

# FY 2024 Legal Assistance for Victims Grant Program

## Expanding Legal Services Initiative

### Pre-Application Information Session

#### Slide 1: WELCOME Hanna Katz

Thanks so much, Ayesha, and thank you everyone for joining us today Welcome again to the pre-application information session for the fiscal year 2024 Legal assistance for victims or LAV. Grant program's Expanding legal, legal services initiative, which is also referred to by its acronym, The Office on Violence Against Women or OVW is convening this pre-application session to go over the 2024 solicitation for ELSI.

Could you go back one slide, please? Thank you. So much. My name is Hannah and I'm joined today by my colleagues. Maria Flores who will be speaking later in the presentation as well as Sandy Van Orden and Julie Aldrich, who will support in answering your questions.

The purpose of this session is to provide information regarding the ELSI solicitation. We will highlight a few key points in this presentation, however it is not the intent, nor is there sufficient time, to go over every aspect of the solicitation. All applicants are responsible for reading the FY 2024 ELSI Solicitation and the OVW Solicitation Companion Guide and ensuring that a complete application is submitted. LAV Program staff cannot provide any feedback to applicants about the quality of an applicant's proposal or provide any information outside of what is presented in the solicitation. However, we will be available throughout the period that the solicitation is open to respond to any questions about application requirements. Please feel free to send questions about the ELSI Solicitation to the LAV Program email mailbox at [ovw.lav@usdoj.gov](mailto:ovw.lav@usdoj.gov) or call the main line at 202.307.6026. We will also pause periodically throughout this presentation to answer your questions live.

As one note, it will be helpful to have the ELSI Solicitation in front of you for a point of reference during this information session. You may take a moment now to open it if you have not done so already. We will be referring to the solicitation page numbers throughout. Also, as Ayesha mentioned in her introductory remarks we will send these slides to you all after the webinar or I should say the presentation will be available on the OVW website after the webinar. So please do not feel that you must remember everything we tell you here. You may use the presentation alongside the solicitation and the companion guide as you prepare your application.

Finally, please note that tomorrow the same 2pm eastern time there will be a separate presentation discussing the Legal Assistance for Victims Grant Program – separate ELSI. Registration for that webinar is now complete, but the recording will be up on the OVW website in the coming days.

**Slide 2: DEADLINES Hanna Katz**

On the cover of the solicitation please note that final applications are due by 8:59 pm Eastern Time on Thursday, February 15th.

Please refer to pages 22-24 of the solicitation for more information on submission and intermediate deadlines.

Please note that OVW will not accept late applications, so applicants are strongly encouraged to begin submitting their applications 48 hours prior to the application deadline and to carefully review the OVW Policy on Late Submissions, which can be found on pages 23-24 of the solicitation.

OVW anticipates notifying all applicants of funding decisions by October 1, 2024.

**Slide 3: ELIGIBILITY Hanna Katz**

Alright, Eligibility is mentioned briefly on the cover of the solicitation, as well as in more detail on pages 10-11. Eligible applicants include private nonprofit entities; territorial organizations; Indian tribal governments, including Indian tribal consortia; and tribal organizations.

Additionally, eligible applicants are limited to the above organizations that:

1. As their mission or purpose, serve victims of domestic violence, dating violence, sexual assault, or stalking. The organization may be a larger multi-service organization that does not solely address domestic violence, dating violence, sexual assault, or stalking but has a distinct division or program that has the mission or purpose of serving victims of these crimes; and
2. Do not currently offer in-house legal representation for victims of domestic violence, dating violence, sexual assault, or stalking by attorneys who are employed by the applicant.

**Slide 4: PROGRAM DESCRIPTION Hanna Katz**

Page 5 of the solicitation provides background on the history and goals of the LAV Program.

The LAV Grant Program is intended to increase the availability of civil and criminal legal assistance needed to effectively aid victims (ages 11 and older) of domestic violence, dating violence, sexual assault, and stalking. The LAV Program provides funds for comprehensive direct legal services to victims in legal matters relating to or arising out of that abuse or violence. Comprehensive legal services should address the broad spectrum of legal issues that victims encounter. In addition to representation in emergency and non-emergency protection

order hearings, this includes representation in family matters (divorce, child custody, or child support), consumer or housing matters, and credit restoration.

A bit more on this, legal services must include legal representation by a licensed attorney. In addition to an attorney, legal assistance may be also provided by some other qualified professionals, including: BIA accredited representatives in immigration proceedings, VA authorized representatives in VA claims, or anyone who functions as an attorney or lay advocate in tribal court.

Next slide, please.

#### **Slide 5: PROGRAM DESCRIPTION (continued) Hanna Katz**

Any services unrelated to the provision of legal assistance or legal advocacy are unallowable under the LAV Grant Program. However, examples of activities beyond direct legal services that may be supported with LAV funds include:

- Advocacy, as long as the advocate is providing services related to the legal assistance, for example, safety planning, court accompaniment, and preparation for court appearances.;
- Translation services, if related to the legal services;
- Child care directly related to legal assistance, for example child care to enable the victim to meet with his/her attorney or go to court; and
- Transportation related to the legal assistance, for example, travel to meet with the lawyer or to go to court.

Please note that LAV Grant Program funds may not be used to provide criminal defense services. However, funds can be used to provide post-conviction relief to survivors if the matter is relating to or arising from domestic violence, dating violence, sexual assault, stalking, or sex trafficking.

If you provide services that are unrelated to legal services in connection with your project, you should make it clear in your proposal that ELSI funds will only be used to support allowable activities.

Next Slide

#### **Slide 6: ELSI Program Description Hanna Katz**

All right, a bit more on ELSI in particular within LAV. ELSI is intended to allow eligible organizations that do not currently offer in-house legal services to establish a program that provides legal representation to victims of domestic violence, dating violence, sexual assault, and stalking.

To facilitate the development of a legal program, grantee organizations will participate in a planning period that we expect to last approximately 12-18 months. During that time, grantees will participate in intensive training and technical assistance, develop supervision and mentoring plans for the attorneys who will eventually work on the project, develop written legal practice policies and protocols, determine whether to begin working with other organizations as formal project partners, and hire an attorney to provide legal services.

On this last point, please note that there is a limited exception for tribal grantees providing legal services in tribal courts where lay legal advocates can provide legal representation. For these grantees, the requirement to hire an attorney to provide legal representation may alternatively be satisfied by hiring a tribal legal advocate. However, given the purpose of the Expanding Legal Services Initiative, tribal applicants should still *plan* to hire a staff attorney and include funds for a staff attorney in their proposed budgets.

**Slide 7: LAV Purpose Area Hanna Katz**

Funds under this program must be used for the statutory purpose areas listed on this slide. You will also find this information on page 6 of the solicitation. Please review this section carefully, as project activities funded through ELSI must fall under this purpose area.

**Slide 8: OVW Priority Areas Hanna Katz**

In FY 2024, OVW is interested in supporting the priority area identified on this slide, and also on page 6 of the solicitation. Applications proposing activities under this priority area will be given special consideration.

The priority area is as follows. Advanced equity and tribal sovereignty as essential components of ending sexual assaults, domestic violence, dating violence, and stalking by improving outreach, services, civil and criminal justice responses.

Please note that to be considered under the first priority area listed, the lead applicant must have a demonstrated and distinctive history of using culturally appropriate and linguistically specific strategies to serve communities that have been historically marginalized and face barriers to accessing mainstream systems and service providers. More information on this is included on page 6 of the solicitation.

**Slide 9: LAV Statutory Priorities – Tribal Programs**

Pursuant to the LAV statute, at least three percent of funds made available for the LAV Program (which includes ELSI) must be used for projects that assist adult and youth victims of domestic violence, dating violence, stalking, and sexual assault on lands within the jurisdiction of an Indian tribe. Applications proposing to assist such victims will receive special consideration in order to meet this requirement, but they must include the percentage of proposed activities that will support services to victims on tribal lands within their application.

This information should be included in your summary data sheet within your application a bit more on summary datasheet later in the presentation.

**Slide 10: Activities that Compromise Victim Safety and Recovery**

OVW does not fund activities that jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions. Please refer to the OVW Solicitation Companion Guide for additional details.

Please note, applications that propose any activities that compromise victim safety and recovery or undermine offender accountability may receive a deduction in points during the review process or may be eliminated from consideration entirely.

On that note, as we go to the next slide. I will turn things over to my colleague Maria Flores. I know that we have given you quite a bit of information. Rest assured that in a few slides, we'll pause to answer your questions live. Maria?

**Slide 11: LAV Specific Out-Of-Scope Activities Maria Flores**

Thank you, Hannah. Good afternoon. Good morning, everyone. Well, I guess good afternoon. I'm going to be with you for the next couple of slides. And on the solicitation, We are going to be starting on page 7, but if you look on the slideshow as well, it'll tell you where you can reference the information that I will be talking about. let me just get myself situated here. We are going to be starting with the LAV. Let me just see. Oh, next slide or is this oh no sorry go back another slide Okay, Okay, Okay, my apologies. Okay. So we are going to start here with the out of scope activities.

The LAV Program has specific out-of-scope activities that will not be supported by this program. We have highlighted some of these activities in this slide, but a couple of examples include providing representation in tort cases and developing or hosting training at the community or state level. You will see a complete list of out-of-scope and unallowable activities can be found on page 7 of the solicitation, and a complete list of unallowable costs that can be found on page 18. It is important to review these lists thoroughly as applications that propose activities deemed to be substantially out-of-scope may receive a deduction in points during the review process or may be eliminated from consideration.

**Slide 12: FEDERAL AWARD INFORMATION Maria Flores**

Here we are going to cover Federal Award information and in terms of the availability. The Availability of funds in the award period.

The solicitation provides details on the federal award information on page 8. All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. There is no guarantee that funds will be available in the future. However, OVW may elect to make awards in a future fiscal year for applications submitted under this solicitation but not selected for FY 2024 funding, depending on the merits of the applications and the availability of funding.

The grant award period is for 24 months, generally beginning on October 1, 2024. ELSI grantees may be eligible for an additional 36 months of non-competitive funding to continue their projects, if OVW has sufficient appropriated funds, and the grantee has complied with the fiscal and programmatic requirements of the award.

And the next slide, please.

**Slide 13: Award Amounts Maria Flores**

So, the award amounts. ELSI is making awards for up to \$400,000 for the 24-month period. All awards will be made as grants.

Please note that we may award amounts that differ from what applicants request and to negotiate the scope of work and budget with applicants.

Okay, next slide.

**Slide 14: Applicant Types Maria Flores**

Applicant types. For this, you may follow along on pages 8-9 of the Solicitation for this slide.

So, Because ELSI is only in its second year, all applicants will be considered new.

Current LAV grantees are generally not eligible for ELSI. However, applicants that meet the eligibility criteria may be eligible to apply for ELSI if their awards are ending on or before September 30<sup>th</sup>, 2024, and they do not have a substantial amount of unobligated remaining funds by March 31<sup>st</sup>, 2024.

In addition, project partners of current LAV grantees may be eligible if they do not currently provide in-house legal services and they meet all other eligibility criteria.

Finally, be aware that though you *may* apply for both ELSI and the regular FY 2024 LAV Grant Program, you will not receive both.

So again, we understand this is a lot of information, the information again is in the solicitation and if you will have access to your slide deck and recording of this webinar.

And just to, caveat a little bit. The reason that we have to be so precise in delivering this presentation to you and it may seem like it sounds very robotic in delivering this presentation to you and it may seem like it sounds very robotic. We do have to use a script for purposes of recording and we want make sure that we are accurate in giving you the information that will help you provide a successful application. So at this time, we are going to take pause now to answer your questions live. We have some colleagues online that are very knowledgeable and will help us to answer the questions that you have.

### **Slide 15: Questions Break #1**

#### **Question and Answers Hanna Katz**

Thanks so much, Maria. And thanks to those of you who have sent in questions. You can also feel free to raise your hand if you wish to ask your question live at this time.

And while you are gathering your thoughts, we do have some questions that came in to our question and answer box that will read out and open the doors to my colleagues to answer them.

So first, we have a question, very important question.

Does the attorney have to be an employee of the nonprofit, can the nonprofit, and I'll expand that generally to an employee of the organization. Can the organization have a legal services nonprofit as a sub-recipient? To provide in-house services.

And I will mute myself so that. My colleague Sandi or others can jump in and answer that question.

#### **Sandi Van Orden**

Hi. So, part of the mandatory program requirements for ELSI are that during the planning period, you would identify and hire an attorney to be on staff at the organization who is the applicant for the program. If you wanted to set up a program where you have a sub-recipient that is a legal services organization provide those services, you should look at the legal assistance for victim solicitation. That project would be better suited to that funding source. That project would be better suited to that funding source.

#### **Hanna Katz**

Excellent. We had some other overlapping questions. Subsequently, overlapping questions in the question and answer box. So, hopefully that response helps several of you. So, as a next question, are the allowable related costs?

**Sandi Van Orden**

So, legal service really did travel, childcare, translation, etc. available in written form anywhere for us to review. I do not believe there is a written list of those items, however, anything any cost that directly supports the legal services that are provided would generally be allowable under the program.

**Hanna Katz**

Great. And then we had 2 questions about legal aid organizations. So, I will, combine the 2 of them.

So, based on the eligibility information, is it true, that legal organizations would not qualify for ELSI given that they're already providing in-house counsel to victims?

**Sandi Van Orden**

Yes, that is correct. So, ELSI is designed to provide intense training and technical assistance to organizations that do not currently offer legal representation services but want to establish programs to provide those services.

**Hanna Katz**

Great. So I think that there are also some questions in the chat. So I'll turn to those momentarily, but as a last question I see here in the question and answer.

We offer legal advocacy not representation with no attorney on staff but trained advocates to assist and support. Are we eligible to apply?

**Sandi Van Orden**

Yes. As long as your project is intended to add legal representation services to the services you already provide.

**Hanna Katz**

Excellent, and actually there is one more in the Q&A. So sorry for skipping over this.



Karen, a non-profit legal provider. Work with a non-profit applicant for the solicitation and also apply for the other LAV solicitation if the 2 applications are proposing to serve different geographic areas.

**Sandi Van Orden**

So, this program does not have a partnership requirement. So, as a legal services provider, you wouldn't partner with an organization on the ELSI program. And as we discussed earlier, you wouldn't be eligible for this program. But you are eligible to apply under the Legal Assistance for Victims Program as either a lead applicant or a project partner.

**Hanna Katz**

Great. And turning to the chats, A question came in. We currently have a partnership with another agency to provide legal services through an attorney onsite. The attorney is not technically employed by us. But we reimburse the agency every month. Would we still qualify to apply for this grant?

You're eligible for this program as long as you're going to begin. Having that in-house legal services program where the staff attorney is on your organization.

We have a question. So, some legal services, perhaps agencies, organizations are only able to provide legal services to clients who meet an income eligibility criteria. Does this grant have this kind of criteria?

I can answer this quickly. No, there's, there's no, I, I won't, won't toss the ball over to Sandi on that one.

No, we do not have this kind of criteria or requirement.

All right, let's see. From Jasmine and the chats may you explain the eligibility of a private nonprofit to apply and not a regular nonprofit?

So Jasmine, I'm assuming you're asking just about the language used in this solicitation related to private nonprofit organization. And I'll toss this one over to Sandi, what the heck.

**Sandi Van Orden**

So private, nonprofit is the language that's used within, the Legal Assistance for Victims statute. As far as organizations that are eligible, I would need to actually probably refer with some other people at OVW, in order to be able to fully answer that question.

**Hanna Katz**

Excellent. I just wanted to reiterate. Thank you so much for all your questions. I just wanted to reiterate Julie's message. So, please use the QA to ask your questions. It, helps us just keep track and make sure that we're, addressing all of your wonderful questions coming in.

But with that, I will continue to go through the chat and then return to the Q&A.

Would it be allowable to hire an attorney, but subcontract for immigration services?

**Sandi Van Orden**

Yes, as long as your project includes having an attorney who is providing representation who is hired by your organization. If during the planning period you also identify an organization to provide legal representation that your attorney won't be able to provide that would be allowable.

**Hanna Katz**

Alright. Let's go. So someone asked when is the regular, FY 24 LAV grant schedule to be released?

**Sandi Van Orden**

It has already been released. It is available on the OVW website. And the both the release date and also the due dates for that up for that solicitation which is a separate solicitation, are the same. So it's released on the same day as this one. It is due on the same day as this one, but they are separate solicitations.

**Hanna Katz**

And we also have a question, what is the defined difference between the LAV program and the ELSI program?

LAV is intended to support legal services. And as you know as we discussed earlier in this presentation ELSI is specifically designed for organizations that wish to offer in-house legal representation services and don't currently offer those services.

So, ELSI is providing that planning period, and don't currently offer those services. So, ELSI is providing that planning period, the intensive training and technical assistance.

So, ELSI is providing that planning period, the intensive training and technical assistance, for grantees to be able to build up those legal. There are other differences as well, but that is that is the fundamental distinction between the 2.

All right. Courtney asked with respect to the timeline to develop the program if we need fewer than 12 months. Could we have the attorney start sooner? Sandi.

**Sandi Van Orden**

Once you have completed the necessary requirements of the planning period, which you would be working with the grant manager and the TA provider. You will be able to begin providing those services. And if that's earlier than 12 months, you would work with the grant manager for your project to start those services early.

**Hanna Katz**

Excellent. I think we'll answer just a couple more questions that are in the chat and then maybe move on and save some of these questions.

For the next question and answer session, we do have 2 more within the presentation. So, we want to make sure that everyone is getting all the material that you need, but I will finish up the chat and ask folks to use the Q&A box moving forward so we can keep track, Thank you.

So, could you share more about the requirement to have a supervising attorney? We would build into the budgets a contract with that person, correct? Sandi.

**Sandi Van Orden**

So, you could. Use a contracted supervising attorney. Who will supervise your staff attorney. Under the ethical requirements for attorneys, any legal work must be supervised by an attorney. So, it's very important. That when you're providing legal representation services that your attorney has an attorney who is their attorney has an attorney who is their supervisor.

**Hanna Katz**

Excellent. And then these last 2 questions. I'm happy to take. Before turning the mic back over to Maria to continue with our presentation.

But do please keep these questions coming. These are great.

So, we currently provide legal representation for tenants in housing court.

Would this preclude our agency from applying? So, I will say that, specifically targeted for organizations that don't currently offer in-house legal representation by attorneys who are employed by the organization.

If by legal representation, that there are, if by legal representation, you mean, that there are attorneys providing that representation, who you employ, that would preclude you from applying for ELSI.

Our last question, to clarify the solicitation only has, I actually, I want just add one more detail to my last answer. ELSI is specifically for organizations that do not currently offer legal representation. By in-house attorneys for victims of domestic violence dating violence, sexual assault and stalking.

So, I know you did not include that detail in your question, I wanted to make sure to be, precise in my answer.

Finally, Sanji Middleton's question to clarify the solicitation only has one priority area rather than four, is that correct?

### **Sandi Van Orden**

Yes, there is only one priority area that we are targeting or have specified for the ELSI solicitation.

### **Hanna Katz**

That, that is correct. And with that, I will turn things back over to, to Maria to continue with our presentation.

### **Slide 16: Delivery of Legal Assistance Certification Letter Maria Flores**

Thanks so much guys. Thank you Hanna. I just wanted to add. Just to kind of regroup. Where we left off, and to help others understand and maybe an example might be useful for some of you. So, I didn't introduce myself as far as my, role at OVW. I'm a program manager.

And so potentially if you were to apply. And receive an award. One of us would be your grant managers. And so to give you an example, I have a grantee right now who is, who provides domestic violence, sexual assault services and has advocates working with clients. And when a client comes in, they refer them out. They have a partnership with a legal services provider to provide them out. They have a partnership with a legal services provider to provide the legal services. So, she wants to now apply for ELSI because she doesn't want to continue to have to refer out.

She wants to have her own in-house legal services so that n they have a client come in they're going to send the client next door in their office. They don't have to actually refer them out.

And so, this is a perfect opportunity for this grantee to apply for this solicitation. So, if you see yourself in that situation again, just to kind of clarify and regroup us, that is an example of how

you would be able to apply for ELSI. You want to have your own in-house legal attorney because many agencies That is what they don't have and that's what. Clients sometimes need the most is legal assistance. Okay, so moving forward to the next slide. We are on the delivery of legal assistance.

The Delivery of Legal Assistance Certification is a letter that must be included with every application. Details may be found on pages 11-12 of the solicitation.

Next slide.

**Slide 17: APPLICATION AND SUBMISSION INFORMATION Maria Flores**

Here we'll be talking about the application and submission information. Application and submission information is included in the Solicitation beginning on page 12.

The complete application package is available on Grants.gov or at the OVW website at [www.justice.gov/ovw](http://www.justice.gov/ovw). Applicants wishing to request a paper copy of the application materials should contact [ovw.lav@usdoj.gov](mailto:ovw.lav@usdoj.gov) or 202.307.6026.

Applicants should anticipate that failure to submit an application that contains all of the specified elements will negatively affect the review of the application and may result in the application not being considered for funding. It is the responsibility of the applicant to ensure that a complete application is submitted by the deadline. OVW will not contact applicants for missing items. Applicants should refer to the chart on page 28 of the solicitation to ensure that all required items are submitted.

Applicants should submit only documents that are specifically asked for in the solicitation. Providing information that was not requested (such as letters of support from other organizations in your community or service area) will not increase the likelihood that an application will be selected for funding. So, when in doubt, leave it out.

Okay, next slide.

**Slide 18: Formatting and Technical Requirements Maria Flores**

Please carefully review the formatting and technical requirements on page 13. Points may be deducted for applications that do not adhere to the formatting and technical requirements. Please read the entire list of requirements. The ELSI solicitation is very competitive and attention to detail is imperative.

**Slide 19: Application Requirements Maria Flores**

Applications must include all of the required documents:

- 1) Proposal Narrative: This section must include the purpose of the application, what will be done, and who will implement the project sections. Please refer to pages 15-16 of the solicitation for complete details.
- 2) Budget Detail Worksheet and Narrative: This section must include a budget and budget narrative that links clearly to the project activities specified in the Proposal Narrative. The budget should NOT contain items that are unsupported by the Proposal Narrative. You should include your budget as an attachment to your application. A sample budget is included as an appendix to the solicitation and a webinar on "Creating a Budget" is available on the OVW website.

Applications that do not include both required components will be considered substantially incomplete and will not be considered for funding. We will not contact applicants for missing documents.

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**Slide 20: Data Requested with Application Maria Flores**

So, data Requested with Application consists of three sets of questions: the Pre-Award Risk Assessment, the Applicant Questionnaire, and the Summary Data Sheet. You will complete each as a survey directly in JustGrants. These are not scored but are a required element of your application. A list of the questions for each item is included on pages 43-50 of the solicitation, in the appendices.

Next slide

**Ayesha Gaston**

Maria Flores, can we please pause for a moment to make sure that we're on the correct slide? Can you let me know where your notes are coming from? What slide?

**Maria Flores**

Hold on a second. Let me get to the. What was the previous slide to this one? Okay. Good. And I'm sorry. Ayesha, what was your question?

**Ayesha Gaston**

I just wanted to make sure that the PowerPoint, that we're showing reflects. You're, speaking points, but it looks like we're caught up now. So, thank you so much. And I apologize for the interruption.

**Maria Flores**

Okay. Yes, thank you so much.

**Slide 21: Proposal Abstract Maria Flores**

Okay, the proposal abstract , here we go. Although this section will not be scored, your application should include an abstract that does not exceed two pages, double-spaced. This section should not be a summary of past accomplishments. The abstract will be entered into a text box in JustGrants. Applicants are strongly encouraged to use the template for the abstract on pages 14-15 of the solicitation.

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**Slide 22: Project Narrative Maria Flores**

Okay, so we're going to go into a little bit more. Detail about the proposal narrative. And here are some bullet points that will be helpful to you in moving forward with that.

The Project Narrative section should not exceed 20 pages double spaced and must include the required three sections (purpose of application, what will be done, and who will implement the project). Reviewers will not read more than 20 pages double spaced. If your application is not double spaced, reviewers will only read the equivalent of 20 pages double spaced. The remainder of the project narrative will not be scored.

Make sure that you respond to every question within each of the sections. See pages 15-16 of the solicitation for more information.

And with that, I will hand it over to Hannah.

**Slide 23: The Budget Hanna Katz**

Thanks so much, Maria. So again, just a handful of, slides. And then we'll be returning to your questions

As Maria mentioned previously, your application will require a budget and budget narrative. You will include your budget as an attachment to your application. OVW strongly encourages you to use a spreadsheet program such as Excel or Numbers to complete your budget attachment.

Your budget must reflect 24 months of project activity. As indicated on the slide, you need to include funds to attend OVW-sponsored training and technical assistance in the amount of \$20,000 for proposals from organizations located within the 48 contiguous states and \$24,000 for organizations located within the territories, Hawaii, or Alaska. Please note this amount is for the entire 24 months and NOT per year. You may budget for more than this minimum amount to attend relevant non-OVW sponsored conferences or training.

Please take note: Though the budget and the budget narrative should be supporting your proposal narrative activities, they will be reviewed separately from the proposed project narrative. Because of this, your budget narrative must describe each line item requested in the budget and explain all costs included in the budget, including how the costs of goods and services are determined and how they will fulfill the objectives of the project.

Next slide.

#### **Slide 24: Grants Financial Management Division Hanna Katz**

In the next couple of slides, we are going to focus on aspects of your application that relate to the documents that our financial team, the Grants Financial Management Division (GFMD), reviews. More specifically, we'll discuss some items that GFMD has identified from prior years' applications that could help with expediting our review process.

So for today, we're going to highlight certain aspects of the pre-award risk assessment and provide you with a link to a detailed webinar on how to develop the budget that will be included in your application.

First, we'll highlight the items identified in the Summary Data Sheet, which is completed by all applicants in a survey directly in JustGrants.

Specifically, two items that we would like to discuss are the Single Audit response and the IRS three step safe harbor procedure.

OVW requests that all applicants provide a statement as to whether they have expended \$750,000 or more in federal funds during their last fiscal year. If they have, then they indicate that and also specify the end date of their last fiscal year. However, GFMD is finding that applicants do not always include all of this information. Please ensure that this question is answered in its entirety on the Summary Data Sheet (Question #3).

Another item that we'd like to highlight from the solicitation is specifically for nonprofit organizations. If you use the IRS three step safe harbor procedure to determine your executives' compensation, you are required to provide a disclosure letter. Please refer to the solicitation for further details. Note that there are 4 required parts of this disclosure letter. The sample letter provided outlines all 4 parts of the disclosure, so please be sure to follow the sample and provide a response to each of the four pieces.

The next item that we'd like to discuss is the pre-award risk assessment survey, which assists GFMD during their pre award risk assessment review for all applications. Each applicant must prepare a response to ALL ELEVEN QUESTIONS, and each question has MULTIPLE PARTS.

We've noticed from prior years that applicants do not always fully answer all parts of the questions, which in turn, requires GFMD to reach out to the applicant and which may delay



funding decisions. Some of the most common issues that we've encountered have been, for example, question #2, where the applicant indicates that they do indeed have internal policies, but they don't provide a brief list of topics covered in the policies and procedures. On question #3, some applicants fail to provide a brief summary of the organization's process for tracking expenditures, and more specifically whether or not it tracks budgeted versus actual expenditures.

These are just a few examples, but in general, please make sure that you read each piece of each question and provide a full and comprehensive response.

Next slide.

### **Slide 25: Resources Hanna Katz**

This next slide will quickly highlight some resources that are available as you're creating the budget to be submitted with your application.

Over the last couple of years, GFMD has developed a detailed webinar presentation on how to develop a budget to be submitted with OVW applications. This presentation addresses some of the challenges that you may face with your budgets and provides some insight on OVW's budget review process. This webinar can be found at the link on this slide.

Additionally, the OVW website has published guidance to help you prepare your budget attachment. Next up is the uniform guidance, which can be found at 2 CFR 200 (use your favorite search engine for this one). Other resources include the DOJ Financial Guide and the ELSI solicitation itself.

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### **Slide 26: Contact Information Hanna Katz**

We know this can be a lot of information to process, so if you have any questions about the GFMD information discussed, please feel free to contact the GFMD helpdesk at 888-514-8556 or by email at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov).

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### **Slide 27: Additional Application Components Hanna Katz**

Pages 20-21 provide information about additional documents that will not be scored during the review process but which should be included with your application. Failure to include any of these may result in your application being removed from consideration.

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**Slide 28: Civil Rights Hanna Katz**

Recipients of OVW funds must comply with applicable federal civil rights laws, which among other things prohibit recipients from discriminating on the basis of national origin and disability. This includes taking reasonable steps to ensure meaningful access to grantees' programs and activities for individuals with disabilities, individuals who are Deaf and hard of hearing, and individuals with limited English proficiency. Applicants must include funds or other resources in their budget that support activities to ensure access for these individuals.

See page 27 of the solicitation for more information on these requirements.

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**Slide 29: Questions Break #2 Hanna Katz**

We will now take a second pause to answer your questions live. Please give me a moment to ensure, see, I'm all up to speed. I don't see any additional questions. In the chat itself. So I'm going to go over to, the QA. Box.

All right, so, the, question I see at the top from, this is in response to an earlier question that we answered about legal advocacy.

So Brenda says that our organization is similar. We offer legal advocacy, but not representation.

We confirm that they are eligible to apply. But she, Brenda asked, could you clarify would we be ELSI or LAV in that case? How do we distinguish which to use? Given that this is a theme, I would love to turn it over to Sandi.

**Sandi Van Orden**

You know, with a kind of general response that many of you may be asking yourself. This question at this point in the presentation. So an organization that currently offers legal advocacy but not representation would apply to ELSI. If you want to, develop a project.

Well, where you will receive intense training and technical assistance to develop a legal representation program in your organization. An organization that has legal advocacy and wants to partner with a legal services provider in order to provide legal representation services would apply under LAV.

**Hanna Katz**

Excellent. So, let's see. Alexandra, hopefully that answered the your question about the difference between the LAV grant and the ELSI grant, please feel free to respond if not.

And we also did speak about legal services. And the involvement of an in-house attorney and that. Where can I find a sample LI or a letter of intent, for the Department of Justice, which as a reminder to all, this is an entirely optional, components of your application that is due shortly. And I think that there is a link in the solicitation to a sample letter of intent. I'll just, maybe take a moment and bring up that and answer. I can do a quick live search for you all and see. Yeah, so on page, 13 of the solicitation under the letter of intense section, there is a direct link that if you click on it will take you to a sample of Department of Justice letter of intent and during the next presentation chunk I can put that link in the chat or I will I should take answer your question in the Q&A box. With a link to that to that letter of intent. Thanks for that question, Monica.

And actually as a very connected follow up question, Brenda asks, regarding the technical and formatting requirements for the submission. Do those apply to the letter of intent? The sample letter of intent provided is formatted differently?

The listed requirements, so different font spacing, etc. So we're unsure if we should copy the sample one or follow the requirements in the solicitation packet.

And an answer to our question, Brenda, you should follow the sample letter of intent. It is completely separate from your application and you don't need to worry about those out those formatting requirements that apply to your to your application. Thanks for your question. Next up from Blanca, and they can be in-house attorney be part-time only.

I'll turn this one over to Sandi.

**Sandi Van Orden**

Yes, you could have a part time and house attorney who is providing, legal services as long as that is how you are structuring the project that you're going to develop.

**Hanna Katz**

Great. And a question from Kay. Can the project attorney hire to represent victims for this grant also serve as a project coordinator?

**Sandi Van Orden**

Yes, there's nothing that would prevent the project attorney from acting as the project coordinator.

**Hanna Katz**

Great, and we have a question, from Annette and I think you, you asked. On the similar question twice. Please let me know if I'm misunderstanding- but your organization is still new less than one year old. Are you eligible to apply?

And the answer is yes, the age of your organization. You know, does not, impact your eligibility to apply. It's not one of the eligibility criteria.

Great question from Shaquille. Checklist item number 16 refers to salary range or determination. Can you please explain if this is for the attorney under this grant or for who? So to which staff members with a salary range determination documents apply.

### **Sandi Van Orden**

That should be for any of the staff who are included in your project budget.

### **Hanna Katz**

Great. Just trying to make sure that I have answered all questions.

There was an earlier question that we didn't answer out loud, but we answered in in the Q&A about whether or not the budget had to be evenly divided between the 2 years.

I just wanted to clarify for everyone that the \$400,000 is a 24 month budget. But it does not have to be divided evenly between the 2 years. Since the first 12 months or so are going to be a planning phase and the second half of the project will be when you're providing services.

Great, thanks so much and thanks again for all of your questions. Please feel free to shoot me a chat.

If you asked a question earlier and we have, missed it. Apologize for all of that, for that.

And we do have one more Q&A session. Coming up on the presentation. So it is not your last opportunity.

But with that, I will ask for next slide. And continue on with our presentation. So after all this, how to apply. So you may find this funding opportunity on grants.

### **Slide 30: How to Apply Hanna Katz**

You may find this funding opportunity on Grants.gov by using the CFDA number, Grants.gov opportunity number, or the title of this solicitation, all of which can be found on the cover page. The FY 2024 application submission process is a two-step process with significant differences from the process prior to three years ago. Application materials will be submitted in Grants.gov and JustGrants. We recommend starting the application process, even just the Grants.gov and JustGrants registration process, as soon as possible to allow time to learn the system.

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**Slide 31: How to Apply cont. Hanna Katz**

Read the solicitation carefully to understand all steps required to submit an application and the time required to complete those steps. Some steps, such as obtaining a Unique Entity Identifier (or UEI) number or registering with the System for Award Management (SAM) or Grants.gov may take several days to complete. We recommend that applicants begin these processes as soon as possible but no later than the dates suggested in the solicitation.

Next slide. And with that, I will turn things back over to Maria to take us home. Maria?

**Slide 32: Grants.gov Maria Flores**

Okay. Hi everyone. Okay, so I'm going to finish up. I'm going to be going through slides 32-45 and this will be the end and then we will finish up with some questions. Before we get you on your way to writing amazing applications.

Okay, so on this slide, we are talking about grants.com. And the applicants must complete the application for federal assistance.

Applicants must complete the Application for Federal Assistance (SF-424) in Grants.gov. The specific information required for this step is included on page 14 of the solicitation. Applicants must also complete and submit the Disclosure of Lobbying Activities (SF-LLL) in Grants.gov. After submitting these two forms, the applicant will receive an email notification to complete the rest of the application in JustGrants. If the applicant is a new user in JustGrants, the email will include instructions on registering with JustGrants.

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**Slide 33: JustGrants**

Applicants will submit the full application, including attachments, in JustGrants. In the JustGrants system, applicants will enter some application information directly into text boxes and surveys, and upload some documents as attachments.

We have included the following major elements of the application as examples of what applicants will submit in JustGrants.

- The Proposal Abstract will be entered in a text box
- The Pre-Award Risk Assessment, Applicant Questionnaire, and Summary Data Sheet will be completed as surveys directly in JustGrants

- The Proposal Narrative, as well as the Budget Worksheet and Budget Narrative, will be uploaded as attachments
- The Memorandum of Understanding (MOU) or Memorandum of Exemption (MOE) will be uploaded as an attachment.

In addition to these major elements, other documentation will be required for all applications or when applicable. Read the solicitation carefully for a full description of all items required.

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**Slide 34: JustGrants cont. Maria Flores**

In JustGrants, each applying entity will have an assigned Entity Administrator who is responsible for managing entity-level information and assigning roles in the system. The Entity Administrator is also the E-Biz POC designated in SAM.gov. For more information on registering with JustGrants, please refer to the website [justicegrants.usdoj.gov](https://justicegrants.usdoj.gov).

Within 24 hours of JustGrants receiving your application from Grants.gov, the user submitting the application in Grants.gov and the SAM E-Biz POC will receive an email to register for a JustGrants account. The email is from DOJ's secure user management system (DIAMD) and will include instructions on how to create an account.

To ensure that you receive these emails and they are not flagged as spam, we recommend adding "[DIAMD-NoReply@usdoj.gov](mailto:DIAMD-NoReply@usdoj.gov)" to the trusted sender list in your email settings.

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**Slide 35: JustGrants cont. Maria Flores**

The E-Biz POC at the applicant organization serves as the Entity Administrator and must log-in to JustGrants to confirm the entity's profile and add users. The user submitting the application in JustGrants serves as the Application Submitter. Within minutes of completing their JustGrants account registration, the Application Submitter and the Entity Administrator will receive an email from JustGrants with a link to the application that was started in Grants.gov.

Alternatively, the Application Submitter can log in to JustGrants and locate the pending application in their Worklist on the home/landing page. The application number listed on JustGrants will be identical to the 9-digit number that begins with "GRANT" on Grants.gov.

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**Slide 36: JustGrants cont. Maria Flores**

Each lead applicant must have at least one Authorized Representative designated on JustGrants. An Authorized Representative is an individual with documented authority to sign an agreement with the federal government.

Before the application is submitted, the Entity Administrator must log in to JustGrants to review the Authorized Representatives associated with the organization. If an Authorized Representative does not have a JustGrants account, the Entity Administrator will need to invite them to register.

Within minutes of being invited to be an Authorized Representative, the individual will receive an email from DIAMD-NoReply@usdoj.gov with instructions on how to create an account in DOJ's secure user management system.

Once the Authorized Representative receives the email and completes the steps to create an account, the Authorized Representative will be available in JustGrants.

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**Slide 37: JustGrants cont. Maria Flores**

The Application Submitter will complete the application by entering data into web-based forms and text boxes, uploading attachments, and accepting assurances and certifications. The Application Submitter will also need to select the Authorized Representative(s).

Once all sections are completed, the application submitter will submit the application. The Application Submitter, Entity Administrator, and Authorized Representative will then receive an email from JustGrants confirming successful submission of the application.

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**Slide 38: JustGrants cont. Maria Flores**

The Department of Justice has made a collection of self-guided training resources, including training and a Virtual Q&A session on Application Submission, available at the website displayed on this slide. (<https://justicegrants.usdoj.gov/training-resources/justgrants-training/grants-management-lifecycle>)

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**Slide 39: Application Deadline Maria Flores**

Final applications are due in JustGrants by 8:59 pm Eastern time on Thursday, February 15<sup>rd</sup>, 2024.

Carefully review the “How to Apply” and “Submission Dates and Times” sections on pages 22-24 of the solicitation for applicant actions with required deadlines and for OVW's policy on late submissions. Submitting the application components at least 48 hours before each deadline (Grants.gov or JustGrants, as applicable) will enable applicants to receive notice of a failed submission and provide an opportunity to correct the error before the applicable deadline.

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**Slide 40: OVW Policy on Duplicate Applications Maria Flores**

Applicants should only submit one application per program. If an applicant submits multiple versions of an application, OVW will review the most recent version submitted.

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**Slide 41: OVW Policy on Late Submissions Maria Flores**

OVW offers several options for an applicant to provide advance notice of a delayed application. Applicants should thoroughly familiarize themselves with OVW’s policy on late submissions, found on pages 23-24 of the solicitation. Extensions are rarely granted. Failure to begin the registration or application submission processes in sufficient time is not an acceptable reason for a late application submission.

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**Slide 42: Helpful Tips Checklist Maria Flores**

Lastly, we have some tips that may improve your chances on becoming an ELSI grant recipient. Please note that the following list is not a guarantee that you will be funded but rather a guide to navigate you through the OVW application process.

- Please read the solicitation in its entirety. It is important to make sure you do not miss out on any important information by just skimming through the solicitation and focusing



on the “How to Apply” section. Read the solicitation and contact LAV staff or submit your inquiry to the LAV email box if you have any questions.

- Keep in mind that the people reviewing your application are not familiar with your organization or your work. Please write your application accordingly.
- It is not enough to simply state that your organization will meet the program requirements. When writing your application, you should *show* us how you plan to implement the requirements.
- Survivors are not one-dimensional, and neither are their needs; your application should reflect that. Please describe how you will address the complex needs of *all* survivors in your community, including those who may be part of specific cultural or historically underserved groups.
- Rather than using national data in your application, please take care to find recently collected local data if you can. If that information is not available to you and you choose to use other data, please note that recent local data is not available.

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#### **Slide 43: Helpful Tips Checklist continued Maria Flores**

- Please be sure that your budget can support the goals and objectives in your narrative. Being overly ambitious is not to your benefit.
- To ensure that your application is feasible and accurately conveys your organization’s capacity, involve multiple members of your organization when reviewing your application; in particular, be sure that the staff writing the narrative, drafting the budget, and implementing the project collaborate.
- We recommend that when you upload application documents, filenames should be descriptive and match the language in the solicitation (for example, include “Proposal Narrative in the filenames).
- Take note of all deadlines. Recall that the Grants.gov deadline is before the JustGrants deadline.

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#### **Slide 44: Helpful Tips Checklist continued Maria Flores**

- Do not include or reference materials—including attachments—that the solicitation does not ask for. Reviewers will not look at any extra materials, meaning that doing “too much” may negatively impact your score.
- Please demonstrate your expertise by *showing* us what you do—not copying and pasting language from the solicitation. We want to read about the great work you do in your own words!

- Do not go over the budget cap.
- Be very careful to follow all formatting and technical requirements. These are not just guidelines—they have an impact on your score!
- Print out the final document and carefully proofread and review your application to ensure accuracy and completeness.

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#### **Slide 45: Maria Flores**

We will pause one final time to answer any questions you may have. In the chat box.

#### **Hanna Katz**

Thanks so much Maria and I just want to note that the slide includes. Key contact information that we've mentioned throughout the presentation. So our email address, the email address for GFMD who are the main folks to ask, any financial questions as well as technical support as you go through the grandson quote and just grants application processes. And with that, I see only one new question in the Q&A box.

So, I will, share it and then turn it over to Sandy to answer live.

So, this participant is wondering if our plan in which we a DV program within a social services organization. In partnership with the DV organization with existing staff attorneys would apply for the LC grants to help expand our capacity to provide legal services by creating an MOU, which would mean that they hire a new attorney who would be dedicated to serve our program participants. They would be, so they meaning the DV organization with existing staff attorneys would be the primary applicant. Would that be an appropriate model for ELSI funding?

#### **Sandi Van Orden**

So that would actually be appropriate for the legal assistance for victims grant program, not the ELSI Initiative. And just one more time, to kind of explain the difference. ELSI is for organizations that would come in as an applicant without a project partner. Where your organization does not offer legal representation. But you want to take it advantage of intensive. TA during a planning period? To help support you in the development and establishment. Of a legal representation program. If you want to partner with another organization to provide legal representation or you want to contract with attorneys to provide legal representation.

You should look at the legal assistance for victims grant program solicitation. That will be more appropriate for the type of project you want to have.

## Hanna Katz

Great, thanks so much. And thanks so much for that great question. I'll give one more moment. For any other questions to come in. I believe that the hand raised function is not available to you all. I've surmised. And so, I'll wait one more moment for questions to come into that QA box. And just noting again that of course this is not your last opportunity to ask us questions. We are available at the contact information under programmatic questions. At the top of your screen right now, our email [OVW.LAV@doj.gov](mailto:OVW.LAV@doj.gov) is the best way to reach us. And Beyond that, financial questions and technical questions should of course go to the, appropriate folks on the, on the screen as well.

Hey, what I believe moment has been given. I will probably stick on, for another a few minutes until we hit 3 30 in case, you know, any folks want to hang on until then and ask questions.

Like I said, otherwise we're available by email or phone if you prefer otherwise we're available by email or phone if you prefer and I just wanted to tell them and ask questions. Like I said, otherwise we're available by email or phone if you prefer. And I just wanted to thank everybody here, for taking time out of your busy new year. We know that this is a busy time for all as we get back into the swing of things.

And we really look forward to receiving your applications if you choose to apply. So thanks so much again for your time and you know where to find us if anything.