

ELSI New Grantee Orientation Webinar

Legal Assistance for Victims Program
Office on Violence Against Women
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U.S. Department of Justice
OVW
Office on Violence Against Women
Working Together to End the Violence

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Welcome and Congratulations!

- You are members of the second cohort of ELSI grantees since OVW launched the Initiative in 2023.
- ELSI is a very competitive OVW Initiative – out of 56 applicants for FY 2024 funding, 8 received an award.



OVW Mission

The Office on Violence Against Women provides federal leadership in developing the nation's capacity to reduce violence against women and administer justice for and strengthen services to victims of domestic violence, dating violence, sexual assault, and stalking.



Today's Agenda

Section I

- Purpose
- Roles
- Program Overview

Section II

- Statutory Limitations
- Award Conditions

Section III

- JustGrants & ASAP
- GAMs and Deliverables

Section IV

- Reporting Requirements
- Resources

Q & A at end of each section and anytime during the presentation.



Section 1

- Purpose
- Roles
- Program Overview



Purpose

- ELSI is a special initiative of the Legal Assistance for Victims program to support organizations not currently offering legal services to establish a program that provides legal representation to survivors of VAWA crimes.
- The intent of this award is to provide you with the resources and technical assistance to set up a legal services program in your organization.



Roles

OVW

- Administers federal funding
- Shares programmatic knowledge
- Guides and oversees projects
- Monitors grant-funded activities

Grantee

- Receives funding to plan and develop legal services program
- Consults and works closely with the TA Provider
- Reports project challenges and achievements to OVW

TA Providers

- Shares professional and field expertise
- Provides resources and tools
- Offers training and technical assistance
- Serves as experienced faculty



Program Overview

ELSI project activities are centered on planning and development.

- Attend Orientation Webinars (6) and January 2025 in-person NGO meeting
- Participate in regular training and technical assistance with ABA & OVW
- Receive an ABA & OVW on-site TA visit
- Determine whether to work with project partners
- Draft and submit required project planning deliverables
- Recruit and hire project legal staff

ELSI grantees will not provide any direct services with award funding during the planning and development phase (approximately first 12-18 months).



Program Overview

During the planning period, grantees will:

- Refine vision of services to be provided (based on needs to be addressed)
- Determine whether to work with project partners (potential MOU)
- Develop **Position Descriptions** for legal staff roles
- Develop a **Supervision and Mentoring Plan** for legal staff
- Recruit an attorney and other legal staff
- Develop **Goals and Objectives**
- Develop **Case Selection Criteria**
- Develop written legal practice policies and protocols

After the planning period and approval from OVW, begin providing legal services.



Program Overview

After the planning period and approval from OVW, ELSI grantees may begin providing legal services.

The ELSI award period is 24 months. Each grantee may be eligible for an additional 36 months of non-competitive funding if you have complied with the financial and programmatic requirements of your ELSI award and OVW has sufficient appropriated funds.



Questions



Pause for Introductions

- Say hello to the group!
- Tell us a bit about yourselves and your organization.
 - Location / Community Served
 - Services Provided
 - Issues you hope to address by adding legal services



Section II

- Statutory Limitations
- Award Conditions



Statutory Limitations

- LAV funding can support legal services for a wide range of civil legal matters (e.g., housing, education, family, immigration), but there are restrictions. Below are a few examples. Please review your award conditions.
 - All civil legal matters must be related to or arise from one of the 4 VAWA crimes.
 - Funds may not be used to address family violence that does not relate to or arise out of sexual or domestic violence.
 - Funds may not be used to represent youth under age 11.



Award Conditions

- Award Conditions list the federal requirements of your grant and provide guidance how to implement the project.
- All ELSI-funded staff should review all award conditions and ask OVW grant managers for clarification if needed.



Award Conditions: General Considerations

- OVW approval is required for certain project activities or products
 - Project activities
 - Training and technical assistance
 - Statutory limitations on types of legal services/representation
 - Project products (deliverables)
 - Position Descriptions
 - Supervision and Mentoring Plan
 - Goals and Objectives
 - Case Selection Criteria



Award Condition: Confidentiality

- Grantees may not disclose personally identifiable information (PII) about clients served with OVW funds unless there is a:
 - Judicial requirement
 - Statutory requirement
 - Written release (informed, reasonably time-limited, and not required as a condition of service)
- This includes disclosures to a state, including via databases.
- Report any breach or imminent breach of PII to your Grant Manager and upload an Award Condition Compliance deliverable in JustGrants detailing the breach or potential breach and how you are addressing it.



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Section III

- JustGrants and ASAP
- GAMs and Deliverables



JustGrants and ASAP

JustGrants is the OVW online system for grants management.

- This is the official grant file for your award.
- Training resources: <https://justicegrants.usdoj.gov/training-resources/justgrants-training/grants-management-lifecycle>
- How to submit a GAM: <https://justicegrants.usdoj.gov/training/jarg-grant-award-modifications.pdf>

ASAP is the payment system for all OVW grants.

- Training resources: <https://fiscal.treasury.gov/asap/>
- For technical assistance: asaphelpdesk@fiscal.treasury.gov

Please keep your organization's assigned roles updated.



GAMs and Deliverables

You will need to submit the following grant products in JustGrants:

As Deliverables:

- Position Description(s) for Legal Staff
- Legal Staff Supervision and Mentoring Plan
- Case Selection Criteria

As GAMs:

- MOU (if applicable)
- Goals and Objectives
- Resumes for new hires during project (not listed in application)



Grant Award Modifications (GAMs)

Programmatic

Scope changes

- Addition/change of key personnel
- MOU Creation/Change (if applicable)
- Submission of Goals & Objectives

Costs Requiring Prior Approval

- Request to **attend** a non-OVW training

Budget Modification

- Moving funding from one budget category to a different category that previously had zero funds in it
- Moving more than 10% of total award funds between budget categories

Project Period Extension

- Change of project period



Grant Award Modifications

- OVW Review and Approval Timeline
 - Multi-tiered approval process
 - GAMs should be submitted at least 20 days prior to when approval is needed
 - Final OVW approval may take longer depending on the type of GAM and review process required



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Section IV

- Reporting Requirements
- Resources



Reporting Requirements

- Progress Reports

Reporting Period	Due Date
January 1-June 30	July 30
July 1- December 31	January 30

- Quarterly Financial Reports

Reporting Period	Due Date
January 1-March 31	April 30
April 1-June 30	July 30
July 1-September 30	October 30
October 1-December 31	January 30

Note: JustGrants may show due dates that are a day or two earlier or later. To be safe, we suggest that you adhere to whichever date is earlier.

DELINQUENT REPORTS WILL CAUSE A HOLD ON YOUR FUNDS AND MAY IMPACT FUTURE FUNDING



Resources

- For assistance with budgets or financial roles:
 - Grants Financial Management Division (GFMD)
 - 1.888.514.8556
 - OVW.GFMD@usdoj.gov
- For technical questions about JustGrants:
 - OVW JustGrants Support
 - 1.866.655.4482
 - OVW.JustGrantsSupport@usdoj.gov
- For questions about progress reports:
 - Muskie School of Public Service
 - 1.800.922.VAWA (8292)
 - vawamei@usm.maine.edu
 - <http://muskie.usm.maine.edu/vawamei>



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Final Thoughts from OVW

Do

- Communicate regularly
- Include AWARD NUMBER in your emails
- Familiarize yourself with Award Conditions
- Count on your program specialist for support

Don't

- Be afraid to ask questions
- Be late with your reports. This can affect future funding.
- Forget that you were selected for funding in a very competitive program. Be proud of your organization!

