

OVW Justice for Families (JFF) Grant Program

FY 2025 Pre-Application Information Session

December 13, 2024



U.S. Department of Justice
OVW
Office on Violence Against Women
Working Together to End the Violence

FY 2025 Justice for Families Notice of Funding Opportunity (NOFO)

- Posted on November 27, 2024. See posting for full details and requirements.
- Application submissions are due by **8:59PM Eastern Time on January 22, 2025.**
- Applications submitted through a two-step process:
 - Submission of SF-424 and SF-LLL in Grants.gov by January 17, 2025, at 11:59 PM ET.
 - Submission of full application, including attachments, in the Justice Grants System (JustGrants) by January 22, 2025, at 8:59 PM ET.



Grants to Support Families in the Justice System Program (Justice for Families)

- Authorized by 34 U.S.C. § 12644
- **The Grants to Support Families in the Justice System Program** (referred to as the Justice for Families Program) (CFDA #16.021) was authorized by the Violence Against Women Reauthorization Act of 2013 (VAWA 2013)
- **Purpose:** to improve the response of the civil and criminal justice system to families with a history of domestic violence, dating violence sexual assault, and stalking, or in cases involving allegations of child sexual abuse
- **Supports the following activities:**
 - Improving the capacity of courts and communities to respond to families affected by the target crimes: court-based and court-related programs;
 - Supervised visitation and safe exchanges by and between parents
 - Training for people who work with families in the court system; and,
 - Civil legal services



Eligible Applicants

- States
- Units of local government (does not include law enforcement)
- Indian tribal governments
- Courts (including juvenile courts; does not include prosecutors' offices)
- Victim service providers
- Nonprofit organizations
- Legal services providers



Certification of Eligibility

- All applicants for the Justice for Families Program are **required** to submit a Certification of Eligibility.
- All applicants must certify that the organizational policies do not require mediation or counseling involving offenders and victims being physically present in the same place.
- Applicants proposing projects under Purpose Areas 1, 5 or 6 have additional certifications to meet.
- Please read the “Other Certifications” section of the Notice of Funding Opportunity very carefully to determine which certification letters may be required for an application.
- Contact the Justice for Families Program at OVW.JFF@usdoj.gov if you have any questions about certification letters.



Required Partnerships

- ❖ All applications for the Justice for Families Program must include formal partnerships with both 1) a nonprofit, nongovernmental, or Tribal domestic violence or sexual assault victim service provider and 2) a court.
- ❖ Applications that do not meet this requirement will not be eligible for Justice for Families Program funding and will be removed from consideration.
- ❖ Partnerships are formally demonstrated through an MOU or in some cases a Letter of Commitment (LOC).
- ❖ Reminder: An Indian Tribal government may submit signed Letter(s) of Commitment from each partnering agency if the tribal government is unable to submit a signed Memorandum of Understanding at the time of application.



Applicant Types

- New
 - Never received direct funding under the Justice for Families Program or whose previous Justice for Families funding expired on or before January 22, 2024.
- Continuation
 - Have an existing or recently closed (after January 22, 2024) award under the Justice for Families Program. Continuation funding is not guaranteed.
- Recipients of an FY 2023 or FY 2024 award under this program are NOT eligible to apply as the lead applicant on a FY 2025 proposal.



Statutory Purpose Areas

- Purpose Area 1: Supervised visitation and safe exchange
- Purpose Area 3: Training for court-based and court-related personnel
- Purpose Area 5: Court and court-based programs and services
- Purpose Area 6: Civil legal assistance
- Purpose Area 8: Training within the civil justice system



Purpose Area 1

- ▶ Applicants who 1) plan to implement a new supervised visitation and safe exchange program or 2) have never received funds from OVW for supervised visitation and safe exchange for families with a history of domestic violence *must* include a planning period for up to 12 months.
- ▶ If funded, these applicants may be eligible to receive an additional 24 months of non-competitive funding.



Limitations on Civil Legal Services

- ❖ Projects addressing pro se victim assistance programs under purpose area 5(b) and civil legal assistance under purpose area 6 must count all associated costs toward the **50% cap on civil legal assistance** described under purpose area 6.
- ❖ A project in which the primary focus is on providing civil legal assistance is not appropriate for the Justice for Families Program (see Limited Use of Funds and Budget Narrative section) and will be removed from consideration. Additionally, the project may be better suited for the [Legal Assistance for Victims grant program](#) or the [Expanding Legal Services Initiative](#).



Types of Projects

Standard Project: Applicants **must** propose activities under **purpose area number 1 (supervised visitation) or 5 (courts and court-based programs).**

Purpose Area	Additional Purpose Area Required?	Restrictions
Purpose Area 1: Supervised Visitation	Yes, any other purpose area	NA
Purpose Area 3 and 8: Training Purpose Areas	Yes, purpose area 1 or 5	Cannot be combined solely with 5(e) (education and outreach programs)
Purpose Area 5: Courts and Court-based programs	No	Cannot apply solely for 5(b) (pro se victim assistance) or 5(e) (education and outreach programs)
Purpose Area 6: Civil Legal Assistance	Yes, purpose area 1 or 5	Cannot be combined solely with 5(b) (pro se victim assistance)



Types of Projects (*cont.*)

- ❖ Comprehensive Project: Applicants **must** propose activities under **purpose areas 1 (supervised visitation), 5 (courts and court-based programs), and 6 (civil legal services)**.
- ❖ Applicants may include additional purpose areas in a comprehensive project application if they choose, but are required to include purpose areas 1, 5, and 6.



Statutory Considerations

- ❖ The number of families to be served by the proposed programs and services (Proposal Narrative)
- ❖ The extent to which the proposed programs and services serve underserved populations (Proposal Narrative)
- ❖ The extent to which the applicant demonstrates cooperation and collaboration with nonprofit, nongovernmental entities in the local community with demonstrated histories of effective work on domestic violence, dating violence, sexual assault, or stalking (Required Partnerships)
- ❖ The extent to which the applicant demonstrates coordination and collaboration with State, Tribal, and local court systems, including mechanisms for communication and referral (Required Partnerships)



Out-of-Scope Activities

- The Notice of Funding Opportunity lists specific activities that are outside the scope of the Justice for Families Program and will not be supported by the program's funding.
- 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
- Please note that out-of-scope activities include parent education programs; individual, group, or family counseling; telephonic and/or virtual monitoring of supervised visitation*; mediation requiring offenders and victims to be physically present in the same place where domestic violence, dating violence, sexual assault or stalking may be an issue.



Application Contents and Format



Proposal Abstract

- The Proposal Abstract must be entered into a text box in JustGrants.
- The abstract is not scored, but it is used throughout the review process
- The abstract should provide a clear and concise summary of your project, the geographic area to be served, and highlight the statutory purpose areas to be addressed
- Applicants are strongly encouraged to use the template provided in the Notice of Funding Opportunity for the abstract.
 - The template language is provided to simplify the writing of the abstract.
 - The abstract template is provided for your ease!



Proposal Narrative

- All questions should be responded to unless clearly marked “if applicable”
- The proposal narrative must be limited to 20 pages for standard projects and 25 pages for comprehensive projects.
- The proposal narrative must include all three sections: Purpose of the Proposal, What Will Be Done, and Who Will Implement.
 - Please ensure each section contains a header and responses to the questions asked in the section of the Notice of Funding Opportunity.
 - Additional attachments such as timelines or references to the MOU will not be considered when reviewing the proposal narrative sections
- “What Will Be Done: section includes questions for all applicants and additional questions for each purpose area under which you are applying.



Budget Worksheet and Narrative

- This will be submitted as attachments in JustGrants
- Compensate all project partners unless other stated in the MOU/LOC
- Include a minimum of \$3,000 for disability access
- Include a minimum of \$3,000 for improving communication access for individuals who are Deaf or hard of hearing
- Include a minimum of \$5,000 for language access
- If no funds are being requested, include a statement in the budget of other resources available to ensure meaningful access for persons with limited English proficiency, for individuals with disabilities or for those who are Deaf or hard of hearing
- Include the designated amount for OVW-Sponsored TTA
- Consider fair and equal pay across your organization when including positions and salaries for the budget
- Budgets should be for the entire 36-month period and not divided by year.



Memorandum of Understanding (MOU) and Letters of Commitment (LOC)

- ▶ Applicants are generally required to submit an MOU, a document containing the terms of the partnership and the roles and responsibilities between two or more parties.
- ▶ However, courts that are precluded from signing onto an MOU may submit Letter(s) of Commitment (LOCs) in lieu of an MOU.
- ▶ Note that LOCs submitted in lieu of an MOU under circumstances other than those described in the Notice of Funding Opportunity will not be accepted.
- ▶ A tribal government may submit a signed LOC from each partnering agency if the tribal government is unable to submit a signed MOU.
 - ▶ If selected for funding, the tribal government will be required to submit an MOU signed by all project partners as a deliverable post-award.



Memorandum of Understanding (MOU) and Letters of Commitment (LOC) (2)

- ▶ If the **court is the lead applicant** and unable to sign an MOU, all project partners should submit an LOC and no MOU is required.
- ▶ If the **court is a project partner** and unable to sign an MOU, the lead applicant should still submit an MOU signed by the applicant and any other non-court partners and the court partner should submit an LOC.
- ▶ If the nonprofit, nongovernmental, or tribal **domestic violence and/or sexual assault victim service provider is the lead applicant** and the only project partner is the court, the court should submit an LOC but the lead applicant is not required to submit an MOU or LOC



Memorandum of Understanding (MOU) and Letters of Commitment (LOC) (3)

- The Notice of Funding Opportunity provides detailed guidance on what an MOU and/or LOC should contain, including formal partnerships with both 1) a nonprofit, nongovernment, or tribal domestic violence and/or sexual assault victim service provider and 2) a court.
- Contact the Justice for Families Program at OVW.JFF@usdoj.gov if you have any questions about MOUs or LOCs.



Grants Financial Management Division

- Summary Data Sheet (questionnaire)
 - Proof of 501 (c)(3) Status (if applicable)
 - 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



Resources

- Training for OVW Applicants
 - <https://www.justice.gov/ovw/resources-applicants>
- Budget Information and Sample Budget Detail Worksheet
 - <https://www.justice.gov/ovw/media/1326736/dl?inline>
- Creating a Budget: <https://www.justice.gov/ovw/video/creating-budget-training-ovw-applicants>
- 2 CFR Part 200: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1>
- DOJ Financial Guide: <https://www.justice.gov/ovw/media/1375646/dl?inline>
- OVW FY2025 Application Companion Guide
 - <https://www.justice.gov/ovw/fy-2025-application-companion-guide>
- Program Specific Solicitation:
 - <https://www.justice.gov/ovw/open-notice-of-funding-opportunities>



Contact Information

OVW GFMD Helpdesk:

1-888-514-8556

OVW.GFMD@usdoj.gov



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How to Apply



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How to Apply (2)

- Applicants may find this funding opportunity on Grants.gov by using the Assistance Listing number (16.021) Grants.gov opportunity number, or the title of this Notice of Funding Opportunity, all of which can be found on the cover page.
- The FY 2025 application submission process is a two-step process.
- Application materials will be started in Grants.gov and fully submitted in JustGrants.



How to Apply (3)

- Read the Notice of Funding Opportunity carefully to understand all steps required to submit an application and the time to complete those steps.
- Some steps, such as obtaining a Unique Entity Identifier (or UEI) number or registering with the System for Award Management (SAM) or Grants.gov may take several days to complete.
- We recommend applicants begin these processes as soon as possible but no later than dates suggested in the Notice of Funding Opportunity.



Grants.gov

- Applicants must complete the Application for Federal Assistance (SF-424) in **Grants.gov**.
 - Read the “Information to Complete the Application for Federal Assistance (SF-424)” section in the Notice of Funding Opportunity carefully for all requirements.
- Applicants must complete and submit the Disclosure of Lobbying Activities (SF-LLL) in **Grants.gov**.
- **After submitting these forms**, the applicant will receive an email notification from **JustGrants** to **complete the rest of the application in JustGrants**. If the applicant is a new user in JustGrants, the email will include instructions on registering with JustGrants.



JustGrants

- ▶ Applicants will submit the full application, including attachments, in JustGrants.
 - ▶ Proposal Abstract- entered into a text box in JustGrants
 - ▶ Summary Data Sheet- completed in JustGrants
 - ▶ Applicant Questionnaire – completed in JustGrants
 - ▶ Proposal Narrative- will be uploaded as an attachment
 - ▶ Budget Detail Worksheet and Budget Narrative-uploaded as an attachment
 - ▶ Memoranda of Understanding (MOU) and/or Letters of Commitment (LOC)- will be uploaded as an attachment(s)
- ▶ Read the Notice of Funding Opportunity carefully for other documentation required for all applications or when applicable.



JustGrants (2)

- ▶ 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. For more information on registering with JustGrants, see <https://justicegrants.usdoj.gov>.
- ▶ Within 24 hours of JustGrants receiving your application from Grants.gov, the user submitting the application in Grants.gov and SAM E-Biz POC will receive an email to register for a JustGrants account. The email is from DOJ's secure user management system (DIAMD) and will include instructions on how to create an account.
- ▶ To ensure that you receive these emails and that they are not flagged as spam, we recommend adding "DIAMD-NoReply@usdoj.gov" to the trusted sender list in your email settings.



JustGrants (3)

- ▶ The E-Biz POC at the applicant organization serves as the Entity Administrator and must log-in to JustGrants to confirm the entity's profile and add users. The user submitting the application in Grants.gov serves as the Application Submitter. Within minutes of completing your JustGrants account registration, the Application Submitter and the E-Biz POC (Entity Administrator) users will receive an email from JustGrants with a link to the application started in Grants.gov. Registration.
- ▶ Alternately, the Applicant Submitter can log-in to JustGrants and locate your pending application, numeric digits, excluding "GRANT", of the Grants.gov Tracking Number, in your Task list on the Home/Landing Page. (Example Grants.gov format: GRANT999999999 and JustGrants format: 999999999.)



JustGrants (4)

- The Entity Administrator will need to log-in to JustGrants to review the Authorized Representatives associated with the Entity. If an Authorized Representative needs to be invited, the Entity Administrator will need to invite the individual to receive a JustGrants account. Note that an organization can have more than one Authorized Representative, as long as those individuals have documented authority to sign an agreement with the federal government. These actions are required before an application can be submitted.
- Within minutes of being invited to be an Authorized Representative, the individual will receive an email from DIAMD-NoReply@usdoj.gov with instructions on how to create an account in DOJ's secure user management system.
- Once the Authorize Representative, receives the email and completes the steps to create an account, the Authorize Representative will be available in JustGrants.



JustGrants (5)

- The Application Submitter will need to complete the application by entering data into web-based forms, uploading attachments, and accepting assurances and certifications. The Application Submitter will also need to select the Authorized Representative(s).
- Once all sections are completed, the application submitter will submit the application.
- Upon successful submission of an application, the Application Submitter, Entity Administrator, and Authorized Representative will receive an email from JustGrants confirming submission of the application.



JustGrants (6)

- The Department of Justice has made a collection of self-guided training resources, including training and a Virtual Q&A session on Application Submission, available at <https://justicegrants.usdoj.gov/training-resources/justgrants-training/grants-management-lifecycle> .



Federal Civil Rights Law

- Comply with applicable federal civil rights laws, which among other things prohibit recipients from discriminating on the basis of national origin and disability.
- Applicants must include funds or other resources in their budget to ensure access for individuals with disabilities, Deaf/hard of hearing individuals, and persons with limited English proficiency



Application Deadline

- Applications are due by 8:59 p.m. E.T. on January 22, 2025
- Applications submitted after 8:59 p.m. E.T. on January 22, 2025 will not be considered for funding.
- Carefully review the “How to Apply” and “Submission Dates and Time” sections (pages 30-32 of the Notice of Funding Opportunity) for applicant actions with required deadlines and OVW's policy on late submissions.
- Submitting the application components at least 48 hours before each deadline (Grants.gov or JustGrants, as applicable) will enable applicants to receive notice of a failed submission and provide an opportunity to correct the error before the applicable deadline.



Questions?

➤ Programmatic Questions:

➤ Email: OVW.JFF@usdoj.gov or call 202-307-6026

➤ Financial Questions:

➤ Email: OVW.GFMD@usdoj.gov or call 202-307-6026

➤ Technical Questions:

➤ Grants.gov Applicant Support: Email: support@grants.gov or call 800-518-4726

➤ OVW JustGrants Support: Email: OVW.JustGrantsSupport@usdoj.gov or call 866-655-4482



Questions



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