



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

The United States Department of Justice, Office on Violence Against Women (OVW) (www.ovw.usdoj.gov) is pleased to announce that it is seeking applications for the Legal Assistance for Victims Grant Program. This program furthers the Department's mission by strengthening civil and criminal legal assistance programs for 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.

OVW Fiscal Year 2010 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 4)

Deadline

Letters of intent to apply should be submitted by **January 21, 2010**.
All Applicants should register online with GMS by **January 21, 2010**.

All applications are due by **8:00 p.m. E.T. on February 4, 2010**.

(See "Deadline: Application," page 3)

Pre-Application Conference Calls

January 6, 2010: 2 p.m. – 4 p.m. E.T.

January 13, 2010: 2 p.m. – 4 p.m. E.T.

(See page 24 for more information)

Contact Information

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

In 2010 OVW applications will be submitted through the Office of Justice Programs Grants Management System (GMS). For further information and assistance, please see <http://www.ovw.usdoj.gov/docs/gms-application.pdf>.

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OVW Legal Assistance for Victims Grant Program

(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 2010 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' 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. 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.

Deadline: Letter of Intent

If you intend to apply for Fiscal Year (FY) 2010 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 **January 21, 2010**. 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 **can** still submit an application for funding if you do not submit a Letter of Intent.

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 matters, 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.

Deadline: Registration

The GMS registration deadline is **January 21, 2009**. For more information on the process of registering and applying in GMS, please see the [Reference Guide](#) at pages 13-15.

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 by the deadline and (b) the application has been submitted through GMS.

The deadline for applying for funding under this announcement is **February 4, 2010, 8:00 p.m. E.T.** A hard copy must be sent via an **overnight delivery** method, post-marked by **February 4, 2010** 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**

Applicants are strongly encouraged to submit their applications well in advance of the deadline, in order to ensure a successful submission through GMS. For information on OVW's policy for late applications, please see the [Reference Guide](#) at pages 15-16.

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

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

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.
- 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 2010, OVW will accept applications for the Legal Assistance for Victims Grant Program from applicants that received two-year grants in FY 2008, applicants that received one-year grants in FY 2009, past unsuccessful applicants, and applicants that have not previously received funding under this program.

All applicants who have not received prior grant funding under this grant program are eligible to apply for FY 2010 funding. An applicant or project partner may submit only one LAV Grant Program application per fiscal year.

Project partners who are currently receiving FY 2009 funding from any other LAV funded project in the amount of \$50,000 or more are not eligible to apply as a lead applicant or as a project partner on an FY 2010 application.

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.

To maximize the jurisdictions, and thereby victims served by LAV grants, recipients of FY 2009 funding who received 24 month awards are not eligible to apply regardless of whether they propose services for a different geographic area. All other current grantees are eligible for supplemental or continuation funding to support on-going activities or to enhance those activities for an extended period of time. **Continuation or supplemental funding is not guaranteed. All applications will be subject to external peer review and internal review by OVW staff. Those applications receiving the highest scores will be eligible to be considered for funding.**

Only FY 2008 grantees, previously unsuccessful applicants, new applicants, and FY 2009 grantees that received a 12 month award are eligible to apply for FY 2010 funding. Current grantees that are out of award compliance due to delinquent progress reports and/or financial status reports **will not** be considered for funding.

Previously funded LAV grantees who did not receive FY 2008 or FY 2009 continuation award are eligible to apply for new FY 2010 funding. **If such an application is successful, it will be processed as a new award; not a supplemental or continuation award. OVW will close out the prior award.**

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 grants will be for 24 months. **All budgets must reflect 24 months of project activity, and the total “estimated funding” (block 15) on the SF-424 must reflect 24 months.**

Award Amounts

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project activities and costs. LAV Grant funds for FY 2010 will be awarded based on the following guidelines:

- FY 2010 grants will be awarded to new and continuation projects based on the budget guidelines listed on page 17.
- 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.
- 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

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.

OVW Priority Area

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 have been or will be leveraged to 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 may be included in the Project 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

⁶ 42 U.S.C. 3796gg-6(c).

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.

Activities That May Compromise Victim Safety and Recovery

The following is a list of activities that have been found to decrease 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.
- Mediation ⁷, 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.
- Failure to conduct safety planning with clients.

Activities that compromise victim safety and recovery will be a factor reviewed during OVW internal review. Applications may be considered out of scope if significant activities are included that could compromise victim safety and recovery. Please note that applications which are found to compromise victim safety may not be eligible for LAV funding.

Unallowable Activities

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

- Lobbying;
- Fundraising;
- Research projects; and
- Physical modifications to buildings, including minor renovations.

Limitation on 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.

Grant funds cannot be used to support legal representation in the following areas:

- Tort cases;
- Child sexual abuse cases;
- Cases involving the child protection system;
- Victim service employee cases; and

⁷ 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.

- Criminal defense of victims charged with crimes.

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

Performance Measures

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

For more information, see the [Reference Guide](#) at pages 17-20.

How To Apply

See the [Reference Guide](#) at pages 13-17 for information regarding “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 will remove the 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 15-16.** 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 follow the order below for easy reading. Peer reviewers will 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 will be removed prior to peer review.

Applications must use the following page format requirements:

- Double spaced (the MOU, 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 VII below)
- Word processing documents must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).

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

I. Application for Federal Assistance (SF-424)

Please see the [Reference Guide](#) at page 6 for additional information. This form will be filled out online and you should print out a copy for your hard copy submission.

II. 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 7 for additional information. These forms will be filled out online, and you should print copies of these forms for your hard copy submission.

III. Financial Accounting Practices

Each applicant must prepare a response to the following questions. This section of your application should be no more than two pages and should be a separate attachment to the application in GMS and a separate section in the hard copy.

- Will all funds awarded under this program be maintained in an account that is separate and distinct from other sources of revenue/funding?
- Does the applicant have written accounting procedures?
- What type of inventory system does the applicant have in place?
- Does the applicant's current accounting system allow the applicant to separately track grant draw-downs and expenditures?
- Does the applicant have a risk management assessment process in place to identify and mitigate potential risks?
- What is the applicant's records retention policy?
- Has the individual primarily responsible for fiscal oversight attended a Fiscal Management Training Seminar put on by a U.S. government agency? If yes, when and which government agency?

IV. Summary Data Sheet (5 Points)

Please list the following information on two pages maximum. The Summary Data Sheet should be a separate attachment to the application in GMS 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 6 for more information on who can be an authorized representative).
- Name, title, address, phone number, and e-mail address for the application point-of-contact.
- Whether the agency has expended \$500,000 or more in Federal funds in the past fiscal year. Please specify the end date of the fiscal year.
- A list of other Federal grant programs (including Legal Services Corporation) from which the applicant agency currently receives funding or for which it has applied in Federal Fiscal Year 2010.
- 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 program name, year and award number(s) of any grant awards received from OVW.
- The percentage of the 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 the LAV grant activities, should the application be approved, that will address:

- Sexual assault
- Domestic violence,
- Dating/ Teen dating violence,
- Stalking, and/or
- Immigration law
- Name and title of all the 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).

V. Proposal Abstract

The Proposal Abstract should provide a short and accurate summary of your proposed project including its goals and objectives. Please do not summarize past accomplishments in this section. The Proposal 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 Proposal Abstract **must not** be submitted on the same page as the Summary Data Sheet.

VI. Summary of Current OVW Projects

For each current OVW Project, as defined in the OVW [Reference Guide](#) at page 7, 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.

This section should be clear and succinct. This should be a separate attachment to the application in GMS 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 as a factor in the consideration of this application. Please note that applicants that have previously been OVW grantees and have failed to meet grant deadlines, failed to comply with financial requirements, or failed to comply with special conditions from previous grants may not be considered for funding.

VII. Project Narrative (Total 60 Points)

The following narrative should be a separate attachment to the application in GMS 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 should briefly describe:

- Describe the problem to be addressed and how funding would 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 current services and gaps;
- 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;
- Describe the need or continued need for the project;
- Describe how the proposed project complements the State's STOP Violence Against Women Implementation Plan;
- If the applicant has applied or is applying for multiple OVW grants, describe how this project compliments such other projects without duplicating efforts; and
- Explain how the project proposed provides victims with holistic legal representation.

This section will be rated on the following criteria:

- The description of the problem to be addressed and how funding would alleviate it;
- The description of the community's service area in which the project would be implemented, including location, population, and demographic information (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);
- The description of the community to be served, including diverse, traditionally, underserved populations of victims of sexual assault, domestic violence, dating violence, and stalking, and how the proposed project will address their needs;
- The extent to which the target population would benefit from the proposed project;
- The description of the current services and gaps;
- The impact of current or prior efforts to prevent and reduce sexual assault, domestic violence, dating violence, and/or stalking in the jurisdiction;
- The need or continued need for the project;
- The extent to which the project complements the State's STOP Violence Against Women Implementation Plan;
- The extent to which the LAV proposed project complements, without duplicating efforts, other OVW projects that the applicant has applied or will be applying for as a lead applicant or project partner, if applicable; and
- The extent to which the proposed project would provide victims with holistic legal representation.

B. What Will Be Done (40 points)

This section should briefly:

- Detail the project goals and objectives, describe the specific tasks and activities necessary for accomplishing each;
- 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;
- Ensure that the proposal does not include any activities that may compromise victim safety;
- Explain how and what type of holistic legal services will be provided;
- If the applicant is not a nongovernmental sexual assault and/or domestic violence program, explain how the proposed project will coordinate with nongovernmental sexual assault and/or domestic violence programs;
- Include a reasonable, detailed time-line that realistically identifies when activities will be accomplished;
- 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 community (e.g., a list of the applicant's accomplishments within the community, a history of the applicant's formal and informal collaborations within the community, letters of support from community-based organizations); and
- Describe how the proposed project will implement the guidelines outlined in the LAV Grant Recipients' Manual.

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.

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.

This section will be rated on the following criteria:

- 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 the proposal addresses a demonstrated need in the target community by providing services that create options for victims seeking accountability and safety from perpetrator violence, promote the dignity and self sufficiency of victims, and improve survivors' access to resources;
- The level of detail provided regarding project goals and objectives, including the specific tasks and activities necessary for accomplishing each;
- The extent to which the applicant proposes to coordinate with nongovernmental sexual assault and/or domestic violence programs;
- The extent to which the proposal does not include activities that compromise victim safety;
- The extent to which project activities seem feasible and likely to succeed;

- The extent to which project activities are clearly described and reflect sound and/or innovative strategies to improve victim safety and offender accountability and the extent to which the proposal identifies how and what type of holistic legal services will be provided;
- 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. However, grant funds may not be used to support law reform initiatives, including but not limited to litigation;
- The extent to which the application provides comprehensive legal services to underserved communities. OVW encourages applicants to serve communities which have been traditionally underserved. Applicants that propose to deliver services to an underserved community must demonstrate the capacity to serve that community. To demonstrate this, applicants may: 1) highlight their organizations' accomplishments within the community; 2) show a history of formal and informal collaborations in the community; and/or 3) obtain letters of support from faith- and community-based organizations. None of these are required and other methods of demonstrating capacity to serve a traditionally underserved community are acceptable⁸;
- The inclusion of a detailed time-line and the extent to which that time-line appears reasonable;
- The extent to which project activities can be completed realistically within the grant cycle;
- The extent to which the application provides a supervision or mentoring plan for attorney staff involved in the project; and
- The extent to which the proposed project will implement the guidelines outlined in The LAV Grant Recipients' Policy 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 LAV Grant Recipients' Policy Manual is available at <http://www.ovw.usdoj.gov/applicants.htm>).

C. Who Will Implement the Project (10 points)

This section should briefly:

- Identify the agency(ies) 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 all project partners to serve victims of sexual assault, domestic violence, dating violence, and/or stalking; and
- 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.

⁸ 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).

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, and 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 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 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.

This section will be rated on the following criteria:

- The extent to which the proposal identifies the agency(ies) or office(s) responsible for implementing the project;
- The extent to which the proposal identifies all project partners, specifies their respective roles and responsibilities, and describes the collaborative relationship to be developed or enhanced;
- The extent to which the proposal demonstrates the capacity and expertise of all project partners to serve victims of sexual assault, domestic violence, dating violence, and stalking;
- The extent to which key personnel and their relevant experience addressing sexual assault, domestic violence, dating violence, and stalking is described; or the extent to which the expertise that will be required to fill vacant positions is described; and
- The extent to which the lead agency and its project partners appear to have the necessary expertise/capacity to provide legal representation in sexual assault, domestic violence, dating violence, and stalking cases.

VIII. Budget Detail Worksheet and Narrative (Total 15 Points)

For more information and samples, please see the [Reference Guide](#) at pages 9-12. The Budget Worksheet and Narrative should be one attachment to the application in GMS and a separate section in the hard copy.

In developing the budget, applicants should fairly compensate all project partners for their participation in any project-related activities, including, but not limited to, compensation for time and travel expenses to 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.

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 \$450,000.
- 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 \$550,000.
- Projects that are Statewide or serving a population of 900,001 or more will be awarded no more than \$650,000.
- Applicants serving Tribal areas may approximate how many counties would be involved in their proposed project to determine their budget request.

Applications for continuation funding will be considered based on their current funding level. Current programs should also include an increase in the cost of living in their budget request. A very modest expansion of services may also be considered.

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.

Budget Requirements

For budget guidelines, see the [Reference Guide](#) at pages 9-12. Following is additional guidance specific to this program:

Training and Technical Assistance

All applicants **are required** to allocate funds in the amount of \$15,000 for Tribal consortia and projects that are Statewide or serving 10 or more counties, and \$10,000 for projects serving 1-9 counties to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Please see the [Reference Guide](#) at page 10 for more information on this requirement.

A Sample Budget Detail Worksheet is available at http://www.ojp.gov/funding/forms/budget_detail.pdf. 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 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 following criteria:

- The extent to which the budget and budget narrative are detailed, complete, reasonable and within established limits;
- The extent to which there is a clear link between the proposed activities and proposed budget;
- 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.

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

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 9.

Memorandum of Understanding (MOU)

Applicants are required to provide documentation that demonstrates they 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 GMS and a separate section in the hard copy.

All applicants that are not nonprofit, nongovernmental victim services providers must enter into formal collaborations with nonprofit, nongovernmental 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 the submission of an 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:

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.** 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:

- Identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- Specify the extent of each partner's participation in developing the application;

- Clearly state the roles and responsibilities each organization or agency would assume to ensure the success of the proposed project;
- Identify the representatives of the planning and development team who will be responsible for developing and implementing project activities and describe how they will work together and with project staff;
- Demonstrate a commitment on the part of all project partners to work together to achieve stated project goals;
- Indicate approval of the proposed project budget by all signing parties;
- Provide the total compensation that each project partner(s) is receiving or plans to receive from all Federal Fiscal Year 2009 LAV funded grants and/or Federal Fiscal Year 2010 LAV applications;
- 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; and
- Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, and training).

This section will be rated on the following criteria:

- The extent to which project partners are identified and their collaborative history is described, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- The extent to which the MOU indicates that each partner participated in developing the application;
- The extent to which the MOU clearly states the roles and responsibilities each organization or agency would assume to ensure the success of the proposed project;
- The extent to which the MOU identifies the representatives of the planning and development team who will be responsible for developing and implementing project activities and describes how they will work together and with project staff;
- The extent to which the MOU demonstrates a commitment on the part of all project partners to work together to achieve stated project goals;
- The inclusion of appropriate signatures from all partners with current dates on the MOU;
- The extent to which the applicant has provided the total compensation that all project partners' receive from Federal Fiscal Years 2008 and 2009 LAV funded grantees with which they have partnered and/or Federal Fiscal Year 2010 LAV applicants which they plan to have a partnership with;
- The extent to which the MOU includes a commitment from each partner to sustain the project once grant funds have expired, including what each partner will do to sustain the project; and
- The extent to which the MOU describes the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, and training).

Internal Memorandum of Understanding for Victim Service Providers (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 or**

domestic violence 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 above 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 agencies 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 GMS 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 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; and
- Describe the resources the lead agency and any external partners would contribute to the project, including in-kind match.

This section will be rated on the following criteria:

- The inclusion of the organization's mission statement;
- The extent to which the IMOU explains the primary purposes of the victim services program in providing services to victims of sexual assault, domestic violence, dating violence, and/or stalking;
- The extent to which the IMOU describes 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;
- The extent to which the IMOU identifies the organization's accomplishments in the community;
- The extent to which the applicant describes its experience in providing legal representation, if legal services will be provided by in-house attorneys;

- The extent to which the IMOU identifies any external partners, provides a brief history of any past or current collaborative relationships, and describes the roles and responsibilities, including outside organizations/individuals who will provide mentoring/supervision for “in-house” attorneys;
- The extent to which the MOU includes a commitment from each partner to sustain the project once grant funds have expired, including what each partner will do to sustain the project; and
- The extent to which the IMOU describes the resources the lead agency and any external partners would contribute to the project, including in-kind match.

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 GMS and a separate section in the hard copy.

XI. Financial Capability Questionnaire

All nonprofit, nongovernmental organizations that apply for funding from OVW and have not previously (or within the last 3 years) received funding from OVW or the Office of Justice Programs (OJP) must complete a Financial Capability Questionnaire. The form can be found at http://www.ojp.gov/funding/forms/financial_capability.pdf. The cognizant Federal audit agency and fiscal year should be included on the first page. In addition, the applicant must submit their current year's audit report with the Financial Capability Questionnaire. This should be a separate attachment to the application in GMS. This document does not need to be included in the hard copy.

XII. Indirect Cost Rate Agreement

Applicants that have established a Federally-approved indirect cost rate may request indirect costs to support the project. Please include a copy of a current, signed Federally-approved indirect cost rate agreement. If you need additional information on this requirement, you may go to <http://www.ojp.gov/financialguide/part3/part3chap17.htm>. This should be a separate attachment to the application in GMS and a separate section in the hard copy.

XIII. 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 requirements⁹:

- (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.

⁹ 42 U.S.C. 3796gg-6(d).

(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 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 (5 points for Summary Data Sheet, 60 points for Narrative, 15 points for Budget, and 20 points for the MOU or IMOU).

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

- Whether progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the current project, indicating progress toward meeting project goals and objectives, and demonstrate that the current project has progressed in a timely manner as outlined in the original proposal;
- Whether the grantee has demonstrated that past activities supported with OVW grant funds have been limited to program purpose areas;
- Whether the grantee has complied with all special conditions of its existing grant award(s) from OVW;
- Whether the grantee has adhered to programmatic and financial reporting requirements, including timely submission of required reports;
- Whether the grantee has demonstrated a commitment to sustaining the project after Federal funds are no longer available;
- Whether the grantee has closed-out prior awards in a timely manner;
- Whether 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;
- Whether the grantee has received financial clearances on all current grants from OVW;
- Whether the grantee has complied with the Office of Management and Budget single-audit requirement; and
- Whether grant funds were spent in a timely manner.

Applicants with an OVW grant history that 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 OJP High Risk Grantee list, OVW will take this into consideration in making award determinations.

In addition to the criteria above, all applications will be rated on the extent to which they provide all of the information set out in the solicitation and meet all of the criteria specified.

OVW reserves the right to remove from consideration any application whose proposed project activities consist of providing less than 80% 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.¹⁰

Review Process

All applications will be subject to internal review by OVW staff and external and/or internal peer review panels, and will be scored according to the criteria set forth in this solicitation. **If the application fails to meet the criteria listed below for the OVW initial internal review, the application will not receive further consideration. If applications that are partially beyond the scope of the program are sent to external peer review, only sections of the application that are within scope will be reviewed.**

OVW Initial Internal Review

Criteria for the OVW initial internal review follow:

- Whether the applicant meets all statutory eligibility criteria (see page 4);
- Whether the application is complete;
- Whether the proposed activities are within the scope of the program (see page 6);
- Whether the application proposes significant activities that may compromise victim safety (see page 8); and
- Whether the applicant submits the required certification letter (see page 21).

¹⁰ 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.

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.

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 for a national perspective, the ratio of population to services, and the extent to which the applications will address the demonstrated needs of an underserved population.

Additional Requirements

For information on additional requirements that apply to all OVW applicants and grantees, see the [Reference Guide](#) at pages 21-22.

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, 800 K Street, NW, 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

January 6, 2010: 2 p.m. – 4 p.m. E.T.
January 13, 2009: 2 p.m. – 4 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. Additional logistical information about the conference calls will be made available on the OVW website by December 29, 2009. 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. Although the application needs to be submitted through GMS as well as in hard copy form, the hard copy will be reviewed.**

Application Document	Required?	Completed?
1. Standard Form 424	Yes	
2. Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)	Yes	
3. Financial Accounting Practices	Yes	
4. Summary Data Sheet	Yes	
5. Proposal Abstract	Yes	
6. Summary of Current OVW Projects	Yes, if applicable	
7. Narrative. The following sections must be included	Yes	
Purpose of Application		
What will be Done		
Who will Implement		
8. Budget, Budget Narrative and Budget Summary	Yes	
9. MOU or IMOU	Yes	
10. Letter of Nonsupplanting	Yes	
11. Financial Capability Questionnaire (nonprofits only, see page 21 for details).	If applicable	
12. Indirect Cost Rate Agreement (only if the applicant has a current Federally-approved rate)	If applicable	
13. Certification Letter (minimum requirements)	Yes	

Applicants must send **via overnight delivery** a complete hard copy original of the application, postmarked by **February 4, 2010** 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**

In addition, applications must be submitted on the Office of Justice Programs online Grants Management System. For further information and assistance on submitting your application through GMS, please see <http://www.ovw.usdoj.gov/docs/gms-application.pdf>.