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The United States Department of Justice, Office on Violence Against Women (OVW) ([www.ovw.usdoj.gov](http://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 of Justice's mission by strengthening civil and criminal legal assistance programs for adult and youth victims of domestic violence, dating violence, sexual assault, and stalking who are seeking relief in legal matters arising as a consequence of that abuse or violence.

# OVW FY 2009 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 "Who is Eligible to Apply," page 4)

## Deadline

Letters of intent to apply should be submitted by **January 7, 2009**.  
All applicants should register online with Grants.gov by **January 7, 2009**.  
All applications are due by 8:00 p.m. e.t. on **January 28, 2009**.  
(See "Deadline For Applications," page 4)

## Contact Information

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

This application must be submitted through Grants.gov. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726.

**Grants.gov Number assigned to announcement OVW-2009-1992**

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# OVW Legal Assistance for Victims Grant Program

(CFDA 16.524)

## Overview

### About the Office on Violence Against Women

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

### About the OVW 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 assistance<sup>1</sup> necessary to provide effective aid to adult and youth victims of domestic violence, dating violence, sexual assault, or 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 domestic violence, dating violence, sexual assault, and stalking. LAV Grant Program funds cannot be used to provide criminal defense services.

The LAV Grant Program awards grants to law school legal clinics, domestic violence victims' shelters, bar associations, sexual assault victims' 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 domestic violence, dating violence, sexual assault, and stalking in matters arising from the 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 domestic violence, dating violence, sexual assault, and stalking.

## Deadline: Letter of Intent

All applicants who intend to apply for FY 2009 funding under this program are encouraged to submit a **non-binding letter of intent** to OVW's Director by **January 7, 2009**. Applicants may send the letter to OVW at [ovw.lav@usdoj.gov](mailto:ovw.lav@usdoj.gov). For a sample letter, please see <http://www.ovw.usdoj.gov/applicants.htm>. OVW will use these letters to forecast the number of peer review panels needed to review competitive applications.

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<sup>1</sup> Legal Assistance includes assistance to adult and youth victims of domestic violence, dating violence, sexual assault, 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 Grants.gov registration deadline is **January 7, 2009**. Registering with Grants.gov is a one-time process; however, if an applicant is a first-time registrant, it could take up to five business days to have the registration validated and confirmed and to receive the user password. OVW strongly recommends that applicants start the registration process as early as possible to prevent delays in submitting their application package to OVW by the deadline specified. There are three steps that applicants must complete before they are able to register: 1) register with Central Contractor Registry (CCR), 2) be authorized as an Authorized Grantee/Recipient Official (AGO) in the organization, and 3) register as an AGO. For more information, go to [www.Grants.gov](http://www.Grants.gov). **Note: The CCR registration must be renewed once a year. Failure to renew the CCR registration will prohibit submission of a grant application through Grants.gov.**

## Deadline: Application

The due date for applying for funding under this announcement is **8:00 p.m. e.t. on January 28, 2009**. In addition, applicants must send a hard copy via an overnight delivery method, dated by **January 28, 2009**. See page 11 for further instructions on this.

## Eligibility

**It is very important that applicants review this information carefully. Applications that are submitted by non-eligible entities will be removed from further consideration during an initial review process.**

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 Organizations; and<sup>2</sup>
- Indian tribal governments, Indian tribal organizations<sup>3</sup> or Indian tribal consortia.<sup>4</sup>

Additionally, eligible applicants that are not nonprofit, nongovernmental, domestic violence and/or sexual assault providers are required to enter into a collaborative working relationship

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<sup>2</sup> A "territorial organization" is a nonprofit, nongovernmental organization addressing domestic violence or sexual assault within a United States territory.

<sup>3</sup> 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 domestic violence, dating violence, sexual assault, or stalking; and that has staff and leadership with a demonstrated history of assisting American Indian or Alaska Native victims of domestic violence, dating violence, sexual assault, or stalking.

<sup>4</sup> 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.

with a nonprofit, nongovernmental, domestic violence and/or sexual assault program within the community to be served.

### **Funding to Faith-Based and Community Organizations**

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

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

Applicants are encouraged to review the Civil Rights Compliance section at [http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

### **Notice to Tribal Applicants**

The Violence Against Women and Department of Justice Reauthorization Act of 2005 (VAWA 2005) created a new program, the Grants to Tribal Governments Program, which is tailored to meet the needs of tribal governments in responding to domestic violence, dating violence, sexual assault, and stalking. This program combines the purpose areas from several existing programs including this one. For example, Tribes may apply under the Grants to Tribal Governments Program to provide legal assistance to victims. Tribes will no longer need to submit several applications for multiple purposes. They may now apply for all of the purposes within one application for the new program. Notwithstanding the new grant program, all eligible applications from Indian Tribal governments and organizations submitted under this solicitation will be considered for funding. In addition, not less than 3% of LAV Grant Program funding is set aside for programs that assist victims in Indian country.

### **Certification Requirements**

To be eligible for an award, applicants must certify that they are in compliance with the statutory requirements. The details of these requirements are listed below under the Minimum Requirements section of this solicitation. ***Failure to provide a letter certifying to these requirements will disqualify an application from further consideration. No exceptions to this requirement will be considered.*** Please also refer to Appendix A for a sample certification letter. Continuation applicants should note that certification must be in the form of a letter that must be signed by the authorizing official.

## **Minimum Requirements**

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 requirements<sup>5</sup>:

(1) Any person providing legal assistance through a program funded under the LAV Grant Program has completed or will complete training in connection with domestic violence, dating violence, sexual assault, 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 domestic violence, dating violence, sexual assault, or stalking organization 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 domestic violence, dating violence, sexual assault, 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, stalking, or child sexual abuse is an issue.

**Note: OVW *may* remove an application from consideration prior to peer review if this “letter of certification” is incomplete or missing from the application.**

## **Additional Criteria**

Applicants must meet the following criteria in order to be eligible for funding:

- Legal services programs must consult and coordinate with nonprofit, nongovernmental victim services programs including sexual assault and domestic violence victim services programs.
- Victim services programs must reflect (e.g., through mission statements or training for all staff) an understanding that the violence perpetrated against victims is grounded in an abuse of power by an offender and reinforced through intimidation and coercion.
- Victim services programs must address a demonstrated need in their communities by providing services that promote the integrity and self sufficiency of victims, improve their access to resources, and create options for victims seeking safety from perpetrator violence.

## **OVW Legal Assistance for Victims Grant Program – Specific Information**

### **Types of Applicants**

In Federal Fiscal Year 2009, OVW will accept applications for the LAV Grant Program from both current grantees and new applicants.

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<sup>5</sup> 42 U.S.C. 3796gg-6(d).

### **New applicants**

All applicants who have not received prior grant funding under this grant program are eligible to apply for Federal Fiscal Year 2009 funding. An applicant or project partner may submit only one LAV Grant Program application per fiscal year.

Project partners who are currently receiving Federal Fiscal Year 2008 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 a Federal Fiscal Year 2009 application.

### **Current grantees**

To maximize the jurisdictions, and thereby victims served by LAV grants, recipients of Federal Fiscal Year 2008 funding who received 24 month awards are not eligible to apply regardless of whether they propose services for a different geographical 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 Federal Fiscal Year 2007 grantees, previously unsuccessful applicants, new applicants, and Federal Fiscal Year 2008 grantees that received a 12 month award are eligible to apply for Federal Fiscal Year 2009 funding.** Federal Fiscal Year 2007 grantees that are out of compliance, due to delinquent progress reports and/or financial status reports will not be considered for funding.

Recipients of Federal Fiscal Year 2005 and 2006 funding who did not receive a Federal Fiscal Year 2007 or 2008 continuation award are eligible to apply for new Federal Fiscal Year 2009 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 Program funds for Federal Fiscal Year 2009 will be awarded based on the following guidelines:

- Federal Fiscal Year 2009 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 award of a grant.

- Applicants for continuation funding will be considered based on their current funding level. Current projects may also 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 domestic violence, dating violence and sexual assault victim services organizations<sup>6</sup> and legal assistance providers to provide legal assistance for victims of domestic violence, dating violence, stalking, and sexual assault;
- to implement, expand, and establish efforts and projects to provide legal assistance for victims of domestic violence, dating violence, stalking, and sexual assault 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 legal assistance to victims of domestic violence, dating violence, stalking, and sexual assault.<sup>7</sup>

### OVW Priority Area

While protection orders play an important role in victim safety, they do not represent the breadth of legal needs survivors of domestic violence, dating violence, sexual assault or 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, 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

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<sup>6</sup> A domestic violence, dating violence or sexual assault victim services program is a nonprofit, nongovernmental organization or a public, nonprofit organization acting in a nongovernmental capacity that assists domestic violence, dating violence or sexual assault victims, including campus women's centers, rape crisis centers, battered women's shelters, and other sexual assault, domestic violence or dating violence programs, including campus counseling support and victim advocate organizations with domestic violence, dating violence, stalking, and sexual assault programs.

<sup>7</sup> 42 U.S.C. 3796gg-6(c).

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. Budgetary match, however, is not required.

Additionally, continuation applicants should analyze 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.

#### Activities That May Compromise Victim Safety

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

- 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<sup>8</sup>, alternative dispute resolution, or joint counseling as a response to domestic violence, dating violence, sexual assault, or 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.

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.

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<sup>8</sup> 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.

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

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

To assist in fulfilling DOJ's responsibilities under the Government Performance and Results Act (GPRA), Pub. L. No. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Performance measures for this solicitation are as follows:

<b>Objective</b>	<b>Performance Measures</b>	<b>Data Grantee Provides</b>
Strengthen partnerships for safer communities and enhance the Nation's capacity to prevent, solve, and control crime	<ol style="list-style-type: none"><li>1) Number of victims receiving legal representation funded by the LAV Grant Program, and</li><li>2) Number and type of people trained with funds provided by the LAV Grant Program.</li></ol>	This information will be provided to OVW through semi-annual progress report forms. Please see <a href="http://muskie.usm.maine.edu/vawamei/attachments/pdf/forms/lav/LAVsemiform.pdf">http://muskie.usm.maine.edu/vawamei/attachments/pdf/forms/lav/LAVsemiform.pdf</a> for a sample form.

## How to Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. Part of this initiative – Grants.gov – is a "one-stop storefront" that provides a unified process for all customers of Federal grants to find funding opportunities and apply for funding.

### Grants.gov Instructions

Complete instructions can be found at [www.Grants.gov](http://www.Grants.gov). Please note that Grants.gov is not the Office of Justice Programs' (OJP) Grants Management System (GMS) through which OVW

applicants have submitted applications in previous years. If applicants experience difficulties at any point during this process, they may call the Grants.gov Customer Support Hotline at **1-800-518-4726**.

**Note: Grants.gov does not support the Microsoft Vista Operating system.** The PureEdge software used by Grants.gov for forms is not compatible with Vista. Also, Grants.gov cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension ".DOCX." Please ensure the document is saved using "Word 97-2003 Document (\*.doc)" format.

**Note: The Office of Justice Programs (OJP) Grants Management System (GMS) does not accept executable file types as application attachments.** GMS downloads applications from Grants.gov and is the system in which OVW reviews applications and manages awarded grants. These disallowed file types include, but are not limited to, the following extensions: ".com", ".bat", ".exe", ".vbs", ".cfg", ".dat", ".db", ".dbf", ".dll", ".ini", ".log", ".ora", ".sys", and ".zip".

In addition, applicants must send **via overnight delivery** a complete hard copy of the original application, **dated by January 28, 2009** to:

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

Certain assurances are agreed to electronically on Grants.gov. These do not need to be included in the hard copy submitted for consideration.

#### **CFDA Number**

The Catalog of Federal Domestic Assistance number for this program is 16.524, titled "Legal Assistance for Victims Grant Program," and the funding opportunity number is OVW-2009-1992.

#### **A DUNS number is required**

The Office of Management and Budget requires that all business and nonprofit applicants for Federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at [https://eupdate.dnb.com/requestoptions.asp?cm\\_re=HomepageB\\*TopNav\\*DUNSNumberTab](https://eupdate.dnb.com/requestoptions.asp?cm_re=HomepageB*TopNav*DUNSNumberTab). Individuals are exempt from this requirement.

## **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 the application is complete. OVW will remove an application from further consideration prior to peer review if the application is incomplete.** For each section listed below, please note the corresponding maximum point value that may be assigned during the review process. The proposal should follow the order below for easy reading. **Please be sure to number each page of the application.** Peer reviewers will not receive materials submitted beyond those required by this solicitation.

Applications must use the following page format requirements:

- Double spaced
- 8½ x 11 inch paper
- One inch margins
- Type no smaller than 12 point, Times New Roman font
- No more than two pages each for Summary Data Sheet and Abstract
- No more than 5 pages for Status of the Project (if applicable)
- No more than 20 pages for the Program Narrative (Items D through G below)

#### **Application for Federal Assistance (SF-424)**

The SF-424 will be filled out online through Grants.gov. However, it should also be printed out and included in the hard copy that is submitted for consideration. The Catalog of Federal Domestic Assistance number for this program is 16.524 (block 10). Please be sure that the Federal amount requested on the SF-424 matches the amount in the submitted budget. Also, in block 7 (Type of Applicant), please do not select “other.”

Applicants must ensure that the contact information for the authorizing official and alternate contact is filled out correctly. The authorizing official is an individual authorized to accept grant funds on behalf of the jurisdiction or nongovernmental private entity applying. **Please do not type in all capital letters.**

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

Review the assurances and certification forms. To successfully submit an application, applicants must agree to all of these assurances and certifications without exception. Agreement to these assurances and certifications will be assumed upon receipt of an application received through Grants.gov.

**OMB Tracking Form “Survey on Ensuring Equal Opportunity for Applicants” (DOJ Form 560)** All OVW applicants that are nonprofit private organizations are requested to fill out DOJ Form 560. This form will assist DOJ in ensuring that all qualified applicants, small or large, non-religious or faith-based, be provided equal opportunity to compete for Federal funding. This form will be completed online through Grants.gov. **You should not print it out for the hard copy original.**

#### **Narrative (Total 65 Points)**

The following narrative will be submitted as an attachment in Grants.gov. Note that the Program Narrative (Items D through G below) may not exceed 20 pages in total.

A. Summary Data Sheet

Please identify the following:

- Name, title, address, phone number, fax number, and e-mail address for the authorized official and point of contact;
- 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 2009;
- 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, 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, should the application be approved, that will address:
  - Domestic violence,
  - Sexual assault,
  - Stalking,
  - Dating violence, and/or
  - Immigration law;
- Name and title of all the individuals who assisted in writing the LAV Grant Program application; and
- The name and amount of funds requested for any collaborating entity involved in the project. Please also indicate if any of the collaborating partners are faith-based or community organizations. All applicants that are not faith-based and/or community organizations must enter into formal collaborations with faith-based and/or community nonprofit, nongovernmental sexual assault and/or domestic violence programs (e.g., rape crisis centers, local battered women's shelters, victim advocacy organizations or coalitions).

B. Abstract/Proposal Summary

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

C. Status of the Current Project

**Only applicants for continuation funding need to complete this section.**

**Applications that do not meet the criteria below may receive a deduction in points.**

This section should be provided on a separate page as it is a separate section from the program narrative and does not count toward the page limits of the narrative. State what has been accomplished with previous funding under the LAV Grant Program, including the following:

- A description of the goals and objectives from the prior grant period and a brief discussion of the status of the existing project;
- The status of any project products;
- Any unanticipated obstacles to project implementation;
- The approximate unobligated amount of award funds remaining as of the application deadline, the anticipated timeline for expenditure of all remaining funds within the grant award period, whether the grantee anticipates requesting a no-cost extension of the award, and the likely timeline for such a request;
- A description of the grantee's efforts to sustain part or all of the current project without Federal funds; and
- A list of all OVW-sponsored technical assistance events attended during the most recent project period of the current award, including the title, location and date(s) of each.

This section should be as clear and succinct as possible.

**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 LAV Grant Program funds have been limited to program Purpose Areas;
- Whether the grantee has complied with all special conditions of its existing grant award from OVW;
- Whether the grantee has adhered to programmatic and financial reporting requirements;
- Whether the grantee has demonstrated a commitment to sustaining the project after Federal funds are no longer available;
- Whether the grantee has closed 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 DOJ;
- Whether the grantee has complied with the Office of Management and Budget audit requirement; and
- Whether grant funds have been spent in a timely manner.

Applicants that currently receive funding under other OVW programs will also be evaluated for their performance under those programs.

**Note: 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.**

D. Purpose of Application (10 points)

This section should briefly:

- 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;
- 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.

E. 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;
- 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;
- Include a reasonable time-line that identifies when activities will be accomplished; and
- Provide a supervision or mentoring plan for attorney staff involved in the project.

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 domestic violence, dating violence, sexual assault, 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.

F. 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 domestic violence, sexual assault, dating violence, and/or stalking; and
- Identify key personnel and their relevant experience addressing domestic violence, sexual assault, dating violence, and/or stalking; or where positions are vacant applicants should describe the expertise that will be sought.

In addition, all applicants **are required** to enter into a formal collaboration with nonprofit, nongovernmental organizations serving victims of domestic violence, dating violence, sexual assault, and/or stalking. This may include faith-based or community organizations. Nonprofit, nongovernmental domestic violence, dating violence, sexual assault, or stalking victim 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 domestic violence, dating violence, sexual assault, and/or stalking as one of their primary purposes and have demonstrated history of effective work concerning such issues;
- Address a demonstrated need in their communities 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 their access to resources; and
- Avoid 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 domestic violence, dating violence, sexual assault, 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 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 domestic violence, dating violence, sexual assault, and stalking, the participation of nonprofit nongovernmental domestic violence, dating violence, sexual assault, or 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.

G. Sustainability Plan (5 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 LAV 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.**

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

Each application must include a detailed budget and budget narrative for the project. This will be submitted as an attachment in Grants.gov. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the basis for the computation of all project-related costs. It should cover the cost of all components of the project. There must be a clear link between the proposed activities and the proposed budget items. The budget should include only those activities, products, and resources that are necessary for project implementation and discussed in the project narrative.

In developing the budget, applicants should fairly compensate all project partners for their participation in any project-related activities, including but not limited to, compensation for time and travel expenses to attend meetings or provide project development, training, and implementation. The budget **must** include compensation for all services rendered by project partners, including nonprofit, nongovernmental domestic violence, dating violence, sexual assault, and/or stalking victim services programs and State and tribal domestic violence and/or sexual assault coalitions.

**Budget Caps**

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.

### **Five-Year (2 + 2 + 1) Pilot Funding Plan**

In Federal Fiscal Year 2005, applicants under the LAV Program could elect to apply for the Five-Year Pilot Funding Plan (Pilot Plan). Applicants accepted under the Pilot Plan receive funding in descending amounts over a five-year period, and were not required to compete for continuation funding after the first year.

Federal Fiscal Year 2005 grantees selected for the Pilot Plan must submit a complete application based on the requirements in this solicitation. However, the budget submitted with the application must not exceed 12 months and 50% of the grantee's initial award. **Note: continuation funding is not guaranteed.** Subsequent funding is contingent upon continued appropriations for the LAV Program, and grantee compliance with program requirements and grant award special conditions.

Grantees funded under the Pilot Plan are not eligible to compete for LAV funding for up to 12 months after the project end date of their final award under the Pilot Plan terms.

**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**

The following is a short list of budgetary guidelines:

- Applicants are strongly discouraged from requesting consultant rates in excess of \$450 per day.
- Applicants **may not** allocate any grant funds for building renovations. This includes such seemingly minor activities as painting or carpeting.
- Applicants may not use any OVW funds for conducting research. However, up to 1% of the budget may be allocated for the purpose of assessing the effectiveness of funded activities. For example, funds may be used to conduct pre- and post-testing of training recipients or victim satisfaction surveys. In conducting such testing or surveys, grantees may not collect, analyze, or disseminate any information identifiable to a private person during the course of assessing the effectiveness of funded activities.
- A contribution of non-Federal dollars ("match") is not required for this program, but applicants are encouraged to maximize the impact of Federal dollars by contributing to the costs of their projects. Supplemental contributions may be cash, in-kind services, or a combination of both. Any non-Federal contributions can be discussed in the project

narrative; however, these supplemental contributions should **not** be included in the budget or budget narrative.

- Access to current research and practice on violence against women through training and technical assistance can reduce staff burnout, improve project performance, and impact project sustainability. Therefore, OVW offers a wide range of training and technical assistance opportunities to all of its grantees. These offerings are specifically designed to assist grantees in meeting their goals and objectives and in complying with all relevant statutory and programmatic requirements. **All applicants are required to allocate funds in the amount of \$15,000 for Tribal consortia and projects 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.** Applications selected for funding that do not include the entire recommended amount will not receive additional funds for this purpose, but will be required to adjust their budgets to cover these costs prior to final approval of the proposal. If the person attending the technical assistance offering is an employee of the applicant, the amount should be included in the “*Travel*” category; if the attendee is a partner of the applicant, the amount should be included in the “*Consultants/Contracts*” category. Be sure to label costs for this purpose as “OVW Technical Assistance.” Please provide an estimated breakdown for this amount (include the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc.). OVW technical assistance is provided free of charge to grantees, so applicants do not need to include funds for registration fees. These funds are to be used **only** for OVW-designated technical assistance unless otherwise approved by OVW. Any training and technical assistance funds not used by the end of the grant period may not be reprogrammed and must be returned to OVW. Travel funds should be used to support travel by all partners, including nonprofit, nongovernmental victim services providers.
- Applicants are also encouraged to include funds in their budgets to attend Financial Management Training Seminars sponsored by the OJP’s Office of the Chief Financial Officer. These seminars instruct participants in the financial administration of OJP and OVW formula and discretionary grant programs. A schedule listing the financial training seminars is available at [http://www.ojp.usdoj.gov/training/fmts\\_general.htm](http://www.ojp.usdoj.gov/training/fmts_general.htm).

A Sample Budget Detail Worksheet is available at <http://www.ovw.usdoj.gov/applicants.htm>. The budget and budget narrative should be submitted online as one attachment. When preparing these items, please use the Budget Detail Worksheet as a guide and be sure to include all necessary budget categories. The budget narrative 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. A sample of a completed budget is available at <http://www.ovw.usdoj.gov/applicants.htm>. However, it is not specific to this program so be sure to pay attention to the requirements of this solicitation including budget caps, length of awards, and unallowable activities.

### **Memorandum of Understanding (MOU) or Internal Memorandum of Understanding (IMOU) (Total 20 Points)**

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 including faith-based and/or community organizations. All applicants that are not faith-based

and/or community organizations must enter into formal collaborations with faith-based and/or community-based nonprofit, nongovernmental sexual assault and/or domestic violence 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 domestic violence or sexual assault organizations. OVW requires this to be done by the submission of an MOU/IMOU.

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

Nonprofit, nongovernmental domestic violence, dating violence, sexual assault, and/or stalking programs, or other nonprofit, nongovernmental organizations that adequately demonstrate history and expertise in working with victims of domestic violence, dating violence, sexual assault, and/or stalking. 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/IMOU. The MOU/IMOU should not exceed 8 pages.** This page limit does not include signature pages.

Continuation applicants must develop a new MOU/IMOU 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 2008 LAV funded grants and/or Federal Fiscal Year 2009 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).

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, applicants are encouraged to include a statement of the roles and responsibilities each organization would

assume in meeting grant report requirements. For more information on these requirements, please refer to the section titled “Performance Measurement” at page 10.

### **Internal Memorandum of Understanding for Victim Service Providers (IMOU)**

Applications from agencies that as their **primary mission** provide services to domestic violence or sexual assault 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 domestic violence or sexual assault 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. 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 domestic violence, dating violence, sexual assault, and/or 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.

The absence of an IMOU that fully addresses all of the points described above will be deemed a deficiency of the overall proposal.

The MOU/IMOU should be a **single document** that includes signatures and dates from all partners. Separate signature pages for partners are not acceptable. Signatories should be sure to include their titles and agencies under their signatures. A sample MOU and IMOU is available at <http://www.ovw.usdoj.gov/applicants.htm>.

Letters of support **may not** be submitted in lieu of the MOU or IMOU. The MOU/IMOU will be scored as a separate document from other sections in the application. Any information missing from the MOU/IMOU will not be substituted from information that is provided from other sections of the application.

### **Letter of Nonsupplanting**

Applicants must submit a letter to OVW’s Director, certifying that Federal funds will not be used to supplant State or local funds should a grant award be made. Please refer to <http://www.ovw.usdoj.gov/applicants.htm> for a sample letter.

## **Financial Capability Questionnaire**

All nonprofit, nongovernmental organizations that apply for funding with OVW that have not previously (or within the last three years) received funding from OVW or OJP must complete a Financial Capability Questionnaire. The form can be found at [http://www.ojp.usdoj.gov/funding/forms/financial\\_capability.pdf](http://www.ojp.usdoj.gov/funding/forms/financial_capability.pdf). Applicants should also include the cognizant Federal audit agency and fiscal year on the first page. In addition, be sure to submit the applicant organization's current year's audit report with the Financial Capability Questionnaire.

## **Indirect Cost Rate Agreement**

If the applicant organization is requesting indirect costs for this project, please include a copy of the organization's current, signed indirect cost rate agreement. For additional information on this requirement, please visit <http://www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm>.

## **Selection Criteria**

### **A. Purpose of the Application (10 points)**

- The impact of current or prior efforts to prevent and reduce domestic violence, dating violence, sexual assault, and/or stalking in the jurisdiction;
- The need or continued need for the project;
- The description of the current services and gaps;
- The description of the community to be served, including diverse, traditionally, underserved populations of victims of domestic violence, dating violence, sexual assault, and stalking and how the proposed project will address their needs;
- 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;
- The extent to which 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);
- The extent to which the project complements the State's STOP Violence Against Women Implementation Plan;
- The extent to which the proposed project would provide victims with holistic legal representation; and
- 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.

### **B. What Will be Done (40 points)**

- The extent to which all project activities fall within the statutory scope of the program;
- The extent to which proposed activities would address the need described;
- The extent to which project activities seem feasible and likely to succeed;
- The 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 proposal does not include activities that compromise victim safety;
- The level of detail provided regarding project goals and objectives, including the specific tasks and activities necessary for accomplishing each;
- 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 applicant proposes to coordinate with local faith-based and/or community organizations, nongovernmental sexual assault and/or domestic violence programs;
- 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 extent to which the application provides a supervision or mentoring plan for attorney staff involved in the project;
- The extent to which the application provides comprehensive legal services to sexual assault, stalking, domestic violence and dating violence 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. OVV 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 is required and other methods of demonstrating capacity to serve a traditionally underserved community are acceptable; and<sup>9</sup>
- The extent to which the application implements 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.ovv.usdoj.gov/applicants.htm>).

### **C. Who Will Implement the Project (10 points)**

- The extent to which the proposal identifies the agency(ies) or office(s) responsible for implementing the project;

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<sup>9</sup> 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).

- 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 domestic violence, dating violence, sexual assault, and/or stalking;
- The extent to which key personnel and their relevant experience addressing domestic violence, sexual assault, dating violence, and/or 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 domestic violence, sexual assault, stalking, and/or dating violence cases.

**D. Sustainability Plan (5 points)**

- The extent to which the applicant proposes feasible strategies to preserve project activities long-term; and
- The extent to which the application describes at least one locally, privately, state or federally funded project that the applicant has sustained in the past.

**E. Budget (15 points)**

- 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.

**F. Memorandum of Understanding or Internal Memorandum of Understanding (20 points)**

**Memorandum of Understanding**

- 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 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);
- The extent to which the applicant has provided the total compensation that all project partners' receive from Federal Fiscal Years 2007 and 2008 LAV funded grantees with which they have partnered and/or Federal Fiscal Year 2009 LAV applicants which they plan to have a partnership with;
- The inclusion of appropriate signatures from all partners with current dates on the MOU; and
- 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.

#### **Internal Memorandum of Understanding**

- The inclusion of the organization's mission statement;
- The extent to which the IMOUE explains the primary purposes of the victim services program in providing services to victims of domestic violence, dating violence, sexual assault, and/or stalking;
- The extent to which the IMOUE describes the applicant's history of providing services to victims of domestic violence, sexual assault, dating violence, and/or stalking, including the length of time the victim services organization has operated;
- The extent to which the IMOUE 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 IMOUE identifies any external partners, provides a brief history of any past or current collaborative relationships, and describes the roles and responsibilities, including outside "in-house" attorneys;
- The extent to which the IMOUE describes the resources the lead agency and any external partners would contribute to the project, including in-kind match; and
- 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.

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 that is not proposing to use at least 80% of grant funds for the provision of direct legal services.**

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 domestic violence, dating violence, stalking and sexual assault on lands within the jurisdiction of an Indian tribe.<sup>10</sup>

## Review Process

All applications will be subject to internal review by OVW staff and peer review 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 initial internal review, the application will not receive further consideration. If applications that are partially beyond the scope of the program are forwarded to external peer review, only those sections of the application that are within scope will be reviewed.** Criteria for the initial internal review follow:

- Whether the application is complete;
- Whether the proposed activities are within the scope of the program (see page 8);
- Whether all statutory eligibility criteria are met (see page 4);
- Whether the minimum/certification requirements for the program are met (see page 6);
- Whether the application proposes significant activities that may compromise victim safety (see page 9); and
- Whether the proposed budget is within the established limits (see page 17).

In addition, applications will be reviewed for prior compliance with Program and Office requirements and the status of current grant-funded activities. (See page 14 for further details on criteria for this review.) 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.

OVW is committed to ensuring a competitive and standardized process for awarding grants. External peer reviewers will be reviewing the applications submitted under this solicitation. An external reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a DOJ employee. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations may include past performance of any OVW awarded grant, geographic distribution, regional balance, policy priorities, and available funding.

After the peer review is finalized, a financial review of all potential discretionary awards and cooperative agreements is conducted to evaluate the fiscal integrity and financial capability of applicants; examine proposed costs to determine if the budget and budget narrative accurately explain project costs; and determine whether costs are reasonable, necessary, and allowable under applicable Federal cost principles and agency regulations.

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<sup>10</sup> 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.

All final grant award decisions will be made by the OVW Director, who may also give consideration to past performance, geographic distribution, regional balance, policy priorities, and funding availability when making awards.

## **Additional Requirements**

- Civil Rights Compliance;
- Confidentiality and Human Subjects Protections regulations;
- Anti-Lobbying Act;
- Financial and Government Audit Requirements;
- National Environmental Policy Act (NEPA) compliance;
- DOJ Information Technology Standards;
- Single Point of Contact Review;
- Non-Supplanting of State or Local Funds;
- Criminal Penalty for False Statements;
- Compliance with OJP's Office of the Chief Financial Officer [Financial Guide](#);
- Suspension or Termination of Funding;
- Government Performance and Results Act (GPRA);
- Rights in Intellectual Property; and
- Federal Funding Accountability and Transparency Act (FFATA) of 2006.

We strongly encourage applicants to review the information pertaining to these additional requirements prior to submitting their applications. Additional information for each can be found at [http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm). References to OJP and its components are deemed to refer to the OVW, as applicable.

## **OVW Application Checklist**

**Applicants must submit a fully executed application to OVW via overnight delivery, including all required supporting documentation. Applications will not be accepted via facsimile. Although most parts of the application need to be submitted through Grants.gov as well as in hard copy form, it is the hard copy that will be reviewed.** Applications submitted via Grants.gov must be in the following word processing formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt). Please use logical titles when saving and uploading documents. For example, the narrative section of the application could be saved as "narrative.txt."

Complete applications should include the following:

- The SF-424;
- Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug Free Workplace Requirements;
- The summary data sheet, project abstract, project narrative, and for continuation applicants, the status of the project;
- The budget, budget summary, and budget narrative;
- Letter of nonsupplanting;
- A MOU or IMOU;
- A current Indirect Cost Rate Agreement (if applicable);
- Financial Capability Questionnaire (if applicable);
- A current Indirect Cost Rate Agreement (if applicable);
- Financial Capability Questionnaire, if applicable; and
- A letter certifying compliance with minimum requirements.

Detailed instructions on how to use the Grants.gov system to submit applications online are available at [www.Grants.gov](http://www.Grants.gov). Also, a toll-free telephone number has been established for applicants to receive technical assistance as they work through the online application process, **1-800-518-4726**.

To help expedite the review process, applicants must send **via overnight delivery** a complete hard copy original of the application, **dated by January 28, 2009** to:

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

## APPENDIX A

### Sample Certification Letter

[Applicant Letterhead]

[date]

Director  
Office on Violence Against Women  
800 K Street, NW  
Washington, DC 20530

Dear Director:

This letter serves to certify that [Applicant] is in compliance with the following statutory requirements:

(1) Any person providing legal assistance through a program funded under this Program has completed or will complete training in connection with domestic violence, dating violence, or sexual assault 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, local, territorial, or tribal domestic violence, dating violence, sexual assault, or stalking organization or coalition, as well as appropriate tribal, State, territorial, and local law enforcement officials.

(3) Any person or organization providing legal assistance through a program funded under this Program has informed and will continue to inform state, local, or tribal domestic violence, dating violence or sexual assault 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, or child sexual abuse is an issue.

Sincerely,

[Applicant's Authorizing Official]