



U.S. Department of Justice
Office on Violence Against Women (OVW)

OVW Fiscal Year 2024 Transitional Housing Assistance Grants for Victims of Domestic Violence, Dating Violence, Sexual Assault and Stalking Program - Solicitation

Assistance Listing Number: #16.736

Grants.gov Opportunity Number: O-OVW-2024-171925

Solicitation Release Date: February 12, 2024

Deadline to submit SF-424 and SF-LLL in Grants.gov: 11:59 PM Eastern Time (ET) on April 9, 2024 the SF-424 and SF-LLL must be submitted in Grants.gov.

Deadline to submit full application in JustGrants: 8:59 PM ET on April 11, 2024.

Eligibility:

Eligible applicants are limited to: States, units of local government, Indian tribes, and other organizations, including domestic violence and sexual assault victim service providers, domestic violence and sexual assault coalitions, other nonprofit, nongovernmental organizations, population-specific organizations, or community-based and culturally specific organizations, that have a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking in the United States or U.S. territories. For more information, see the [Eligibility Information](#) section of this solicitation.

Letter of Intent

Applicants are strongly encouraged to submit a non-binding Letter of Intent to OVW.TransitionalHousing@usdoj.gov by March 19, 2024. Applicants that do not submit a Letter of Intent can still apply. For more information, see the [Application and Submission Information](#) section of this solicitation.

Pre-Application Information Session(s)

OVW will conduct one optional web-based Pre-Application Information Session. During this session, OVW staff will review this program's requirements, review the solicitation, and allow for a brief question and answer period. For more information, see the [Application and Submission Information](#) section of this solicitation.

Contact Information

For assistance with the requirements of this solicitation, email OVW at OVW.TransitionalHousing@usdoj.gov. Applicants also may call OVW at 202-307-6026.

Registration Information: OVW encourages first time applicants to apply for funding.

Organizations applying for the first time must complete registrations with multiple systems:

- i. System for Award Management (SAM) (<https://sam.gov/content/entity-registration>)
- ii. Grants.gov (<https://www.grants.gov/applicants/applicant-registration>)
- iii. JustGrants registration needs to be completed **ONLY** after successful submission of Step 1 of the application as described below.

For more information, see the [Prior to Application Submission](#) section of this solicitation.

Organizations that have applied for funding previously **must ensure their accounts with SAM, Grants.gov, and JustGrants are active and up to date.**

Applicants are strongly encouraged to begin the registration process or ensure that all accounts are active and up to date by March 19, 2024.

Submission Information: Applications must be submitted to OVW through a two-step process that begins in Grants.gov and is completed in JustGrants:

Step 1: The applicant must **submit** by the Grants.gov deadline (11:59 PM ET on April 9, 2024) required Application for Federal Assistance standard form (SF-424) and the Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov. To view the forms prior to completing them in Grants.gov, applicants can go to the Package tab under the funding opportunity that they're applying for and select Preview. The Preview then provides links to the forms.

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at <https://justicegrants.usdoj.gov/> by the JustGrants application deadline (8:59 PM ET on April 11, 2024). OVW encourages applicants to review the [JustGrants](#) website for more information, resources, and training.

Note that the Grants.gov and JustGrants deadlines are typically only a few days apart.

For more information about application submission, see the [How to Apply](#) section of this solicitation.

Notification

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

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Program Description

Overview of OVW

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

About this OVW Program

This program is authorized by 34 U.S.C. § 12351. The Transitional Housing Assistance Grants for Victims of Domestic Violence, Dating Violence, Sexual Assault and Stalking Program (Transitional Housing Program (CFDA 16.736)) supports programs that provide 6-24 months of transitional housing with support services for victims who are homeless or in need of transitional housing 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.

The term "homeless" means an individual who lacks a fixed, regular, and adequate nighttime residence, and includes an individual who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason. An individual who is living in a motel, hotel, trailer park, or campground due to the lack of alternative adequate accommodations are also considered homeless. Persons living in emergency or transitional shelter are also examples of individuals experiencing homelessness. Individuals who are abandoned in a hospital or awaiting foster care placement are also considered homeless. An individual who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, or migratory children (as defined in 20 U.S.C. § 6399) who qualify as homeless under 34 U.S.C. § 12473(6) because the children are living in circumstances described in this paragraph, are also considered to be homeless. (See 34 U.S.C. §§ 12291(a)(17), 12473(6).)

The phrase "in need of transitional housing or other housing assistance" means losing one's current housing or otherwise needing housing assistance as a result of domestic violence, dating violence, sexual assault, or stalking. Survivors need not be "homeless" as defined above to be "in need of transitional housing or other housing assistance," nor do they need to be "fleeing" domestic violence, dating violence, sexual assault, or stalking. They do, however, need to be individuals for whom "emergency shelter services or other crisis intervention services are unavailable or insufficient" to be eligible for assistance under the Transitional Housing Program. (See 34 U.S.C. § 12351(a)(2).) For example, a sexual assault survivor 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 immediately for transitional housing assistance.

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

- OVW grant program information: [OVW Grants and Programs Webpage](#).

- Program performance measures under the Measuring Effectiveness Initiative: [VAWA Measuring Effectiveness Initiative webpage](#).
- Program-specific sections in OVW's [most recent report to Congress](#) on the effectiveness of VAWA grant programs.

Program Scope

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

Purpose Areas

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

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

Pursuant to 34 U.S.C. § 12351(b)(3)(C), OVW-funded transitional housing projects cannot condition receipt of housing assistance upon participation in any or all of the support services offered. Support services offered may include any services designed to enable survivors to locate housing, secure employment, or integrate into a community and are not limited to the examples listed in Purpose Area 3. For example, assistance related to financial stability, including help repairing credit or accessing public benefits, also is within the scope of the program. In addition, although support services must include those needed by a survivor fleeing violence, they also may include those needed for long-term stability, healing, and empowerment.

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

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

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

Applicants must provide both transitional housing (Purpose Area 1 or 2) and support services (Purpose Area 3). If an applicant proposes to use Transitional Housing Program grant funds to support only transitional housing or only support services, a project partner or another funding source must sustain the remaining component for the entire 36-month project period. For more information about required partnerships, please refer to the “Other Program Eligibility Requirements” section of this solicitation.

OVW Priority Areas

In FY 2024, OVW has four programmatic priorities. The priority identified below is applicable to this program. This program also has a statutory priority area, described below. Applicants are strongly encouraged, but not required, to address a priority area. Applicants that state that they are addressing a priority area and meet the criteria for that priority area will be given special consideration:

FY 2024 OVW Programmatic Priority Area

1. Expand economic justice and financial advocacy for survivors of sexual assault, domestic violence, dating violence, and stalking, including as a tool for violence prevention.
 - a. To qualify for this priority area, applicants must propose projects that demonstrate strong partnerships with workforce development/job training programs. Applicants focusing on this priority must provide a detailed plan for assisting survivors toward graduated economic empowerment and survivor autonomy while using a voluntary services model. Applicants seeking this priority should submit budgets for up to \$550,000 for the 36-month period. See “Award Period and Amounts” section.

Transitional Housing Program Statutory Priority Area

1. Primarily serve underserved populations who are victims of domestic violence, dating violence, sexual assault, and stalking.
 - a. To qualify for this statutory priority area (see 34 U.S.C. § 12351(g)(2)(C)(ii)), applicants must propose 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).
 - b. Applicants seeking this priority must provide a detailed plan identifying the underserved population(s) being addressed, describing how the project will provide specific services to victims from the identified underserved populations within the proposed project service area, and describing the gaps in current

services and the barriers for victims seeking services. The application should also demonstrate strong partnerships with organizations with expertise and a history of service provision to each underserved community. Applicants seeking this priority should submit budgets for up to \$550,000 for a 36-month period. See “Award Period and Amounts” section.

Applicants seeking to apply for both priority areas listed above should submit budgets for up to \$600,000 allocating \$50,000 per priority area addressed for a 36-month period. See “Award Period and Amounts” section.

Activities that Compromise Victim Safety and Recovery or Undermine Offender Accountability

OVW does not fund activities that jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to avoid responsibility for their actions. Applications that propose any such activities may receive a deduction in points during the review process or may be eliminated from consideration. OVW may support survivor-centered alternative pathways to justice and non-criminal approaches to accountability that fall within the statutory scope of this program and do not compromise victim safety. Information on activities that compromise victim safety and recovery or undermine offender accountability may be found in the [Solicitation Companion Guide](#).

Out-of-Scope Activities

The activities listed below are out of the program scope and will not be funded under this program. See also the list of unallowable costs in the [Funding Restrictions](#) section of this solicitation.

1. Research projects. Funds under this program may not be used to conduct research, defined by 28 C.F.R. § 46.102(d) as a systematic investigation designed to develop or contribute to generalizable knowledge. Surveys and focus groups, depending on their design and purpose, may constitute research and therefore be out-of-scope. However, assessments conducted for internal improvement purposes only (see Limited Use of Funds below) may not be considered “research” as defined above. For information on distinguishing between research and assessments, see the [Solicitation Companion Guide](#).
2. Prevention: Grant funds may not be used for prevention activities (e.g., outreach to elementary and secondary schools, implementation of educational programs regarding domestic and dating violence intervention, and public awareness campaigns). Permissible outreach activities are limited to informing potential survivors about the availability of services.
3. Family violence: Grant funds may not be used to directly address child abuse, other family violence issues (such as violence perpetrated by a child against a parent or by a sibling against another sibling), or neglect or exploitation. Grant funds also may not be used to address caregiver abuse of elders and other vulnerable adults.
4. Mandatory participation in services: Participation by survivors in all support services must be voluntary and must not be a condition for receiving or maintaining transitional housing. An application proposing a project that requires participation in any support services, including case management, will not be considered a qualified application under 34 U.S.C. § 12351(g)(2)(D).
5. Grant funds may not be used to keep victims in their homes or to prevent them from losing their current housing.

6. Emergency shelter or short-term housing assistance offered for less than six months.
7. 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, or stalking.
8. For projects proposing legal services, representation in tort cases is impermissible.

Applications that propose activities deemed to be substantially out-of-scope may receive a deduction in points during the review process or may be eliminated from consideration.

Limited Use of Funds

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

In addition, the following activities can be supported only in limited circumstances:

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 survivor’s victimization or matters related to securing permanent housing, securing employment, and integrating into a community. Applicants requesting funds for legal assistance should describe these proposed activities in the What Will Be Done section. See the Proposal Narrative section of this solicitation for more information. 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 by the grantee or a project partner will be considered on a case-by-case basis. If an applicant is requesting funds for a vehicle, a lease/purchase analysis must be submitted with the application and the cost included in the budget and budget narrative. Grant funds may not be used for the purchase of and/or down payment on a vehicle for private ownership by a victim in a transitional housing program.
3. Services for Children – Grant funds may be used to provide direct services to eligible minors or to provide direct services to children where such services are an ancillary part of providing transitional housing and supportive services to the child's parent (or legal guardian) who is a victim of sexual assault, domestic violence, dating violence or stalking.
4. Limited Use for Counseling Services—Funds may be used for counseling services designed to enable survivors of domestic violence, sexual assault, dating violence, 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 [Solicitation Companion Guide](#) for more information).

Federal Award Information

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 applicant's merit, OVW may elect to make awards for a future fiscal year if an application is not selected under this solicitation.

Type of Award

Awards will be made as grants.

Award Period and Amount

The award period is 36 months. Budgets, including the total "estimated funding" on the SF-424, must reflect 36 months of project activity. OVW anticipates that the award period will start on October 1, 2024.

This program typically makes awards in the range of \$400,000-\$500,000. OVW estimates that it will make up to 80 awards for an estimated \$40,000,000.00.

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

Funding levels under this program for FY 2024 are:

1. Applicants proposing to use Transitional Housing Program grant funds for housing alone or for both housing and support services may submit budgets for up to \$500,000 for the entire 36-months.
2. Applicants proposing to use Transitional Housing Program grant funds for support services only may submit budgets for up to \$400,000 for the 36-month period.
3. Applicants proposing to address the priority area, "Expand economic justice and financial advocacy for survivors of sexual assault, domestic violence, dating violence and stalking, including as a tool for violence prevention" may submit budgets for up to \$550,000 for the 36-month period.
4. Applicants proposing to address the priority area "Primarily serve underserved populations" may submit budgets for up to \$550,000 for the 36-month period.
5. Applicants seeking to apply for both priority areas listed above should submit budgets for up to \$600,000 allocating \$50,000 per priority area addressed for a 36-month period. See "Award Period and Amounts" section.

OVW has the discretion to make awards for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants before making an award or after an award is made but prior to access to funds.

Types of Applications

In FY 2024, OVW will accept applications for this program from the following:

New: Applicants that have never received funding under this program. Applicants will also be considered new if the agency's previous award under this program expired on or before April 11, 2023.

Continuation: Applicants that have an existing or recently closed (after April 11, 2023) award under this program. Continuation funding is not guaranteed.

Recipients of an FY 2022 or FY 2023 award under this program are NOT eligible to apply as the lead applicant or as a partner/subrecipient on an FY 2024 proposal. Likewise, an organization that is a partner/subrecipient on an FY 2022 or FY 2023 award is not eligible to apply as the lead applicant or as a partner/subrecipient on an FY 2024 proposal.

Note: Current grantees with a substantial amount of unobligated funds remaining (50 percent or more of the previous award) as of March 31, 2024, without adequate justification, may not be considered for funding or may receive a reduced award amount if selected for funding in FY 2024.

Program Requirements

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

1. Participation in OVW-sponsored training and technical assistance (TTA).
2. Collection of and reporting on performance indicators. Forms, instructions, training, and related tools for each OVW program are available on the [VAWA Measuring Effectiveness Initiative webpage](#).
3. Participation in an assessment or evaluation, if OVW conducts one that requires grantee involvement.
4. Submit the policies, procedures, and rules governing the provision of the transitional housing and related support services for review and approval (post award). Grantees will be required to revise and/or remove an activity that OVW determines may compromise victim safety, is unallowable, or does not conform to best practices for providing transitional housing to victims of domestic violence, dating violence, sexual assault, or stalking.
5. Offer transitional housing and services for at least six months and no more than 24 months with OVW grant funds. Pursuant to 34 U.S.C. § 12351(c)(2), a recipient may waive the 24-month limit for up to six months for any victim who has made a good faith effort to acquire permanent housing but has not been able to do so.
6. Provide support services with funding under this program only to individuals receiving transitional housing (other than follow-up services described below).
7. Offer follow-up support services for transitional housing clients who secure permanent housing. Follow-up services are limited to advocacy, support groups, case management, and minimal financial assistance (e.g., clothing, food or personal items); and are provided for at least three months but not more than a year.
8. 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.

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

Eligibility Information

Eligible Applicants

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

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

A victim service provider is a nonprofit, nongovernmental or tribal organization or rape crisis center, including a State or tribal domestic violence and/or sexual assault coalition, that assists or advocates for domestic violence, dating violence, sexual assault, or stalking victims, including a domestic violence shelter, faith-based organization or other organization, with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking. 34 U.S.C. § 12291(a)(50). Victim service providers must provide direct services to victims of domestic violence, dating violence, sexual assault, or stalking as one of their primary purposes and have a demonstrated history of effective work in this field. Culturally specific organizations, Tribal organizations, and population-specific organizations serving underserved communities that meet the definition of "victim service provider" are eligible to apply.

Pursuant to 28 C.F.R. § 90.2(g), the following are not considered units of local government and are not eligible to apply as the lead applicant – police departments, pre-trial service agencies, district or city attorneys' offices, sheriffs' departments, probation and parole departments, and universities.

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)). An application is qualified if it:

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

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 solicitation (see [Civil Rights Office | Partnerships with Faith-Based and Other Neighborhood Organizations | Office of Justice Programs](#) (ojp.gov) for more information).

Ineligible Entities and Disqualifying Factors

Applications submitted by ineligible entities or that do not meet all program eligibility requirements will not be considered for funding. In addition, an application deemed deficient in one or more of the following categories may not be considered for funding: 1. activities that compromise victim safety, 2. out-of-scope activities, 3. unallowable costs, 4. pre-award risk assessment, 5. completeness of application contents, and 6. timeliness.

Failure to comply fully with all applicable unique entity identifier and SAM requirements (see Application and Submission section for more information on these requirements) will result in removal from consideration.

An applicant with past performance issues, long-standing open audits, or an open criminal investigation also may not be considered for funding.

Note: Any nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code is not eligible for a grant from this program. See 34 U.S.C. § 12291(b)(15)(B)(ii).

Cost Sharing or Matching

This program has no matching or cost-sharing requirement.

Other Program Eligibility Requirements

In addition to meeting the eligible entity requirements outlined above, applicants for this program must also meet the requirements below. All certification and other eligibility related documents must be current and developed in accordance with the FY 2024 solicitation.

Certifications must take the form of a letter, on letterhead, signed, and dated by the authorized representative. Failure to provide required certifications may disqualify an application from further consideration. At a minimum, an applicant that fails to include the required certification letter will be required to submit that certification letter prior to receiving an award. The signed

certification letter must be uploaded/attached as a separate attachment under the Additional Application Components section in JustGrants.

Delivery of Legal Assistance Certification

Pursuant to 34 U.S.C. § 12291(b)(12), to be eligible for an award, any recipient or subrecipient providing legal assistance with funds awarded under this program must certify in writing that:

1. any person providing legal assistance with funds through this program – (A)(i) is a licensed attorney or is working under the direct supervision of a licensed attorney; (ii) in immigration proceedings, is a Board of Immigration Appeals accredited representative; (iii) in Veterans' Administration claims, is an accredited representative; or (iv) is any person who functions as an attorney or lay advocate in Tribal court; and (B)(i) has demonstrated expertise in providing legal assistance to victims of domestic violence, dating violence, sexual assault, or stalking in the targeted population; or (ii)(I) is partnered with an entity or person that has demonstrated expertise described in clause (i); and (II) has completed, or will complete, training in connection with domestic violence, dating violence, stalking, or sexual assault and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide;
2. any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a tribal, state, territorial, local, or culturally specific domestic violence, dating violence, sexual assault or stalking victim service provider or coalition, as well as appropriate tribal, state, territorial, and local law enforcement officials;
3. any person or organization providing legal assistance with funds through this program has informed and will continue to inform state, local, or tribal domestic violence, dating violence, or sexual assault programs and coalitions, as well as appropriate state and local law enforcement officials of their work; and
4. the grantee's organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, domestic violence, dating violence, stalking, or child sexual abuse is an issue.

A sample Delivery of Legal Assistance Certification letter can be found on the OVW website.

[Delivery of Legal Assistance](#)

Required Partnerships

The partnerships requirements described here should also be demonstrated in the applicant's Memorandum of Understanding (MOU) and the Letter of Experience (LOE):

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

design and development, including review of all policies and procedures, and describe how the applicant will ensure that anyone working with transitional housing survivors is trained in working with victims of domestic violence, dating violence, sexual assault, and stalking.

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

Definition of victim service provider

A victim service provider is a nonprofit, nongovernmental or tribal organization or rape crisis center, including a state or tribal domestic violence and/or sexual assault coalition, that assists or advocates for domestic violence, dating violence, sexual assault, or stalking victims, including a domestic violence shelter, faith-based organization or other organization, with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking. 34 U.S.C. § 12291(a)(50). Culturally specific organizations, tribal organizations, and population specific organizations serving underserved communities that meet the definition of 'victim service provider' are eligible to apply. Victim service providers must provide direct services to victims of domestic violence, dating violence, sexual assault, or stalking as one of their primary purposes and have a demonstrated history of effective work in this field. The provision of housing services or other types of general services to survivors of domestic violence, sexual assault, dating violence, or stalking is not sufficient to qualify as a victim service provider for lead applicant or partnership purposes. For example, if the organization runs a food pantry and some of the individuals who receive weekly distributions are victims of these crimes, that does not mean that the organization would be considered a victim service provider under the eligibility requirements of this program.

All applications must clearly demonstrate an understanding of the dynamics of domestic violence, dating violence, sexual assault, or stalking by describing in the application how services are structured and implemented in a way that specifically addresses the issues facing survivors of domestic violence, dating violence, sexual assault, or stalking; this information should also be included in the LOE. If a nongovernmental applicant's experience does not focus primarily on providing direct victim services to these survivors and incorporating their needs into the program philosophy, the organization may serve as a partner, but not the lead applicant. Governmental applicants must have a partner with this same type of experience.

Voluntary Services

All services (support and follow-up), provided to recipients of transitional housing, either while in transitional housing or when establishing permanent housing, must be voluntary. Applications proposing services that are not voluntary do not meet the statutory definition of "qualified" set forth above. In this context, voluntary means that a survivor cannot be required to participate in case management, counseling, economic and financial counseling, or any other programming in order to remain housed.

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

Application and Submission Information

Address to Request Application Package

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

Pre-Application Information Session

OVW will conduct one live web-based pre-application information session. During this live web-based session, OVW staff will review this program's requirements, review the solicitation, and allow for a brief question and answer period. The live web-based session is tentatively scheduled for:

March 7, 2024 at 1pm EST

Participation in a pre-application information session is optional and not a requirement to be eligible to apply and a recording will be available on the [OVW website](#).

To register for the live session, contact the OVW Transitional Housing Unit at OVW.TransitionalHousing@usdoj.gov or at 202-307-6026. Registration must be received at least 3 days prior to the start of the session. Participants are not registered until they receive a confirmation email. The webinar will be captioned in English and Spanish. Interested applicants needing additional language assistance should contact this program at OVW.TransitionalHousing@usdoj.gov or at 202-307-6026 as soon as possible, but no later than February 28, 2024.

Content and Form of Application Submission

The information below (**Letter of Intent** through **How to Apply**) describes the full content and form of application submission.

Letter of Intent

Applicants intending to apply for FY 2024 funding under this program are strongly encouraged to submit a Letter of Intent stating that they are registered and current with SAM and with Grants.gov. The letter should be submitted to OVW at OVW.TransitionalHousing@usdoj.gov by March 19, 2024. This letter does not obligate the applicant to apply. See the OVW website for a sample [Letter of Intent](#).

Formatting and Technical Requirements

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

1. Double-spaced (charts may be single-spaced)

2. 8½ x 11 inch pages
3. One-inch margins
4. Arial font, type no smaller than 11 point, except for footnotes, which may be 9 point
5. Page numbers
6. No more than 25 pages for the Proposal Narrative. Applications cannot exceed 26 total pages when addressing one priority areas. Applications cannot exceed 27 total pages when addressing both priority areas.
7. Documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt)
8. Headings and sub-headings that correspond to the sections identified in this section of the solicitation

Application Contents

Applications must include the required documents and meet the program eligibility requirements. For a checklist, see the [Application Checklist](#) in the Other Information section of this solicitation.

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

1. Proposal Narrative
2. Budget Detail Worksheet and Narrative
3. Signed and currently dated Memorandum of Understanding (MOU)
4. Signed and currently dated Letter of Experience (LOE). Please refer to the Letter of Experience section for more information

Application for Federal Assistance (SF-424)

Applicants must complete the SF-424 in Grants.gov as part of **Step 1 of the application submission process**. The SF-424 is generated when the applicant begins the submission process in Grants.gov. For Type of Applicant (box 9), do not select "Other". 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. This program does not require a match; therefore, the value for the Applicant line (box 18b) should be zero. 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.

Intergovernmental Review (SF-424 Question 19): This solicitation ("funding opportunity") is subject to Executive Order (E.O.) 12372, Intergovernmental Review of Federal Programs. Applicants must check the Office of Management and Budget's website for the names and addresses of state [Single Points of Contact](#) (SPOC) under Intergovernmental Review. If the applicant's state appears on the SPOC list, the applicant must contact the state SPOC to comply with the state's process under E.O. 12372. In completing the SF-424, the applicant must make the appropriate selection in response to 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."

Disclosure of Lobbying Activities (SF-LLL)

All applicants must complete and submit the *Disclosure of Lobbying Activities* (SF-LLL) form in Grants.gov as part of **Step 1 of the application submission process**. Applicants that expend any funds for lobbying activities must provide the information requested on the SF-LLL. **Applicants that do not expend any funds for lobbying activities should enter “N/A” in the required highlighted fields.**

Standard Applicant Information (JustGrants 424 and General Agency Information)

This section in the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. Applicants begin **Step 2 of the application submission process** by reviewing the Standard Applicant Information in JustGrants, making edits as needed, confirming the Authorized Representative, verifying the legal name and address, and entering the ZIP code(s) for the areas affected by the project.

Proposal Abstract

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

Data Requested with Application

Applicants must complete three questionnaires in JustGrants: the Pre-Award Risk Assessment, the Applicant Entity Questionnaire, and the Transitional Housing Assistance Grants for Victims of Domestic Violence, Dating Violence, Sexual Assault and Stalking Summary Data Sheet. These questionnaires are not scored. Applicants should click on the questionnaire name in JustGrants to access and complete each questionnaire. Although the questionnaires must be completed in JustGrants, the questions can be viewed in Appendices B, C, and D of this solicitation.

Proposal Narrative

The Proposal Narrative may not exceed 25 pages (26-27 pages for applications addressing one or more priority areas), double-spaced. Reviewers will not read beyond this page limit. The Proposal Narrative must include the three sections below. The total point value for the proposal narrative section is 60 points. Applicants must upload the Proposal Narrative as an attachment in JustGrants.

Purpose of the Proposal (20 points)

This section must:

1. Describe the service area.
2. Describe the communities in the service area, including but not limited to: 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.
3. Describe the challenge or need faced by the communities in the service area to be served.

4. Describe in detail the gaps and/or barriers in economic empowerment and victim autonomy services for survivors in the proposed project service area and how survivors are currently underserved.

What Will Be Done (30 points)

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

This section must:

1. Describe the transitional housing that will be provided, including, but not limited to:
 - a. The Housing Model and rent structure to be implemented,
 - b. The type of transitional housing (e.g., transitional housing assistance or short-term housing assistance, location, etc.),
 - c. How it will be provided (program-owned, program-rented, landlord/tenant relationship, etc.),
 - d. Method for determining client eligibility (e.g., screening tools, eligibility requirements, etc.),
 - e. Facility rules and regulations,
 - f. Facility safety planning, and
 - g. Fee schedule (if applicable).
2. Describe the voluntary support services that will be offered, including, but not limited to:
 - a. What services will be offered (e.g., case management, childcare, transportation, counseling, job placement, credit repair, financial literacy, advocacy, etc.)
 - b. Who will provide the services,
 - c. Where the services will be provided, and
 - d. How clients will access the services.
3. Describe the plan for follow-up services, including, but not limited to:
 - a. What follow-up services will be offered,
 - b. 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), and
 - c. How economic empowerment and survivor autonomy will be reinforced during follow-up services.
4. Describe how the applicant plans to address victim safety and autonomy.
5. Describe the plan for assisting survivors toward self-sufficiency.
6. Describe how the applicant will maintain confidentiality, especially if working with homeless providers and/or the Homeless Management Information System.
7. Describe whether legal assistance will be provided as a victim service to survivors. Applicants must ensure that any such legal assistance is related to matters involving the survivor's victimization or matters in which the survivor's access to housing is impacted.
8. Describe how the proposed project will address the unique needs of the traditionally underserved populations identified in the Purpose of the Proposal section above.
9. Describe how the proposed project will improve accessibility for people with disabilities and people who are Deaf or hard of hearing.
10. Describe how the proposed project will improve accessibility for people with limited English proficiency.
11. Describe how survivors and other people with relevant lived experiences have helped formulate and/or will be involved in shaping and implementing the project. Involving people with lived experience is a way to ensure that an approach is informed by people

who have direct experience with the issues the approach is trying to alleviate. An example of involving people with lived experience is asking survivors who have obtained protection orders to help develop a brochure explaining the steps for requesting a protection order. For more information about engaging people with lived experience, see this brief from the [Department of Health and Human Services](#).

Who Will Implement the Proposal (10 points)

This section must:

1. Identify the key people and organizations, including project partners involved in the proposed project.
2. Demonstrate that the people and organizations identified have the capacity to address the stated need and can successfully implement the proposed project activities.
3. Describe specific roles and responsibilities of all key staff for both the lead applicant and project partners.
4. Describe the expertise and history of key project staff for both the lead applicant and project partners in assisting survivors towards self-sufficiency within a voluntary services model.
5. Clearly describe which key staff will implement activities as described in the “What Will Be Done” section (e.g., which organization and staff will conduct intake, find housing, work with participants, provide services, etc.).

Additional Information for Applicants Addressing Priority Areas

Applications proposing to address priority areas must include in the proposal narrative additional information as described below. This portion of the application is limited to one page, double-spaced per priority area (for a total possible project narrative length of 26 to 27 pages, depending on the number of priority areas addressed).

Expand economic justice and financial advocacy for survivors of sexual assault, domestic violence, dating violence and stalking, including as a tool for violence prevention

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

1. Project partners who have substantive knowledge and demonstrated expertise in workforce development and job-placement in the service area.
2. A detailed plan for assisting survivors toward graduated economic empowerment and survivor autonomy (complete with financial advocacy) while using a voluntary services model.
3. Program and demographic information concerning job availability and placement in the service area.
4. Trauma-informed, victim-centered policies and practices to assist survivors with completing their education, obtaining employment, accessing state and federal benefits, or other strategies to attain financial stability.
5. A comprehensive plan, also outlined in the MOU, reflecting formal partnerships with organizations that have particular expertise in support services designed to enable survivors to secure employment or financial stability such as employment counseling, education, occupational training, credit remediation, apprenticeships, job retention counseling, accessing state and federal benefits, and counseling resulting in re-entry into the workforce.

Projects primarily serving underserved populations must clearly describe the following:

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

1. A detailed plan for how the project will provide specific services designed to meet the needs of the identified underserved population(s).
2. The gaps in current services and how these victims are currently underserved.
3. The barriers that victims from the identified underserved community face when seeking services.
4. Strong partnerships with project partners that have the expertise and documented history to provide services to the underserved community identified in the application.

Budget and Associated Documentation

Applicants must submit a detailed budget and budget narrative and must upload the applicable associated documentation as described below, under each heading. OVW strongly encourages using a spreadsheet (e.g., Excel, Numbers, etc.) for the budget attachments. The budget worksheet and budget narrative are worth a total of **15 points** and will be reviewed separately from the proposal narrative. The associated documentation will not be scored, but failure to include it may result in removal from consideration or a delay in access to funding.

Budget Worksheet and Budget Narrative (attachment)

Applicants must upload in JustGrants a detailed budget and budget narrative for all applicable cost categories. The budget narrative must describe each line item requested in the budget and explain all costs included in the budget, including how the costs of goods and services are determined and how they will fulfill the objectives of the project. See the Budget Information and Sample Budget Narrative in [Appendix A](#) and the [Creating a Budget](#) webinar on the OVW website. Keep in mind that budgetary requirements vary among programs. Budgets should be reasonable and based on the resources needed to implement their projects in their specific geographic location.

Award Period and Amounts

The award period is 36 months. The maximum award amount ranges from \$400,000 to \$600,000 for the entire 36- month period, depending on the scope of the proposed project and priority area. See the Federal Award Information section of this solicitation for more information.

The budget must:

1. Present a clear link between the specific project activities and the proposed budget items. The budget should not contain items that are not supported by the proposal narrative.
2. Fairly and reasonably compensate all project partners for their full level of effort, unless otherwise stated in the MOU. For more information on compensating project partners, see the Budget Information and Sample Budget Narrative in [Appendix A](#).
3. Include sufficient funds to provide language access or describe other resources available to the applicant to ensure meaningful access for persons with limited English proficiency. See Accessibility under the [Federal Award Administration Information](#) section of this solicitation for more information.

4. Include sufficient funds to provide access for people with disabilities or who are Deaf/hard of hearing, or describe other resources available to the applicant to ensure meaningful access for such people. See Accessibility under the [Federal Award Administration Information](#) section of this solicitation for more information.
5. 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 and NOT per year. Applicants also may budget expenses in excess of the required amount if they are aware of relevant non-OVW sponsored conferences or training for which they would like permission to use grant funds to support staff/project partner attendance.
6. Include as program income any fees charged to transitional housing participants if the transitional housing is applicant owned (Note: such program income requires prior approval from OVW).
7. Ensure that any legal assistance costs do not exceed 10% of total project costs.
8. Distinguish clearly between subawards and contracts in allocating any grant funds to other entities. Pursuant to 2 C.F.R. § 200.331, a subaward is for the purpose of carrying out a portion of the federal award, such as compensating an MOU partner; 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 Sample Budget Narrative in [Appendix A](#) and the [Solicitation Companion Guide](#) on the OVW website.

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

Funding Restrictions

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

Unallowable Costs

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

1. Lobbying.
2. Fundraising.
3. Purchase of real property.
4. Physical modifications to buildings, including minor renovations (such as painting or carpeting).
5. Construction.

6. Payment of mortgage, property taxes, rent, or other expenses that would prevent foreclosure or eviction of victims.
7. Payment of rent/bills/utilities in arrears.
8. Drug and/or alcohol testing.
9. Savings accounts for survivors.

Food and Beverage/Costs for Refreshments and Meals

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. Food and beverages are generally considered personal expenses for which government funds should not be used. Exceptions may be made for working meals that are necessary to accomplish official business and enhance the cost effectiveness of the meeting or conference. Examples include, but are not limited to:

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

Justification for an exception listed above must be included in the applicant's budget narrative, including relevant details about the applicant's community, such as a rural or remote location. For additional information on restrictions on food and beverage expenditures, see [OVW conference cost planning](#).

Conference Planning and Expenditure Limitations

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

Pre-Award Costs

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

Indirect Cost Rate Agreement (if applicable)

Applicants that intend to charge indirect costs through the use of a negotiated indirect cost rate must have a current, signed, federally approved indirect cost rate agreement and must upload and attach a copy of the agreement to their application in JustGrants. Applicants 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 10% 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 or 1-888-514-8556 for more information.

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.

Disclosure of Process Related to Executive Compensation (if applicable)

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

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

Each applicant must state at the time of its application (in the Data Requested with Application section) whether the applicant is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure to establish a rebuttable presumption that its executives' compensation is reasonable. If the applicant states that it uses the safe-harbor procedure, then it must disclose, in an attachment to its application (to be titled "Disclosure of Process Related to Executive Compensation"), the process it uses to determine the compensation of its officers, directors, trustees, and key employees (together, "covered persons"). See 34 U.S.C. § 12291(b)(15)(B)(iii).

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

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

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

Memorandum of Understanding and Supporting Documents

Memorandum of Understanding (MOU) (15 points)

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

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

The MOU must clearly:

1. Identify the partners and provide a brief history of the collaborative relationship between those partners, including when and under what circumstances the collaborative relationship began and when each partner entered into the relationship.
2. Describe the roles and responsibilities each partner will assume to ensure the success of the proposed project.
3. Demonstrate how the proposed partnership can address the needs of the traditionally underserved population(s) identified in the Purpose of the Proposal section.
4. State that each project partner has reviewed the budget, is aware of the total amount being requested, and is being equitably compensated for their work under the grant or is agreeing to be partially compensated or receive no compensation from the grant.
5. State which partner(s), if not all, project partners will receive compensation for their participation in project-related activities, including, but not limited to, compensation for time and travel expenses to participate in project development, training, and implementation.
6. Describe the resources each partner will contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, and training); for projects in which a project partner will be providing housing or supportive services with non-grant funds, state the partner's commitment to follow the applicable requirements listed in the Program Requirements section of this solicitation.

Letter of Experience (LOE) (10 Points)

All applications must include a signed and currently dated LOE describing the applicant's documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking, as required by 34 U.S.C. § 12351(a) (or such experience and capacity of a

partner victim service provider, if the lead applicant is a tribe, state, or unit of local government). Note: The provision of housing services or other types of general services to survivors of domestic violence, sexual assault, dating violence, or stalking is not sufficient to meet program eligibility requirements.

The LOE must be included as an attachment to the JustGrants application and address the following:

1. How serving victims of domestic violence, dating violence, sexual assault, or stalking is one of the primary purposes of the organization.
2. The organization's history of providing services to survivors 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. The direct services that the organization provides to victims of domestic violence, dating violence, sexual assault, or stalking.
5. The qualifications or skills of organization staff to be assigned to the project, and the training they have received.
6. How the organization structures and implements its services to specifically address the issues facing victims of domestic violence, dating violence, sexual assault, or stalking.

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

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

Additional Application Components

The following components will not be scored but must be included with the application. Failure to do so will result in the application being removed from consideration. Some components will be generated during the application submission process while others will be uploaded and attached to the application in JustGrants.

Letter of Nonsupplanting

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

Confidentiality Notice Form

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

Summary of Other Federal Funding

Applicants must disclose 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 solicitation closes; 2) a subaward under an OVW grant or cooperative agreement that is open or that closed within 12 months of the date this solicitation 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 will provide this information by completing the Summary of Other Federal Funding form in the Disclosures and Assurances section of JustGrants during the application submission process.

Disclosures and Assurances

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

Disclosure of Lobbying Activities

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

DOJ Certified Standard Assurances

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

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.

Prior to Application Submission

Unique Entity Identifier (UEI) and System for Award Management (SAM)

Entities applying for the first time must register with the following systems:

- SAM.gov: Registration with [SAM.gov](https://sam.gov) includes receiving a UEI and takes an average of **2 to 3 weeks**.
- Grants.gov: Registration with [Grants.gov](https://grants.gov) takes an average of **1 week**.
- JustGrants: Registration with JustGrants needs to be completed **ONLY** after successful submission of Step 1 of the application as described below under [How to Apply](#).

Note: Registration time frames are estimates. Applicants experiencing registration challenges should refer to the *OVW Policy for Applicants Experiencing Technical Difficulties During the Registration and Submission Processes* section below for guidance on how to proceed.

Entities that have previously applied for funding from DOJ must ensure their accounts with SAM, Grants.gov, and JustGrants are active and up to date.

It is the applicant's responsibility to ensure that they are registered with SAM, Grants.gov, and JustGrants. OVW strongly encourages all applicants to begin the registration process, or ensure

that all accounts are active and up to date, by **March 19, 2024**. Failure to do so may result in missing the application deadline and therefore not being considered for funding.

Applicants experiencing technical difficulties with SAM should go to https://www.fsd.gov/gsafsd_sp.

Applicants experiencing technical difficulties with Grants.gov should contact support@grants.gov.

Applicants experiencing technical difficulties with JustGrants should contact OVW.JustGrantsSupport@usdoj.gov.

How to Apply

Submission Dates and Times

All applications must be submitted electronically first in Grants.gov (SF-424 and SF-LLL) and then in JustGrants. **Applicants must make every effort to submit their application in Grants.gov and JustGrants. Note: The Grants.Gov deadline is 11:59 pm ET on April 9, 2024 and the JustGrants application deadline is 8:59 pm ET on April 11, 2024.** Applicants experiencing technical difficulties during the application submission process should refer to the *OVW Policy for Applicants Experiencing Technical Difficulties During the Registration and Submission Processes* below for guidance on how to proceed.

OVW strongly encourages all applicants to begin the application submission process at least 48 hours prior to the Grants.gov application deadline. Failure to do so may result in missing the application deadline and therefore not being considered for funding.

OVW will not accept applications after the JustGrants deadline, except for severe inclement weather or natural or man-made disaster. See the *OVW Policy on Late Submission Request Due to Severe Inclement Weather or Natural or Man-Made Disaster* below.

Submission Information and Other Submission Requirements

Applications must be submitted to OVW through a two-step process that begins in Grants.gov and is completed in JustGrants:

Step 1: The applicant must submit by the Grants.gov deadline (**11:59 pm ET on April 9, 2024**) the required Application for Federal Assistance standard form (SF-424) and the Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov. To view the forms prior to completing them in Grants.gov, applicants can go to the Package tab under the funding opportunity that they're applying for and select Preview. The Preview then provides links to the forms.

Step 2: The applicant must then submit the full application, including attachments, in JustGrants at <https://justicegrants.usdoj.gov/> by the JustGrants application deadline (**8:59 pm ET on April 11, 2024**). OVW encourages applicants to review the [JustGrants](#) website for more information, resources, and training.

Tip: JustGrants functions better using a PC with Chrome or Edge web browser.

[OVW Policy for Applicants Experiencing Technical Difficulties During the Registration and Submission Processes](#)

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 OVW, via email at OVW.TransitionalHousing@usdoj.gov, stating the applicant is experiencing technical difficulties with SAM or Grants.gov. The applicant should provide regular updates to this program via email at OVW.TransitionalHousing@usdoj.gov.
4. If the technical difficulty cannot be resolved before the Grants.gov deadline, the applicant must notify OVW via email at OVW.TransitionalHousing@usdoj.gov 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-LLL, SF-424, Proposal Narrative, Budget and Budget Narrative, MOU, LOE and all documentation confirming the technical difficulty to OVW at OVW.TransitionalHousing@usdoj.gov by **8:59 p.m. E.T. on April 11, 2024**.

Technical difficulties while applying in JustGrants

1. Contact OVW JustGrants Support at 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. Actively work with OVW JustGrants Support to resolve the technical difficulty.
4. Contact OVW, via email at OVW.TransitionalHousing@usdoj.gov, prior to the JustGrants deadline (**8:59 p.m. E.T. on April 11, 2024**). If an applicant must submit their application via email due to a technical difficulty, they must do so by the JustGrants application 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-LLL, SF-424, Proposal Narrative, Budget and Budget Narrative, MOU, and LOE).

It is not guaranteed that applications submitted via email will be considered for funding, even if the email is received before the JustGrants application deadline. OVW will decide and notify applicants of the decision within 30 days of the JustGrants application deadline. Applicants may be asked to coordinate with OVW to submit their application 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 **8:59 pm ET on April 11, 2024**. The information below provides the process applicants must follow in such a circumstance.

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

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

Application Review Information

Review Criteria

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

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

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

Review and Selection Process

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

Peer Review

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

OVW peer reviewers may include victim advocates, judges, prosecutors, law enforcement officers, legal professionals, and others with expertise in areas such as tribal communities, colleges and universities, rural areas, urban areas, working with people with disabilities or older adults, and providing services to victims, including transitional housing and services provided by culturally specific organizations and the faith community. While some peer reviewers are expert consultants on violence against women issues, the vast majority are current practitioners or recent retirees from the professions mentioned above. 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.

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

1. Adherence to the grant program's statutory purposes and requirements.
2. Implementation of the project according to plan, without significant obstacles and/or challenges.
3. Implementation of the project within the original period of performance.
4. Drawdown of funds commensurate with the level of program activities completed.
5. Management of award such that applicant has had uninterrupted access to funds.
6. Attendance at/participation in all required OVW-sponsored training and technical assistance events.
7. Timely resolution of issues identified during programmatic monitoring.
8. Completion of close-out of prior awards within 120 days of the project end date.
9. Timely resolution of issues necessary to close out prior awards.
10. Timely resolution of issues identified during financial monitoring.
11. Timely response to OVW requests.
12. Development of deliverables that support the project goals and objectives and are of acceptable quality.
13. Implementation of the project as designed without unjustified modification.

14. Timely submission of federal financial reports (FFR).
15. Timely submission of performance reports.
16. Submission of complete and accurate performance reports.
17. Adherence to the terms and conditions of existing grant award(s) from OVW.

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

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

High-Risk Grantees

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

Federal Award Administration Information

Federal Award Notices

Successful applicants will receive OVW award notifications electronically from JustGrants (not Grants.gov). Recipients will be required to log into JustGrants to review and accept the award. The Authorized Representative must acknowledge having read and understood all sections of the award instrument and submit the required declaration and certification to accept the award; these steps will be completed electronically in JustGrants.

Administrative, National Policy, and Other Legal Requirements

Information for All Federal Award Recipients

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

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

Violence Against Women Act Non-Discrimination Provision

The Violence Against Women Reauthorization Act prohibits OVW grantees from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived

race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW. Recipients may provide sex-segregated or sex-specific programming if doing so is necessary for the essential operation of a program, so long as the recipient provides comparable services to those who cannot be provided with the sex-segregated or sex-specific programming. Additional information on the civil rights obligations of OVW funding recipients can be found in the [Solicitation Companion Guide](#) under "Civil Rights Compliance."

Accessibility

Recipients of OVW funds must comply with applicable federal civil rights laws, which, among other things, prohibit discrimination on the basis of disability and national origin. Compliance with these laws includes taking reasonable steps to ensure that persons who are limited in their English proficiency have meaningful access to recipients' programs and activities. Recipients are also responsible for ensuring that their programs and activities are readily accessible to people with disabilities, including those with physical or cognitive disabilities, as well as people who are Deaf or hard of hearing. OVW encourages applicants to go beyond minimum compliance with these requirements and allot sufficient resources to ensure programs and activities are accessible. More information on these obligations is available in the [Solicitation Companion Guide](#) under "Civil Rights Compliance."

General Information about Post-Federal Award Reporting Requirements

OVW grantees are required to submit semi-annual 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 [Solicitation Companion Guide](#) and the award condition on recipient integrity and performance matters available on the [OVW website](#).

Federal Awarding Agency Contact(s)

For assistance with the requirements of this solicitation, contact the following:

- Programmatic questions, contact this program at 202-307-6026 or OVW.TransitionalHousing@usdoj.gov and reference this solicitation.
- Financial questions, contact 888-514-8556 or ovw.gfmd@usdoj.gov
- Technical questions:
 - Grants.gov Applicant Support at 800-518-4726 or support@grants.gov
 - OVW JustGrants Support at 1-866-655-4482 or OVW.JustGrantsSupport@usdoj.gov

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.

Application Checklist

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

Application Document	Date Completed
1. Letter of Intent	
2. Application for Federal Assistance: SF-424	
3. Disclosure of Lobbying Activities (SF-LLL)	
4. Proposal Abstract	
5. Data Requested with Application: a) Pre-Award Risk Assessment b) Applicant Entity Questionnaire c) Summary Data Sheet	
6. Proposal Narrative: a) Purpose of the Proposal b) What Will Be Done c) Who Will Implement the Proposal	
7. Budget Worksheet and Budget Narrative (attachment)	
8. Indirect Cost Rate Agreement (if applicable)	
9. Applicant Financial Capability Questionnaire (if applicable)	
10. Disclosure of Process Related to Executive Compensation (if applicable)	
11. Memorandum of Understanding (MOU) (currently signed and dated single document)	
12. Letter of Nonsupplanting	
13. Confidentiality Notice Form	
14. Summary of Other Federal Funding	
15. Delivery of Legal Assistance Certification Letter (if applicable)	
16. Letter of Experience (LOE) (currently signed and dated)	

APPENDIX A

Budget Information and Sample Budget Narrative

Budget Information and Sample Budget Narrative

Budget Information

Cost information for selected items is provided below to assist applicants in preparing their budgets. Additional information is available in the [DOJ Financial Guide](#).

Consultants/Contracts

Compensation for services by an individual consultant must be reasonable and consistent with that paid for similar services in the marketplace. Applicants must consider the type of services provided and the individual's experience and expertise when deciding if a consultant's rate is reasonable. Applicants are strongly discouraged from requesting consultant rates over \$650 per day. Please note that the rate does not need to be as high as \$650 for all consultants. If a project is selected for funding with a budget allocating more than \$650 per day to a consultant, the applicant must provide additional information to OVW for review and approval before consultant costs are incurred. Applicants must also include all costs associated with consultants or contractors in the "Procurement Contracts" category, including travel-related costs. Applicants should not reflect these costs in the Personnel or Travel categories.

Applicants must follow the same established procurement policies with federal funds as with non-federal funds. All procurement transactions, including the awarding of consultant contracts, must be conducted in a manner that provides maximum open, free, and fair competition, and must follow 2 C.F.R. §§ 200.317-200.327. All sole-source procurements (not awarded competitively) over \$250,000 require prior approval from OVW. This applies to procurements of goods and services, but not to selection of subrecipients.

MOU Partner/Subrecipient versus Contractor Determination

Memorandum of Understanding (MOU) project partners are generally considered subrecipients for time spent working on program objectives. The following MOU project partner responsibilities are consistent with the characteristics in 2 C.F.R. § 200.331 that support their classification as subrecipients:

- they are using federal funds to carry out a program for a public purpose specified in the authorizing statute;
- they are responsible for adherence to program requirements;
- they are responsible for programmatic decision-making;
- their performance is measured by meeting program objectives; and
- in some cases, they may be responsible for determining who is eligible to receive assistance (services) under the grant award.

In contrast, a contractor:

- provides goods and services within normal business operations;
- provides similar good and services to many different purchasers;
- normally operates in a competitive environment;
- provides goods and services that are ancillary to the operation of the program; and
- provides goods or services to which programmatic requirements generally do not apply.

For additional information on determining subrecipient or contractor designation, please refer to [2 C.F.R. § 200.331](#), as well as the Solicitation Companion Guide, available at <https://www.justice.gov/ovw/resources-applicants>.

Compensation for Partners

In developing budgets, applicants should compensate all project partners for their participation in project-related activities, including but not limited to compensation for time and travel expenses to participate in project development, training, and implementation. The budget **must** include compensation for all services rendered by project partners, including nonprofit, nongovernmental domestic violence and/or sexual assault services programs, and state and tribal domestic violence and/or sexual assault coalitions. Partners are generally considered subrecipients and are reimbursed for their actual costs incurred for the project rather than on a fee for service basis. If a partner is a state or local governmental agency and the partnership duties are performed within the course of the agency's "regular" scope of work, applicants do not need to compensate the partner if the partner: a) offers this arrangement; and b) an explanation of this arrangement is included in the application (typically in the MOU).

Training and Technical Assistance/Travel

The program solicitation specifies the amount of grant funds that must be budgeted for training and technical assistance. These funds must **only** be used for OVW-designated technical assistance, unless otherwise approved by OVW. These funds are to be used to support travel by all project partners, including nonprofit, nongovernmental service providers, to technical assistance events. This may include travel by individuals whose positions are not grant-funded if their roles and responsibilities are linked to the purpose of the project. If the technical assistance funds will be shared between the applicant and any project partners, the applicant's employees' travel costs must be listed in the "Travel" category in the budget, and partners' travel must be in the "Subawards" category. Label both costs as "OVW Technical Assistance" and ensure they total to the full required amount. Do not include registration fees, as OVW technical assistance is free for grantees.

If applicants are aware of relevant non-OVW sponsored conferences or training for which they would like permission to use grant funds to attend, they can budget expenses over the required amount.

Rent

Rental costs are generally allowable under OVW programs. Applicants must list square footage and cost per square foot in the budget. The amount must be based on the space that will be allocated to implement the OVW project, not the costs of the entire rental facility. **Rental costs are not allowable for property owned by the applicant or if the applicant has a financial interest in the property.** In this case, only the costs of ownership, including maintenance costs, insurance, depreciation, utilities, etc., are allowable. The applicant must state in the budget narrative whether they own the space that will be rented. Refer to the following document for more information on how to appropriately allocate and break down the cost of rent in the budget: Cost Allocation Information, available at <https://www.justice.gov/ovw/resources-applicants>.

Audit Costs

Costs for audits not required or performed in accordance with 2 C.F.R. Part 200 Subpart F – Audit Requirements are unallowable. If the applicant agency did not meet the applicable expenditure threshold (see 2 C.F.R. § 200.501) during the organization's fiscal year, they may not charge the cost of any audit performed to the grant.

Indirect Costs

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 10% 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 or 1-888-514-8556 for more information. Applicants may also choose to waive indirect costs.

Purchase and/or Lease of Vehicles

The purchase and lease of vehicles are prohibited under most OVW grant programs. However, some programs allow for purchasing vehicles on a case-by-case basis. Refer to the program solicitation to determine whether vehicles can be purchased or leased. A lease/purchase analysis must be submitted with the application if requesting a vehicle.

Non-Federal contributions

Any non-federal contributions can be discussed in the Proposal Narrative or Memorandum of Understanding (if required). **Applicants should not include supplemental contributions in the budget, budget narrative, or SF-424.**

If the applicant voluntarily decides to provide matching funds through the use of in-kind contributions and includes this information in the budget or budget narrative, the voluntary contributions will become a mandatory requirement under the grant award. Grantees that fail to provide these mandatory matching funds through cash or in-kind contributions during the award period may be required to meet their obligation by making a cash payment to OVW to close out the grant award.

Cost Allocations

Costs for shared items, those not used solely for the award, should be equitably distributed to the funding sources that receive a benefit from the items. For example, when budgeting for general office supplies, it is important to note that the full cost cannot be allocated to the project. Instead, an allocation method should be used to share the cost among all staff who use the supplies. Refer to the following document for information on allocating shared costs in the budget: Cost Allocation Information, available at <https://www.justice.gov/ovw/resources-applicants>.

Accessibility

The program solicitation requires that the applicant include sufficient funds to provide language access or describe other resources available to the applicant to ensure meaningful access for persons with limited English proficiency, including by offering translation and interpretation services, and to provide access for people with disabilities or who are Deaf/hard of hearing. Determining how much to budget for accessibility requires that recipients analyze the following:

- Available data about the local population to understand the language and accessibility needs in their service area;
- Historical data on screening and serving individuals who are LEP, Deaf or Hard of Hearing, or disabled; and
- Costs or documented estimates of language and other accessibility services and modifications in the service area. For resources and assistance in this process, visit <https://www.justice.gov/atj> and <https://www.lep.gov/>.

Recipients should make every effort to use these funds for their budgeted purpose of providing accessibility, and not reallocate them for other purposes later in the project.

Sample Budget Narrative

Purpose: The Sample Budget Narrative may be used to assist with preparing the budget and narrative. Applicants may use this form or the format of their choice (plain sheets, Excel document, the applicant's own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to the applicant's project may be deleted.

Note: The following budget is an example intended to assist applicants in preparing their budgets. The sample expenses may not fit the purposes or activities of this particular grant program.

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

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Program Coordinator	\$65,000 x 50% x 3 years	\$97,500
Bilingual Shelter Manager	\$70,000 x 100% x 3 years	\$210,000
Administrative Assistant	\$45,000 x 10% x 3 years	\$13,500

Sample narrative: The Program Coordinator will dedicate 50% of their time to the project by coordinating and organizing regular council meetings between all partner organizations, ensuring compliance with program requirements, and serving as the central point of contact for all project activities.

The Bilingual Shelter Manager will dedicate 100% of their time to the project by providing direct client assistance, coordinating services and case management for clients, and managing the temporary shelter activities.

The Administrative Assistant for the project will spend 10% of their time on the project, providing administrative and clerical support for activities directly related to this project.

TOTAL PERSONNEL: \$ 321,000

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

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Program Coordinator		
Employer's FICA	\$97,500 x 7.65%	\$ 7,459
Health Insurance	\$4,800/year x 50% x 3 years	\$ 7,200
Worker's Compensation	\$97,500 x 1.00%	\$ 975
Unemployment Compensation	\$97,500 x 0.50%	\$ 488
Bilingual Shelter Manager		
Employer's FICA	\$210,000 x 7.65%	\$16,065
Health Insurance	\$4,800/year x 100% x 3 years	\$14,400
Worker's Compensation	\$210,000 x 1.00%	\$ 2,100
Unemployment Compensation	\$210,000 x 0.50%	\$ 1,050
Administrative Assistant		
Employer's FICA	\$ 13,500 x 7.65%	\$ 1,033
Health Insurance	\$4,800/year x 10% x 3 years	\$ 1,440
Worker's Compensation	\$ 13,500 x 1.00%	\$ 135
Unemployment Compensation	\$ 13,500 x 0.50%	\$ 68

Sample Narrative: We request fringe benefits for the Program Coordinator, Bilingual Shelter Manager, and Administrative Assistant. Each employee's share of Health Insurance cost is prorated based on their projected time on the project.

TOTAL FRINGE BENEFITS: \$ 52,413

C. Travel – Project staff travel expenses should be itemized by purpose (e.g., training, field interviews, advisory group meeting, etc.) and include the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X per diem). For training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of travel policies applied, either the applicant's policy or Federal Travel Regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
OVW-Mandated Training and Technical Assistance	TBD	TBD	TBD	\$12,000
Local Program Mileage	XYZ County		150 miles/month x \$0.655/mile x 36 months	\$ 3,537

Sample narrative: According to the requirements in the solicitation for this program, \$12,000 out of the total \$20,000 in OVW mandated technical assistance and training funds has been allocated to cover the travel cost for staff. The remaining amount of \$8,000 has been allocated for partner travel and can be found in Section G of this form. The exact locations of the trainings are currently unknown. However, travel estimates have been made using our formal written travel policy.

It is expected that the Program Coordinator will use a privately owned vehicle for local program mileage when traveling between the program shelter, main office, and all partner organizations. The rate for mileage reimbursement is calculated based on the current GSA Mileage Reimbursement Rate of \$0.655/mile and is estimated to be around 150 miles per month for a period of 36 months.

TOTAL TRAVEL: \$ 15,537

D. Equipment – List tangible personal property with a useful life of more than one year that needs to be purchased to support the project. It is important to follow the applicant’s own capitalization policy for equipment classification. For high-cost items and information technology systems, applicants should perform an analysis (and attach it to the application) that compares the cost of purchasing versus leasing equipment items, to determine the most economical approach. Rented or leased equipment items should be listed in the “Procurement Contracts” category. Describe in the narrative how the equipment is necessary for the success of the project.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
(2) Video Cameras	\$1,500/camera x 2 cameras	\$ 3,000

Sample narrative: The portable video cameras and tripod package will be used during the interviews of alleged offenders, as well as to record witness testimony in preparation for trial in cases of domestic violence, dating violence, sexual assault, and stalking. Our capitalization threshold is \$1,000, so these items are classified as Equipment.

TOTAL EQUIPMENT: \$ 3,000

E. Supplies – List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, thumb drives, and flash drives) and show the basis for computation. Generally, supplies include any expendable or consumable materials that are used during the project period that are not equipment.

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
Office Supplies (paper, printer, toner, pens, etc.)	\$250/month x 53% x 36 months	\$4,770
Postage	\$ 100/month x 53% x 36 months	\$1,908
Program Supplies	\$ 50/month x 36 months	\$1,800
75 Client Assistance Kits	\$ 25/kit x 75 kits	\$1,875

Sample narrative: Office supplies and postage are needed for the general operation of the program and are shared amongst all office staff. The FTE allocation rate for shared costs incurred by all staff in this budget is 53% (based on total FTEs in the office is 3FTEs, and total FTEs in this budget is 1.6FTEs, so $1.6 / 3 = 0.53$, or 53%). Monthly costs for Office Supplies at \$250/month and Postage at \$100/month are estimated based on historical data. Charges to the grant will be based on the actual supplies purchased and actual percentage of staff time worked on the project (not budgeted amounts).

Program Supplies are estimated at a cost of \$50/month, based on historical data. The program supplies will be used for direct program activities such as art supplies and educational handouts/brochures for healing circles and group meetings for survivors.

The Client Assistance Kits will be provided to clients who receive services for domestic violence, dating violence, sexual assault, and stalking. These kits will contain toiletries and other personal hygiene products. We estimate the need for 75 kits, and the cost is based on similar kits provided by other programs.

TOTAL SUPPLIES: \$10,353

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

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
TOTAL CONSTRUCTION:		<u>\$ 0</u>

G. Subawards (subgrants): Describe project activities for which subrecipients/MOU partners will receive compensation under the award, including services for clients. Include any compensation for partner/subrecipient travel in this section as well.

<u>Subrecipient Name</u>	<u>Computation</u>	<u>Cost</u>
XYZ Survivor Services Organization		
Advocate	\$40,000 per year x .25 FTE x 3 years	\$30,000
Advocate	Benefits x 28% of FTE salary	\$ 8,400
OVW-Mandated Training and Technical Assistance	Location and cost TBD	\$ 4,000
Subtotal XYZ Survivor Services Organization Subaward		\$42,400

Sample narrative: The MOU partner XYZ Survivor Services Organization will offer advocacy services, such as safety planning and court accompaniment services. To cover the cost of travel for their staff, \$4,000 of the required \$20,000 in OVW mandated technical assistance and training funds has been allocated, in line with the budget requirements set forth in the solicitation. However, the training session locations are currently unknown. Travel estimates are based on the subrecipient’s formal written travel policy.

123 Housing Provider

Permanent housing advocate	\$40,000 per year x .10 FTE x 3 years	\$12,000
Permanent housing advocate	Benefits x 28% of FTE salary	\$ 3,360
Rent subsidies	\$150/month x 36 months x 15 clients/families	\$81,000
OVW-Mandated Training and Technical Assistance	Location and cost TBD	\$ 4,000

Subtotal 123 Housing Provider Subaward \$100,360

Sample narrative: The MOU partner, 123 Housing Provider, will provide rent subsidies for clients and their dependents, permanent housing placement services, and advocacy. The rent subsidy rates are based on our experience with available community housing. Out of the required \$20,000 for OVW mandated technical assistance and training funds, \$4,000 has been allocated to cover the cost of travel for partner staff. Travel estimates are based on the subrecipient’s formal written travel policy and training locations are currently unknown.

TOTAL SUBAWARDS: \$142,760

H: Procurement Contracts – Applicants should follow their documented procurement procedures that comply with the procurement standards in the Uniform Guidance at 2 C.F.R. §§ 200.317-200.327 or the Federal Acquisition Regulation.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. The actual rate for each consultant should be evaluated on a case-by-case basis, consistent with fair market value, and equal to the individual’s experience, education, and compensation they receive for providing similar services in the marketplace. Consultant fees over \$650 per day (for an 8-hour day) or \$81.25 per hour require additional justification and prior approval from OVW.

Name of Consultant	Service Provided	Computation	Cost
Consultant/Trainer	Sexual Assault Training	\$575/day x 3 days	\$ 1,725

Sample narrative: A Consultant/Trainer will provide a three-day on-site training (at 8 hours per day) on sexual assault and related issues to law enforcement, prosecution, court personnel, and medical and social services personnel. The training will focus on addressing cultural needs of clients who experience sexual assault, domestic violence, dating violence, and stalking.

Subtotal Consultant Fees: \$ 1,725

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

Purpose of Travel	Location	Item	Computation	Cost
Delivery of Sexual Assault Training	Town of XYZ	Airfare	\$500 (avg.) x 1 person x 1 trip	\$ 500

		Lodging	\$ 75 (avg.)/night x 2 nights	\$ 150
	XYZ County	Per diem	\$ 45 (avg.)/day x 3 days	\$ 135

Subtotal Consultant Travel: \$ 785

Sample narrative: Funds are allocated to pay for the Consultant/Trainer to travel to provide sexual assault training.

Subtotal Consultants: \$ 2,510

Contracts: Provide a clear description of the product or services that will be acquired through the contract, along with an estimated cost. All procurement transactions must be conducted in a manner that ensures full and open competition and adheres to the standards in 2 C.F.R. §§ 200.317-200.327. A separate justification must be provided for sole source (non-competitive) contracts in excess of \$250,000.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Therapist	\$85/hr. x 10 hrs./month x 36 months	\$30,600
Cell Phone Service	\$75/month x 36 months	\$ 2,700
Copier and Printer Lease	\$262/month x 53% x 36 months	\$ 5,000
Telephonic Interpretation	\$3.95/min. x 300 min. x 3 years	\$3,555
In-person Interpreter – Spanish	\$100/hour x 20 hours x 3 years	\$6,000
In-person Interpreter – non-Spanish	\$125/hour x 10 hours x 3 years	\$3,750
Translation – Spanish	\$25/page x 20 pages x 3 years	\$1,500
Translation – non-Spanish	\$25/page x 14 pages x 3 years	\$1,050
Sign Language Interpretation	\$95/hour x 20 hours x 3 years	\$5,700
CART Services	\$65/hour x 8 hours x 3 years	\$1,560

Subtotal Contracts: \$ 61,415

Sample narrative: The Therapist will be compensated at a rate of \$85/hour, consistent with the therapist’s normal rate for providing this service in the marketplace. This contracted position will provide individual counseling sessions to clients on an as-needed basis and facilitate the group healing sessions once per week for 2 hours. A total of 10 hours of service per month is estimated.

The Bilingual Shelter Manager will need a cell phone to ensure 24 hours/day communication to provide emergency services and transportation to clients. This position is funded 100% through the application, therefore 100% of this cost is budgeted.

Equipment to be rented and/or leased includes the copier and printer. The copier and printer costs are estimated based on historical costs and allocated using an FTE allocation method (see allocation breakdown in Supplies Category).

The most common language in the local service area is Spanish, followed by Mandarin Chinese and Tagalog. Spanish language interpreters in applicant's area charge approximately \$100 per hour, and Mandarin and Tagalog interpreters charge approximately \$125 per hour. We estimate the number of hours of interpretation based on previous years plus an anticipated 10% increase during the project period. (We also employ a Spanish-English bilingual Shelter Manager, who assists with Spanish language interpretation.)

Translations in our service area cost approximately \$25 per page. We plan to have the following documents translated into Spanish during the project period: intake form (3 pages), confidentiality policy (1 page), house rules (2 pages), non-discrimination notice and complaint forms (3 pages), pamphlet on domestic violence (5 pages), pamphlet on sexual assault (5 pages), Power and Control Wheel (1 page). We plan to have the following documents translated into Mandarin and Tagalog: intake form (3 pages X 2), confidentiality policy (1 page X 2), non-discrimination notice and complaint forms (3 pages X 2).

Qualified sign language interpreters charge approximately \$95 per hour, and we anticipate using interpreters approximately 20 hours per year, based on past use and allowing for a 5% increase in usage over past years. We will host 1 day-long training session each year and anticipate providing Communication Access Realtime Translation services at each session.

TOTAL PROCUREMENT CONTRACTS: \$ 63,925

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

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Bus Vouchers	\$15/client x 10/month x 36 months	\$ 5,400
Crisis Hotline	\$ 75/month x 36 months	\$ 2,700
Rent	\$1.50/sq. foot x 1,000 sq. feet x 36 months	\$54,000
Utilities	\$200/month x 36 months	\$ 7,200
Housing Assistance	\$500/family x 12 families/year x 3 years	\$18,000

Sample narrative: Bus Vouchers are estimated at a cost of \$15 per client to attend therapy or group healing sessions and we project distributing 10 per month on an as-needed basis.

Budget Summary – Upon completion of the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of federal funds requested and the amount of non-federal funds that will support the project.

Budget Category	Amount
A. Personnel	\$ 321,000
B. Fringe Benefits	\$ 52,413
C. Travel	\$ 15,537
D. Equipment	\$ 3,000
E. Supplies	\$ 10,353
F. Construction	\$ 0
G. Subawards.	\$ 142,760
H. Procurement Contracts	\$ 63,925
I. Other Costs	\$ 87,300
Total Direct Costs	\$ 694,113
J. Indirect Costs	\$ 102,720
TOTAL PROJECT COSTS	<u>\$ 796,833</u>
Federal Share Requested	\$ 796,833
Non-Federal (Match) Amount	\$ 0

Appendix B

Pre-Award Risk Assessment

Pre-Award Risk Assessment

Each applicant must respond to each 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 pre-award risk assessment. Failure to provide this information or to respond to questions from OVW regarding this information in a timely manner could result in the application being removed from consideration or a delay in access to funds. Provide complete responses that address all questions included for each numbered item.

1. Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding? Provide a brief description of the applicant's policies and procedures that ensure funds will be tracked appropriately.
2. Does the applicant have written accounting policies and procedures? How often are these policies and procedures updated? Provide a brief list of the topics covered in the applicant's policies and procedures. OVW may request a copy for review during the application/award process or as part of the grant monitoring process.
3. Is the applicant's financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant? Provide a brief summary of the organization's process for tracking expenditures, including tracking budgeted versus actual amounts.
4. Does the applicant have procedures in place for minimizing the time between transfer of funds from the United States Treasury and disbursement for project activities? Provide a short summary of the applicant's policy for requesting payments for grant awards.
5. Does the applicant have effective internal controls in place to ensure that federal funds are used solely for authorized purposes? Provide a brief description of the applicant's internal controls that will provide reasonable assurance that the award funds will be managed properly.
6. Does the applicant have a documented records retention policy? If so, briefly describe the policy and confirm that the policy complies with federal regulations. Information on Record Retention and Access can be found at 2 C.F.R. 200.334-200.338.
7. Does the applicant or any of its employees have any potential personal or organizational conflicts of interest related to the possible receipt of OVW award funds? Applicants are required to disclose in writing any potential conflicts of interest to their awarding agency. See 2 C.F.R. 200.112 and Chapter 3.20, Grant Fraud, Waste and Abuse, of the [DOJ Financial Guide](#) for additional information.
8. Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. Part 200)? Provide a short list of the individual's qualifications/experience. If the individual is not familiar with the applicable rules and regulations, the applicant must contact OVW's Grants Financial Management

Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 immediately after the applicant is notified of its award to coordinate training.

9. Does the applicant have policies and procedures in place to manage subawards and monitor activities of subrecipients as necessary to ensure that subawards are used for authorized purposes, in compliance with laws, regulations, and terms and conditions of the award, and that established subaward performance goals are achieved (2 C.F.R. 200.331-200.333)? Provide a brief description of the organization's policies and procedures on subrecipient management and monitoring.
10. Does the applicant currently require employees to maintain time distribution records that accurately reflect the work performed on specific activities or cost objectives in order to support the distribution of employees' salaries among federal awards or other activities (2 C.F.R. 200.430)? Budget estimates do not qualify as support for charges to federal awards. Provide a brief description of the organization's established timekeeping policies and procedures.
11. Is the applicant designated as high risk by a federal agency outside of DOJ? (High risk includes any status under which a federal awarding agency provides additional oversight due to the applicant entity's past performance, or other programmatic or financial concerns with the applicant entity.) If so, provide the names(s) of the federal awarding agency, the date(s) the agency notified the applicant entity of the high risk designation, contact information for the high risk point of contact at the federal agency, and the reason for the high risk status, as set out by the federal agency.

Appendix C

Applicant Entity Questionnaire

Applicant Entity Questionnaire

Note: Applicants must complete this questionnaire in JustGrants. The questions listed below are for reference only.

The Applicant Entity Questionnaire is required for every applicant for OVW funding and therefore includes questions that may not be obviously relevant or specifically focused on a particular grant program. Applicants should provide the most accurate answers and may respond “Yes” to more than one question or “No” to all questions. These questions help OVW understand the organizations that are applying for funding, but the answers do not influence funding decisions.

1. Is the applicant a **sexual assault victim service provider**, defined as a victim service provider for which the primary purpose of the organization is to provide intervention and related assistance to victims of sexual assault without regard to their age (see 34 U.S.C. 12291(a)(50) & 12511(b))?
2. Is the applicant a federally recognized tribe (see 34 U.S.C. 12291(a)(22))?
3. Is the applicant a tribal organization as defined by 34 U.S.C. 12291(a)(45)?

Note: 34 U.S.C. 12291(a)(45) defines a tribal organization in three ways:

- the governing body of an Indian tribe;
 - 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
 - any tribal nonprofit organization (defined by 34 U.S.C. 12291(a)(44) as a victim services provider that has as its primary purpose to assist Native victims of domestic violence, dating violence, sexual assault, or stalking and that has staff and leadership with a demonstrated history of assisting American Indian or Alaska Native victims of domestic violence, dating violence, sexual assault, or stalking).
4. Does the applicant primarily focus on a rural area or community as defined by 34 U.S.C. 12291(a)(32)?

Note: Applicants can enter their address or zip code into the following tool to determine if their area or community is rural: <https://data.hrsa.gov/tools/rural-health>.

5. Is the applicant a **faith-based organization**?
6. Is the applicant a **culturally-specific organization**, defined as a private nonprofit/tribal organization for which the primary purpose of the organization as a whole is to provide culturally specific services to American Indians (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians and other Pacific Islanders, Blacks, or Hispanics (see 34 U.S.C. 20421(c) and 12291(a)(8)-(9); 42 U.S.C. 300u-6(g))?

If yes, are the services of the applicant entity *primarily* directed toward serving:

- Hispanics or Latinos
- Black or African Americans
- American Indians
- Alaska Natives
- Asian Americans
- Native Hawaiians
- Other Pacific Islanders

7. Is the applicant a **population specific organization**, defined by 34 U.S.C. 12291(a)(26) as a nonprofit, nongovernmental organization that primarily serves members of a specific underserved population and has demonstrated experience and expertise providing targeted services to members of the **specific underserved population**?

Underserved population (defined by 34 U.S.C. 12291(a)(46)) means a population who faces barriers in accessing and using victim services, including 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, immigration status, or age).

If yes, is the applicant entity designed *primarily* to serve a population underserved because of:

- Rural location
- Sexual orientation/gender identity
- Religion
- Race
- Ethnicity
- Language barriers
- Disabilities
- Immigration status
- Age

Appendix D

Summary Data Sheet

1. Provide the following information for the grant point-of-contact. This person must be an employee of the applicant.
 - Name
 - Title
 - Address
 - Telephone number
 - 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.**
 - 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?
 - If 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?

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 solicitation.
 - If 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 grant activities, should the application be funded, that will address each of the following issues (the total percentages should not exceed 100)
 - Domestic Violence
 - Dating Violence
 - Sexual Assault
 - Stalking

7. Does the applicant propose to address the OVW Priority Area: Expand economic justice and financial advocacy for survivors of sexual assault, domestic violence, dating violence, and stalking, including as a tool for violence prevention?

8. Does the application propose to address the Transitional Housing Program Statutory Priority: Projects primarily serving underserved populations?

- Identify the underserved population(s) the application proposes to address.

9. Identify applicant type.

- State government
- Unit of local government
- Native American tribal government (Federally recognized)
- Native American tribal organization (other than Federally recognized tribal governments)
- Domestic Violence Victim Service Provider
- Sexual Assault Victim Service Provider
- Domestic Violence Coalition
- Sexual Assault Coalition
- Dual Coalition
- Other nonprofit organizations with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking
- Nongovernmental organizations with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking
- Population-specific organization with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking
- Community Based Organization with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking
- Culturally Specific organization with a documented history of effective work concerning sexual assault, domestic violence, dating violence, or stalking
- U.S. territory

10. Identify which Transitional Housing Purpose Area will be supported with OVW funds. Note: If the applicant proposes to use OVW funds for either housing or support services (but not both), the applicant must provide documentation (e.g., award letter) to verify the source and availability of the funds to be used for the Purpose Area (housing or support services) not supported with OVW funds. The documentation must describe the availability of these funds for at least the duration of the OVW project period of 36 months.

11. Provide the name and entity type for the **compensated** partner(s). **Note:** all compensated partner(s) **must** be included in a single MOU.

12. Provide the name and entity type for each **non-compensated** partner(s). **Note:** all non-compensated partner(s) **must** be included in a single MOU.

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

- 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.

14. 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?