a letter on letterhead that must be signed and dated by the authorizing official. A sample Certification Letter is available at <http://www.ovw.usdoj.gov/applicants.htm>.

Selection Criteria

All applications will be rated on the criteria described in each section above. The total points possible for an application are 100 (2 points for Summary Data Sheet, 63 points for Narrative, 15 points for Budget, and 20 points for the MOU/IMOU).

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

¹¹ 42 U.S.C. 3796gg-6(d).

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

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

Review Process

OVW uses a three-phased review process, which includes an initial internal review, an external peer review, and a secondary internal review. The total points possible for an application are 100 (2 points for Summary Data Sheet, 63 points for Narrative, 15 points for Budget, and 20 points for the MOU/IMOU). Although all applicants will be rated on the criteria described in the preceding sections, OVW will specifically consider the following selection criteria during each phase of the review process. If OVW determines that an application does not meet the stated criteria, the application may not move forward for the subsequent reviews.

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

Questions for the Initial and Secondary Internal Reviews

- Does the applicant meet all statutory eligibility criteria (see page 5)?
- Is the application complete?
- Are the proposed activities within the scope of the program (see page 6)?
- Does the application propose significant activities that may compromise victim safety (see page 9)?

Additionally, current projects will be rated by OVW using the criteria listed on page 20.

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

OVW reserves the right to remove from consideration any application whose proposed project activities consist of providing less than 80% direct legal services.

Direct legal services encompass a myriad of resources to serve victims and are not limited to the proportion of financial resources dedicated to these services. For example, staff time proposed to interview victims for intake processing, prepare legal documents, accompany victims to court proceedings or assist victims in locating relevant services from other agencies/organizations would constitute direct legal services. Staff time and financial resources dedicated to provide training would not constitute direct legal services.

OVW will remove an application from consideration prior to peer review if the “letter of certification” is incomplete or missing from the application.

OVW has an interest in projects that:

- Provide holistic legal services;
- Establish or strengthen projects focused solely or primarily (60% or more) on providing a broad range of legal representation to victims of sexual assault; and
- Establish or strengthen programs that provide comprehensive representation to adult and youth victims of sexual assault, domestic violence, dating violence, and stalking on lands within the jurisdiction of an Indian Tribe.¹²

External Peer Review Panels

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

Secondary Internal Review

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

Performance Measures

All OVW grantees are required to submit annual and/or semi-annual progress reports, which will be provided to you should you be selected for an award.

¹² For the purposes of this grant program, “Indian Tribe” is defined as any Tribe, band, pueblo, nation or other organized group or community of Indians, including an Alaska Native village or regional or village corporation (as defined in or established under 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. Any applicant representing a consortium of Tribal governments and/or organizations must submit a resolution from the constituent Tribal governments and/or organizations supporting the application.

For more information, see the [Reference Guide](#) at pages 19-22.

Notice of New Post-Award Reporting Requirements

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

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

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

Additional Requirements

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

Public Reporting Burden

Paperwork Reduction Act Notice

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

Pre-Application Conference Calls

The LAV Grant Program will conduct two (2) Pre-Application Conference Calls. During these calls, LAV Program Specialists will review the LAV Grant Program requirements and the application process, as well as answer any questions that you may have about the program. Recordings of the calls will be made available on the OVW website <http://www.ovw.usdoj.gov/applicants.htm>.

Conference Call Schedule

February 3, 2011: 10:00 a.m.-12:00 p.m. E.T. and February 3, 2011: 2:00 p.m.-4:00 p.m. E.T.
Note: During the calls, LAV Program Specialists will review the solicitation content and the process for applying to the LAV Grant Program, and allow for a brief question and answer session. **Participation in these calls is optional for applicants.**

Registration Instructions

Anyone who is interested in submitting an application to the LAV Grant Program may register to participate in these calls. The total number of participants for each call is limited. To register, please e-mail or call OVW Program Assistant Thelma Bailey, at ovw.lav@usdoj.gov or 202-353-4273. Your registration must be received within two hours prior to the start of the call.

Application Checklist

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

Application Document	Required?	Completed?
I. Summary Data Sheet	Yes	
II. Narrative. The following sections must be included	Yes	
Purpose of Application		
What will be Done		
Who will Implement		
Sustainability Plan		
III. Budget, Budget Narrative and Budget Summary	Yes	
IV. MOU or IMOU	Yes	
V. Proposal Abstract	Yes	
VI. Summary of Current OVW Projects	Yes, if applicable	
VII. Standard Form 424	Yes	
VIII. Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)	Yes	
IX. Financial Accounting Practices	Yes	
X. Letter of Nonsupplanting	Yes	
XI. Financial Capability Questionnaire (nonprofits only)	If applicable	
XII. Indirect Cost Rate Agreement (only if the applicant has a current Federally-approved rate)	If applicable	
XIII. Proof of Non-Profit Status (use only if a non-profit organization)	If applicable	
XIV. Certification Letter	Yes	

Applicants must send **via overnight delivery** a complete hard copy original of the application, **date stamped by the shipping company on or before February 23, 2011** to:

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

In addition, applications must be submitted through Grants.gov. **Applications will NOT be accepted by facsimile or through email.**