



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

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# OVW Fiscal Year 2019 Transitional Housing Assistance Grants for Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking Solicitation

**Release Date: on or about December 12, 2018**

## Eligibility

Eligible applicants are limited to: **states, units of local government, Indian tribes, and other organizations, including sexual assault and domestic violence victim service providers, sexual assault and domestic violence coalitions, other nonprofit, nongovernmental organizations, or community-based and culturally specific organizations, that have a documented history of effective work concerning sexual assault, domestic violence, dating violence, or stalking.**  
(See "[Eligibility Information](#)")

## Deadlines

**Applications are due by 11:59 p.m. Eastern Time (E.T.) on February 13, 2019.**  
(See "[Submission Dates and Times](#)")

**Registration Information:** To submit an application, all applicants must obtain a Data Universal Number System (DUNS) Number and register online with the System for Award Management (SAM) and with [Grants.gov](http://Grants.gov). To ensure sufficient time to complete the registration process,

applicants must obtain a DUNS Number and register online with SAM and with [Grants.gov](https://www.grants.gov) immediately, but no later than January 25, 2019.

(See “[Registration](#)”)

**Letter of Intent:** Applicants are strongly encouraged to submit a Letter of Intent to [ovw.transitionalhousing@usdoj.gov](mailto:ovw.transitionalhousing@usdoj.gov) by January 25, 2019. This letter confirms that the applicant has registered with SAM and [Grants.gov](https://www.grants.gov). Submitting a Letter of Intent will not obligate a potential applicant to submit an application. Interested applicants who do not submit a Letter of Intent are still eligible to apply.

(See “[Letter of Intent](#)”)

**Pre-Application Information Sessions:** OVW will conduct two web-based Pre-Application Information Sessions for entities interested in submitting an application for this program. Participation in these sessions is optional. Interested applicants who do not participate are still eligible to apply.

(See “[Pre-Application Information Sessions](#)”)

## Contact Information

For assistance with the requirements of this solicitation, email OVW at [ovw.transitionalhousing@usdoj.gov](mailto:ovw.transitionalhousing@usdoj.gov). Alternatively, interested parties may call OVW at (202) 307-6026.

## Submission and Notification Information

**Submission:** Applications for this program will be submitted through [Grants.gov](https://www.grants.gov). For technical assistance with [Grants.gov](https://www.grants.gov) contact the [Grants.gov](https://www.grants.gov) Customer Support Line at 1-800-518-4726.

The [Grants.gov](https://www.grants.gov) number assigned to this announcement is OVW-2019-15805.

**Notification:** OVW anticipates notifying applicants of funding decisions by October 1, 2019.

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# OVW Transitional Housing Assistance Grants for Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking (CFDA 16.736)

## A. Program Description

### Overview

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

### About the OVW Transitional Housing Assistance Grants for Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking

This program is authorized by 34 U.S.C. § 12351. The Transitional Housing Assistance Grants for Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking (Transitional Housing Program) supports programs that provide 6-24 months of transitional housing with support services for victims who are homeless<sup>1</sup> or in need of transitional housing as a result of a situation of sexual assault, domestic violence, dating violence, or stalking; and for whom emergency shelter services or other crisis intervention services are unavailable or insufficient.

For additional information about this program, see <https://www.justice.gov/ovw/grant-programs> and <http://muskie.usm.maine.edu/vawamei/thousingmain.htm>.

### Program Scope

Activities supported by this program are determined by statute, federal regulations, and OVW policies. If an applicant receives an award, the funded project is bound by the provisions of this solicitation, the [DOJ Financial Guide](#), including updates to the guide after an award is made, the section of the [Solicitation Companion Guide](#) entitled “Post-Award Requirements for All Federal Grant Recipients,” and the conditions of the award.

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<sup>1</sup> Pursuant to 34 U.S.C. §§ 12291(a)(12), 12473(6), the term “homeless” —

(A) means an individual who lacks a fixed, regular, and adequate nighttime residence; and

(B) includes—

(i) an individual who—

(I) is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;

(II) is living in a motel, hotel, trailer park, or campground due to the lack of alternative adequate accommodations;

(III) is living in an emergency or transitional shelter;

(IV) is abandoned in a hospital; or

(V) is awaiting foster care placement;

(ii) an individual who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; or

(iii) migratory children (as defined in 20 U.S.C. § 6399) who qualify as homeless under 34 U.S.C. § 12473 because the children are living in circumstances described in this paragraph.

## **Purpose Areas**

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

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

Pursuant to 34 U.S.C. § 12351(b)(3)(C), OVW-funded transitional housing projects cannot condition receipt of housing assistance upon participation in any or all of the support services offered.

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

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

Transitional housing assistance is temporary housing offered for at least 6 months and no more than 24 months that helps victims transition into permanent housing. Transitional housing is not an extended shelter stay.

Short-term housing assistance is rental assistance and/or other financial assistance (e.g. security deposits, utility assistance, relocation costs, etc.) offered for at least 6 months and no more than 24 months that helps victims transition into permanent housing. Short-term housing assistance is not emergency shelter, rental assistance that is offered for less than 6 months, or financial assistance for victims not provided with housing.

## **OVW Priority Areas**

In FY 2019, OVW is interested in supporting the priority area(s) identified below. Applications proposing activities in the following areas will be given additional points and/or special consideration, as indicated below, during the review process.

1. Increase the response to victims of human trafficking.

Applicants are encouraged to submit projects that focus on direct intervention and advocacy services for victims of sexual assault who are also victims of sex trafficking.

Applicants proposing to address this priority must:

- demonstrate substantive knowledge of sex trafficking including the provision of transitional housing and support services to victims of sex trafficking;
- include, but are not limited to, partnerships addressing substance abuse, mental health, and limited legal services; and
- identify how they will engage in outreach to victims of sex trafficking, and how they will meet their unique needs.

During programmatic review, OVW will prioritize up to four projects that demonstrate a knowledgeable, comprehensive approach to providing transitional housing and support services to victims of sexual assault who are also victims of sex trafficking and make awards of up to \$500,000 for each project. Additional points are not available for this priority.

2. Include substance abuse professionals in a coordinated community response to VAWA crimes and increase victim access to substance abuse services.

Applicants proposing to address this priority must demonstrate how they will use a coordinated community response (CCR) to serve victims with substance abuse issues, including how they will incorporate substance abuse professionals into their CCR team and how these professionals will assist them in meeting the needs of victims with substance abuse issues.

**Note:** Grant funds may be used to provide advocacy and referrals related to substance abuse issues but not to provide substance abuse treatment services.

Applicants demonstrating a comprehensive, coordinated response to victims with substance abuse issues may receive an additional 5 points during the review process.

3. Address the unique risks and challenges faced by veterans who are homeless or in need of transitional housing assistance as a result of sexual assault, domestic violence, dating violence, or stalking.

Applicants proposing to address this priority must identify how they will respond to the challenges faced by veterans who are homeless as a result of sexual assault, domestic violence, dating violence, or stalking. Applicants proposing a comprehensive project to meet this need may receive up to 5 additional points during the review process.

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

OVW does not fund activities that jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions. Information on activities that compromise victim safety and recovery and undermine offender accountability may be found in the [Solicitation Companion Guide](#).

Applications that propose any activities that compromise victim safety and recovery or undermine offender accountability may receive a deduction in points during the review process or may be eliminated from consideration entirely.

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

The activities listed below are out of the program scope, and they will not be supported by this program's funding.

1. Research projects (This does not include program assessments conducted only for internal improvement purposes. For information about DOJ regulations on research involving human subjects, see "Research and Protection of Human Subjects" in the [Solicitation Companion Guide](#)).
2. Prevention, community outreach, and public awareness campaigns. Outreach activities are limited to informing potential survivors about the availability of services.
3. Family violence - Grant funds may not be used to directly address child abuse or neglect, violence perpetrated by a child against a parent or by a sibling against another sibling, or caregiver abuse of elders and other vulnerable adults.
4. Housing retention - Grant funds may not be used to keep victims in their homes or to prevent them from losing their current housing.
5. Emergency shelter or short-term housing assistance offered for less than 6 months.

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

## **Limited Use of Funds**

The following activities can be supported only in limited circumstances:

1. Legal Services – Use of grant funds for legal services is limited to providing legal services to transitional housing program participants and must terminate upon a participant's entry into permanent housing. Legal services are limited to those that are necessary to enable a transitional housing program participant to locate and secure housing and to integrate into a community, including legal services regarding housing, protection orders, and limited immigration matters that affect a victim's ability to obtain housing. Funds may not be used for comprehensive, long-term legal assistance, such as divorce or child custody.
2. Purchase and/or Lease of Vehicles – Requests to use grant funds for the purchase and/or lease of a vehicle by the grant recipient or a project partner will be considered on a case-by-case basis. If an applicant is requesting funds for a vehicle, a lease/purchase analysis must be submitted with the application and the cost included in the budget and budget narrative. Grant funds may not be used for the purchase of and/or down payment on a vehicle for private ownership by a victim in a transitional housing program.
3. Services for Children – Grant funds may be used to provide direct services to minors who meet the statutory eligibility criteria for transitional housing services, or to provide direct services to children where such services are an ancillary part of providing transitional housing and supportive services to the child's parent (or legal guardian) who is a victim of sexual assault, domestic violence, dating violence or stalking.

## **Activities Requiring Prior Approval**

Grantees must receive prior approval before using grant funds to support **surveys**.

## **B. Federal Award Information**

### **Availability of Funds**

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. There is no guarantee that funds will be available in the future. OVW may elect to make awards in a future fiscal year for applications submitted under this solicitation but not selected for FY 2019 funding, depending on the merits of the applications and the availability of funding.

### **Award Period and Amounts**

The award period is 36 months. Budgets must reflect 36 months of project activity, and the total "estimated funding" on the SF-424 must reflect 36 months. Generally, the award period will start on October 1, 2019.

This program typically makes awards in the range of \$300,000 - \$450,000. OVW estimates that it will make up to 70 awards for an estimated \$35,000,000.

For FY 2019 awards under this program will be made as follows:

- Awards for up to \$450,000 for the entire 36 months to successful applicants proposing to use Transitional Housing Program grant funds for both housing and support services.
- Awards for up to \$300,000 for the entire 36 months to successful applicants proposing to use Transitional Housing Program grant funds for support services *or* housing only<sup>2</sup>.
- OVW will prioritize up to four projects that demonstrate a knowledgeable, comprehensive approach in serving victims of sexual assault who are also victims of sex trafficking and make awards of up to \$500,000 for 36 months. Applicants proposing this priority area should submit budgets for 36 months. An additional 36 months of funding may be awarded noncompetitively. Any future supplemental awards will be based on a number of factors, including but not limited to, OVW's available appropriation, and grantee performance.

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 prior to making an award.

Awards will be made as grants.

### **Types of Applications**

In FY 2019, OVW will accept the following types of applications for this program from the following:

New: applicants that have never received funding under this program or whose previous funding expired more than 12 months ago.

Continuation: applicants that have an existing or recently closed (within the last 12 months) award under this program. Continuation funding is not guaranteed.

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

This program's grant recipients that received an FY 2017 or FY 2018 award are NOT eligible to apply as the lead applicant or as an MOU partner on a FY 2019 proposal. Likewise, an organization that is an MOU partner on an FY 2017 or FY 2018 award is not eligible to apply as the lead applicant or as an MOU partner on a FY 2019 proposal.

Additionally, current grantees with a substantial amount of funds remaining (50% or more of the current award) at the time of application submission without adequate justification may not be considered for funding, or may receive a reduced award amount if selected for funding in FY 2019.

### **Mandatory Program Requirements**

Applicants that receive funding under this program will be required to:

1. Participate in OVW-sponsored training and technical assistance.
2. Submit the policies, procedures, and rules governing the provision of the transitional housing and related support services for review and approval (post award).
3. Offer transitional housing and support services for at least six months and no more than 24 months with OVW grant funds. Pursuant to 34 U.S.C. § 12351(c)(2), a recipient may waive the 24-month limit for up to six months for any victim who has made a good faith effort to acquire permanent housing but has not been able to do so.
4. Offer support services only to individuals receiving transitional housing (other than follow-up services described below).
5. Offer follow-up support services for transitional housing clients who secure permanent housing. Follow-up services are limited to advocacy, support groups, case management, and minimal financial assistance (e.g., security deposit or first month's rent for permanent housing), provided for at least three months but not more than a year.
6. Ensure that any staff, partner staff, or service providers working with transitional housing clients are trained to work with victims of sexual assault, domestic violence, dating violence, or stalking.
7. Send the project coordinator and one other key staff member to an in-person OVW grantee orientation.
8. Send key staff to an in-person OVW-sponsored training on voluntary services.
9. Agree to provide transitional housing to their clients without requiring participation in support services.
10. Notify OVW of any changes to the source of funding used to provide OVW grant funded transitional housing and/or support services.
11. Compensate at least one, if not all of their project partners, for time and travel to participate in project development, training, and implementation. If a partner is a state or unit of local government and the partnership duties are conducted within the course of the partner's "regular" scope of work, the applicant does not need to compensate the partner if the partner:
  - a. offers this arrangement; and
  - b. an explanation of this arrangement is included in the application.

### **C. Eligibility Information**

Applications that are submitted by ineligible entities or that do not meet all program eligibility requirements will not be considered for funding. In addition, an application that is deemed deficient in one or more of the following categories may not be considered for funding: 1. [activities that compromise victim safety](#), 2. [out-of-scope activities](#), 3. [unallowable costs](#), 4. [Pre-](#)

[award risk Assessment](#), 5. [completeness](#), and 6. [timeliness](#). An applicant with [past performance issues](#), long-standing open audits, or an open criminal investigation also may not be considered for funding.

### **Eligible Applicants**

The following entities are eligible to apply for this program:

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

### **Qualified Applications**

To be qualified for funding under this program, applications must meet the following statutory definition of “qualified application” (see 34 U.S.C. § 12351(g)(3)(D)). An application is qualified if it:

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

### **Nonprofit Organization Requirement – Offshore Accounts**

Any nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code is not eligible for a grant from this program. See 34 U.S.C. § 12291(b)(16)(B)(ii).

### **Cost Sharing or Matching**

This program has no match or cost sharing requirement.

### **Other Program Eligibility Requirements**

In addition to meeting the eligible entity requirements outlined above, applications for this program must also meet the requirements below. All certification and other eligibility related documents must be current and developed in accordance with the FY 2019 solicitation.

#### Required Partnerships

An application must include both a victim service provider and at least one other organization (e.g., a housing provider, local homelessness coalition, or other social service provider serving low-income households, including community colleges, workforce centers, community action agencies and public assistance departments).

An application from a tribe, state or unit of local government must include both a victim service provider and a housing provider.

The victim service provider must play an active role in the development and implementation of the project. Applications must demonstrate that the victim service provider is significantly involved in the design of the project, development and review of all policies and procedures, and training for anyone working with transitional housing clients on how to work effectively with victims of sexual assault, domestic violence, dating violence, and stalking.

A victim service provider is a nonprofit, nongovernmental or tribal organization or rape crisis center, including a state or tribal domestic violence and/or sexual assault coalition, that assists or advocates for sexual assault, domestic violence, dating violence, or stalking victims, including a domestic violence shelter, faith-based organization or other organization, with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking. 34 U.S.C. § 12291(a)(43). Victim service providers must provide direct services to victims of sexual assault, domestic violence, dating violence, or stalking as one of their primary purposes and have a demonstrated history of effective work in this field.

#### Limit on Number of Applications

OVW will consider only one application per organization for the same service area in response to this solicitation. In addition, if an applicant submits multiple versions of the same application, OVW will review only the most recent system-validated version submitted before the deadline.

## ***D. Application and Submission Information***

### **Address to Request Application Package**

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

### **Pre-Application Information Sessions**

OVW will conduct two web-based pre-application information sessions for entities interested in submitting an application for this program. During these sessions, OVW staff will review this program's requirements, review the solicitation, and allow for a brief question and answer period. These sessions are tentatively scheduled for:

1. January 16, 2019 at 1:00 p.m. E.T.
2. January 17, 2019 at 1:00 p.m. E.T.

The total number of participants for each session may be limited, and therefore interested participants from the same agency/jurisdiction are expected to participate together. OVW reserves the right to deny multiple registrations from a single agency/jurisdiction to allow as many interested applicants as possible to participate.

To register, contact the Transitional Housing Program at [ovw.transitionalhousing@usdoj.gov](mailto:ovw.transitionalhousing@usdoj.gov) or at (202) 307-6026. Registration must be received at least one day prior to the start of the session. Participants are not registered until they receive a confirmation email. Webinars will be captioned in English and Spanish. Interested applicants needing additional language assistance should contact this program's POC at [ovw.transitionalhousing@usdoj.gov](mailto:ovw.transitionalhousing@usdoj.gov) or at (202) 307-6026 as soon as possible, but no later than January 15, 2019.

## **Content and Form of Application Submission**

The information below (“**Letter of Intent** through “**Additional Required Information**”) describes the full content and form of application submission. For a complete checklist of required contents, see the “[Other Information](#)” section in this solicitation.

### Letter of Intent

Applicants intending to apply for FY 2019 funding under this program are strongly encouraged to submit a Letter of Intent. The letter should state that the applicant is registered and current with SAM and with [Grants.gov](#). The letter should be submitted to OVW at [ovw.transitionalhousing@usdoj.gov](mailto:ovw.transitionalhousing@usdoj.gov) by January 25, 2019. This letter will not obligate the applicant to submit an application. See <https://www.justice.gov/ovw/resources-applicants> for a sample Letter of Intent.

## **Formatting and Technical Requirements**

Applications must follow the requirements below. Points may be deducted for applications that do not adhere to the following requirements:

1. Double spaced (Project Abstract, Summary Data Sheet and charts may be single spaced)
2. 8½ x 11 inch paper
3. One-inch margins
4. Type no smaller than 12 point, Times New Roman font
5. Page numbers
6. No more than 25 pages for the Project Narrative
7. Word documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).
8. Headings and sub-headings that correspond to the sections identified in this section of the solicitation.

## **Application Contents**

Applications must include the following required documents and demonstrate that the program eligibility requirements have been met. OVW will not contact applicants for missing items on the list below. Applications that do not include all of the following documents will be considered substantially incomplete and will not be considered for funding:

1. Project Narrative
2. Budget Detail Worksheet and Narrative
3. Memorandum of Understanding (MOU)
4. Letter of Experience (LOE)

## **Summary Data Sheet (5 Points Total)**

The Summary Data Sheet should be one to four pages and may be single or double spaced. The Summary Data Sheet does not count toward the 25-page limit for the Project Narrative. Provide the following information:

1. Name, title, address, telephone number, and e-mail address of the individual with authority to accept grants on behalf of the applicant.
2. Name, title, address, telephone number, and e-mail address for the grant point-of-contact. This person must be an employee of the applicant.
3. Statement as to whether the applicant (the organization whose DUNS number is being used for the application) will serve as a fiscal agent/sponsor for an entity or entities that

will implement the project, and the applicant itself will not be involved with implementation of the project beyond issuing subaward(s) to these entities. If this is the case, the applicant also must list these subrecipients and include a statement acknowledging that, should an award be made, the applicant 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. In such situations, the fiscal agent/sponsor must be an eligible applicant for the program.

4. Statement as to whether the applicant has expended \$750,000 in federal funds in the applicant's past fiscal year. If so, specify the end date of the applicant's fiscal year.
5. Summary of current and pending OVW grants (if applicable). If the applicant has a current grant or cooperative agreement under any OVW grant program or an award that has been closed within the last 12 months from the date this solicitation closes, the information must be provided in a table using the sample format found on the OVW website <https://www.justice.gov/ovw/resources-applicants>. Failure to provide the required table will result in a loss of points. The applicant should also provide the same information regarding any current OVW grants or pending applications on which the applicant is a subrecipient.
6. A list of other federal grant programs from which the applicant currently receives funding or for which it has applied for funding in FY 2019 **to do similar work**. Provide this information in a table using the sample format found on the OVW website <https://www.justice.gov/ovw/resources-applicants>.
7. Statement as to whether the applicant is a nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code.
8. Statement as to whether the applicant is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure to establish a rebuttable presumption that its executives' compensation is reasonable. If the applicant is not a nonprofit organization or is a nonprofit that does not use the safe-harbor procedure, provide a statement to that effect. For additional information about the safe-harbor procedure, see "Disclosure of Process Related to Executive Compensation" in the [Additional Required Information](#) section.
9. The percentage of grant activities, should the application be funded, that will address each of the following issues (the total percentages should not exceed 100%):
  - Sexual assault;
  - Domestic violence;
  - Dating/teen dating violence;
  - Stalking; and/or
10. Statement as to whether the application addresses the trafficking priority area.
11. Statement as to whether the application addresses the priority to include substance abuse professionals in a coordinated community response to VAWA crimes and increase victim access to substance abuse services.
12. Statement as to whether the application addresses the priority of housing and support services to victims of sexual assault, domestic violence, dating violence or stalking who are homeless veterans.
13. Statement as to whether the applicant will:
  - (a) provide both housing and support services with Transitional Housing Program funds;  
OR
  - (b) limit its use of Transitional Housing Program funds to either housing *or* support services. If (b) is selected, the applicant must provide documentation, e.g., an award letter, to verify the source and availability of non-OVW Transitional Housing Program

funds for the other purpose area (housing or support services). The documentation must describe the availability of these funds for at least the duration of the OVW project period of 36 months.

14. Identification of:

- (a) the applicant organization,
- (b) all project partner(s), and
- (c) the victim service provider in the proposal, and state whether it is the applicant or a project partner. This information must be consistent with the rest of the proposal, including the MOU.

15. Statement as to whether or not the applicant or any proposed MOU partners are currently recipients or MOU partners on any other OVW Transitional Housing Program grants or pending applications. If the applicant is an MOU partner on a grant, include the year of the grant award.

**Proposal Abstract (not scored)**

The Proposal Abstract must provide a short summary (no more than two pages double-spaced) of the proposed project, including names of applicant and partners, primary activities, products and deliverables, the service area, and who will benefit. Applicants must not summarize past accomplishments in this section.

**Project Narrative (60 Points Total)**

The Project Narrative may not exceed 25 pages, double-spaced. The Project Narrative must include the following three sections:

**Purpose of Application (20 points)**

This section must:

1. Describe the communities to be served, including the geographic location, the populations in the service area, and any marginalized and/or underserved population(s);<sup>3</sup>
2. Describe the problem to be addressed;
3. Describe current services and gaps;
4. Describe how the funding will alleviate the problem, and
5. Describe the housing model and rent structure to be implemented. (There are a variety of housing models and rent structures utilized by transitional housing programs across the country. Please see “Transitional Housing: Models & Rent Structures” at <https://www.justice.gov/ovw/resources-applicants#Program%20Specific>.)

**What Will Be Done (30 points)**

The application must provide a clear link between the proposed activities and the need identified in the “Purpose of Application” section above.

This section must:

1. Describe in detail specific activities necessary for accomplishing each goal and objective of the proposed project.

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<sup>3</sup> Applicants should use U.S. Census and other government data, as well as the Limited English Proficient Mapping Tool, available at [www.lep.gov/maps/](http://www.lep.gov/maps/), to obtain this information.

2. Include a timeline that identifies a timeframe for all the tasks and activities to be completed.
3. Describe the transitional housing that will be provided, including, but not limited to:
  - a. the type of transitional housing (e.g. transitional housing assistance or short-term housing assistance, location, etc.);
  - b. how it will be provided (program-owned, program-rented, landlord/tenant relationship, etc.);
  - c. method for determining client eligibility (e.g., screening tools, eligibility requirements, etc.);
  - d. facility rules and regulations;
  - e. facility safety planning; and
  - f. fee schedule (if applicable).
4. Describe the support services that will be offered, including, but not limited to:
  - a. what will be offered;
  - b. who will provide them;
  - c. where they will be provided; and
  - d. how clients will access them.
5. Describe the plan for follow-up services, including, but not limited to:
  - a. what will be offered; and
  - b. timeframe for follow-up services.
6. Describe how the applicant plans to address victim safety and autonomy in the project.
7. Describe how the applicant will maintain confidentiality, especially if working with homeless providers and/or the Homeless Management Information System (HMIS), etc.
8. Describe how the proposed project will be accessible to individuals with disabilities, individuals who are Deaf or hard of hearing, and persons with limited English proficiency.

**Who Will Implement the Project (10 points)**

This section must:

1. Identify the key individuals and organizations involved in the proposed project;
2. Demonstrate that the individuals and organizations identified have the capacity to address the stated need, including the expertise necessary to appropriately serve any marginalized and/or underserved populations identified in the Purpose of the Application section, and can successfully implement the proposed project activities;
3. Describe specific roles and responsibilities of all project partners and key staff;
4. Demonstrate the capacity and expertise of the lead applicant and all project partners to serve victims of sexual assault, domestic violence, dating violence, and/or stalking;
5. Clearly describe who will implement activities as described in the What Will Be Done section (e.g. what organization and staff will conduct intake, find housing, work with participants, provide services, etc.); and
6. Clearly demonstrate that required partnerships have been developed (see “Required Partnerships” in the [“Program Eligibility Requirements”](#) section) of the solicitation.

Applications proposing to address any of the optional priority areas must also include the information in the appropriate section below in their Project Narrative.

**Increased Response to Human Trafficking (0 points)**

This section is optional. This section must:

1. Describe in detail the gaps in current services for victims of sex trafficking and how such victims are currently underserved;
2. Describe the barriers victims of sex trafficking experience while attempting to seek services;
3. Describe project partners with substantive knowledge of sex trafficking, including the provision of transitional housing and support services to this population, and their role in the project;
4. Describe the expertise and history of key project staff in providing services to victims of sex trafficking; and
5. Provide a detailed plan for how the project will provide transitional housing and support services to victims of sex trafficking within the proposed project service area.

**Include Substance Abuse Professionals in a Coordinated Community Response to VAWA Crimes and Increase Victim Access to Substance Abuse Services (Additional 5 Points)**

This section is optional. This section must:

1. Describe in detail the gaps in current services for victims with substance abuse issues and how such victims are currently underserved;
2. Describe the barriers victims with substance abuse issues experience while attempting to seek services;
3. Describe project partners who are substance abuse professionals and their role in the project;
4. Describe the expertise and history of key project staff in providing services to victims of sexual assault, domestic violence, dating, and stalking with substance abuse issues;
5. Provide a detailed plan for how the project will provide specific services to victims with substance abuse issues within a coordinated community response model.

**How the Challenges Faced by Veterans Will Be Addressed (Additional 5 Points)**

This section is optional. This section must:

1. Describe in detail the gaps in current services for victims who are veterans and how such victims are currently underserved;
2. Describe the barriers victims who are veterans experience while attempting to seek services;
3. Describe project partners with expertise in assisting homeless veterans and their role in the project;
4. Provide an estimate of the number of homeless veterans in the service area;
5. Describe how victims of sexual assault, domestic violence, dating violence, or stalking among this population will be identified, including outreach strategies;
6. Provide a detailed plan for how services will be provided that shows an understanding of the challenges faced by, and the unique needs of, veterans who are homeless as a result of sexual assault, domestic violence, dating violence, or stalking.

**Budget Detail Worksheet and Narrative (10 Points)**

All applications must include a detailed budget and budget narrative. A sample Budget Detail Worksheet is available on the OVW website at <https://www.justice.gov/ovw/resources-applicants>. Keep in mind that budgetary requirements vary among programs. Applicants must

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

#### Award Period and Amount

Applicants proposing to use Transitional Housing Program grant funds for both housing and support services may submit budgets up to \$450,000 for a 36-month period.

Applicants proposing to use Transitional Housing Program grant funds to support services *or* housing only<sup>4</sup> may submit budgets for up to \$300,000 for a 36-month period.

OVW will prioritize up to four projects that demonstrate a knowledgeable, comprehensive approach in serving victims of sexual assault who are also victims of sex trafficking and make awards of up to \$500,000 for 36 months. Applicants proposing this priority area should submit budgets for 36 months. An additional 36 months of funding may be awarded noncompetitively. Any future supplemental awards will be based on a number of factors, including but not limited to, OVW's available appropriation, and grantee performance.

The budget and budget narrative will be reviewed separately from the proposed project narrative. 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.

The budget must:

1. Display a clear link between the specific project activities and the proposed budget items and not contain items that are not supported by the project narrative.
2. Include funds to attend OVW-sponsored training and technical assistance in the amount of \$15,000 for states and \$20,000 for territories, Hawaii, and Alaska. This amount is for the entire 36-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.
3. Include a statement describing whether the housing units are applicant owned.
4. Include as program income any fees charged to transitional housing participants if the transitional housing is applicant owned.
5. Include funds or describe other resources available to the applicant to support activities to ensure access for individuals with disabilities, Deaf/hard of hearing individuals, and persons with limited English proficiency. See [Accessibility](#) under F. [Federal Award Administration Information](#) for more information.
6. Compensate at least one, if not all, project partners as reflected in the MOU. For more information on compensating project partners, see the sample Budget Detail Worksheet on the OVW website at <https://www.justice.gov/ovw/resources-applicants>.
7. Distinguish clearly between subawards and contracts in allocating any grant funds to other entities. Pursuant to 2 C.F.R. § 200.330, a subaward is for the purpose of carrying out a portion of the federal award, such as compensating an MOU partner, and a contract is for the purpose of obtaining goods and services for the grantee's own use.

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<sup>4</sup> Applicants must provide both transitional housing (purpose area 1 or 2) and support services (purpose area 3). If an applicant proposes to use Transitional Housing Program grant funds to support only transitional housing *or* only support services, a project partner or another funding source must sustain the remaining component.

The substance of the relationship is more important than the form of the agreement in determining whether the recipient of the pass-through funds is a subrecipient or a contractor. The awarding and monitoring of contracts must follow the recipient's documented procurement procedures, including full and open competition, pursuant to the procurement standards in 2 C.F.R. §§ 200.317-200.329. The issuance and monitoring of subawards must meet the requirements of 2 C.F.R. § 200.331, which includes oversight of subrecipient/partner spending and monitoring performance measures and outcomes attributable to grant funds. For more information, see the sample Budget Detail Worksheet and the [Solicitation Companion Guide](#) on the OVW website at <https://www.justice.gov/ovw/resources-applicants>.

OVW awards are governed by the provisions of 2 C.F.R. Part 200 and the [DOJ Financial Guide](#), which include information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. For additional information on allowable and unallowable costs, go to the [Funding Restrictions](#) section of this solicitation and the sample Budget Detail Worksheet on the OVW website at <https://www.justice.gov/ovw/resources-applicants>.

### **Memorandum of Understanding (MOU) (15 Points Total)**

For purposes of this solicitation, the MOU is a document containing the terms of the partnership and the roles and responsibilities between two or more parties. The MOU **must** be a single document and **must** be signed and dated by the [Authorized Representative](#) of each proposed partner organization during the development of the application. If necessary, an MOU can include multiple signature pages so long as each page includes the names and titles of all signatories to the MOU.

The MOU must:

1. Clearly identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
2. Clearly state the roles and responsibilities each partner will assume to ensure the success of the proposed project;
3. Clearly state that each project partner has reviewed and approved the budget and is aware of the total amount being requested and the funding being requested for each project partner;
4. Identify who will be implementing the activities as described in the "What Will Be Done" section of the project narrative (goals, objectives and activities) and corresponding Budget;
5. Identify who will work with transitional housing participants (e.g. what organization and staff will do intake, find housing, work with participants, provide services, etc.);
6. Adequately demonstrate the capacity of the applicant, partners, and key staff to achieve the goals of the proposed project;
7. Demonstrate a commitment on the part of all project partners to work together to achieve stated project goals;
8. Describe the applicant's financial commitment to at least one, if not all, project partners for their participation in project-related activities, including, but not limited to, compensation for time and travel expenses to participate in project development, training, and implementation;

9. Describe the resources each partner will contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, and training).

All applicants, new and continuation, must submit a *new* MOU with the application as described above. Continuation applicants should describe any changes in the collaboration, including an explanation or description of any new or additional partners.

The application will be removed from consideration if the MOU is missing, not a single document, not current, or if signatures and/or dates are missing for any of the project partners.

### **Letter of Experience (LOE) (10 Points Total)**

All applicants must submit a signed, dated Letter of Experience describing the applicant organization's documented history of effective work concerning sexual assault, domestic violence, dating violence, or stalking, as required by 34 U.S.C. §12351(a) (or such experience and capacity of a partner, if the applicant is a tribe, state, or unit of local government). The letter must:

1. Describe the organization's history of providing assistance to survivors of sexual assault, domestic violence, dating violence, or stalking;
2. Demonstrate a history of at least 3 years of effective work serving victims of sexual assault, domestic violence, dating violence or stalking by showing the number of years the agency has provided direct services to victims;
3. Describe the services provided to victims; and
4. Describe the qualifications or skills of staff assigned to the grant, and the training they have received.

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

The LOE is limited to 2 pages; additional pages will not be reviewed. Applications will be removed from consideration if the LOE is missing, not a single document, not current, or if it is not signed or dated. A sample LOE is available at <https://www.justice.gov/ovw/resources-applicants#Program%20Specific>.

### **Additional Required Information**

The following documents will not be scored during the review process but they must be included with the application. Failure to include any of the information may result in the application being removed from consideration for funding. Some documents will be generated during the application submission process while other documents will be uploaded and attached to the application.

*The following documents will be generated and completed during the application submission process:*

#### Application for Federal Assistance (SF-424)

Applicants must complete the SF-424 online. For "Type of Applicant," do not select "other." The amount of federal funding requested in the "Estimated Funding" section of this form must match the amount of federal funding requested in the budget section of the application package. This program does not require a match; therefore, the values for the Applicant line should be zero.

The individual who is listed in “**Authorized Representative**” must be an individual who has the authority to apply for and accept grant awards on behalf of the organization or jurisdiction.

Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)

Carefully review the assurances and certification forms online. Applicants will receive a request to compile these forms online during the application submission process. All applicants must complete the *Disclosure of Lobbying Activities* (SF-LLL) form. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form. Applicants that do not expend any funds for lobbying activities should enter “N/A” in the required highlighted fields.

*The following documents must be uploaded and attached **separately** to the application:*

Applicant Financial Capability Questionnaire (if applicable)

All nonprofit, nongovernmental organizations that apply for funding from OVW and have not previously (or within the last three years) received funding from OVW must complete an Applicant Financial Capability Questionnaire. In addition, applicants may be required to submit their current year’s audit report at a later time. The questionnaire can be found at <https://www.justice.gov/ovw/file/866126/download>.

Confidentiality Notice Form

All applicants are required to acknowledge that they have received notice that grantees and subgrantees must comply with the confidentiality and privacy requirements of VAWA, as amended. Applicants must submit the acknowledgement form available on the OVW website at [http://www.justice.gov/sites/default/files/ovw/pages/attachments/2015/01/20/confidentiality\\_acknowledgement\\_form\\_42015.pdf](http://www.justice.gov/sites/default/files/ovw/pages/attachments/2015/01/20/confidentiality_acknowledgement_form_42015.pdf). This form must be signed by the [Authorized Representative](#).

Disclosure of Process Related to Executive Compensation (if applicable)

An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees.

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

Each applicant must state at the time of its application (in the Summary Data Sheet mentioned earlier) whether the applicant is a nonprofit organization that uses the Internal Revenue Service’s three-step safe-harbor procedure to establish a rebuttable presumption that its executives’ compensation is reasonable. If the applicant states that it uses the safe-harbor procedure, then it must disclose, in an attachment to its application (to be titled “Disclosure of Process Related to Executive Compensation”), the process it uses to determine the compensation of its officers, directors, trustees, and key employees (together, “covered persons”). See 34 U.S.C. § 12291(b)(16)(B)(iii).

At a minimum, the disclosure must describe in pertinent detail: (1) the composition of the body that reviews and approves compensation arrangements for covered persons; (2) the

methods and practices used by the applicant nonprofit organization to ensure that no individual with a conflict of interest participates as a member of the body that reviews and approves a compensation arrangement for a covered person; (3) the appropriate data as to comparability of compensation that is obtained in advance and relied upon by the body that reviews and approves compensation arrangements for covered persons; and (4) the written or electronic records that the applicant maintains as concurrent documentation of the decisions with respect to compensation of covered persons made by the body that reviews and approves such compensation arrangements, including records of deliberations and of the basis for decisions. For a sample letter, see the OVW website at <https://www.justice.gov/ovw/resources-applicants>.

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

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

#### Pre-Award Risk Assessment

Each applicant must respond to the questions below. 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 applicant being removed from consideration or a delay in access to funds. Provide complete responses that address all questions included for each numbered item. This section of the application should be no more than four pages.

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. §§ 200.333-200.337.

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. §§ 200.330-200.332)? 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.

#### 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. Applicants that have never received a federally-approved indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs, which may be used indefinitely. This includes state, local, and tribal governments that have never negotiated an indirect cost rate with the federal government and receive less than \$35 million in direct federal funding per year.

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.

#### Letter of Nonsupplanting

Applicants must submit 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 is available at <https://www.justice.gov/ovw/resources-applicants>.

#### **Unique Entity Identifier (DUNS Number), System for Award Management (SAM), and Grants.gov Registration**

Applicants for federal grants and cooperative agreements are required to have a Data Universal Number System (DUNS) Number to submit an application. A DUNS Number is a unique, nine-character identification number provided by the commercial company **Duns & Bradstreet (D&B)**. Once an applicant has applied for a DUNS number through D&B, its DUNS Number should be available within two business days.

Federal regulations require that an applicant (1) be registered in SAM.gov prior to submitting an application; (2) provide a valid DUNS number in its application; and (3) continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application under consideration by a federal awarding agency. Also, federal agencies may not make an award to an applicant until that applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with these requirements by the time that OVW is ready to make an award, then OVW may make the determination that the applicant is not qualified to receive an award and use that determination as a basis for making the award to another applicant.

SAM centralizes information about grant recipients and also provides a central location for grant recipients to change organizational information. [Grants.gov](http://Grants.gov) uses SAM to establish roles and IDs for electronic grant applicants.

If the applicant already has an Employer Identification Number (EIN), the SAM registration will take **up to two weeks to process**. If the applicant does not have an EIN, then **the applicant should allow two to five weeks for obtaining an EIN from the Internal Revenue Service. There is no fee associated with these processes. Additionally, these processes cannot be expedited.** OVW strongly discourages applicants from paying a third party to apply or register on their behalf in an attempt to expedite these processes. To ensure all applicants are able to apply by the deadline for this solicitation, applicants must have obtained a DUNS number and registered online with the SAM and with [Grants.gov](http://Grants.gov) no later than January 25, 2019.

### Submission Dates and Times

It is the responsibility of the applicant to ensure that the application is complete and submitted by the deadline. Failure to meet the submission deadline will result in an application being removed from consideration. Applicants should refer to the chart below to ensure that all required steps and deadlines are met.

Applicant Action	Information	Dates/Deadline
Apply for a DUNS number	Obtain a DUNS number at the following website <a href="http://www.dnb.com/us/">http://www.dnb.com/us/</a> or call (866) 705-5711.	January 25, 2019
Register with SAM	Access the SAM online registration through the <a href="http://SAM">SAM</a> homepage at <a href="https://www.sam.gov/portal/SAM/#1#1">https://www.sam.gov/portal/SAM/#1#1</a> and follow the online instructions for new SAM users. If the applicant already has the necessary information on hand, the online registration takes approximately 30 minutes to complete, depending upon the size and complexity of the business or organization. <b>Organizations must update or renew their SAM registration at least once a year to maintain an active status.</b>	January 25, 2019
Register with <a href="http://Grants.gov">Grants.gov</a>	Once the SAM registration becomes active, the applicant will be able to complete the Grants.gov registration (see <a href="#">Other Submission Requirements</a> for more information on registering for and using Grants.gov).	January 25, 2019

Submit Letter of Intent	Charlayna Brady, <a href="mailto:ovw.transitionalhousing@usdoj.gov">ovw.transitionalhousing@usdoj.gov</a> , (202) 307-6026.	January 25, 2019
Download Updated Version of Adobe	Applicants are responsible for ensuring that the most up-to-date version of Adobe Acrobat is installed on all computers that may be used to download the grant application package and submit the proposal. To verify if the Adobe software version is compatible with <a href="http://www.grants.gov">Grants.gov</a> , visit the following link: <a href="http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html">http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html</a> .	At least 48 hours before application deadline of 11:59 p.m. E.T., February 13, 2019
Request Hardcopy Submission (If Needed)	Applicants that cannot submit an application electronically due to lack of internet access must contact the POC at (202) 307-6026 or <a href="mailto:ovw.transitionalhousing@usdoj.gov">ovw.transitionalhousing@usdoj.gov</a> to request permission to submit a hardcopy application.	January 25, 2019
Begin Application Submission Process	Applications must be submitted electronically via <a href="http://www.grants.gov">Grants.gov</a> .	February 11, 2019 (48 hours before application deadline of 11:59 p.m. E.T. on February 13, 2019)
Complete Application Submission Process	<a href="http://www.grants.gov">Grants.gov</a>	February 13, 2019, by 11:59 p.m. E.T.
Confirmation of Application Receipt	<ol style="list-style-type: none"> <li>1. Authorized Organization Representatives (AORs) should closely monitor their email for any notification from <a href="http://www.grants.gov">Grants.gov</a> about a possible failed submission. <b>The AOR is a user role within Grants.gov for a user who is authorized to submit applications on behalf of the organization.</b></li> <li>2. The AOR should receive a minimum of two emails from <a href="http://www.grants.gov">Grants.gov</a>. One will confirm receipt of the application package. The other will contain either a notice that the application was successfully submitted or a notice that there was an error with the application submission.</li> </ol> <p>OVW does not send out these notifications, nor does OVW receive a copy of these notifications. It is the responsibility of the applicant to notify OVW of any problems with the application submission process.</p>	Submitting the application at least 48 hours before the application deadline of February 13, 2019 will enable the applicant to receive notice of a failed submission and provide an opportunity to correct the error before the deadline.

## OVW Policy on Late Submissions

Applications submitted after **11:59 p.m. E.T.** on February 13, 2019 will not be considered for funding, unless the applicant receives OVW permission to submit a late application. In limited circumstances, OVW will approve a request to submit an application after the due date. The charts below provide a description of the circumstances under which OVW will consider such requests. OVW's approval of a late submission request is not an indication of the application's final disposition. Applications approved for late submission are still subject to all of the review process and criteria described in this solicitation.

**Failure to begin registration or application submission by the deadlines stated in the chart above is not an acceptable reason for late submission.** To ensure fairness for all applicants, OVW requires that applicants requesting late submission adhere to the following:

Severe Inclement Weather or Natural Disaster	
<ol style="list-style-type: none"> <li>1. Document when the severe inclement weather or natural disaster occurred, the impacted area, and the specific impact on the applicant/partners (e.g., without power for "x" days, office closed for "x" days).</li> <li>2. Contact OVW at the earliest possible date and provide the information described in #1.</li> <li>3. Contact OVW at least 24 hours prior to the application deadline to request a late submission. Applicants impacted by severe inclement weather or a natural disaster occurring on the deadline must contact OVW within 72 hours after the due date or as soon as communications are restored.</li> </ol>	<p>OVW may not be able to accommodate all requests resulting from severe inclement weather or a natural disaster.</p>

Experiencing Technical Difficulties Beyond the Applicant's Reasonable Control		
Issue	Applicant Action	OVW Policy
<p>Issue with <a href="#">SAM</a> or <a href="#">Grants.gov</a> Registration</p>	<ol style="list-style-type: none"> <li>1. Register and/or confirm existing registration at least 3 weeks prior to the application due date to ensure that the individual who will be submitting the application has <a href="#">SAM</a> and <a href="#">Grants.gov</a> access and is the person registered to submit on behalf of the applicant.</li> <li>2. Maintain documentation of when registration began, any issues related to registration, and all communication with technical support.</li> <li>3. Notify OVW as soon as the applicant becomes aware of a problem with registration but no later than 14 days</li> </ol>	<p>Failure to begin the SAM or <a href="#">Grants.gov</a> registration process in sufficient time (i.e., by the date identified in this solicitation) is not an acceptable reason for late submission.</p>

	before the application due date.	
Experiencing Unforeseeable Technical Difficulties During the Application Submission Process	<ol style="list-style-type: none"> <li>1. Document when the applicant began the submission process.</li> <li>2. Contact <a href="https://www.grants.gov">Grants.gov</a> for technical support at least 24 hours prior to the application deadline.</li> <li>3. Maintain documentation of all communication with <a href="https://www.grants.gov">Grants.gov</a> support.</li> <li>4. Contact the POC for this program at <a href="mailto:ovw.transitionalhousing@usdoj.gov">ovw.transitionalhousing@usdoj.gov</a> indicating that the applicant is experiencing technical difficulties and would like permission to submit a late application. Provide a telephone number and/or email address at which someone with the authority to submit the application and required documentation can be reached for the first 3 business days immediately following the application deadline.</li> <li>5. Respond promptly to communication from OVW requesting the complete application package, applicant DUNS Number, <a href="https://www.grants.gov">Grants.gov</a> helpdesk tracking numbers, and any other relevant documentation.</li> </ol>	<p>Common foreseeable technical difficulties for which OVW will not approve a late submission requests include:</p> <ol style="list-style-type: none"> <li>a. Using an outdated version of Adobe Acrobat; and</li> <li>b. Attachment rejection.</li> </ol> <p>Through <a href="https://www.grants.gov">Grants.gov</a>, OVW can confirm when submission began. Applicants who start the submission process less than 24 hours before the deadline will not be considered for late submission.</p> <ol style="list-style-type: none"> <li>1. By beginning the application submission process 24-48 hours before the deadline, applicants should have sufficient time to receive notice of problems with their submissions and make necessary corrections.</li> <li>2. To ensure that attachments are not rejected, attachment names should only include allowable characters. (See "<a href="#">Other Submission Requirements</a>").</li> </ol>

### Intergovernmental Review - Single Point of Contact Review

Executive Order 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the state Single Point of Contact (SPOC) if one exists and if the program has been selected for review. Applicants must contact their state SPOCs to determine whether their programs have been selected for state review. The applicant must enter the date that the application was sent to the SPOC or the reason such submission is not required in the section of the SF 424 that refers to EO 12372. Applicants can find a list of SPOCs on the Office of Management and Budget website at <https://www.whitehouse.gov/wp-content/uploads/2017/11/SPOC-Feb.-2018.pdf>

## **Funding Restrictions**

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

### Unallowable Costs

The activities listed below are unallowable, and costs for them must not be included in applicants' budgets.

1. Lobbying
2. Fundraising
3. Purchase of real property
4. Physical modifications to buildings, including minor renovations (such as painting or carpeting)
5. Construction
6. Payment of mortgage, property taxes or other expenses that would prevent foreclosure or eviction;
7. Payment of bills/utilities in arrears;
8. Drug and/or alcohol testing; and
9. Using federal funds for savings accounts for survivors.

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

Generally, food and beverage costs are **not** allowable. OVW may approve the use of grant funds to provide a working meal at a meeting, conference, training, or other event, if one of the following applies:

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. Not serving 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, and grantees may only use funds to purchase food and/or beverages if OVW approves the specific expenditures in advance. For additional information on restrictions on food and beverage expenditures go to <https://www.justice.gov/ovw/conference-planning>.

### Conference Planning and Expenditure Limitations

Applicants' budgets must be consistent with all requirements (including specific cost limits and prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (which is defined to include meetings, retreats, seminars, symposiums, training, and other similar events), and costs of attendance at such events. Information on conference planning, minimization of costs, and conference reporting is available at <https://www.justice.gov/ovw/conference-planning>. This includes requirements pertaining to:

1. Cost of Logistical Conference Planning
2. Cost of Programmatic Conference Planning
3. Conference Space and Audio-Visual Equipment and Services

4. Prohibition on Trinkets at Conferences
5. Prohibition on Entertainment at Conferences
6. Food and Beverages at Conferences
7. Prior Approval Required Before Entering Into Contracts or Expending Funds for Conferences
8. Conference Reporting

**Program Assessments**

Grantees under this program are prohibited from using OVV funds to conduct research. They may use funds to assess their work for quality assurance and program improvement purposes only, such as by surveying training participants about the quality of training content and delivery or convening discussion forums with key stakeholders. Applicants considering such assessments must refer to the [DOJ/OJP decision tree](#) to ensure that the activity does not qualify as human subjects research. For additional information on federal requirements related to assessments or surveys, see the [Solicitation Companion Guide](#).

**Pre-Agreement Cost Approval**

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

**Other Submission Requirements**

As discussed in the [Submission Dates and Times](#) section above, applications must be submitted electronically via [Grants.gov](#). Applicants that are unable to submit electronically must follow the instructions in that section.

After applicants obtain their DUNS number and register with SAM, they can begin the [Grants.gov](#) registration process. The applying organization must complete the [Grants.gov](#) registration process prior to beginning an application for a federal grant. The E-Business Point of Contact (E-Biz POC) must register the applicant organization with [Grants.gov](#). The E-Biz POC oversees the applicant’s [Grants.gov](#) transactions and assigns the AOR. The AOR submits the application to [Grants.gov](#) and must register with [Grants.gov](#) as well. In some cases the E-Biz POC is also the AOR for the applicant. Complete instructions can be found at [Grants.gov](#).

**This registration process generally takes between three and five business days and may take as long as four weeks if all steps are not completed in a timely manner. The application process can move forward once the applicant successfully registers with [Grants.gov](#).** Grants.gov is not the Office of Justice Programs’ (OJP) Grants Management System (GMS). If applicants experience difficulties at any point during this process, they should call the [Grants.gov](#) Customer Support Hotline at **1-800-518-4726**.

**Note: Grants.gov limits the use of specific characters in names of attachment files.** Valid file names include only the characters shown in the table below. [Grants.gov](#) is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below.

Characters	Special Characters		
Upper case (A – Z)	Parentheses ( )	Curly braces { }	Square brackets [ ]
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Numbers (0-9)	Comma ( , )	Semicolon ( ; )	Apostrophe ( ‘ )

Underscore ( _ )	At sign (@)	Number sign (#)	Dollar sign (\$)
Hyphen ( - )	Percent sign (%)	Plus sign (+)	Equal sign (=)
Space	When using the ampersand (&) in XML, applicants must use the “&” format.		
Period ( . )			

**Use simple titles for all documents, such as “FY 2018 OVW Project Narrative.” Visit the [Grants.gov](https://www.grants.gov) website to review the most up-to-date guidelines about the use of specific characters.**

### **Submitting a Grant Application**

Grants.gov has updated its application tool. The legacy PDF application package was phased out and retired as of December 31, 2017. Grants.gov Workspace is now the standard application method for applying for grants. Applicants should familiarize themselves with the Workspace format. For complete information and instructions on using Workspace (and other changes), go to the Workspace Overview page at <https://www.grants.gov/web/grants/applicants/workspace-overview.html>.

The [Grants.gov](https://www.grants.gov) Help Desk can be reached at 1-800-518-4726 and is available 24/7, except federal holidays.

## ***E. Application Review Information***

### **Criteria**

Applications will be scored based on the degree to which the application responds to each section and addresses each element in the section. Furthermore, applications will be scored based upon the quality of the response 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. Specifically, for the [insert program], scoring will be as follows:

1. Summary data sheet: (5) points
2. Project narrative: (60) points, of which
  - A. Purpose of the project: (20) points
  - B. What will be done: (30) points
  - C. Who will implement: (10) points
3. Budget narrative and detail worksheet: (10) points
4. MOU: (15) points
5. Letter of Experience: (10) points
6. How Substance Abuse Services/Coordinated Community Response Will Be Addressed (optional) (additional 5 points may be added during the review process)
7. How the Challenges Faced by Veterans Will Be Addressed (optional) (additional 5 points may be added during the review process)
8. 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 fair and based on the criteria outlined in this solicitation. OVW may use internal reviewers, external reviewers, or a combination of both.

### 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 add up to 10 points to applications fully addressing OVW priority areas and to deduct points from applications for the following reasons:

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

An application that is deemed to be 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 described above or be removed from consideration entirely regardless of the application's peer review score.

As a part of the programmatic review process described above, applicants will be reviewed for past performance and risk based on the elements listed below.

1. Demonstrated effectiveness of the current project indicated by timely progress toward meeting project goals and objectives.
2. Demonstration that past activities supported with OVW grant funds have been limited to program purpose areas
3. Adherence to all special conditions of existing grant award(s) from OVW
4. Adherence to programmatic and financial reporting requirements, including timely submission of required reports
5. Completion of close-out of prior awards in a timely manner
6. Appropriate use of and active participation in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current or recent award
7. Receipt of financial clearances on all current or recent grants from OVW
8. Timely resolution of issues identified in any audit or on-site financial or programmatic monitoring visit
9. Adherence to the Office of Management and Budget single-audit requirement
10. Timely expenditure of grant funds
11. Adherence to the requirements of the [DOJ Financial Guide](#)

Prior to making an award, OVW is required to review and consider any information about applicants included in the designated integrity and performance system accessible through SAM (currently FAPIIS). Applicants may review and comment on information in FAPIIS about themselves that another Federal awarding agency has previously entered. OVW will consider the applicant's comments as well as other information available in FAPIIS in making its

judgment about the risk posed by making an award to the applicant as described in 2 C.F.R. § 200.205.

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

#### High-Risk Grantees

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

#### **Anticipated Announcement and Federal Award Dates**

It is anticipated that all applicants will be notified of the outcome of their applications by October 1, 2019.

## ***F. Federal Award Administration Information***

#### **Federal Award Notices**

Successful applications will receive OVW award notifications electronically from the OJP Grants Management System (GMS) (not Grants.gov). This award notification will be sent to the individuals listed as the [Authorized Representative](#) and the Point of Contact on the SF-424 for the application that was selected for funding and will include instructions on accepting the award. Recipients will be required to log in; accept any outstanding assurances and certifications on the award; designate financial points of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document and terms and conditions by the [Authorized Representative](#), scanning the fully executed award document, and returning the scanned document to OVW via facsimile or email.

#### **Administrative and National Policy Requirements**

##### Information for All Federal Award Grantees

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

Terms and conditions for OVW awards are available at <https://www.justice.gov/ovw/award-conditions>. These terms are subject to change prior to the issuance of the awards.

##### Violence Against Women Act Non-Discrimination Provision

The Violence Against Women Reauthorization Act of 2013 added a civil rights provision that applies to all FY 2019 OVW grants. This provision prohibits OVW grantees from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived

race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW. For more information on this prohibition, see <http://www.justice.gov/ovw/docs/faqs-ngc-vawa.pdf>. Additional information on the civil rights obligations of OVW funding recipients can be found in the [Solicitation Companion Guide](#) under "Civil Rights Compliance."

**Accessibility**

Recipients of OVW funds must comply with applicable federal civil rights laws, which, among other things, prohibit discrimination on the basis of disability and national origin. Compliance with these laws includes taking reasonable steps to ensure that persons with limited English proficiency have meaningful access to recipients’ programs and activities and that these programs and activities are readily accessible to individuals with disabilities. More information on these obligations is available in the [Solicitation Companion Guide](#) under “Civil Rights Compliance.”

**Reporting**

OVW grantees are required to submit semi-annual progress reports and quarterly Federal Financial Reports (SF-425). Appropriate progress report forms will be provided to all applicants selected for an award. Forms will be submitted electronically via GMS. Future awards and fund drawdowns may be withheld if reports are delinquent.

***G. Federal Awarding Agency Contact(s)***

For assistance with the requirements of this solicitation contact the following: for programmatic questions, contact the POC for this program at (202) 307-6026 or [ovw.transitionalhousing@usdoj.gov](mailto:ovw.transitionalhousing@usdoj.gov), for financial questions, contact (202) 307-6026 or [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov), and for technical support, contact 1-800-518-4726 for Grants.gov helpdesk.

***H. Other Information***

**Application Checklist**

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

Application Document	Date Completed
1. Letter of Intent	
2. Summary Data Sheet	
3. Project Narrative <ul style="list-style-type: none"> <li>a) Purpose of the Application</li> <li>b) What Will Be Done</li> <li>c) Who Will Implement</li> </ul>	

<b>4. Proposal Abstract</b>	
<b>5. Budget Detail Worksheet and Narrative</b>	
<b>6. Memorandum of Understanding</b>	
<b>7. Application for Federal Assistance: SF 424</b>	
<b>8. Standard Assurances and Certifications</b>	
<b>9. Applicant Financial Capability Questionnaire (if applicable)</b>	
<b>10. Confidentiality Notice Form</b>	
<b>11. Disclosure of Process Related to Executive Compensation</b>	
<b>12. Pre-award Risk Assessment</b>	
<b>13. Indirect Cost Rate Agreement (if applicable)</b>	
<b>14. Letter of Nonsupplanting</b>	
<b>15. How the Response to Human Trafficking Will be Addressed (optional part of Project Narrative)</b>	
<b>16. How Substance Abuse Services/Coordinated Community Response Will Be Addressed (optional part of Project Narrative)</b>	
<b>17. How the Challenges Faced by Veterans Will Be Addressed (optional part of Project Narrative)</b>	
<b>18. Letter of Experience</b>	

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

**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, can be easily understood, and impose the least possible burden on applicants. 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.