



OVW Justice for Families (JFF) Grant Program



FY 2023 Pre-Application Information Session

FY 2023 Justice For Families Solicitation

- ▶ Posted on or about December 13, 2022
- ▶ Application submissions are due by **9:00PM Eastern Time on February 16, 2023**
- ▶ Application submitted through a two-step process:
 1. Submission of SF-424 and SF-LLL in Grants.gov by February 13, 2023 at 11:59PM ET
 2. Submission of the full application including attachments in the Justice Grants System (JustGrants) by February 16, 2023 at 9:00PM ET

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

- ▶ Authorized by 34 U.S.C. § 12464.
- ▶ The Grants to Support Families in the Justice System Program (referred to as the Justice for Families Program) (CFDA # 16.021) was authorized in the Violence Against Women Reauthorization Act of 2013 (VAWA 2013)
- ▶ Purpose: to improve the response of the civil and criminal justice system to families with a history of domestic violence, dating violence, sexual assault, and stalking, or in cases involving allegations of child sexual abuse.
- ▶ Supports the following activities:
 - ▶ improving the capacity of courts and communities to respond to families affected by the targeted crimes: court-based and court-related programs;
 - ▶ supervised visitation and safe exchange by and between parents;
 - ▶ training for people who work with families in the court system;
 - ▶ civil legal services; and
 - ▶ the provision of resources in juvenile court matters.

Purpose Areas

- ▶ **Purpose Area 1:** Supervised visitation and safe exchange
- ▶ **Purpose Area 3:** Training for court-based and court-related personnel
- ▶ **Purpose Area 4:** Juvenile court resources
- ▶ **Purpose Area 5:** Court and court-based programs and services
- ▶ **Purpose Area 6:** Civil legal assistance
- ▶ **Purpose Area 8:** Training within the civil justice system

Types of Projects

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

| Purpose Area | Additional Purpose Area Required? | Restrictions |
|--|-----------------------------------|---|
| Purpose Area 1: Supervised Visitation | Yes, any other purpose area | NA |
| Purpose Area 3 and 8: Training Purpose Areas | Yes, purpose area 1 or 5 | Cannot be combined solely with 5(e) (education and outreach programs) |
| Purpose Area 4: Juvenile Court Resources | Yes, purpose area 1 or 5 | NA |
| Purpose Area 5: Courts | No | Cannot apply solely for 5(b) (pro se victim assistance) or 5(e) (education and outreach programs) |
| Purpose Area 6: Civil Legal Assistance | Yes, purpose area 1 or 5 | Cannot be combined solely with 5(b) (pro se victim assistance) |

Types of Projects (cont.)

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

Limitations on Civil Legal Services

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

OVW Priority Area 1 – Racial Equity

- ▶ Advance racial equity as an essential component of ending sexual assault, domestic violence, dating violence, and stalking.
 - ▶ To receive special consideration under this priority area, applicants **must either** be a culturally specific, community-based organization or tribal organization **or** formally partner with a culturally specific, community-based organization or tribal organization as a meaningful part of their project narrative, Memorandum of Understanding/Letter of Commitment, and in the budget.
 - ▶ Applicants addressing this priority area are required to provide documentation, such as a **mission statement**, to prove they are, or the project partner is, a culturally specific, community-based organization or tribal organization.
 - ▶ Example: A city's application proposes addressing supervised visitation and civil legal services. The city partners with a legal assistance organization focused on assisting Native Hawaiian victims of domestic violence and proposes that the organization is part of the supervised visitation Advisory Board and provides culturally specific legal assistance to the Native Hawaiian community.

OVW Priority Area 1 – Racial Equity Requirements

- ▶ **Summary Data Sheet:**
 - ▶ 15: Respond "Yes"
 - ▶ 23: State the name of the culturally specific community-based organization or tribal organization partner
- ▶ **Purpose of the Proposal:**
 - ▶ 2: Describe the challenges or needs of the identified culturally specific community and how the project will meet the need.
- ▶ **What Will Be Done:**
 - ▶ 1: Describe the approach to addressing the specific needs of the culturally specific community identified.
- ▶ **Who Will Implement:**
 - ▶ 4: Describe the applicant's and/or partner(s)' expertise in addressing the activities proposed for the identified culturally specific population(s).
 - ▶ 5: Provide the mission statement for the culturally specific, community-based organization or tribal organization.
- ▶ **Budget**
 - ▶ Meaningfully include the culturally specific, community-based organization or tribal organization in the budget.
- ▶ **Memorandum of Understanding (MOU)/Letter of Commitment (LOC)**
 - ▶ A culturally specific, community-based organization or tribal organization must be a formal partner delineated in the MOU (or LOC).

OVW Priority Area 2 – Access to Justice

- ▶ Increase access to justice for all survivors of sexual assault, domestic violence, dating violence, and stalking, including through exploration of survivor-centered criminal justice system reform.

To receive special consideration under this priority area, applicants **must address purpose area 5(a)** by developing a voluntary, safe settlement process for child-related relief, such as parenting plans that account for survivor safety, in their project activities.

Grantees implementing activities addressing this priority area will be **required to engage in a planning period**, in collaboration with OVW and the JFF technical assistance providers, prior to implementing the safe settlement process.

Applicants addressing this priority area should refer to [*Defining Child-Related Relief in Civil Protection Orders to Enhance Safety*](#), a document developed through the OVW Family Court Enhancement Project

- Example: Funding a safety facilitator to work with parties voluntarily working through issues related to child custody/visitation related to a civil protection order

OVW Priority Area 2 – Access to Justice Requirements

- ▶ Summary Data Sheet:
 - ▶ I6: Respond "Yes"
- ▶ In your proposal:
 - ▶ Describe the gaps related to child-related relief during the settlement process in civil protection orders.
 - ▶ Include a planning period of at least 12-months for the activities related to this priority area
- ▶ What Will Be Done:
 - ▶ Include the planning process and work with the OVW JFFTA provider, MOU partners and community stakeholders.
 - ▶ Describe how the proposed project will address the needs and gaps of survivors who have been excluded from voluntary parenting plans and/or custody plans.
- ▶ Who Will Implement:
 - ▶ Describe the applicants' expertise in the area child custody and civil protection orders
 - ▶ Describe the ability to convene project partners and stakeholders for the planning process
- ▶ Budget:
 - ▶ Consider costs related to the 12-month planning period

OVW Priority Area 3- Underserved communities

- ▶ Improve outreach, services, civil and criminal justice responses, prevention, and support for survivors of sexual assault, domestic violence, dating violence, and stalking from underserved communities, particularly LGBTQ and immigrant communities.
 - ▶ To receive special consideration under this priority area, applicants must include project activities that advance meaningful language access beyond simply hiring a bilingual staff person or having materials translated.
 - ▶ Example: Funding and partnering with underserved organizations to have court advocates in the courtroom to connect with victims of the specific underserved populations.

OVW Priority Area 3- Underserved communities: Requirements

- ▶ **Summary Data Sheet:**
 - ▶ 17: Respond "Yes"
- ▶ **Purpose of the Proposal:**
 - ▶ 2: Describe the language needs in the community and how the proposal will meet the need.
- ▶ **What Will be Done:**
 - ▶ 1: Describe how the proposed project will address the language needs of the community.
- ▶ **Who Will Implement:**
 - ▶ 6: Describe the applicant's and/ or partner(s)' expertise in addressing the language needs identified in the community.
- ▶ **Budget**
 - ▶ Provide funds to address the language needs identified in the project narrative.
- ▶ **Memorandum of Understanding (MOU)/Letter of Commitment (LOC):**
 - ▶ Demonstrate how the proposed partnership can address the language needs identified in the Purpose of the Proposal section.

OVW Priority Areas

- ▶ No additional points will be given for responding to the priority areas in the solicitation, however, responses will be given special consideration and scored during the application review.

Out of Scope Activities

- ▶ The solicitation lists specific activities that are outside the scope of the Justice for Families Program and will not be supported by the program's funding.
- ▶ Applications that propose activities deemed to be substantially out-of-scope may receive a deduction in points during the review process or may be eliminated from consideration.
- ▶ Please note that out-of-scope activities include parent education programs; individual, group or family counseling (offender accountability programs are not included in this); and mediation requiring offenders and victims to be physically present in the same place where domestic violence, dating violence, sexual assault, or stalking may be an issue.

Budgets and Award Period

- ▶ Grant award period is 36 months.
- ▶ OVW anticipates the award period will start on October 1, 2023.
- ▶ Standard projects: up to \$600,000 for the entire 36 months
- ▶ Comprehensive projects: up to \$700,000 for the entire 36 months

Applicant Types

- ▶ **New**
 - ▶ Never received direct funding under the Justice for Families Program or whose previous Justice for Families funding expired on or before February 16, 2022.
- ▶ **Continuation**
 - ▶ Have an existing or recently closed (after February 16, 2022) award under the Justice for Families Program. Continuation funding is not guaranteed.
- ▶ Recipients of an FY 2021 or FY 2022 award under this program are **NOT** eligible to apply as the lead applicant on a FY 2023 proposal.

Continuation Applicant Note

- ▶ Current grantees with a substantial amount of unobligated funds remaining (50% or more of the previous award) as of March 31, 2023, without adequate justification may not be considered for funding or may receive a reduced award amount if selected for funding in FY 2023.
- ▶ Please check in with your current grant manager if you have questions about remaining funds and eligibility.

Eligible Applicants

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

Certification of Eligibility

- ▶ All applicants for the Justice for Families Program are **required** to submit a Certification of Eligibility.
- ▶ All applicants must certify that the organizational policies do not require mediation or counseling involving offenders and victims being physically present in the same place.
- ▶ Applicants proposing projects under Purpose Areas 1, 4, 5 or 6 have additional certifications to meet.
- ▶ Please read the “Other Program Eligibility Requirements” section of the solicitation very carefully to determine which certification letters may be required for an application.
- ▶ Contact the Justice for Families Program at OVW.JFF@usdoj.gov if you have any questions about certification letters.

Required Partnerships

- ▶ All applications for the Justice for Families Program must include formal partnerships with both 1) a nonprofit, nongovernmental, or tribal domestic violence or sexual assault victim service provider and 2) a court.
 - ▶ Applications that do not meet this requirement will not be eligible for Justice for Families Program funding and will be removed from consideration.
- ▶ Partnerships are formally demonstrated through an MOU or in some cases a Letter of Commitment (LOC).
 - ▶ Reminder: If addressing OVW priority area 1 (*advanced racial equity*), a culturally specific, community-based organization or tribal-based organization must be delineated in the MOU (or LOC)

Required Partnerships (cont.)

▶ Partnership Scenarios:

- ▶ If a court is the lead applicant, it must have a domestic violence and/or sexual assault victim service provider as a project partner.
- ▶ If a domestic violence and/or sexual assault victim service provider is the lead applicant, it must have a court as a partner.
- ▶ If the lead applicant is neither a domestic violence and/or sexual assault victim service provider nor a court, it must have a partnership with both a domestic violence and/or sexual assault victim service provider and a court.

Required Partnerships (cont.)

- ▶ Review the “Eligible Applicants” section carefully for the definitions of “court” and “victim service provider”.
- ▶ Please note that a prosecutor’s office is not considered a court.
- ▶ Victim service providers must:
 - 1) be a **nonprofit, nongovernmental or tribal organization or rape crisis center** (this does not include governmental victim service provider located within a governmental agency, police department, prosecutors' office etc.);
 - 2) have a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking;
 - 3) provide direct services to victims of domestic violence, dating violence, sexual assault, or stalking as one of their primary purposes; and
 - 4) have a demonstrated history of effective work in this field.

Required Partnerships (cont.)

- ▶ Culturally-Specific Organization (OVW Priority Area I)
 - ▶ Must be a **nonprofit, nongovernmental or tribal organization for which the primary purpose** of the organization is to provide culturally-specific services to American Indians (including Alaska Natives, Eskimos and Aleuts), Asian Americans, Native Hawaiians and other Pacific Islanders, Blacks, or Hispanics

Application Requirements

- ▶ **Standard Projects:**

- ▶ 20 page limit
- ▶ Budgets must include funds to attend OVW-sponsored training and technical assistance in the amount of \$15,000 (\$20,000 for territories, Hawaii and Alaska).

- ▶ **Comprehensive Projects:**

- ▶ 25 page limit
- ▶ Budgets must include funds to attend OVW-sponsored training and technical assistance in the amount of \$20,000 (\$25,000 for territories, Hawaii and Alaska).

Summary Data Sheet

The following are critical components and must be completed and submitted as attachments in JustGrants:

- ▶ Pre-Award Risk Assessment
 - ▶ 11 questions found on page 18 of solicitation
- ▶ Summary Data Sheet (one-four pages in length and does not count towards 20 page narrative)
 - ▶ **Special Note:** Question #18 requests the applicant identify the percentage of grant activities that will address each of the following issues (the total percentages should not exceed 100).
 - ▶ JFF purpose areas are to improve the response of the civil and criminal justice system to families with a history of **domestic violence, dating violence, sexual assault, and stalking**, or in **cases involving allegations of child sexual abuse**. Sex trafficking can only be addressed in the context of the crimes covered under the JFF statute.

Proposal Abstract

- ▶ The Proposal Abstract must be entered into a text box in JustGrants and will not be scored but is used throughout the review process.
- ▶ Applicants are strongly encouraged to use the template provided in the solicitation for the abstract.

Proposal Narrative

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

Budget Worksheet and Narrative

- ▶ This will be attached in JustGrants
- ▶ Compensate all project partners unless otherwise stated in the MOU/LOC
- ▶ Include funds for accessibility including both language access and disabilities or those who are Deaf/hard of hearing – if no funds are being requested, include a statement in the budget of other resources available to ensure meaningful access for persons who are limited in their English proficiency because of their national origin and/or those with disabilities and/or Deaf/hard of hearing.
- ▶ Consider fair and equal pay across your organization when including positions and salaries for the budget.
- ▶ Budgets should be for the entire 36-month period and not divided by year.

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

- ▶ Applicants are generally required to submit an MOU, a document containing the terms of the partnership and the roles and responsibilities between two or more parties.
- ▶ However, courts that are precluded from signing onto an MOU may submit Letter(s) of Commitment (LOCs) in lieu of an MOU.
- ▶ Note that LOCs submitted in lieu of an MOU under circumstances other than those described in the solicitation will not be accepted.

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

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

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

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

Grants Financial Management Division (GFMD)

- ▶ Summary Data Sheet (attachment)
 - ▶ Single Audit (threshold and fiscal year)
 - ▶ IRS three-step safe-harbor procedure– Executive Compensation –
 - ▶ Sample Disclosure Letter
 - Address all four parts

- ▶ Pre-Award Risk Assessment (attachment)
 - ▶ Eleven questions; Multiple parts to each question
 - ▶ Most Common issues:
 - Brief list of policies and procedures not provided
 - Budgeted vs. Actual process not provided
 - Record Retention policy not provided
 - Knowledge of rules and regulations



Resources

Training for OVW Applicants:

<https://www.justice.gov/ovw/resources-applicants>

Budget Information and Sample Budget Detail

Worksheet: <https://www.justice.gov/ovw/page/file/1107316/download>

Creating a Budget:

<https://www.justice.gov/ovw/video/creating-budget>

Uniform Guidance - 2 CFR Part 200

DOJ Financial Guide:

<https://www.justice.gov/ovw/page/file/1507156/download>

Program Specific Solicitation:

<https://www.justice.gov/ovw/open-solicitations>



Contact Information

OVW GFMD Helpdesk:

1-888-514-8556

OVW.GFMD@usdoj.gov



How to Apply

- ▶ Applicants may find this funding opportunity on Grants.gov by using the CFDA number (16.021,) Grants.gov opportunity number, or the title of this solicitation, all of which can be found on the cover page.
- ▶ The FY 2023 application submission process is a two-step process.
 - ▶ Application materials will be started in Grants.gov and fully submitted in JustGrants.

How to Apply (cont.)

- ▶ Read the solicitation carefully to understand all steps required to submit an application and the time to complete those steps.
- ▶ Some steps, such as obtaining a Data Universal Number System (or DUNS) number or registering with the System for Award Management (SAM) or Grants.gov may take several days to complete.
- ▶ We recommend applicants begin these processes as soon as possible but no later than dates suggested in the solicitation.

Grants.gov

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

JustGrants

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

JustGrants (cont.)

- ▶ In JustGrants, each applying entity will have an assigned Entity Administrator who is responsible for managing entity-level information and assigning roles in the system. The Entity Administrator is also the E-Biz POC designated in SAM.gov. For more information on registering with JustGrants, see <https://justicegrants.usdoj.gov>.
- ▶ Within 24 hours of JustGrants receiving your application from Grants.gov, the user submitting the application in Grants.gov and SAM E-Biz POC will receive an email to register for a JustGrants account. The email is from DOJ's secure user management system (DIAMD) and will include instructions on how to create an account.
- ▶ To ensure that you receive these emails and that they are not flagged as spam, we recommend adding "DIAMD-NoReply@usdoj.gov" to the trusted sender list in your email settings.
- ▶ The E-Biz POC at the applicant organization serves as the Entity Administrator and must log-in to JustGrants to confirm the entity's profile and add users. The user submitting the application in Grants.gov serves as the Application Submitter. Within minutes of completing your JustGrants account registration, the Application Submitter and the E-Biz POC (Entity Administrator) users will receive an email from JustGrants with a link to the application started in Grants.gov. Registration.
- ▶ Alternately, the Applicant Submitter can log-in to JustGrants and locate your pending application, numeric digits, excluding "GRANT", of the Grants.gov Tracking Number, in your Task list on the Home/Landing Page. (Example Grants.gov format: GRANT99999999 and JustGrants format: 99999999.)

JustGrants (cont.)

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

JustGrants (cont.)

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

JustGrants (cont.)

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

Federal Civil Rights Law

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

Application Deadline

- ▶ Applications are due by 9:00 p.m. E.T. on February 16, 2023.
- ▶ Applications submitted after 9:00 p.m. E.T. on February 16, 2023 will not be considered for funding.
- ▶ Carefully review the “How to Apply” and “Submission Dates and Time” sections (pages 35-37 of the solicitation) for applicant actions with required deadlines and OVW's policy on late submissions.
- ▶ Submitting the application components at least 48 hours before each deadline (Grants.gov or JustGrants, as applicable) will enable applicants to receive notice of a failed submission and provide an opportunity to correct the error before the applicable deadline.

Have Questions?

- ▶ Programmatic Questions:

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

- ▶ Financial Questions:

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

- ▶ Technical Questions:

- ▶ Grants.gov Applicant Support: email support@grants.gov or call 800-518-4726

- ▶ OVW JustGrants Support: email OVW.JustGrantsSupport@usdoj.gov or call 866-655-4482