

# **Demonstration Program on Trauma-Informed, Victim Centered Training for Law Enforcement on Domestic Violence, Dating Violence, Sexual Assault, and Stalking (Abby Honold) Program**

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FY 2024 Pre-application Information Session



U.S. Department of Justice  
**OVW**  
Office on Violence Against Women  
Working Together to End the Violence

# FY 2024 Abby Honold Solicitation

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- Posted on March 26, 2024
- Application submissions are due by 8:59 pm ET on May 21, 2024
- Application submitted through a two-step process
  1. Submission of SF-424 and SF-LLL in Grants.gov by May 17, 2024 at 11:59 ET
  2. Submission of the full application including attachments in the Justice Grants System (JustGrants) by May 21, 2024 at 8:59 pm ET

Recommended: An optional letter of intent may be submitted to OVW by April 16, 2024 at 11:59 pm ET



# About the Abby Honold Program

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- Authorized by 34 U.S.C. § 12513
- Purpose: To support efforts to improve law enforcement's response to allegations of domestic violence, dating violence, sexual assault, and stalking from the time of a victim's initial report throughout the entire investigation, and to promote the efforts of law enforcement in improving the response to these crimes



# About the Abby Honold Program (Cont.)

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- The Abby Honold Program encourages law enforcement agencies to integrate into their policies, trainings, and practices of the eight principles set forth in the Department of Justice's 2022 updated guidance on [Improving Law Enforcement Response to Sexual Assault and Domestic Violence by Identifying and Preventing Gender Bias.](#)
- If implemented, these principles would enhance victim safety, increase offender accountability, and promote agency trust within the surrounding community.



# About the Abby Honold Program (Cont.)

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- This program supports the training of law enforcement to conduct investigations more effectively.
- The training and technical assistance for this program is provided by OVW-funded national Training and Technical Assistance Providers.



# Abby Honold Purpose Areas

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Found on page 6 of the solicitation



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# Purpose Area 1

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**PA 1.** Train covered individuals within the demonstration site of the eligible entity to use **evidence-based, trauma-informed, and victim-centered techniques** and knowledge of crime victims' rights throughout an investigation into domestic violence, dating violence, sexual assault, or stalking, including by:

"Covered individual" means an individual who interfaces with victims of domestic violence, dating violence, sexual assault, and stalking, including an individual working for or on behalf of an eligible entity; an administrator or personnel of a school, university, or other educational program or activity (including a campus police officer or a school resource officer); and an emergency services or medical employee



# Purpose Area 1 (cont.)

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- (A) conducting victim interviews in a manner that
  - (i) elicits valuable information about the domestic violence, dating violence, sexual assault, or stalking; and
  - (ii) avoids re-traumatization of the victim
  
- (B) conducting field investigations that mirror best and promising practices available at the time of the investigation;
  
- (C) customizing investigative approaches to ensure a culturally and linguistically appropriate approach to the community being served;





# Purpose Area 1 (cont.)

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(D) becoming proficient in understanding and responding to complex cases, including cases of domestic violence, dating violence, sexual assault, or stalking

(i) facilitated by alcohol or drugs;

(ii) involving strangulation;

(iii) committed by a non-stranger;

(iv) committed by an individual of the same sex as the victim;

(v) involving a victim with a disability;

(vi) involving a male victim; or

(vii) involving a lesbian, gay, bisexual, or transgender (commonly referred to as 'LGBTQ') victim;



# Purpose Area 1 (cont.)

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- (E) developing collaborative relationships between
  - (i) law enforcement officers and other members of the response team; and
  - (ii) the community being served; and
  
- (F) developing an understanding of how to define, identify, and correctly classify a report of domestic violence, dating violence, sexual assault, or stalking.



# Purpose Area 2

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**PA 2.** Promote the efforts of the eligible entity to improve the response of covered individuals to domestic violence, dating violence, sexual assault, and stalking through various communication channels, such as the website of the eligible entity, social media, print materials, and community meetings, in order to ensure that all covered individuals within the demonstration site of the eligible entity are aware of those efforts and included in trainings, to the extent practicable.

Note: Applications must address both purpose areas.



# Examples of Purpose Area Implementation

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Examples of ways funds may be used to address **purpose area 1**:

- Salary and benefits of staff dedicated to, and responsible for, training law enforcement and other staff;
- Law enforcement officer time, including overtime pay, to attend trainings;
- A project coordinator to enhance communication with OVW training and technical assistance providers;
- Staff and project partners' time to collect, analyze, and report data, including but not limited to, data OVW requires for performance reporting;



# Examples of Purpose Area Implementation (Cont.)

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Examples of ways funds may be used to address **purpose area 2**:

- Salary and benefits of staff dedicated to, and responsible for, outreach and community relations;
- Project partners' time to engage in outreach;
- Staff and project partners' time to develop website and social media content and to create print materials;
- Additional expenses (e.g., equipment and/or supplies) needed to implement and sustain promotion efforts.



# Out-of-Scope Activities

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- Page 7 of the solicitation lists specific activities that are outside the scope of the Abby Honold 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.



# 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. Please refer to page 7 of the Solicitation and the OVW Solicitation Companion Guide for additional details.



# Abby Honold Award Information

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# Award Period, Amount, and Type of Application

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**Award Period:** 36 months

**Award Amounts:** up to \$500,000

**Estimated Number of Awards:** 9

**Estimated Total Award Amount:** \$4,500,000

**Type of Applications:** New



# Program Requirements

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- Participate in OVW Training and Technical Assistance
- Implement the principles set forth in DOJ's updated guidance on Improving Law Enforcement Response to Sexual Assault and Domestic Violence by Identifying and Preventing Gender Bias
- Identify a project coordinator
- Community education and outreach



# Program Requirements (Cont.)

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- Trauma-informed Investigations
- Consult with a culturally specific and/or population specific service provider(s) and/or with a TTA provider about engaging culturally specific and/or population specific communities
- Collect and report performance indicators



# Performance Indicators

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Applicants will be required to collect and report performance indicators, including both those prescribed by OVW but also those developed by the applicant.

A Performance Indicator is a type of performance measurement used to evaluate the success of an organization's activities. It is a quantifiable measure of performance over time for a specific objective.



# Performance Indicators (Cont.)

Example:

Goal/Objective	Indicators	Metrics	When to collect/analyze
Increase trauma-informed system response to victims	Training devoted to trauma-informed practice	# of trauma-informed practice trainings	Collect every reporting period



# Tools to Assist with Performance Indicators

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OVW's Measuring Criminal Justice Success in Responding to VAWA Crimes project is available at: <https://www.vawamei.org/tools-resource/measuring-criminal-justice-success-in-responding-to-vawa-crimes/>

Performance reporting forms, instructions, training, and related tools are available at:

[VAWA Measuring Effectiveness Initiative webpage](#)



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# DOJ 2022 Updated Guidance on Improving Law Enforcement Response to SA and DV by Identifying and Preventing Gender Based Violence



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# Eight Principles from the 2022 DOJ Updated Guidance

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**Principle 1:** Recognize and Address Biases, Assumptions, and Stereotypes about Victims

**Principle 2:** Treat All Victims with Respect

**Principle 3:** Ensure that Policies, Training, Supervision, and Resource Allocation Support Thorough and Effective Investigations

**Principle 4:** Appropriately Classify Reports of Sexual Assault or Domestic Violence





# Eight Principles (cont.)

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**Principle 5:** Refer Victims to Appropriate Services

**Principle 6:** Properly Identify the Predominant Aggressor in Domestic Violence Incidents

**Principle 7:** Implement Policies to Prevent Officer-perpetrated Sexual Assault and Domestic Violence and Hold Officers Who Commit These Offenses Accountable

**Principle 8:** Maintain, Review, and Act Upon Data Regarding Sexual Assault and Domestic Violence



# DOJ Guidance - Resources

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2022 Guidance: [Improving Law Enforcement Response to Sexual Assault and Domestic Violence by Identifying and Preventing Gender Bias \(justice.gov\)](#)

Resource List: [Office on Violence Against Women \(OVW\) | Policing Guidance Resource List \(justice.gov\)](#)



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# Eligible Applicants

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- State, territorial, county, local, and/or Tribal **law enforcement agencies** that investigate crimes of domestic violence, dating violence, sexual assault, and/or stalking
  - States, units of local government, and Tribal governments may apply ***on behalf of*** law enforcement agencies that lack the authority to apply on their own.



# Mandatory Partnerships

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- All applicants are required to partner with a national, regional, or local victim services provider.
  - **Applicants that do not meet this requirement will not be eligible for Abby Honold Program funding and will be removed from consideration**
- Formal partnership must be clearly documented in the form of a signed **Memorandum of Understanding (MOU)**
- **NOTE:** Tribal applicants can submit a Letter of Commitment in lieu of an MOU, but must submit an MOU if awarded



# Mandatory Partnerships (cont.)

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The term “**victim service provider**” is defined on page 11:

“...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. Code § 12291(a)(50 ))”.



# Application and Submission Information

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# Letter of Intent

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Due: April 16, 2024 by 11:59 ET

Submit to OVW at [OVW.AbbbyHonold@usdoj.gov](mailto:OVW.AbbbyHonold@usdoj.gov)

Sample on OVW website

This letter is optional and does not obligate the applicant to apply.



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# Formatting and Technical Requirements

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- Double-spaced (charts may be single-spaced)
- 8½ x 11 inch pages
- One-inch margins
- Arial font, type no smaller than 11 point, except for footnotes, which may be 9 point
- Page numbers
- No more than 15 pages for the Proposal Narrative
- Only Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt)
- Headings and sub-headings that correspond to the sections identified in this section of the solicitation





# Required Application Contents

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- Proposal Narrative
  - Purpose of the Proposal
  - What Will Be Done
  - Who Will Implement
- Budget Detail Worksheet and Narrative
- Signed Memorandum of Understanding (MOU)



# Proposal Abstract

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The Proposal Abstract must be entered into a text box in JustGrants. Though not scored, it will be used throughout the review process.

Applicants are ***strongly encouraged*** to use the template provided in the solicitation for the abstract.



# Data Requested with Application

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

- Pre-Award Risk Assessment
  - 11 questions found on page 42 of the solicitation
- Application Questionnaire
  - 7 questions found on page 45 of the solicitation
- Summary Data Sheet
  - 6 questions found on page 47 of the solicitation



# Proposal Narrative

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- Answer all questions within the Proposal Narrative section and limit your proposal narrative to no more than 15 pages.
- Be sure to 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 of the solicitation.
- Additional attachments, such as the MOU, will not be consulted or reviewed while scoring the proposal narrative section.



# Proposal Narrative (cont.)

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- Applicants are strongly encouraged to review the DOJ's 2022 updated Law Enforcement Guidance; familiarity with this Guidance is necessary to address the questions asked in the "What Will Be Done Section."
- The "Who Will Implement Section" should correspond to the roles listed in the "What Will Be Done Section."
- Use headings and sub-headings that correspond to the sections identified in the solicitation, to include labeling the "Purpose of the Proposal," "What Will Be Done," and "Who Will Implement" sections.



# Proposal Narrative (cont.)

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- Question #1 in the “What Will Be Done Section” includes a sample chart. Applicants are strongly encouraged to use the chart provided in the solicitation in addressing the question.
- In this chart, applicants will identify the performance indicators that have been selected for the project. The performance indicators should include:
  - 1) the data to be collected;
  - 2) the source or sources of that data; and
  - 3) the frequency the data will be tracked and reported to OVW.



# Budget Worksheet and Budget Narrative

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- Attach the budget worksheet and narrative in JustGrants.
- The budget should span the entire 36-month period and not be divided by year.
- Include sufficient funds to provide meaningful access, or describe other resources available to the applicant to ensure meaningful access for:
  - people with disabilities,
  - those who are deaf/hard of hearing, and
  - persons with Limited English Proficiency



# Budget Worksheet and Budget Narrative (cont.)

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- Include budget funds to attend OVW-sponsored Training and Technical Assistance (TTA) in the amount of:
  - \$15,000 for applicants located in the 48 contiguous states
  - \$20,000 for applicants located in the U.S. territories, Hawaii, and Alaska
- Include sufficient funds for tracking, analyzing, and reporting data for the proposed performance indicators.





# Memorandum of Understanding and Letter(s) of Commitment

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# Memorandum of Understanding (MOU)

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Applicants are required to submit an MOU, a document containing the terms of the partnership and the allocation of roles and responsibilities between two or more parties.

The MOU must:

- Be a single document, and
- Be signed and dated by the Authorized Representative of each proposed partner organization during the development of the application
  - MOUs missing signatures may receive a point deduction or be removed from consideration



# **Letters of Commitment (LOC) – Tribal Applicants Only**

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If unable to submit a signed MOU, Tribal law enforcement agencies (or Tribal governments applying on behalf of a Tribal law enforcement agency) may submit a Letter of Commitment from each partnering organization(s). If funded, the Tribal applicant will be required to submit a signed MOU as a post award deliverable.



# Grants Financial Management Division (GFMD)

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## Summary Data Sheet (questionnaire)

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



# Grants Financial Management Division (GFMD)

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## Pre-Award Risk Assessment (questionnaire)

- 11 questions; Multiple parts to each question
- Most Common issues:
  - Brief list of policies and procedures not provided
  - Budgeted vs Actual process not provided
  - Recorded retention policy not provided
  - Knowledge of rules and regulations



# Resources

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## **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>



# Resources (cont.)

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## **Uniform Guidance - 2 CFR Part 200:**

<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1>

## **DOJ Financial Guide:**

<https://www.justice.gov/media/1282146/dl?inline=>

## **Program Specific Solicitation:**

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



**OVW GFMD Helpdesk:**  
**1-888-514-8556**  
**OVW.GFMD@usdoj.gov**

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# How to Apply

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- Applicants may find this funding opportunity on Grants.gov by:
  - using the Assistance Listing number (16.058),
  - Grants.gov Opportunity number (O-OVW-2024-171907), or
  - the title of this solicitation, all of which can be found on the cover page
- The FY 2024 application submission process is a **two-step process**.
  - Application documents will be started in Grants.gov and fully submitted in JustGrants.



# How to Apply (cont.)

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- 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 Unique Entity Identifier (or UEI) 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

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- Applicants must complete the Application for Federal Assistance (SF-424) in Grants.gov.
  - Carefully read the “Information to Complete the Application for Federal Assistance (SF-424)” section in the solicitation for all requirements.
- Applicants must complete and submit the Disclosure of Lobbying Activities (SF-LLL) in Grants.gov.



# Grants.gov (cont.)

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After submitting the SF-424 and SF-LLL, 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

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- Applicants will submit the following as a full application, including attachments, in JustGrants:
  - Proposal Abstract – entered into text box in JustGrants
  - Summary Data Sheet – completed in JustGrants
  - Applicant Questionnaire – completed in JustGrants
  - Proposal Narrative – uploaded as an attachment
  - Budget Detail Worksheet and Budget Narrative – uploaded as an attachment
  - MOU – uploaded as an attachment



# JustGrants (cont.)

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- 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>.



# JustGrants (cont.)

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- 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.



# JustGrants (cont.)

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- 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: GRANT999999999 and JustGrants format: 99999999.)





# JustGrants (cont.)

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- 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](mailto: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.)

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- 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.)

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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>



# Federal Civil Rights Law

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- 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

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- Applications are due by 8:59 p.m. E.T. on May 21, 2024.
- Carefully review the “How to Apply” and “Submission Dates and Time” sections (pages 21-23 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

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- Programmatic Questions:
  - Email [OVW.ICJR@usdoj.gov](mailto:OVW.ICJR@usdoj.gov) or call 202-307-6026
- Financial Questions:
  - Email [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov) or call 1-888-514-8556
- Technical Questions
  - **Grants.gov** Applicant Support: email [support@grants.gov](mailto:support@grants.gov) or call 800-518-4726
  - **OVW JustGrants Applicant Support**: email [OVW.JustGrantsSupport@usdoj.gov](mailto:OVW.JustGrantsSupport@usdoj.gov) or call 866-655-4482



# Questions?

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# The Office on Violence Against Women

The Office on Violence Against Women (OVW) provides federal leadership in developing the national capacity to reduce violence against women and administer justice for and strengthen services to victims of domestic violence, dating violence, sexual assault, and stalking.



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[Justice.gov/OVW/Peer-Review](https://Justice.gov/OVW/Peer-Review)

**Follow our social media:**



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[LinkedIn.com/Company/Office-on-Violence-Against-Women-OVW/](https://LinkedIn.com/Company/Office-on-Violence-Against-Women-OVW/)



Twitter:

[Twitter.com/OVWJustice](https://Twitter.com/OVWJustice)

**Learn more about our grants at:**  
[Justice.gov/OVW/Grant-Programs](https://Justice.gov/OVW/Grant-Programs)