



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

OVW

OVW FY 2006

Legal Assistance for
Victims Grant
Program

Solicitation

LETTER OF INTENT DEADLINE:
December 27, 2005

NEW-GRANTS.GOV
REGISTRATION DEADLINE:
January 10, 2006

APPLICATION DEADLINE:
January 24, 2006

Please note: If your program was impacted by the recent hurricanes in a way that hinders your ability to submit your application for this grant program, you may be eligible for an extension of the application deadline. If you wish to apply for such an extension, please contact the Office on Violence Against Women at 202-307-6026.

U.S. Department of Justice
Violence Against Women
Street, N.W., Suite 920
Washington, D.C. 20530

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Department of Justice Response Center
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Office on Violence Against Women
www.usdoj.gov/ovw

Legal Assistance for Victims Grant Program
www.ojp.usdoj.gov/fundopps.htm

Grants.gov Customer Support Hotline
1-800-518-4726

About the Office on Violence Against Women

The Office on Violence Against Women (OVW) is a component of the U.S. Department of Justice. Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership against domestic violence, sexual assault, and stalking. Since its inception, the Office 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 while also enabling communities to hold offenders accountable.

About the Legal Assistance for Victims Grant Program

The Legal Assistance for Victims (LAV) Grant Program is intended to increase the availability of legal assistance necessary to provide effective aid to 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.

The LAV Program awards grants to law school legal clinics, domestic violence victims' shelters, bar associations, sexual assault programs, private nonprofit entities, Indian tribal governments, legal aid or statewide legal services, 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 Program is to develop innovative, collaborative projects that provide quality representation to victims of domestic violence, dating violence, sexual assault, and stalking.

Program Eligibility

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

Eligible Applicants

By statute, eligible entities for this program are:

- Private Nonprofit Entities
- Publicly funded organizations not acting in a governmental capacity
- Indian Tribal Governments or Consortia¹

Private Nonprofit Entities include faith and community-based organizations. Additionally, eligible applicants 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 OVW policy that faith-based and community organizations that statutorily qualify as eligible applicants under OVW 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

¹ 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.

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 OVW 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. OVW 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 OVW grant funds; rather, such religious activity must be separate in time or place from the OVW funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by OVW are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

Additional Criteria

Applicants should 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.

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.**

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 E 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 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 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, or tribal domestic violence or sexual assault program or coalition, as well as appropriate State and local law enforcement officials.
- (3) Any person or organization providing legal assistance through a program funded under (the LAV 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.

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

AVAILABILITY OF FUNDS

The ability of OVW to make awards under the LAV Grant Program in Fiscal Year 2006 is contingent upon Congressional appropriation of funds for that purpose.

Award Period

The award period for new and continuation grants will be 24 months. **Budgets must reflect 24 months** of project activity.

Award Amounts

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs. FY 2006 grants will be awarded to new and continuation projects based on the budget guidelines listed on page 16. OVW may elect to make grants for greater or lesser amounts

² 42 U.S.C. 3796gg-6(d).

than requested, and to negotiate the scope of work with applicants prior to award of a grant.

Applications 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 considered.

Letter of Intent

All applicants who intend to apply for FY 2006 funding under this program are strongly encouraged to **submit a non-binding letter of intent**, (please see Appendix F), to OVW by December 27, 2005. You may fax the letter to OVW at (202)514-5818. OVW will use these letters to forecast the number of peer review panels needed to review competitive applications.

Application Due Date-*Read carefully: new information*

Please note that final applications are due **by 5:30 pm (EST) January 24, 2006, and will be accepted through Grants.gov, an e-Government initiative that is included in the President's Management Agenda and through submission of a hard copy original. Please note that Grants.gov is not the Grants Management System (GMS) through which OVW applicants have submitted applications in previous years.** Applicants should register with Grants.gov **by January 10, 2006**. **First-time registering can take several weeks.**

You will be unable to submit your application if you do not first register.

In addition, an original hard copy must be sent to The Office on Violence Against Women, c/o Aspen Systems Corporation via overnight delivery no later than **January 24, 2006**.

We strongly recommend that you use a trackable shipping method that will allow you to confirm the delivery of your application. Applications should retain proof of timely submission.

Please refer to the "How to Apply" section on page 23 of this solicitation for further instructions.

Types of Applicants

Eligible Grantees

To maximize the jurisdictions, and thereby victims served by LAV grants, recipients of FY 2005 funding who have current awards, and their project partners, are not eligible to apply regardless of whether they propose services for a different geographical area.

Only FY 2004 grantees, previously unsuccessful applicants, new applicants, and FY 2005 grantees that received a one year award are eligible to apply for FY 2006 funding. FY 2004 grantees who are out of compliance, due to delinquent progress reports and/or financial

status reports, will not be considered for funding.

All applicants who have not received prior grant funding under this grant program are eligible to apply for FY 2006 funding.

Recipients of FY 2002 and 2003 funding who did not receive an FY 2004 continuation award are eligible to apply for new FY 2006 funding. Please note: 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.

An applicant or project partner may submit only one LAV 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 FY 2006 are eligible to apply as a lead applicant or as a project partner on a FY 2006 application.

PROGRAM SCOPE

The scope of the LAV 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 Purpose Areas

By statute, funds may be used:

- (1) to implement, expand, and establish cooperative efforts and projects between domestic violence, dating violence and sexual assault victim services organizations³

³ A domestic violence or sexual assault victim services program is a nonprofit, nongovernmental organization that assists victims by providing social services, case management, referrals, and housing, for example.

and legal assistance providers to provide legal assistance for victims of domestic violence, dating violence, stalking, and sexual assault;

(2) 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

(3) 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.⁴

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

All applicants for LAV grants are required to ensure that services supported by these funds will be provided to sexual assault, stalking, dating violence, or domestic violence 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
- Criminal defense of victims charged with crimes

Activities That May Compromise Victim Safety

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

⁴ Pub. L. No. 106-386, Sec. 1201, 114 Stat. 1464, 1504-1505, *codified at* 42 U.S.C. 3796gg-6(c).

- **Refusal to represent victims who are also respondents/defendants.**
- **Mediation⁵, 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.**

Review Process

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

- Whether all statutory eligibility criteria are met (see page 3);
- Whether the minimum requirements for the program are met (see page 5 and Appendix E);
- Whether the application proposes significant activities that may compromise victim safety (see page 8);
- Whether the proposed budget is within the established limits (see pages 16).
- Whether the application is complete;
- Whether the proposed activities are within the scope of the program (see page 7-8);

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 12 for further details on criteria for this review.)

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 peer review, a second internal review will consider the geographic distribution of the applications for a national and statewide perspective, the ratio of population to services, the existence of underserved communities, 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 under this grant program.

⁵ 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.

Application Content

Applicants must complete each of the following sections as part of their proposals. **It is the responsibility of the applicant to ensure the application is complete. OVW will remove the 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 (except for the Summary Data Sheet and Abstract, which may be single spaced)
- 8 ½ 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

Peer reviewers will not review applications exceeding the page limits, or their equivalent.

The following will be submitted online through Grants.gov. (Please refer to Appendix A, the Step-by-Step Guide to Grants.gov.)

DUNS Number

A Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. **The DUNS number will be entered into Grants.gov by the applicant. An application will not be considered complete until a valid DUNS number is provided by the applicant.** The number should be nine digits. Individual persons who receive a grant or cooperative agreement from the Federal government are exempt from this requirement.

Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 1-800-333-0505.

If you have any questions about the DUNS number requirement, please contact the Office of the Comptroller's Customer Service Center at 1-800-458-0786.

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

The SF-424 will be filled out online through Grants.gov. The Catalog of Federal Domestic Assistance number for this Program is 16.524, and the title is LAV Program (block 10). Please be sure that the amount requested matches the amount in the submitted budget.

Applicants must ensure that the information for the authorizing official and alternate contact are 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. If the individual applying online is not the authorizing official, that individual must list the authorizing official's name and contact information where appropriate.

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.

NOTE: If the authorizing official is not the individual submitting the application via Grants.gov, be sure the correct authorizing official information has been entered.

The following will be submitted as attachments in Grants.gov. Please save your attachments with names that indicate the substance of the attachment. (e.g., save your program narrative as "Program Narrative.")

Summary Data Sheet (not to exceed 1 page):

Please identify the following:

- 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 to the U.S. Department of Justice, bureaus or offices within the Office of Justice Programs, other federal agencies, or the Legal Services Corporation.

Abstract (not to exceed 1 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 describe concisely the current project goals and objectives. Summaries of past accomplishments should be avoided in the abstract.

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

- Conciseness
- Accuracy in summarizing the Project Narrative.

Status of the Current Project (not to exceed 5 pages):

Applicants for continuation funding only. This section will be used for internal review only. The application may receive a deduction in points based on the criteria listed below. This section should be provided on a separate page 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 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; and
- Any unanticipated obstacles to project implementation.

This section should be as clear and succinct as possible.

Current projects will be rated by OVW using the following criteria:

- Whether progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the current project, indicating progress toward meeting project goals and objectives, and demonstrate that the current project has progressed in a timely manner as outlined in the original proposal;
- Whether the grantee has demonstrated that past activities supported with LAV grant funds have been limited to LAV Purpose Areas;
- Whether the grantee has complied with all special conditions of its existing grant award from the Department of Justice;
- 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 appropriately utilized and actively participated in OVW sponsored workshops and other technical assistance events required as 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 there is an excess of funding remaining in the current award.

Project Narrative: 65 points (not to exceed 20 double-spaced pages)

The components of the Project Narrative are worth a cumulative total of 65 points. The narrative should include a project period of 24 months. A peer review panel will evaluate each applicant's project narrative according to the criteria:

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 and Byrne Formula Grant Statewide Strategy.

What Will be Done: 40 points

Applicants should 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 websites 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. Do not include a restatement of project activities in this section.

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

Selection Criteria

In addition to the criteria above, this section on "What Will Be Done" 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 project activities are clearly described and reflect sound and innovative strategies to improve victim safety.
- The extent to which direct legal services will be provided.
- The extent to which project activities can realistically be accomplished within 24 months.

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 nonemergency 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 continue serving that community. To demonstrate this, applicants may: 1) highlight their organization's accomplishments within the community; 2) show a history of formal and informal collaborations in the community; and/or 3) obtain letters of support from community based organizations. None of these is required and other methods of demonstrating capacity to serve a traditionally underserved community are acceptable.⁶

- ***Coordinate with local faith and/or community-based nonprofit, nongovernmental sexual assault and/or domestic violence programs.***

All applicants 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 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

⁶ [T]he term 'underserved populations' includes populations underserved because of geographic location (such as rural isolation), underserved racial and ethnic populations, and populations underserved because of special needs, such as language barriers, physical disabilities, alienage status, or age[.] 4 USC 3796gg-2(7).

staff from the participating sexual assault and/or domestic violence programs and legal services programs.

- ***Implement guidelines outlined in *The Legal Assistance for Victims Grant Recipients' Policy Manual*.***

Successful applicants will receive and are encouraged to implement protocols directed at enhancing victim safety. These include conflict 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 www.usdoj.gov/ovw/publications*)

Also, the Office 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 victims of domestic violence, dating violence, stalking and sexual assault on lands within the jurisdiction of an Indian tribe.⁷
- Establish or strengthen programs that provide comprehensive representation to victims of domestic violence, dating violence, stalking, and sexual assault serving urban communities and/or linguistic and cultural minorities.

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.

Sustainability Plan: 5 Points

Because 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 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 encouraged to seek additional means of support to sustain their current projects.**

⁷ 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.

Sustainability plans may vary depending on whether the applying organization is a new, continuation, urban or rural based applicant, and/or receives other federal funding. The sustainability plan should be feasible and include a combination of strategies to obtain funding from any or all of the following sources: local foundations, planned giving, community events, state and local government, corporate sponsorship, and donations of goods (equipment) and pro bono services. Applicants can also demonstrate project sustainability by including match addressing nonfederal contributions to the program. Match, however, is not required.

Budget Detail Worksheet and Narrative: 15 Points

Each application must include a detailed budget and budget narrative for the project. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. (*See Sample Budget at Appendix B*). 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 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, non-governmental 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 9 counties or fewer, or serving a population of 500,000 will be awarded no more than \$450,000.
- Projects serving 10 counties or more, or serving a population of 501,000 and over but below 900,000 and not serving an entire state will be awarded no more than \$650,000.
- Projects that are statewide, or serving a population of 901,000 or more will be awarded no more than \$850,000.
- 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. For the sole purpose of supporting travel to OVW sponsored technical assistance events, applicants with five or more grant supported staff may exceed the above budget caps to support travel expenses for project partners. Budget caps may not exceed \$12,000 for this purpose. Any unused technical assistance funds may not be allocated to cover other project costs and must be returned to OVW at the end of the project.

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 by the Director of the Office on Violence Against Women.
- Applicants **may not** allocate any funds for building renovations. This includes such seemingly minor activities as painting or carpeting.
- 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 thinking on violence against women through training and technical assistance can reduce staff burnout, improve project performance, and input sustainability. As such, OVW offers a wide range of trainings and technical assistance opportunities. 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 9 counties or less) to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Applications selected for funding which 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 unless otherwise approved by OVW. Successful applicants **must** prioritize LAV targeted trainings and attend at least two LAV sponsored events before seeking approval to attend other comprehensive OVW-designated technical assistance trainings. Travel funds not used by the end of the grant cycle may not be reprogrammed for other project purposes 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 Office of Justice Program'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 the financial training seminars is available at www.ojp.usdoj.gov/oc/fmts.htm.
- Applicants must provide justification for all budget items including bar dues, legal publications, and rent. Justification should be based on the ratio of project personnel who are full-time equivalents as compared to the number of full-time personnel in the applicant agency.

A Sample Budget Detail Worksheet is included in Appendix B of this solicitation. The budget and budget narrative should be submitted online as one attachment under "Budget Narrative." 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.

The following must be included in your hard copy. If you have electronic signed copies, they also may be included as attachments on grants.gov.

Memorandum of Understanding: 20 Points
(not to exceed 8 pages)

All applications which are not from domestic violence or sexual assault victims services agencies must include a Memorandum of Understanding (MOU) as a separate attachment to the application. The MOU must be current (i.e., signed and dated in calendar year 2005-2006) developed 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. (See *Sample MOU at Appendix C*). Page limit does not include signature page.

The MOU must: 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: 20 Points

(not to exceed 5 pages)

Applications from agencies that provide services to domestic violence or sexual assault victims must submit a Memorandum in Support of Request for Exemption (MOE) as a separate attachment to the application. **Applicants eligible to submit a MOE may do so in place of the required MOU.** (See *Sample MOE at Appendix C*). The MOE should reflect the following:

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

The MOU should be a single document that includes signatures and dates from all partners.

Letters of support may not be submitted in lieu of the MOU or MOE. However, if an MOE is submitted, letters of support from agencies in the community that collaborate with the applicant may be attached.

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>.

Certification of Nonsupplanting

Applicants must submit a letter to OVW's Director, Diane M. Stuart, certifying that supplanting of non-Federal funds will not take place should a grant award be made. Please refer to Appendix D for a sample letter. Be sure to reference your application number.

Additional Program Requirements

Office on Violence Against Women Technical Assistance Program

Grant recipients must agree to work closely with the Office staff and technical assistance providers. **Grantees are required to attend at least (2) OVW sponsored Technical Assistant events. As participation in technical assistance events will often involve out-of-state travel, applicants are required to include funds in the project budget to support travel costs associated with these activities.** Please see Budget Requirements section.

Performance Measures

There are two statutory requirements that require OVW grantees to collect and maintain data that measure the effectiveness of the funded projects. First, the Government Performance and Results Act of 1993 (GPRA), requires agencies to report on the results of government programs and activities. Second, the Violence Against Women Act of 2000 mandates that all OVW grant recipients report on the effectiveness of their programs. To address these statutory requirements, OVW has developed a LAV semi-annual Progress Report that requests specific data on grantee activities. Information that grantees must collect for this progress report includes:

- The number of individuals served.
- The number of individual persons seeking services who could not be served.
- Training provided with LAV funds including number and disciplines of those trained.
- Number of cases handled, including type of legal issue addressed and number of victims served.
- Number of pro bono attorneys recruited, trained, and mentored and number of cases accepted for representation by pro bono attorneys.
- Program effectiveness reporting activities should be conducted in compliance with the "Confidentiality of Identifiable Research and Statistical Information" protection

requirements.⁸

Reporting Requirements

Grantees will be required to submit quarterly Financial Status Reports and semi-annual Progress Reports. In addition, grant recipients who expend \$500,000 or more of Federal funds during this fiscal year are required to submit a single organization-wide audit. Additional information on these reporting requirements will be provided to successful applicants in the award package.

OJP Financial Guide

All grantees are required to comply with the regulations and requirements outlined in the OJP Financial Guide. The Financial Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. Copies are available from the Department of Justice Response Center (1-800-421-6770) and also through the OJP web page: <http://www.ojp.usdoj.gov/FinGuide>.

Suspension or Termination of Funding

OVW may suspend funding in whole or in part, terminate funding, or impose another sanction on a recipient who has failed to comply substantially with the following:

- The requirements of VAWA and statutory objectives of LAV;
- Timely submission of quarterly Financial Status Reports;
- Timely submission of semi-annual Progress Reports;
- The regulations and/or guidelines issued for the LAV program and any other regulations applicable to OVW grantees; or
- The application submitted in accordance with the provisions of VAWA or any other applicable federal Act.

OVW will provide reasonable notice of its intent to impose sanctions and will attempt informally to resolve the problem. Hearing and appeal procedures will follow those in the Department of Justice regulations in 28 CFR Part 18. References to the Office of Justice Programs and its components are deemed to refer to the Office on Violence Against Women. The responsible agency official, as defined by 28 CFR § 18.3(h), is the director, Office on Violence Against Women.

Single Point of Contact Review

Executive Order 12372 requires applicants from State and local units of government or other organizations providing services within a State to submit a copy of the application to the State Single Point of Contact (SPOC), if one exists, and if this Program has been

⁸ 28 C.F.R. Part 22.

selected for review by the State. Applicants must contact the State SPOC to determine if the program has been selected for State review. The date that the application was sent to the SPOC or the reason such submission is not required should be indicated on the Form SF-424. The list of SPOCs can be found at <http://www.whitehouse.gov/omb/grants/spoc.html>.

Civil Rights Compliance

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

Services to Limited-English-Proficient (LEP) Persons

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

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

Anti-Lobbying Act

The Anti-Lobbying Act, 18 U.S.C. § 1913, recently was amended to expand significantly the restriction on use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 per each individual occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. § 1352. All applicants must understand that no

federally appropriated funding made available under this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government, without the express approval by OJP. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

HOW TO APPLY

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 work processing formats: Microsoft Word (.doc), PDF files, (.pdf) or Text Documents (.txt). (Please refer to Appendix A, the Step-by-Step Guide to Grants.gov.)

A complete application 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 project abstract and project narrative; and
- The budget, budget summary, and budget narrative.
- Letter of nonsupplanting
- An MOU and/or MOE
- Letter certifying compliance with statutory requirements
- A current Indirect Cost Rate Agreement (if applicable)

The following documents must be submitted via Grants.gov:

- The SF-424;
- Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug Free Workplace Requirements;
- The project abstract and project narrative; and
- The budget, budget summary, and budget narrative.

Note: The Catalog of Federal Domestic Assistance (CFDA) Number for the LAV Program is 16.524.

Detailed instructions on how to use the Grants.gov system to submit your application

online are available at OVW's web page, www.usdoj.gov/vawo. 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 peer review process, **applicants must send via overnight delivery a complete hard-copy original of the application, postmarked by January 24, 2006 to:**

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

Applicants that fail to submit the required hard copy original will not be considered for funding.

Application Due Date

Application must be electronically received by the close of business (5:30 p.m. EST) on **January 24, 2006**. The application attachments (e.g., MOU, Letter of Non-Supplanting, etc.) must be included in the hard copy original. The hard copy original must be sent to OVW c/o Aspen Systems Corporation at the address provided above via overnight delivery not later than **January 24, 2006**. Applicants should retain proof of timely submission.

We recommend that you register through Grants.gov at least three weeks before the application due date, or no later than **January 10, 2006**. All applicants must receive confirmation of eligibility that they are eligible to submit an application through Grants.gov prior to completing the application submission process.

For additional information, please contact the Office on Violence Against Women at (202) 307-6026 and reference the Legal Assistance for Victims Grant Program.

APPENDIX A

Step-by-Step Guide to Grants.gov.

Step-by-Step Guide to Grants.gov.

OVW is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. Grants.gov, part of this initiative, is a "storefront" that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding. This fiscal year, OJP is requiring that all discretionary, competitive grant programs be administered through Grants.gov. Application attachments submitted via Grants.gov must be in one of the following formats: Microsoft Word (*.doc), PDF (*.pdf), or text (*.txt).

If you experience difficulties at any point during this process, please call the Grants.gov customer support hotline at **1-800-518-4726**.

The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.524, titled "Legal Assistance for Victims Grant Program."

Step 1: Registering

Note: Registering with Grants.gov is a one-time process; however, if you are a first time registrant **it could take 3-5 business days to have your registration validated, confirmed, and receive your user name and 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. While your registration is pending, you may continue with steps 2, 3, and 4 of these instructions. Registration must be complete for you to be able to submit (step 5) and track (step 6) an application.

e-Business Point of Contact:

Grants.gov requires an organization to first be registered in the Central Contract Registry (CCR) before beginning the Grants.gov registration process. If you plan to authorize representatives of your organization to submit grant applications through Grants.gov, proceed with the following steps. If you plan to submit a grant application yourself and sign grant applications and provide the required certifications and/or assurances necessary to fulfill the requirements of the application process, proceed to DUNS Number and then skip to the Authorized Organization Representative and Individuals section.

- Go to www.grants.gov, and click on the "Get Started" tab at the top of the screen.
- Click the "e-Business Point of Contact (POC)" option and click the "GO" button on the bottom right of the screen.

If you have already registered with Grants.gov, you may log in and update your profile from this screen.

- To begin the registration process, click the "Register your Organization [Required]" or "Complete Registration Process [Required]" links. You may print a registration checklist by accessing www.grants.gov/assets/OrganizationRegCheck.pdf.

DUNS Number:

- You must first request a Data Universal Numbering System (DUNS) number. Click “Step 1. Request a DUNS Number.” If you are applying as an individual, please skip to “Authorized Organization Representative and Individuals.” If you are applying on behalf of an organization that already has a DUNS number, please proceed to “Step 2. Register with Central Contractor Registry (CCR).” You may obtain a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at 1-866-705-5711.

Central Contractor Registry (CCR):

Note: Registering with the CCR, updating or changing your profile could take up to 24 hours to be confirmed and validated. This delay could prevent your application from being submitted by the deadline specified, so you should register or make changes to your profile as early in the process as possible

Once you have a DUNS number, click on “Step 2. Register with Central Contractor Registry (CCR).” Here you are required to designate an individual as a point of contact. This point of contact is the sole authority for the organization and has the capability of issuing or revoking another individual’s authority to submit grant applications through Grants.gov.

A registration worksheet is provided to assist in the CCR registration process at www.ccr.gov/CCRRegTemplate.pdf. It is recommended you review the “Tips for registering with the CCR” at the bottom of this template.

- Go to www.ccr.gov or click on the CCR icon in the middle of the screen to begin the registration process. To see if your organization is already registered, click “Search CCR” at the top left side of the screen. Search entries must be exact to accurately search the database. If your organization is already registered, you can scroll down and see who the e-Business POC is for your agency. If your organization is not already registered, return to the CCR home page and click “Start New Registration” at the top left of the screen.
- If you have problems or questions about the CCR registration process, please contact the CCR Assistance Center at 1-888-227-2423.
- Once your registration is complete, you will receive an e-mail with a Trading Partner Identification Number (TPIN) and Marketing Partner Identification Number (MPIN) number. You will need the MPIN number to register with Grants.gov. If your organization is already registered with the CCR, you will need to obtain the MPIN number from your e-Business POC.

Authorize your Organization Representative:

- Click “Step 3. Authorize your Organization Representative.” Follow steps 1-4. You will need your DUNS + 4 digit number and the MPIN number CCR e-mailed to you.

Log in as e-Business Point of Contact:

- You may now go to “Step 4. Log in as e-Business Point of Contact.” Here you may authorize or revoke the authority of the Authorized Organization Representative (AOR).
- Once you are logged in, go to Step 2. Downloading the Application Viewer, below.

Authorized Organization Representative and Individuals:

If you plan to submit a grant application as an individual or an Authorized Organization Representative, with authority to sign grant applications and the required certifications and/or assurances necessary to fulfill the requirements of the application process, proceed with the following steps.

- Go to www.grants.gov and click on the “Get Started” tab at the top of the screen.
- Click the “Authorized Organization Representative (AOR)” option and click the “GO” button to the bottom right of the screen. If you are applying as an individual, click the “Individuals” option and click the “GO” button to the bottom right of the screen.
- If you have previously registered as an AOR, you may start searching for this grant opportunity from this page. Otherwise, you must complete the first-time registration by clicking “Complete First-Time Registration [Required].” You also may click on “Review Registration Checklist” and print a checklist for the following steps (see www.grants.gov/assets/AORRegCheck.pdf).
- Individuals may click the “registration checklist” for help in walking through the registration process.

Credential Provider:

Once you have entered the registration process, you must register with the credential provider, to safeguard the security of your electronic information. You must have your agency’s or individual DUNS + 4 digit number to complete this process. Now, click on “Step 1. Register with a Credential Provider.” Enter your DUNS number and click “Register.” Once you have entered the required information, click the “Submit” button.

- If you should need help with this process, please contact the Credential Provider Customer Service at 1–800–386–6820.
- It can take up to 24 hours for your credential provider information to synchronize with Grants.gov. Attempting to register with Grants.gov before the synchronization is complete may be unsuccessful.

Grants.gov:

- After completing the credential provider steps above, click “Step 2. Register with Grants.gov.” Enter the same user name and password used when registering with the credential provider. You will then be asked to provide identifying information and your organization’s DUNS number. After you have completed the registration process, Grants.gov will notify the [e-Business POC](#) for assignment of user privileges.
- Complete the “Authorized Organization Representative User Profile” screen and click “Submit.”

Note: Individuals do not need to continue to the “Organizational Approval” step below.

Organization Approval:

- Prior to submitting a grant application package, you must receive approval to submit on behalf of your organization. This requirement prevents individuals from submitting grant

application packages without permission. A notice is automatically sent to your organization's e-Business POC. Then, your e-Business POC approves your request to become an AOR. You may go to www.ccr.gov to search for your organization and retrieve your e-Business POC contact information.

- Once organization approval is complete, you will be able to submit an application and track its status.

Step 2: Downloading the Application Viewer

Note: You may download the PureEdge Viewer while your registration is in process. You also may download and start completing the application forms in steps 3 and 4 below. This application viewer opens the application package needed to fill out the required forms. The download process can be lengthy if you are accessing the Internet using a dial-up connection.

- From the Grants.gov home page, select the "Apply for Grants" tab at the top of the screen.
- Under "Apply Step 1: Download a Grant Application Package and Applications Instructions," click the link for the PureEdge Viewer (www.grants.gov/DownloadViewer). This window includes information about computer system requirements and instructions for downloading and installation.

If you are a Macintosh user, please read the PureEdge Support for Macintosh white paper available at

www.grants.gov/GrantsGov_UST_Grantee/SSL/WebHelp/MacSupportforPureEdge.pdf.

- Scroll down and click on the link to download the PureEdge Viewer (www.grants.gov/PEViewer/ICSViewer602_grants.exe).
- You will be prompted to save the application. Click the "Save" button and the "Save As" window opens. Select the location where you would like to save PureEdge Viewer and click the "Save" button.
- A window appears to show the progress of the download. When the downloading is complete, click to close the dialog box.
- To install the PureEdge Viewer, locate the file on your computer and click to open it. When you are prompted to run the file, click "RUN." Click "Yes" to the prompt to continue with the installation. The ICS InstallShield Wizard extracts the necessary files and takes you to the "Welcome" page.
- Click "Next" to continue.
- Read the license agreement and click "Yes" to accept the agreement and continue the installation process. This takes you to the "Customer Information" screen.
- Enter a User Name and a Company Name in the designated fields and click "Next."

- The “Choose Destination Location” window prompts you to select the folder in which PureEdge Viewer will be installed. To save the program in the default folder, click “Next.” To select a different folder, click “Browse.” Select the folder in which you would like to save the program, click on “OK,” then click “Next.”
- The next window prompts you to select a program folder. To save program icons in the default folder, click “Next.” To select a different program folder, type a new folder name or select one from the list of existing folders, then click “Next.” Installation will begin.
- When installation is complete, the “InstallShield Wizard Complete” screen will appear. Click “Finish.” This will launch the “ICS Viewer Help Information” window. Review the information and close the window.

Step 3: Downloading an Application Package

- Once you have downloaded the PureEdge Viewer, you may download and view this application package and solicitation instructions.
- From the Grants.gov home page, select the “Apply for Grants” tab at the top of the screen.
- Click “Apply Step 1: Download a Grant Application Package and Application Instructions.”
- Enter either the CFDA number for this announcement, 16.524, or this solicitation’s Funding Opportunity Number, OVW-2006-1204. Then click “Download Package.” This will take you to the “Selected Grants Application for Download” results page.
- To download an application package and its instructions, click the corresponding download link below the “Instructions and Application” column.
- Once you select a grant application, you will be taken to a “Download Opportunity Instructions and Application” screen to confirm that you are downloading the correct application. If you would like to be notified of any changes to this funding opportunity, enter your e-mail address in the corresponding field, then click the “Submit” button.
- After verifying that you have downloaded the correct opportunity information, click the “Download Application Instructions” button. This will open a PDF of this grant solicitation. You may print the solicitation or save it to your computer by clicking either the print icon at the top tool bar or the “File” button on the top tool bar. If you choose to save the file, click on “Save As” and save to the location of your choice.
- Click the “Back” Navigation button to return to the “Download Opportunity Instructions and Application” page. Click the “Download Application Package” button. The application package will open in the PureEdge Viewer.
- Click the “Save” button to save the package on your computer. Because the form is not yet complete, you will see a prompt that one or more fields may be invalid. You will complete these fields in step 4, but for now, select “Yes” to continue. After you click “Yes,” the “Save Form” window will open.

- Save the application package to your desktop until after submission. Select a name and enter it in the “Application Filing Name” field. Once you have submitted the application through Grants.gov, you may then move your completed application package to the file location of your choice.
- Click the “Save” button. If you choose, you may now close your Internet browser and complete your application package offline by double clicking the icon on your desktop. You do not have to be connected to the Internet to complete the application package in step 4 below.

Step 4: Completing the Application Package

Note: This application can be completed entirely offline; however, you will need to log in to Grants.gov to submit the application in step 5.

- Locate the application package you saved on your computer. When you open the package, it will be in PureEdge Viewer. You may save your application at any time by clicking on the “Save” button at the top of the screen.
- Enter a name for your application package in the “Application Filing Name” field. This can be a name of your choice.
- Open and complete all the mandatory and optional forms or documents. To complete a form, click to select the form, and then click the “Open” button. When you open a required form, the mandatory fields will be highlighted in yellow. If you enter incomplete information in a mandatory field, you will receive an error message or the field will turn red, indicating a change needs to be made.

Mandatory forms include the [Here, insert the list of forms in your Grants.gov template as listed in the layout below] (1) Application for Federal Assistance (SF-424); (2) Assurances for Non-Construction Programs (SF424B); and (3) Disclosure of Lobbying Activities (SF-LLL). These forms can also be viewed at www.ojp.usdoj.gov/forms.htm. Other Mandatory forms are the (1) Project Narrative Attachment Form; (2) Budget Narrative Attachment Form; and (3) Other Attachments Form. Optional forms required for this solicitation include the Survey on Ensuring Equal Opportunity for Applicants.

- When you have completed a form or document, click the “Close Form” button at the top of the page. Your information will automatically be saved.
- Next, click to select the document in the left box entitled “Mandatory Documents.” Click the “=>” button to move the form or document to the “Mandatory Completed Documents for Submission” box to the right.
- Some mandatory documents will require you to upload files from your computer. To attach a document, select the corresponding form and click “Open.” Click the “Add Mandatory Attachment” button to the left. The “Attach File” box will open. Browse your computer to find where your file is located and click “Open.” The name of that file will appear in the yellow field. Once this is complete, if you would like to attach additional files, click on the “Add Optional Attachment” button below the “Add Mandatory Attachment” button.
- An “Attachments” window will open. Click the “Attach” button. Locate the file on your computer that you would like to attach and click the “Open” button. You will return to the “Attach” window. Continue this process until you have attached all the necessary documents. You may attach as many documents as necessary.
- Once you have finished, click the “Done” button. The box next to the “Attach at Least One Optional Other Attachment” will now appear as checked.

Note: the name of these buttons will vary depending on the name of the form you have opened

at that time; i.e., Budget Narrative, Other Attachment, and Project Narrative File.

- To exit a form, click the “Close” button. Your information will automatically be saved.

Step 5: Submitting the Application

Note: Once you have completed all the yellow fields on all the forms and saved the application on your desktop, check the application package for errors. This can be done any time throughout step 4 above and as often as you like.

- When you are ready to submit your final application package, the “Submit” button at the top of your screen will be enabled. This button will not be activated unless all mandatory data fields have been completed. When you are ready to submit your application, click on “Submit.” This will take you to a “Summary” screen.
- If your “Submit” button is not activated, then click the “Check Package for Errors” button at the top of the “Grant Application Package” screen. PureEdge Viewer will start with the first form and scan all the yellow fields to make sure they are complete. The program will prompt you to fix one error at a time as it goes through the scan. Once there are no more errors, the system will allow you to submit your application to Grants.gov.
- Review the application summary. If you wish to make changes at this time, click “Exit Application” to return to the application package, where you can make changes to the forms. To submit the application, click the “Sign and Submit Application” button.
- This will take you to a “Login” screen where you will need to enter the user name and password that you used to register with Grants.gov in “Step 1: Registering.” Enter your user name and password in the corresponding fields and click “Login.”
- Once authentication is complete, your application will be submitted. Print this confirmation screen for your records. You will receive an e-mail message to confirm that the application has been successfully uploaded into Grants.gov. The confirmation e-mail will give you a Grants.gov tracking number, which you will need to track the status of your application. The confirmation e-mail will go to the e-Business POC; therefore, if you are submitting on behalf of someone else, be sure the e-Business POC is aware of the submission and that a confirmation e-mail will be sent.
- When finished, click the “Close” button.

Step 6: Tracking the Application

- After your application is submitted, you may track its status through Grants.gov. To do this, go to the Grants.gov home page at www.grants.gov. At the very top of the screen, click on the “Applicants” link. Scroll down the “For Applicants” page and click the “Login Here” button. Proceed to login with your user name and password that was used to submit your application package.
- Click the “Check Application Status” link to the top left of the screen. A list of all the applications you have submitted through Grants.gov is produced. There are one of four status messages your application can receive in the system:
 1. **Validated:** This means your application has been scanned for errors. If no errors were found, it validates that your application has successfully been submitted to Grants.gov and is ready for the agency to download your application.
 2. **Received by Agency:** This means our agency has downloaded your application into our electronic Grants Management System (GMS) and your application is going through our validation process to be successfully received on our end.
 3. **Agency Tracking Number Assigned:** This means our GMS did not find any errors with your package and successfully downloaded your application into our system.
 4. **Rejected With Errors:** This means your application was either rejected by Grants.gov or GMS due to errors. You will receive an e-mail from Grants.gov customer support, providing details of the results and the next steps required. Most applications are rejected because: (1) a virus was detected; (2) you are using a user name and password that has not yet been authorized by the organization’s e-Business POC; or (3) the DUNS number you entered on the SF-424 form does not match the DUNS number that was registered in the CCR for this organization.

APPENDIX B

Budget Detail Worksheet and Sample Budget

Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

(Example assumes a 24 month budget period)

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
Ellen Smith, Director	(\$40,000/yr x 100% x 2)	\$80,000
John Jones, Attorney	(\$40,000/yr x 100% x 2)	\$80,000
Administrative Assistant	(\$27,000/yr x 50% x 2)	<u>\$27,000</u>
Subtotal \$187,000		
Cost of living increase	(\$93,500 x 2% x 1 yr.)	\$1,870

The director and attorney will be assigned exclusively to domestic violence cases. A half-time administrative assistant will prepare materials and reports and provide other administrative support. A 2% cost of living adjustment is scheduled for all personnel for year 2 of the grant.

TOTAL **\$188,870**

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Director, Attorney, and Admin. Assistant		
Employer's FICA	\$188,870 x 7.65%	\$14,449
Retirement	\$188,870 x 6%	\$11,332
Health Insurance	\$188,870x 12%	\$22,664
Workman's Compensation	\$188,870 x 1%	\$ 1,889

TOTAL **\$50,334**

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3- day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved, Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Training	To be Determined			
Airfare			(\$1000 x 4 people x 2 trips)	\$8,000
Hotel			(\$100/night x 3 nights x 2 people x 2 trips)	\$1,200
Meals			(\$50/day x 4 days x 2 people x 2 trips)	\$800

Travel costs have been budgeted in accordance with the organization's established travel policies to attend trainings as required by OVW.

Total **\$ 10,000**

D. Equipment - List non-expendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
2 – Desktop Computer	(\$2,000 x 2)	\$4,000

The computers will be used by the director and attorney to maintain and analyze case information.

TOTAL \$4,000

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
Office Supplies	(\$50/mo x 24 mo)	\$1,200
Postage	(\$20/mo x 24 mo)	\$ 480
Training Materials	(\$2/set x 500 sets)	\$1,000

Office supplies and postage are needed for general operation of the program. Training materials will be developed and used to train legal services providers on the dynamics of domestic violence.

TOTAL \$2,680

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable, Consult with the program office before budgeting funds in this category.

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
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TOTAL 0

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
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Jane Doe	Domestic Violence Trainer	(\$350/day x 30 days)	\$10,500
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Jane Doe, Domestic Violence Trainer, will be hired, as needed, to assist with the education of attorneys providing legal services.

Subtotal \$10,500

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (e.g., travel, meals, lodging etc.)

<u>Item</u>	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
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Airfare	San Diego	\$400 x 6 trips	\$2,400
Hotel and Meals		(\$100/day x 30 days)	\$3,000

Jane Doe is expected to make up to 6 trips to provide training and technical assistance to the project.

Subtotal \$5,400

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost, Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

<u>Item</u>	<u>Cost</u>
Not applicable	Subtotal <u>0</u>
	TOTAL <u>\$15,900</u>

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
Rent	(550 sq. ft. x \$1/sq. ft./month) (\$550 mo. x 24 mo.)	\$13,200
This rent will pay for office space for the domestic violence unit. No space is currently available.		
Telephone	(\$100/mo. x 24)	\$2,400
Printing/Reproduction	(\$150/mo. x 24)	\$3,600
TOTAL		<u>\$19,200</u>

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
		TOTAL <u>0</u>

Budget Summary - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

<u>Budget Category</u>	<u>Amount</u>
A. Personnel	<u>\$188,870</u>
B. Fringe Benefits	<u>\$ 50,334</u>
C. Travel	<u>\$ 10,000</u>
D. Equipment	<u>\$ 4,000</u>
E. Supplies	<u>\$ 2,680</u>
F. Construction	<u>\$ 0</u>
G. Consultants/Contracts	<u>\$ 15,900</u>
H. Other	<u>\$ 19,200</u>
Total Direct Costs	<u>\$290,984</u>
I. Indirect Costs	<u>\$ 0</u>
TOTAL PROJECT COSTS	<u>\$290,984</u>
Federal Request	<u>\$290,984</u>
Non-Federal Amount	<u>\$ 0</u>

APPENDIX C

**Sample Memorandum of Understanding
Sample Memorandum in Support of Exemption**

SAMPLE

[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 of Justice Programs on or before December 13, 2001;

[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:

The partners will provide civil legal services to victims of domestic 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).]

- a. **obtaining protection orders, providing representation for divorce, custody and/or visitation cases and obtain child support orders;**
- b. **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;**
- c. **providing other legal services that may become necessary to properly and completely represent a victim of domestic violence;**
- d. **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 [applicant] and ABC will collaborate in the following manner:

- a. **provide services such as comprehensive initial and on-going training to insure a consistent level of qualified representation by attorneys and/or legal advocates knowledgeable about the law and sensitive to the dynamics of battering relationships;**
- b. **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 cases 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**

3. The collaboration service area includes a ten county area in [your State]. The ten counties to be served are:

4. The partners agree to collaborate and provide civil legal, advocacy and training services to victims of domestic violence and to other providers of victims of domestic violence pursuant to the program narrative of the grant application attached to this agreement.

5. Compensation for [non-lead] partners' contribution to this project will be provided as outlined in the attached OJP budget detail. By signing here, each entity signifies approval of this collaboration including the proposed budget.

9

XYZ [applicant' authorizing official]
Legal Services of America

ABC Safety Shelter Project

Dated: December 13, 2003

cc: Agencies and Interested Parties

⁹Each application must include, as an attachment, a current (i.e., signed and dated in calendar year 2001) 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

[Applicant Letterhead]

Memorandum in Support of Request for Exemption

The (applicant) is a domestic violence/sexual assault victim services program 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

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

Name, Title

Date: December 13, 2003

cc: Agencies and Interested Parties

APPENDIX D

Sample Certification of Nonsupplanting

SAMPLE

[Applicant Letterhead]

[date]

**Diane M. Stuart, Director
Office on Violence Against Women
800 K Street, NW, Suite 930
Washington, DC 20530**

[Applicant] certifies that any funds awarded through the Legal Assistance for Victims Grant Program will be used to supplement existing funds for program activities and will not replace (supplant) nonfederal funds that have been appropriated for the purpose of providing services to victims of domestic violence, dating violence and child victimization. The [name of applicant] understands that supplanting violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Sincerely,

[Applicant's Authorizing Official]

APPENDIX E

Sample Certification Letter

[Applicant Letterhead]

[date]

**Diane M. Stuart, Director
Office on Violence Against Women
800 K Street, NW
Washington, DC 20530**

Dear Ms. Stuart:

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 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, or tribal domestic violence, dating violence or sexual assault program or coalition, as well as appropriate State 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 F

Letter of Intent

[Applicant Letterhead]

[date]

**Diane M. Stuart, Director
Office on Violence Against Women
800 K Street, NW
Washington, DC 20530**

Dear Ms. Stuart:

This letter serves to notify the Office on Violence Against Women that *[Applicant]* intends to submit an application for funding to the Legal Assistance for Victims Grant Program for Fiscal Year 2006.

Sincerely,

[Applicant's Authorizing Official]