

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

Pre-Application Information Session

Welcome & Introductions

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Presentation Outline

- Program Description
- Purpose Areas vs Priority Areas
- Transitional Housing and Support Services Design
- Priority Areas
- Tips for submitting a successful application

OVW Transitional Housing Program Description

- Funds organizations to assist victims of domestic violence, dating violence, sexual assault, and stalking (VAWA crimes) who are homeless or in need of transitional housing as a result of a situation of VAWA crimes.
 - Domestic violence: excludes family violence
 - Sexual assault: includes both intimate partner and non-intimate partner incidents
 - Stalking: includes both intimate partner and non-intimate partner incidents
 - Dating violence
- Provides funding for survivors in need of transitional housing, short-term housing assistance, and related supportive services for 6-24 months.
- Eligible applicants are states, units of local government, Indian tribes, and other organizations with a documented history of effective work concerning sexual assault, domestic violence, dating violence, and stalking.

Federal Award Information

- The grant award period is for **36 months**
- Awards begin **October 1, 2024**
- Awards will be made for up to \$500,000
- New and continuation grantees are eligible to apply, with the following exceptions:
 - Recipients of an FY 2022 or FY 2023 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.
 - Current grantees with a substantial amount funds remaining (50% or more of the previous award) as of April 11, 2024, without justification, will not be eligible for funding under FY2024.

Purpose Areas vs. Priority Areas

- **Purpose Areas** are those indicated as a part of the OVW Transitional Housing Program.
- **OVW Priority Areas** are those receiving office-wide priority for this year's solicitation.

Purpose Areas

Funds under this program must be used for one or more of the following purposes:

- Transitional housing, including funding for the operating expenses of newly developed or existing transitional housing;
- **and/or**
- 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**
- Provide comprehensive voluntary support services designed for survivors experiencing a situation of sexual assault, domestic violence, dating violence, and/or stalking and helps victims transition into permanent, affordable housing.

Service Design

- Transitional housing should be made available to survivors in the following way:
 - Length of stay of 6 months to 24 months
 - Transitional housing can be offered in either a communal, clustered, or scattered site model.
 - Communal: common shared spaces
 - Clustered: individual apartment style-units in a building
 - Scattered: 3rd party operated rental units where rent is paid directly to the landlord by the program
- Support services offered should help transitional housing participants locate and secure permanent housing
 - Support services can include: case management, employment counseling, economic empowerment, and services that support healing from trauma resulting from the violence

VAWA Confidentiality

- Recipients of OVW funding must follow the confidentiality requirements outlined in the Violence Against Women Act:
 - In order to ensure the safety of adult, youth, and child victims of domestic violence, dating violence, sexual assault, or stalking, and their families, grantees and subgrantees under this subchapter shall protect the confidentiality and privacy of persons receiving services
 - This provision applies to homeless management information systems; advocacy with outside agencies, and would require programs seek out informed consent from a survivor prior to releasing their confidential personally identifying information.
 - For more information please visit: [Confidentiality Notice Form](#)

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.

Survivors cannot be required to participate in services to be deemed eligible for housing or supportive services through the OVW Transitional Housing Program.

Length of Services

- Transitional housing with voluntary support services must be offered for 6-24 months.
- Survivors may request an extension for an additional six months of housing and support services if the victim has made a good faith effort to acquire permanent housing but has not been able to do so.
- Please note: These funds cannot be used for shelter, extended shelter, rapid rehousing, financial assistance for just a few months, permanent subsidized housing, etc. These funds are designated for transitional housing defined by OVW as housing that is offered for 6-24 months to survivors as a bridge between shelter/homelessness/housing insecurity and permanent housing.

OVW Priority Areas

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.
2. Projects primarily serving underserved populations.

OVW Priority Area 1:

Expand economic justice and financial advocacy for survivors of VAWA crimes as a tool for violence prevention.

To qualify for this priority applicant must:

- Propose projects that demonstrate strong partnerships with workforce development/job training programs.
- Provide a detailed plan for assisting survivors toward graduated economic empowerment and survivor autonomy while using a voluntary services model.
- Submit budgets for up to \$550,000 for the 36-month period.

OVW Priority Area 2:

Projects primarily serving underserved populations.

To qualify for this statutory priority area (see 34 U.S.C. § 12351(g)(3)(C)(ii)) applicant must:

- Propose projects that primarily serve individuals from underserved populations who are victims of VAWA crimes.
- Provide a detailed plan identifying the underserved population(s) being addressed.
- Describe how the project will provide specific services to victims from the identified underserved populations within proposed project service area.
- Describe gaps in current services, and barriers for victims seeking services.
- Demonstrate strong partnerships with organizations with expertise and history of services to each underserved community.
- Submit budgets for up to \$550,000 for a 36-month period.

Priority Area Clarification

- Applicants can apply for **both** priority areas: Expanding economic justice and primarily serving underserved populations
- Applicants proposing to address both priority areas can request an additional \$100,000 of funding to address those priority areas.
 - \$50,000 for priority area 1
 - \$50,000 for priority area 2
- Applications are not guaranteed priority area funding—only proposals that successfully address the priority area will be considered for funding

Prohibited Activities and Limits to Funding

- Activities that Compromise Victim Safety
- Out of Scope Activities
- Limited Use of Funds

Activities that Compromise Victim Safety

- OVW does not fund activities that jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions.
- Activities that jeopardize victim safety include but may not be limited to:
 - Background checks
 - Clinical evaluations
 - Alcohol or Drug screenings

Out of Scope Activities

- **Research projects.** Prohibited research does not include assessments conducted for internal improvement purposes only. For information on distinguishing between research and assessments, see the Solicitation Companion Guide.
- **Prevention Activities.** Grant funds may not be used for community outreach and public awareness campaigns.
- **Family violence.** Grant funds may not be used to directly address child abuse, or other family violence issues such as violence perpetrated by a child against a parent, or violence perpetrated by a sibling against another sibling or neglect or exploitation. Grant funds may not be used for caregiver abuse of elders and other vulnerable adults.
- **Housing Retention.** Grant funds cannot be used to prevent homelessness or for the payment of arrearages (past due rent or other past due fees that cause an eviction)
- Grant funds cannot be used for emergency shelter or short-term housing.
- Grant funds cannot be used for assistance that is offered for less than 6 months.

Limited Use of Funds

The following activities can be supported only in limited circumstances:

- **Legal Services** – Recipients may provide legal assistance as part of providing services to victims. Use of grant funds for legal assistance to victims must be related to matters involving the survivor's victimization or matters in which the survivor's access to housing is impacted. Applicants requesting funds for legal assistance should describe this option in the What Will Be Done section. See Proposal Narrative for more information. Legal assistance costs must not exceed 10% of the total project costs.
- **Purchase and/or Lease of Vehicles** – use of grant funds for the purchase and/or lease of a vehicle by the grant recipient 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.

Limited Use of Funds (continued)

- **Services for Children** – grant funds may be used to provide direct services to minors who meet the statutory eligibility criteria for transitional housing services, or to provide direct services to children where such services are an ancillary part of providing transitional housing and supportive services to the child's parent (or legal guardian) who is a victim of VAWA crimes.
- **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.

Award Period and Amounts

All awards are subject to the availability of appropriated funds. There is no guarantee that funds will be available in the future.

1. Proposals to use grant funds for **housing alone** or for both **housing and support services** may submit budgets for up to \$500,000.
2. Proposals to use grant funds for **support services only** may now submit budgets for up to \$400,000.
3. Proposals addressing priority area, "Expand economic justice and financial advocacy for survivors of VAWA crimes, including as a tool for violence prevention" may submit budgets for up to \$550,000.
4. Proposals addressing the priority area "Primarily serve underserved populations" may submit budgets for up to \$550,000.
5. Proposals addressing both "Expand economic justice and financial advocacy for survivors of VAWA crimes, including as a tool for violence prevention" **and** "Primarily serve underserved populations" may submit budgets for up to \$600,000.
6. All budgets must outline costs for the entire award period—36 months.

Mandatory Program Requirements

1. Participate in OVW-sponsored training and technical assistance.
2. Recipients may be expected to dedicate some OVW-funded time and resources to participating in an assessment or evaluation.
3. Post award submission of policies and procedures for the transitional housing program and related support services.
4. Offer transitional housing and support services for a minimum of 6 months and a maximum of 24 months.
5. Offer support services only to individuals receiving transitional housing.

Mandatory Program Requirements (cont'd)

6. Offer follow-up support services for transitional housing clients who secure permanent housing. Follow-up services are limited to advocacy, support groups, case management, and minimal financial assistance (e.g., security deposit or first month's rent for permanent housing), provided for 3-12 months.
7. Significantly involve a victim service provider in the implementation of the project, including the development and review of all policies and procedures and the provision of support services.
8. Ensure that any staff, partner staff, or service providers working with transitional housing clients are trained to work with victims of sexual assault, domestic violence, dating violence, or stalking.
9. Send the project coordinator and one other key staff member to an in-person OVW grantee orientation.

Mandatory Program Requirements (continued)

10. Send key staff to an in-person OVW-sponsored training on voluntary services.
11. Agree to provide transitional housing to their clients without requiring participation in support services.
12. Notify OVW of any changes to the source of funding used to provide OVW grant funded transitional housing and/or support services.
13. Compensate at least one, if not all, of their project partners for time and travel to participate in project development, training, and implementation. If a partner is a state or unit of local government and the partnership duties are conducted within the course of the agency's "regular" scope of work, the applicant does not need to compensate the partner if the partner offers this arrangement, and an explanation of this arrangement is included in the application.

Grants Financial Management Division (GFMD)

- Summary Data Sheet (questionnaire)
 - Single Audit (threshold and fiscal year)
 - IRS three-step safe-harbor procedure—Executive Compensation
 - Sample Disclosure Letter
 - Address all four parts
- Pre-Award Risk Assessment (questionnaire)
 - Eleven questions; Multiple parts to each question
 - Most Common issues:
 - Brief list of policies and procedures not provided
 - Budgeted vs. Actual process not provided
 - Record Retention policy not provided
 - Knowledge of rules and regulations

RESOURCES

- Training for OVW Applicants: [Click here](#)
- Budget Information and Sample Budget Detail Worksheet: [Click here](#)
- Creating a Budget: [Click here](#)
- Uniform Guidance - 2 CFR Part 200: [Click here](#)
- DOJ Financial Guide: [Click here](#)
- Program Specific Solicitation: [Click here](#)

GFMD Contact Information

OVW GFMD Helpdesk:

1-888-514-8556

OVW.GFMD@usdoj.gov

Basic Minimum Requirements and Successful Application Tips

What will be covered

- Qualified Applications
- Required Partnerships
- Mandatory Application components

Qualified Applications

To be qualified for funding under this program, applications must meet the following criteria:

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

Required Partnerships

- A. If an applicant is a victim service provider application must include at least 1 other organization as a required partner identified in the MOU.
 - A. Example partnerships: 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
- B. If an applicant is a tribe, state, or unit of local government, application must include both a victim service provider and a housing provider as required partners identified in the MOU. Other partnerships can be identified as well.
- C. If an applicant is an organization, including a domestic violence and sexual assault coalition, other nonprofit, nongovernmental organization, or community-based and culturally specific organization, that has a documented history of effective work concerning the VAWA crimes. The application must include at least 1 other organization as a required partner identified in the MOU.
 - A. Example partnerships: 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

Victim Service Provider

- Is a nonprofit, nongovernmental or tribal organization or rape crisis center, including a state or tribal domestic violence and/or sexual assault coalition, that assists or advocates for domestic violence, dating violence, sexual assault, or stalking victims, including a domestic violence shelter, faith-based organization or other organization, with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking. 34 U.S.C. § 12291(a)(43). Victim service providers must provide direct services to victims of VAWA crimes as one of their primary purposes and have a demonstrated history of effective work in this field.
- 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 a victim service provider is significantly involved in the project design and development and describe how the applicant will ensure that anyone working with transitional housing survivors is trained in working with victims of VAWA crimes.

Application Contents

To be considered for funding, the application must include:

- Summary Data Sheet/Survey
- Abstract
- Proposal Narrative
- Budget Detail Worksheet and Narrative
- Memorandum of Understanding (MOU)
- Letter of Experience (LOE)

Summary Data Sheet

- The Summary Data Sheet questionnaire is a required element and must be fully completed and submitted to successfully apply for this program.
- Applicants must respond to each question.

Abstract

(5 Points Total)

- The Abstract will be entered into JustGrants (JGS).
- The abstract is a short summary of the proposed project with the following formatting and information:
 - 1-2 pages double-spaced;
 - include names of applicant and partners, project title, purpose of the project (including goal and intended outcome);
 - primary activities for the award;
 - 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.

Project Narrative

(60 Points Total)

Project Narrative includes the following sections and optional priority areas. Project narrative may not exceed 25 pages (26-27 pages for applications addressing one or both priority areas). The Project Abstract and Summary Data Sheet are not part of the 25-page limit for the project narrative.

Purpose of Application (20 points) - the problem to be addressed and how funding would alleviate it; the target population and how the target population would benefit.

What Will Be Done (30 points) - project goals and objectives, and timeline, describing the specific tasks and activities necessary for accomplishing each.

Who Will Implement the Project (10 points) – organizations and people responsible for implementing the project.

Priority Areas (1 additional page per 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.
2. Projects primarily serving underserved populations.

Budget Detail Worksheet and Narrative

(10 Points Total)

- All applications must include a detailed budget and budget narrative.
- See the sample Budget Detail Worksheet on pages 35-47 of the solicitation, and the [Creating a Budget webinar](#) available on the OVW website.
- Budget requirements can vary between programs. Applicants must submit reasonable budgets based on the resources needed to implement their projects in their specific geographic location.

Budget Detail Worksheet and Narrative (cont'd)

The budget and budget narrative will be reviewed separately from the proposed project narrative. The budget narrative must describe **each** line item and explain **all costs** included in the budget.

The budget must:

1. Describe a clear link between the specific project activities and the proposed budget items;
2. Not contain items that are not proposed or supported by the project narrative;
3. Include funds to attend OVW-sponsored TTA trainings:
 1. \$15,000 for applicants located in the 48 contiguous states and
 2. \$20,000 for applicants located in the territories, Hawaii, and Alaska.
 3. This amount is for the entire 36-month project period and NOT per year. Applicants also may budget additional funds if they are aware of relevant non-OVW sponsored conferences or training for which they would like to attend with prior OVW approval.
4. Include a statement describing whether the housing units are applicant owned.

Budget Detail Worksheet and Narrative

(3)

5. Include any fees charged to transitional housing participants, if the transitional housing is applicant owned, as program income.
6. Include funds or describe other resources available to the applicant to support activities to ensure access for individuals with disabilities, Deaf/hard of hearing individuals, and persons with limited English proficiency. See Accessibility under Federal Award Administration Information for more information.
7. Include sufficient funds to fully provide language access or describe other resources available to the applicant to ensure meaningful access for persons who are limited in their English proficiency because of their national origin. See Accessibility under the Federal Award Administration Information section of this solicitation for more information.
8. Compensate at least one, if not all, project partners as reflected in the MOU. For more information on compensating project partners, see the sample Budget Detail Worksheet.

Budget Detail Worksheet and Narrative

(4)

9. Ensure that any legal assistance costs do not exceed 10% of total project costs.
10. Distinguish clearly between sub-awards and contracts in allocating any grant funds to other entities. Pursuant to 2 C.F.R. § 200.330, a sub-award is for the purpose of carrying out a portion of the federal award, such as compensating an MOU partner, and a contract is for the purpose of obtaining goods and services for the grantee's own use. The substance of the relationship is more important than the form of the agreement in determining whether the recipient of the pass-through funds is a sub-recipient 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 in 2 C.F.R. §§ 200.317-200.329. For more information, see the sample Budget Detail Worksheet and the Solicitation Companion Guide on the OVW website at <https://www.justice.gov/ovw/resources-applicants>.

Memorandum of Understanding (MOU)

(15 Points Total)

- All applications must include a new MOU that is responsive to this solicitation.
- The MOU allows applicants to demonstrate that their proposed projects will be developed by a team of collaborative partners to provide survivors a wide array of services.
- The MOU should describe specific activities and mirror the project as described in the project narrative and budget.
- The MOU should be a single document, have 2024 signature dates for an authorized representative from each agency, and activity dates for the award period starting October 1, 2024.
- Remember "Required Partnership" and Role of victim service provider in the "Program Eligibility Requirements"

Letter of Experience (LOE)

(10 Points Total)

All applicants must submit a signed and currently dated LOE describing the applicant organization's documented history of effective work concerning VAWA crimes or such experience and capacity of a partner, if the applicant is a tribe, state, or unit of local government. The LOE must address the following:

- Describe how serving survivors of VAWA crimes is one of the primary purposes of your organization.
- Describe the applicant organization's history of providing assistance to survivors of VAWA crimes.
- State the number of years (must be at least three or more years) the organization has provided direct services to victims of domestic violence, dating violence, sexual assault, or stalking.
- Describe the direct services provided to victims of domestic violence, dating violence, sexual assault, or stalking.
- Describe the qualifications or skills of staff assigned to the grant, and the training they have received.
- Describe how services are structured and implemented 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 a letter of experience from their victim service provider partner. In addition to the above information, the letter must make clear how the victim service provider will be involved in the implementation of the proposed project.

Letter of Experience (LOE) (Con't)

- LOE must have the following formatting:
 - Limited to 2 pages (any additional pages will not be reviewed or considered)
 - On agency letterhead
 - With current dates (2024). Any letters of experience that have dates from before the current application year (before 2024) will not be accepted and can remove the application from consideration.
 - Must be signed by the victim services provider agency representative

Application & Submission Information

- Limit on Number of Applications
- Formatting and Technical Requirements
- Submission and Deadline Information

Limit on Number of Applications

OVW will consider only one application per organization for the same award. 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.

Formatting and Technical Requirements

Applications must follow the Formatting and Technical Requirements outlined on page 16:

- Double spaced; 8½ x 11-inch paper; One-inch margins; Type no smaller than 12 point, Times New Roman or Arial font except for footnotes, which may be in 10-point font.
- Include Page numbers & Headings and sub-headings that correspond to the sections identified in this section of the solicitation.
- Word documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).
- No more than 25 pages for the Proposal Narrative.
 - Applicants can include 1 additional page per priority area. For 2024, applicants can include up to 2 pages if addressing both priority areas. Any additional pages will not be read and considered by reviewers.

Submission and Deadline Information

- After applicants register with the System for Award Management (SAM), they can begin the Grants.gov registration process.
- The applying organization must complete the Grants.gov registration process prior to beginning an application for a federal grant.
- The E-Business Point of Contact (E-Biz POC) must register the applicant organization with Grants.gov.
- In JustGrants, each applying entity will have an assigned Entity Administrator who is responsible for managing entity-level information and assigning roles in the system. The Entity Administrator is also the E-Biz POC designated in SAM.gov. See the JustGrants website for more information on registering with JustGrants..
- It is the applicant's responsibility to ensure that the application is complete and submitted by the deadline.

Failure to meet the submission deadline will result in an application not being considered for funding. Applicants should refer to the list on page 34 of the solicitation to ensure that all required steps and deadlines are met.

Failure to begin registration or application submission by the deadlines is not an acceptable reason for late submission.

Submission and Deadline Information (cont'd)

- Obtain a Unique Entity Identifier (UEI).
- Register with SAM. Once the SAM registration is active, the applicant will be able to complete the Grants.gov registration.
- Register with Grants.gov.
- Submit Letter of Intent by March 19, 2024, to OVW.TransitionalHousing@usdoj.gov
- Download updated version of Adobe Acrobat at least 48 hours before the Grants.gov deadline. Applicants are responsible for ensuring that the most up-to-date version of Adobe Acrobat is installed on all computers that may be used to download the solicitation and to submit the SF-424 and SF-LLL on Grants.gov. Go to the Adobe Software Compatibility page to verify that the Adobe software version is compatible with Grants.gov.

Submission and Deadline Information

(cont'd)

- Submit the SF-424 and SF-LLL in Grants.gov as early as possible, but no later than 24-48 hours prior to the Grants.gov deadline.
- Register the Entity Administrator and the Application Submitter with JustGrants as early as possible but no later than 48-72 hours before the JustGrants deadline.
- Submit the complete application package at least 24 – 48 hours prior to the JustGrants deadline. Confirm application receipt.
- Submitting the application components at least 48 hours before each deadline (Grants.gov or JustGrants, as applicable) will enable the applicant to receive notice of a failed submission and provide an opportunity to correct the error before the applicable deadline.

Basic Minimum Requirements

All applications undergo Basic Minimum Requirement (BMR) review to determine if the application will move forward to Peer Review. Applications missing any of the following elements will be removed from further consideration and not forwarded to Peer Review.

- Project Narrative.
- Budget Narrative and Detail Worksheets.
- Complete MOU – single document (can include multiple signature pages as long as each page includes name and title of all signatories to the MOU), currently signed and dated.
- Required Partnerships.
- Letter of Experience (LOE) – single document, signed, and currently dated.

Other Info & Helpful Tips

- Read the solicitation in its entirety before applying.
- Follow the solicitation. The information in the application should be detailed as possible. Continuation applicants should write the application as if this is the first time that OVW has ever heard of their project.
- Ensure that each section is completely addressed, even if it feels redundant
- Number all pages.
- Fully name and limit the use of acronyms included in the application.
- Information submitted beyond what is required in the solicitation is not likely to be read by OVW staff or peer reviewers.
- The OVW website contains information on Transitional Housing Models & Rent Structures.
- Please utilize the FY 23 Solicitation Companion Guide.
- Visit justicegrants.usdoj.gov for helpful guidance on Application Submission.

Questions?

Email us at OVW.TransitionalHousing@usdoj.gov