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# OVW Fiscal Year 2021 Transitional Housing Assistance Grants for Victims of Domestic Violence, Dating Violence, Sexual Assault and Stalking Solicitation

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## Eligible Applicants:

City or township governments, County governments, Native American tribal governments (Federally recognized), Native American tribal organizations (other than Federally recognized tribal governments), Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education, Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education, State governments, Other

## Other

Eligible applicants are limited to: **States, units of local government, Indian tribes, and other organizations, including domestic violence and sexual assault victim service providers, domestic violence and sexual assault coalitions, other nonprofit,**

**nongovernmental organizations, or community-based and culturally specific organizations, that have a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking in the United States or U.S. territories.** For more information, see the Eligibility Information section of this solicitation.

### **Letter of Intent**

Applicants are strongly encouraged to submit a non-binding Letter of Intent to [ovw.transitionalhousing@usdoj.gov](mailto:ovw.transitionalhousing@usdoj.gov) by March 2, 2021. Interested applicants who do not submit a Letter of Intent are still eligible to apply. For more information, see the Application and Submission Information section of this solicitation.

### **Pre-Application Information Sessions**

OVW will post a pre-recorded Pre-Application Information Session on the [OVW website](#). This session is tentatively scheduled to be available by February 1, 2021. For more information, see the Application and Submission Information section of this solicitation.

## **Contact Information**

For assistance with the requirements of this solicitation, email OVW at [ovw.transitionalhousing@usdoj.gov](mailto:ovw.transitionalhousing@usdoj.gov). Alternatively, interested parties may call OVW at 202-307-6026.

### **Submission Information**

**Registration:** To submit an application, all applicants must obtain a Data Universal Number System (DUNS) number and register online with the System for Award Management (SAM) and with Grants.gov. To ensure sufficient time to complete the registration process, applicants must obtain a DUNS number and register online with SAM and with Grants.gov immediately, but no later than March 2, 2021.

**Submission:** Applications for this program will be submitted through a **NEW** two-step process: (1) submission of the **SF-424 and SF-LLL** in Grants.gov and (2) submission of the **full application** including attachments in the Justice Grants System (JustGrants). Submit the SF-424 and SF-LLL as early as possible, but not later than 24-48 hours before the Grants.gov deadline. For technical assistance with Grants.gov, contact Grants.gov Applicant Support at 1-800-518-4726 or [support@grants.gov](mailto:support@grants.gov). For technical assistance with JustGrants, contact OVW JustGrants Support at 1-866-655-4482 or [OVW.JustGrantsSupport@usdoj.gov](mailto:OVW.JustGrantsSupport@usdoj.gov).

For more information about registration and submission, see the Application and Submission Information section of this solicitation.

### **Notification**

OVW anticipates notifying applicants of funding decisions by October 1, 2021.

# Contents

Contact Information . . . . .	2
Program Description . . . . .	5
Overview of OVW . . . . .	5
Statutory Authority . . . . .	5
About this OVW Program . . . . .	5
Program Scope . . . . .	6
Purpose Areas . . . . .	6
OVW Priority Areas . . . . .	7
Activities that Compromise Victim Safety and Recovery or Undermine Offender Accountability . . . . .	8
Out-of-Scope Activities . . . . .	8
Activities Requiring Prior Approval . . . . .	10
Federal Award Information . . . . .	10
Awards, Amounts and Durations . . . . .	10
Availability of Funds . . . . .	10
Type of Award . . . . .	10
Types of Awards . . . . .	11
Types of Applications . . . . .	11
Mandatory Program Requirements . . . . .	12
Eligibility Information . . . . .	13
Eligible Applicants . . . . .	13
Cost Sharing or Matching . . . . .	14
Other Program Eligibility Requirements . . . . .	14
Application and Submission Information . . . . .	16
Information to Complete the Application for Federal Assistance (SF-424) . 17	
Standard Applicant Information (JustGrants 424 and General Agency Information) . . . . .	18
Proposal Abstract . . . . .	18
Proposal Narrative . . . . .	19
Budget and Associated Documentation . . . . .	23
Budget Worksheet and Budget Narrative (Web-based Form) . . . . .	23
Pre-Agreement Cost . . . . .	25

Indirect Cost Rate Agreement (if applicable) . . . . .	25
Financial Management Questionnaire (including applicant disclosure of high-risk status) . . . . .	26
Disclosure of Process Related to Executive Compensation . . . . .	27
Data Requested with Application . . . . .	28
Memoranda of Understanding (MOUs) and Other Supportive Documents .30	
Additional Application Components . . . . .	31
Letters of Nonsupplanting . . . . .	32
Confidentiality Notice Form . . . . .	32
Disclosures and Assurances . . . . .	32
Disclosure of Lobbying Activities . . . . .	32
DOJ Certified Standard Assurances . . . . .	32
Applicant Disclosure of Duplication in Cost Items . . . . .	32
DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements . .33	
How to Apply . . . . .	33
Submission Dates and Time . . . . .	34
Application Review Information . . . . .	37
Review Criteria . . . . .	37
Review and Selection Process . . . . .	38
Anticipated Announcement and Federal Award Dates . . . . .	39
Federal Award Administration Information . . . . .	39
Federal Award Notices . . . . .	39
Administrative, National Policy, and Other Legal Requirements . . . . .	40
General Information about Post-Federal Award Reporting Requirements .40	
Federal Awarding Agency Contact(s) . . . . .	41
Public Reporting Burden- Paper Work Reduction Act Notice . . . . .	41
Application Checklist . . . . .	41

# Program Description

## Overview of OVW

OVW is a component of the United States Department of Justice (DOJ). Created in 1995, OVW administers grant programs authorized by the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership on issues of domestic violence, dating violence, sexual assault, and stalking. OVW grants support coordinated community responses to hold offenders accountable and serve victims.

## Statutory Authority

34 U.S.C. § 12351

## About this OVW Program

This program is authorized by 34 U.S.C. § 12351. The Transitional Housing Assistance Grants for Victims of Domestic Violence, Dating Violence, Sexual Assault and Stalking (Transitional Housing Program (CFDA 16.736)) supports programs that provide 6-24 months of transitional housing with support services for victims who are homeless or in need of transitional housing as a result of a situation of domestic violence, dating violence, sexual assault or stalking; and whom emergency shelter services or other crisis intervention services are unavailable or insufficient.

The term *homeless* means an individual who lacks a fixed, regular, and adequate nighttime residence, and includes an individual who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason. An individual who is living in a motel, hotel, trailer park, or campground due to the lack of alternative adequate accommodations are also considered homeless. Persons living in emergency or transitional shelter are also examples of homelessness. Abandoned individuals in a hospital or awaiting foster care placement are also considered homeless. An individual who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, or migratory children (as defined in 20 U.S.C. § 6399) who qualify as homeless under 34 U.S.C. § 12473 because the children are living in circumstances described in this paragraph, are also considered to be homeless. (See 34 U.S.C. §§ 12291(a)(12), 12473(6).)

For additional information about this program and related performance measures, including how awards contribute to the achievement of program goals and objectives, see:

- OVW grant program information: [OVW Grants and Programs webpage](#)
- Program performance measures under the Measuring Effectiveness Initiative: [VAWA Measuring Effectiveness Initiative webpage](#)
- Examples of successful projects in OVW's most recent report to Congress on the effectiveness of VAWA grant programs: [2018 Biennial Report](#)

## **Program Scope**

Activities supported by this program are determined by statute, federal regulations, and OVW policies. If an applicant receives an award, the funded project is bound by this solicitation, the [DOJ Financial Guide](#), including updates to the financial guide after an award is made, the [Solicitation Companion Guide](#), and the conditions of the award. Please see the Funding Restrictions section of this solicitation for additional information on unallowable costs.

## **Purpose Areas**

Pursuant to 34 U.S.C. § 12351(b), funds under this program must be used for one or more of the following purposes:

1. transitional housing, including funding for the operating expenses of newly developed or existing transitional housing;
2. short-term housing assistance, including rental or utilities payments assistance and assistance with related expenses such as payment of security deposits and other costs incidental to relocation to transitional housing; and
3. support services designed to enable a minor, an adult, or a dependent of such minor or adult, who is fleeing a situation of domestic violence, dating violence, sexual assault, or stalking to, (a) locate and secure permanent housing; (b) secure employment, including obtaining employment counseling, occupational training, job retention counseling, and counseling concerning re-entry into the workforce; and (c) integrate into a community by providing that minor, adult, or dependent with services, such as transportation, counseling, child care services, case management, and other assistance. Participation in the support services shall be voluntary.

Pursuant to 34 U.S.C. § 12351(b)(3)(C), OVW-funded transitional housing projects cannot condition receipt of housing assistance upon participation in any or all of the support services offered.

This solicitation uses the term “transitional housing” to refer to both transitional housing assistance (Purpose Area 1) and short-term assistance (Purpose Area 2), which are defined as follows:

Transitional housing assistance is temporary housing offered for at least six months and no more than 24 months that helps victims transition into permanent housing. Transitional housing is not an extended shelter stay and does not support hotel or motel stays.

Short-term housing assistance is rental assistance and/or other financial assistance (e.g., security deposits, utility assistance, relocation costs, etc.) offered for at least six months and no more than 24 months that helps victims transition into permanent housing. Short-term housing assistance is not emergency shelter, rental assistance that is offered for less than six months, or financial assistance for victims not provided with transitional housing.

Applicants must provide both transitional housing (Purpose Area 1 or 2) and support

services (Purpose Area 3). If an applicant proposes to use Transitional Housing Program grant funds to support only transitional housing *or* only support services, a project partner or another funding source must sustain the remaining component for the entire 36-month project period.

## **OVW Priority Areas**

In FY 2021, OVW is interested in supporting the priority area(s) identified below. Applications proposing activities in the following areas will be given special consideration as appropriate during the review process:

1. Empower victims to become survivors by focusing on long-term safety and sustainable economic independence.

To qualify for this priority area, applicants must propose projects that demonstrate strong partnerships with workforce development/job training programs. Applicants focusing on this priority must provide a detailed plan for assisting survivors toward graduated economic empowerment and survivor autonomy while using a voluntary services model.

Successful applicants for this priority may be eligible for an additional 24 months of non-competitive funding. Applicants should submit budgets for up to \$500,000 for a 36-month period. See “Award Period and Amounts” section.

In FY 2021, to address a directive from Congressional appropriators, OVW is interested in supporting the Transitional Housing Program program-specific priority area identified below. The House Committee on Appropriations, in the report accompanying its FY 2021 Commerce, Justice, Science, and Related Appropriations bill, encouraged OVW to ensure that the Transitional Housing Program assist victims of human trafficking and to take these victims into consideration when distributing OVW funds. Applications proposing activities in the following area will be given special consideration during the review process.

2. Increase the response to victims of human trafficking.

To qualify for this priority area, applicants must propose projects that focus on direct intervention and advocacy services for victims of sexual assault who are also victims of sex trafficking.

Applicants must demonstrate substantive knowledge of sex trafficking including the provision of transitional housing and support services to victims of sex trafficking and describe partnerships addressing substance abuse, mental health, and limited legal services, and identify how they will engage in outreach to victims of sex trafficking, and how they will meet their unique needs.

Applicants should submit budgets for up to \$500,000 for a 36-month period. See “Award Period and Amounts” section.

3. Primarily serve underserved populations.

To qualify for this priority area, applicants must propose projects that primarily serve underserved populations who are victims of domestic violence, dating violence, sexual assault, and stalking.

The term “underserved populations” means populations who face barriers in accessing and using

victim services, and includes populations underserved because of geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age). See 34 U.S.C. § 12291(a)(39).

Applicants should provide a detailed plan for how the project will provide specific services to victims from the identified underserved population within the proposed project service area, describe the gaps in current services and the barriers for victims seeking services and demonstrate strong partnerships with organizations with expertise and history of service provision to the underserved community.

Applicants should submit budgets for up to \$500,000 for a 36-month period. See “Award Period and Amounts” section.

## **Activities that Compromise Victim Safety and Recovery or Undermine Offender Accountability**

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. Applications that propose any such activities may receive a deduction in points during the review process or may be eliminated from consideration. Information on activities that compromise victim safety and recovery or undermine offender accountability may be found in the [Solicitation Companion Guide](#).

## **Out-of-Scope Activities**

The activities listed below are out of the program scope and will not be supported by this program’s funding. See also the list of unallowable costs in the Funding Restrictions section of this solicitation.

1. Research projects. Funds under this program may not be used to conduct research, defined in 28 C.F.R. § 46.102 as a systematic investigation designed to develop or contribute to generalizable knowledge. Surveys and focus groups, depending on their design and purpose, may constitute research and therefore be out-of-scope. Prohibited research does not include assessments conducted for internal improvement purposes only (see Limited Use of Funds below). For information on distinguishing between research and assessments, see the [Solicitation Companion Guide](#).
2. Prevention: Grant funds may not be used for prevention activities (e.g., outreach to elementary and secondary schools, implementation of educational programs regarding domestic and dating violence intervention, and public awareness campaigns). Permissible outreach activities are limited to informing potential survivors about the availability of services.
3. Family violence: Grant funds may not be used to directly address child abuse, other family violence issues (such as violence perpetrated by a child against a parent or by a sibling against another sibling), or neglect or exploitation. Grant funds may not be used for caregiver abuse of elders and other vulnerable adults.
4. Mandatory participation in services: Participation by survivors in all support services



shall be voluntary and shall not be a condition for receiving transitional housing. An application proposing a project that requires participation in any support services, including case management, will not be considered a qualified application.

5. Grant funds may not be used to keep victims in their homes or to prevent them from losing their current housing.
6. Emergency shelter or short-term housing assistance offered for less than six months.

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.

### **Limited Use of Funds**

The following activities can be supported only in limited circumstances:

1. **Legal Services** – Use of grant funds for legal services is limited to providing legal services to transitional housing program participants and must terminate upon a participant's entry into permanent housing. Legal services are limited to those that are necessary to enable a transitional housing program participant to locate and secure housing and to integrate into a community, including legal services regarding housing, protection orders, and limited immigration matters that affect a victim's ability to obtain housing. Funds may not be used for comprehensive, long-term legal assistance, such as assistance with divorce or child custody matters.
2. **Purchase and/or Lease of Vehicles** – Requests to use grant funds for the purchase and/or lease of a vehicle by the grantee or a project partner will be considered on a case-by-case basis. If an applicant is requesting funds for a vehicle, a lease/purchase analysis must be submitted with the application and the cost included in the budget and budget narrative. Grant funds may not be used for the purchase of and/or down payment on a vehicle for private ownership by a victim in a transitional housing program.
3. **Services for Children** – Grant funds may be used to provide direct services to minors who meet the statutory eligibility criteria for transitional housing services, or to provide direct services to children where such services are an ancillary part of providing transitional housing and supportive services to the child's parent (or legal guardian) who is a victim of sexual assault, domestic violence, dating violence or stalking.

Grantees may use up to two percent of grant award funds to assess their work for internal improvement purposes only, such as by convening a listening session to identify service gaps in the community or surveying training participants about the quality of training content and delivery. Applicants considering such assessments must refer to the OVW research decision tree in the Solicitation Companion Guide to ensure that the activity does not qualify as human subjects research. The [Solicitation Companion Guide](#) also provides additional information on federal requirements related to research, assessments, and surveys.

Recipients must receive prior approval before using grant funds to support surveys, whether conducted as part of a program or needs assessment, or for any other purpose. Prior approval is necessary to determine whether the activity is within the scope of the award and meets the requirements of the Paperwork Reduction Act (see the [Solicitation Companion Guide](#) for more information).

## **Federal Award Information**

### **Awards, Amounts and Durations**

#### **Anticipated Number of Awards**

75

#### **Anticipated Maximum Dollar Amount of Awards**

\$500,000.00

#### **Period of Performance Start Date**

10/1/21 12:00 AM

#### **Period of Performance Duration (Months)**

36

#### **Anticipated Total Amount to be Awarded Under Solicitation**

\$37,000,000.00

### **Availability of Funds**

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. There is no guarantee that funds will be available in the future. OVW may elect to make awards in a future fiscal year for applications submitted under this solicitation but not selected for FY 2021 funding, depending on the merits of the applications and the availability of funding.

#### **Type of Award**

Awards will be made as grants.

#### **Award Period and Amounts**

The award period is 36 months. Budgets must reflect 36 months of project activity, and the

total “estimated funding” on the SF-424 must reflect 36 months. OVW anticipates that the award period will start on October 1, 2021.

Funding levels under this program for FY 2021 are:

1. Applicants proposing to use Transitional Housing Program grant funds for housing alone or for both housing and support services may submit budgets for up to \$450,000 for the entire 36-months.
2. Applicants proposing to use Transitional Housing Program grant funds for support services only may submit budgets for up to \$300,000 for a 36-month period.

Applicants must provide both transitional housing (purpose area 1 or 2) and support services (purpose area 3). If an applicant proposes to use Transitional Housing Program grant funds to support only transitional housing or only support services, a project partner or another funding source must sustain the remaining component.

3. Applicants proposing to address the priority area, “Empower victims to become survivors by focusing on long-term safety and sustainable economic independence” may submit budgets for up to \$500,000 for a 36-month period. OVW will prioritize up to four projects. Successful applicants for this priority may be eligible for an additional 24 months of non-competitive funding. Any future supplemental awards will be based on factors, including, but not limited to, OVW’s available appropriation and grantee performance.

4. Applicants proposing to address the priority area “Increase the response to victims of human trafficking” may submit budgets of up to \$500,000 for a 36-month period. OVW will prioritize up to four projects that demonstrate a knowledgeable, comprehensive approach to providing transitional housing and support services to victims of sexual assault who are also victims of sex trafficking and make awards of up to \$500,000 for each project.

5. Applicants proposing to address the priority area “Primarily serve underserved populations” may submit budgets up to \$500,000 for a 36-month period. OVW will prioritize up to four projects and make awards of up to \$500,000 for each project determined to meaningfully address this priority.

OVW has the discretion to make awards for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to making an award.

## **Types of Awards**

Awards will be made as grants.

## **Types of Applications**

In FY 2021, OVW will accept applications for this program from the following:

**New:** Applicants that have never received funding under this program or whose previous funding expired on or before March 16, 2020.

**Continuation:** Applicants that have an existing or recently closed (after March 16, 2020) award under this program. Continuation funding is not guaranteed.

Recipients of an FY 2019 or FY 2020 award under this program are NOT eligible to apply as the lead applicant or as a partner/subrecipient on an FY 2021 proposal. Likewise, an organization that is a partner/subrecipient on an FY 2019 or FY 2020 award is not eligible to apply as the lead applicant or as a partner/subrecipient on an FY 2021 proposal.

**Note:** Current grantees with a substantial amount of unobligated funds remaining (50 percent or more of the previous award) as of March 31, 2021 without adequate justification may not be considered for funding or may receive a reduced award amount if selected for funding in FY 2021.

## **Mandatory Program Requirements**

Applicants that receive funding under this program will be required to engage in the following activities:

1. OVW-sponsored training and technical assistance (TTA).
2. OVW may conduct a program assessment or evaluation necessitating grantee involvement. Therefore, recipients may be expected to dedicate some OVW-funded time and resources to participating in an assessment or evaluation.
3. Submit the policies, procedures, and rules governing the provision of the transitional housing and related support services for review and approval (post award). Grantees will be required to revise and/or remove an activity that OVW determines may compromise victim safety, is unallowable, or does not conform to best practices for providing transitional housing to victims of domestic violence, dating violence, sexual assault, or stalking.
4. Offer transitional housing and services for at least six months and no more than 24 months with OVW grant funds. Pursuant to 34 U.S.C. § 12351(c)(2), a recipient may waive the 24-month limit for up to six months for any victim who has made a good faith effort to acquire permanent housing but has not been able to do so.
5. Offer support services only to individuals receiving transitional housing (other than follow-up services described below).
6. Offer follow-up support services for transitional housing clients who secure permanent housing. Follow-up services are limited to advocacy, support groups, case management, and minimal financial assistance (e.g., security deposit or first month's rent for permanent housing); and are provided for at least three months but not more than a year.
7. Significantly involve a victim service provider in the implementation of the project, including the development and review of all policies and procedures and the provision of support services.

8. Ensure that any staff, partner staff, or service providers working with transitional housing survivors are trained to work with victims of domestic violence, dating violence, sexual assault, or stalking.
9. Send the project coordinator and one other key staff member to an in-person OVW grantee orientation.
10. Send key staff to an in-person OVW-sponsored training on voluntary services.
11. Agree to provide transitional housing to their clients without requiring participation in support services.
12. Notify OVW of any changes to the source of funding used to provide transitional housing.
13. Compensate at least one, if not all, of their project partners for time and travel to participate in project development, training, and implementation. If a partner is a state or unit of local government and the partnership duties are conducted within the course of the agency's "regular" scope of work, the applicant does not need to compensate the partner if the partner offers this arrangement, and an explanation of this arrangement is included in the application.

## **Eligibility Information**

### **Eligible Applicants**

Pursuant to 34 U.S.C. 12351(a), the following entities are eligible to apply for this program:

1. States.
2. Units of local government.
3. Indian tribes.
4. Other organizations, including domestic violence and sexual assault victim service providers, domestic violence and sexual assault coalitions, other nonprofit, nongovernmental organizations, or community-based and culturally specific organizations, that have a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.

### **Qualified Applications**

To be qualified for funding under this program, applications must meet the following statutory definition of "qualified application" (see 34 U.S.C. § 12351(g)(3)(D)). An application is qualified if it:

1. has been submitted by an eligible applicant;
2. does not propose any activities that may compromise victim safety, including background checks of victims or clinical evaluations to determine eligibility for services;
3. reflects an understanding of the dynamics of sexual assault, domestic violence, dating violence, and stalking; and
4. does not propose prohibited activities, including mandatory services for victims.

### Faith-Based and Community Organizations

Faith Based and community organizations that meet the eligibility requirements are eligible to receive awards under this solicitation (see “Faith-Based Organizations” on the [OVW website](#) for more information).

### **Ineligible Entities and Disqualifying Factors**

Applications submitted by ineligible entities or that do not meet all program eligibility requirements will not be considered for funding. In addition, an application deemed deficient in one or more of the following categories may not be considered for funding: 1. activities that compromise victim safety, 2. out-of-scope activities, 3. unallowable costs, 4. pre-award risk assessment, 5. completeness of application contents, and 6. timeliness. Failure to comply fully with all applicable unique entity identifier and SAM requirements (see Application and Submission section for more information on these requirements) will result in removal from consideration. An applicant with past performance issues, long-standing open audits, or an open criminal investigation also may not be considered for funding.

**Note:** Any nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code is not eligible for a grant from this program. See 34 U.S.C. § 12291(b)(16)(B)(ii).

### **Cost Sharing or Matching**

This program has no matching or cost-sharing requirement.

### **Other Program Eligibility Requirements**

In addition to meeting the eligible entity requirements outlined above, applicants for this program must also meet the requirements below. All certification and other eligibility related documents must be current and developed in accordance with the FY 2021 solicitation.

#### Required Partnerships

The partnerships requirements described here should also be demonstrated in the applicants’ Memorandum of Understanding and the Letter of Experience:

- a. If an applicant is a victim service provider (see below), the application must include at least one other organization (e.g, a housing provider, local homelessness coalition, or other social service provider serving low-income households, including community colleges, workforce centers, community action agencies, and public assistance departments) as a required partner identified in the MOU.
- b. If an applicant is a tribe, state, or unit of local government, the application must include both a victim service provider (see below) and a housing provider as required partners (and may include the other types of partners listed above) identified in the MOU.

The victim service provider partner must play an active role in the development and

implementation of the project. Applications from a tribe, state or unit of local government must demonstrate that the victim service provider is significantly involved in the project design and development and review of all policies and procedures and describe how the applicant will ensure that anyone working with transitional housing survivors is trained in working with victims of domestic violence, dating violence, sexual assault, and stalking.

c. If an applicant is an organization, including a domestic violence and sexual assault coalition, other nonprofit, nongovernmental organization, or community-based and culturally specific organization, that has a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking, the application must include at least one other organization (e.g., a housing provider, local homelessness coalition, or other social service provider serving low-income households, including community colleges, workforce centers, community action agencies, and public assistance departments) as a required partner identified in the MOU.

#### Victim Service Provider

A victim service provider is a nonprofit, nongovernmental or tribal organization or rape crisis center, including a state or tribal domestic violence and/or sexual assault coalition, that assists or advocates for domestic violence, dating violence, sexual assault, or stalking victims, including a domestic violence shelter, faith-based organization or other organization, with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking. 34 U.S.C. § 12291(a)(43). Victim service providers must provide direct services to victims of domestic violence, dating violence, sexual assault, or stalking as one of their primary purposes and have a demonstrated history of effective work in this field.

The provision of housing services or other types of general services to survivors of domestic violence, sexual assault, dating violence, or stalking is not sufficient to meet program eligibility requirements that the applicant is a victim service provider. For example, if the organization runs a food pantry and some of the individuals who receive weekly distributions are victims of these crimes, that does not mean that the organization would be considered a victim service provider under applicant eligibility requirements of this program. The applicant must clearly demonstrate that they have an understanding of the dynamics of domestic violence, dating violence, sexual assault, or stalking by describing in the application how services are structured and implemented in a way that specifically address the issues facing survivors of domestic violence, dating violence, sexual assault or stalking; this information should also be included in the LOE. If the applicant's expertise and experience do not focus primarily on the provision of direct victim services to these survivors and incorporating their needs into the program philosophy, the organization may serve as a partner, but not the applicant.

#### Voluntary Services

All services (support and follow-up), provided to recipients of transitional housing, either while in transitional housing or when establishing permanent housing, must be voluntary.

#### Limit on Number of Applications

OVW will consider only one application per organization for the same service area. In

addition, if an applicant submits multiple versions of the same application, OVW will review only the most recent system-validated version submitted before the deadline.

## **Application and Submission Information**

### **Address to Request Application Package**

The complete application package (this solicitation, including links to required forms) is available on Grants.gov and on the [OVW website](#). Applicants wishing to request a paper copy of these materials should contact 202-307-6026 or [OVW.TransitionalHousing@usdoj.gov](mailto:OVW.TransitionalHousing@usdoj.gov).

### **Pre-Application Information Session**

OVW will post a pre-recorded Pre-Application Information Session on its website. Listening to this session is optional and not a requirement to be eligible to apply. The session is tentatively scheduled to be available by February 1, 2021 on the [OVW website](#). **The session will be captioned in English and Spanish. Interested applicants needing additional language assistance should contact this program at [OVW.TransitionalHousing@usdoj.gov](mailto:OVW.TransitionalHousing@usdoj.gov) or at 202-307-6026 as soon as possible, but no later than January 25, 2021.**

### **Content and Form of Application Submission**

The information below (“**Letter of Intent**” through “**Submission Dates and Times**”) describes the full content and form of application submission.

#### **Letter of Intent**

Applicants intending to apply for FY 2021 funding under this program are strongly encouraged to submit a Letter of Intent. The letter should state that the applicant is registered and current with SAM and with Grants.gov. The letter should be submitted to OVW at [OVW.TransitionalHousing@usdoj.gov](mailto:OVW.TransitionalHousing@usdoj.gov) by March 2, 2021. This letter will not obligate the applicant to submit an application. See [OVW website](#) for a sample Letter of Intent.

#### **Formatting and Technical Requirements**

Applications must follow the requirements below for all documents, unless otherwise noted. Points may be deducted for applications that do not adhere to the following requirements:

1. Double-spaced (Data Requested with Application, Pre-Award Risk Assessment, and charts may be single-spaced).
2. 8½ x 11 inch pages.
3. One-inch margins.
4. Type no smaller than 12 point, Times New Roman (TNR) or Arial font, except for footnotes, which may be in 10-point font.
5. Page numbers.
6. No more than 25 pages for the Proposal Narrative.
7. Word documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).
8. Headings and sub-headings that correspond to the sections identified in this section of



the solicitation.

### **Application Contents**

Applications must include the required documents and demonstrate that the program eligibility requirements have been met. For a complete checklist of the application contents, see the Application Checklist in the Other Information section of this solicitation.

OVW will not contact applicants for missing items on the list below. Applications that do not include all of the following documents will be considered substantially incomplete and will not be considered for funding:

1. Proposal Narrative.
2. Budget Detail Worksheet and Narrative.
3. Data Requested with Application.
4. Memorandum of Understanding (MOU).
5. Letter of Experience (LOE).

In addition, the Proposal Abstract is required, but failure to submit it will not result in removal from consideration.

### **Information to Complete the Application for Federal Assistance (SF-424)**

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

Applicants must complete the SF-424 in Grants.gov. The SF-424 is generated when the applicant begins the submission process. For "Type of Applicant," do not select "Other." The amount of federal funding requested in the "Estimated Funding" section of this form must match the amount of federal funding requested in the budget section of the application package. This program does not require a match; therefore, the values for the Applicant line should be zero. The individual who is listed as "**Authorized Representative**" must be an individual who has the authority to apply for and accept grant awards on behalf of the organization or jurisdiction.

**Intergovernmental Review (SF-424 Question 19):** This solicitation ("funding opportunity") is subject to Executive Order (E.O.) 12372, Intergovernmental Review of Federal Programs. Applicants must check the Office of Management and Budget's website for the names and addresses of state [Single Points of Contact](#) (SPOC) under Intergovernmental Review. If the applicant's state appears on the SPOC list, the applicant must contact the state SPOC to find out about, and comply with, the state's process under E.O. 12372. In completing the SF-424, such an applicant is to make the appropriate selection in response to question 19 once the applicant has complied with its state E.O. 12372 process. An applicant whose state does not appear on the SPOC list should answer question 19 by selecting the following response: "Program is subject to E.O. 12372 but has not been selected by the state for review."

#### Disclosure of Lobbying Activities (SF-LLL)

All applicants must complete and submit the *Disclosure of Lobbying Activities* (SF-LLL) form in Grants.gov. Applicants that expend any funds for lobbying activities must provide the

information requested on the SF-LLL. Applicants that do not expend any funds for lobbying activities should enter “N/A” in the required highlighted fields.

## **Standard Applicant Information (JustGrants 424 and General Agency Information)**

Applicants must complete this web-based form in JustGrants, which is pre-populated with the SF-424 data submitted in Grants.gov. Applicants are required to review the Standard Applicant Information and make edits as needed, confirm the Authorized Representative, verify the legal name and address, and enter the ZIP code(s) for the areas affected by the project.

## **Proposal Abstract**

The Proposal Abstract must provide a short summary (**no more** than two pages double-spaced) of the proposed project, including names of applicant and partners, project title, purpose of the project (including goal and intended outcome), primary activities for which funds are requested, who will benefit (including geographic area to be served), products and deliverables, and how the applicant will measure progress in completing project goals and objectives. Applicants must not summarize past accomplishments in this section. The Proposal Abstract, which is to be entered into a text box in JustGrants, will not be scored and the total point value for the Proposal Abstract is **5 points**.

Applicants are encouraged, but not required, to use the following template for the abstract:

The (name of the applicant) is a (non-profit, city, state, tribal) organization located in (city, state), a (rural, urban, suburban, tribal) region of the state. The organization will provide (#) (communal, clustered, scattered site) residences for (#) survivors and their families through (program-owned/ private landlord) housing units. The (name of the applicant) will collaborate with its (#) partner(s), the [list partnering agencies] to provide a holistic, victim-centered and multidisciplinary approach to transitional housing needs in the community.

This (new/continuation) project will use funds to provide (both/only) (housing and/or supportive) services to move survivors of domestic violence, sexual assault, dating violence or stalking who are homeless to permanent housing. The project will assist clients for anticipated minimum of (This should be a number between 6 and 24 months) months and a maximum length of 24 months. Services offered will focus on (Choose the priority(ies) or remove if not applicable): 1. empowering victims to become survivors by focusing on long-term safety and sustainable economic independence, 2. increasing the response to victims of human trafficking, and/or, 3. primarily serving underserved populations (based on race, ethnicity, sexual orientation, gender identity, disability, age, etc.) in the region. Grant activities will be tailored to meet the needs of clients. The range of optional support services include:

rental and utility assistance, case management, safety planning, childcare, transportation, career counseling, financial and credit counseling, support groups, individual counseling, job training, education attainment, limited legal assistance, (add/remove support services as needed) and housing advocacy. The project will also hire (#) additional staff members to implement the program and provide follow-up services for at least (This should be a number between 3 and 12) months once permanent housing is secured.

The period of performance for this award is 36 months.

## **Proposal Narrative**

### **Proposal Narrative**

The Proposal Narrative may not exceed 25 pages, double-spaced, and reviewers will not read beyond this page limit. The Proposal Narrative must include the following three sections. The total point value for the proposal narrative section is **60 points**. Applicants must upload the Proposal Narrative as an attachment in JustGrants.

### **Purpose of the Proposal (20 points)**

This section must describe:

1. The challenge or need faced by the community and how the goal/vision for the proposal will meet that need.
2. The communities to be served, including the geographic location, the populations in the service area, and any available, relevant victimization rates.
3. Describe current services.
4. Describe in detail the gaps in economic empowerment and victim autonomy services for survivors in the proposed project service area and how such survivors are currently underserved.
5. Describe the barriers survivors experience while attempting to seek economic empowerment and victim autonomy services.
6. Describe how funding will alleviate the challenge or need faced by the community.
7. Describe the [Housing Model](#) and rent structure to be implemented.
8. Provide a detailed plan for how the project will assist survivors in moving toward economic empowerment and victim autonomy within the framework of voluntary services. Applicants should demonstrate their ability to assist in implementing graduated stages of self-sufficiency for all survivors served during the life of the project (i.e, obtaining employment counseling, education, occupational training, establishing financial literacy, etc.)

### **What Will Be Done (30 points)**

The application must provide a clear link between the proposed activities and the need identified in the "Purpose of the Proposal" section above. The application must not include any of the activities listed as unallowable costs in the Funding Restrictions section of this solicitation.

This section must describe:

1. The approach to addressing the challenge or need identified in the Purpose of the Proposal section above.
2. How the applicant will measure its progress in achieving the proposal's goal(s)/vision. Identify targeted outcome(s) and describe any tool(s) the applicant will use to track those outcomes and report them to OVW. Tools may include OVW performance progress reports and logic model templates (both available at [VAWA Measuring Effectiveness Initiative](#)).
3. How the applicant will move to project sustainability; continuation applicants must provide specific details.
4. Describe the transitional housing that will be provided, including, but not limited to:
  - a. The type of transitional housing (e.g. transitional housing assistance or short-term housing assistance, location, etc.).
  - b. How it will be provided (program-owned), program-rented, landlord/tenant relationship, etc.
  - c. Method for determining client eligibility (e.g., screening tools, eligibility requirements, etc.).
  - d. Facility rules and regulations.
  - e. Facility safety planning.
  - f. Fee schedule (if applicable).
5. Describe the support services that will be offered, including, but not limited to:
  - a. What will be offered.
  - b. Who will provide them.
  - c. Where they will be provided.
  - d. How clients will access them.
  - e. How the services will support economic empowerment and survivor autonomy.
6. Describe the plan for follow-up services, including, but not limited to:
  - a. What will be offered.
  - b. Timeframe for follow-up services.

- c. How economic empowerment and survivor autonomy will be reinforced during follow-up services.
7. Describe how the applicant plans to address victim safety and autonomy in the project. Applicants will need to provide a detailed plan for assisting survivors toward graduated economic empowerment and survivor autonomy while using a voluntary services model.
8. Describe how the applicant will maintain confidentiality, especially if working with homeless providers and/or the Homeless Management Information System (HMIS), etc.
9. How the proposed project will reach each population in the service area identified in the Purpose of the Application section.
10. How the proposed project will address the victimization rates identified in the Purpose of the Proposal section.

**Who Will Implement the Proposal (10 points)**

This section must:

1. Identify the key individuals and organizations, including project partners, involved in the proposed project.
2. Demonstrate that the individuals and organizations identified have the capacity to address the stated need and can successfully implement the proposed project activities; attach job descriptions of all key personnel.
3. Describe specific roles and responsibilities of all project partners and key staff.
4. Describe project partners with substantive knowledge of economic empowerment, including their history (if any) of providing transitional housing and support services to this population and their proposed role in the project.
5. Describe the expertise and history of key project staff in assisting survivors to achieve economic independence.
6. Demonstrate the capacity and expertise of the lead applicant and all project partners to serve victims of domestic violence, dating violence, sexual assault and/or stalking.
7. Clearly describe who will implement activities as described in the “What Will Be Done” section (e.g., which organization and staff will conduct intake, find housing, work with participants, provide services, etc.).
8. Clearly demonstrate that required partnerships have been developed (see “Required Partnerships” in the “Program Eligibility Requirements” section of the solicitation).

**Additional Information for Applicants Addressing Priority Areas**

Applications proposing to address priority areas must include in the project narrative additional information as described below. This portion of the application is limited to one page, double-spaced per priority area (for a total project narrative of 25 or 28 pages, as applicable).

### **Empower victims to become survivors by focusing on long term safety and sustainable economic independence**

If an applicant is addressing this priority area, this section must clearly describe:

1. Project partners who have expertise in workforce development and job-placement in the service area.
2. A detailed plan for assisting survivors toward graduated economic empowerment and survivor autonomy while using a voluntary services model.
3. Program and demographic information concerning job availability and placement in the service area.
4. Trauma-informed, victim-centered policies and practices to assist survivors with completing their education and obtaining employment.
5. How the project will measure performance related to this priority (e.g., the number of survivors completing job training, how many survivors obtained employment, how many survivors maintained employment during transitional period and how many survivors maintained employment after obtaining permanent housing placement).
6. A comprehensive plan outlined in the MOU, reflecting formal partnerships with organizations that have particular expertise in support services designed to enable survivors to secure employment, including obtaining employment counseling, education, occupational training, job retention counseling, and counseling resulting in re-entry into the workforce.

### **Increase the Response to Human Trafficking**

If an applicant is addressing this priority area, this section must:

1. Describe in detail the gaps in current services for victims of sex trafficking and how these victims are currently underserved.
2. Describe the barriers victims of sex trafficking experience while attempting to seek services.
3. Describe project partners with substantive knowledge of serving victims of sex trafficking, including the provision of transitional housing and support services to these victims, and the partners' role in the project.
4. Describe the expertise and documented history of key project staff in providing services to victims of sex trafficking.
5. Provide a detailed plan for how the project will provide transitional housing and support services to victims of sex trafficking within the proposed project service area.

### **Primarily Serve Underserved Populations**

If an applicant is addressing this priority area, this section must:

1. Provide a detailed plan for how the project will provide specific services to the identified underserved populations (based on race, ethnicity, sexual orientation, gender identity, disability, age, etc.).
2. Describe in detail the gaps in current services and how these victims are currently

underserved.

3. Describe barriers for these victims seeking services.

4. Demonstrate strong partnerships with project partners that have the expertise and documented history to provide services to the underserved community identified in the application.

## **Budget and Associated Documentation**

Applicants must complete the web-based form in JustGrants for the budget worksheet and budget narrative. Applicants also must upload the applicable associated documentation as described below under each heading. The budget worksheet and budget narrative are worth a total of **10 points** and will be reviewed separately from the proposal narrative. The associated documentation will not be scored, but failure to include it may result in removal from consideration or a delay in access to funding.

### **Budget Worksheet and Budget Narrative (Web-based Form)**

Complete the budget worksheet and narrative form for all applicable cost categories. The 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. See the sample budget and the Creating a Budget webinar available on the OVW website at [OVW website](#). Keep in mind that budgetary requirements vary among programs. Applicants must submit reasonable budgets based on the resources needed to implement their projects in their specific geographic location.

#### Award Period and Amount

The budget must:

1. Display a clear link between the specific project activities and the proposed budget items. The budget should not contain items that are not supported by the proposal narrative.
2. Include funds to attend OVW-sponsored TTA in the amount of \$15,000 for applicants located in the 48 contiguous states and \$20,000 for applicants located in the territories, Hawaii, and Alaska. This amount is for the entire 36-month period and NOT per year. Applicants also may budget expenses in excess of the required amount if they are aware of relevant non-OVW sponsored conferences or training for which they would like permission to use grant funds to support staff/project partner attendance.
3. Include funds or describe other resources available to the applicant to ensure access for individuals with disabilities, Deaf/hard of hearing individuals, and persons with limited English proficiency. See Accessibility under Federal Award Administration Information for more information.
4. Compensate all project partners for their full level of effort, unless otherwise stated in the MOU. For more information on compensating project partners, see the sample Budget Detail Worksheet on the [OVW website](#).

5. Include a statement describing whether the housing units are applicant owned.
6. Include as program income any fees charged to transitional housing participants if the transitional housing is applicant owned.
7. Distinguish clearly between subawards and contracts in allocating any grant funds to other entities. Pursuant to 2 C.F.R. § 200.331, a subaward is for the purpose of carrying out a portion of the federal award, such as compensating an MOU partner, and a contract is for the purpose of obtaining goods and services for the grantee's own use. The substance of the relationship is more important than the form of the agreement in determining whether the recipient of the pass-through funds is a subrecipient or a contractor. The awarding and monitoring of contracts must follow the recipient's documented procurement procedures, including full and open competition, pursuant to the procurement standards and monitoring requirements in 2 C.F.R. §§ 200.317-200.329. The issuance and monitoring of subawards must meet the requirements of 2 C.F.R. § 200.332, which includes oversight of subrecipient/partner spending and monitoring performance measures and outcomes attributable to grant funds. For more information, see the sample Budget Detail Worksheet and the Solicitation Companion Guide on the [OVW website](#).

OVW awards are governed by the provisions of 2 C.F.R. Part 200 and the [DOJ Financial Guide](#), which include information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. For additional information on allowable and unallowable costs, see the Funding Restrictions section below and the sample budget on the [OVW website](#).

### **Funding Restrictions**

The following information is provided to allow applicants to develop an application and budget consistent with program requirements.

#### Unallowable Costs

The costs associated with the activities listed below are unallowable and must not be included in applicants' budgets.

1. Lobbying.
2. Fundraising.
3. Purchase of real property.
4. Physical modifications to buildings, including minor renovations (such as painting or carpeting).
5. Construction.
6. Payment of mortgage, property taxes, or other expenses that would prevent foreclosure or eviction.
7. Payment of bills/utilities in arrears.
8. Drug and/or alcohol testing.
9. Using federal funds for savings accounts for survivors.

#### Food and Beverage/Costs for Refreshments and Meals

Generally, food and beverage costs are **not** allowable. Recipients must receive prior approval



to use grant funds to provide a working meal and/or refreshments at a meeting, conference, training, or other event; OVW may provide such approval if one of the following applies:

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

Justification for an exception listed above must be included in the applicant's budget narrative. For additional information on restrictions on food and beverage expenditures, see [OVW conference cost planning](#).

#### Conference Planning and Expenditure Limitations

Applicants' budgets must be consistent with all requirements (including specific cost limits and prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (which is defined to include meetings, retreats, seminars, symposiums, training, and other similar events), and costs of attendance at such events. Information on conference planning, minimization of costs, and conference reporting is available at [OVW conference cost planning](#).

### **Pre-Agreement Cost**

OVW generally does not allow pre-award costs. Costs incurred prior to the start date of the award may not be charged to the project unless the recipient receives prior approval from OVW. See the [DOJ Financial Guide](#) for more information on pre-award costs.

### **Indirect Cost Rate Agreement (if applicable)**

Applicants that intend to charge indirect costs through the use of a negotiated indirect cost rate must have a current, signed, federally-approved indirect cost rate agreement and must upload and attach a copy of the agreement to their application in JustGrants. Applicants (other than state, local, and tribal governments) that do not have a current negotiated (including provisional), rate may elect to charge a de minimis rate of 10% of modified total direct costs, which may be used indefinitely. State, local, and tribal governments that **have never** negotiated an indirect cost rate with the federal government and receive less than \$35 million in direct federal funding per year also may choose to use the 10% de minimis rate.

Organizations that wish to negotiate an indirect cost rate should contact OVW's Grants Financial Management Division at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov) or 1-888-514-8556 for more information.

## Financial Management Questionnaire (including applicant disclosure of high-risk status)

### Applicant Financial Capability Questionnaire (if applicable)

All nonprofit, nongovernmental organizations that apply for funding from OVW and have not previously (or within the last three years) received funding from OVW must complete an [Applicant Financial Capability Questionnaire](#) and attach it to their application in JustGrants. In addition, applicants may be required to submit their current year's audit report at a later time.

### Pre-Award Risk Assessment

Each applicant must respond to the questions below in a document uploaded and attached to its application in JustGrants. **Do not submit responses from a prior fiscal year without updating them to be responsive to all questions listed below.** This information will be used for a mandatory pre-award risk assessment. Failure to provide this information or to respond to questions from OVW regarding this information in a timely manner could result in the application being removed from consideration or a delay in access to funds. Provide complete responses that address all questions included for each numbered item. This document should be no more than four pages and may be single or double-spaced.

1. Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding? Provide a brief description of the applicant's policies and procedures that ensure funds will be tracked appropriately.
2. Does the applicant have written accounting policies and procedures? How often are these policies and procedures updated? Provide a brief list of the topics covered in the applicant's policies and procedures. OVW may request a copy for review during the application/award process or as part of the grant monitoring process.
3. Is the applicant's financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant? Provide a brief summary of the organization's process for tracking expenditures, including tracking budgeted versus actual amounts.
4. Does the applicant have procedures in place for minimizing the time between transfer of funds from the United States Treasury and disbursement for project activities? Provide a short summary of the applicant's policy for requesting payments for grant awards.
5. Does the applicant have effective internal controls in place to ensure that federal funds are used solely for authorized purposes? Provide a brief description of the applicant's internal controls that will provide reasonable assurance that the award funds will be managed properly.
6. Does the applicant have a documented records retention policy? If so, briefly describe the policy and confirm that the policy complies with federal regulations. Information on Record Retention and Access can be found at 2 C.F.R. §§ 200.334-200.338.
7. Does the applicant or any of its employees have any potential personal or organizational conflicts of interest related to the possible receipt of OVW award funds?

Applicants are required to disclose in writing any potential conflicts of interest to their awarding agency. See 2 C.F.R. § 200.112 and Chapter 3.20, Grant Fraud, Waste and Abuse, of the [DOJ Financial Guide](#) for additional information.

8. Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. Part 200)? Provide a short list of the individual's qualifications/experience. If the individual is not familiar with the applicable rules and regulations, the applicant must contact OVW's Grants Financial Management Division at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov) or 1-888-514-8556 immediately after the applicant is notified of its award to coordinate training.
9. Does the applicant have policies and procedures in place to manage subawards and monitor activities of subrecipients as necessary to ensure that subawards are used for authorized purposes, in compliance with laws, regulations, and terms and conditions of the award, and that established subaward performance goals are achieved (2 C.F.R. §§ 200.331-200.333)? Provide a brief description of the organization's policies and procedures on subrecipient management and monitoring.
10. Does the applicant currently require employees to maintain time distribution records that accurately reflect the work performed on specific activities or cost objectives in order to support the distribution of employees' salaries among federal awards or other activities (2 C.F.R. § 200.430)? Budget estimates do not qualify as support for charges to federal awards. Provide a brief description of the organization's established timekeeping policies and procedures.
11. Is the applicant designated as high risk by a federal agency outside of DOJ? ("High risk" includes any status under which a federal awarding agency provides additional oversight due to the applicant entity's past performance, or other programmatic or financial concerns with the applicant entity.) If so, provide the names(s) of the federal awarding agency, the date(s) the agency notified the applicant entity of the high risk designation, contact information for the high risk point of contact at the federal agency, and the reason for the high risk status, as set out by the federal agency.

## **Disclosure of Process Related to Executive Compensation**

An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees and must upload and attach a document with these disclosures to its application in JustGrants.

Under certain circumstances, a nonprofit organization that provides unreasonably high compensation to certain persons may subject both the organization's managers and those who receive the compensation to additional federal taxes. A rebuttable presumption of the reasonableness of a nonprofit organization's compensation arrangements, however, may be available if the nonprofit organization satisfies certain rules set out in Internal Revenue Service regulations with regard to its compensation decisions.

Each applicant must state at the time of its application (in the Data Requested with Application section) whether the applicant is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure to establish a rebuttable presumption that its executives' compensation is reasonable. If the applicant states that it uses the safe-harbor procedure, then it must disclose, in an attachment to its application (to be titled "Disclosure of Process Related to Executive Compensation"), the process it uses to determine the compensation of its officers, directors, trustees, and key employees (together, "covered persons"). See 34 U.S.C. § 12291(b)(16)(B)(iii).

At a minimum, the disclosure must describe in pertinent detail: (1) the composition of the body that reviews and approves compensation arrangements for covered persons; (2) the methods and practices used by the applicant nonprofit organization to ensure that no individual with a conflict of interest participates as a member of the body that reviews and approves a compensation arrangement for a covered person; (3) the appropriate data as to comparability of compensation that is obtained in advance and relied upon by the body that reviews and approves compensation arrangements for covered persons; and (4) the written or electronic records that the applicant maintains as concurrent documentation of the decisions with respect to compensation of covered persons made by the body that reviews and approves such compensation arrangements, including records of deliberations and of the basis for decisions. For a sample letter, see the [OVW website](#).

For purposes of the required disclosure, the following terms and phrases have the meanings set out by the Internal Revenue Service for use in connection with 26 C.F.R. § 53.4958-6: officers, directors, trustees, key employees, compensation, conflict of interest, appropriate data as to comparability, adequate documentation, and concurrent documentation.

Following receipt of an appropriate request, OVW may be authorized or required by law to make information submitted to satisfy this requirement available for public inspection. Also, a recipient may be required to make a prompt supplemental disclosure after the award in certain circumstances (e.g., changes in the way the organization determines compensation).

## Data Requested with Application

The Data Requested with Application should be uploaded as an attachment in JustGrants. The following responses must be included:

1. Name, title, address, telephone number, and email address for the grant point-of-contact. This person must be an employee of the applicant.
2. Statement as to whether the applicant (the organization whose DUNS number is being used for the application) will serve as a fiscal agent. A fiscal agent is an entity that does not participate in implementation of the project and passes **all** funds through to subrecipients, conducting minimal administrative activities. A fiscal agent applicant must list these subrecipients and include a statement acknowledging that, should an award

be made, the applicant will be responsible for all applicable statutory, fiscal, and programmatic requirements, including those of 2 C.F.R. Part 200, as well as all project deliverables. In such situations, the fiscal agent must be an eligible applicant for the program.

3. Statement as to whether the applicant has expended \$750,000 in federal funds in the applicant's past fiscal year. If so, specify the end date of the applicant's fiscal year.
4. Statement as to whether the applicant is a nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code.
5. Statement as to whether the applicant is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure to establish a rebuttable presumption that its executives' compensation is reasonable. If the applicant is not a nonprofit organization or is a nonprofit that does not use the safe-harbor procedure, provide a statement to that effect. For additional information about the safe-harbor procedure, see "Disclosure of Process Related to Executive Compensation" in the Additional Required Information section of this solicitation.
6. Statement as to whether the applicant is a recipient, or partner/subrecipient, on a current grant or pending application for this grant program. If a current grant, provide the year of the award and the role of the applicant on the award (recipient or project partner).
7. Statement as to whether any proposed project partner/subrecipient is a recipient, or partner/subrecipient, on a current grant or pending application for this grant program. If a current grant, provide the year of the award and the role of the partner(s) on the award (recipient or project partner/subrecipient).
8. Statement as to whether the application addresses the OVW priority area to "Empower victims to become survivors by focusing on long term safety and sustainable economic independence".
9. Statement as to whether the application addresses the OVW priority area to "Increase the response to victims of human trafficking".
10. Statement as to whether the application addresses the OVW priority area to "Primarily serve underserved populations".
11. Statement as to whether the applicant will: (a) provide both housing and support services with Transitional Housing Program funds; OR (b) limit its use of Transitional Housing Program funds to either housing or support services. If (b) is selected, the applicant must provide documentation, e.g., an award letter, to verify the source and availability of non-OVW Transitional Housing Program funds for the other purpose area (housing or support services). The documentation must describe the availability of these funds for at least the duration of the OVW project period of 36 months.
12. Identification of:
  - (a) the applicant organization.
  - (b) all project partner(s).
  - (c) the victim service provider in the proposal, including whether it is the applicant or a project partner. This information must be consistent with the rest of the proposal, including the MOU.
13. The percentage of grant activities, should the application be funded, that will address

each of the following issues (the total percentages should not exceed 100%):

- Domestic Violence.
- Stalking.
- Sexual Assault.
- Dating Violence.

## **Memoranda of Understanding (MOUs) and Other Supportive Documents**

For purposes of this solicitation, the MOU is a document containing the terms of the partnership and the roles and responsibilities between two or more parties, and it must be included as an attachment to the application in JustGrants. The MOU is worth a total of **15 points**. The MOU is not a substitute for a subaward agreement, which ensures that subrecipients adhere to the requirements of the award and 2 C.F.R. Part 200 (see 2 C.F.R. § 200.332). Partners receiving funds under the award generally are considered subrecipients because they are carrying out a portion of the federal award.

All applicants must submit an MOU with the application. Continuation applicants must submit a new MOU and should describe any changes in the collaboration, including an explanation or description of any new or additional partners.

The MOU **must** be a single document and **must** be signed and dated by the Authorized Representative of each proposed partner organization during the development of the application. OVW will accept electronic signatures. MOUs missing signatures may result in a point deduction or removal from consideration, particularly if the MOU is missing the signature of a required partner. If necessary, an MOU can include multiple signature pages so long as each page includes the names and titles of all signatories to the MOU. A sample MOU is available on the [OVW website](#).

The MOU must clearly:

1. Identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship.
2. Describe the roles and responsibilities each partner will assume to ensure the success of the proposed project.
3. State that each project partner has reviewed the budget, is aware of the total amount being requested, and is being fully compensated for their work under the grant or is agreeing to be partially compensated or receive no compensation from the grant.
4. Identify who will be implementing the activities as described in the “What Will Be Done” section of the project narrative (goals, objectives, and activities) and corresponding

Budget and if applicable, the additional information that applicants proposing to address an OVW priority area must provide.

5. Identify who will work with transitional housing participants (i.e., which organization and staff will do intake, find housing, work with participants, provide services, etc.).
6. Demonstrate the capacity of the applicant, partners, and key staff to achieve the goals of the proposed project.
7. Demonstrate a commitment on the part of all project partners to work together to achieve stated project goals.
8. Describe the applicant's financial commitment to at least one, if not all, project partners for their participation in project-related activities, including, but not limited to, compensation for time and travel expenses to participate in project development, training, and implementation.
9. Describe the resources each partner will contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, and training).

### **Letter of Experience (LOE) (10 Points)**

All applicants must submit a signed and currently dated LOE describing the applicant organization's documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking, as required by 34 U.S.C. § 12351(a) (or such experience and capacity of a partner, if the applicant is a tribe, state, or unit of local government). The LOE must be included as an attachment to the JustGrants application and address the following:

1. Describe the organization's history of providing assistance to survivors of domestic violence, dating violence, sexual assault, or stalking.
2. Demonstrate a history of at least three years of effective work serving victims of domestic violence, dating violence, sexual assault, or stalking by showing the number of years the organization has provided direct services to victims.
3. Describe the services provided to victims.
4. Describe the qualifications or skills of staff assigned to the grant, and the training they have received.

Applications from a tribe, state, or unit of local government must include an LOE from their victim service provider partner. In addition to the above information, the letter must make clear how the victim service provider will be involved in the implementation of the proposed project.

The LOE is limited to two pages; additional pages will not be reviewed. Applications will be removed from consideration if the LOE is missing, not a single document, not current, or if it is not signed or dated. A sample LOE is available at the [OVW website](#).

### **Additional Application Components**

The following components will not be scored but must be included with the application. Failure to supply this information will result in the application being removed from consideration.

Some components will be generated during the application submission process while others will be uploaded and attached to the application in JustGrants.

### **Letters of Nonsupplanting**

Applicants must attach a letter to OVW's Director, signed by the Authorized Representative, certifying that federal funds will not be used to supplant non-federal funds should a grant award be made. A sample letter is available on the [OVW website](#).

### **Confidentiality Notice Form**

All applicants are required to acknowledge that they have received notice that grantees and subgrantees must comply with the confidentiality and privacy requirements of VAWA, as amended. Applicants must upload and attach, under Additional Attachments in JustGrants, the completed acknowledgement form available on the [OVW website](#). This form must be signed by the Authorized Representative.

### **Disclosures and Assurances**

Review, complete, and submit all disclosures, assurances, and certifications as described below.

#### **Disclosure of Lobbying Activities**

All applicants must complete and submit the *Disclosure of Lobbying Activities* (SF-LLL) form in Grants.gov before beginning the application process in JustGrants.

#### **DOJ Certified Standard Assurances**

Applicants must read and acknowledge the DOJ Certified Standard Assurances in JustGrants.

#### **Applicant Disclosure of Duplication in Cost Items**

Applicants must disclose all current and recent OVW awards (if applicable). If the applicant has a current grant or cooperative agreement under any OVW grant program or an award that has been closed within the last 12 months from the date this solicitation closes, the information must be provided in a table using the sample format found on the [OVW website](#). The applicant must also provide the same information regarding any current OVW awards, as well as any pending applications, on which the applicant is a subrecipient.

Applicants also must disclose all other federal grant programs from which the applicant currently receives funding or for which it has applied for funding in FY 2021 **to do similar work**. Provide this information in a table using the sample format found on the [OVW website](#). Both tables, if applicable, should be uploaded as attachments in JustGrants.



## **DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements**

Applicants must read and acknowledge these DOJ certifications in JustGrants.

### **How to Apply**

Applications must be submitted electronically via Grants.gov and JustGrants. Applicants that are unable to submit electronically must follow the instructions below under OVW Policy on Late Submissions. See **Submission Dates and Times** below for a list of steps for registering with all required systems and deadlines for completing each step.

### **Unique Entity Identifier and System for Award Management (SAM)**

Federal regulations require that an applicant for federal funding: (1) be registered in SAM before submitting its application; (2) provide a valid unique entity identifier in its application; and (3) continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application or plan under consideration by a federal awarding agency. In addition, OVW may not make an award to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements and, if an applicant has not fully complied with these requirements by the time OVW is ready to make an award, then OVW may determine that the applicant is not qualified to receive an award. See 2 C.F.R. §§ 25.200, 25.205.

The unique entity identifier that applicants for federal grants and cooperative agreements are required to have is a Data Universal Number System (DUNS) number. A DUNS number is a unique, nine-character identification number provided by the commercial company Dun & Bradstreet (D&B). Once an applicant has applied for a DUNS number through D&B, its DUNS number should be available within two business days.

SAM centralizes information about grant recipients and also provides a central location for grant recipients to change organizational information. Grants.gov uses SAM to establish roles and IDs for electronic submission of grant applications.

If the applicant already has an Employer Identification Number (EIN), the SAM registration will take **up to two weeks to process**. If the applicant does not have an EIN, then **the applicant should allow two to five weeks for obtaining an EIN from the Internal Revenue Service. There is no fee associated with these processes. These processes cannot be expedited.** OVW strongly discourages applicants from paying a third party to apply or register on their behalf in an attempt to expedite these processes. To ensure all applicants are able to apply by the deadline for this solicitation, applicants must have obtained a DUNS number and registered online with the SAM and with Grants.gov no later than March 2, 2021.

## Submission Dates and Time

After applicants obtain their DUNS number and register with SAM, they can begin the Grants.gov registration process. The applying organization must complete the Grants.gov registration process prior to beginning an application for a federal grant. The E-Business Point of Contact (E-Biz POC) must register the applicant organization with Grants.gov. The E-Biz POC oversees the applicant's Grants.gov transactions and assigns the Authorized Organization Representative (AOR). The AOR submits the SF-424 and SF-LLL to Grants.gov and must register with Grants.gov as well. In some cases the E-Biz POC is also the AOR for the applicant. Complete instructions can be found on the [Grants.gov website](#).

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. See the [JustGrants website](#) for more information on registering with JustGrants.

It is the applicant's responsibility to ensure that the application is complete and submitted by the deadline. Failure to meet the submission deadline will result in an application not being considered for funding. Applicants should refer to the list below to ensure that all required steps and deadlines are met.

**Failure to begin registration or application submission by the deadlines stated in the list below is not an acceptable reason for late submission.**

### Applicant Actions with Required Dates/Deadlines

1. **Obtain a DUNS number by March 2, 2021.** Apply for a DUNS number at <https://www.dnb.com> or call 1-866-705-5711.
2. **Register with SAM by March 2, 2021.** Access the SAM online registration through the [SAM homepage](#) and follow the online instructions for new SAM users. **Organizations must update or renew their SAM registration at least once a year to maintain an active status.**
3. **Register with Grants.gov by March 2, 2021.** Once the SAM registration is active, the applicant will be able to complete the Grants.gov registration.
4. **Submit Letter of Intent by March 2, 2021** to [ovw.transitionalhousing@usdoj.gov](mailto:ovw.transitionalhousing@usdoj.gov), 202-307-6026.
5. **If necessary, request hardcopy submission by March 9, 2021.** Applicants that cannot submit an application electronically due to lack of internet access must contact the program at 202-307-6026 or [ovw.transitionalhousing@usdoj.gov](mailto:ovw.transitionalhousing@usdoj.gov) to request permission to submit a hardcopy application.
6. **Download updated version of Adobe Acrobat at least 48 hours before the Grants.gov deadline.** Applicants are responsible for ensuring that the most up-to-date version of Adobe Acrobat is installed on all computers that may be used to download the solicitation and to submit the SF-424 and SF-LLL on Grants.gov. Go to the [Adobe Software Compatibility](#) page to verify that the Adobe software version is compatible with [Grants.gov](#).

7. **Submit the SF-424 and SF-LLL in Grants.gov as early as possible, but no later than 24 – 48 hours prior to the Grants.gov deadline.** Applicants 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. Applicants will receive two notices from Grants.gov, one confirming receipt and another stating whether the forms were validated and successfully submitted or rejected due to errors. Submitting the SF-424 and SF-LLL well ahead of the Grants.gov deadline provides time to correct any rejections.
8. **Register the Entity Administrator and the Application Submitter with JustGrants as early as possible but no later than 48-72 hours before the JustGrants deadline.** Within 24 hours of JustGrants receiving the SF-424 and SF-LLL from Grants.gov, the applicant will receive an email from [DIAMD-NoReply@usdoj.gov](mailto:DIAMD-NoReply@usdoj.gov) with instructions on how to create a JustGrants account. Once registered in JustGrants, the Application Submitter will receive an emailed link to complete the rest of the application in JustGrants. The Entity Administrator also will need to log into JustGrants to review and invite the applicant's Authorized Representative(s) before an application can be submitted. More information on JustGrants roles is available on the [JustGrants website](#).
9. **Submit the complete application package at least 24 – 48 hours prior to the JustGrants deadline.** Some of the application components will be entered directly into JustGrants, and others will require uploading attached documents. Therefore, applicants will need to allow ample time before the JustGrants deadline to prepare each component. Applicants may save their progress in the system and revise the application as needed prior to hitting the Submit button at the end of the application in JustGrants. The Application Submitter, Entity Administrator, and Authorized Representative(s) will receive an email from JustGrants confirming submission of the application.
10. **Confirm application receipt:** Applicants should closely monitor their email and JustGrants accounts for any notifications from Grants.gov or JustGrants about a possible failed submission. The user who is authorized to submit applications on behalf of the organization is the one who will receive these notifications. OVW does not send out these notifications, nor does OVW receive a copy of these notifications. It is the applicant's responsibility to notify OVW of any problems with the application submission process. **Submitting the application components at least 48 hours before each deadline (Grants.gov or JustGrants, as applicable) will enable the applicant to receive notice of a failed submission and provide an opportunity to correct the error before the applicable deadline.**

#### **OVW Policy on Late Submissions/Other Submission Requirements**

Applications submitted after **11:59 p.m. E.T. on March 16, 2021** will not be considered for funding, unless the applicant receives OVW permission to submit a late application. In limited circumstances, OVW will approve a request to submit an application after the deadline. The lists below provide a description of the circumstances under which OVW will consider such requests. Approval of a late submission request is not an indication of the application's final disposition. Applications approved for late submission are still subject to the review process and criteria described in this solicitation.

To ensure fairness for all applicants, OVW requires that applicants requesting late submission adhere to the following:

### **Experiencing Technical Difficulties Beyond the Applicant's Reasonable Control**

#### Issue with SAM, Grants.gov, or JustGrants Registration

1. Register and/or confirm existing registration at least three weeks prior to the application deadline to ensure that the individual who will be submitting the application has [SAM](#), Grants.gov, and JustGrants access and is the person registered to submit on behalf of the applicant.
2. Maintain documentation of when registration began, any issues related to registration, and all communication with technical support.

**Note:** Failure to begin the SAM, Grants.gov, or JustGrants registration process in sufficient time (i.e., by the date identified in this solicitation) is not an acceptable reason for late submission.

#### Unforeseeable Technical Difficulties During the Submission Process

1. Contact Grants.gov or JustGrants, as applicable, for Applicant/User Support at least 24 hours prior to the applicable deadline.
2. Maintain documentation of all communication with Grants.gov or JustGrants Applicant/User Support.
3. Prior to the applicable deadline, contact this program, via email at [ovw.transitionalhousing@usdoj.gov](mailto:ovw.transitionalhousing@usdoj.gov) indicating that the applicant is experiencing technical difficulties and would like permission to submit a late application. The email must include the following: a) a detailed description of the difficulty that the applicant is experiencing, b) the contact information (name, telephone, and email) for the individual making the late submission request, and c) in the case of JustGrants technical difficulties, the complete application packet (Proposal Narrative, Budget and Budget Narrative, MOU, LOE, and Proposal Abstract. .
4. Within 24 hours after the applicable deadline, the applicant must email this program at [ovw.transitionalhousing@usdoj.gov](mailto:ovw.transitionalhousing@usdoj.gov) the following information: a) applicant's DUNS number, b) Grants.gov or JustGrants Applicant/User Support tracking numbers, and c) other relevant documentation.

**Common foreseeable technical difficulties for which OVW will not approve a late submission:** (1) Using an outdated version of Adobe Acrobat; and (2) Attachment rejection (Grants.gov will reject attachments with names that contain certain unallowable characters).

**Note:** Through Grants.gov or JustGrants, OVW can confirm when submission began. Applicants that attempt final submission less than 24 hours before the deadline will not be considered for late submission. By beginning the final submission process 24-48 hours before the deadline, applicants should have sufficient time to receive notice of problems with their submissions and make necessary corrections.

#### Severe Inclement Weather or Natural or Man-Made Disaster

1. Contact this program at [ovw.transitionalhousing@usdoj.gov](mailto:ovw.transitionalhousing@usdoj.gov) as soon as the applicant is aware of severe weather or a natural or man-made disaster that may impede the submission of an application by the deadline. The email should include a detailed description of the weather event or natural or man-made disaster. A detailed description includes when the event occurred, or is likely to occur, the impacted area, and the specific impact on the applicant and/or partners' ability to submit the application by the deadline (e.g., without power for "x" days, office closed for "x" days). If the application is complete and ready for the submission at the time the applicant notifies OVW, the application should be included with the email
2. Applicants impacted by severe weather or a natural or man-made disaster occurring on the deadline must contact OVW within 48 hours after the due date or as soon as communications are restored.

**Note: OVW may not be able to accommodate all requests resulting from severe inclement weather or a natural or man-made disaster.**

OVW will review the request for late submission and required documents and notify the applicant whether the request has been approved or denied within 30 days of the submitted request.

## **Application Review Information**

### **Review Criteria**

Applications will be scored based on the degree to which the application responds to each section and addresses each element in the section. Furthermore, applications will be scored based upon the quality of the response, capacity of the applicant and any partners, and the level of detail provided. Each element **must** be addressed in the section in which it is requested. Points may be deducted if the applicant does not include the information in the appropriate section regardless if it is included elsewhere within the application. Each section will be reviewed as a separate document and will be scored as such. Specifically, for the Transitional Housing Program scoring will be as follows:

1. Proposal narrative (60) points, of which:
  - A. Purpose of the proposal: (20) points.
  - B. What will be done: (30) points.
  - C. Who will implement the proposal: (10) points.
2. Budget worksheet and budget narrative: (10) points.
3. MOU (15) points.
4. LOE (10) points.
5. Proposal Abstract (5) points.

Voluntary match or other cost sharing methods will not be considered in the evaluation of the application.

## Review and Selection Process

Applications will be subject to a peer review and a programmatic review.

### Peer Review

OVW will subject all eligible, complete, and timely applications to a peer review process that is based on the criteria outlined in this solicitation. OVW may use internal reviewers, external reviewers, or a combination of both.

### Programmatic Review

All applications that are considered for funding will be subject to a programmatic review. The programmatic review consists of assessing the application for compliance with the program's scope, activities that compromise victim safety, and, if applicable, past performance and priority area review. OVW reserves the right to deduct points from applications for the following reasons:

1. Activities that compromise victim safety and recovery and undermine offender accountability (deduct up to 25 points).
2. Out-of-scope and unallowable activities (deduct up to 25 points).
3. Past performance (deduct up to 25 points).
4. Formatting and Technical Requirements (deduct up to 5 points).

An application that is deemed to be substantially out-of-scope, proposes a substantial number of activities that are unallowable, or proposes activities that pose a significant threat to victim safety or a serious breach of confidentiality will not be considered for funding. **An applicant with considerable past performance issues may receive a deduction in points as described above or be removed from consideration entirely regardless of the application's peer review score.**

As a part of the programmatic review process described above, applicants with current or recently closed OVW awards will be reviewed for past performance and risk based on the elements listed below.

1. Demonstrated effectiveness of the current project indicated by timely progress toward meeting project goals and objectives.
2. Demonstration that past activities supported with OVW grant funds have been limited to program purpose areas.
3. Adherence to all special conditions of existing grant award(s) from OVW.
4. Adherence to programmatic and financial reporting requirements, including timely submission of required reports.
5. Completion of close-out of prior awards in a timely manner.
6. Appropriate use of and active participation in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current or recent award.
7. Receipt of financial clearances on all current or recent grants from OVW.
8. Timely resolution of issues identified in any audit or on-site financial or programmatic monitoring visit.
9. Adherence to the Office of Management and Budget single-audit requirement.

10. Timely expenditure of grant funds.
11. Adherence to the requirements of the [DOJ Financial Guide](#).

Prior to making an award, OVW is required to review and consider any information about applicants included in the designated integrity and performance system accessible through SAM (currently the Federal Award Performance and Integrity Information System or FAPIIS). Applicants may review and comment on information in FAPIIS about themselves that another federal awarding agency has previously entered. OVW will consider the applicant's comments as well as other information available in FAPIIS in making its judgment about the risk posed by making an award to the applicant as described in 2 C.F.R. § 200.206.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the OVW Director, who also may give consideration to factors including, but not limited to, reaching underserved populations, geographic diversity, OVW priorities, past performance, and available funding when making awards. All award decisions are final and not subject to appeal.

#### High-Risk Grantees

Based on DOJ's assessment of each grantee with regard to current or previous funding, unresolved audit issues, delinquent programmatic and fiscal reporting, and prior performance, a grantee may be designated "high-risk." Awards to high-risk grantees may carry special conditions such as increased monitoring and/or prohibitions on drawing down funds until certain requirements are met. High-risk grantees with substantial or persistent performance or compliance issues, long-standing open audits, or open criminal investigations may not be considered for funding.

### **Anticipated Announcement and Federal Award Dates**

It is anticipated that all applicants will be notified of the outcome of their applications by October 1, 2021.

## **Federal Award Administration Information**

### **Federal Award Notices**

Successful applicants will receive OVW award notifications electronically from JustGrants (not Grants.gov). This award notification will include instructions on enrolling in Automated Standard Application for Payments (ASAP) and accepting the award. Recipients will be required to log into JustGrants to review, sign, and accept the award. The Authorized Representative must acknowledge having read and understood all sections of the award instrument and submit the required declaration and certification to accept the award; these steps will be completed electronically in JustGrants.

### Information for All Federal Award Recipients

Applicants selected for awards must agree to comply with additional legal, administrative, and national policy requirements. OVW strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. This information can be found in the section of the [Solicitation Companion Guide](#) entitled “Post-Award Requirements for All Federal Award Recipients.”

Terms and conditions for OVW awards are available on the [OVW website](#). These terms are subject to change prior to the issuance of the awards.

### Violence Against Women Act Non-Discrimination Provision

The Violence Against Women Reauthorization Act prohibits OVW grantees from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW. Recipients may provide sex-segregated or sex-specific programming if doing so is necessary for the essential operation of a program, so long as the recipient provides comparable services to those who cannot be provided with the sex-segregated or sex-specific programming. Additional information on the civil rights obligations of OVW funding recipients can be found in the [Solicitation Companion Guide](#) under “Civil Rights Compliance.”

### Accessibility

Recipients of OVW funds must comply with applicable federal civil rights laws, which, among other things, prohibit discrimination on the basis of disability and national origin. Compliance with these laws includes taking reasonable steps to ensure that persons with limited English proficiency have meaningful access to recipients’ programs and activities and that these programs and activities are readily accessible to individuals with disabilities. More information on these obligations is available in the [Solicitation Companion Guide](#) under “Civil Rights Compliance.”

## **General Information about Post-Federal Award Reporting Requirements**

OVW grantees are required to submit semi-annual progress reports and quarterly Federal Financial Reports (SF-425). Appropriate progress report forms will be provided to all applicants selected for an award. Forms will be submitted electronically. Future awards and fund drawdowns may be withheld if reports are delinquent. For more information on post award reporting requirements, including requirements for certain recipients to report information on civil, criminal, and administrative proceedings in FAPIIS, see the [Solicitation Companion Guide](#) and the award condition on recipient integrity and performance matters available on the [OVW website](#).



## **Federal Awarding Agency Contact(s)**

For assistance with the requirements of this solicitation, contact the following: for programmatic questions, contact this program at 202-307-6026 or [OVW.TransitionalHousing@usdoj.gov](mailto:OVW.TransitionalHousing@usdoj.gov), for financial questions, contact 888-514-8556 or [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov), and for technical questions, contact Grants.gov Applicant Support at 800-518-4726 or [support@grants.gov](mailto:support@grants.gov) or OVW JustGrants Support at 1-866-655-4482 or [ovw.justgrantssupport@usdoj.gov](mailto:ovw.justgrantssupport@usdoj.gov).

## **Public Reporting Burden- Paper Work Reduction Act Notice**

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. OVW tries to create forms and instructions that are accurate, can be easily understood, and impose the least possible burden on applicants. The estimated average time to complete and file this form is 30 hours. Comments regarding the accuracy of this estimate or suggestions for simplifying this form can be submitted to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street, NE, Washington, DC 20530.

**Note: Any materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.**

## **Application Checklist**

Applicants must submit a fully executed application to OVW, including all required supporting documentation. Prior to peer review, OVW will not contact applicants for missing items. Additionally, if an applicant plans to submit an application under any other OVW grant program this fiscal year, it is the applicant's responsibility to ensure that only documents pertinent to this solicitation are included with this application. OVW will not redirect documents that are inadvertently submitted with the wrong application (e.g., a Rural Program letter submitted with a Transitional Housing Program application will not be transferred to the Rural application).

Application Document	Completed
Letter of Intent.	
Data Requested with Application.	
Proposal Narrative <ul style="list-style-type: none"> <li>• Purpose of Proposal</li> <li>• What Will Be Done</li> <li>• Who Will Implement the Proposal</li> </ul>	
Proposal Abstract.	
Budget Worksheet and Budget Narrative.	
Memorandum of Understanding (signed and currently dated)	
Application for Federal Assistance: SF-424.	
Disclosure of Lobbying Activities (SF-LLL).	
Applicant Financial Capability Questionnaire (if applicable).	
Confidentiality Notice Form.	
Disclosure of Process Related to Executive Compensation (if applicable).	
Pre-Award Risk Assessment.	
Indirect Cost Rate Agreement (if applicable).	
Letter of Nonsupplanting.	
Applicant Disclosure of Duplication in Cost Items.	
LOE (signed and currently dated).	