

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



OVW Fiscal Year 2013 Legal Assistance for Victims Grant Program, District of Columbia (DC) Special Initiative

Eligibility

Applicants are limited to private nonprofit entities; publicly funded organizations not acting in a governmental capacity that provide services in the District of Columbia (DC) only.
(See "Eligibility," page 4)

Deadline

All applications are due by 11:59 p.m. E.T. on December 6, 2012.
(See "Deadline: Application," page 4)

To ensure all applicants have ample time to complete the registration process through **Grants.gov**, applicants should register online with **Grants.gov** by **November 13, 2012**.

Contact Information

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

In Fiscal Year 2013, DC Special Initiative Applications will be submitted through **Grants.gov** only. For technical assistance with the **Grants.gov** system, contact the **Grants.gov** Customer Support Hotline at 1-800-518-4726.

Grants.gov Number assigned to announcement is OVW-2013-3393

It is anticipated that all applicants will be notified of the outcome of their applications by January 11, 2013.

CONTENTS

Overview	p. 3
About the OVW Legal Assistance for Victims Grant Program, DC Special Initiative	p.3
Deadlines	p. 4
• Application	p. 4
• Registration	p. 4
Eligibility	p. 4
• Eligible Entities	p. 4
• Program Eligibility Requirements	p. 4
• Certification Letter	p. 5
• Types of Applicants	p. 6
Award Information	p. 6
• Award Period	p. 6
• Award Amounts	p. 6
Program Scope	p. 6
• Purpose Areas	p. 7
• OVW Priority Areas	p. 7
• Activities that Compromise Victim Safety and Recovery	p. 7
• Out-of-Scope Activities	p. 8
• Unallowable Activities	p. 8
How to Apply	p. 9
• Formatting and Technical Requirements	p. 9
• Experiencing Unforeseen Technical Issues	p. 9
• Application Requirements	p. 10
• Summary Data Sheet	p. 10
• Project Narrative	p. 11
• Budget Detail Worksheet and Narrative	p. 15
• Memorandum of Understanding (MOU)/Internal Memorandum of Understanding (IMOU)	p. 16
Additional Required Information	p. 19
• Proposal Abstract	p. 19
• Status of Current Project (if applicable)	p. 19
• Application for Federal Assistance (SF-424)	p. 20
• Standard Assurances and Certifications	p. 20

• Letter of Nonsupplanting	p. 20
• Financial Accounting Practices	p. 20
• Financial Capability Questionnaire (if applicable)	p. 21
• Indirect Cost Rate Agreement (if applicable)	p. 21
Selection Criteria	p. 21
• Review Process	p. 21
• Past Performance Review	p. 21
Other Requirements	p. 22
• Federal Financial Guidelines and Reporting Requirements	p. 22
• Performance Measures	p. 22
• Additional Requirements	p. 22
Public Reporting Burden	p. 23
Application Checklist	p. 25

OVW Legal Assistance for Victims, District of Columbia (DC) Special Initiative (CFDA 16.524)

Overview

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 on issues of sexual assault, domestic violence, dating violence, and stalking. Since its inception, OVW has supported a multifaceted approach to responding to these crimes through implementation of grant programs authorized by VAWA. By forging State, local and tribal partnerships among police, prosecutors, judges, 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, while improving communities' capacity to hold offenders accountable for their crimes. This solicitation contains information on how to apply for the DC Special Initiative Legal Assistance for Victims Grant Program solicitation. For general information on OVW grant programs please see the OVW Fiscal Year 2012 Grant Program Solicitation Reference Guide (Reference Guide) at <http://www.ovw.usdoj.gov/docs/resource-guidebook.pdf>.

About the OVW Legal Assistance for Victims Grant Program, DC Special Initiative

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

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

¹ "Legal assistance" includes assistance to adult and youth victims of sexual assault, intimate partner 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.

Unused funds previously allocated to support legal assistance related to sexual assault, domestic violence, dating violence and stalking within DC, were returned to OVW. These funds will be re-obligated to an alternate organization. To ensure that the funding originally dedicated to support legal services within DC, this special initiative targets the provision of sexual assault, domestic violence, dating violence, or stalking related legal services in Washington, DC only.

Deadlines

Application

The deadline for applying for funding under this grant announcement is **11:59 p.m. E.T. on December 6, 2012**. Applications submitted after **11:59 p.m. E.T. on December 6, 2012** will not be considered for funding.

Note: For applicants without Internet access, who cannot submit an application electronically, please contact the LAV Unit at 202-307-6026 no later than **24 hours prior to the application deadline** to request permission to submit an application by alternative means.

Registration

The Grants.gov registration deadline is **November 13, 2012**. It is strongly encouraged that applicants begin the registration process well in advance of the deadline. For more information on the process of registering with Grants.gov, please see the [Reference Guide](#).

Eligibility

It is very important that you review this information carefully. Agencies providing victim services and or legal services related to sexual assault, domestic violence, dating violence or stalking are eligible to apply. Applications that are submitted by ineligible entities will not be considered for funding.

Eligible Entities

Eligible entities for this program are:

- Private nonprofit entities;
- Publicly funded organizations not acting in a governmental capacity, such as law schools;

Program Eligibility Requirements

Applicants are strictly limited to organizations that currently provide services within Washington, DC. 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 Washington, DC.

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 in developing and implementing the project;
- Advocacy and victim services programs must reflect (through mission statements or other organizational policy documents) an understanding that the violence perpetrated against victims is grounded in an abuse of power by an offender and reinforced through intimidation and coercion; and
- Advocacy and victim services programs must address a demonstrated need in their communities by providing services that promote the agency and self sufficiency of victims by improving their access to resources and creating options for victims seeking safety from perpetrator violence.

Certification Letter (Required but not scored)

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 requirements²:

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

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

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

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

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

² 42 U.S.C. 3796gg-6(d).

Types of Applicants

In FY 2013, OVW will accept applications for the Washington, DC Special Initiative only from the following:

New: applicants who have neither an open LAV Grant Program award nor an award that was closed within the last 12 months;

Continuation: applicants who have an open LAV Grant Program award and/or LAV Grant Program award that was closed within the last 12 months and:

- received a 24 month LAV award in FY 2011;
- received a 24 month LAV award in FY 2010 and were not refunded in FY 2012; or
- received a 12 month LAV award in FY 2011 and were not refunded in FY 2012.

Grant recipients who received new or supplemental funding for 24 months in FY 2012 are NOT eligible to apply. A new applicant is defined as an applicant who is not currently funded under the LAV Grant Program.

Award Information

Award Period

The grant award period under this solicitation is for 18 months. Budgets must reflect 18 months of project activity, and the total “estimated funding” (block 15) on the SF-424 must reflect 18 months.

OVW has the discretion to award grants for longer or shorter award periods.

Award Amounts

Applicants should carefully consider the resources needed to successfully implement the proposed project and present a realistic budget that accurately reflects project costs. Awards under the Special Initiative will be awarded based on the following guidelines:

- Grants will be awarded in an amount that shall not exceed \$539,000.00;
- OVW has the discretion to make grants for greater or lesser amounts than requested, and to negotiate the scope of work with applicants prior to awarding a grant.

Program Scope

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

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, who are

seeking relief in legal matters arising as a consequence of that abuse or violence, at minimal or no cost to the victims

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.

Purpose Areas

In FY 2013, funds under the LAV Grant Program DC Special Initiative 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 legal assistance to victims of sexual assault, domestic violence, dating violence, and stalking.³

Mandatory Program Requirements

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

District of Columbia Special Initiative -OVW Priority Areas

For this Special Initiative, OVW is interested in projects proposing to provide holistic legal services for domestic violence victims residing in Washington, DC. 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 such as: child support, child custody, legal separation/divorce, unemployment compensation, immigration matters, financial matters and/or housing.

Activities that Compromise Victim Safety and Recovery

The following activities have been found to jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions:

Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived age, immigration status,

³ 42 U.S.C. 3796gg-6(c).

race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;

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, 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; or

Failure to conduct safety planning with clients.

Applications that propose activities that compromise victim safety and recovery may receive a deduction in points during the review process, or may be eliminated from further consideration entirely.

Out-of-Scope Activities

OVW has determined the activities listed below to be out of the program scope. Applications that propose out-of-scope activities may receive a point deduction during the review process. Applications that are determined to be substantially outside the scope of the LAV Grant Program will not be considered for funding. The following activities are out of scope and will not be supported by LAV Grant Program grant funding:

- Research projects (This does not include program assessments conducted only for internal improvement purposes. See the definition of “research” in this solicitation’s section on Human Subject Research and Confidentiality Protections for additional information on what activities constitute research.)
- Tort cases
- Child sexual abuse cases
- Cases involving the child protection system
- Victim service employee cases
- Criminal defense of victims charged with crimes
- Support of law reform initiatives, including but not limited to litigation
- Development of Web sites or video production

Unallowable Activities

The following is a list of activities that are unallowable and cannot be supported by LAV Grant Program grant funding. Applications that propose unallowable activities may receive a point deduction during the review process. Applications that include substantial unallowable activities will not be considered for funding.

- Lobbying
- Fundraising
- Purchase of real property
- Construction

- Physical modifications to building, including minor renovations (such as painting or carpeting)

How To Apply

This section describes what an application should include. Applicants should anticipate that failure to submit an application that contains all of the specified elements will negatively affect the review of the application and may result in the application not being considered for funding; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

It is the responsibility of the applicant to ensure that the application is complete and submitted by the deadline.

Formatting and Technical Requirements

Applications must follow the requirements below. Points may be deducted for applications that do not adhere to the following requirements:

- Double spaced (Project Abstract, Summary Data Sheet and charts may be single spaced)
- 8½ x 11 inch paper
- One inch margins
- Type no smaller than 12 point, Times New Roman font
- Page numbers
- No more than 20 pages for the Project Narrative
- Word processing documents must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).
- Headings and sub-headings that correspond to the sections identified in How to Apply

Experiencing Unforeseen Technical Issues

If you experience technical difficulties at any point during the application process, please contact the Grants.gov Customer Support Hotline at 1-800-518-4726.

If you experience unforeseen technical issues that prevent you from submitting your application, you must contact the technical support number above AND contact the LAV Grant Program at 202-307-6026 before the deadline to request approval to submit your application. At that time, you will be required to email the complete grant application, your DUNS number, and provide a grants.gov Help Desk tracking number(s). After OVW reviews all of the information submitted and verifies your technical issues with the Helpdesk, OVW will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be verified, your application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to follow grants.gov instructions on how to register and apply as posted on its website; and (3) failure to follow all of the instructions in the OVW solicitation.

Application Requirements

Applications must include the following required documents and demonstrate that the program eligibility requirements have been met. Applications that do not address the following will not be considered for funding.

1. Summary of Current OVW Projects (if applicable)
2. Purpose of the Application
3. What Will Be Done
4. Who Will Implement the Project
5. Budget Detail Worksheet and Narrative
6. Memorandum of Understanding (MOU) or Internal Memorandum of Understanding (IMOU)
7. Certification Letter

Applications forwarded for review will be scored on the following:

1. Summary Data Sheet
2. Project Narrative
3. Budget Detail Worksheet and Narrative
4. Memorandum of Understanding (MOU) or Internal Memorandum of Understanding (IMOU)

Applications must address each section and include the detailed information outlined below in the specified section of their application.

Summary Data Sheet (2 Points)

The Summary Data Sheet should be one to four pages in length and may be single or double spaced. The Summary Data Sheet does not count toward the 20 page limit for the Project Narrative. Please provide the following information:

- Name, title, address, phone number, and e-mail address for the authorized representative. Please see the [Reference Guide](#) to determine who can be an authorized representative.
- Name, title, address, phone number, and e-mail address for the grant point-of-contact.
- Statement as to whether the agency has expended \$500,000 in Federal funds in the past fiscal year for the applicant. Please specify the end date of the fiscal year.
- A list of other Federal grant programs (including Legal Services Corporation) from which the applicant organization currently receives funding or for which it has applied in Year 2012.
- Current grantees applying for continuation funding must provide the balance remaining in the grant as of the date of the application and the original award amount.
- The percentage of LAV grant activities, should the application be approved, that will address:
 - Direct legal services, as described on page 8 above;
 - Training activities (excluding OVW required technical assistance); and/or
 - Development and/or distribution of products, if any.
- The percentage of LAV grant activities, should the application be approved, that will address (may total more than 100% as immigration may overlap other areas):

- Sexual assault;
- Domestic violence;
- Dating/Teen dating violence;
- Stalking; and/or
- Immigration law.
- Name and title of all individuals who assisted in writing the LAV Grant Program application.
- The name and amount of funds requested for any collaborating entity involved in the project. All applicants that are not nonprofit, nongovernmental sexual assault, domestic violence, dating violence, and/or 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).
- Summary of Current and Recent OVW Projects (if applicable)
 - If the applicant has a current grant award or cooperative agreement under **any** OVW program, or received an award that has been closed within one calendar year, the information below **must** be included.
 - Identify grant by OVW 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 (OVW sponsored TA events) categories as of the date of application.
 - List the number and titles of all full-time and/or part-time positions funded by the award.
 - In addition to this information, OVW will evaluate the performance of the applicant in all current grants when considering this application. **Please note that applicants that are OVW grantees who have failed to meet grant deadlines, failed to comply with financial requirements, or failed to comply with special conditions from current or previous grants may not be considered for funding.**

Project Narrative (63 Points Total)

The Project Narrative may not exceed 20 pages in length, double-spaced. The Project Narrative comprises the following four sections:

Purpose of Application (10 Points)

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

- Describe the problem to be addressed and how funding will alleviate it;
- Describe the community's service area in which the project would be implemented, including location, population, and demographic information;
- Identify the target population and state how the target population would benefit from the proposed project (please use current demographic information for the service area in order to be as specific and detailed as possible when describing the population to be served);
- Describe the need or continued need for the project;
- Describe the current services and gaps within the proposed service area;
- Describe how the proposed services and activities will meet the need that exists;
- Explain how the project will impact current or prior efforts to prevent or reduce sexual assault, domestic violence, dating violence, and stalking in the jurisdiction;

- Explain how the project would provide victims with holistic legal representation;
- If the applicant has applied or is applying for multiple OVW grants, describe how this project complements such other projects without duplicating efforts; and
- Describe how the proposed project complements the District of Columbia's STOP Violence Against Women Implementation Plan.

What Will Be Done (40 Points)

This section must include the information below. In doing so, the applicant must provide a clear link between the proposed activities and the need identified in the "Purpose of Application" section. This section will be rated on the detail with which the applicant provides the information below as well as the quality of the proposed activities and the extent to which the activities meet the listed criteria.

- The extent to which the application provides comprehensive legal services to sexual assault, domestic violence, dating violence, and/or stalking victims who cannot afford legal services as determined by the lead applicant or project partner after an intake interview with the prospective client. Services should, as much as possible, include representation for emergency and non-emergency protection order hearings and other legal matters arising as a consequence of the abuse or violence, including family matters such as divorce, child custody or child support, immigration, administrative agency, or housing matters, and other similar matters;
- Ensure all project activities fall within the statutory scope of the program;
- Explain how and what type of holistic legal services will be provided;
- Explain how the proposed project will provide comprehensive legal services to communities that have been traditionally underserved by describing the lead and/or partner's demonstrated history and capacity to serve that community⁴;
- Describe measureable goals and objectives for the proposed project;
- Describe specific tasks and activities necessary for accomplishing all stated goals and objectives;
- Describe how proposed activities would address the need described;
- Ensure proposed project activities are clearly described and reflect sound and/or innovative strategies to improve victim safety and offender accountability;
- Ensure that the application does not include any activities that may compromise victim safety and describe how the applicant plans to address and protect victim safety and autonomy in the project;
- Detail how the proposed activities will protect confidentiality;
- Include a reasonable, detailed time-line that realistically identifies when specific tasks and activities will be accomplished and could feasibly succeed within the grant cycle;
- If the applicant is not a nongovernmental sexual assault and/or domestic violence program, explain how the proposed project will coordinate with local nongovernmental sexual assault and/or domestic violence programs; and
- Provide a supervision and mentoring plan for attorney staff involved in the project.

⁴ 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).

Applications proposing to serve victims of sexual assault must demonstrate both an understanding of the range of legal services that a survivor may require; and the capacity and willingness of the applicant and its partners to provide these services. Applicants should articulate the specific legal needs of sexual assault survivors within their communities and how project activities would meet those needs. Applications should also reflect the applicant's specialized training and experience in legal matters specific to sexual assault.

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. Applicants should provide a brief explanation if their 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.

Who Will Implement the Project (10 Points)

This section must include the information below. In doing so, the applicant must justify who will be involved in the project and demonstrate that they have the capacity to address the stated need and that they can successfully implement the stated project activities.

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

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

Victim service organizations should meet all of the following criteria:

- Provide services to victims of sexual assault, domestic violence, dating violence, or stalking as one of their primary purposes and have a demonstrated history of effective work in this field;

- Address a demonstrated need in their communities by providing services that promote the dignity and self-sufficiency of victims, improve their access to resources, and create options for victims seeking safety from perpetrator violence; and
- Do not engage in or promote activities that compromise victim safety.

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

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

While there is an important role for all victim advocates to play in the creation of a coordinated community response/multidisciplinary response to sexual assault, domestic violence, dating violence, and stalking, the participation of nonprofit nongovernmental sexual assault, domestic violence, dating violence, and stalking programs, whether faith-based or community organizations, is required in the development and implementation of the project. This does not preclude applicants from requesting support for government agency victim services, but the budget and budget narrative must distinguish between the two and should include compensation for the contributions of nonprofit, victim service organizations. In addition, if funding is requested for both governmental and nongovernmental victim assistance and advocacy, the project narrative must explain how these different entities will collaborate.

Victim service organizations 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.

Sustainability Plan (3 Points)

As this is a competitive, discretionary program, there is no guarantee of continuation funding. Applicants are required to include a plan describing how they would sustain project activities if Federal funding through the Legal Assistance for Victims Grant Program were no longer available.

- Applicants must also describe at least one local, private, State, or Federal funded project that the applicant has sustained in the past.

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

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

Budget Detail Worksheet and Narrative (15 Points)

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. For guidance on budget requirements please see the [Reference Guide](#). A Sample Budget Detail Worksheet is available at <http://www.ovw.usdoj.gov/docs/budget-detail-worksheet.pdf>. When preparing the Budget Detail 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.

Award Period and Amount

Funding under the LAV DC- Special Initiative is limited to \$539,000.

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

Applicants are required to submit a budget detail worksheet that is reasonable and cost effective. The budget must adhere to the Office of Justice Programs' (OJP) Financial Grants Management Guide. The budget detail worksheet must:

- Include a budget narrative that supports and justifies all proposed costs and provides a clear link between specific project activities and proposed budget items;
- Include a budget that reflects all costs related to implementing the proposed project and provides calculations for all costs;
- Provide an explanation of proposed expenses that is detailed, complete, reasonable and within established limits;
- Exclude any unrelated or out-of-scope costs for the proposed project;
- Clearly describe the rationale for all costs proposed;
- Reflect 24 months of project activity;
- Reflect that all partners are fairly compensated for their participation in any project-related activities; and
- Reflect that the appropriate amount of funds, as described on page 19, are allocated to support travel costs associated with technical assistance and capacity building activities sponsored by OVW-designated technical assistance providers.

Food and Beverage/Costs for Refreshments and Meals

Subject to OVW prior approval under limited circumstances, OVW funds may be used to purchase food and/or beverages for meals served during a meeting, conference or training. Under no circumstances may OVW funds be used to purchase food and/or beverages for refreshment breaks. OVW may approve the use of funds to purchase food and/or beverages served at meals if one of the following applies:

- The location of the event is not in close proximity to food establishments. It should be a priority to try to secure a location near reasonably priced and accessible commercial food establishments.
- Not serving food will significantly lengthen the day or necessitate extending the meeting to achieve meeting outcomes.
- A special presentation at a conference requires a plenary address where there is no other time for food to be obtained.
- Other extenuating circumstances necessitate the provision of food.

Furthermore, the cost of any individual meal, plus taxes and any hotel service costs (e.g., labor cost for room setup), must not exceed 150 percent of the General Services Administration (GSA) Meals and Incidental Expenses (M&IE) rate for that meal in that locality per attendee. OVW strongly encourages costs to stay at or below 100% of the applicable per diem rate for any meal provided, including any service costs. The current GSA M&IE rate breakdown by meal and by locality can be found at <http://www.gsa.gov/portal/content/101518>. This restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organizations travel policy.

Applicants must justify the need to purchase food and/or beverages for meals based on one of the exceptions listed above. This justification must be included in the budget narrative. Furthermore, all cooperative agreement and contract recipients, must complete and submit the Conference and Events Approval Form to OVW for additional review and approval prior to entering into a contract for any meeting, conference, training, or other event and/or prior to expending any funds for the purchase of food and/or beverages to be served at meals.

Updated Department of Justice and OVW guidance on conference planning, minimization of costs, and conference cost reporting will be forthcoming and will be accessible on the OVW website.

Training and Technical Assistance

All applicants are required to allocate \$10,000 to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers.

Accommodations and Language Access

Applicants are encouraged to allocate grant funds to support activities that help to ensure individuals with disabilities and Deaf individuals and persons with limited English proficiency to have meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) Interpreter services, language interpretation and translation services, or the purchase of adaptive equipment.

Applicants proposing to use grant funds to create materials must ensure that they are accessible to persons with disabilities. Grant funds must be allocated for these purposes.

Memorandum of Understanding (MOU) or Internal Memorandum of Understanding (20 Points Total)

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

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

Memorandum of Understanding (MOU)

Applications from organizations that do not as their **primary mission** provide services to sexual assault or domestic violence victims must submit an MOU. The MOU must be current (**i.e., signed and dated during the development of the proposal**) and be signed by the chief executive officers and/or directors of: one or more 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 partner organization should appropriately correspond with the proposed project. For example, if an application focuses mainly on sexual assault, then the nonprofit partner should have demonstrated expertise in sexual assault. **Applicants must illustrate this correlation in their MOU. The MOU should not exceed 8 pages and may be single spaced.** This page limit does not include signature pages. Signatories should be sure to include their titles and agencies under their signatures. All signatories must show that they are aware of all project partners and activities that are addressed in the MOU.

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

The MOU must do the following:

- Demonstrate a meaningful partnership among the relevant organizations;
- Identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- Clearly state the roles and responsibilities each organization or agency would assume to ensure the success of the proposed project;
- Describe the resources would contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, and training);
- Provide the total compensation that each project partner(s) is receiving or plans to receive from all Fiscal Year 2011 LAV funded grants and/or Fiscal Year 2012 LAV applications;
- Demonstrate a commitment on the part of all project partners to work together to achieve stated project goals;
- Demonstrate a commitment from each project partner to sustain the project once grant funds have expired, and specify what each partner will do to sustain the project;
- Identify the representatives of the planning and development team who will be responsible for developing and implementing project activities and describe how they will work together and with project staff;
- Specify the extent of each partner's participation in developing the application;
- Specifically indicate approval of the proposed project budget by all signing partners; and
- Include a current (i.e., signed and dated during the development of the proposal), single MOU signed by the chief executive officers and/or directors of:
 - Nonprofit, nongovernmental sexual assault, domestic violence, dating violence and/or stalking programs;
 - Other nonprofit, nongovernmental organizations that adequately demonstrate history and expertise in working with victims of sexual assault, domestic violence, dating violence and/or stalking programs (if applicable);

- Relevant criminal justice agencies participating in project development and/or sexual assault victim services organizations or community groups that represent the views and concerns of victims participating in the development and implementation of the project (if applicable); and/or
- Other community agencies or organizations that will collaborate to implement the project (if applicable).

Signatories should be sure to include their titles and agencies under their signatures. The MOU should be a single attachment to the application in Grants.gov.

Internal Memorandum of Understanding (IMOU)

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

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

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 that reflects an understanding that the violence perpetrated against victims is grounded in an abuse of power by an offender and reinforced through intimidation and coercion;
- Explain the primary purposes of the victim services organization in providing services to victims of sexual assault, domestic violence, dating violence and stalking;
- Provide the applicant's history of providing services to victims of sexual assault, domestic violence, dating violence, and/or stalking, including the length of time the victim services organization has operated;
- Describe the organization's accomplishments in the community;
- Describe the applicant's experience providing legal representation if legal services will be provided by in-house attorneys;
- Identify any external partners, including outside organizations/individuals who will provide mentoring/supervision for "in-house" attorneys; and include a brief history of any past or current collaborative relationship with these organizations/individuals;

- Describe the roles and responsibilities of any external partners, and specify the extent of each party's participation in developing the application;
- Demonstrate a commitment from each partner to sustain the project once grant funds have expired, and specify what each partner will do to sustain the project;
- Describe the resources the lead agency and any external partners would contribute to the project, including in-kind match; and
- Include the title and agencies of under each signature of all signing parties, including signatures of all key staff from the lead applicant that will participate in the development and implementation of the proposed project.

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

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.

Additional Required Information

The following documents will not be scored during the review process but they should be included with your submission. Failure to include any of the information may result in the inability to access funds if your application is selected for funding.

Proposal Abstract

The Proposal Abstract should provide a short (one page or less) and accurate summary of your proposed project including who will be involved with the proposed project, what will be done, the service area where the proposed project will take place and who will be impacted by the proposed project. Please do not summarize past accomplishments in this section.

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

Status of Current Project (if applicable)

Applicants applying for continuation funding under LAV Grant Program must include the following information.

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

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

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

Application for Federal Assistance (SF-424)

Applicants will complete the SF-424 online.

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

Forms will be completed online during the submission process. For further information on the Standard Assurances and Certifications please see the [Reference Guide](#).

Letter of Nonsupplanting

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

Financial Accounting Practices

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

- Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding?
- Does the applicant have written accounting policies and procedures? OVW may request a copy for review during the application/award process or as part of the grant monitoring process.
- Is the applicant's financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant?
- Does the applicant have procedures in place for minimizing the time elapsing between transfer of funds from the United States Treasury and disbursement for project activities?
- Does the applicant have effective internal controls in place to adequately safeguard grant assets and to ensure that they are used solely for authorized purposes? Please provide a brief description.
- Does the applicant have a documented records retention policy? If so, briefly describe the policy.
- Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations? If not, the applicant must contact OVW's Grants Financial Management

Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 immediately after the organization is notified of their award to coordinate training.

Financial Capability Questionnaire (if applicable)

All nonprofit, nongovernmental organizations that apply for funding from OVW and have not previously (or within the last three years) received funding from OVW or OJP must complete a Financial Capability Questionnaire, and submit it online along with their current year's audit report. The form can be found at http://www.ojp.usdoj.gov/funding/forms/financial_capability.pdf.

Indirect Cost Rate Agreement (if applicable)

Applicants that intend to charge indirect costs through the use of an indirect cost rate must have a Federally-approved indirect cost agreement. 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.ovw.usdoj.gov/docs/OVW-FGMG-Version-2-7-12-conf-cost-updates-revised-2.pdf>. This should be a separate attachment to the application in Grants.gov. Applicants that do not have a Federally-approved indirect cost rate should budget all project related costs in the direct cost categories. Organizations that wish to negotiate an indirect cost rate may contact OVW's Grants Financial Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 for more information.

Selection Criteria

Applications will be scored based on the degree to which the applicant responds to each section and addresses each element contained within the corresponding section. Furthermore, applications will be scored based upon the quality of the response and the level of detail provided. Each element **must** be addressed in the section in which it is requested. Points may be deducted if the applicant does not include the information in the appropriate section even if it is included elsewhere within the application. Each section will be reviewed as a separate document and will be scored as such.

OVW reserves the right to deduct points for applications that are partially out of scope, that include unallowable activities, for applicants who are out of compliance with a current OVW grant award or cooperative agreement, and for any activities that compromise victim safety or confidentiality.

If an application is deemed to be substantially out of scope, proposes a substantial number of activities that are unallowable, or proposes activities that pose a significant threat to victim safety or a serious breach of confidentiality, it will not be considered for funding.

Review Process

OVW will subject all applications to a review process that is fair and based on the criteria outlined in this solicitation. OVW may utilize internal review, external review, or a combination of both.

Past Performance Review

OVW awards that are current or have been closed within the past 12 months will be reviewed based on the elements listed below. Up to 25 points may be deducted from the application based on this review.

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

OVW grantees with significant past performance issues may not be considered for funding.

Other Requirements

Federal Financial Guidelines and Reporting Requirements

Federal grants are governed by the provisions of the OMB circulars applicable to financial assistance and [OVW's Financial Grants Management Guide](#). The Financial Grants Management Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document will outline the successful administration of grant funds.

Any recipient of an award will be responsible for monitoring subgrants/contracts under the grant in accordance with all applicable statutes, regulations, OMB Circulars and guidelines, and the [OVW's Financial Grants Management Guide](#). Primary recipients will be responsible for oversight of subgrantee spending and monitoring specific performance measures and outcomes attributable to the use of OVW funds.

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, please see the [Reference Guide](#).

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OVW strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found in the [Reference Guide](#).

- Civil Rights Compliance
- Services to Limited-English-Proficient (LEP) Persons
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects (if applicable)
- Anti-Lobbying Act
- Federal Financial Report (SF-425)
- OMB A-133 Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with OVW's Financial Grants Management Guide
- Suspension or Termination of Funding
- Nonprofit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active CCR Registration

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. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street, NE, Washington, DC 20530.

Application Checklist

Applicants must submit a fully executed application to OVW, including all required supporting documentation.

Application Document	Completed?
1. Summary Data Sheet	
Summary of Current OVW Projects	
2. Project Narrative	
Purpose of the Application	
What Will Be Done	
Who Will Implement	
Sustainability Plan	
3. Budget Detail Worksheet and Narrative	
4. MOU/IMOU	
5. Certification Letter	
6. Proposal Abstract	
7. Status of Current Project (if applicable)	
8. Application for Federal Assistance: SF 424	
9. Standard Assurances and Certifications	
10. Letter of Nonsupplanting	
11. Financial Accounting Practices	
12. Financial Capability Questionnaire (nonprofits only)	
13. Indirect Cost Rate Agreement (only if the applicant has a current Federally-approved rate)	