



The United States Department of Justice, Office on Violence Against Women (OVW) (www.usdoj.gov/ovw) is pleased to announce that it is seeking applications for the Legal Assistance for Victims Grant Program. This program furthers the Department's mission by strengthening civil and criminal legal assistance programs for adult and youth victims of domestic violence, sexual assault, stalking or dating violence who are seeking relief in legal matters arising as a consequence of that abuse or violence.

OVW FY 2008 Legal Assistance for Victims Grant Program

Eligibility

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

Deadline

Letters of intent to apply should be submitted by **February 20, 2008**.
All Applicants should register online with Grants.gov by **February 20, 2008**.
All applications are due by **8:00 p.m. E.S.T. on March 5, 2008**.
(See "Deadline: Application," page 5)

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-2008-1752

CONTENTS

Overview of the OVW Legal Assistance for Victims Grant Program	p. 4
Deadline: Letter of Intent	p. 4
Deadline: Registration	p. 5
Deadline: Application	p. 5
Eligibility	p. 5
• Faith-Based and Other Community Organizations	p. 6
OVW Legal Assistance for Victims Grant Program Specific Information	p. 7
• Types of Applicants	p. 7
• Availability of Funds	p. 8
• Award Period	p. 8
• Award Amounts	p. 8
• Program Scope	p. 9
• Activities That May Compromise Victim Safety	p. 10
• Unallowable Activities	p. 10
Performance Measures	p. 11
How to Apply	p. 11
What An Application Must Include:	p. 12
Standard Form 424	
Standard Assurances and Certifications	
Program Narrative	
Budget and Budget Narrative	
MOU/MOE	
Letter of Nonsupplanting	
Financial Capability Questionnaire	
Indirect Cost Rate Agreement	
Selection Criteria	p. 19
Review Process	p. 21
Additional Requirements	p. 22
Application Checklist	p. 22

LAV Translators and Interpreters Special Initiative: Call for Concept Papers	p. 24
Appendix A	p. 28
Appendix B	p. 29

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 or the Department). 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 assistance¹ necessary to provide effective aid to adult and youth victims of domestic violence, dating violence, stalking, or sexual assault 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, stalking, and sexual assault.

The LAV Grant Program awards grants to law school legal clinics, domestic violence victims' shelters, bar associations, sexual assault 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 Federal Fiscal Year 2008 funding under this program are encouraged to **submit a non-binding letter of intent**, (please see http://www.usdoj.gov/ovw/docs/sample_letter_of_intent.pdf), to OVW by **Wednesday, February 20, 2008**. You may send the letter to OVW at ovw.lav@usdoj.gov. OVW will use these letters to forecast the number of peer review panels needed to review competitive applications.

¹ 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 **8:00 p.m. E.S.T., Wednesday, February 20, 2008**. Registering with Grants.gov is a one-time process; however, if you are a first-time registrant, it could take up to several weeks to have your registration validated and confirmed and to receive your user password. It is highly recommended you start the registration process as early as possible to prevent delays in submitting your application package to our agency by the deadline specified. There are three steps that you must complete before you are able to register: 1) register with Central Contractor Registry (CCR), 2) be authorized as an Authorized Grantee/Recipient Official (AGO) in your organization, and 3) register yourself as an AGO. For more information, go to www.grants.gov. **Note: Your CCR registration must be renewed once a year. Failure to renew your 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.S.T., Wednesday, March 5, 2008**. In addition, a hard copy must be sent via an overnight delivery method, postmarked by **Wednesday, March 5, 2008**. See page 12 for further instructions on this.

Eligibility

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

By statute, eligible entities for this program are:

- Private Nonprofit Entities, including faith- and community-based organizations;
- Publicly funded organizations not acting in a governmental capacity, such as law schools;
- Territorial Organizations; and²
- Indian Tribal Governments, Indian Tribal Organizations³ or Indian Tribal Consortia.⁴

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

³ The term "tribal organization" means the governing body of any Indian tribe; any legally established organization of Indians which is controlled, sanctioned, or chartered by such governing body of a tribe or tribes to be served, or which is democratically elected by the adult members of the Indian community to be served by such organization and which includes the maximum participation of Indians in all phases of its activities; or any tribal nonprofit organization. The term "tribal nonprofit organization" means a victim services provider that has as its primary purpose to assist Native victims of 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.

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

Private Nonprofit Entities include faith- and community-based organizations. Additionally, eligible applicants that are not nonprofit, nongovernmental, domestic violence and/or sexual assault providers are required to enter into a collaborative working relationship 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 any 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 under "Additional Requirements" in this announcement.

Notice to Tribal Applicants

The VAWA 2005 created a new program, the Grants to Tribal Governments Program, which is tailored to 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.

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 requirements⁵:

(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.

OVW will 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:

- 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.
- Legal services programs must consult and coordinate with nonprofit, nongovernmental victim services programs including sexual assault and domestic violence victim services programs.

OVW Legal Assistance for Victims Grant Program – Specific Information

Types of Applicants

In Federal Fiscal Year 2008, OVW will accept applications for the LAV Grant Program from both current grantees and new applicants.

⁵ 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 2008 funding. An applicant or project partner may submit only one LAV Grant Program application per fiscal year.

Project partners who have not received funding from any other LAV funded project in the amount of \$50,000 or more and who are not current partners in an application to be submitted in Federal Fiscal Year 2007 are eligible to apply as a lead applicant or as a project partner on a Federal Fiscal Year 2008 application.

Current Grantees

To maximize the jurisdictions, and thereby victims served by LAV grants, recipients of Federal Fiscal Year 2007 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 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 2006 grantees, previously unsuccessful applicants, new applicants, and Federal Fiscal Year 2007 grantees that received a one-year award are eligible to apply for Federal Fiscal Year 2008 funding. Federal Fiscal Year 2006 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 2004 and 2005 funding who did not receive a Federal Fiscal Year 2006 or 2007 continuation award are eligible to apply for new Federal Fiscal Year 2008 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. **The budget 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 costs. LAV Grant Program funds for Federal Fiscal Year 2008 will be awarded based on the following guidelines:

- Federal Fiscal Year 2008 grants will be awarded to new and continuation projects based on the budget guidelines listed on page 15.

- OVW may elect to make grants for greater or lesser amounts than requested, and to negotiate the scope of work with applicants prior to 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 organizations⁶ 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.⁷

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. In Federal Fiscal Year 2008, 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.

⁶ A domestic violence, dating violence or sexual assault victim services program is a nonprofit, nongovernmental organization with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking and that assists victims by providing social services, case management, referrals, and housing, for example.

⁷ 42 U.S.C. 3796gg-6(c).

Applications must demonstrate both an understanding of the range of legal services which a survivor may require; and the capacity and willingness of the applicant and its partners to provide these services. Applicants should articulate the specific legal needs of survivors within their communities and how project activities would meet those needs. If LAV funding will be used to support protection order related representation, an applicant must explain how other funding sources have been or will be leveraged to meet victims' protection order needs. One example of leveraging other resources would be the use of state, local, or private funds to cover some or most of the costs related to protection order cases. This may be included in the Project Narrative or indicated as match in the applicant's budget. 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. Applicants who effectively demonstrate that they will provide holistic legal representation may be eligible for as much as 10 bonus points. 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 the criminal conduct, applicants are strongly discouraged from proposing projects that include any activities that may compromise victim safety and must address in writing that they will not engage in the following activities:

- Policies or practices that discourage accepting cases for victims who do not have physical evidence.
- Refusal to represent victims who are also respondents/defendants.
- Mediation⁸, 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.

⁸ 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.

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.

Exclusive 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 who cannot afford legal services as determined by the lead applicant or project partner after an intake interview with the prospective client. Grants 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.

Performance Measures

To assist in fulfilling the Department’s responsibilities under the Government Performance and Results Act (GPRA), P.L. 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:

<i>Objective</i>	<i>Performance Measures</i>	<i>Data Grantee Provides</i>
Strengthen partnerships for safer communities and enhance the Nation’s capacity to prevent, solve, and control crime.	<ol style="list-style-type: none">1) Number of victims receiving legal representation funded by the LAV Grant Program, and2) Number and type of people trained with funds provided by the LAV Grant Program.	This information will be provided to OVW through semi-annual progress report forms. Please see http://muskie.usm.maine.edu/vawamei/attachments/pdf/forms/lav/LAVsemiform.pdf 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. Please note that Grants.gov is not the Grants Management System (GMS) through which OVW applicants have submitted applications in previous years. If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1-800-518-4726**.

In addition, applicants must send **via overnight delivery** a complete hard copy original of the application, including signed copies of all required Assurances and Certifications, **postmarked by Wednesday, March 5, 2008** 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.**

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-2008-1752.

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 <http://www.dunandbradstreet.com>. 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 each applicant to ensure that their application is complete. OVW will remove an application from 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 one page 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 Project 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. The Catalog of Federal Domestic Assistance number for this program is 16.524 (block 10). Please be sure that the amount requested matches the amount in the submitted budget, and that the total project cost, including the Federal share, reflect 24 months of activity.

Applicants must ensure that the information for the authorizing official and alternate contact is filled out correctly. The authorizing official is the individual authorized to accept grant funds on behalf of the jurisdiction or non-governmental private entity applying.

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. Agreement to these assurances and certifications will be assumed upon receipt of an application received through Grants.gov.

Narrative (Total 65 Points)

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

A. Summary Data Sheet (5 points) (limit to one page)

Please identify the following:

- Name, title, address, phone number, and e-mail address for the authorized official.
- Name, title, address, phone number, and e-mail address for project director.
- The statewide, faith- and/or community-based legal service provider(s), the domestic violence and/or sexual assault victim services program(s), and any other collaborating entity involved in the project; and
- Other grants to support similar work for which you have applied or received from DOJ, bureaus or offices within the Office of Justice Programs (OJP), other federal agencies, or the Legal Services Corporation.

B. Abstract/Proposal Summary (limit to one page)

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.

Abstract will be reviewed by the peer review panel according to the following criteria:

- Conciseness; and
- Accuracy in summarizing the Project Narrative.

C. Status of the Current Project (limit to five pages)

Only applicants for continuation funding need to complete this section. This section will be used for internal review only. Applications that do not meet the criteria below will 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 January 23, 2008, the anticipated time line 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 life 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 the 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 DOJ;
- 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 out prior awards in a timely manner;
- Whether the grantee appropriately utilized and actively participated in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current award;

- Whether the grantee has received financial clearances on all current grants from DOJ;
- Whether the grantee has complied with the Office of Management and Budget audit requirement;
- Whether grant funds have been spent in a timely manner.

Please note that applicants with an OVW grant history that failed to meet grant deadlines, did not comply with OJP financial requirements, or did not comply with special conditions from previous grants will 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;
- Identify the target population and state how the target population would benefit from the proposed project (please use current demographic information of 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 the community's service area in which the project would be implemented, including location, population, and demographic information; and
- Describe how the proposed project complements the State's STOP Violence Against Women Implementation Plan.

E. What Will Be Done (35 points)

This section should briefly:

- Detail the project goals and objectives, describe the specific tasks and activities necessary for accomplishing each; and
- Include a reasonable time line that identifies when activities will be accomplished.

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.

LAV funds may not be used to support the development of Web sites or video production. Some communities would not benefit from the development of new products. Please provide an explanation if your application does not contemplate the development of any products.

The application should also provide a supervision or mentoring plan for attorney staff involved in the project.

F. Who Will Implement the Project (10 points)

All applicants must identify the agency(ies) or office(s) responsible for carrying out the project. This section should clearly identify all of the project partners, specify their respective roles and responsibilities, describe the collaborative relationship to be

developed/enhanced, and demonstrate the capacity of all project partners to serve victims of domestic violence, dating violence, sexual assault, and/or stalking.

Victim service organizations should meet all of the following criteria:

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

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.

The plan will be evaluated on whether it proposes feasible strategies to preserve project activities long-term. **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 or provide project development, training, and implementation. The budget **must** include compensation for all services rendered by project partners, including nonprofit, nongovernmental domestic violence and/or sexual assault victim services programs and state and tribal domestic violence and/or sexual assault coalitions.

Budget Caps

The following award limits are firm and apply even to applications for supplemental funding. The proposed budget should be for 24 months and in proportion to the number of counties to be served. Under no circumstances should the proposed budget exceed the following limits:

- Projects serving 1-9 counties or serving a population of 500,000 or fewer will be awarded no more than \$450,000.

- Projects serving 10 counties or more or serving a population of 500,001 and over but not more than 900,000 and not serving an entire state will be awarded no more than \$550,000.
- Projects that are statewide or serving a population of 900,001 or more will be awarded no more than \$650,000.
- Applicants serving tribal areas may approximate how many counties would be involved in their proposed project to determine their budget request.
- Applications for continuation funding will be considered based on their current funding level. Current programs should also include an increase in the cost of living in their budget request. A very modest expansion of services may also be considered.

OVW has the discretion to 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 budget guidelines:

- Applicants are strongly discouraged from requesting consultant rates in excess of \$450 per day, because they require prior approval from OVW's Director.
- Applicants **may not** allocate any 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 (\$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. This required amount must be included in the “travel” category. Please provide an estimated breakdown for this amount (include the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc.). These funds are to be used **only** for OVW-designated technical assistance. Any training and TA 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 Comptroller. 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/oc/fmts.htm>.

A Sample Budget Detail Worksheet is available at http://www.ojp.usdoj.gov/Forms/budget_fillable.pdf. 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 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.

Memorandum of Understanding (MOU) or Memorandum of Exemption (MOE) (Total 20 Points)

Applicants are required to provide documentation that demonstrates they have consulted and coordinated in a meaningful way with the LAV Grant Program. OVW requires this to be done by the submission of the MOU.

Each applicant must include, as an attachment, a current (**i.e., signed and dated during the development of the proposal**) MOU created and signed by the chief executive officers and/or directors of all participating agencies; such as nonprofit, nongovernmental victim services programs, legal services programs, Indian tribal governments and public entities not acting in a governmental capacity.

The MOU should not exceed 8 pages. This page limit does not include signature page. The MOU should be a single document that includes signatures and dates from all partners. Signatories should be sure to include their titles and agencies under their signatures. (See sample MOU at Appendix B.)

Continuation applicants 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:

- Provide a brief history of the collaborative relationship among the partners, including when and under what circumstances the relationship began and when each partner joined the collaboration;

- Describe any changes in the collaboration, including an explanation or description of any new or additional partners that have been added or any partners that would no longer participate;
- Specify the extent of each party's expertise and participation in developing the application;
- Clearly state the roles and responsibilities each organization or agency will assume to ensure the success of the proposed project;
- Identify the representatives of the planning and development team who will be responsible for planning, developing, and implementing project activities and describe how they will work together and how they will work with project staff;
- Demonstrate a commitment on the part of all partners to work together to achieve stated project goals;
- Indicate approval of the proposed project budget by all signing parties; and
- Describe the resources each partner will contribute to the project either through time, in-kind contribution, or with the use of grant funds (for example, office space, project staff, training).

Memorandum of Exemption (MOE)

Applications from agencies that as their primary mission provide services to domestic violence or sexual assault victims may submit the Memorandum in Support of Request for Exemption (MOE) as a separate attachment to the application, in lieu of the MOU. Applicants eligible to submit the MOE may do so in place of the required MOU; however an applicant may elect to submit the MOU. The applicant must submit either the MOU or the MOE. (See Sample MOE at Appendix B.) **An organization that submits an MOE 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.** Therefore, if there is any uncertainty as to whether the applicant meets the MOE eligibilities, the applicant is encouraged to submit the MOU. **The MOE should not exceed 5 pages.** The MOE should reflect the following:

- One of the primary purposes of the victim services program is providing services to victims of domestic violence, dating violence, sexual assault, or stalking.
- The length of time the victim services organization has operated.
- Organization's accomplishments in the community.

****The applicant must include a copy of their agency mission statement.**

The MOU/MOE should be a single document that includes signatures and dates from all partners. Signatories should be sure to include their titles and agencies under their signatures.

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.usdoj.gov/ovw/docs/nonsup_letter.pdf 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 3 years) received funding from OVW or OJP must complete a Financial Capability Questionnaire. The form can be found at <http://www.ojp.usdoj.gov/oc>. You should also include the cognizant Federal audit agency and fiscal year on the first page. In addition, be sure to submit your current year's audit report with the Financial Capability Questionnaire.

Indirect Cost Rate Agreement

If your organization is requesting indirect costs for this project, please include a copy of your current, signed indirect cost rate agreement. If you need additional information on this requirement, please go to <http://www.ojp.usdoj.gov/FinGuide/part3chap17.htm>.

Selection Criteria

In addition to the criteria above, all applications will also be rated on the following:

- 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 extent to which the proposal does not include activities that compromise victim safety;
- The extent to which activities are clearly described and reflect sound and innovative strategies to improve victim safety;
- The extent to which the budget is reasonable and within established limits;
- The extent to which the organization has an understanding of the issue;
- The extent to which the organization has the capacity to implement the proposed activities.

Applications will also be evaluated by a peer review panel on whether the application adheres to the following criteria:

- **Provide 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.
- **Provide comprehensive legal services to underserved communities.** OVW encourages applicants to serve communities which have been traditionally underserved. Applicants that propose to deliver services to an underserved community must demonstrate a 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.⁹
- **Coordinate with local faith- and/or community-based nonprofit, nongovernmental sexual assault and/or domestic violence programs.** All applicants that are not faith- and/or

⁹ 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).

community-based must enter into formal collaborations with faith- 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. To promote and enhance these partnerships, the LAV Grant Program requires that all applicants submit a memorandum of understanding, signed by the leadership of all agencies or organizations participating in the proposed project. Similarly, the budget for the proposed project must reflect appropriate compensation for staff from the participating sexual assault and/or domestic violence programs and legal services programs.

- **Implement 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.usdoj.gov/ovw/info_grantees.htm*).

Also OVW has an interest in projects that:

- Establish or strengthen projects focused solely or primarily (60% or more) on providing a broad range of legal representation to victims of sexual assault.
- 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.¹⁰

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 an 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 sent to formal 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 9);
- Whether all statutory eligibility criteria are met (see page 9);
- Whether the minimum requirements for the program are met (see page 6);
- Whether the certification requirements for the program are met (see page 6);

¹⁰ For the purposes of this grant program, "Indian tribe" is defined as any tribe, band, pueblo, nation or other organized group or community of Indians, including an Alaska Native village or regional or village corporation (as defined in or established under the Alaska Native Claims Settlement Act, 43 U.S.C. 1601 et seq.), that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. Any applicant representing a consortium of tribal governments and/or organizations must submit a resolution from the constituent tribal governments and/or organizations supporting the application.

- 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 15).

In addition, applications for continuation funding will be reviewed for prior compliance with Program and Office requirements and the status of current grant-funded activities. (See page 8 for further details on criteria for this review.) Applicants with an OVW grant history that have failed to meet grant deadlines, did not comply with OJP's financial requirements, or did not comply with special conditions from previous grants will not be considered for funding.

OVW will establish panels of experts and practitioners to review applications. Each panel will review the information provided in the application against the selection criteria for the program. Following formal peer review, a second internal review will be conducted, considering, for example, the geographic distribution of the applications from a national perspective, the ratio of population to services, and the type of projects already funded within an applicant's state or community. The total points possible for an application are 100 (65 points for Narrative, 15 points for Budget, and 20 points for the MOU or MOE.) Applications with the highest composite scores will be considered for funding.

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 Office of the Comptroller Financial Guide
- Suspension or Termination of Funding

All OVW grantees must comply with these additional requirements. Additional information for each can be found at <http://www.ojp.usdoj.gov/funding/otherrequirements.htm>. References 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).

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;
- An MOU or MOE;
- A current Indirect Cost Rate Agreement (if applicable);
- Financial Capability Questionnaire, if applicable; and
- Letter certifying compliance with minimum requirements

Detailed instructions on how to use the Grants.gov system to submit your application online are available at www.grants.gov. Also, a toll-free telephone number has been established for you to receive technical assistance as you 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, postmarked by **March 5, 2008** 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**



U.S. Department of Justice

Legal Assistance for Victims (LAV) Translators and Interpreters Services Initiative: Call for Concept Papers

OVW is committed to building the capacity of victim service organizations to effectively respond to domestic violence, sexual assault, dating violence, and stalking. OVW believes the public and LAV grantees would be better served if victims have access to translation and/or interpretation services as needed. A grantee participating in the initiative will be able to offer victims in need of translation and/or interpretation services vouchers that will enable the victim to hire an interpreter and/or translator that is determined to be certified by the state and/or qualified by the grantee.

The purpose of the Initiative is to provide grantees under OVW's LAV Grant Program an opportunity to better serve and assist non-English speaking, limited-English speaking, deaf, and blind victims in connection with the provision of legal assistance. The Initiative will allow grantees to extend their services to communities and populations that have traditionally been underserved or underrepresented in receiving legal assistance for domestic violence, sexual assault, dating violence, and stalking due to language barriers or hearing disabilities. It is envisioned that this initiative will allow LAV grantees the opportunity to reach and provide services to more diverse communities.

OVW will select up to five concept papers for further development and funding consideration. The concept paper must provide a detailed plan addressing how the applicant will identify and select translators and/or interpreters, if applicable in accordance with their local and state legal guidelines; the need of such services for their program; the procedures and/or methods that the applicant will take to monitor and train the translators and/or interpreters who are selected; and the system for payment/reimbursement of translators and/or interpreters who are used.

Eligibility

All current LAV grantees (including Federal Fiscal Year 2007 grantees) and Federal Fiscal Year 2008 applicants are eligible to submit a concept paper to participate in the LAV Special Initiative. Federal Fiscal Year 2008 LAV applicants interested in submitting a concept paper must submit the concept paper separate from their LAV application. Any concept papers included with or in an LAV application will not be considered.

Award Period

The award period will be 24 months.

Award Amount

Selected projects will receive up to \$80,000.00 for 24 months, although OVW reserves the right to make awards for lesser or greater amounts or not to make an award under this call for concept

papers. This amount will be in addition to any amount that has or will be awarded under the LAV Grant Program.

How to Apply

Applicants must send **via overnight delivery** a complete hard copy original of the concept paper, postmarked by **Wednesday, March 5, 2008** to:

United States Department of Justice
Office on Violence Against Women
800 K Street, NW, Suite 920
Washington, DC 20530
Attn: LAV Special Initiative
Phone: (202) 307-6026.

We strongly recommend that you use a traceable shipping method that will allow you to confirm the delivery of your concept paper. Applicants should retain proof of timely submission.

What a Concept Paper Must Include

Applicants must complete each of the following sections as part of their response to this Call for Concept Papers. It is the responsibility of the applicant to ensure that the concept paper is complete. OVW will remove a concept paper from consideration prior to internal review if the concept paper is incomplete. The proposal should follow the order below for easy reading. Please be sure to number each page of the concept paper. Internal reviewers will not consider materials submitted beyond those required by this call for concept papers.

Concept papers must use the following page format requirements:

- No more than 10 pages
- Double spaced
- 8½ x 11 inch paper
- One inch margins
- Type no smaller than 12 point, Times New Roman font

Narrative

A. Summary Data Sheet

The Summary Data Sheet must include the following:

- Name and address of applicant and grantee authorized official (include an email address and phone and facsimile number);
- Target audience and their translation and/or interpretation needs;
- Service Area; and
- Estimated project cost, including the estimated number of victims to receive vouchers

B. What Will Be Done

This section should include the following:

- Describe the target audience.
- State the goals and objectives of the proposal including:
 - The translation/interpretation needs of the target audience, what type of services are needed and what services will be provided;
 - What services are currently offered in the community being served;
 - How the applicant will assess the ability and qualifications of translators and/or interpreters selected to provide the services needed;
 - How the translators and/or interpreters will be selected;
 - How the translators and/or interpreters will be trained on domestic violence, sexual assault, dating violence, and stalking;
 - How translators and/or interpreters will be monitored;
 - An estimated daily and/or hourly rate for translation and/or interpretation services in your community or jurisdiction;
 - The estimated number of victims to receive vouchers and how that number was calculated;
 - How victims receiving vouchers will be selected;
 - The manner in which vouchers will be distributed;
 - Commitment to participate in OVW/ LAV-sponsored regional or national meetings (please note: any necessary travel costs that will be included in the initiative award)
 - How the voucher system will provide for reimbursement/payment of translators and/or interpreters, and how the system will be monitored to ensure sound financial management;
 - Participate in an initiative assessment and follow-up by OVW-designated Technical Assistance providers, if requested;
- Provide a summary of activities that will be undertaken to accomplish the project goals and objectives and provide a corresponding timeline for the completion of each activity

C. Who Will Implement the Project

This section should include the following:

- Identify the LAV recipient organization and partnering organizations who will implement the project and describe the role of each;
- Describe the capacity of the organization/s to undertake the project;
- Describe the proposed staffing (including consultants, if applicable) for the initiative
- List the qualifications and experience of proposed staff/consultants; and
- If you are proposing to utilize consultants, indicate the estimated daily rate for each consultant.

D. Letters of Support

Letters of support must be included from all project partners. Letters should describe the partners' role in the project, as well as their commitment to the collaboration.

Note: A MOU and a budget narrative are not required for the concept paper. Those concept papers that receive the highest overall scores will be invited to submit a full application, which will include a budget and budget narrative, and possibly an MOU.

Review Process

Complete concept papers will be subject to internal OVW review. OVW staff will contact selected applicants to submit a full application. At that time, those applicants will be required to submit full applications, including budgets.

Applicants with an OVW grant history that failed to meet grant deadlines, did not comply with OJP financial requirements, or did not comply with special conditions from previous grants will not be considered for funding.

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]

APPENDIX B

Sample Memorandum of Understanding

[Applicant Letterhead]

Memorandum of Understanding

WHEREAS, Legal Services of America ("LSA") [applicant], XYZ Legal Aid and the ABC Safety Shelter Project have come together to collaborate and to make an application for Legal Assistance for Victims grant; and

WHEREAS, the partners listed above have agreed to enter into a collaborative agreement in which LSA will be the lead agency and named applicant and the other agencies will be partners in this application; and

WHEREAS, the partners herein desire to enter into a Memorandum of Understanding setting forth the services to be provided by the collaborative; and

WHEREAS, the application prepared and approved by the collaborative through its partners is to be submitted to the Office on Violence Against Women on or before January 23, 2008;

[Description of Collaborative Relationship]

- *Provide a brief history of the collaborative relationship between the partners, including when and under what circumstances the relationship began and when each partner joined the collaboration;*
- *Describe any changes in the collaboration, including an explanation or description of any new or additional partners that have been added, or any partners that would no longer participate;*

NOW, THEREFORE, it is hereby agreed by and between the partners as follows:

- *Specify the extent of each party's participation in developing the application;*
- *Clearly state the roles and responsibilities each organization or agency will assume to ensure the success of the proposed project; identify the representatives of the planning and development team who will be responsible for planning, developing and implementing project activities and describe how they will work together and how they will work with project staff;*
- *Demonstrate a commitment on the part of all partners to work together to achieve stated project goals; and*

- *Indicate approval of the proposed project budget by all signing parties.*

The partners will provide legal services to victims of domestic violence, dating violence, sexual assault, and stalking including:

- *Specify the extent of each party's participation in developing the application;*
- *Clearly state the roles and responsibilities each organization or agency will assume to ensure the success of the proposed project;*
- *Identify the representatives of the planning and development team who will be responsible for planning, developing and implementing project activities and describe how they will work together and how they will work with project staff;*
- *Demonstrate a commitment on the part of all partners to work together to achieve stated project goals; and*
- *Indicate approval of the proposed project budget by all signing parties.*

1. LSA and XYZ will provide legal services to victims of domestic violence that will include:

[Describe the resources each partner will contribute to the project either through time, in-kind contribution or with the use of grant funds (for example, office space, project staff, training).]

- Obtaining protection orders, providing representation for divorce, custody and/or visitation cases and obtain child support orders;
- Providing representation for administrative matters such as access to benefits for housing and/or landlord/tenant matters, and for matters related to employment, including unemployment compensation;
- Providing other legal services that may become necessary to properly and completely represent a victim of domestic violence;
- Develop programs to reach diverse and traditionally underserved populations, including racial, cultural, or ethnic minorities; the disabled; language minorities; or domestic violence victims in rural or inner-city areas.

2. LSA and ABC will collaborate in the following manner:

- Provide services such as comprehensive initial and on-going training to ensure a consistent level of qualified representation by attorneys and/or legal advocates knowledgeable about the law and sensitive to the dynamics of battering relationships;
- Attorney representing domestic violence client will confer with victim advocate about pending case where necessary with client's permission;

- c. Meet at least three times a month for case referral reviews and follow- up.
3. LSA and ABC will collaborate in the following manner:
- a. LSA will:
 - 1. Refer clients to ABC for counseling, advocacy, resources;
 - 2. Train all attorneys on interviewing, safety planning; and
 - 3. Conduct monthly outreach on legal procedures for shelter clients.
 - b. ABC will:
 - 1. Train LSA attorneys every three months on emerging issues;
 - 2. Train all staff funded by grant initially on the dynamics of domestic violence and safety issues
4. The collaboration service area includes a ten county area in [your state]. The ten counties to be served are:
5. The partners agree to collaborate and provide legal advocacy and training services to victims of domestic violence, dating violence, sexual assault, and/or stalking pursuant to the program narrative of the grant application attached to this agreement.
6. Compensation for [non-lead] partners' contribution to this project will be provided as outlined in the attached OVW budget detail. By signing here, each entity signifies approval of this collaboration including the proposed budget.

9

 XYZ Legal Aid [applicant's authorizing official]

 LSA [applicant's authorizing official]

 ABC Safety Shelter Project

Dated: January 9, 2008

cc: Agencies and Interested Parties

⁹ Each application must include, as an attachment, a current (i.e., signed **and dated during the development of the proposal**) Memorandum of Understanding (MOU) developed **and signed by the chief executive officers and/or directors of all participating agencies** including nonprofit, nongovernmental domestic violence programs and legal services programs.

Sample Memorandum of Exemption

[Applicant Letterhead]

Memorandum in Support of Exemption

The [applicant] is a domestic violence/sexual assault victim services program and is applying for a Legal Assistance for Victims Grant; and

The applicant has operated in the community for _____ years and provides the following services for victims:

The applicant's accomplishments in the community are:

The applicant collaborates formally and/or informally with the following organizations in the following manner:

Letters of Support from the organizations listed above are attached hereto.

The applicant proposes to provide on-site legal advocacy and/or on-site legal services in the following manner:

The applicant is well suited to provide on-site legal advocacy and/or on-site legal services without the benefit of collaboration with a legal services organization because:

Applicant's other noteworthy accomplishments and/or special expertise:

The applicant has included a copy of the agency's mission statement.

Based on the foregoing, the applicant respectfully requests exemption from the collaboration requirement of this grant program.

Name, Title

Date: January 9, 2008

cc: Agencies and Interested Parties