



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

### Minimum Application Requirements

There are different stages in the application review process, including an initial review, peer review and programmatic review.

OVW initially reviews applications to ensure that they include the required documents and meet the program eligibility requirements. This review may result in an application being removed from consideration.

OVW reviews an application initially for the following basic minimum requirements:

- **Eligible Applicant** - The application must be submitted by an eligible lead applicant. If OVW determines that an application has been submitted by an ineligible applicant, the application will not be considered for funding.
- **Application Contents** - Applications that do not include the following documents will not be considered for funding:
  - Proposal Narrative;
  - Budget Detail Worksheet and Narrative;
  - Signed and currently dated Memorandum of Understanding (MOU); and
  - Signed and currently dated Letter of Experience (LOE)

Currently dated means the date must be within the application period (solicitation release date and the application due date).

- OVW will not contact applicants if these documents are not included in the application.

### Eligibility Requirements

Before applying, organizations must check their eligibility. By statute, the types of entities listed below are eligible to apply for the Transitional Housing program. If an applicant is determined to be ineligible, the application will be removed from consideration.

- States
- Units of local government (City, county, township, town, borough, village, or other general purpose political subdivision of the State)
- Indian Tribes
- Other organizations that have a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking, including:
  - domestic violence and sexual assault victim service providers,
  - domestic violence and sexual assault coalitions,
  - other nonprofit, nongovernmental organizations,
  - population-specific organizations, or
  - community-based and culturally specific organizations.



Police departments, pre-trial service agencies, district or city attorneys' offices, sheriff's departments, probation and parole departments, universities, and hospitals are not considered to be units of local government and are not eligible to apply as a lead applicant.

### **Memorandum of Understanding (MOU)**

The application must include an MOU that includes the mandatory partners identified in the solicitation and describes the terms of the partnership and the allocation of roles and responsibilities of the parties.

The MOU must be submitted as **one** document and signed and dated by the Authorized Representative of each proposed partner organization during the development of the application. Separate MOU agreements with individual partners will not be accepted and can disqualify an application from further review. Many applications are removed from further review for not having required signatures or current signature dates.

A sample MOU can be found on the [OVW Website](#).

### **Letter of Experience (LOE)**

All lead applicants must document a history of effective work concerning domestic violence, dating violence, sexual assault, or stalking in an LOE. If the lead applicant is a State, unit of local government, or Indian Tribe, the lead applicant must identify a victim services provider who has a history of effective work concerning domestic violence, dating violence, sexual assault, or stalking as their partner on this award and that partner must submit an LOE.

- The LOE should not exceed two (2) pages. Any additional pages will not be reviewed.
- The LOE must be a single document, signed, and currently dated. See the solicitation for more information about what must be included in the LOE. A sample LOE is available on the [OVW Website](#).

### **Pre-Application Information Session**

Every year, applicants are invited to attend a Pre-Application Information Session to learn more about the grant program. OVW recommends all prospective applicants to attend this session to learn more about the grant program requirements. The date of the Pre-Application Information Session changes year-to-year, but registration information can be found in the section "Pre-Application Information Session" in the solicitation.

Other resources, such as previous "Pre-Application Information Sessions," the Solicitation Companion guide, and other templates can be found under the [Resources for Applicants](#) section on the OVW website. Specific grant writing tips are also available: <https://www.justice.gov/sites/default/files/ovw/legacy/2009/11/19/grant-writing-tips.pdf>



## Checklist for a Fully Executed Application Package

Name of section	Due Date	Currently dated and signed by all required parties	Completed?
<b>Step 1</b>			
Application for Federal Assistance standard form (SF-424)	Grants.gov deadline	<b>Required</b>	
Disclosure of Lobbying Activities (SF-LLL)	Grants.gov deadline	<b>Required</b>	
Letter of Intent sent by email	See "Letter of Intent" section of solicitation	N/A	
<b>Step 2</b>			
Proposal Abstract	JustGrants Deadline	N/A	
Survey	JustGrants Deadline	N/A	
Pre-Award Risk Assessment	JustGrants Deadline	N/A	
Proposal narrative	JustGrants Deadline	N/A	
Budget worksheet and narrative	JustGrants Deadline	N/A	
Memorandum of Understanding (MOU) <b>(Submitted as a separate document)</b>	JustGrants Deadline	<b>Required</b>	
Letter of Experience (LOE) <b>(Submitted as a separate document)</b>	JustGrants Deadline	<b>Required</b>	
Delivery of Legal Assistance Certification Letter <b>(If applicable)</b>	JustGrants Deadline	<b>Required</b>	
Indirect Cost Rate Agreement <b>(if applicable)</b>	JustGrants Deadline	<b>Required</b> ("current" for the Indirect Cost Rate does not mean a date within the application period and instead means not expired.)	
Disclosure of Process Related to Executive Compensation <b>(if applicable)</b>	JustGrants Deadline	<b>Required</b>	
Letter of Nonsupplanting	JustGrants Deadline	<b>Required</b>	
Confidentiality Notice Form	JustGrants Deadline	<b>Required</b>	
Summary of Other Federal Funding	JustGrants Deadline	N/A	
Applicant Financial Capability Questionnaire <b>(if applicable)</b>	JustGrants Deadline	N/A	