



# **U.S. Department of Justice Office on Violence Against Women**

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## **OVW Fiscal Year 2025 Domestic Violence Mentor Court Technical Assistance Initiative**

**Grants.gov Funding Opportunity Number**  
O-OVW-2025-172285

**Assistance Listing Number**  
16.029

### **Application Due**

Deadline to submit Standard Form/SF-424 in Grants.gov: July 8, 2025, by 11:59 PM EST  
Deadline to submit application in JustGrants: July 10, 2025, by 8:59 PM EST

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## Basic Information

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

### Executive Summary

The OVW Domestic Violence Mentor Court Technical Assistance Initiative (Mentor Court Initiative) creates a unique opportunity to recognize well-established specialized courts and enable them to guide novice or developing courts and court-based programs that wish to significantly improve their responses to domestic violence cases to ensure victim safety and offender accountability. These well-established courts successfully serve as national models and share their expertise by hosting site visits, linking courts with peer courts facing similar challenges, and assisting other domestic violence courts to implement best practices to respond effectively to these difficult cases.

Funding Opportunity Details	
<b>Federal Agency Name</b>	U.S. Department of Justice, Office on Violence Against Women
<b>Funding Opportunity Title</b>	OVW FY 2025 Domestic Violence Mentor Court Technical Assistance Initiative
<b>Announcement Type</b>	Initial
<b>Grants.gov Funding Opportunity Number</b>	O-OVW-2025-172285
<b>Assistance Listing Number</b>	16.029
<b>Statutory Authority</b>	34 U.S.C. § 12291(b)(11)
<b>Expected Total Amount of Funding</b>	\$1,200,000
<b>Anticipated Number of Awards</b>	8
<b>Expected Award Amount(s)</b>	\$150,000
<b>Expected Award Period(s)</b>	24 months

## Key Dates

This table contains deadlines and other important dates.

Key Dates	
<b>Funding Opportunity Release Date</b>	On or about May 22, 2025.
<b><u>Sam.gov Registration/Renewal</u></b>	Recommend <a href="#">completing process</a> by June 12, 2025
<b><u>Grants.gov Registration/Renewal</u></b>	Recommend <a href="#">completing process</a> by June 12, 2025
<b><u>Letter of Intent</u> (Optional)</b>	<a href="mailto:OVW.DVMentorCourts@usdoj.gov">OVW.DVMentorCourts@usdoj.gov</a>
<b><u>Grants.gov</u> Deadline</b>	July 8, 2025, by 11:59 PM Eastern Time (ET)
<b><u>JustGrants</u> Deadline</b>	July 10, 2025, by 8:59 PM ET
<b>Decision Notification Date</b>	OVW anticipates notifying applicants of funding decisions by October 1, 2025.

## Contact Information

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

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

## **Resources for Applying**

### **Application Resources**

- [Application Companion Guide](#)
- [Resources for Applicants](#)
- Budget Information on [OVW Website](#)
- [JustGrants Application Submission Training](#)

## **Eligibility**

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### **Eligible Applicants**

Entities that are eligible to apply are:

State, Tribal, territorial, or local courts that are either:

- Current OVW Domestic Violence Mentor Court Initiative grantees.
- Courts with an existing specialized court system for handling domestic violence cases.

### **Types of Applications**

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

#### **New Applicants**

Applicants that have never received funding under this program or whose previous funding under this program expired on or before July 10, 2024.

#### **Continuation Applicants**

Applicants that have an existing award under this program. Continuation grantees are limited to St. Louis County (St. Louis County Court), County of Kootenai (Kootenai County Court), Judiciary Courts of the State of Oklahoma (Tulsa County District Court), the Judiciary Courts of the Commonwealth of Virginia (Pulaski County), City of Tucson (Tucson City Domestic Violence Court), and County of Winnebago (Winnebago County Domestic Violence Coordinated Courts). Continuation funding is not guaranteed.

**Note:** Current recipients with a substantial amount of unobligated funds remaining (50 percent or more of the current award) as of March 31 of this year, without adequate justification, may not be considered for funding or may receive a reduced award amount if selected for funding under this NOFO.

## **Ineligible Entities and Disqualifying Factors**

Applications submitted by ineligible entities or that do not meet all other program eligibility requirements will not be considered for funding. In addition, an application deemed deficient in one or more of the following areas may not be considered for funding:

1. [Program-specific unallowable costs](#)
2. [Risk review](#)
3. [Completeness of application contents](#)
4. [Meeting deadlines](#)

An application will be removed from consideration if the applicant does not comply fully with all applicable unique entity identifier and SAM.gov requirements (see [Submission Requirements and Deadlines](#) section for more information on these requirements).

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

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

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

### **Cost-Sharing**

This program has no matching or cost-sharing requirement.

## **Program Description**

This program is authorized by 34 U.S.C. § 12291(b)(11). For a brief description of this program, see the [Executive Summary](#).

For more information about OVW programs, including how recipients of OVW grant funding achieve program goals, see:

- OVW grant program information: [OVW Grants and Programs webpage](#).
- Data that recipients collect and report: [VAWA Measuring Effectiveness Initiative webpage](#).

- What recipients have achieved and some of the evidence-based approaches they may have used: OVW's [most recent report to Congress](#) on the effectiveness of VAWA grant programs.

## **Purpose Areas**

In FY 2025, funds under the Mentor Court Initiative must be used by both new and continuation recipients for all of the following purposes:

1. Assist OVW and the OVW Mentor Court Initiative technical assistance (TA) provider with selecting jurisdictions to receive mentorship.
2. Develop and maintain a mentoring relationship with selected jurisdictions planning domestic violence dockets or courts.
3. Plan and host six to nine site visits for selected jurisdictions to assist them in planning a domestic violence docket or court.
4. Travel two to three times to selected jurisdictions to provide on-site TA on developing a domestic violence docket or court.
5. Share domestic violence related court forms, procedures, and protocols.
6. Send members of the recipient's Mentor Court team to one or two Mentor Court All Sites Meetings.
7. Participate in the OVW Judicial Engagement Network Summit.
8. Develop and participate in OVW-sponsored judicial forums and roundtable meetings.
9. Respond to TA inquiries from courts other than mentee courts.
10. Host Mentor Court Open House events for jurisdictions interested in planning domestic violence courts other than the selected mentee courts.
11. Collaborate with OVW TA Providers.

Note: Activities are limited to providing training and TA to other courts around the country. Applicants should not include programming for their own court in their applications; however, administrative costs may be included to support the mentor court goals and objectives.

## **Priorities**

Applications that fare well in merit review and substantively address one or more of the priorities listed below, to the extent consistent with the program's authorizing statute, may receive priority consideration for funding:

1. 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; and

2. Projects to provide training and technical assistance that enhance 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.

## **Program Requirements**

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

1. Participate in OVW-sponsored training and technical assistance.
2. Collect and report performance indicators. Forms, instructions, training, and related tools for each OVW program are available on the [VAWA Measuring Effectiveness Initiative webpage](#).
3. Participate in an assessment or evaluation, if OVW conducts one that requires recipient involvement.
4. Support a part-time project coordinator who will lead the coordination of mentoring activities. This position must be reflected in the budget, see [Budget](#) section for more details.

## **Program-Specific Unallowable Costs**

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

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

OVW will not fund activities that compromise victim safety and recovery, deter healing for victims, and/or undermine offender accountability. See the [Application Companion Guide](#) for more details about these activities, including program-specific information.

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

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

1. Research projects. Funds under this program may not be used to conduct research, defined by 28 C.F.R. § 46.102(d) as a systematic investigation designed to develop or contribute to generalizable knowledge. However, assessments conducted for internal improvement purposes only may be allowable. For

information on distinguishing between research and assessments, see the [Application Companion Guide](#).

2. Promoting or facilitating the violation of federal immigration law.
3. Inculcating or promoting gender ideology as defined in Executive Order 14168, *Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government*.
4. 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, as described in Executive Order 14173, *Ending Illegal Discrimination and Restoring Merit-Based Opportunity*. This prohibition is not intended to interfere with any of OVW’s statutory obligations, such as funding for HBCUs, culturally specific services, and disability programs.
5. Activities that frame domestic violence or sexual assault as systemic social justice issues rather than criminal offenses (e.g., prioritizing criminal justice reform or social justice theories over victim safety and offender accountability).
6. Generic community engagement or economic development without a clear link to violence prevention, victim safety, or offender accountability.
7. Programs that discourage collaboration with law enforcement or oppose or limit the role of police, prosecutors, or immigration enforcement in addressing violence against women.
8. Awareness campaigns or media that do not lead to tangible improvements in prevention, victim safety, or offender accountability.
9. Initiatives that prioritize illegal aliens over U.S. citizens and legal residents in receiving victim services and support.
10. Excessive funding for consulting fees, training, administrative costs, or other expenses not related to measurable violence prevention, victim support, and offender accountability.
11. Any activity or program that unlawfully violates an Executive Order,
12. Direct victim services and justice system interventions: Mentor Court Initiative funds are intended to support educational opportunities and TA to OVW grantees and potential grantees. These funds are not meant to support court operations, law enforcement activities, legal representation, direct services, or other interventions.

**Note:** Recipients should serve all eligible victims as required by statute, regulation, or award condition.

#### Other Unallowable Costs

Grant funds under this program also may not be used for the following costs:

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

### **Limited Use of Funds**

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

### **Activities Requiring Prior Approval**

Recipients must receive prior approval before using grant funds to support surveys, regardless of their purpose, to ensure they are within the scope of the award and meet the requirements of the Paperwork Reduction Act (see the [Application Companion Guide](#) for more information).

### **Type of Award**

Awards will be made as cooperative agreements. Cooperative agreements are a type of award in which OVW expects to be substantially involved in planning and implementing the project. Examples of substantial involvement are: participating in meetings, reviewing drafts of products and plans, and helping select trainers, subject matter experts, and project sites. Recipients must be willing to work closely with OVW and be willing to make changes at OVW's request and/or when new needs emerge.

## **Application Contents and Format**

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### **Letter of Intent**

Applicants are strongly encouraged to submit a Letter of Intent stating their intention to apply. The letter should be submitted to OVW at [OVW.DVMentorCourts@usdoj.gov](mailto:OVW.DVMentorCourts@usdoj.gov) by

May 21, 2025. This letter does not obligate the applicant to apply, and applicants that do not submit this letter can still apply. See the OVW website for a sample [Letter of Intent](#).

## **Application Contents**

Applications must include the required documents and meet the program eligibility requirements. For a checklist of all required items, see the [Application Submission Checklist](#) section of this NOFO.

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

Required Application Components	Number of Possible Points
<b>Proposal Narrative</b>	
Purpose of the Proposal	25
What Will Be Done	20
Who Will Implement	20
<b>Budget</b>	
Budget worksheet and narrative	20
<b>Supporting Documents</b>	
Letters of Support	15

## **Formatting and Technical Requirements**

Applications must follow the requirements below for all attachments, unless otherwise noted. OVW may deduct points for applications that do not adhere to these requirements:

1. Double-spaced text (charts may be single-spaced)
2. 8½ x 11-inch pages
3. One-inch margins
4. Arial font, type no smaller than 11-point, except for footnotes, which may be 9-point
5. Correctly numbered pages
6. No more than 15 pages for the Proposal Narrative
7. Documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt)
8. Headings and sub-headings that correspond to those identified below for each application component

## **Proposal Abstract**

The Proposal Abstract must provide a short summary (no more than 2,000 characters) of the proposed project, including names of lead applicant and project partners, project title, purpose of the project, primary activities for which funds are requested, who will benefit (including geographic area to be served), and products and deliverables. The abstract should not summarize past accomplishments. The Proposal Abstract must be entered into a text box in JustGrants. It will not be scored but will be used throughout the review process.

## **Data Requested with Application**

Applicants must complete the Pre-Award Risk Assessment questionnaire in JustGrants. The questionnaire will not be scored. The questions are listed in [Appendix A](#) of this NOFO.

## **Summary Data Sheet**

(1 to 4 pages maximum, single or double-spaced)

The Summary Data Sheet must be completed and submitted as an attachment under the Additional Application Components section in JustGrants. It will not be scored. Refer to [Appendix B](#) for the list of questions.

## **Proposal Narrative**

### **65 points**

The Proposal Narrative may be submitted in **one** of two formats.

1. Proposal Narrative: The applicant writes a proposal narrative, which may not exceed 15 pages, double-spaced.
2. [Alternative Proposal Narrative Format](#): The applicant completes and submits the Alternative Proposal Narrative Format, which can be found on the [OVW Resources for Applicants](#) page, under Program-specific Resources. This document can be uploaded as either a Word document or PDF and will fulfill the proposal narrative requirement for this section.

The Proposal Narrative must include the sections outlined below.

### **Purpose of the Proposal (25 points)**

Continuation applications, this section must:

1. Describe the populations in the court service area and the needs the project will address.
2. If applicable, describe how the proposal will address [priority one](#) (human trafficking and transnational crime) and/or [priority two](#) (under-resourced rural and remote areas, Tribal nations, and small towns).
3. Describe how the applicant court has served as an effective mentor to other courts.
4. Describe how the court handles domestic violence cases, including how the court's approach improves victim safety and offender accountability.
5. Describe the applicant court's greatest strengths in handling domestic violence cases.

New applications, this section must:

1. Describe the populations in the court service area and the needs the project will address.
2. If applicable, describe how the proposal will address [priority one](#) (human trafficking and transnational crime) and/or [priority two](#) (under-resourced rural and remote areas, Tribal nations, and small towns).
3. Describe why the applicant court thinks it would be an effective mentor to other courts.
4. Describe the applicant court's jurisdiction, including types of cases handled, years in operation, and number of days per week services are available.
5. Describe how domestic violence cases are currently being handled in the applicant court, and whether or not the court uses a diversion program, abusive partner intervention program, or other special program.
6. Describe the type of domestic violence court model the applicant court has implemented (e.g. Coordinated Court Model, Unified Family Court Model, or Integrated Court Model), including a description of written policies and procedures and rotations schedule, if applicable.
7. Describe the applicant court practices that enhance victim safety and offender accountability.
8. Describe existing weaknesses in handling domestic violence cases including areas the applicant court is still trying to improve upon and how the weaknesses are being addressed.
9. Describe the applicant court's greatest strengths in handling domestic violence cases.

### **What Will Be Done (20 points)**

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

Both continuation and new applicants must:

1. Describe how the proposed project will address the needs identified in the Purpose of the Proposal section above.
2. Describe the ability of the applicant court and jurisdiction to share specialized practices, travel to selected courts, engage in the Judicial Engagement Network, and host site visits.
3. Describe the role of the project coordinator position and where the position will be housed.
4. Describe what steps the applicant and any proposed partner(s) will take to make proposed services accessible to people with disabilities, people with limited English proficiency, and people who are Deaf or hard of hearing.

### Who Will Implement the Proposal (20 points)

Both continuation and new applicants must:

1. Identify the key people and organizations, including project partners involved in the proposed project.
2. Demonstrate that the people and organizations identified have the capacity to address the stated need and can successfully implement the proposed project activities. Job descriptions of all key personnel must be attached but will not count toward the page limit.

### Budget and Associated Documentation

OVW awards are governed by the provisions of 2 C.F.R. Part 200 and the [DOJ Financial Guide](#).

Applicants must submit a detailed budget and budget narrative and upload the applicable associated documentation under each heading, as described below. The budget worksheet and budget narrative will be reviewed separately from the Proposal Narrative. The associated documentation will not be scored, but failure to include it may result in removal from consideration or a delay in access to funding.

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

### Budget Worksheet and Budget Narrative

#### **(20 points)**

Applicants must upload in JustGrants a detailed budget and budget narrative for all applicable cost categories. OVW strongly encourages using a spreadsheet (e.g., Excel, Numbers, etc.) for the budget worksheet. The budget narrative must describe each line

item requested in the budget and explain all costs included in the budget, including how the costs of goods and services are determined and how they will fulfill the objectives of the project. Budgetary requirements vary among programs. The budget should be reasonable and based on the resources needed to implement the proposed project in the applicant's specific geographic location.

#### Award Period and Amounts

The award period is 24 months. Budgets, including the total "estimated funding" on the [SF-424](#), must reflect 24 months of project activity. OVW anticipates that the award period will start on October 1, 2025.

Awards under this program for FY 2025 will be made for up to \$150,000.

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

#### **The budget must:**

1. Present a clear link between the specific project activities and the proposed budget items. The budget should not contain items that are not supported by the Proposal Narrative.
2. Fairly and reasonably compensate all project partners for their full level of effort, unless otherwise stated in the Letters of Support (LOS).
3. Include sufficient funds to provide language access, identify other funds that the applicant has budgeted for language access for this project, or describe other resources that the applicant has secured to ensure meaningful access for persons with limited English proficiency. See the [Accessibility](#) section of this NOFO for more information.
4. Include sufficient funds to provide access for people with disabilities or who are Deaf/hard of hearing, identify other funds that the applicant has budgeted for such access for this project, or describe other resources that the applicant has secured to ensure meaningful access for such people. See the [Accessibility](#) section of this NOFO for more information.
5. Include funds to attend OVW-sponsored TTA in the amount of \$20,000 for applicants located in the 48 contiguous states and \$25,000 for applicants located in Puerto Rico, Guam, American Samoa, the Virgin Islands, the Northern Mariana Islands, Hawaii, and Alaska. This amount is for the entire 24-month project period and NOT per year. Applicants also may budget expenses in excess of the required amount if they are aware of relevant non-OVW sponsored conferences or training for which they would like permission to use grant funds to support staff/project partner attendance. The following should be included in the amount set aside:



- a. Mentor Court All Sites Meetings (2) – Each Mentor Court site will be required to send four to six members of its team to one or two Mentor Court All Sites Meetings (locations and dates to be determined), and should budget for two.
  - b. Judicial Engagement Network Summit – Each Mentor Court site should include funds to send up to three judges to the OVW Judicial Engagement Network Summit, an association of judges that focuses on improving court responses to domestic violence cases.
  - c. OVW Training – Each Mentor Court site should include funds to send a team of three to five members of its court-based and court-related personnel to participate in at least one OVW Technical Assistance event.
- 6. Include additional travel funds for Peer-to-Peer Site Visits for a team of three to five members of its court-based and court-related personnel to participate in six to nine site visits with selected courts.
  - 7. Include additional travel funds for Mentor Court staff to provide on-site TA for two to three selected courts.
  - 8. Include funds to support a part-time coordinator position responsible for coordinating project activities.
  - 9. Distinguish clearly between subawards and contracts in allocating any grant funds to other entities.
    - a. Pursuant to 2 C.F.R. § 200.331, a subaward is for the purpose of carrying out a portion of the federal award, such as compensating an MOU partner; a contract is for the purpose of obtaining goods and services for the recipient's use.
    - b. The substance of the relationship is more important than the form of the agreement in determining whether the entity receiving federal funds is a subrecipient or a contractor.
    - c. The awarding and monitoring of contracts must follow the recipient's documented procurement procedures, including full and open competition, pursuant to the procurement standards and oversight requirements in 2 C.F.R. §§ 200.317-200.327.
    - d. The issuance and monitoring of subawards must meet the requirements of 2 C.F.R. §§ 200.328-200.329 & 200.332, which includes oversight of subrecipient spending and overall performance to ensure that the goals of the subaward are achieved.

For more information on distinguishing between subawards and contracts, see the [Budget Information](#), the [Sample Budget Narrative](#), and the [Application Companion Guide](#).

### *Food and Beverage/Costs for Refreshments and Meals*

Recipients **must** receive prior approval before using grant funds to provide a working meal and/or refreshments at a meeting, conference, training, or other event. Food and beverages are generally considered personal expenses for which government funds should not be used. Exceptions may be made for working meals that are necessary to accomplish official business and enhance the cost effectiveness of the meeting or conference. Examples include, but are not limited to:

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

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

Budget clearance does not constitute prior approval of food and beverage costs. Recipients must seek approval of these costs through the OVW conference approval process.

### *Conference Planning and Expenditure Limitations*

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

Budget clearance does not constitute prior approval to hold a conference. Recipients must seek approval of these costs through the conference approval process.

### *Indirect Cost Rate Agreement (If applicable)*

Applicants that intend to charge indirect costs through the use of a negotiated indirect cost rate must have a current, signed, federally approved indirect cost rate agreement and must upload and attach a copy of the agreement to their application in JustGrants. Applicants that do not have a current federal negotiated indirect cost rate (including provisional rate), may elect to charge a de minimis rate of up to 15% of modified total direct costs (MTDC).

Organizations that wish to negotiate an indirect cost rate should contact OVW's Grants Financial Management Division at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov) or 1-888-514-8556 for more information.

## **Supporting Documents**

### **Letters of Support (15 points)**

The Letters of Support (LOS) must be included as an attachment to the application in JustGrants. The LOS must be signed and dated by the Authorized Representative of each proposed partner organization. OVW will accept electronic signatures. Letters of Support missing signatures may result in a point deduction or removal from consideration.

The following LOS are required:

- A letter from a domestic violence victim service provider describing its anticipated role and commitment to participate in project activities.
- A letter from the applicant court's administration describing its support of the applicant court to engage in this initiative.

The LOS must clearly:

1. Describe the organization's relationship with the applicant.
2. Describe the experience and services the organization provides in support of the applicant.
3. Provide details on how the organization will support the applicant in developing and implementing the project.

## **Additional Application Components**

The following documents will not be scored but must be uploaded and attached to the application in JustGrants. Failure to do so may result in the application being removed from consideration.

### **Certification Regarding Out-of-Scope Activities**

Applicants must attach a letter to OVW's Director, signed by the Authorized Representative, certifying that grant funds will not be used for the following out-of-scope activities:

1. Promoting or facilitating the violation of federal immigration law.
2. Inculcating or promoting gender ideology as defined in Executive Order 14168, *Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government*.

3. 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, as described in Executive Order 14173, *Ending Illegal Discrimination and Restoring Merit-Based Opportunity*. This prohibition is not intended to interfere with any of OVW’s statutory obligations, such as funding for HBCUs, culturally specific services, and disability programs.
4. Activities that frame domestic violence or sexual assault as systemic social justice issues rather than criminal offenses (e.g., prioritizing criminal justice reform or social justice theories over victim safety and offender accountability).
5. Generic community engagement or economic development without a clear link to violence prevention, victim safety, or offender accountability.
6. Programs that discourage collaboration with law enforcement or oppose or limit the role of police, prosecutors, or immigration enforcement in addressing violence against women.
7. Awareness campaigns or media that do not lead to tangible improvements in prevention, victim safety, or offender accountability.
8. Initiatives that prioritize illegal aliens over U.S. citizens and legal residents in receiving victim services and support.
9. Excessive funding for consulting fees, training, administrative costs, or other expenses not related to measurable violence prevention, victim support, and offender accountability.
10. Any activity or program that unlawfully violates an Executive Order.
11. All other activities listed under the [Out-of-Scope Activities](#) section.

**Note:** Nothing in this certification prohibits recipients from serving all eligible victims as required by statute, regulation, or award condition.

#### Letter of Nonsupplanting

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

#### Confidentiality Notice Form

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

## **Disclosures and Assurances**

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

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

Applicants are required to complete and submit a lobbying disclosure form (Standard Form/SF-LLL) **IF** they have paid or will pay any person to lobby in connection with the award for which they are applying **AND** their application is for more than \$100,000. This disclosure requirement is not applicable to such payments by an Indian Tribe, Tribal organization, or any other Indian organization that are permitted by other federal law. For this requirement, lobbying means influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress. (See 31 U.S.C. § 1352; 28 C.F.R. part 69.)

Applicants that are required to submit the SF-LLL must download the form from [https://apply07.grants.gov/apply/forms/sample/SFLLL\\_2\\_0-V2.0.pdf](https://apply07.grants.gov/apply/forms/sample/SFLLL_2_0-V2.0.pdf), complete it, and upload it with their application when prompted to do so in JustGrants.

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

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

Applicants must provide this information by completing the Summary of Other Federal Funding form in the Disclosures and Assurances section of JustGrants during the application submission process.

### **DOJ Certified Standard Assurances**

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

### **DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements**

Applicants must read and acknowledge these DOJ certifications in JustGrants, a copy of which is available [here](#).

# Submission Requirements and Deadlines

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## Address to Request Application Package

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

## Prior to Application Submission

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

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

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

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

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

**All applicants must maintain active registration in SAM.gov with current information whenever they have a federal award or an application under consideration by a federal agency.** It is the applicant's responsibility to ensure that they are registered with SAM.gov, Grants.gov, and JustGrants. OVW strongly encourages all applicants to begin the registration process or ensure that all accounts are active and up to date, by **June 12, 2025. Failure to do so may result in missing the application deadline and therefore not being considered for funding.**

## How to Apply

### Step 1:

Submit the SF-424, which is generated when the applicant begins the submission process in Grants.gov. To view the form before completing it in Grants.gov, applicants should click

the Package tab under the funding opportunity for which they are applying and select Preview. Preview then provides links to the form.

For Type of Applicant (box 9), do not select Other. The amount of federal funding requested in the “Estimated Funding” section of this form (box 18a) should match the amount of federal funding requested in the budget of the application. This program does not require a match; therefore, the value for the Applicant line (box 18b) should be zero. The individual who is listed as “**Authorized Representative**” (box 21) must have the authority to apply for and accept grant awards on behalf of the organization or jurisdiction.

**Intergovernmental Review (SF-424 Question 19):** This funding opportunity is subject to Executive Order (E.O.) 12372, Intergovernmental Review of Federal Programs. Applicants must check the Office of Management and Budget’s website for the names and addresses of state [Single Points of Contact](#) (SPOC) under Intergovernmental Review. If the applicant’s state appears on the SPOC list, the applicant must contact the state SPOC to comply with the state’s process under E.O. 12372. In completing the SF-424, the applicant must make the appropriate selection in response to question 19 once it has complied with its state E.O. 12372 process. An applicant whose state does not appear on the SPOC list should answer question 19 by selecting the following response: “Program is subject to E.O. 12372 but has not been selected by the state for review.”

### Step 2:

Submit the full application, including attachments, in JustGrants at <https://justicegrants.usdoj.gov/>. Applicants begin Step 2 of the application submission process by reviewing the Standard Applicant Information in JustGrants, making edits as needed, confirming the Authorized Representative, verifying the legal name and address, and entering the ZIP code(s) for the areas affected by the project. OVW encourages applicants to review the [JustGrants](#) website for more information, resources, and training.

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

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

## Submission Dates and Times

- Deadline to submit form SF-424 in Grants.gov: 11:59 pm ET on July 8, 2025
- Deadline to submit the full application in JustGrants: 8:59 pm ET on July 10, 2025

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

Applicants experiencing technical difficulties should refer to the [OVW Policy for Applicants Experiencing Technical Difficulties During the Registration and Submission Processes](#).



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

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

## **Application Submission Checklist**

Applicants must submit all required application items. Applicants applying to more than one OVW program are responsible for ensuring that only documents pertinent to this funding opportunity are included with this application. OVW will not redirect documents submitted with the wrong application (e.g., a Rural Program letter submitted with a Transitional Housing Program application will not be transferred to the Rural application).

Application Item	Required?	Submission Type	Submission Website	Date Completed
<a href="#"><u>Application for Federal Assistance: SF-424</u></a>	Yes	Online Form	Grants.gov	
<a href="#"><u>Proposal Abstract</u></a>	Yes	Online Form	JustGrants	
<a href="#"><u>Pre-Award Risk Assessment</u></a>	Yes	Online Form	JustGrants	
<a href="#"><u>Summary Data Sheet</u></a>	Yes	Attachment	JustGrants	
<a href="#"><u>Proposal Narrative or Alternative Proposal Narrative Format</u></a>	Yes	Attachment	JustGrants	
<a href="#"><u>Budget Worksheet and Budget Narrative</u></a>	Yes	Attachment	JustGrants	
<a href="#"><u>Indirect Cost Rate Agreement</u></a>	If applicable	Attachment	JustGrants	
<a href="#"><u>Letters of Support</u></a>	Yes	Attachment	JustGrants	
<a href="#"><u>Certification Regarding Out-of-Scope Activities</u></a>	Yes	Attachment	JustGrants	



Application Item	Required?	Submission Type	Submission Website	Date Completed
<a href="#"><u>Job Descriptions</u></a>	Yes	Attachment	JustGrants	
<a href="#"><u>Letter of Nonsupplanting</u></a>	Yes	Attachment	JustGrants	
<a href="#"><u>Confidentiality Notice Form</u></a>	Yes	Attachment	JustGrants	
<a href="#"><u>Disclosure of Lobbying Activities</u></a>	If applicable	Attachment	JustGrants	
<a href="#"><u>Summary of Other Federal Funding</u></a>	If applicable	Online Form	JustGrants	

### OVW Policy for Applicants Experiencing Technical Difficulties

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

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

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

#### Technical difficulties while applying in JustGrants

1. Contact OVW JustGrants Support at [OVW.JustGrantsSupport@usdoj.gov](mailto:OVW.JustGrantsSupport@usdoj.gov) or 866-655-4482 as soon as the applicant is aware of a problem. OVW JustGrants Support is a separate Help Desk from OJP and COPS and is dedicated to OVW applicants.

2. Maintain documentation of all communication with OVW JustGrants Support.
3. Work with OVW JustGrants Support to resolve the technical difficulty.
4. Email the [OVW contact](#) before the [JustGrants deadline](#). If an applicant must submit their application by email due to a technical difficulty, they must do so by the JustGrants deadline, but **no earlier than 4 hours prior to the deadline**. The email must include the following:
  - A detailed description of the technical difficulty.
  - The contact information (name, telephone, and email) for the person making the request.
  - The applicant's UEI number.
  - JustGrants application numbers and User Support tracking numbers.
  - The complete application (SF-424, Proposal Narrative or Proposal Project Form, Budget and Budget Narrative, LOS).

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

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

Cases of severe inclement weather or natural or man-made disaster are the only circumstances under which OVW may accept applications after the deadline. In such circumstances:

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

**Note: OVW may not be able to accommodate all requests.**

Within 30 days of receiving a request for late submission, OVW will notify the applicant of a decision to approve or deny it.

## **Application Review Information**

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### **Responsiveness Review**

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

### **Review Criteria**

Applications will be scored based on the degree to which the application responds to each section and addresses each element in the section. Applications will also be scored based upon the quality of the response, capacity of the applicant and any partners, and the level of detail provided. Each element **must** be addressed in the section in which it is requested. Points may be deducted if the applicant does not include the information in the appropriate section even if it is included elsewhere within the application. Each section will be reviewed as a separate document and will be scored as such. Scoring details can be found in the [Application Contents](#) section of this NOFO.

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

### **Review and Selection Process**

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

#### **Peer Review**

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

OVW peer reviewers may include victim advocates, judges, prosecutors, law enforcement officers, legal professionals, and others with expertise in areas such as Tribal communities, colleges and universities, rural areas, urban areas, working with people with disabilities or older adults, and providing services to victims, including transitional housing and services provided by community organizations and the faith community. While some

peer reviewers are expert consultants on violence against women issues, the vast majority are current practitioners or recent retirees from the professions mentioned above. To ensure that applications are reviewed by people with on-the-ground experience responding to sexual assault, domestic violence, dating violence, or stalking, OVW does not use professional peer reviewers. All reviewers are required to adhere to OVW's peer review conflict of interest policy, which is designed to identify and resolve any issues that may call into question a reviewer's impartiality or objectivity regarding an application.

### Programmatic Review

All applications that are considered for funding will be subject to a programmatic review. The programmatic review consists of assessing the application for compliance with the program's scope, activities that compromise victim safety, and, if applicable, past performance and priority area review. OVW reserves the right to deduct points from applications for the following reasons:

1. Activities that compromise victim safety and recovery and undermine offender accountability (deduct up to 15 points).
2. Out-of-scope and unallowable activities (deduct up to 10 points).
3. Past performance (deduct up to 25 points).
4. Formatting and Technical Requirements (deduct up to 5 points).

An application that is substantially out-of-scope, proposes a substantial number of activities that are unallowable, or proposes activities that pose a significant threat to victim safety or a serious breach of confidentiality will not be considered for funding. **An applicant with considerable past performance issues may receive a deduction in points as listed above or be removed from consideration regardless of the application's peer review score.**

### Past Performance Review

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

1. Adherence to the grant program's statutory purposes and requirements.
2. Implementation of the project according to plan, without significant obstacles and/or challenges.
3. Implementation of the project within the original period of performance.
4. Drawdown of funds commensurate with the level of program activities completed.
5. Management of award such that applicant has had uninterrupted access to funds.

6. Attendance at/participation in all required OVW-sponsored training and technical assistance events.
7. Timely resolution of issues identified during programmatic monitoring.
8. Completion of close-out of prior awards within 120 days of the project end date.
9. Timely resolution of issues necessary to close out prior awards.
10. Timely resolution of issues identified during financial monitoring.
11. Timely response to OVW requests.
12. Development of deliverables that support the project goals and objectives and are of acceptable quality.
13. Implementation of the project as designed without unjustified modification.
14. Timely submission of federal financial reports (FFR).
15. Timely submission of performance reports.
16. Submission of complete and accurate performance reports.
17. Adherence to the terms and conditions of existing grant award(s) from OVW.

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

## **Risk Review**

Prior to making an award, OVW must evaluate the risk posed by applicants as described in 2 C.F.R. § 200.206(b), using the applicant's responses to the questions listed in [Appendix A](#). OVW also must review and consider integrity and performance information about applicants that is available in SAM.gov. Applicants may review and comment on information about themselves that another federal awarding agency has previously entered. OVW considers the applicant's comments as well as other information available in SAM.gov in making its judgment about the risk posed by making an award to the applicant.

## **High-Risk Recipients**

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

requirements are met. High-risk recipients with substantial or persistent performance or compliance issues, long-standing open audits, or open criminal investigations may not be considered for funding.

## Award Notices

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

By the anticipated decision notification date in the [Key Dates](#) section of this NOFO, unsuccessful applicants will receive a letter addressed to their Authorized Representative with information on how to receive feedback on their application.

### Availability of Funds

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

## Post-Award Requirements and Administration

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

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

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

### Civil Rights and Accessibility

Recipients must comply with applicable federal civil rights laws and nondiscrimination provision. Taken together, these federal laws prohibit recipients from discriminating either in *employment* (subject to an exemption for certain faith-based organizations) or in the

*delivery of services or benefits* based on race, color, national origin, sex, religion, or disability, and in the delivery of services or benefits based on age. In addition, VAWA, as amended, includes a nondiscrimination provision that covers any program or activity funded in whole or in part by OVW. 34 U.S.C. § 12291(b)(13)(A).

### Sex-specific Programming

Recipients may provide sex-segregated or sex-specific programming if doing so is necessary for the essential operation of a program (e.g., in the case of women's safety), so long as the recipient provides comparable services to those who cannot be provided with the sex-segregated or sex-specific programming. *Id.* § 12291(b)(13)(B). More information on these obligations is available in the [Application Companion Guide](#).

Compliance with federal civil rights laws includes taking reasonable steps to ensure that persons with limited English proficiency (LEP individuals) have meaningful access to recipients' programs and activities and to ensure that their programs and activities are readily accessible to people with disabilities, as well as people who are Deaf or hard of hearing. **Serving victims effectively and supporting their safety and recovery requires programs to be accessible to people with disabilities and those who are Deaf or hard of hearing, to provide language access to LEP individuals, to ensure that any sex-segregated or sex-specific services are comparable, and generally to serve all survivors free from discrimination.**

## Post-Award Reporting Requirements

OVW recipients must submit semi-annual performance reports and quarterly Federal Financial Reports (SF-425). Performance report forms will be provided to all award recipients. Forms will be submitted electronically. Future awards and fund drawdowns may be withheld if reports are delinquent. For more information on post-award reporting requirements, including requirements for certain recipients to report information on civil, criminal, and administrative proceedings in SAM, see the [Application Companion Guide](#) and the award condition on recipient integrity and performance matters available on the [OVW website](#).

## Other Information

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### Public Reporting Burden - Paperwork Reduction Act Notice

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. OVW tries to create forms and instructions that are accurate, easily understood, and not unnecessarily burdensome. The estimated average time to complete and file this form is 30 hours. Comments regarding the accuracy of this estimate or suggestions for simplifying this form

can be submitted to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street, NE, Washington, DC 20530.

**Note: Any materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.**



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

**Note:** Applicants must complete this questionnaire in JustGrants. The questions listed below are for reference only. Each applicant must respond to each question. Do not submit responses from a prior fiscal year without updating them to be responsive to all questions listed in the questionnaire. This information will be used for a mandatory pre-award risk assessment. Failure to provide this information or to respond to questions from OVW regarding this information in a timely manner could result in the application being removed from consideration or a delay in access to funds. Provide complete responses that address all questions included for each numbered item.

1. Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding? Provide a brief description of the applicant's policies and procedures that ensure funds will be tracked appropriately.
2. Does the applicant have written accounting policies and procedures? How often are these policies and procedures updated? Provide a brief list of the topics covered in the applicant's policies and procedures. OVW may request a copy for review during the application/award process or as part of the grant monitoring process.
3. Is the applicant's financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant? Provide a brief summary of the organization's process for tracking expenditures, including tracking budgeted versus actual amounts.
4. Does the applicant have procedures in place for minimizing the time between transfer of funds from the United States Treasury and disbursement for project activities? Provide a short summary of the applicant's policy for requesting payments for grant awards.
5. Does the applicant have effective internal controls in place to ensure that federal funds are used solely for authorized purposes? Provide a brief description of the applicant's internal controls that will provide reasonable assurance that the award funds will be managed properly.
6. Does the applicant have a documented records retention policy? If so, briefly describe the policy and confirm that the policy complies with federal regulations. Information on Record Retention and Access can be found at 2 C.F.R. 200.334-200.338.
7. Does the applicant or any of its employees have any potential personal or organizational conflicts of interest related to the possible receipt of OVW award

funds? Applicants are required to disclose in writing any potential conflicts of interest to their awarding agency. See 2 C.F.R. 200.112 and Chapter 3.20, Grant Fraud, Waste and Abuse, of the DOJ Financial Guide for additional information.

8. Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. Part 200)? Provide a short list of the individual's qualifications/experience. If the individual is not familiar with the applicable rules and regulations, the applicant must contact OVW's Grants Financial Management Division at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov) or 1-888-514-8556 immediately after the applicant is notified of its award to coordinate training.
9. Does the applicant have policies and procedures in place to manage subawards and monitor activities of subrecipients as necessary to ensure that subawards are used for authorized purposes, in compliance with laws, regulations, and terms and conditions of the award, and that established subaward performance goals are achieved (2 C.F.R. 200.331-200.333)? Provide a brief description of the organization's policies and procedures on subrecipient management and monitoring.
10. Does the applicant currently require employees to maintain time distribution records that accurately reflect the work performed on specific activities or cost objectives in order to support the distribution of employees' salaries among federal awards or other activities (2 C.F.R. 200.430)? Budget estimates do not qualify as support for charges to federal awards. Provide a brief description of the organization's established timekeeping policies and procedures.
11. Is the applicant designated as high risk by a federal agency outside of DOJ? (High risk includes any status under which a federal awarding agency provides additional oversight due to the applicant entity's past performance, or other programmatic or financial concerns with the applicant entity.) If so, provide the names(s) of the federal awarding agency, the date(s) the agency notified the applicant entity of the high risk designation, contact information for the high risk point of contact at the federal agency, and the reason for the high risk status, as set out by the federal agency.

## **Appendix B: Summary Data Sheet**

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

1. Provide the following information for the grant point-of-contact. This person must be an employee of the applicant.
  - Name
  - Title
  - Address
  - Telephone number
  - Email address
2. Is the applicant (the organization whose unique entity identifier is being used for the application) serving as a fiscal agent? A fiscal agent is an entity that does not participate in implementation of the project and passes **all** funds through to subrecipients, conducting minimal administrative activities. **Note: The fiscal agent must be an eligible applicant for the program.**
  - Yes – go to Q 2A & 2B
  - No

2A. List all subrecipients

2B. Note: The applicant acknowledges that it will be responsible for all applicable statutory, fiscal, and programmatic requirements, including those of 2 C.F.R. Part 200, as well as all project deliverables.
3. Has the applicant expended \$750,000 or more in federal funds in the applicant's past fiscal year?
  - Yes – go to 3A
  - No

3A. Specify the end date of the applicant's fiscal year.
4. Does the application substantively address any of the following priorities:
  - 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.
    - Yes

- No
  - 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.
    - Yes
    - No
5. Is this application for a New or Continuation project?
  6. Identify the type of Domestic Violence Court Model (e.g. Coordinated Court Model, Unified Family Court Model or Integrated Court model).
  7. Identify the types of cases the court model handles (e.g. criminal, civil, family).

## **Appendix C: Alternative Proposal Narrative Format**

This Alternative Proposal Narrative Format is not a requirement, and applicants may choose to submit the Standard Proposal Narrative format.

### **Brief Instructions**

An Alternative Proposal Narrative Format may be submitted to fulfill the Proposal Narrative application requirements for the FY25 Mentor Court Initiative grant application. This document may be saved and uploaded to JustGrants with the applicant's application as a Word or PDF file. The file should be Saved As/Named: APPLICANTNAME\_MENTORCOURT\_NARRATIVE. This document should not exceed 15 pages when submitted and should adhere to the [Formatting and Technical Requirements](#). Note that the alternative proposal narrative format is in a table and may be single spaced.

Please note that **ALL** three sections within this template must be completed. The three sections include:

- Purpose of Proposal
- What Will Be Done
- Who Will Implement

## New Applicants

### Purpose of the Proposal – 25 points

Complete this section in its entirety.

<b>Purpose of the Proposal</b>	
Applicant Name:	
1. Describe the populations in the court service area and the needs the project will address.	
2. If applicable, describe how the proposal will address priority one (human trafficking and transnational crime) and/or priority two (under-resourced rural and remote areas, Tribal nations, and small towns).	
3. Describe why the applicant court thinks it would be an effective mentor court to other courts.	

<p>4. Describe the applicant court's jurisdiction, including types of cases handled, years in operation, and number of days per week services are available.</p>	
<p>5. Describe how domestic violence cases are currently being handled in the applicant court, and whether or not the court uses a diversion program, abusive partner intervention program, or other special program.</p>	
<p>6. Describe the type of domestic violence court model the applicant court has implemented (e.g. Coordinated Court Model, Unified Family Court Model, or Integrated Court Model), including a description of written policies and procedures and rotations schedule, if applicable.</p>	
<p>7. Describe the applicant court practices that enhance victim safety and offender accountability.</p>	

<p>8. Describe existing weaknesses in handling domestic violence cases, including areas the applicant court is still trying to improve upon and how the weaknesses are being addressed.</p>	
<p>9. Describe the applicant court's greatest strengths in handling domestic violence cases.</p>	



## What Will be Done – 20 points

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

What Will be Done	
1. Describe how the proposed project will address the needs identified in the Purpose of the Proposal section above.	
2. Describe the ability of the applicant court and jurisdiction to share specialized practices, travel to selected courts, engage in the Judicial Engagement Network, and host site visits.	
3. Describe the role of the project coordinator position and where the position will be housed.	

<p>4. Describe what steps the applicant and any proposed partner(s) will take to make proposed services accessible to people with disabilities, people with limited English proficiency, and people who are Deaf or hard of hearing.</p>	
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## Who Will Implement – 20 points

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Please complete this section. Job descriptions of all key personnel must be included as attachments with the application but will not count toward the page limit for the Proposal Narrative.

<b><u>Who Will Implement:</u></b>	
1. Identify the key people and organizations, including project partners involved in the proposed project.	
2. Demonstrate that the people and organizations identified have the capacity to address the stated need and can successfully implement the proposed project activities.	

## Continuation Applicants

### Purpose of the Proposal – 25 points

Complete this section in its entirety.

Purpose of the Proposal		
Applicant Name:		
1. Describe the populations in the court service area and the needs the project will address.		
2. If applicable, describe how the proposal will address priority one (human trafficking and transnational crime) and/or priority two (under-resourced rural and remote areas, Tribal nations, and small towns).		

3. Describe how the applicant court has served as an effective mentor to other courts.		
4. Describe how the court handles domestic violence cases, including how the court's approach improves victim safety and offender accountability.		
5. Describe the applicant court's greatest strengths in handling domestic violence cases.		

## What Will be Done – 20 points

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

What Will be Done	
1. Describe how the proposed project will address the needs identified in the Purpose of the Proposal section above.	
2. Describe the ability of the applicant court and jurisdiction to share specialized practices, travel to selected courts, engage in the Judicial Engagement Network, and host site visits.	
3. Describe the role of the project coordinator position and where the position will be housed.	
4. Describe what steps the applicant and any proposed partner(s) will take to make proposed services accessible to people with disabilities, people with limited English proficiency, and people who are	

Deaf or hard of hearing.	
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### Who Will Implement – 20 points

Please complete this section. Job descriptions of all key personnel must be included as attachments with the application but will not count toward the page limit for the Proposal Narrative.

Who Will Implement:	
1. Identify the key people and organizations, including project partners involved in the proposed project.	
2. Demonstrate that the people and organizations identified have the capacity to address the stated need and can successfully implement the proposed project activities.	