

**OVW Fiscal Year 2023 Transitional Housing  
Assistance Grants for Victims of Sexual  
Assault, Domestic Violence and Stalking  
Solicitation**

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Pre-Application Information Session

# Welcome & Introductions

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# Transitional Housing Program

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- Program Description
- What's New About the Program
- Purpose Areas vs Priority Areas
- Purpose Areas
- Transitional Housing and Support Services
- Priority Areas

# Program Description

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## **OVW's Transitional Housing Program**

- Funds organizations to assist victims of domestic violence, dating violence, sexual assault, and stalking (VAWA crimes) who are homeless or in need of transitional housing as a result of a situation of VAWA crimes.
- Provides funding for survivors in need of transitional housing, short-term housing assistance, and related supportive services for 6-24 months.
- Eligible applicants are states, units of local government, Indian tribes, and other organizations with a documented history of effective work concerning sexual assault, domestic violence, dating violence, and stalking.

# What's New About the Program?

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- The Violence Against Women Act Reauthorization Act of 2022 (VAWA 2022) revised the definition of victim services or services to include legal assistance, thereby broadening the scope of all VAWA grant programs that support victim services to include comprehensive legal assistance by an attorney. More information can be found on page 9 under Limited Use of Funds.

Projects proposing to do legal assistance must submit a Delivery of Legal Assistance Certification. This can be found on page 15 of the FY23 TH Solicitation. Please note: Sample certification letters can be found on the OVW website.

- Applicants proposing to use Transitional Housing Program grant funds for support services only may now submit budgets for up to \$400,000 for the 36-month period.

# Purpose Areas vs. Priority Areas

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- **Purpose Areas** are those indicated as a part of the OVW Transitional Housing Program.
- **OVW Priority Areas** are those receiving office-wide priority for this year's solicitation.

# Purpose Areas

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Funds under this program must be used for one or more of the following purposes:

- Transitional housing, including funding for the operating expenses of newly developed or existing transitional housing;
- **and/or**
- 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**
- Provide comprehensive voluntary support services designed for survivors fleeing a situation of sexual assault, domestic violence, dating violence, and/or stalking and helps victims transition into permanent, affordable housing.

# Purpose Areas

## (cont'd)

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- ❖ NOTE: These are the only purposes this grant may be used for.
  - For the purposes of the Office on Violence Against Women, transitional housing is housing with voluntary services that are designed for survivors offered for at least 6 months and no more than 24 months. Transitional housing can be provided in facilities that are owned by the applicant, in units that are leased by the applicant, or by providing rental assistance for units leased directly to victims.
  - Support services offered should help transitional housing participants locate and secure permanent housing, secure employment, and integrate into a community. Examples of support services include employment counseling, occupational training, transportation, counseling, childcare services, safety planning, case management, and other assistance. Support services must be offered to all transitional housing participants on a voluntary basis. OVW-funded transitional housing projects cannot mandate that recipients participate in support services as a condition of receiving housing.



# Transitional Housing and Support Services

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- Grant recipients must provide both transitional housing (purpose areas one or two) and support services (purpose area three).
- OVW funds can be used to provide transitional housing, support services, or both.
- If OVW funds are only used to provide either transitional housing or support services, then the other must be provided by a project partner and/or another funding source.
- The applicant must include this information on the Summary Data Sheet, making clear what funding source is supporting the housing and the support services.

# OVW Priority Areas

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1. Advance racial equity as an essential component of ending sexual assault, domestic violence, dating violence, and stalking.
2. Expand economic justice and financial advocacy for survivors of sexual assault, domestic violence, dating violence, and stalking, including as a tool for violence prevention.
3. Projects primarily serving underserved populations.

# OVW Priority Area 1:

Advance racial equity as an essential component of ending VAWA crimes.

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To qualify for this priority applicant must:

- Be a culturally-specific organization.\*
- Demonstrate a documented history of effective work concerning VAWA crimes.
- Provide a detailed plan for assisting survivors from culturally-specific communities in need of transitional housing services.
- Submit budgets for up to \$550,000 for the 36-month period.

"Culturally specific" means primarily directed toward racial and ethnic minority groups (defined in section 1707(g) of the Public Health Services Act (42 U.S.C. § 300u-6(g)) as American Indian (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians and other Pacific Islanders, Blacks, and Hispanics).

## **OVW Priority Area 2:**

Expand economic justice and financial advocacy for survivors of VAWA crimes as a tool for violence prevention.

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To qualify for this priority applicant must:

- Propose projects that demonstrate strong partnerships with workforce development/job training programs.
- Provide a detailed plan for assisting survivors toward graduated economic empowerment and survivor autonomy while using a voluntary services model.
- Submit budgets for up to \$550,000 for the 36-month period.

# **OVW Priority Area 3:**

Projects primarily serving underserved populations.

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To qualify for this statutory priority area (see 34 U.S.C. § 12351(g)(3)(C)(ii)) applicant must:

- Propose projects that primarily serve individuals from underserved populations who are victims of VAWA crimes.
- Provide a detailed plan identifying the underserved population(s) being addressed.
- Describe how the project will provide specific services to victims from the identified underserved populations within proposed project service area.
- Describe gaps in current services, and barriers for victims seeking services.
- Demonstrate strong partnerships with organizations with expertise and history of services to each underserved community.
- Submit budgets for up to \$550,000 for a 36-month period.

# Prohibited Activities and Limits to Funding

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- Activities that Compromise Victim Safety
- Out of Scope Activities
- Limited Use of Funds

# Activities that Compromise Victim Safety

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- 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.
- Applications that propose any such activities may receive a deduction in points during the review process or may be eliminated from consideration.
- Information on activities that compromise victim safety and recovery or undermine offender accountability may be found in the Solicitation Companion Guide.

# Out of Scope Activities

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- **Research projects.** Prohibited research does not include assessments conducted for internal improvement purposes only. For information on distinguishing between research and assessments, see the Solicitation Companion Guide.
- **Prevention Activities.** Grant funds may not be used for community outreach and public awareness campaigns.
- **Family violence.** Grant funds may not be used to directly address child abuse, or other family violence issues such as violence perpetrated by a child against a parent, or violence perpetrated by a sibling against another sibling or neglect or exploitation. Grant funds may not be used for caregiver abuse of elders and other vulnerable adults.
- **Housing Retention.** Grant funds cannot be used to keep victims in their home or to prevent them from losing their current housing.
- Grant funds cannot be used for emergency shelter or short-term housing.
- Grant funds cannot be used for assistance that is offered for less than 6 months.



# Limited Use of Funds

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The following activities can be supported only in limited circumstances:

- **Legal Services** – Recipients may provide legal assistance as part of providing services to victims. Use of grant funds for legal assistance to victims must be related to matters involving the survivor's victimization or matters in which the survivor's access to housing is impacted. Applicants requesting funds for legal assistance should describe this option in the What Will Be Done section. See Proposal Narrative for more information. Legal assistance costs must not exceed 10% of the total project costs.
- **Purchase and/or Lease of Vehicles** – use of 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.
- **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 VAWA crimes.

# Federal Award Information

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- The grant award period is for **36 months**, and begins on **October 1, 2023**;
- Awards will be made for up to \$550,000;
- New and continuation grantees are eligible to apply, with the following exceptions:
  - Recipients of an FY 2021 or FY 2022 award under this program are NOT eligible to apply as the lead applicant or as a partner/subrecipient on an FY 2023 proposal. Likewise, an organization that is a partner/subrecipient on an FY 2021 or FY 2022 award is not eligible to apply as the lead applicant or as a partner/subrecipient on an FY 2023 proposal.
  - 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.

# Award Period and Amounts

**All awards are subject to the availability of appropriated funds. There is no guarantee that funds will be available in the future.**

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**NOTE:** Funding levels for FY 2023 are listed below. Proposed budgets are for the entire 36-month project period.

1. Proposals to use grant funds for housing alone or for both housing and support services may submit budgets for up to \$500,000.
2. Proposals to use grant funds for support services only may now submit budgets for up to \$400,000.
3. Proposals addressing the priority area "Advance racial equity as an essential component of ending VAWA crimes" may submit budgets for up to \$550,000.
4. Proposals addressing priority area, "Expand economic justice and financial advocacy for survivors of VAWA crimes, including as a tool for violence prevention" may submit budgets for up to \$550,000. OVW expects to prioritize up to four projects under this priority area.
5. Proposals addressing the priority area "Primarily serve underserved populations" may submit budgets for up to \$550,000. OVW expects to prioritize up to four projects under this priority.

# Mandatory Program Requirements

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1. Participate in OVW-sponsored training and technical assistance.
2. Recipients may be expected to dedicate some OVW-funded time and resources to participating in an assessment or evaluation.
3. Post award submission of policies, procedures, and rules governing the organizations transitional housing program and related support services.
4. Offer transitional housing and support services for at least six months and no more than 24 months with OVW grant funds.
5. Offer support services only to individuals receiving transitional housing (other than follow-up services described below).

# Mandatory Program Requirements

## (cont'd)

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6. 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.
7. Significantly involve a victim service provider in the implementation of the project, including the development and review of all policies and procedures and the provision of support services.
8. 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.
9. Send the project coordinator and one other key staff member to an in-person OVW grantee orientation.

# Mandatory Program Requirements

## (cont'd)

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10. Send key staff to an in-person OVW-sponsored training on voluntary services.
11. Agree to provide transitional housing to their clients without requiring participation in support services.
12. Notify OVW of any changes to the source of funding used to provide OVW grant funded transitional housing and/or support services.
13. 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 agency's "regular" scope of work, the applicant does not need to compensate the partner if the partner offers this arrangement, and an explanation of this arrangement is included in the application.

# Grants Financial Management Division (GFMD)

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## **Pre-Award Risk Assessments include:**

- Summary Data Sheet
  - Single Audit (threshold and fiscal year)
  - IRS three-step safe-harbor procedure– Executive Compensation –
    - Sample Disclosure Letter
    - Address all four parts
- Financial Accounting Practices
  - 11 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

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Creating a Budget: Training for OVW Applicants –  
<https://www.justice.gov/ovw/resources-applicants>

Uniform Guidance - 2 CFR Part 200

DOJ Financial Guide – <https://ojp.gov/financialguide/doj/index.htm>

Program Specific Solicitation - [OVW Fiscal Year 2023 Transitional Housing Assistance Grants for Victims of Domestic Violence, Dating Violence, Sexual Assault and Stalking Solicitation \(justice.gov\)](#)



# GFMD Contact Information

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OVW GFMD Helpdesk:

1-888-514-8556

[OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov)

# Other Program Eligibility Requirements

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- Qualified Applications
- Required Partnerships
- Role of Victim Service Provider
- Voluntary Services
- Length of Stay

# Qualified Applications

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To be qualified for funding under this program, applications must meet the following statutory definition of “qualified application:” An application is deemed qualified if it:

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

# Required Partnerships

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- A. If an applicant is a victim service provider application must include 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) as a required partner identified in the MOU.
- B. If an applicant is a tribe, state, or unit of local government, application must include both a victim service provider (see below) and a housing provider as required partners (and may include the other types of partners listed above) identified in the MOU.
- C. If an applicant is an organization, including a domestic violence and sexual assault coalition, other nonprofit, nongovernmental organization, or community-based and culturally specific organization, that has a documented history of effective work concerning the VAWA crimes. The application must include 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) as a required partner identified in the MOU.

# Victim Service Provider

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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 domestic violence, dating violence, sexual assault, 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 VAWA crimes as one of their primary purposes and have a demonstrated history of effective work in this field.

The victim service provider partner must play an active role in the development and implementation of the project. Applications from a tribe, state or unit of local government must demonstrate that the victim service provider is significantly involved in the project design and development and review of all policies and procedures and describe how the applicant will ensure that anyone working with transitional housing survivors is trained in working with victims of VAWA crimes.

# Voluntary Services

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All services (support and follow-up), provided to recipients of transitional housing, either while in transitional housing or when establishing permanent housing, must be voluntary.

# Length of Stay

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- Transitional housing with voluntary support services must be offered for at least six months and no more than 24 months.
- Victims may request a waiver for up to an additional six months if the victim has made a good faith effort to acquire permanent housing but has not been able to do so.
- Please note: This is not shelter, extended shelter, rapid rehousing, financial assistance for just a few months, permanent subsidized housing, etc. It is transitional housing defined by OVW as housing that is offered for at least 6 months and no more than 24 months to survivors as a bridge between the emergency phase and permanent housing.

# Application Contents

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The application must include:

- Summary Data Sheet
- Abstract
- Proposal Narrative
- Budget Detail Worksheet and Narrative
- Memorandum of Understanding (MOU)
- Letter of Experience (LOE)



# Summary Data Sheet

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- The Summary Data Sheet questionnaire is a required element and must be fully completed and submitted to successfully apply for this program.
- Applicants must respond to each question.

# Abstract

(5 Points Total)

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- The Abstract will be entered into JustGrants (JGS).
- It must provide a short summary (no more than two pages double-spaced) of the proposed project, including names of applicant and partners, project title, purpose of the project (including goal and intended outcome), primary activities for which funds are requested, who will benefit (including geographic area to be served), products and deliverables, and how the applicant will measure progress in completing project goals and objectives.

# Project Narrative

## (60 Points Total)

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Project Narrative includes the following sections and optional priority areas. Project narrative may not exceed 25 pages (26-29 pages for applications addressing one or more priority areas). The Project Abstract and Summary Data Sheet are not part of the 25-page limit for the project narrative.

**Purpose of Application (20 points)** - the problem to be addressed and how funding would alleviate it; the target population and how the target population would benefit.

**What Will Be Done (30 points)** - project goals and objectives, and timeline, describing the specific tasks and activities necessary for accomplishing each.

**Who Will Implement the Project (10 points)** – organizations and people responsible for implementing the project.

**Priority Areas:**

1. Advance racial equity as an essential component of ending sexual assault, domestic violence, dating violence and stalking.
2. Expand economic justice and financial advocacy for survivors of sexual assault, domestic violence, dating violence and stalking, including as a tool for violence prevention.
3. Projects primarily serving underserved populations.

# Budget Detail Worksheet and Narrative

(10 Points Total)

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- All applications must include a detailed budget and budget narrative.
- See the sample Budget Detail Worksheet and the Creating a Budget webinar available on the OVW website.
- 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.

# Budget Detail Worksheet and Narrative (cont'd)

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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 TTA in the amount of \$15,000 for applicants located in the 48 contiguous states and \$20,000 for applicants located in the 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.

# Budget Detail Worksheet and Narrative (cont'd)

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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 Federal Award Administration Information for more information.
6. Include sufficient funds to fully provide language access or describe other resources available to the applicant to ensure meaningful access for persons who are limited in their English proficiency because of their national origin. See Accessibility under the Federal Award Administration Information section of this solicitation for more information.
7. Include sufficient funds to fully provide access for individuals with disabilities or who are Deaf/hard of hearing or describe other resources available to the applicant to ensure meaningful access for such individuals. See Accessibility under the Federal Award Administration Information section of this solicitation for more information.
8. 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.

# Budget Detail Worksheet and Narrative (cont'd)

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9. Compensate survivors and individuals with applicable lived experiences related to the project (such as involvement in the justice system, homelessness, or substance use) who participate as consultants, in an advisory capacity, in focus groups, or in other work activities.
10. Ensure that any legal assistance costs do not exceed 10% of total project costs.
11. Distinguish clearly between sub-awards and contracts in allocating any grant funds to other entities. Pursuant to 2 C.F.R. § 200.330, a sub-award 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. 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 sub-recipient 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. 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>.

# Memorandum of Understanding (MOU)

(15 Points Total)

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- All applications must include a new MOU that is responsive to this solicitation.
- The purpose of the MOU is to allow applicants to demonstrate that their proposed projects will be developed by a team of collaborative partners.
- Remember “Required Partnership” and Role of victim service provider in the “Program Eligibility Requirements”
- The MOU should be very specific and mirror the project as described in the project narrative and budget.
- The MOU should be a single document, currently signed and dated by the Authorized Representative of each partner agency.



# Letter of Experience (LOE)

## (10 Points Total)

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All applicants must submit a signed and currently dated LOE describing the applicant organization's documented history of effective work concerning VAWA crimes or such experience and capacity of a partner, if the applicant is a tribe, state, or unit of local government. The LOE must address the following:

- Describe how serving survivors of VAWA crimes is one of the primary purposes of your organization.
- Describe the applicant organization's history of providing assistance to survivors of VAWA crimes.
- State the number of years (must be at least three or more years) the organization has provided direct services to victims of domestic violence, dating violence, sexual assault, or stalking.
- Describe the direct services provided to victims of domestic violence, dating violence, sexual assault, or stalking.
- Describe the qualifications or skills of staff assigned to the grant, and the training they have received.
- Describe how services are structured and implemented to specifically address the issues facing victims of domestic violence, dating violence, sexual assault or stalking.

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.

# Application & Submission Information

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- Limit on Number of Applications
- Formatting and Technical Requirements
- Submission and Deadline Information

# Limit on Number of Applications

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OVW will consider only one application per organization for the same service area. 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.

# Formatting and Technical Requirements

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Applications must follow the Formatting and Technical Requirements outlined on page 12:

- Double spaced; 8½ x 11-inch paper; One-inch margins; Type no smaller than 12 point, Times New Roman or Arial font except for footnotes, which may be in 10-point font.
- Include Page numbers & Headings and sub-headings that correspond to the sections identified in this section of the solicitation.
- Word documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).
- No more than 25 pages for the Proposal Narrative.

# Submission and Deadline Information

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- After applicants register with the System for Award Management (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.
- 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. See the JustGrants website for more information on registering with JustGrants..
- It is the applicant's responsibility to ensure that the application is complete and submitted by the deadline.

**Failure to meet the submission deadline will result in an application not being considered for funding. Applicants should refer to the list on page 34 of the solicitation to ensure that all required steps and deadlines are met.**

**Failure to begin registration or application submission by the deadlines is not an acceptable reason for late submission.**

# Submission and Deadline Information (cont'd)

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- Obtain a Unique Entity Identifier (UEI).
- Register with SAM. Once the SAM registration is active, the applicant will be able to complete the Grants.gov registration.
- Register with Grants.gov.
- Submit Letter of Intent by March 14, 2023, to [OVW.TransitionalHousing@usdoj.gov](mailto:OVW.TransitionalHousing@usdoj.gov).
- Download updated version of Adobe Acrobat at least 48 hours before the Grants.gov deadline. 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 solicitation and to submit the SF-424 and SF-LLL on Grants.gov. Go to the Adobe Software Compatibility page to verify that the Adobe software version is compatible with Grants.gov.

# Submission and Deadline Information (cont'd)

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- Submit the SF-424 and SF-LLL in Grants.gov as early as possible, but no later than 24-48 hours prior to the Grants.gov deadline.
- Register the Entity Administrator and the Application Submitter with JustGrants as early as possible but no later than 48-72 hours before the JustGrants deadline.
- Submit the complete application package at least 24 – 48 hours prior to the JustGrants deadline. Confirm application receipt.
- Submitting the application components at least 48 hours before each deadline (Grants.gov or JustGrants, as applicable) will enable the applicant to receive notice of a failed submission and provide an opportunity to correct the error before the applicable deadline.

# Basic Minimum Requirements

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All applications undergo Basic Minimum Requirement (BMR) review to determine if the application will move forward to Peer Review. Applications missing any of the following elements will be removed from further consideration and not forwarded to Peer Review.

- Project Narrative.
- Budget Narrative and Detail Worksheets.
- Complete MOU – single document (can include multiple signature pages as long as each page includes name and title of all signatories to the MOU), currently signed and dated.
- Required Partnerships.
- Letter of Experience (LOE) – single document, signed, and currently dated.



# Application Checklist

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Application Document	Date Completed
1. Application for Federal Assistance: SF-424	
2. Disclosure of Lobbying Activities (SF-LLL)	
3. Proposal Abstract	
4. Letter of Intent	
5. Pre-Award Risk Assessment	
6. Summary Data Sheet	
7. Proposal Narrative: a) Purpose of the Proposal b) What Will Be Done c) Who Will Implement the Proposal	
8. Budget Worksheet and Budget Narrative	
9. Indirect Cost Rate Agreement (if applicable)	
10. Applicant Financial Capability Questionnaire (if applicable)	
11. Disclosure of Process Related to Executive Compensation (if applicable)	
12. Memorandum of Understanding (currently signed and dated)	
13. Letter of Nonsupplanting	
14. Confidentiality Notice Form	
15. Summary of Other Federal Funding	
16. Delivery of Legal Assistance Certification Letter	
17. Letter of Experience (currently signed and dated)	

# Other Info & Helpful Tips

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- Read the solicitation in its entirety before applying.
- Follow the solicitation. The information in the application should be detailed as possible. Continuation applicants should write the application as if this is the first time that OVW has ever heard of their project.
- Ensure that each section is completely addressed, even if it feels redundant
- Number all pages.
- Fully name and limit the use of acronyms included in the application.
- Information submitted beyond what is required in the solicitation is not likely to be read by OVW staff or peer reviewers.
- The OVW website contains information on Transitional Housing Models & Rent Structures.
- Please utilize the FY 23 Solicitation Companion Guide.
- Visit [justicegrants.usdoj.gov](https://justicegrants.usdoj.gov) for helpful guidance on Application Submission.

# Questions??

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Email us at [OVW.TransitionalHousing@usdoj.gov](mailto:OVW.TransitionalHousing@usdoj.gov)