

Charlayna Brady: Hello and welcome to this pre-recorded pre-application webinar for the FY 2025 Transitional Housing grant assistance program notice of funding opportunity. This webinar is presented by the OVW Transitional Housing unit.

Let's meet the OVW Transitional Housing unit. The Transitional Housing unit is led by Associate Director Mary Seighman. And our Grant Management Specialists are, Christina Baquero, Charlayna Brady, Sharon Elliott, Teresa Lopez, Dana T. Marshall, who is currently on leave, Kelly Moreno, and Kelley Walsh.

Let's go over what topics will be covered in this webinar. We will discuss the Transitional Housing Grant Assistance Program Description. Then we will describe eligible entities and qualified applicants. We will then move to statutory considerations and program specific priority areas. Then we will discuss what applicants should include in their application package, and what a complete application includes. We will then cover new resources and samples. These samples are new for FY2025, and we strongly encourage applicants to refer to that section of the NOFO and this webinar for more information. We will close our discussion today with information about submission deadlines.

Please note that the FY2025 Notice of Funding Opportunity, NOFO for short, was part of a larger Pilot Simplification process. This means that the FY2025 NOFO underwent significant changes to formatting and requested information. It is extremely important that all applicants thoroughly review the NOFO to be familiar with all of the updated requirements. Let's move onto Program Descriptions, and I'm going to pass the mic to Kelly Moreno

Kelly Moreno: Thank you, and yes, let's discuss the OVW Transitional Housing Program Description. The purpose of this slide is to provide a general summary of the program. Further details will be provided later in this webinar. In the executive summary of the NOFO applicants will find the following language: The OVW Transitional Housing Assistance Grants for Victims of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Program funds transitional housing and support services for victims who are homeless or in need of transitional housing or other housing assistance as a result of a situation of domestic violence, dating violence, sexual assault, or stalking. Additionally, it's important to note that eligible applicants are: Tribal, state, and local governments and organizations with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking. For more information, applicants may refer to the Program Description section and the Eligibility Section of the NOFO. An important note is that the Transitional Housing Grant Program does not have a match or cost-sharing requirement.

Now that we've provided a program summary, let's discuss purpose areas. There are three purpose areas that applicants may apply to use grant funds for. Purpose area 1: is funding to support the operating expenses for newly or existing transitional housing. Operating expenses may include utilities or maintenance. Purpose area 2: is providing short-term housing assistance to victims for 6-24 months. For this program, short-term housing assistance includes, rental payments, utility payments, security deposits, and other costs related to relocating a victim into transitional housing. Purpose area 3: providing support services to victims for 6-24 months. Support services are designed to assist victims in locating permanent housing, secure employment, and integrate into a community.

Applicants must provide both housing and support services. Applicants may choose to provide housing through either or both purpose area 1 and/or purpose area 2. Applicants may also provide support services through purpose area 3. Applicants may choose to provide housing or support services through an alternative funding source, but applicants must provide documentation that funding for housing or support services will be available for 36-months and include that documentation as an attachment to the application. Applications that do not include documentation demonstrating that there is alternative funding supporting a purpose area not supported with OVW Funds may not be considered for funding.

Next, let's discuss the populations to be served. The populations served under this grant program are: victims of domestic violence, dating violence, sexual assault, or stalking 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.

OVW uses the Violence Against Women Act's definition of homelessness which is: individuals who are sharing the housing of others, living in a shelter, or living in a motel, trailer park, or campground due to a lack of adequate alternatives. More information can be found in the citation provided on this slide.

OVW's definition of in need of transitional housing or other housing assistance is as follows. A victim who is in need of transitional housing or other housing assistance is a victim who has lost or will imminently lost their current housing or have otherwise identified a need for housing assistance. The victim must also identify that the need for transitional housing or other housing assistance results from a situation of domestic violence, dating violence, sexual assault or stalking. Victims also must identify that emergency shelter services or other crisis intervention services are unavailable or insufficient. It is important to note that survivors do not need to identify as fleeing a situation of domestic violence, dating violence, sexual assault or stalking to be eligible for assistance under this grant program.

Here's an example of a victim who may identify as eligible for assistance under this grant program as in need of transitional housing or other housing assistance. A sexual assault victim whose current housing situation is no longer viable because of circumstances related to the assault – and for whom there are no sexual assault-focused emergency shelter options in the community – is eligible immediately for transitional housing assistance. In this example, the victim has identified that they will experience homelessness resulting from a situation of sexual assault. While the victim isn't identifying as homeless, homelessness is imminent. In this example, the survivor is not actively fleeing but rather has identified that their current housing situation is no longer viable and will need immediate relocation. To further discuss housing models, I'm going to pass the mic to Charlayna.

Charlayna Brady: Thank you, now let's move to discuss the housing model options under this grant program. There are three types of housing models that are used in this grant program. The first housing model we will discuss today is the scattered site model. Scattered site units can be described as units owned by private landlords located throughout a community. Scattered site units offer victims the opportunity to locate a unit that fits their needs within a community of their choosing and then transition in place in that unit once the transitional housing grant assistance program ends. Next, there is the clustered site model. Clustered units are described as individual units located within a single building. These units are usually program owned or rented and are intended for the temporary use by victims while enrolled in the transitional housing grant program. Last, there is the communal site model. Communal sites are typically described as a program owned or rented building that contains shared or common spaces and individual rooms for temporary use by victims while they are enrolled in the transitional housing grant program.

Additionally, it's important to note that applicants may propose to use more than one of the previously discussed housing models. Lastly, please note that regardless of the type of housing model used, applicants must describe the housing offered as transitional housing. Transitional housing is not emergency shelter, or other rental assistance offered for less than 6 months.

Applicants may propose that victims pay fees or contribute toward rent during their participation in the transitional housing program. However, it's important to note that applicants may not require that fees or rental contributions are mandatory. Fees or contributions made by a victim should be voluntary and determined by the victim. Further, applicants cannot require that victims maintain or earn a certain level of income to be eligible for the OVW transitional housing program. Income verifications are unallowable under this grant program. Lastly, while applicants may ask victims to pay fees or contribute toward rent during their participation, applicants are strongly encouraged to create budgets

that would support a victim's housing costs at 100% for up to 24 months. Budgeting to support 100% of the housing costs would ensure that a victim's housing needs are met during the entirety of their engagement with the transitional housing program.

Now that we've discussed housing models and financial housing support, let's move to discussing transitional housing services. The OVW transitional housing assistance grant program supports projects that offer 6-24 months of transitional housing and support services to victims of domestic violence, dating violence, sexual assault, or stalking. Transitional housing must be offered for a minimum of 6 months and a maximum of 24 months that helps victims transition into permanent housing. Housing services may include providing financial assistance such as rent payments, security deposits, utility assistance, and relocation costs. For victims who have demonstrated a good faith effort to locate permanent housing within the 6-24 months of transitional housing but were unable to may request an additional 6 months of housing support.

In addition to transitional housing support services, OVW support projects that propose to offer support services to victims. Support services may vary depending on the needs of the victims served and should include a wide variety of activities that assist survivors in overcoming barriers to permanent housing. Some examples of support services are: case management, housing advocacy, safety planning, and financial empowerment. Support services should be offered for 6-24 months to victims who are concurrently receiving transitional housing services as proposed by the applicant through purpose area 1 or 2. Applicants must offer limited follow-up services following a victim's move into permanent housing. Applicants may not propose to offer consistent financial support as part of the follow-up services portion of the program. Services that can be provided as follow-up services are: case management, advocacy, safety planning, and other limited services that assist a survivor during their transition into permanent housing. Additionally, both support services and follow up services must be offered to victims on a voluntary basis. Participants in the transitional housing grant assistance program cannot be required to participate in services to receive housing services. It's important to note here that applications that propose services that are mandatory or condition a victim's housing on participation in services will not be considered for funding.

There are several ways in which an application may receive priority or special consideration. We will first cover statutory considerations. OVW is required to give priority to projects that primarily serve underserved populations. To apply for this priority area, the applicant must primarily serve individuals from underserved populations who are victims of domestic violence, dating violence, sexual assault, or stalking. OVW defines underserved populations as: 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. Some examples of special needs are: language barriers, disabilities, or age. In order to be considered for this priority, applicants must provide a detailed plan in the Proposal Narrative. Information about what information is requested can be found in the proposal narrative section of the NOFO, and a sample Proposal narrative can be found on the OVW website—a link to that sample can also be found in the NOFO.

An applicant may receive priority consideration for funding if their application fares well in merit review and substantively addresses one or more of the following priorities. First: measures to combat human trafficking and transnational crime, particularly crimes linked to illegal immigration and cartel operations, that support safety and justice for trafficking victims who have also suffered domestic violence, sexual assault, dating violence, and/or stalking. Second: Projects to provide victim services, especially housing, and improve law enforcement response in rural and remote areas, Tribal nations, and small towns that often lack resources to effectively combat domestic violence and sexual assault.

Now that we've discussed the Statutory Consideration, Primarily Serve Underserved Populations, let's discuss the Program-Specific Priority area: Supporting the housing needs of victims of non-intimate partner sexual assault. This priority area is intended to support programs who propose to support victims of non-intimate partner sexual assault. There are two ways an applicant may apply for this priority area: The first is as an applicant who currently serves victims of sexual assault and would like to expand those services. Applicants with existing services must provide a detailed plan in the proposal narrative. The second option is for applicants who intend to expand existing services to victims of non-intimate partner sexual assault. If the applicant chooses to create services directed at victims of sexual assault under this priority area, then the applicant must also include a rape crisis center or sexual assault services provider as an MOU partner who will provide technical assistance and support in the development of that program. The applicant must detail this plan in the proposal narrative and create an MOU agreement with the rape crisis center or sexual assault services provider in the MOU agreement in the application.

We will next discuss eligible entities and qualified applicants.

Christina Baquero: For the OVW Transitional housing program, there are 4 categories of eligible applicants. States/Territories, Units of Local Government, Indian Tribes, and Other Organizations. We will first define and explain who can apply as a state or territory and the requirements that a state or territory applicant must follow to submit a qualified application: A state is: a state government, including the district of Columbia, the commonwealth of Puerto Rico, American Samoa, Guam, American Samoa, the Virgin

Islands, and the Northern Mariana Islands. A state or territory may apply as a lead applicant if: The state or territory partners with a victim service provider to provide direct services to victims and the application includes a letter of experience written by the victim service provider detailing their history of effective work.

Now, let's move on to discuss units of local government. A unit of local government is: a county, township, town, borough, parish, village, or other general purpose political subdivision of a State (or territory). A unit of local government may apply as a lead applicant, if the unit of government partners with a victim service provider to provide direct services to victims and the application includes a letter of experience written by the victim service provider detailing their history of effective work.

The next eligible applicant type are Indian Tribes. An Indian Tribe is: A Tribe, band, pueblo, nation, or other organized group or community of Indians, including any Alaska Native village or regional or village corporation (as defined in, or established pursuant to, the Alaska Native Claims Settlement Act that is recognized as eligible for the special programs and services provided by the United States to Indians based on their status as Indians. An Indian Tribe may apply as a lead applicant, if the Tribe partners with a victim service provider, which may be a division of the Tribal Government, to provide direct services to victims and the application includes a letter of experience written by the victim service provider detailing their history of effective work.

And finally, let's discuss the Other Organization applicant category. Organizations in this category have a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking. History of effective work in this context is having at least 3 years of experience providing specific and targeted services to victims. An other organization may apply as a lead applicant if it identifies as one of the following categories: Domestic violence and/or sexual assault victim service provider, Domestic violence and/or sexual assault coalition, Population-specific organization, Community-based and culturally specific organization, Other nonprofit, nongovernmental organization. The applicant must submit a letter of experience describing its experience providing services to victims.

Now that we've discussed eligible entity types, let's discuss how OVW defines victim service provider. For the OVW transitional housing program, a victim service provider is: a nonprofit, nongovernmental or Tribal organization or rape crisis center, including a state or Tribal coalition, that assists or advocates for domestic violence, dating violence, sexual assault, or stalking victims, including domestic violence shelters, faith-based organizations, and other organizations, with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking. Further,

documented history of effective work in this context is having at least 3 years of experience providing specific and targeted services to victims.

Now that we've discussed eligible applicants for the Transitional Housing grant assistance program, let's unpack ineligible applicants. An ineligible applicant for this program is an organization or institution that is not listed under the eligible applicants category.

Additionally, an ineligible applicant does not have a primary purpose of providing targeted and specific services to victims. Here is a list of ineligible applicant types: Police departments; Pre-trial service organizations; District or city attorneys' offices; Sheriffs' departments; Probation and parole departments; Universities; Mental Health service providers; Substance Use Treatment Centers; Homeless services organizations; and Community Action Programs. Applications received from organizations listed here will not be considered for funding.

In addition to being an eligible applicant, applications received must also be qualified. To submit a qualified application, the application must: be submitted by an eligible applicant, not propose any activities that compromise victim safety, must reflect an understanding of the dynamics of domestic violence, dating violence, sexual assault, or stalking. Lastly, the applicant must not propose any prohibited activities like mandatory services for victims.

All complete and qualified applications must include a partnership. For Tribes, States, Territories, and Units of local government, the application must include a designated victim service provider and a designated housing provider. For Tribes, the victim service provider may be a division of the tribal government. A single organization may serve as the victim service provider and housing provider so long as the organization meets the definition of a victim service provider, submits the letter of experience, and has the capacity to provide housing services.

Let's now discuss some examples of partnerships that Tribes, states, or units of local government can include in their application. Tribes, states, and units of local government may include local domestic violence, sexual assault or dual victim services programs. The victim service provider must be included in the development of the program design, including reviewing the policies and procedures, client application and/or eligibility criteria. Additionally, the victim service provider must be involved in the training of direct services staff. Additionally, Tribes, states, and units of local government must include a housing provider that has a history of providing transitional housing through clustered or scattered site apartment units and/or communal housing units. Again, the housing and support services may be provided by a single organization so long as that organization has the requisite experience as a victim service provider and a housing provider.

If the applicant identifies as an "other organization" then the application must include one other organization designated as a partner.

Some examples of partnerships that "other organization" applicants may include: housing providers, landlords, or local homeless coalitions. Applicants may also include social service providers that serve low-income households, community colleges, workforce centers, community action organizations, trauma healing service providers and public assistance departments. It's important to note here that governmental applicants may include these types of organizations as partners in their applications—but they cannot take the place of the required partnerships of a victim service provider and housing provider. We are now going to move into types of applications, and I'm going to pass the mic to Charlayna.

Charlayna Brady: Thank you, Christina. Yes, let's begin our conversation on Types of applications. For this grant program there are two types of applications: new or continuation. To be considered as a new application, the applicant has never received funding under the OVW Transitional Housing program, or their previous award closed on or before May 22, 2024. To be considered a continuation application, the applicant has a current open award or the previous award has recently closed. Recently closed means in this context after May 22, 2025. An important note for applicants is that current recipients of fiscal year 2023 or 2024 are not eligible to apply as a lead applicant or partner on a fiscal year 2025 application. Additionally, the same applies for MOU partners or subrecipients on fiscal year 2023 or 2024 applicants, and partners on fiscal year 2023 or 2024 awards are not eligible to apply. Applicants who have 50% or more of their funds remaining on a current award as of May 31, 2025 may not be funded or may get smaller awards than requested.

Now that we've covered qualified applications, let's unpack some disqualifying factors: Applications that include program-specific unallowable costs; Information received during the Risk Review; Applications that are missing required components; Applications that are not submitted by the deadline; Applications that do not meet the unique entity identifier and sam.gov requirements; Applicants who have had past performance issues; Applications submitted by nonprofits that are holding money in off-shore accounts for the purpose of avoiding paying the tax described in 511 (a) of the internal revenue code. Lastly, OVW will only consider 1 application per organization for the same service area. If an applicant submits multiple applications, OVW will only review the most recent system-validated version submitted before the deadline.

Applicants that receive funding under this award have specific requirements are part of the award conditions. Let's discuss those now: Recipients are required to participate in OVW

sponsored training and technical assistance; and collect and report performance indicators. Forms, instructions training, and related tools will be made available post-award by the VAWA Measuring Effectiveness Initiative. Next recipients will be asked to participate in an assessment or evaluation, if OVW conducts one that requires grantee involvement. All recipients will be required to submit all policies and procedures, rules, and forms used in grant funded transitional housing for review and approval. The intended goal of this review is to review forms, policies and procedures that may compromise victim safety and/or not follow the voluntary services model. Recipients must significantly involve a victim service provider in the implementation of the project.

To continue the discussion on program requirements, let's begin with all recipients must ensure that any grantee, partner, or service providers working with transitional housing victims are trained to work with victims of domestic violence, dating violence, sexual assault, or stalking. All Recipients must send the project coordinator and one other key staff member to an in-person OVW grantee orientation. Additionally, recipients must notify OVW of any changes to the source of funding use to provide transitional housing. If a funded award is providing legal assistance with grant funds, they must comply with certain statutory requirements related to supervision, training, and experience of individuals providing legal assistance. Recipients must also provide a delivery of legal assistance letter before using grant funds for legal services. A sample of this letter can be found on the OVW website. Lastly, grant funds must be used to supplement but not supplant non-federal funds that would otherwise be available for activities under this award. We are now going to move to discussing unallowable costs. For that discussion, I'm going to pass the mic to Kelley Walsh.

Kelley Walsh: Yes, thank you. Let's begin our discussion on program-specific unallowable costs. Typically there are three categories of unallowable costs under the OVW Transitional Housing program. Those categories are: Activities that compromise victim safety or undermine offender accountability; Out of Scope activities; Other unallowable costs. In the next few slides we are going to discuss in-depth what types of costs would fall into these categories.

In the NOFO there is a list of examples of activities that would be classified as activities that compromise victim safety or undermine offender accountability. The list is as follows: Background checks, credit checks, or income verifications of victims; Clinical or mental health evaluations of victims; Asking victims to participate in vulnerability or homelessness evaluations; Alcohol or drug screenings of victims; Requiring victims to provide sensitive personally identifying information (dates of birth, social security numbers, identification, etc.); Requiring victims to enroll in a coordinated entry system to determine eligibility or maintain eligibility for assistance; Using a waitlist system to maintain an ongoing list of

eligible participants for transitional housing; Requiring victims to file police reports or obtain restraining orders to be eligible for assistance. OVW will not fund activities that compromise victim safety and recovery, deter healing for victims, and/or undermine offender accountability.

Next we will discuss out-of-scope activities. The following is a list of activities that are considered to be out of scope and will be not be funded. Research projects; Promoting or facilitating the violation of federal immigration law;

Inculcating or promoting gender ideology; Promoting or facilitating discriminatory programs or ideology, including illegal DEI and "diversity, equity, inclusion, and accessibility" programs that do not advance the policy of equal dignity and respect

Activities that frame domestic violence or sexual assault as systemic social justice issues rather than criminal offenses. Generic community engagement or economic development without a clear link to violence prevention, victim safety, or offender accountability.

Programs that discourage collaboration with law enforcement or oppose or limit the role of police, prosecutors, or immigration enforcement in addressing violence against women.

Awareness campaigns or media that do not lead to tangible improvements in prevention, victim safety, or offender accountability.

Initiatives that prioritize illegal aliens over U.S. citizens and legal residents in receiving victim services and support. Excessive funding for consulting fees, training, administrative costs, or other expenses not related to measurable violence prevention, victim support, and offender accountability. Any activity or program that unlawfully violates an Executive Order.

Next we will discuss out-of-scope activities. The following is a list of activities that are considered to be out of scope and will be not be funded. Prevention, Family violence, Foreclosure or eviction prevention, Criminal defense and tort cases

In addition to activities that compromise victim safety and out-of-scope activities, there are other unallowable costs that OVW will not fund. The list includes: Lobbying, Fundraising, Purchase of real property, Physical modifications to buildings, including minor renovations (such as painting or carpeting), Construction, Payment of rent/bills/utilities in arrears, Savings accounts for victims. Now that we've unpacked unallowable costs, we are going to shift to Limited Use of Funds.

Applicants may propose to use funds to assess the need for internal improvements of the Transitional Housing program. The maximum amount of funding an applicant may dedicate to that assessment is 2%. Additionally, OVW will support the following activities in limited circumstances: Legal Services: which is limited to a total of 10% of the total project costs.

Purchase and/or lease of vehicles: which is approved on a case by case basis and an analysis must be submitted with the application. Services for children: may be provided to assist minors who meet the eligibility criteria for transitional housing services. Support services can also be provided to children as part of the housing and support services to the child's parent or guardian. Counseling Services may be provided when designed to enable victims of domestic violence, dating violence, sexual assault, or stalking locate and secure permanent housing, secure employment, or integrate into a community. 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. Now that we have concluded this section on unallowable costs and limited use of funds, we are going to move to the next section, Application contents and format.

In our discussion of application contents and format, we would like to point out that most of the formatting and technical requirements have been updated, and we will discuss those updates in this section.

First, applicants may email a letter of intent to the email on the screen. This letter of intent is optional, is not scored, and will not impact an applicant's eligibility for funding. However, we encourage all applicants to submit a letter of intent by the deadline of May 22, 2025.

This chart outlines all of the required and scored components of an application for the transitional housing grant award program. The proposal narrative, which is comprised of three sections is worth a total of 65 points, the budget worksheet and narrative is worth 15 points, the memorandum of understanding is worth 10 points, and the letter of experience is worth 10 points—for a total of 100 points.

We will begin our conversation on the required components with the proposal narrative. For Fiscal year 2025, the formatting and technical requirements of the proposal narrative have changed. Please read all instructions prior to beginning the drafting process as applications that are incomplete may not be funded, and applications that do not follow the formatting requirements may receive point deductions. The narrative must be double spaced, and charts may be single spaced; Use 8 ½ x 11 inch pages with one inch margins; Arial font, no smaller than 11 point—except for footnotes that may be 9 point font; Page numbers; Limited to 15 pages total; Submitted as a Microsoft word, PDF, or Text document file; And finally responses to each item on the numbered list in the proposal narrative section should include the question/item followed by a response.

Applicants may choose to draft a narrative on their own that follows the formatting requirements discussed earlier. However, new for FY2025, applicants may use a sample narrative that follows all of the formatting and technical requirements. OVW strongly

encourages the use of this sample by applicants during the drafting process. The sample proposal narrative can be found on the OVW website.

We would also like to highlight specific changes and updates to the proposal narrative. First, questions and items that applicants must respond to have been changed. Please be sure to read that section of the NOFO prior to drafting to ensure that the application responds to the correct questions/items. Second, responses to the first section "purpose of the proposal" must be limited to two pages. Reminder that the entire narrative is limited to 15 pages. Please note that any additional pages beyond the maximum will not be read and will not be scored.

Christina Baquero: As we discussed earlier in this presentation, all applications must include a memorandum of understanding, or MOU for short. The MOU is a collaborative document that outlines all of the agreements made between the lead applicant and the selected partners. An MOU agreement should include all of the partners on the award in one agreement. This is so all of the partners are aware of each other's roles, responsibilities, and compensation. Applications that submit more than one mou agreement, or agreements with individual partners may not be considered for funding. All partners must be included in one document and that document must be signed by all parties. We will discuss the specific formatting and technical guidelines in the next two slides.

Moving now to the MOU agreement formatting and technical requirements. All applications must include an MOU that follows the required formatting to be considered complete. Applications that do not follow the required formatting will not be considered for funding. Let's review the formatting requirements. First, the MOU should be one separate agreement that demonstrates that all partners are aware of each other and the proposed services the partners intend to provide. Let's discuss this further. If the lead applicant, Domestic Violence Program A includes two other organizations as partners, Financial Empowerment program B and Housing Program C the MOU agreement should include Program A, Program B, and Program C as parties in a single document. Meaning that the programs should be listed in the single agreement together and all sign the same document. This does not mean that Domestic Violence Program A creates an agreement with Financial Empowerment Program B and another agreement between Domestic Violence Program A and Housing Program C. All agencies conducting work under this grant program should be included in one agreement. Second, the agreement must be signed and dated. The next slide will discuss signature requirements, but we will discuss what currently dated means now. Currently dated means that the agreement was created and signed within the window of application. For the purpose of this NOFO, that means between January 14 –June 11, 2025. Agreements that are dated before the NOFO was

released will not be considered valid and will remove an application for consideration for funding. Third, the MOU must include responses to all of the requested information that is outlined in the NOFO. Please refer to section 4 for more information. Last, the MOU can be uploaded as either a Word or PDF document. It's important to note here that the Transitional Housing Unit has created a Sample MOU that follows all of the formatting and technical requirements and follows all of the required prompts included in Section 4 of the NOFO. Applicants are strongly encouraged to review and use the Sample MOU found on the OVW website and linked in the NOFO.

Now that we've discussed some of the formatting and technical requirements, let's move on to how the Transitional Housing unit defines a valid signature for the purpose of submitting an MOU agreement under this NOFO. OVW will accept electronic signatures if they contain the following characteristics: Similar to ink signatures, an electronic signature can only be valid if and only if all parties to the document agree to sign the document. Next, all parties that sign the document must agree to sign the document electronically and view electronic signatures equal to ink signatures. Next, the system used to capture the signature MUST keep a record of the signature including the date the signature was captured. And last, electronic signature records are available to be produced and reviewed at any time. We must emphasize here that MOU agreements that are received without a valid electronic or ink signature will cause the application to be removed from further consideration. If necessary, applicants may include more than one signature page in MOU agreements to capture electronic signatures—but names and titles must be included on all signature pages. Again, a Sample MOU is available for applicants to reference and use that contains all of the required formatting and technical requirements. Now that we've discussed the MOU, let's move to the Letter of Experience.

Moving now to the Letter of Experience. As we discussed earlier in this webinar, applicants must provide a letter of experience demonstrating that the organization has a history of effective work concerning domestic violence, dating violence, sexual assault, or stalking. If the lead applicant is a state, Tribe, or unit of local government, the letter of experience must be written and signed by the victim service provider partner that the lead applicant has partnered with to provide the direct victim services for the proposed project. If the letter of experience is not written and signed by the victim service provider, the application will be considered incomplete and the application will be removed from further consideration. If the lead applicant identifies as an "other organization" then the letter of experience must be written by the applicant.

The letter of experience has specific formatting and technical requirements that must be followed. First, the LOE must be limited to two pages. If the letter of experience exceeds two pages, the additional pages will not be reviewed. Again, the LOE must be written and

signed by the organization with the required experience. Please refer to the previous slide and the Section 4 of the NOFO for more information. The LOE must also be currently dated. Currently dated, for the purpose of this NOFO, means a date during the application period which is January 14-June 11, 2025. LOEs without dates or dates that fall outside of that application window will not be considered complete and will result in the application being removed from further consideration. A complete LOE will contain thorough responses to questions 1-5 found in section 4 of the NOFO under the LOE section. If the applicant is seeking to apply for the priority area for supporting the housing needs of non-intimate partner sexual assault victims, then the applicant should provide responses to questions 6-8 as applicable. Remember that applicants may apply for that priority area in two different ways: one way is as a victim service provider who currently provides services to victims of sexual assault, and the other way is for victim service providers who do not currently offer services to victims of sexual assault but would like to expand services to victims of sexual assault. Lastly, applicants may format the LOE as a numbered list with questions or items and answers. It's important to note here that the Transitional Housing Unit has created a Sample LOE that follows all of the formatting and technical requirements and follows all of the required requested information included in Section 4 of the NOFO. Applicants are strongly encouraged to review and use the Sample LOE found on the OVW website and linked in the NOFO.

LOEs have the same signature requirement as MOU agreements. Electronic signatures are allowed if they follow the guidelines listed in the NOFO. Those guidelines are also available on this slide for reference. Please note that valid signatures are required. LOEs that are missing valid signatures will be removed from further consideration.

Kelly Moreno: Thanks, Christina. In addition to the required components there are separate questionnaires that Applicants must submit to complete their application. One questionnaire is the Pre-Award Risk Assessment. Applicants may refer to appendix B for a list of questions, but the assessment must be completed in JustGrants.

Now, let's move to discussing the Budget worksheet and narrative. All applications must include a budget worksheet and narrative. A sample budget worksheet and narrative is available on the OVW website and is linked in the NOFO for reference. The sample budget worksheet and narrative follows all of the required formatting and technical requirements. Additionally, there is a Creating a Budget webinar available on the OVW website and is linked in the PowerPoint for reference. Applicants must submit a budget worksheet and narrative for the application to be considered complete. If an application does not contain a budget, then the application will be considered incomplete and will be removed from further consideration. One important note is that applicants must submit reasonable

budgets based on the resources needed to implement their projects in their specific geographic location.

Now, let's move to discussing the required components for the budget worksheet and narrative. All budgets must include a total amount. Depending on what is proposed in the proposal narrative, the total budget amounts may vary. For applicants who intent to use OVW funds to provide support services only, and use alternative funding for housing services, may request up to a total of 400,000 for the 36-month award period. Applicants who request to provide housing and support services or housing services only may request up to 500,000 for the entire 36-month period. The total listed in the budget worksheet and narrative must match the estimated funding amount in the SF-424. Each budget must contain clear line-item descriptions. The descriptions must include a detailed explanation of how the costs of goods and services were determined and how they will fulfill the objectives of the project. Budgets must also clearly link activities in the proposal to line-items in the budget. Budgets should not contain items that are not described in the proposal narrative. For example, if the applicant wishes to provide security deposits and explains that activity in the proposal narrative, security deposits should be included in a line item in the budget. All projects must compensate at least one, if not all, of the project partners for time and travel to participate in the development of the project, training related to the project, and implementation of the project. If a partner is a state or unit of local government and the partnership duties are conducted within the course of its "regular" scope of work, the partner may not be compensated. However, That arrangement must be clearly outlined in the budget and the MOU. All projects must include sufficient funds to provide language access, identify other funds that the applicant has budgeted for language access, or describe other resources the applicant has to ensure meaningful access for persons with limited English proficiency.

The budget must also include sufficient funds to provide access for people with disabilities or are Deaf or hard of hearing, identify funds that the applicant has budgeted for access for this project, or describe other resources that the applicant has available to ensure meaningful access for this project. See the Accessibility section of this NOFO for more information. Budgets must also include a line item for OVW sponsored training and technical assistance. 15,000 should be included for applicants located within the 48 contiguous states, and 20,000 should be included for applicants located in the territories, Hawaii, and Alaska. The total amount of funds are for the entire 36 month award period—not per year. Applicants may budget in excess of the required amount if they would like to request permission to use grant funds to support staff or partner attendance. New to Fiscal year 2025, applicants may also propose to use travel funds for peer-to-peer technical assistance. Final approval must be obtained from OVW prior to making any travel

arrangements. Additionally, Applicants must include any program fees charged to transitional housing participants or other program income in the budget. Please note that OVW encourages all applicants to provide housing and support services at no cost. If including legal assistance as a service provided under this grant program, include those costs, if any, in the budget and limit those costs to 10% of the total project costs. Lastly, distinguish between subawards and contracts in allocating any grant funds to other entities. It's important to point out here that applicants may refer to the Sample Budget available on the OVW website and is linked in the NOFO.

We're going to highlight certain aspects of the pre-award risk assessment and provide you with a link to a detailed webinar on how to develop the budget that will be included in your application. First, we'll highlight the items identified in the Summary Data Sheet, which is completed by all applicants. Specifically, two items that we would like to discuss are the Single Audit response and the IRS three step safe harbor procedure. OVW requests that all applicants provide a statement as to whether they have expended \$750,000 or more in federal funds during their last fiscal year. If they have, then they indicate that and also specify the end date of their last fiscal year. Please ensure that this question is answered in its entirety on the Summary Data Sheet (Question #3). Another item that we'd like to highlight from the solicitation is specifically for non-profit organizations. If you use the IRS three step safe harbor procedure to determine your executives' compensation, you are required to provide a disclosure letter. Please refer to the solicitation for further details and a link to a sample letter. Note that there are 4 required parts of this disclosure letter. The sample letter provided outlines all 4 parts of the disclosure, so please be sure to follow the sample and provide a response to each of the four pieces. The next item that we'd like to discuss is the pre-award risk assessment questions, which assists GFMD during their pre award risk assessment review for all applications. Each applicant must prepare a response to ALL ELEVEN QUESTIONS, and each question has MULTIPLE PARTS. Some of the most common issues that we've encountered have been, for example, question #2, where the applicant indicates that they do indeed have internal policies, but they don't provide a brief list of topics covered in the policies and procedures. On question #3, some applicants fail to provide a brief summary of the organization's process for tracking expenditures, and more specifically whether or not it tracks budgeted versus actual expenditures. These are just a few examples, but in general, please make sure that you read each piece of each question and provide a full and comprehensive response.

We want to be sure and highlight some resources that are available that should be used as you're creating the budget to be submitted with the application. Over the last year GFMD has worked to develop a detailed webinar presentation on how to assist applicants in developing a budget to be submitted with their OVW applications. They want to help

reduce any challenges you may face with the budget and make it clear what they look for when they review your budget, this webinar provides some insight as to what OVW financial staff considers during their review. The webinar can be found under the Budget information section on the OVW resources for applicants page. Next up is the uniform guidance which can be found at 2 CFR 200, then another resource is the DOJ Financial Guide, as well as the program specific NOFO.

We know this can be a lot of information to process, so if you have any questions about the GFMD information discussed, please feel free to contact the GFMD helpdesk at 888-514-8556 or by email at OVW.GFMD@usdoj.gov.

As we've mentioned samples throughout this webinar, let's move to discussing what samples are available and where to find them.

New for FY2025 are samples that applicants may use to draft their applications and complete required application components. First is the Samples Proposal Narrative. This sample narrative is available for download on the OVW website and is linked in the NOFO. Applicants may download this Sample and use this sample to complete the Proposal Narrative component. This sample contains all of the requested questions and items listed in the NOFO and adheres to the formatting and technical requirements. OVW strongly encourages applicants use this sample. Also new for FY2025 is the Sample Memorandum of Understanding—MOU for short. Applicants may download this Sample MOU to craft the MOU agreement with the specified partners on the proposed project. The MOU follows all required formatting and technical requirements and applicants are strongly encouraged to use this sample when drafting the MOU. The Sample MOU can be found on the OVW website and is linked in the NOFO. Next is the Sample Letter of Experience or LOE—which is available on the OVW website and is linked in the NOFO. The Sample LOE follows all formatting and technical requirements. OVW strongly encourages applicants use the Sample LOE to complete the required LOE application component. Applicants can also find a Sample Budget Narrative and Worksheet to use to draft the required Budget Worksheet and Narrative component. Important note—as this process has changed from previous fiscal years—the Summary Data sheet is now available as a Sample Fillable document that is linked in the NOFO and is available on the OVW website. All applications must have a summary data sheet, and an application is not complete unless a Summary Data sheet is submitted. Applicants can either copy and paste the questions found in Appendix C into a Word Document and fill in the requested information or download the fillable PDF on the website and fill in the requested information. The Summary Data Sheet must be included as an attachment in JustGrants. Next we have two resources that are available to applicants to assist them in ensuring that the application submitted is complete and follows all of the required guidelines. First is the Minimum application

requirements tipsheet. This tipsheet showcases important information related to frequent causes for applications to be removed from further consideration. Be sure to review that tipsheet and check the application prior to submission to ensure that all required components are completed correctly. Lastly, in Appendix A of the NOFO there is a checklist that is available for applicants to use to ensure that all required components are completed.

As mentioned on the previous slide, OVW strongly encourages all applicants to review and use the samples that are available. All samples follow the required technical and formatting guidelines. With that, I'm going to pass the mic to Kelley Walsh to discuss submission and deadline information.

Kelley Walsh: Thanks, yes, let's now move on to discuss submission and deadline information.

Let's begin by discussing steps that need to be completed prior to application. All applicants are required to be registered with SAM. Gov prior to applying. OVW strongly encourages all applicants to begin the registration process or ensure that accounts are active and up-to-date by May 22, 2025. If an applicant's sam.gov registration is inactive or the sam.gov registration is incomplete, the applicant may not be able to complete other required components of the application prior to the deadline. The next step is registering with grants.gov—which usually takes about 1 week to finalize. And last is registering with JustGrants. Applicants can only register for JustGrants after successful completion of step 1. Please refer to the "Prior to Application Submission" in section 5 for more information.

Applicants must complete two steps to successfully submit an application under this funding opportunity. Applicants should read the entire submission requirements and deadlines in section 5 prior to beginning the application process. Let's discuss the first step. The first is submitting the SF-424 in Grants.gov prior to the deadline. The deadline is 11:59 Eastern Standard Time on June 9, 2025. First, be sure to complete this step early. OVW strongly encourages all applicants to begin the submission process at least 48 hours prior to the grants.gov application deadline. Please be advised that if step 1 is not completed by the deadline, applicants will not be able to continue with step 2 to complete the application submission process. Second, we encourage applicants to preview the form prior to completion. Applicants may do this by clicking the package tab under the funding opportunity. The preview provides a link to the form. Next, let's discuss some common questions received about the form: For type of applicant (box 9) do not select "other"; For Federal funding requested (box 18a), this amount should match the amount of funding requested in the budget of the application. For the required match, this grant program does not require a match. Therefore, the value for the applicant line box 18a should be zero. For

the authorized representative line box 21, must be an individual who has the authority to apply for and accept grants on the behalf of the organization or jurisdiction. And finally question 19. This funding opportunity is subject to Executive Order 12372—Intergovernmental Review of Federal Programs. If the applicant's state appears on the list of Single Points of Contact (SPOC), the applicant must contact the SPOC to comply with the state's process under E.O. 12372. On the SF-424, the applicant must make the appropriate selection for question 19 once it has complied with its state E.O. 12372 process. An applicant whose state does not appear on the SPOC list should answer question 19 by selecting the following response: "Program is subject to E.O. 12372 but has not been selected by the state for review." Again, please be sure to review Step 1 in section 5 of the NOFO for more information.

Moving next to step 2—Submitting the full application in JustGrants. The application must be submitted in JustGrants by 8:59 pm Eastern Standard Time on June 11, 2025. Late applications will not be accepted unless the applicant experiences technical difficulties, severe inclement weather or natural or man-made disaster prior to the deadline; there is no guarantee that an application received under one of the above circumstances will be considered for funding. Please be sure to read all instructions for late-submissions in section 5 of the NOFO. Let's discuss some submission tips for JustGrants: JustGrants functions best on a PC with a chrome or edge web browser. Applicants begin step two of the application submission process by reviewing the standard applicant information in JustGrants. Make edits as needed, confirming: The authorized representative; Verifying the legal name and address; Entering the zip code for the areas served by the project. There are many resources available to applicants on the JustGrants website that is linked in the NOFO. OVW strongly encourages applicants review those resources to ensure successful submission of the application in JustGrants.

Once an application is submitted, the application will be reviewed in several stages while being considered for funding. The first is the responsiveness review. During this stage, the application will be reviewed to check if all required components have been submitted and have been done so correctly by an eligible applicant following all of the requirements outlined in the NOFO. Applicants who are deemed ineligible or applications that are deemed incomplete may be removed from further consideration. Applications are subject to peer review. OVW's peer review process is based on the criteria outlined in the NOFO. Please review section 6 for more information about Peer Review. Applications that are considered for funding will be subject to a programmatic review. Programmatic review consists of assessing the application for compliance with the program scope, activities that compromise victim safety, and if applicable, the applicant's past performance and priority area review. During programmatic review, OVW reserves the right to deduct points

from applications for the following reasons: Activities that compromise victim safety; Out of scope and unallowable activities; Formatting and technical requirements. 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. Applications are also subject to past performance review and risk review. For more information about the application review process, please review section 6 of the NOFO. Once the review process is complete for all awards, OVW will then move to provide award notices. And for that discussion, I will pass the mic to Kelly Moreno.

Kelly Moreno: Thanks! Yes, OVW should provide award notices to applicants on or around October 1, 2025. Both successful and unsuccessful applicants will be notified of funding decisions. To wrap up our discussion today, we'll talk about how to contact us with questions.

As we wrap up this pre-recorded pre-application webinar, we want to share that applicants may contact the OVW transitional housing unit by email with application questions. Please use the email found on this slide or in the NOFO to contact the OVW transitional housing unit directly with any questions related to this funding opportunity. Lastly, we would greatly appreciate feedback on the revised NOFO. Please email feedback to the email on this slide. We appreciate your attention throughout this pre-recorded pre-application webinar. Thank you.