



# U.S. Department of Justice

## Office on Violence Against Women

---

### OVW Fiscal Year 2025 Transitional Housing Assistance Grants for Victims of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Program

#### **Grants.gov Funding Opportunity Number**

O-OVW-2025-172296

#### **Assistance Listing Number**

16.736

#### **Application Due**

Deadline to submit SF-424 in Grants.gov: March 18, 2025, by 11:59 PM Eastern Time (ET)

Deadline to submit application in JustGrants: March 20, 2025, by 8:59 PM ET

---

We are testing a new design for this funding opportunity and would love your feedback.

Email us at [OVW.TransitionalHousing@usdoj.gov](mailto:OVW.TransitionalHousing@usdoj.gov).

---

# Contents

---

<b>1. BASIC INFORMATION.....</b>	<b>4</b>
Executive Summary .....	4
Key Dates.....	5
Contact Information .....	5
Resources for Applying.....	6
<b>2. ELIGIBILITY.....</b>	<b>7</b>
Eligible Applicants.....	7
Other Program Eligibility Requirements.....	10
Types of Applications.....	11
Disqualifying Factors.....	12
<b>3. PROGRAM DESCRIPTION.....</b>	<b>13</b>
Purpose Areas.....	13
Statutory Priority .....	15
Program-Specific Priority Area .....	16
Program Requirements.....	16
Program-Specific Unallowable Costs .....	17
Limited Use of Funds .....	18
Activities Requiring Prior Approval.....	19
Type of Award .....	19
<b>4. APPLICATION CONTENTS AND FORMAT .....</b>	<b>20</b>
Letter of Intent (Optional).....	20
Application Contents .....	20
Data Requested with Application .....	20
Proposal Narrative.....	20
Budget and Associated Documentation.....	25
Memorandum of Understanding.....	28
Letter of Experience .....	30
Additional Application Components.....	32
Disclosures and Assurances.....	33

**5. SUBMISSION REQUIREMENTS AND DEADLINES..... 34**

- Address to Request Application Package ..... 34
- Prior to Application Submission..... 34
- How to Apply ..... 35
- OVW Policy for Applicants Experiencing Technical Difficulties..... 36
- OVW Policy on Late Submission Request Due to Severe Inclement Weather or Natural or Man-Made Disaster ..... 37

**6. APPLICATION REVIEW INFORMATION ..... 38**

- Responsiveness Review ..... 38
- Review Criteria ..... 38
- Review and Selection Process ..... 38
- Risk Review ..... 39

**7. AWARD NOTICES..... 41**

- Availability of Funds ..... 41

**8. POST-AWARD REQUIREMENTS AND ADMINISTRATION. 42**

- Administrative, National Policy, and Other Legal Requirements ..... 42
- Post-Award Reporting Requirements..... 42

**9. OTHER INFORMATION ..... 43**

- Public Reporting Burden - Paperwork Reduction Act Notice ..... 43
- Appendix A: Application Submission Checklist..... 44
- Appendix B: Pre-Award Risk Assessment..... 45
- Appendix C: Summary Data Sheet..... 47

# 1. BASIC INFORMATION

The U.S. Department of Justice (DOJ), Office on Violence Against Women (OVW) is accepting applications for funding in response to this notice of funding opportunity (NOFO). Created in 1995, OVW administers grant programs authorized by the Violence Against Women Act (VAWA) and subsequent legislation. OVW also provides national leadership on issues of domestic violence, dating violence, sexual assault, and stalking. OVW grants support community partners in working together to provide services to victims and hold offenders accountable.

## Executive Summary

The OVW Transitional Housing Assistance Grants for Victims of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Program (OVW Transitional Housing Assistance Grant Program) funds transitional housing and support services for victims who are homeless or in need of transitional housing or other housing assistance as a result of a situation of domestic violence, dating violence, sexual assault, or stalking. Eligible applicants are Tribal, state, and local governments and organizations with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking. For more information, see the [Program Description](#) and the [Eligibility](#) sections of this NOFO.

Funding Opportunity Details	
<b>Federal Organization Name</b>	U.S. Department of Justice, Office on Violence Against Women
<b>Funding Opportunity Title</b>	OVW Transitional Housing Assistance Grant Program
<b>Announcement Type</b>	Initial Announcement
<b>Grants.gov Opportunity Number</b>	O-OVW-2025-172296
<b>Assistance Listing Number</b>	16.736
<b>Statutory Authority</b>	34 U.S.C. § 12351
<b>Expected Total Amount of Funding</b>	\$40,000,000
<b>Anticipated Number of Awards</b>	80
<b>Expected Award Amount(s)</b>	Applicants proposing support services only: up to \$400,000 Applicants proposing housing and support services or housing only: up to \$500,000 Applicants seeking to implement one priority may request an additional \$50,000 (or \$100,000 to implement both priorities) See <a href="#">Purpose Areas</a> and <a href="#">Priorities</a> for more information.

## Key Dates

This table contains deadlines and other important dates.

<b>Key Dates</b>	
<b>Funding Opportunity Release Date</b>	January 14, 2025
<b>Pre-Application Information Session(s)</b>	Recorded Pre-Application Webinar will be on <a href="#">OVW website</a> <a href="#">Q&amp;A Session #1</a> : February 4, 2025, 4:00-5:00 PM ET <a href="#">Q&amp;A Session #2</a> : February 11, 2025, 4:00-5:00 PM ET <a href="#">Q&amp;A Session #3</a> : February 18, 2025, 4:00-5:00 PM ET
<b><a href="#">Sam.gov Registration/Renewal</a></b>	Recommend <a href="#">completing process</a> by February 27, 2025
<b><a href="#">Grants.gov Registration/Renewal</a></b>	Recommend <a href="#">completing process</a> by February 27, 2025
<b><a href="#">Letter of Intent (Optional)</a></b>	February 28, 2025, by 11:59 PM ET <a href="mailto:OVW.TransitionalHousing@usdoj.gov">OVW.TransitionalHousing@usdoj.gov</a>
<b><a href="#">Grants.gov</a> Deadline</b>	March 18, 2025, by 11:59 PM ET
<b><a href="#">JustGrants</a> Deadline</b>	March 20, 2025, by 8:59 PM ET
<b>Decision Notification Date</b>	By October 1, 2025

## Contact Information

For assistance with the application process or questions about this funding opportunity, contact the resources listed below.

<b>Contact Information</b>	
<b>OVW Contact</b>	Phone: 202-307-6026 Email: <a href="mailto:OVW.TransitionalHousing@usdoj.gov">OVW.TransitionalHousing@usdoj.gov</a>
<b>For assistance with SAM.gov</b>	Phone: 866-606-8220 Website: <a href="https://sam.gov/content/help">https://sam.gov/content/help</a> Hours of Operation: 8:00 AM to 8:00 PM ET Monday-Friday
<b>For assistance with Grants.gov</b>	Phone: 800-518-4726 Email: <a href="mailto:support@grants.gov">support@grants.gov</a> Website: <a href="https://www.grants.gov/support">https://www.grants.gov/support</a> Hours of operation: 24 hours a day, 7 days a week (closed federal holidays)
<b>For assistance with JustGrants</b>	Phone: 866-655-4482 Email: <a href="mailto:OVW.JustGrantsSupport@usdoj.gov">OVW.JustGrantsSupport@usdoj.gov</a>

## **Resources for Applying**

### ***Pre-application Information Session***

OVW has recorded a pre-application webinar, which will be available on the [OVW website](#). Viewing is optional. In this webinar, OVW staff summarize the program's requirements, review the funding opportunity, and answer frequently asked questions. The webinar is captioned in English.

### ***Pre-Application Question & Answer (Q&A) Sessions***

The OVW Transitional Housing unit will provide three Pre-Application Q&A sessions, each with an overview on a specific topic followed by Q&A.

- Applicants may join these voluntary sessions to ask questions about the application process.
- Registration is required; questions can be submitted in advance when registering.
- These sessions will be recorded and posted to the OVW website.
- OVW will not be able to answer specific questions about project design that may provide an advantage to one applicant over another.

#### **Session 1: Minimum Application Requirements to Be Considered for Funding**

- Date/Time: February 4, 2025, from 4:00-5:00 PM ET
- Link to register: [https://www.zoomgov.com/meeting/register/2N8koyY2RM-G7OjFULs\\_mw](https://www.zoomgov.com/meeting/register/2N8koyY2RM-G7OjFULs_mw)

#### **Session 2: Letter of Experience and Victim Services Provider Requirements**

- Date/Time: February 11, 2025, from 4:00-5:00 PM ET
- Link to register: <https://www.zoomgov.com/meeting/register/VXeFfShIT4GLIIR3dR1EUg>

#### **Session 3: Memorandum of Understanding and Successful Partnerships**

- Date/Time: February 18, 2025, from 4:00-5:00 PM ET
- Link to register: <https://www.zoomgov.com/meeting/register/W2hj0KkjRbKkMDLVflp88w>

### ***OVW Application Resources***

There are many resources available on the [OVW website](#) to assist applicants, including sample application materials and the Application [Companion Guide](#).

- [OVW Transitional Housing Assistance Grant Program Application Tip Sheet](#)
- [Sample Memorandum of Understanding](#)
- [Sample Letter of Experience](#)
- [Sample Proposal Narrative](#)
- [Budget Information and Sample Budget Narrative](#)

### ***JustGrants Application Submission Training***

[This website](#) has resources on how to apply in JustGrants.

### ***Application Submission Checklist***

A checklist of all required components is available in [Appendix A](#).

## 2. ELIGIBILITY

---

### Eligible Applicants

Entities that are eligible to apply are:

1. **States and Territories:** State governments, including the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands, and the Northern Mariana Islands (34 U.S.C. § 12291(a)(37))

A state or territory may apply as a lead applicant if:

- a. It partners with a [victim service provider](#) to provide direct services to victims; and
  - b. The application includes a [Letter of Experience](#) written by the victim service provider partner. See also [Required Partnerships](#) below.
2. **Units of Local Government:** Any city, county, township, town, borough, parish, village, or other general purpose political subdivision of a State (or territory) (34 U.S.C. § 12291(a)(47))

A unit of local government may apply as a lead applicant if:

- a. It partners with a [victim service provider](#) to provide direct services to victims; and
  - b. The application includes a [Letter of Experience](#) written by the victim service provider partner. See also [Required Partnerships](#) below.
3. **Indian Tribes:** a Tribe, band, pueblo, nation, or other organized group or community of Indians, including any Alaska Native village or regional or village corporation (as defined in, or established pursuant to, the Alaska Native Claims Settlement Act (43 U.S.C. §§ 1601 et seq.)), that is recognized as eligible for the special programs and services provided by the United States to Indians based on their status as Indians (34 U.S.C. § 12291(a)(22))

A Tribe may apply as a lead applicant if:

- a. A [victim service provider](#) (which may be a division of the Tribal government) is included in the application to provide direct services to victims; and
  - b. The application includes a [Letter of Experience](#) written by the victim service provider.
4. **Other organizations** that have a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking
    - a. An “other organization” may apply as a lead applicant if it falls within one of the following categories:
      - i. Domestic violence and/or sexual assault victim service provider
      - ii. Domestic violence and/or sexual assault coalition
      - iii. Population-specific organization
      - iv. Community-based and culturally specific organization
      - v. Other nonprofit, nongovernmental organization
    - b. The applicant also must submit a [Letter of Experience](#) describing its experience providing specific and targeted services to victims.

Organizations that apply as an “Other organization” applicant type must demonstrate that they have at least three years of experience providing specific and targeted services to victims of domestic violence, dating violence, sexual assault, or stalking as their primary purpose.

All other applicant types must include a victim service provider that has at least three years of experience providing such services as the organization’s primary purpose. **Note:** For states or local governments partnering with a rape crisis center, and for all Tribal government applicants, the victim service provider may be a governmental entity (see definitions in table below).

<b>Eligibility-Related Definitions</b>	
<p>Victim Service Provider 34 U.S.C. § 12291(a)(50)</p>	<p>A nonprofit, nongovernmental or Tribal organization or rape crisis center, including a state or Tribal coalition, that assists or advocates for domestic violence, dating violence, sexual assault, or stalking victims, including domestic violence shelters, faith-based organizations, and other organizations, with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.</p>
<p>Population Specific Organization 34 U.S.C. § 12291(a)(26)</p>	<ul style="list-style-type: none"> <li>• A nonprofit, nongovernmental organization that primarily serves members of a specific underserved population and</li> <li>• Has demonstrated experience and expertise providing targeted services to members of that specific underserved population.</li> </ul>
<p>Community-Based Organization 34 U.S.C. § 12291(a)(5)</p>	<ul style="list-style-type: none"> <li>• A nonprofit, nongovernment, or Tribal organization that serves a specific geographic community that—               <ul style="list-style-type: none"> <li>○ Focuses primarily on domestic violence, dating violence, sexual assault, or stalking;</li> <li>○ Has established a specialized culturally specific program that addresses domestic violence, dating violence, sexual assault, or stalking;</li> <li>○ Has a primary focus on underserved populations (and includes representatives of these populations) and domestic violence, dating violence, sexual assault, or stalking; or</li> <li>○ Obtains expertise, or shows demonstrated capacity to work effectively, on domestic violence, dating violence, sexual assault, and stalking through collaboration.</li> </ul> </li> </ul>
<p>Culturally Specific 34 U.S.C. § 12291(a)(8)</p>	<ul style="list-style-type: none"> <li>• Primarily directed toward racial and ethnic minority groups, defined by section 1707(b) of the Public Health Service Act (42 U.S.C. § 300u-6(g)) as:               <ul style="list-style-type: none"> <li>○ American Indians (including Alaska Natives, Eskimos, and Aleuts); Asian Americans; Native Hawaiians and other Pacific Islanders; Blacks; and Hispanics.</li> </ul> </li> </ul>



<p>Tribal Organization 34 U.S.C. § 12291(a)(45)</p>	<ul style="list-style-type: none"> <li>• The governing body of any Indian Tribe;</li> <li>• Any legally established organization of Indians which is controlled, sanctioned, or chartered by such governing body of a Tribe or Tribes to be served, or which is democratically elected by the adult members of the Indian community to be served by such organization and which includes the maximum participation of Indians in all phases of its activities; or</li> <li>• Any Tribal nonprofit organization.</li> </ul>
<p>Tribal Nonprofit Organization 34 U.S.C. § 12291(a)(44)</p>	<ul style="list-style-type: none"> <li>• A victim services provider that has as its primary purpose to assist Native victims of domestic violence, dating violence, sexual assault, or stalking; and</li> <li>• Staff and leadership of the organization must include persons with a demonstrated history of assisting American Indian or Alaska Native victims of domestic violence, dating violence, sexual assault, or stalking.</li> </ul>
<p>Rape Crisis Center 34 U.S.C. § 12291(a)(30)</p>	<ul style="list-style-type: none"> <li>• A nonprofit, nongovernmental, or Tribal organization, or governmental entity in a state other than a territory, that provides intervention and related assistance, as specified in 34 U.S.C. § 12511(b)(2)(C), to victims of sexual assault without regard to their age.</li> <li>• In the case of a governmental entity, the entity may not be part of the criminal justice system (such as a law enforcement agency) and must be able to offer a comparable level of confidentiality as a nonprofit entity that provides similar victim services.</li> </ul>

### ***Faith-Based and Community Organizations***

Faith-Based and community organizations, including culturally specific organizations, Tribal organizations, and population-specific organizations, that meet the eligibility requirements are eligible to receive awards under this program (see [Partnership with Faith-Based and Other Neighborhood Organizations](#) and the [Application Companion Guide](#) for more information).

**Note:** The following entities are **not** eligible, either because they are not “units of local government” under OVW regulations (see 28 C.F.R. § 90.2(g)) or because they do not have a history and primary purpose of providing targeted and specific services to victims:

Police departments, pre-trial service agencies, district or city attorneys’ offices, sheriffs’ departments, probation and parole departments, universities, mental health service providers, substance use treatment centers, homeless services organizations, and Community Action Programs/Agencies.

## Other Program Eligibility Requirements

### **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)(2)(D)):	
<input checked="" type="checkbox"/>	Has been submitted by an eligible applicant
<input checked="" type="checkbox"/>	Does not propose any activities that may compromise victim safety, including background checks of victims or clinical evaluations to determine eligibility for services
<input checked="" type="checkbox"/>	Reflects an understanding of the dynamics of sexual assault, domestic violence, dating violence, or stalking
<input checked="" type="checkbox"/>	Does not propose prohibited activities, including mandatory services for victims

**Note: An application proposing to require that victims participate in any support services, including case management, will not be considered a qualified application.**

### **Required Partnerships**

All applications must include at least one partnership as described in the following table:

<b>If the Applicant is a/an...</b>	<b>Then the Application must include...</b>
Tribe, state, or unit of local government	<p>(1) A designated victim service provider (which, in the case of a Tribe, may be a division of the Tribal government) and</p> <p>(2) a designated housing services provider (see examples below).</p> <p><b>Note:</b> A single organization may serve in both roles as long as it meets the definition of <a href="#">victim service provider</a> above, submits the required <a href="#">Letter of Experience</a>, and has the capacity to provide housing services.</p>
Other organization that has a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking	At least one organization designated as a partner (see examples below).

**Examples of partnerships for a Tribe, state, or unit of local government:** A local domestic violence, sexual assault, or dual victim services program and a housing provider, such as an organization that has a history of providing transitional housing through clustered or scattered site apartment units and/or communal housing units.

**Note:** The [victim service provider](#) partner must be included in the development of the program design, including reviewing the policies and procedures, client application and/or eligibility criteria, and training of direct services staff.

**Examples of partnerships for “Other organization” applicants:** housing providers, landlords, local homelessness coalitions, or other social service providers serving low-income households, community colleges, workforce centers, community action organizations, trauma healing service providers, and public assistance departments. Governmental applicants may include these types of organizations as optional partners as well.

## Types of Applications

This year, OVW will accept applications for this program from the following:

### ***New***

Applicants that have never received funding under this program or that have not had an active OVW Transitional Housing award since March 20, 2024.

### ***Continuation***

Applicants that have an existing or recently closed (after March 20, 2024) OVW Transitional Housing award. Continuation funding is not guaranteed.

### ***Current Grantees/Partners***

Current recipients of FY 2023 or FY 2024 OVW Transitional Housing awards are not eligible to apply as a lead applicant or partner/subrecipient on an FY 2025 application for the Transitional Housing Assistance Grant Program.

Current MOU partners/subrecipients on FY 2023 or FY 2024 OVW Transitional Housing awards are not eligible to apply as a lead applicant or partner/subrecipient of an FY2025 application for the Transitional Housing Assistance Grant Program.

**Note:** Current recipients with **50 percent or more** of their current award funds unobligated as of March 31, 2025, may not be funded under this NOFO or may get smaller awards than requested.

## **Disqualifying Factors**

An application may be removed for any of the following disqualifying factors:

1. Program-Specific [Unallowable costs](#)
2. [Risk Review](#)
3. [Missing required application components](#)
4. [Missing application deadlines](#)
5. [Not meeting unique entity identifier and SAM.gov requirements](#)
6. [Past performance issues](#)
7. Nonprofit organizations: holding 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)(15)(B)(ii).

### ***Limit on Number of Applications***

OVW will consider only one application per organization for the same service area (i.e., the geographic area to be served). If an applicant submits multiple versions of the same application, OVW will review only the most recent system-validated version submitted before the deadline.

### ***Cost Sharing***

This program has no match or cost-sharing requirement.

### 3. PROGRAM DESCRIPTION

---

This program is authorized by 34 U.S.C. § 12351.

The OVW Transitional Housing Assistance Grant Program supports projects that provide 6 to 24 months of transitional housing and support services for victims who are homeless or in need of transitional housing or other housing assistance as a result of a situation of domestic violence, dating violence, sexual assault, or stalking; and for whom emergency shelter services or other crisis intervention services are unavailable or insufficient.

VAWA defines “**homeless**” broadly to include individuals who are sharing the housing of others, living in a shelter, or living in a motel, trailer park, or campground due to lack of adequate alternatives. See 34 U.S.C. §§ 12291(a)(12), 12473(6).

In addition, assistance under this grant program is not limited to victims who are homeless or fleeing violence. Victims may be “**in need of transitional housing or other housing assistance**” if they have lost or will imminently lose their current housing, or have otherwise identified a need for housing assistance, as a result of a situation of domestic violence, dating violence, sexual assault, or stalking.

Recipients do need to determine that “**emergency shelter services or other crisis intervention services are unavailable or insufficient**” to provide assistance with grant funds. See 34 U.S.C. 12351(a)(2).

**For example**, a sexual assault victim whose current housing situation is no longer viable because of circumstances related to the assault – and for whom there are no sexual assault-focused emergency shelter options in the community – is eligible for transitional housing assistance under this program.

#### Purpose Areas

Funds under this program must be used for the following purposes, as stated in the OVW Transitional Housing Assistance Grant Program statute (34 U.S.C. § 12351(b)(1)-(3)):

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.

This NOFO uses the term “**transitional housing**” to refer to both transitional housing assistance (**Purpose Area 1**) and short-term housing assistance (**Purpose Area 2**).

Transitional housing is temporary housing offered for at least six months and no more than 24 months that helps victims transition into permanent housing. It is not emergency shelter, including hotel or motel stays, or housing assistance offered for fewer than six months. It may include financial assistance (e.g., security deposits, utility assistance, relocation costs) when used to help victims relocate to transitional or permanent housing. Recipients also may provide a six-month extension to victims who have made a good-faith effort to acquire permanent housing during the 24 months of transitional housing but have not been able to do so.

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:
  - Locate and secure permanent housing;
  - Secure employment, including obtaining employment counseling, occupational training, job retention counseling, and counseling concerning re-entry into the workforce; and
  - Integrate into a community by providing that minor, adult, or dependent with services, such as transportation, counseling, childcare services, case management, and other assistance.

Support services offered may include housing advocacy, case management, employment services, financial empowerment, or any other service offered to the victim that fits within the scope of **Purpose Area 3**. Support services must be offered for the full 6 to 24 months of transitional housing, **must be provided only to victims who are also receiving housing assistance (as described in Purpose Area 1 or 2), and are not limited to victims who are fleeing violence**. Recipients also must offer (limited) follow-up support services for 3 to 12 months to victims who have secured permanent housing.

**All support services must be voluntary and not a condition of receiving housing assistance.** (See 34 U.S.C. § 12351(b)(3)(C).)

In this context, voluntary means that a victim cannot be required to participate in case management, counseling, or any other programming to receive housing. Applications proposing services that are not voluntary will not be considered for funding. Recipients of an award will be required to participate in training on the OVW Transitional Housing Assistance Grant Program’s Voluntary Services Model.

**Note:** Applicants must provide both transitional housing (**Purpose Area 1 or 2**) and support services (**Purpose Area 3**). If an applicant proposes to use grant funds to support only transitional housing or only support services, a project partner or another funding source must support the area not funded with grant funds. Supporting documentation (such as an award letter) will be required to demonstrate that these additional funds are available for the 36-month project period.

### ***Housing Models***

The OVW Transitional Housing Assistance Grant Program supports the following [housing models](#):

- Scattered Site: Private landlord units located throughout a community
- Clustered Site: Individual units located in the same building
- Communal Living Site: A communal-style housing model where there are common shared areas

Applicants are not required to rent or own units to be eligible for funding under the OVW Transitional Housing Assistance Grant Program.

### ***Program Fees and Financial Housing Support***

If applicants propose a fee structure in which victims pay fees or a portion of the rent, they must waive these payments for victims who cannot afford them. Receipt of assistance under this program may not be conditioned on making such payments or on maintaining a certain level of income. Applicants should consider creating budgets that support victims' housing costs at 100% for the entire 6 to 24 months of engagement in the OVW-funded transitional housing assistance.

### **Statutory Priority**

OVW is required to give priority to projects that primarily serve underserved populations. See 34 U.S.C. § 12351(g)(2)(C)(ii).

- To meet this statutory priority, OVW will give special consideration to applications proposing projects that primarily serve individuals from 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, and populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age). See 34 U.S.C. § 12291(a)(46).
- Applicants seeking to implement this priority must provide a detailed plan as described in the [Proposal Narrative](#) section of this NOFO and may request up to \$50,000 additional funds to address this priority.

## Program-Specific Priority Area

OVW will give special consideration to applications proposing to support the housing needs of victims of non-intimate partner sexual assault.

- This priority area is intended to support organizations in offering sexual assault specific transitional housing services to victims. Organizations with existing sexual assault services or organizations seeking to develop new sexual assault specific services may apply for this priority area.
- Applicants seeking to implement this priority must provide a detailed plan as described in the [Proposal Narrative](#) section and may request up to \$50,000 additional funds to address this priority area.

## Program Requirements

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

1. Participate in OVW-sponsored training and technical assistance (TTA).
2. Collect and report performance indicators. Forms, instructions, training, and related tools for each OVW program are available on the [VAWA Measuring Effectiveness Initiative webpage](#).
3. Participate in an assessment or evaluation, if OVW conducts one that requires grantee involvement.
4. Submit all policies, procedures, rules, and forms to be used in grant-funded transitional housing for review and approval. Recipients may need to adjust any that OVW determines will compromise victim safety, result in unallowable activities, and/or not follow the Voluntary Services Model.
5. 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.
6. Ensure that any grantee staff, partner staff, or service providers working with transitional housing victims are trained to work with victims of domestic violence, dating violence, sexual assault, or stalking.
7. Send the project coordinator and one other key staff member to an in-person OVW grantee orientation.
8. Notify OVW of any changes to the source of funding used to provide transitional housing.
9. If providing legal assistance with grant funds, comply with certain statutory requirements related to supervision, training, and expertise of individuals providing legal assistance, among other requirements. The recipient will submit a Delivery of Legal Assistance Certification Letter before using grant funds for this purpose. A [sample letter](#) listing the full requirements is on the OVW website.

**In addition, grant funds must be used to supplement, not supplant, non-federal funds that would otherwise be available for activities under this program.**



**More information about OVW programs**, including how recipients achieve program goals:

- OVW grant program information: [OVW Grants and Programs webpage](#).
- Data recipients collect and report: [VAWA Measuring Effectiveness Initiative webpage](#).
- What recipients have achieved under this program and some of the evidence-based approaches they use: OVW's [most recent report to Congress](#) on the effectiveness of VAWA grant programs.

### **Program-Specific Unallowable Costs**

Applications proposing activities described below may have points deducted during the review process or may be removed from consideration.

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

OVW will not fund activities that compromise victim safety and recovery, deter healing for victims, and/or undermine offender accountability. See the [Application Companion Guide](#) for more details. The following are examples specific to this program:

- Background checks, credit checks, or income verifications of victims
- Clinical or mental health evaluations of victims
- Asking victims to participate in vulnerability or homelessness evaluations
- Alcohol or drug screenings of victims
- Requiring victims to provide sensitive personally identifying information (dates of birth, social security numbers, identification, or proof of citizenship, etc.)
- Requiring victims to enroll in a coordinated entry system to determine eligibility or maintain eligibility for assistance
- Using a waitlist system to maintain an ongoing list of eligible participants for transitional housing
- Requiring victims to file police reports or obtain restraining orders to be eligible for assistance

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

The activities listed below are out of the program scope and will not be funded.

1. **Research projects:** Funds under this program may not be used to conduct research, defined by 28 C.F.R. § 46.102(d) as a systematic investigation designed to develop or contribute to generalizable knowledge. Assessments conducted for internal improvement purposes only, however, may be allowable. For information on distinguishing between research and assessments, see the [Application 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 victims 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 also may not be used to address caregiver abuse of elders and other vulnerable adults.
4. **Foreclosure or Eviction prevention:** Grant funds may not be used to pay mortgage, property taxes, rent, or other expenses to keep victims in their homes by preventing foreclosure or eviction.
5. **Criminal defense and tort cases:** For projects proposing legal services, criminal defense of victims charged with crimes is impermissible, except for representation in post-conviction relief proceedings with respect to the conviction of a victim relating to or arising from domestic violence, dating violence, sexual assault, stalking, or sex trafficking. Representation in tort cases is also impermissible.

### ***Other Unallowable Costs***

The following costs also are unallowable under this program:

- Lobbying
- Fundraising
- Purchase of real property
- Physical modifications to buildings, including minor renovations (such as painting or carpeting)
- Construction
- Payment of rent/bills/utilities in arrears
- Savings accounts for victims

### **Limited Use of Funds**

Recipients of an award under this program may use up to two percent of the funds to assess the need for internal improvements (e.g., convening listening sessions to identify service gaps in the community, surveying training participants about the quality of the training). The OVW research decision tree in the [Application Companion Guide](#) describes how applicants can ensure that such assessments are not prohibited human-subjects research.

In addition, OVW will support the following activities in limited circumstances only:

1. **Legal services** – Recipients may provide legal assistance as part of providing services to victims. Use of grant funds for legal assistance must be in matters involving the victim’s victimization or matters related to securing permanent housing, securing employment, or integrating into a community. Applicants requesting funds for legal assistance should describe

these proposed activities in the [Proposal Narrative](#). **Legal assistance costs must not exceed ten percent of the total project costs.**

2. **Purchase and/or lease of vehicles** – Requests to use grant funds for the purchase and/or lease of a vehicle will be considered on a case-by-case basis. 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.
3. **Services for children** – Grant funds may be used to assist minors who meet the [statutory eligibility criteria](#) for transitional housing services. Support services also can be provided to children as part of providing transitional housing and support services to the child's parent (or legal guardian) who is a victim of sexual assault, domestic violence, dating violence, or stalking.
4. **Counseling Services** – Funds may be used for counseling services designed to enable victims of domestic violence, dating violence, sexual assault, or stalking to locate and secure permanent housing, secure employment, or integrate into a community. Grant funds may not be used for in-patient mental health services, mental health evaluations, prescription mental health drug evaluations, or for long-term treatment of a mental health condition.

### **Activities Requiring Prior Approval**

Recipients must receive prior approval before using grant funds to support surveys, regardless of the survey's 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 [Application Companion Guide](#) for more information).

### **Type of Award**

Awards will be made as grants.

## 4. APPLICATION CONTENTS AND FORMAT

---

### Letter of Intent (Optional)

Applicants are strongly encouraged to submit a Letter of Intent stating their intention to apply. The letter should be submitted to OVW at [OVW.TransitionalHousing@usdoj.gov](mailto:OVW.TransitionalHousing@usdoj.gov) by February 20, 2025. This letter does not obligate the applicant to apply. See the OVW website for a sample [Letter of Intent](#).

### Application Contents

**Applications must include ALL the following to be considered for funding.** OVW will not contact applicants for missing items on the list below.

Required Application Components	Number of Possible Points
<b>Proposal Narrative</b>	
Purpose of the Proposal	10
What Will Be Done	40
Who Will Implement	15
<b>Budget</b>	
Budget Worksheet and Narrative	15
<b>Memorandum of Understanding (MOU)</b>	10
<b>Letter of Experience (LOE)</b>	10
<b>TOTAL</b>	<b>100</b>

See the [Application Submission Checklist](#) section of this NOFO for a complete list of application items, including the components above.

### Data Requested with Application

**(Unscored)**

Applicants must complete the Pre-Award Risk Assessment questionnaire in JustGrants. The questions are listed in [Appendix B](#) of this NOFO.

### Proposal Narrative

**(65 points)**

The Proposal Narrative must include the three sections (Purpose of the Proposal, What Will Be Done, and Who Will Implement) outlined below.

The Proposal Narrative may be submitted in one of two ways:

- **Standard Proposal Narrative** that follows the formatting outlined in the chart below:

Formatting and Technical Requirements	
OVW may deduct points for Proposal Narratives that do not adhere to the following requirements	
<input checked="" type="checkbox"/>	Double-spaced text (charts may be single-spaced)
<input checked="" type="checkbox"/>	8½ x 11-inch pages (portrait or landscape format)
<input checked="" type="checkbox"/>	One-inch margins
<input checked="" type="checkbox"/>	Arial font, type no smaller than 11-point, except for footnotes, which may be 9-point
<input checked="" type="checkbox"/>	Page numbers
<input checked="" type="checkbox"/>	No more than 15 pages
<input checked="" type="checkbox"/>	Documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt)
<input checked="" type="checkbox"/>	Responses to each item on the numbered lists below should include the question/item followed by the response.

**Exception:** Applicants proposing to address one or both priority areas may include an additional page per priority area, for a maximum of either 16 or 17 pages total.

**OR**

- **Sample Proposal Narrative:** This sample format for the Proposal Narrative can be found [here](#). This completed document can be uploaded as a Word or PDF document and must otherwise conform to the formatting and technical requirements in the table above.

### **Section I: Purpose of the Proposal (10 Points)**

***This section must (no more than two pages):***

1. Describe the communities in the service area that the organization proposes to serve under the Transitional Housing project (including traditionally underserved populations, such as communities of color, people with disabilities, people who are Deaf or hard of hearing, persons with limited English proficiency, older adults, and LGBTQ+ communities).

2. Identify which best describes the proposed service area: rural, urban, Tribal, Territory, suburban, or other.
3. Describe the barriers faced by victims in the proposed service area.

**Section II: What Will Be Done (40 points)**

The application must provide a clear link between the proposed activities and the need identified in the “Purpose of the Proposal” section above. This section should not include any of the activities listed as [unallowable costs](#) in the Program Description section of this NOFO.

***This section must:***

**A. Provide the following information about the proposed transitional housing services:**

**Activities**

1. Will the proposed project use OVW Transitional Housing Assistance grant funds to support the housing assistance offered?
  - a. If not, describe the alternative funding source that will be used.
2. Describe the program policies and procedures regarding eligibility, length of stay, exiting procedures, and occupancy guidelines. Include details for policies and procedures related to OVW funded housing assistance and/or assistance supported with an alternative funding source.
3. What will the housing model be (see [Housing Models](#) for more information): Clustered Site, Communal Site, or Scattered Site?
4. How will transitional housing be provided: Program-owned, Program-rented, or Private landlords?
5. Method for determining client eligibility (e.g., screening tools, eligibility requirements, etc.)
6. Any fees that will be charged to victims (if applicable).
7. Projected number of units that will be supported under the proposed project.

**Outputs**

8. How will the transitional housing services described above be different from existing services provided by the applicant and its proposed partners?

**Outcomes**

9. What specific changes will program participants experience when they receive transitional housing services?

**Impact**

10. How will the proposed project positively address the housing barriers described in question number three in the Purpose of the Proposal Section?

**B. Provide the following information about the proposed voluntary support services:**

**Activities**

1. What support services will be offered by the victim service provider or other organization with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking? Services such as victim advocacy, housing advocacy,

financial/employment counseling, individual and/or group counseling, legal advocacy, other services.

2. Describe any other support services provided by the MOU partner(s).
3. Describe how the project will provide victims enrolled in transitional housing with these support services.
4. Project the number of months support services will be provided to victims.
5. If the project proposes to fund the support services with a source other than the OVW Transitional Housing Assistance grant, identify the funding sources for the support services.
6. If legal assistance will be provided with OVW funds, describe the services that will be made available to victims.

#### **Outputs**

7. How will the support services described above be different from existing services provided by the applicant and/or its partners?

#### **Outcomes**

8. What specific changes will program participants experience when they receive support services?

#### **Impact**

9. How will the proposed project positively address the barriers for victims outlined in the Purpose of the Proposal Section through the support services provided?

### **C. Describe the follow-up services that will be offered, including:**

1. The process for victims who enter into permanent housing to begin follow-up services.
2. The number of months follow-up services will be offered (Follow-up services must be provided for at least three months but not more than a year).

### **D. Describe how the proposed project will address safety and confidentiality, including:**

1. How safety planning will be addressed with victims.
2. The organization's confidentiality policy related to a victim's personally identifying information.
3. Does the organization currently use, or plan to use, the Homeless Management Information System (HMIS)?
  - a. If, yes, describe how HMIS will be used.
  - b. If no, describe what data management system, if any, will be used.

### **E. Describe how the proposed project will address accessibility, including:**

1. The Language Access Plan and resources the proposed project has or will create to support victims with limited English proficiency throughout their engagement with the transitional housing project.
2. The resources the proposed project has or will create to support victims who are Deaf or Hard of hearing or living with disabilities throughout their engagement with the transitional housing project.
3. How the proposed project will collect feedback from victims and incorporate their suggestions for improvements.

### **Section III: Who Will Implement the Proposal (15 points)**

#### ***This section must:***

1. List the lead applicant's key staff identified for the proposed project—include the roles/titles for each staff person identified. If applicable, identify vacant roles that would be hired if the project is funded.
2. Describe the qualifications and trainings that the lead applicant's identified staff must have to work with victims of domestic violence, dating violence, sexual assault, or stalking.
3. Identify the activities in the What Will Be Done section that will be performed by the lead applicant.
4. List the MOU partners identified for the proposed project—include the roles/titles for each staff person identified.
5. Describe the qualifications and trainings that the identified MOU partners staff must have to work with victims of domestic violence, dating violence, sexual assault, or stalking.
6. Identify the activities in the What Will Be Done section that will be performed by the MOU partners.

#### **Optional Section: Priority Areas (Unscored)**

##### Priority area formatting and technical requirements

Applicants may add one page to the proposal narrative to address a priority (or two pages to address both priorities). Refer to the [Sample Proposal Narrative](#) for a sample format.

#### **Applicants seeking the statutory priority for primarily serving underserved populations:**

*Provide a detailed plan identifying the following:*

1. The underserved population(s) the applicant plans to address.
2. The gaps in current services to the identified underserved populations.
3. The barriers that victims from the identified underserved community face when seeking services.
4. How the project will provide specific services designed to meet the needs of the identified underserved population(s).
5. Details related to the applicant's or a partner's expertise and history providing services to each underserved community.

#### **Applicants seeking the program-specific priority for supporting sexual assault victims:**

1. To qualify for this priority area as an existing sexual assault services provider:
  - a. Provide a detailed plan for how the organization intends to use the funds to expand existing services for victims of sexual assault.
  - b. Describe the applicant's history providing direct services to victims of sexual assault in the [Letter of Experience](#).
2. To qualify for this priority area as a lead applicant that intends to begin offering services to victims of sexual assault:



- a. Provide a detailed plan for implementing services designed for victims of sexual assault.
- b. Provide the name of the sexual assault victim service provider or rape crisis center that will offer peer-to-peer technical assistance to inform the development of the applicant's sexual assault services program. This partnership must be clearly outlined in the applicant's MOU, including compensation for the partner.
- c. Describe the partner's history providing direct services to sexual assault victims in the [Letter of Experience](#).

**Note:** Applicants requesting special consideration under this priority area must focus 50 percent or more of grant-funded activities on non-intimate partner sexual assault. This should also be reflected in the applicant's budget.

## **Budget and Associated Documentation**

Applicants must submit a budget and upload the applicable associated documentation under each heading, as described below.

### ***Budget Worksheet and Budget Narrative***

**(15 points)**

Applicants must upload a detailed budget and budget narrative in JustGrants.

- The budget should be reasonable and necessary, based on the resources needed to implement the proposed project in the applicant's specific geographic location.
- The budget will be reviewed separately from the proposal narrative. Budgetary requirements vary among programs.
- OVW awards are governed by the provisions of 2 C.F.R. Part 200 and the [DOJ Financial Guide](#).

OVW may make awards for greater or lesser amounts than requested. OVW also may negotiate the scope of work and budget with applicants before or after making an award.

OVW strongly encourages applicants to use the sample budget narrative on the OVW website, which can be downloaded [here](#).

For additional information on budget requirements and allowable costs, see the [Budget Information](#) and the [Creating a Budget](#) webinar on the OVW website.

## The budget must:

1. **Provide total amount.** Applicants proposing to use grant funds for both housing and support services or for housing alone may apply for **up to \$500,000**; applicants proposing to use grant funds for support services only may apply for **up to \$400,000**. Applicants seeking to implement [a priority](#) may request an additional **\$50,000** per priority. The budgeted total must be the same as the total “estimated funding” on the [SF-424](#) and reflect 36 months of project activity.
2. **Provide line item descriptions.** 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.
3. **Clearly link activities.** Present a clear link between the specific project activities and the proposed budget items. The budget should not contain items that are not described in the proposal narrative.
4. **Compensate project partners.** Fairly and reasonably compensate at least one, if not all, of the 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 its “regular” scope of work, the partner may offer not to be compensated, as long as this arrangement is stated clearly in the budget and MOU.
5. **Include language access funds.** Include sufficient funds to provide language access, identify other funds that the applicant has budgeted for language access for this project, or describe other resources that the applicant has available to ensure meaningful access for persons with limited English proficiency. See the [Accessibility](#) section of this NOFO for more information.
6. **Include accessibility funds.** Include sufficient funds to provide access for people with disabilities or who are Deaf/hard of hearing, identify other funds that the applicant has budgeted for access for this project, or describe other resources that the applicant has available to ensure meaningful access for such people. See the [Accessibility](#) section of this NOFO for more information.
7. **Include OVW-sponsored training and technical assistance (TTA) travel.** 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 award period, 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.
  - a. Travel funds may also be used to travel to other OVW Transitional Housing Assistance Grant recipients for peer-to-peer technical assistance. Prior approval from OVW is required prior to using funds for this purpose.
8. **Include fees or other program income.** Describe program income and/or any fees charged to transitional housing participants. Note that OVW encourages applicants to provide housing and support services to victims at no cost.

9. **Limit legal assistance costs.** Limit these costs to 10% of total project costs.
10. **Identify subawards and contracts.** Distinguish 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; 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. §§ 200.317-200.327 & 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 [Budget Information](#) and [Application Companion Guide](#) on the OVW website.

### **Conference Planning and Food/Beverage Costs**

When developing their budgets, applicants should consider requirements for using federal funds for conferences (which includes meetings, retreats, seminars, symposiums, trainings, and other similar events). Specifically, recipients **must** receive prior approval before using grant funds to provide a working meal and/or refreshments at a meeting, conference, training, or other event. See [OVW Conference Cost Guidelines](#) for additional information.

**Food for victims is not subject to prior approval** but must be approved as part of the recipient's budget.

### ***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 that do not have a current negotiated (including provisional) indirect cost rate, except for those non-federal entities described in [Appendix VII to Part 200 paragraph \(d\)\(1\)\(B\)](#), may elect to charge a de minimis rate of 15% of modified total direct costs (MTDC).

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.

### ***Nonprofits Only: 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.

### ***Nonprofits Only: Disclosure of Process for Setting Executive Pay (if applicable)***

Nonprofit organizations that use the Internal Revenue Service's (IRS) procedure (described below) to prevent additional taxes related to pay for their executives must submit a special disclosure to OVW (required by statute - 34 U.S.C. § 12291(b)(15)(B)(iii)). All other applicants may skip this section.

**IRS Safe Harbor Procedure:** A nonprofit organization that provides unreasonably high compensation to certain executives may subject both the organization's managers and those who receive the compensation to additional federal taxes. However, the IRS may treat executive pay levels as reasonable if the nonprofit organization satisfies certain rules set out in IRS regulations. These rules concern the organization's process for making compensation decisions and are known as the "three-step safe-harbor procedure" to create a "rebuttable presumption" of reasonableness for compensation of an organization's executives. See 26 C.F.R. § 53.4958-6.

**The special disclosure must** describe the process the applicant uses to determine the compensation of its officers, directors, trustees, and key employees.

It must be uploaded as an attachment to the application in JustGrants. A sample [disclosure letter](#) is available on the OVW website.

**Note:** OVW is required by law to make the applicant's disclosure available for public inspection, if requested. In addition, if funded, the applicant must update its disclosure in certain circumstances (e.g., if it changes the way it determines compensation).


## **Memorandum of Understanding**

**(10 points)**

A collaborative MOU document is an agreement made among all the identified project partners and the lead applicant. The purpose of the collaborative MOU agreement is to inform all partners of each other's roles, responsibilities, and compensation.

**Note:** The MOU is not 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.

## MOU agreement formatting and technical requirements

<input checked="" type="checkbox"/>	<p>A <b>single</b> document that demonstrates that all partners are aware of each other and the proposed services the partners intend to provide.</p> <p>All partner names and signature lines should be listed in the single document.</p>
<input checked="" type="checkbox"/>	<p><b>Signed</b> and <b>currently dated</b> by the Authorized Representative of each proposed partner organization during the development of the application.</p> <p>Currently dated is defined as a date during the application period, January 14, 2025-March 20, 2025.</p>
<input checked="" type="checkbox"/>	<p>The MOU must include responses to all questions/items outlined below.</p>
<input checked="" type="checkbox"/>	<p>The completed document can be uploaded as a Word or PDF document. Applicants may use the <a href="#">Sample MOU</a> found on the OVW Website that meets the formatting requirements of this NOFO.</p>
	<p>OVW will accept electronic signatures. A valid electronic signature will have the following characteristics:</p> <ul style="list-style-type: none"> <li>• Similar to ink signatures, electronic signatures are only valid if each party intended to sign the document;</li> <li>• All parties must agree to sign the document electronically, and view electronic signatures as equal to ink signatures;</li> <li>• The system used to capture the signature must keep a record of the signature (including the date the signature was captured);</li> <li>• Electronic signature records are available to be produced for reviewed at any time.</li> </ul>

MOUs missing signatures will result in **removal from consideration, particularly if the MOU is missing the signature of a required partner**. If necessary, an MOU can include multiple signature pages as long as each page includes the names and titles of all signatories to the MOU. A [Sample MOU](#) can be found on the OVW Website.

### The MOU must:

1. List the name of each partnering organization and identify the key staff.
2. The service area included in this partnership is: [specify region in the applicant's state, Tribe, territory, county, or multi-jurisdictional area].

3. Provide a brief history of the collaborative relationship among all parties to the MOU.
4. Describe the activities that the lead applicant and each partner will assume to ensure the success of the proposed project:
  - Lead applicant's role in managing the partnership(s).
  - Lead applicant reporting responsibilities.
  - Lead applicant responsibility to ensure each partner has adequate training to work with victims—specifically regarding confidentiality and voluntary services.
  - How the lead applicant will perform regular evaluations of the partnership to ensure victim engagement and satisfaction with the services provided.
  - Lead applicant's role in coordinating regular meetings with all identified partners to discuss the efficacy of the partnership.
  - Activities/services partner(s) will provide to victims or lead applicant.
  - Partner responsibility to incorporate feedback from victims to improve services.
5. Demonstrate how the proposed partnership can address the needs of the traditionally underserved population(s) identified in the [Purpose of the Proposal](#) section.
6. Describe the anticipated outcomes resulting from the partnership.
7. State that each partner has reviewed the budget and is aware of the compensation arrangements between all partners under this agreement and the lead applicant.
8. State which partner(s), if not all, will receive compensation for their participation in project-related activities. Compensation can include funds for: time and travel expenses to participate in project development, attending trainings, and providing services to victims.
9. Include a timeline for implementation, as well as a notice that implementation is contingent on the lead applicant receiving an award and the approval from OVW of the lead applicant's budget and policies and procedures.
10. For projects in which a project partner will be providing housing or support services with non-grant funds, state the partner's commitment to follow the applicable requirements listed in the [Purpose Areas](#) and [Program Requirements](#) sections of this NOFO.


## **Letter of Experience**

**(10 points)**

All applications must include a Letter of Experience (LOE). The LOE must describe the organization's history of effective direct services work with victims of domestic violence, dating violence, sexual assault, or stalking. If the lead applicant is a State, Tribe, or Unit of Local Government, the LOE must be written and signed by the victim service provider partner that will provide direct victim services for

the proposed project. If the lead applicant is an “other organization” as described in the [Eligibility section](#) of this NOFO, the LOE must be written and signed by the applicant.

The signing organization must have at least three years of history of primarily serving and providing direct services to victims to be an eligible applicant/partner. **Note:** for applicants/partners that are multi-entity collaboratives such as Family Justice Centers, the LOE must describe the services provided by the entity itself, not those provided by community partners offering services at the center.

Letter of Experience Formatting and Technical Requirements	
<input checked="" type="checkbox"/>	Limit of two pages. Additional pages will not be reviewed.
<input checked="" type="checkbox"/>	Written and signed by the organization with the required experience.
<input checked="" type="checkbox"/>	Must be currently dated. Currently dated is defined as a date during the application period, January 14, 2025-March 20, 2025.
<input checked="" type="checkbox"/>	The LOE must contain responses to questions/items 1-5 below. If the applicant is seeking to implement the <a href="#">priority for supporting the housing needs of victims of non-intimate partner sexual assault</a> , answers also are required for questions/items 6-8, as applicable.
<input checked="" type="checkbox"/>	Applicants may format the LOE as a numbered list with questions/items and answers. Applicants may use the <a href="#">Sample LOE</a> found on the OVW Website that meets the formatting requirements of this NOFO.
	<p>OVW will accept electronic signatures. A valid electronic signature will have the following characteristics:</p> <ul style="list-style-type: none"> <li>• Similar to ink signatures, electronic signatures are only valid if each party intended to sign the document;</li> <li>• All parties must agree to sign the document electronically, and view electronic signatures as equal to ink signatures;</li> <li>• The system used to capture the signature must keep a record of the signature (including the date the signature was captured);</li> <li>• Electronic signature records are available to be produced for reviewed at any time.</li> </ul>

LOEs missing signatures will result in **removal from consideration**.

## The LOE must:

1. Describe how serving victims of domestic violence, dating violence, sexual assault, or stalking is the primary purpose of the organization.
2. Describe the organization's history of providing direct services to victims of domestic violence, dating violence, sexual assault, or stalking.
3. The number of years (must be at least three years) the organization has provided direct services to victims of domestic violence, dating violence, sexual assault, or stalking.
4. List and describe the direct services that the organization provides to victims of domestic violence, dating violence, sexual assault, or stalking.
5. Describe the expertise key staff assigned to the proposed project have providing direct services to victims and the training they have received.

For applicants proposing to create new services to address the housing needs of victims of sexual assault under the [priority area](#):

6. Identify a partner that has a history of effective work with victims of sexual assault.
7. Describe the partner's history, including the number of years, of providing services specifically to victims of sexual assault.

For applicants proposing to expand existing services for victims of sexual assault to address the housing needs of victims of non-intimate partner sexual assault:

8. Describe the organization's history, including the number of years, of providing services specifically to victims of sexual assault.

## **Additional Application Components**

The following documents will not be scored but must be uploaded and attached to the application in JustGrants.

### ***Summary Data Sheet***

This questionnaire should be completed and uploaded as an attachment in JustGrants.

The Summary Data Sheet is available as a sample fillable document on the OVW website [here](#).

A list of the questions is also available in [Appendix C](#).

### ***Confidentiality Acknowledgement 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**

All applicants must review, complete, and submit all disclosures, assurances, and certifications in JustGrants as described below.

### ***Disclosure of Lobbying Activities (if applicable)***

JustGrants will prompt applicants to indicate whether they are required to submit a lobbying disclosure under 31 U.S.C. § 1352.

Applicants are required to submit a lobbying disclosure form (Standard Form/[SF-LLL](#)) **IF** they have paid or will pay any person to lobby in connection with the award for which they are applying **AND** their application is for more than \$100,000. This disclosure requirement is not applicable to such payments by an Indian Tribe, Tribal organization, or any other Indian organization that are permitted by other federal law.

For this requirement, lobbying means influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress. (See 28 C.F.R. part 69.)

### ***Summary of Other Federal Funding***

Applicants will answer a yes/no question in JustGrants that asks whether they have any of the following:

1. An OVW grant or cooperative agreement that is open or that closed within 12 months of the date this funding opportunity closes;
2. A subaward under an OVW grant or cooperative agreement that is open or that closed within 12 months of the date this funding opportunity closes;
3. A pending OVW application as either the lead applicant/potential recipient or as a partner/potential subrecipient;
4. A federal award to do the same or similar work; or
5. A pending federal application to do the same or similar work.

Applicants answering yes will complete a table in JustGrants with basic information about each applicable award or application.

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

Applicants must read and acknowledge the DOJ Certified Standard Assurances in JustGrants, a copy of which is available [here](#).

### ***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, a copy of which is available [here](#).

## 5. SUBMISSION REQUIREMENTS AND DEADLINES

### Address to Request Application Package

The complete application package (this NOFO, 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 OVW at 202-307-6026 or [OVW.TransitionalHousing@usdoj.gov](mailto:OVW.TransitionalHousing@usdoj.gov).

### Prior to Application Submission

#### ***Account Registration and Management***

Entities applying for the first time must register in the systems described below. Entities that have previously applied for DOJ funding must ensure their accounts in these systems are active and up to date.

**System for Award Management (SAM) and Unique Entity Identifier (UEI):** Applicants must be registered with SAM.gov before applying. SAM.gov assigns a UEI that the applicant must include in the application. Applicants must continue to maintain an active registration in SAM.gov whenever they have a federal award or an application under consideration by a federal agency.

OVW strongly encourages all applicants to begin the registration process below or ensure that all accounts are active and up to date, by **February 27, 2025**. **Failure to do so may result in missing the application deadline and therefore not being considered for funding.**

Website	Registration Guidance
<b>SAM.gov</b>	Visit the SAM website for details and resources for first-time registration or renewal of an existing registration. Registration takes an average of <b>2 to 3 weeks</b> .
<b>Grants.gov</b>	Registration with <a href="#">Grants.gov</a> takes an average of <b>1 week</b> .
<b>JusticeGrants.usdoj.gov</b>	Registration with JustGrants needs to be completed <b>ONLY</b> after successful submission of <a href="#">Step 1</a> of the application as described below under How to Apply.

**Note: Registration time frames are estimates. Applicants experiencing registration challenges should contact the system's [help desk](#) and refer to the [OVW Policy for Applicants Experiencing Technical Difficulties](#) section below for guidance on how to proceed.**

## How to Apply

To view the complete checklist of application items: [Application Checklist](#).

Applicants must make every effort to submit their application electronically in Grants.gov and JustGrants by the deadlines below.

### **Step 1: Grants.gov**

**Deadline to submit form SF-424: 11:59 PM ET on March 18, 2025**

The SF-424 form is generated when the applicant begins the submission process in [Grants.gov](#).



#### **Submission Tips:**

- **Submit early:** OVW strongly encourages all applicants to begin the submission process at least 48 hours prior to the Grants.gov application deadline.
- **Form preview:** To view the form before completing it in Grants.gov, applicants should click the Package tab under the funding opportunity for which they are applying and select Preview. Preview then provides links to the form.
- **Type of applicant:** For Type of Applicant (box 9), do not select Other.
- **Federal funding requested:** The amount of federal funding requested in the “Estimated Funding” section of this form (box 18a) should match the amount of federal funding requested in the budget of the application.
- **Required match:** This program does not require a match; therefore, the value for the Applicant line (box 18b) should be zero.
- **Authorized Representative:** The individual who is listed as “Authorized Representative” (box 21) must have the authority to apply for and accept grant awards on behalf of the organization or jurisdiction.
- **Question 19:** This funding opportunity is subject to [Executive Order \(E.O.\) 12372, Intergovernmental Review of Federal Programs](#). States that participate in the Intergovernmental Review process have an opportunity to review applications from entities in their state.
  - If the applicant’s state appears on the list of [Single Points of Contact \(SPOC\)](#), the applicant must contact the SPOC to comply with the state’s process under E.O. 12372.
  - On the SF-424, the applicant must make the appropriate selection for question 19 once it 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.”

## Step 2: JustGrants

Deadline to submit the full application:  
8:59 PM ET on March 20, 2025



The [full application](#) must be completed in [JustGrants](#).

### Submission Tips:

- JustGrants functions best using a PC with a Chrome or Edge web browser
- Applicants begin Step 2 of the application submission process by reviewing the Standard Applicant Information in JustGrants
- Make edits as needed, confirming:
  - The Authorized Representative
  - Verifying the legal name and address
  - Entering the ZIP code(s) for the areas served by the project

**Note:** OVW encourages applicants to review the [JustGrants](#) website for more information, resources, and training.

## OVW Policy for Applicants Experiencing Technical Difficulties

Technical difficulties are issues that are beyond the applicant's control. OVW can confirm when each registration and/or submission action began.

### *Technical difficulties with SAM or Grants.gov*

1. Contact [SAM or Grants.gov support](#) as soon as the applicant is aware of a problem.
2. Maintain documentation of when the issue began and all communication with technical support.
3. Before the Grants.gov deadline, notify the [OVW contact](#) by email, stating the applicant is experiencing technical difficulties with SAM or Grants.gov. The applicant should provide regular updates to the OVW contact.
4. If the technical difficulty cannot be resolved before the Grants.gov deadline, the applicant must notify the [OVW contact](#) by email before the [Grants.gov deadline](#).
5. Once the Grants.gov deadline passes an applicant will not be able to apply in JustGrants. Therefore, the applicant **must** email the complete application (SF-424, Proposal Narrative, Budget and Budget Narrative, MOU and LOE and all documentation confirming the technical difficulty to the [OVW contact](#) by the [JustGrants deadline](#).

## ***Technical difficulties while applying in JustGrants***

1. Contact OVW JustGrants Support at [OVW.JustGrantsSupport@usdoj.gov](mailto:OVW.JustGrantsSupport@usdoj.gov) or 866-655-4482 as soon as the applicant is aware of a problem. OVW JustGrants Support is a separate Help Desk from OJP and COPS and is dedicated to OVW applicants.
2. Maintain documentation of all communication with OVW JustGrants Support.
3. Work with OVW JustGrants Support to resolve the technical difficulty.
4. Email the [OVW contact](#) before the [JustGrants deadline](#). If an applicant must submit their application by email due to a technical difficulty, they must do so by the JustGrants deadline, but **no earlier than 4 hours prior to the deadline**. The email must include the following:
  - A detailed description of the technical difficulty.
  - The contact information (name, telephone, and email) for the person making the request.
  - The applicant's UEI number.
  - JustGrants application numbers and User Support tracking numbers.
  - The complete application (SF-424, Proposal Narrative, Budget, MOU, and LOE).

OVW does not guarantee that applications submitted by email will be considered for funding, even if the email is received before the JustGrants deadline. OVW will decide and notify applicants of the decision within 30 days of the JustGrants deadline. OVW may ask applicants to coordinate with OVW on the application submission in Grants.gov and JustGrants later.

## **OVW Policy on Late Submission Request Due to Severe Inclement Weather or Natural or Man-Made Disaster**

Cases of severe inclement weather or natural or man-made disaster are the only circumstances under which OVW may accept applications after the deadline. Here is the process to follow in such circumstances:

1. Email the [OVW contact](#) listed in this NOFO as soon as the applicant is aware of severe weather or disaster that may prevent the applicant from submitting the application on time. The email should describe the weather event or disaster, including when it occurred or is likely to occur, the impacted area, and the impact on the applicant and/or partners' ability to ensure the application is submitted before the deadline (e.g., without power for "x" days, office closed for "x" days). If the application is complete and ready for submission at the time the applicant notifies OVW, then attach the application to the email.
2. After following step 1, contact OVW within 48 hours after the deadline or as soon as communications are restored.

**Note: OVW may not be able to accommodate all requests.** Within 30 days of receiving a request for late submission, OVW will notify the applicant of a decision to approve or deny it.

## 6. APPLICATION REVIEW INFORMATION

---

### Responsiveness Review

Criteria that make an application or project ineligible are listed in the [Application Contents](#) and [Eligibility](#) sections of this NOFO. Additional information about circumstances that may result in removal from consideration is provided below under [Review and Selection Process](#) and [Risk Review](#).

### Review Criteria

Scoring details can be found in the [Application Contents](#) section of this NOFO. Each section of the application will be reviewed and scored separately. 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 even if it is included elsewhere within the application.

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's [peer review process](#) is based on the criteria outlined in this NOFO. OVW may use internal reviewers, external reviewers, or a combination of both.

OVW peer reviewers typically are current practitioners or recent retirees from varied professions with expertise in the subject matter of this funding opportunity. To ensure that applications are reviewed by people with on-the-ground experience responding to sexual assault, domestic violence, dating violence, or stalking, OVW does not use professional peer reviewers. All reviewers are required to adhere to OVW's peer review conflict of interest policy, which is designed to identify and resolve any issues that may call into question a reviewer's impartiality or objectivity regarding an application.

#### *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 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 listed above or be removed from consideration regardless of the application’s peer review score.**

***Past Performance Review***

As part of the programmatic review, applicants with current or recently closed OVW awards under this program will be reviewed for past performance, based on the following:

Subject	Factors
<b>General</b>	<ul style="list-style-type: none"> <li>• Compliance with terms of conditions of existing award(s) from OVW</li> <li>• Timely response to OVW requests</li> </ul>
<b>Programmatic Compliance</b>	<ul style="list-style-type: none"> <li>• Following the grant program’s statutory purposes and requirements</li> <li>• Implementation of project according to plan, within original period of performance, and as designed without unjustified modification</li> <li>• Attendance at/participation in all required training and technical assistance events</li> <li>• Timely resolution of issues identified during programmatic monitoring</li> <li>• Development of deliverables that support project goals and are of acceptable quality</li> </ul>
<b>Financial Compliance</b>	<ul style="list-style-type: none"> <li>• Drawdown of funds in line with level of project activities completed</li> <li>• Uninterrupted access to funds</li> <li>• Timely resolution of issues identified during financial monitoring</li> </ul>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>• Timely submission of financial and performance reports</li> <li>• Submission of complete and accurate performance reports</li> </ul>
<b>Closeout</b>	<ul style="list-style-type: none"> <li>• Timely resolution of issues necessary to close out prior awards</li> <li>• Completion of closeout within 120 days of project end date</li> </ul>

All award decisions will be made by the OVW Director unless there is a written delegation of authority to another official. The OVW Director may consider factors including but not limited to: reaching underserved populations, geographic diversity, past performance, priorities outlined in this NOFO, and available funding when making awards. All award decisions are final and not subject to appeal.

**Risk Review**

OVW reviews information related to applicant risk as described in 2 C.F.R. § 200.206(b). OVW uses the applicant’s responses to the questions listed in [Appendix B](#) to conduct this assessment. OVW

also must review and consider integrity and performance information about applicants that is available in SAM.gov. Applicants may review and comment on information about themselves that currently appears in SAM.gov and was entered by a federal awarding agency. OVW will consider the applicant's comments, in addition to the other information in SAM.gov, in its assessment of the risk posed by the applicant.

### ***High-Risk Recipients***

Based on DOJ's assessment of each recipient's current or past funding, unresolved audit issues, delinquent programmatic and fiscal reporting, and prior performance, a recipient may be designated "high-risk." Awards to high-risk recipients may carry special conditions such as increased monitoring and/or prohibitions on drawing down funds until certain requirements are met.

**Note: Current or prior recipients, whether designated high-risk or not, that have substantial or persistent performance or compliance issues, long-standing open audits, or open criminal investigations may not be considered for funding.**



## 7. AWARD NOTICES

---

OVW notifies applicants through JustGrants (not Grants.gov) when they receive an award. Successful applicants then log into JustGrants to review and accept the award. The Authorized Representative must acknowledge that they have read and understood all sections of the award instrument and they must submit the required declaration and certification to accept the award. These steps must be completed electronically in JustGrants.

See the [Key Dates](#) section of this NOFO for when unsuccessful applicants should receive a letter addressed to their Authorized Representative with information on how to receive feedback on their application.

### **Availability of Funds**

All awards are subject to the availability of appropriated funds as well as any modifications or additional requirements imposed by law. There is no guarantee that funds will be available in the future. Depending on availability of funding and an application's merit, OVW may fund an application not selected under this funding opportunity in a future fiscal year or under another OVW program.

## 8. POST-AWARD REQUIREMENTS AND ADMINISTRATION

---

### Administrative, National Policy, and Other Legal Requirements

Recipients must comply with all award conditions and all applicable requirements of federal statutes and regulations. See the “Requirements for All OVW Applicants and Recipients” section of the [Application Companion Guide](#) for more information.

[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.

### ***Civil Rights and Accessibility***

Recipients may not discriminate either in *employment* (subject to an exemption for certain faith-based organizations) or in the *delivery of services or benefits* based on race, color, national origin, sex, religion, sexual orientation, gender identity, or disability, and in the delivery of services or benefits based on age. See the [Application Companion Guide](#) for more information. 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. For additional information, see [Frequently Asked Questions: Non-Discrimination Grant Condition in the Violence Against Women Act of 2013](#).

Recipients also must take reasonable steps to ensure that persons with limited English proficiency (LEP individuals) have meaningful access to recipients’ programs and activities and ensure that their programs and activities are readily accessible to people with disabilities, as well as people who are Deaf or hard of hearing.

**Supporting victim safety and recovery requires programs to be accessible to people with disabilities and those who are Deaf or hard of hearing, to provide language access to LEP individuals, to ensure that any sex-segregated or sex-specific services are comparable, and generally to serve all survivors free from discrimination.**

### Post-Award Reporting Requirements

OVW recipients must submit semi-annual performance reports and quarterly Federal Financial Reports (SF-425). Performance report forms will be provided to all award recipients. 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 SAM, see the [Application Companion Guide](#) and the award condition on recipient integrity and performance matters available on the [OVW website](#).

## 9. OTHER INFORMATION

---

### Public Reporting Burden - Paperwork 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, easily understood, and not unnecessarily burdensome. 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.**

## **Appendix A: Application Submission Checklist**

Applicants must submit all required application items. Applicants applying to more than one OVW program are responsible for ensuring that only documents required for this funding opportunity are included with this application. OVW will not redirect documents submitted with the wrong application.

<b>Application Item</b>	<b>Required?</b>	<b>Submission Type</b>	<b>Submission Website</b>	<b>Due Date</b>	<b>Date Completed</b>
<b><u>Application for Federal Assistance: SF-424</u></b>	Yes	Online Form	Grants.gov	March 18, 2025	
<b><u>Pre-Award Risk Assessment</u></b>	Yes	Online Form	JustGrants	March 20, 2025	
<b><u>Summary Data Sheet</u></b>	Yes	Attachment	JustGrants	March 20, 2025	
<b><u>Proposal Narrative</u></b>	Yes	Attachment	JustGrants	March 20, 2025	
<b><u>Budget Worksheet and Budget Narrative</u></b>	Yes	Attachment	JustGrants	March 20, 2025	
<b><u>Letter of Experience (LOE)</u></b>	Yes	Attachment	JustGrants	March 20, 2025	
<b><u>Memorandum of Understanding (MOU)</u></b>	Yes	Attachment	JustGrants	March 20, 2025	
<b><u>Confidentiality Acknowledgement Form</u></b>	Yes	Attachment	JustGrants	March 20, 2025	
<b><u>Summary of Other Federal Funding</u></b>	If applicable	Attachment	JustGrants	March 20, 2025	
<b><u>Indirect Cost Rate Agreement</u></b>	If applicable	Attachment	JustGrants	March 20, 2025	
<b><u>Disclosure of Process Related to Executive Compensation</u></b>	If applicable	Attachment	JustGrants	March 20, 2025	
<b><u>Applicant Financial Capability Questionnaire</u></b>	If applicable	Attachment	JustGrants	March 20, 2025	
<b><u>Disclosure of Lobbying Activities (SF-LLL)</u></b>	If applicable	Attachment	JustGrants	March 20, 2025	

## **Appendix B: Pre-Award Risk Assessment**

### ***Submission Information:***

- Applicants must complete this questionnaire in JustGrants as an online form, not an attachment.
- The questions listed below are for reference only.
- All applicants must respond to every question.
- Do not submit responses from a prior fiscal year without updating them to be responsive to all questions listed in the questionnaire.
- This information will be used for a mandatory [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.

### ***Pre-Award Risk Assessment Questions:***

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 organization.

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 a  
  
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 organization outside of DOJ? (High risk includes any status under which a federal awarding organization 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 organization, the date(s) the organization notified the applicant entity of the high risk designation, contact information for the high risk point of contact at the federal organization, and the reason for the high risk status, as set out by the federal organization.

## Appendix C: Summary Data Sheet

The [Summary Data Sheet](#) must be completed and submitted as an attachment under the Additional Application Components section in JustGrants.

1. Provide the following information for the grant point-of-contact. This person must be an employee of the applicant.
  - a. Name:
  - b. Title:
  - c. Address:
  - d. Telephone number:
  - e. Email address:
  
2. Is the applicant (the organization whose unique entity identifier is being used for the application) serving 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. **Note: The fiscal agent must be an eligible applicant for the program.**
  - Yes
  - NoIf yes, list all subrecipients:

**Note:** The applicant acknowledges that it 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
  
3. Has the applicant expended \$750,000 or more in federal funds in the applicant's past fiscal year?
  - Yes
  - NoIf yes, specify the end date of the applicant's fiscal year:
  
4. Is the applicant 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?
  - Yes
  - No
  
5. Is the applicant 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? For additional information about the safe-harbor procedure, see [Disclosure of Process Related to Executive Compensation](#) in the Budget and Associated Documentation section of this NOFO.
  - Yes
  - NoIf yes, the applicant must upload the required [Disclosure of Process Related to Executive Compensation](#) in the Budget and Associated Documentation section of JustGrants.

6. Identify the percentage of proposed activities that will address the following issues (the total percentages should not exceed 100):

Domestic Violence = \_\_\_\_\_%

Dating Violence = \_\_\_\_\_%

Sexual Assault = \_\_\_\_\_%

Stalking = \_\_\_\_\_%

7. Does the application propose to address the statutory priority for projects primarily serving underserved populations?

- Yes
- No

If yes, list the underserved population(s) the application proposes to address:

8. Does the application propose to address the program-specific priority for projects supporting the housing needs of victims of non-intimate partner sexual assault?

- Yes
- No

9. Identify applicant type:

State or Territory

Unit of local government

Indian Tribe

Other organization with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking. Select an option below.

Domestic Violence Victim Service Provider

Sexual Assault Victim Service Provider

Domestic Violence Coalition

Sexual Assault Coalition

Dual Domestic Violence/Sexual Assault Coalition

Population-specific organization

Community-Based and Culturally Specific Organization

Other nonprofit, nongovernmental organization

10. Identify which OVW Transitional Housing Assistance Grant Program purposes will be supported with OVW funds:

Housing only

Support services only

Housing and Support Services



11. If proposing to use funds other than OVW Transitional Housing Assistance Grant Program funds to support housing or support services during the project period, list the funding source, the service(s) the funds will support, and provide documentation (such as the award letter) to demonstrate that the funds are available for the 36-month project period. The supporting documentation can be uploaded as part of the application package under Additional Application Components in JustGrants.

Funding source:

Service(s) these funds will support:

12. Type of housing model proposed:

- Scattered Site
- Clustered Site
- Communal Living Site

13. Provide the name and entity type for each compensated partner:

14. Provide the name and entity type for each non-compensated partner:

15. Is the applicant a partner/subrecipient on a current grant or pending application for this grant program?

- a. If a partner/subrecipient on a current award, provide the year of the award and the role of the applicant on the award. If a partner/subrecipient on another pending application, provide the name of the applicant organization.

16. Are any proposed project partner(s)/subrecipient(s) on this application also a recipient, or partner/subrecipient, on a current grant or another pending application for this grant program?