

JULIE ALDRICH: Good afternoon, everyone. Thank you for your patience, and thank you for joining us today. This information is for the FY2023 solicitation for the Justice for Families program that was posted on December 13, 2022. My name is Julie Aldrich. I am the Team Lead for the Justice for Families program, and my colleague joining me today is Maureen—or commonly known, you'll see, as Mo—Monagle, Grant Program Specialist for the Justice for Families program. Before we begin to review the solicitation application process, I have added the link to the solicitation in the chat, and we recommend that you follow along in the solicitation as we go through today's webinar.

The FY2023 Justice for Families solicitation was posted on or about December 13, 2022. Application submissions are due by 9 p.m. Eastern time on February 16, 2023, and will be submitted through a two-step process. I wanted to take a moment here and just point out that the time that the applications are due in JustGrants is 9 p.m. and not 11:59 p.m. as in years past. Applicants will submit the SF-424 and SF-LLL in Grants.gov by February 13, 2023. I want to note that that date is earlier, and you must submit the SF-424 and SF-LLL in Grants.gov by February 13 in order to apply fully in JustGrants. The full application in JustGrants is due by February 16. We'll be providing more information on that process later in this presentation. We recommend everyone thoroughly read the solicitation before starting your application.

At the end of the presentation, we will open it up to questions. However, please enter questions into the Q&A box as they come up. Although they will be answered mostly at the end of the presentation to ensure we have a chance to cover the entirety of the presentation, if we see questions popping up in the box that apply to the slides, we will try to answer them in the moment and in the chat box as well.

The Justice for Families program was authorized in the Violence Against Women Reauthorization Act of 2013 and reauthorized in VAWA 2022. The program supports activities to improve the capacity of communities and courts to respond to families impacted by domestic violence, dating violence, sexual assault, stalking, and, in some cases, child sexual abuse with court-based and court-related programs, supervised visitation and safe exchange by and between parents, training and technical assistance for people who work with families in the court system, civil legal services, and the provision of resources in juvenile court matters.

The Justice for Families program has eight statutory purpose areas. However, the FY2023 solicitation will only address six of these purpose areas. Applicants may address the following purpose areas: 1 (supervised visitation and safe exchange), 3 (training for court-based and court-related personnel), 4 (juvenile court resources), 5 (court and court-based programs and services), 6 (civil legal assistance), and 8 (training within the civil justice system). You may have noticed that purpose areas 2 and 7 are not listed in the solicitation. OVW addresses those purpose areas through technical assistance grants, cooperative agreements, and special projects.

OVW is interested in funding projects that take a coordinated approach to helping families victimized by domestic violence, dating violence, sexual assault, and stalking as they navigate through the justice system. To help achieve this coordinated approach, applicants may propose either a “standard project” or a “comprehensive project.” Under a standard project, applicants must propose activities under purpose areas 1 (supervised visitation) or 5 (courts). If an applicant is proposing to provide supervised visitation and safe exchange services (purpose area 1), the applicant must also propose activities under at least one additional purpose area. Courts (purpose area 5) can be addressed on its own or in combination with another purpose area. You may apply to any or all of the subparts of this purpose area. However, OVW will not consider applications that only propose pro se victim assistance programs under purpose area 5(b) or only education and outreach programs under purpose area 5(e). Additionally, purpose areas 3 or 8 cannot be solely combined with purpose area 5(e) but may be combined if other purpose areas or subparts of 5 are also applied for. Projects that only propose training and education will not be considered. Due to the restrictions on providing civil legal services—that no more than 50% of the proposed project can support civil legal services—a project cannot propose activities solely from purpose area 6 and purpose area 5(b) (pro se assistance).

I'm going to pause here, given that the purpose areas are a lot of information and the standard and comprehensive projects can be a little bit confusing. I see we have some questions. The first question I see—

MAUREEN MONAGLE: Julie, the first question is, “For the purpose of funding, who is considered a parent: biological, foster, guardians, or adoptive parent?”

JULIE ALDRICH: So, the parent—so, the buy-in between parents. You have to have custody or be eligible to have custody. So, if you are a temporary foster parent and the visitation is not between you and your partner, or the other person who's jointly fostering, if someone has custody and there's a potential domestic violence protective order, you have to have—if the parents that are visiting—so, the people who have custody of the child or have potential for custody, if you are a temporary foster parent and the visitation is between their biological parents, that would not count, given that the reason for the supervised visitation is for victim safety. So, who are you protecting, and why would the visitation be ordered? So, this does not include Child Protective Services. If the child is under CPS, the child has to be within if Mom has custody and Dad's ordered visitation or partner has ordered visitation because they have a legal right or a legal eligibility to see their child.

MAUREEN MONAGLE: I'm going to read you the next question related to purpose areas. “Can we do purpose area 1 and bits of 3, 5, and 6?”

JULIE ALDRICH: So, purpose area 1—supervised visitation—and I'm going to maybe make an assumption on what “bits from 3, 5, and 6” means. So, purpose area 3 is training, and you can cover any of the parties listed in that. You do not need to cover all of the groups you could possibly train. For purpose area 5, you can do any of the

subparts. You do not have to do (a) through (f)—you may do (a), (b), (c), (d), (e), or (f). And purpose area 6 is civil legal assistance, and that could come in the form of full representation or civil legal advice.

MAUREEN MONAGLE: I have another question related to purpose areas: “Must a project addressing purpose area 3 train all of the listed professionals, and must the project provide training on all of the listed topics?”

JULIE ALDRICH: No. For purpose area 3, you can choose any subset of the listed professionals, and the topics should be within that scope, but you do not need to cover all of the topics.

MAUREEN MONAGLE: The next question—and I’m going to refer people to the solicitation, where you can read along: “Can you help distinguish the difference between purpose area 3 and purpose area 8?”

JULIE ALDRICH: Yes. So, I would just second what Mo just said, as well, in that the solicitation really does kind of hash out who the professionals are in each group. You’ll see the variance, and I think one of the main differences is that they just kind of list who the professionals are. Or you can also propose both if you’re interested in training both. Court staff is covered under purpose area 3, and judges are covered under purpose area 8, but try not to get too hung up on that—and if you think you might be covering both, you’re more than welcome, and it is reasonable to apply, including both of those training areas with other purpose areas.

MAUREEN MONAGLE: And some of the other questions that are popping up are going to be addressed later on in the slide. Julie, if we want to, in the interest of time—

JULIE ALDRICH: Yes. I just want to address the court watch one really quickly that I see for purpose area 5(b), which says, “Must a licensed attorney be the one executing the project, or does the attorney just need to oversee it?” An attorney does not need to oversee the court watch. 5(b) is under court and court-based projects, and there’s no requirement that an attorney needs to lead or execute the project. Many court watch programs are led by friends of the court or other nonprofit communities, and there does not need to be a licensed attorney leading that project.

And I saw this last one. I’m just going to address it. “Could our program use JFF funds to fund a better accountability program?” Yes. That would fall under purpose area 5(c).

So, under a 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, but they are required to include purpose areas 1, 5, and 6.

Projects addressing pro se victim service 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 in the solicitation. So, for example, you could propose to do purpose areas 1, 5(b), and 6. However, only 50% of the funds and activities can go toward purpose areas 5(b) and 6. Applicants will need to state the percentage of civil legal assistance and pro se victim assistance, activities, and budget in question 21 of the Summary Data Sheet. A project in which the primary focus is on providing civil legal assistance is not appropriate for the Justice for Families program, and it will be removed from consideration. Applicants seeking to implement a civil legal assistance program may want to consider either the OVW FY2023 Legal Assistance for Victims grant program or the new solicitation of ELSI. The solicitations for those programs were posted on December 21, 2022, and can be found on OVW's open solicitation webpage.

OVW has identified five priority areas the office will be addressing during FY2023. The Justice for Families program will be addressing three of the five priority areas. As stated in the solicitation, applications are not required to address a priority area, but those proposing activities that address a priority area will be given special consideration. The three priority areas the JFF program will be addressing include priority area 1: advance racial equity as an essential component of ending sexual assault, domestic violence, dating violence, and stalking. 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.

Projects addressing OVW's priority area 1 should respond with a yes to item number 15 in the Summary Data Sheet if the applicant proposes to address advancing racial equity as an essential component of ending sexual assault, domestic violence, dating violence, and stalking. Also, in number 23 of the Summary Data Sheet, you should identify the culturally specific community-based organization or tribal organization that will be a partner on the project. Applicants addressing priority area 1 will be providing information on how their projects will be addressing this priority area in different sections of the Project Narrative, will describe the challenges and needs of the identified culturally specific community, and will explain how the project will meet the need or needs in the Purpose of the Proposal. You will further describe the approach to addressing the needs and challenges in the "What Will Be Done" section. Additionally, in the "Who Will Implement" section, proposals will describe the applicant's or partner agency's expertise in addressing the activities proposed and provide the mission statement for the culturally specific community-based organization or tribal organization. The culturally specific community-based organization or tribal organization should be meaningfully included in the budget to support the proposed activities. Finally, if addressing this priority area, the culturally specific community-based organization or tribal organization must be identified as a formal partner in the MOU or LOC.

The second OVW priority area the JFF program can address is priority area 2: increase access to justice for all survivors of sexual assault, domestic violence, dating violence, and stalking, including through exploration of survivor-centered criminal

justice reform. As stated on page 8 of the solicitation, under the Justice for Families program, to be considered under this priority area, applicants must address purpose area 5(a) by developing in their project activities a voluntary safe settlement process for child-related relief, such as parenting plans that account for survivor safety. Applicants seeking to address this priority area should consider the required planning period when developing their proposals. Consider this in timelines and budgets.

Projects addressing OVW priority area 2 should respond with a yes to item number 16 in the Summary Data Sheet if the application proposes to address increased access to justice for all survivors of sexual assault, domestic violence, dating violence, and stalking, including through exploration of survivor-centered criminal justice reform. In the Project Narrative, applicants should describe the gaps related to child-related relief during the settlement process in civil protection orders and must include a planning period of at least 12 months for this activity, must provide the detail of who will implement the activities by describing the applicant's expertise in the area of child custody and civil protection orders, and also must describe the applicant's ability to convene project partners and key stakeholders in the planning process. Finally, remember to consider the costs related to the planning period and have those reflected in the budget.

Projects proposing to address priority area 3 should use the valid definition for underserved populations, which means any populations that face barriers in accessing and using victim services and includes populations underserved because of geographic location, religion, sexual orientation, and gender identity. Underserved racial and ethnic populations are populations considered underserved because of special needs, such as language barriers, disabilities, alienage status, or age, and any other population determined to be underserved by the Attorney General. As stated on page 8 of the solicitation, to be considered 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.

Projects addressing OVW's priority area 3 should respond yes to item number 17 in the Summary Data Sheet if seeking to 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. In the Program Narrative, applicants should describe the needs, barriers, or challenges of the underserved community and how the proposal will meet those needs; should describe the activities that will be implemented to address the identified needs and challenges of the community; and finally should describe the applicant's or identified partners' expertise in addressing the needs of the community. In your Budget and Budget Narrative, provide funds to address the identified needs and to support the proposed activities. The priority area should be reflected in the MOU and LOC, which should demonstrate how the proposed partnership(s) will address the identified needs and challenges.

While not required, all applicants are strongly encouraged to consider addressing one or more of the OVW priority areas we just reviewed. Applications proposing activities in any of these areas—advance racial equity, increase access to justice, or underserved communities—will be given special consideration but no additional points. I'm going to pause here and see if there's anything related to the priority areas in the questions.

MAUREEN MONAGLE: Julie, we have one: "Priority area 2 uses the phrase 'including thorough exploration of survivor-centered criminal justice reform,' but the examples seem to be of civil justice system reform, i.e., parenting plans," but I think this person's looking for a little more information.

JULIE ALDRICH: Yes. The language of the priority area is from the office, and how the Justice for Families program is specifically implementing the program is by the specific examples below it. So, in this case, priority area 2, the example from OVW is a pretty broad example that includes criminal justice system reform as well, and so the way the Justice for Families solicitation is implementing it is, you have to address purpose area 5(a), and the only thing that will be given special consideration is if you're developing a voluntary safe settlement process for child-related relief. This is the scope of priority area 2 implementation in the Justice for Families solicitation. The applicants can also refer to the link that is provided in here and will be posted on the website and sent out to all registrants, as well, of the defining child-related relief and civil protection orders to enhance safety. For these priority areas, I would definitely not get too hung up on the overarching language that is on the top, but rather look specifically for what is required under this solicitation.

MAUREEN MONAGLE: Julie, we have another question, and this is related to priority area 1—advance racial equity: "Applicants addressing this priority area are required to provide documentation, such as a mission statement, to prove their project partner is a culturally specific community-based organization." The question is, "Are there other ways to prove the project partner is a culturally specific organization? For example, the project is a grassroots organization staffed fully by individuals of color located within and serving a community of color, but they do not identify themselves as culturally specific."

JULIE ALDRICH: That is a great question. As the solicitation requires some form of documentation, it does say, "such as a mission statement." If there is another form of documentation that could be included in lieu of a mission statement—maybe their objectives or the goals of their organization—as long as it is documented regarding whom they serve and what their mission is or their goals or objectives, that would be acceptable as well. It does need to be something concrete that can be read by reviewers.

MAUREEN MONAGLE: I think those are the questions covered under priority areas.

JULIE ALDRICH: OK. We'll keep going, and if your question has been skipped, the questions will be answered later. We're also just trying to focus on the slides and keep

up at this time. So, the solicitation lists activities that are outside the scope of the Justice for Families program and will not be supported by the program's funding. The list of out-of-scope activities can be found on page 8 of the solicitation. Applications that propose activities that are deemed to be substantially out of scope may receive a deduction in points during the review process or may be eliminated from consideration entirely. Please note that out-of-scope activities include parent education programs; individual, group, or family counseling; and, to note, offender accountability programs are not included in the counseling umbrella, and mediation requiring—*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. There is a certification we'll talk about in the solicitation, and it's noted, you cannot require offenders and victims to be physically present in the same place for mediation when these crimes are involved.

Budgets and award period. The grant award period is 36 months. OVW anticipates the award period will start October 1, 2023. Standard projects receive up to \$600,000 for the entire 36 months, and you'll notice that comprehensive projects can get up to \$700,000 for the entire 36 months.

Now we're going to go over applicant types. New grantees, or new applicants, are those who have never received direct funding under the Justice for Families program or whose previous Justice for Families funds expired on or before February 16, 2022. So, I just want to repeat that. New grantees have never received funds from the Justice for Families program or are those whose previous Justice for Families program expired on or before February 16, 2022, so it's been over for almost a year. Continuation grantees are those who have an existing or recently closed (after February 16, 2022) award under the Justice for Families program. Just remember, continuation funding is not guaranteed and goes through the same competitive process. Recipients of an FY2021 or FY2022 award under this program whose funding goes past 9/30/2023 are not eligible to apply as the lead applicant on an FY2023 proposal.

Current grantees with a substantial amount of unobligated funds remaining, which means you have more than 50% of your previous award as of March 31, 2023, without adequate justification (e.g., you might be expending all that for some reason), may not be considered for funding or may receive a reduced award amount if selected for funding in FY2023. Please check in with your current grant manager if you have questions about remaining funds and eligibility. I think I saw a question about no-cost extensions. If you have a current grant and you will be considering or needing to apply for a no-cost extension that takes you for another 12 months past 9/30/2023—i.e., you are looking to extend to 9/30/2024—you should not apply during this year's round of funding solicitation. You should wait until next year.

Eligible applicants are limited to states; units of local government (this does not include law enforcement; for example, a unit of local government is a county, a city, something like that, or a town); courts, including juvenile courts (but this does not include a

prosecutor's office); Indian tribal governments; nonprofit organizations; legal service providers; and victim service providers. A law enforcement agency is not considered a court and is not considered a unit of local government. A unit of local government or a court also does not include police departments, sheriff's departments, probation, and parole. These requirements for the court—that a court cannot be a law enforcement agency, a prosecutor, or an office of attorney general—those same things apply for the court partner. A court partner cannot be a prosecutor's office or a law enforcement agency.

MAUREEN MONAGLE: Julie, before you move on, we have a question about the Native American community, the tribal governments. The question is, "The Native American community in our area is not federally recognized, but is recognized by the state. Is this sufficient?" The answer is yes. Tribal government should be federally recognized or can be state recognized as well.

JULIE ALDRICH: Thank you. Are there any other questions about eligibility?

MAUREEN MONAGLE: Someone is asking just for clarification: "So, prosecutor's office and juvenile court cannot apply? If the court is the sponsoring agency, they can apply?"

JULIE ALDRICH: I'm going to give a caveat to that one...

MAUREEN MONAGLE: Yeah. Please do.

JULIE ALDRICH: So, if you are looking for an enhancement to the prosecutor's office to support the juvenile court or to support a court and the court is not actually implementing anything, it may not be best suited for this program. You may find—and it hasn't been posted yet this year, but you can look at our closed solicitations on the OVW website—you may find that the Improving Criminal Justice Response program is better suited, as there are more targeted actions with the prosecutor's office in that program. The Justice for Families program is not the solicitation to be looking at if you are looking to enhance and basically use the court as a pass-through for the prosecutor's office. It is really to create court programs operated and run in the court and more targeted toward where the court is implementing the program and the resources. So, while the court can apply, a prosecutor and a juvenile court can apply, a juvenile court, any court, juvenile court included, can apply, it shouldn't be for the sole purpose to hire people within the prosecutor's office.

I see another question: "Do government agencies who oversee family justice centers and provide direct services count as a direct service provider?" So, that one's a little complicated, and I'm just going to say that the government agency, you could be under the government, so you're maybe under the county government, so you are counted—there's only one eligible applicant to apply. You have to select something. That is, you'll be considered a unit of local government if you're under the county. However, when it comes to the victim service provider—we'll talk about this in a little bit—the

victim service provider required partner must be a nonprofit, nongovernmental. So, someone who oversees the justice center of a bunch of organizations is not considered a victim service provider. It has to be an organization within the justice center that is providing those direct services. In this case, a government agency that oversees something would be considered a government agency under the county, the city, the state, the town, and that would be part of the unit of local government.

OK. We can now move on to Certification of Eligibility. All applicants for the Justice for Families program are required to submit a Certification of Eligibility. Applicants proposing projects under purpose areas 1, 4, 5, or 6 are required to submit additional certification letters. All applicants must certify that the organizational policies do not require, as said before, mediation or counseling involving offenders or victims being physically present in the same place. Applicants should read the "Other Program Eligibility Requirements" section of the solicitation very carefully to determine which letters may be required for an application. This information may be found on page 13 of the solicitation. Certifications must be uploaded as separate attachments in JustGrants. Please contact the Justice for Families program at [OVW.JFF@usdoj.gov](mailto:OVW.JFF@usdoj.gov) if you have any questions about certification letters. Sample certification letters, which you should use to the T, may be found on the OVW website under the "Resources for Applicants" page. There's no need to reinvent the wheel. Please just copy and paste and have them signed by the Authorized Representative.

I'm just going to pause here before we go into required partnerships, as we had another follow-up question about a victim service agency and whether what I said holds true even if the government provides the victim services, too. That is correct, because the definition of the victim service provider in the solicitation as authorized by VAWA is a nongovernmental, nonprofit, or tribal. So, unless we're going under the tribal umbrella, we are still under that nongovernmental, nonprofit. We have to remember that—even if you provide those services, which is wonderful, and it's great to coordinate with that nonprofit, nongovernmental—it has to be that nongovernmental. Great question.

All right, so getting into the required partnerships, that may be a little redundant of the eligibility as I talk about these two partners, but I'm glad we're getting into the nitty-gritty of it. 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. And, just a note on a court: A court can be your local jurisdiction court, your county, your town, your state court, and does not need to be a federal court. It can be just any court, that is, an entity handling cases involving judges.

Partnerships are formally demonstrated through an MOU, a Memorandum of Understanding, or in some cases, a Letter of Commitment, an LOC. There is some more information on these in the solicitation on page 15. And just again to please note that a governmental victim service agency does not qualify as a victim service provider

for families with a history of domestic violence. You may qualify. Finally, a court partner must be a court and must be signed for by a court-authorized representative, such as the court administrator or presiding or chief judge. And just to note, a police chief, captain, sheriff, or attorney general does not qualify as a representative to officially sign on behalf of the court. So, on both of those requirements for an MOU for that official partnership, a nonprofit, nongovernmental victim service provider or tribal victim service provider must be the name and signature corresponding, and the court must be a court, say the Ninth Judicial of Illinois, and signed for by the court administrator or the judge, chief judge, presiding judge, or someone who has authorizing official authority to sign on behalf of the court. This does not—absolutely does not—include a district attorney, prosecutor, chief of police, or any other law enforcement representative.

I'm so strongly stressing that because we've seen this as one of the biggest issues in applications in the past that disqualifies people after they've worked really hard on submitting something, and we don't want to see anyone going down the wrong path or wasting any time and resources. And as a reminder, a culturally specific community-based organization or tribal organization must be a formal partner if addressing priority area 1 (advance racial equity), so if you are applying for priority area 1, then you must also have that culturally specific partner on your MOU.

**MAUREEN MONAGLE:** Julie, we have another question related to court if you could cover that before moving on: "Can the partnership include multiple courts, i.e., federal district courts, state court, et cetera?"

**JULIE ALDRICH:** Yes. If the project is going to impact multiple courts, you are absolutely more than welcome to submit Letters of Commitment or have them sign on to the MOU for counting as a court partnership. I would caution, however, against just getting courts to sign on for the sake of having them sign on. I would make sure that the impact of your project is going to directly relate to that court.

So, we're going to give a couple of partnership scenarios just to help flesh this out a bit. If a court is the lead applicant, then 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 partner. If the lead applicant is neither a domestic violence and/or sexual assault victim service provider or a court—so, say, for instance, it's the county—it must have a partnership with both a domestic violence and/or sexual assault victim service provider and a court.

I do see a question: "What if the applicant is the city, but the court is under the city?" If you are applying with the city as your DUNS, now UEI, number but the actual applicant is the court, you just have to make that apparent in the application. It should be really specified that the court is the lead applicant and is under the umbrella of the city. That is why they're using the UEI. Again, the city is an eligible entity, and if the application is specific and clearly identifies the court as the lead applicant, we understand the

dynamics of how different funding sources in different areas are. But it can be the court; it just has to be very specific within the Summary Data Sheet and the application.

So, we suggest that you review the “Eligible Applicants” section very carefully for the definitions of “court” and “victim service provider.” Again, please note that the prosecutor’s office is not considered a court. I say this a lot because the biggest reason for removal of applications from review is because the prosecutor or District Attorney signed on behalf of the court. Victim service providers, again, must be a nonprofit, nongovernmental, or tribal organization or rape crisis center (this does not include governmental victim service providers located within a governmental agency, police department, or prosecutor’s office); must have a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking; must provide direct services to victims of domestic violence, dating violence, sexual assault, or stalking as one of their primary purposes; and—*and*—must have a demonstrated history of effective work in this field.

You’ll see in the solicitation that we do specify that those organizations whose primary purpose is to provide supervised visitation and safe exchange services to families with a history of domestic violence can be qualified as a victim service provider.

As stated in the solicitation, a culturally specific organization must also 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. And that’s applicable if you are dealing with priority area 1.

I’m going to pause to see if there are any remaining questions. OK, I see one last question: “Can a prosecutor’s office be a partner although not a required partner?” Absolutely. The two required partners are a victim service provider and a court. As long as the prosecutor’s office is not coming in as the court, the prosecutor’s office could be a partner. Just remember that the spirit of the solicitation is not completely focused on enhancing prosecutor’s offices, but absolutely, I think the end of your question was thinking about including prosecutors in training, and that is a wonderful use of purpose areas 3 and/or 8.

And I’m going to finish up this last question and hand it over to Mo. “Is a nonprofit applicant eligible if they’re applying to fund an offender accountability program in one county but provides services to victims in another county? Do services have to all be in one county?” They definitely do not. If your organization covers multiple counties and there’s a need for services in different counties or different service areas, that is absolutely an OK thing to apply for. Just remember when you’re talking about need and describing your community in the application that you’re covering both of those areas.

I see one last question related to partnerships. And then I'm really gonna hand it to Mo, and we'll save the rest of the questions for the end. "We have provided supervised visitation and custody exchanges for over five years. Do we still need an MOU from our local DBSA crisis center?" Absolutely. Anyone who does not submit a signed and dated MOU by the required partner will not be considered for funding. Those are requirements for continuation and, no, it does not matter. And now I'm going to hand it over to Mo.

MAUREEN MONAGLE: Thank you, Julie. So, before I start to go into the application requirements, I know some of you may have to jump off. So, I just want to restate that we're going to have the slides available on our website. We're also going to try to track all the questions and have the questions on our website, and then we will be sharing the recording of this session within 15 days. So, I just want to assure you that, if you have to jump off, the information will still be available for you.

OK. So, now going into the application requirements, please note that there are a few differences between standard and comprehensive projects. As stated in the solicitation, standard projects have a 20-page limit, while comprehensive projects have a 25-page limit. Additionally, projects must include funds to attend OVW-sponsored training and technical assistance events. Standard projects should budget \$15,000 for OVW technical assistance events. Comprehensive projects should budget \$20,000. This amount does change slightly for applicants located in U.S. territories and Hawaii and Alaska. So, for applications from these areas, you should include \$20,000 for standard projects and \$25,000 for comprehensive projects for the OVW-sponsored training and technical assistance. Applicants will upload the Proposal Narrative as an attachment in JustGrants.

The following items are critical components that must be completed and submitted as attachments in JustGrants. Each applicant must respond to the 11 questions of the Pre-Award Risk Assessment. Those questions start on page 18 of the solicitation. A Summary Data Sheet is also required and is submitted as a separate attachment. Applicants should provide the most accurate answers to all questions listed. We'd specifically like to bring your attention to question 18 on the Summary Data Sheet, which requests applicants to identify the percentages of grant activities that will address domestic violence, dating violence, sexual assault, stalking, and child abuse. So, please note that while sex trafficking is listed, it is not applicable on its own, just as for family solicitation, and should be 0%. If you are working with sex trafficking victims, it should be reflected in the other crime categories.

Your Proposal Abstract will be entered in a text box in JustGrants. This should still not be more than two pages double-spaced. Applicants are strongly encouraged, but not required, to use the template that's provided in the solicitation for your abstract.

Your Proposal Narrative includes several questions that should all be responded to unless clearly marked "if applicable." The "What Will be Done" section includes questions for all applicants and additional questions for each purpose area for which

you are applying. Please read the specifics under this section, which can be found on page 23 of the solicitation.

For the Budget Worksheet and Budget Narrative, these will be submitted as attachments in JustGrants. There are a few things to consider when you're developing your budget. Unless otherwise stated in an MOU or your Letter of Commitment, have you considered that all project partners are compensated? Also, consider if you've included funds to address accessibility. This could include funds to support those with disabilities, and funds to support language access for interpretation or translation services and for language access for individuals who are Deaf or hard of hearing. If you are not requesting funds for accessibility, we recommend you include a statement in your budget that shows you have other resources that you have available to ensure meaningful access for persons who are limited in English proficiency, either because of their national origin or because of disabilities or because they're Deaf or hard of hearing.

Applicants are generally required to submit an MOU, a document containing the terms of your partnerships and the roles and responsibilities between two or more parties. We recognize that courts are often precluded from signing Memorandums of Understanding. Courts may be limited to Letters of Commitment in lieu of an MOU. Please know that the Letters of Commitment submitted in lieu of an MOU under circumstances other than those described in the solicitation will not be accepted.

If a court is the lead applicant and unable to sign an MOU, all project partners should submit a Letter of Commitment, and an MOU is not required. If the court is a project partner and unable to sign an MOU, the lead applicant should still submit the MOU signed by the applicant and all other noncourt partners, and the court partner on your project should submit a Letter of Commitment. If the nonprofit, nongovernmental, or tribal domestic violence or sexual assault victim service provider is the lead applicant and only the project partner is a court, the court should submit a Letter of Commitment, but the lead applicant is not required to submit an MOU or Letter of Commitment.

The solicitation provides detailed guidance on what a Memorandum of Understanding or Letter of Commitment should contain, including formal partnerships with both a nonprofit, nongovernmental, or tribal domestic violence or sexual assault victim service provider and the court. You'll find guidance on what the MOU must contain on page 31 of your solicitation. If you have questions, you can also contact the Justice for Families program staff at [OVW.JFF@usdoj.gov](mailto:OVW.JFF@usdoj.gov).

OVW's Grants Financial Management Division, which is GFMD, is involved in reviewing the applications. GFMD reviews the following information required with all applications. The Summary Data Sheet requests information related to the applicant's Single Audit and your threshold for your fiscal year. Please look at item number 6. This requests a statement related to your IRS three-step safe-harbor procedure and disclosure of the process related to Executive Compensation. Applicants must upload

the required documentation as a budget financial attachment in JustGrants and then sample letters of disclosures or provider.

The Pre-Award Risk Assessment is also submitted as an attachment. There are 11 questions. Please know that there are multiple parts to each question and you want to respond to all questions. The most common issues or information we see not provided in the Pre-Award Risk Assessment is that a brief list of the agency's policies and procedures is not provided, the budgeted expense versus actual expense is not provided, and the applicant's Record of Retention policy is not provided. So, again, please review the questions in the Pre-Award Risk Assessment and look at each question. And a reminder, there's multiple questions under each number. The other issue is for the individual who is primarily responsible for the fiscal and administrative oversight. We fail to see the documentation that shows their history and oversight in the knowledge of rules and regulations. So, please use both the Summary Data Sheet and the Pre-Award Risk Assessment to ensure you're providing all of the requested information.

We want to be sure that we've highlighted some resources that are available that you can use as you're creating your budget to submit your application. Over the last year, GFMD has worked to develop a detailed webinar presentation on how to assist applicants in developing a budget that can be submitted with their OVW applications. They want to help reduce any challenges you may face with the budget and make it clear what they look for in their review of the budgets. This webinar provides some insight as to what OVW financial staff consider during their review. The webinar can be found under the "Budget Information" section on OVW's "Resource and Applications" page, and the link's been provided. Additionally, the JustGrants page has resources on completing budgets in JustGrants and uploading your information.

We know we've hit you with a lot of information, and this can be a lot to process. If you have questions about GFMD information, please feel free to contact the GFMD helpdesk at 1-888-514-8556 or by the email that's provided. And again, we'll be sending out these slides, with the links embedded.

When you're ready to apply, applicants may find this funding opportunity on Grants.gov by using the CFDA number (16.021), the Grants.gov opportunity number, or the title of the solicitation. All of this information can be found on the cover page. The FY 2023 application submission process is a two-step process. Application materials will be submitted in Grants.gov and JustGrants. We recommend starting the application process as soon as possible, even with just the registration process on Grants.gov and JustGrants, especially if you're unfamiliar and you're just learning JustGrants.

We want to take the time to remind you to please read this solicitation carefully to understand all of the steps required to submit an application and the time to complete those steps. Some of the steps, such as obtaining a Data Universal Number System, the DUNS number, or registering with the System for Award Management or Grants.gov may take several days to complete. We recommend applicants begin this

process as soon as possible, but no later than the dates listed in the solicitation. And I see a question about guidance or instructions to register on Grants.gov. We'll make sure we send out the link to information on Grants.gov. They also have a wealth of resources and job aids to assist you.

Applicants must complete the Application for Federal Assistance in Grants.gov. The specific information required for this step is included in the "Information to Complete the Application for Federal Assistance" section of the solicitation. This information can be found on page 17 of the solicitation. Applicants must also complete and submit the Disclosure of Lobbying Activities 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 how to register with JustGrants. And Julie's provided the link for JustGrants in the chat box as well.

Applicants will submit the full application, including attachments, in JustGrants. Applicants will enter some of the application information directly into text boxes in the system. You may fill out web-based information and upload some documents as attachments. We've included the following major elements of the application as examples of what applications will submit in JustGrants. They include the Proposal Abstract. This will be entered as a text box. The Summary Data Sheet will consist of responses posed to questions beginning on page 19 of the solicitation. That is an attachment. The Proposal Narrative is uploaded as an attachment. Your Budget Worksheet and Budget Narrative are uploaded as attachments. And the Memorandum of Understanding and/or Letters of Commitments will be uploaded as attachments. In addition to these major elements, other documentation will be required for all applications or when applicable. Please read the solicitation carefully for a full description of the items required with a specific application.

In JustGrants, each applying entity will have assigned roles. The Entity Administrator who is responsible for managing the entity-level information and assigning roles in the system, you'll find this information in the Point of Contact in SAM.gov. We'll find all this information about registering in JustGrants on the link provided. And, again, within 24 hours of JustGrants receiving your application from Grants.gov, the user submitting your application in Grants.gov will receive an email to register for a JustGrants account. The emails from the DOJ secure user management system, which is DIAMD, will include instructions on how to create an account. To ensure you receive these emails and they're not flagged as spam, we recommend adding [DIAMD-NoReply@usdoj.gov](mailto:DIAMD-NoReply@usdoj.gov) to your trusted sender list in your email settings.

The E-Biz Point of Contact for the applicant organization serves as the Entity Administrator, and the user submitting the application in Grants.gov serves as the Application Submitter. Within minutes of completing your JustGrants account registration, the Applicant Submitter and the Point of Contact (the Entity Administrator) users will receive an email from JustGrants with the link in the application started in Grants.gov.

Alternately, the Applicant Submitter can log in to JustGrants and locate your pending application, numeric digits, including the grant number of the Grants.gov tracking number in your list. So, for example, you'll see in your list when you log in "GRANT," and then it'll give you a specific number format. And I apologize if that was confusing. The Application Submitter will need to complete the application by entering data into the web-based forms, uploading all attachments, and accepting the assurances and certifications. The Application Submitter will also need to select Authorized Representatives for this grant. 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 the submission of an application. The Department of Justice has made a collection of self-guided training resources, including training and a virtual question-and-answer session for any application submission. This is available on the justicegrants.usdoj website. The link will be embedded in the slides that will be sent to you.

Recipients of all OVW funds must comply with the applicable federal civil rights laws, which, among other things, prohibit recipients from discriminating on the basis of national origin and disability. This includes taking reasonable steps to ensure meaningful access to grantees' programs and activities for individuals with disabilities, Deaf and hard-of-hearing individuals, and persons with limited English proficiency. Applicants must include funds or other resources in their budget to support activities to ensure access for individuals with disabilities, Deaf or hard-of-hearing individuals, and persons with limited English proficiency.

And again, applications are due on February 16, 2023, by 9 p.m. Applications submitted after 9 p.m. Eastern time on February 16 will not be considered for funding. Please carefully review the "How to Apply" and "Submission Dates and Time" section in the solicitation for all applicant actions with required deadlines and the OVW policy on late submissions. This important information starts on page 35 of your solicitation. As a reminder, we encourage submission of all application components at least 48 hours before each deadline. This will enable applicants to receive notice of a failed submission and provide an opportunity to correct any errors before you're at the application deadline.

As a reminder, the recording of this session will be available within 14 days, and OVW will be posting the questions and responses to this information session on our website, as well as the slides, before the end of this week.

If you have any programmatic questions after reviewing the solicitation in full, such as whether your entity is eligible to apply or if a particular activity is allowable under this program, please contact the Justice for Families program by emailing [OVW.JFF@usdoj.gov](mailto:OVW.JFF@usdoj.gov). If you have financial questions, please contact the OVW Grants Financial Management Division by emailing [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov). If you need technical assistance with Grants.gov, please contact the Grants.gov Applicant Support

Line by emailing [support@grants.gov](mailto:support@grants.gov) or by calling the number provided. Finally, if you need technical assistance with JustGrants, please contact OVW JustGrants Support by emailing [OVW.JustGrantsSupport@usdoj.gov](mailto:OVW.JustGrantsSupport@usdoj.gov). The links are provided, as well as phone numbers if needed.

So, we have a little bit of time to open up the floor. We realize that's a lot of information, but we have a little bit of time remaining if we have questions that have yet to be answered.

JULIE ALDRICH: I have been answering a lot of questions in the chat reiterating some responses we gave verbally and going through the questions as they have popped up, adding links to where the resource page is, where things will be posted. And I was just seeing if there was anything that really applied to or covered the area that we just were in. Here is a question: "For the \$15,000 allocated for training, are there specific trainings that we will need to attend—for example, a yearly training in D.C.—or is it a training approved by OVW like other local training?" That is a great question. So, for the OVW training, you can just put in the "Travel" section of your budget \$15,000 designated to OVW travel and training. You do not need to break it down by planes and trips and people. Those are trainings and travel that once—if you were to—receive an award, you would be notified by OVW of things to attend, such as New Grantee Orientation or different trainings applicable to your project that are funded by OVW technical assistance providers. If you want to include in your budget additional training, such as other national or local trainings, those do not count in the \$15,000 of OVW-allocated training. That can be in addition to.

I think at this point we have answered most of the questions, and if not, please retype your question. We haven't answered all of them. I'm going to answer these two questions that are still in the chat. "For a family justice center interested in adding civil legal services, is this funding opportunity more appropriate or is LAV?" So, I would definitely take a look and read through the LAV and LC solicitations, as LAV is for already existing civil legal services, and LC is for establishing them. If all you're looking to do is establish civil legal services, this is not the program that needs to be done under the LAV or LC programs. If you are doing civil legal services and something else, then it could be appropriate under this program, but it cannot be the sole purpose.

I also see, "Under purpose area 6, for funding an attorney for a victim, the assistance can only be supplied under the grant when the offender has an attorney." So, I'm going to break down purpose area 6 a bit: You can provide, first, civil legal assistance to any victim of domestic violence. Period. That's where that one stops. The other one is related, if child sexual abuse is alleged. Then, in order to represent the victim parent, the other party has to have an attorney. So, two separate kinds of qualifications. I know it's written in statute and in the solicitation a little awkwardly, but yes, any victim or alleged victim of domestic violence, you can represent or provide victim civil legal advocacy to.

Question: “If a survivor seeks a protection order and the respondent is limited English proficient, can the access funds be used to provide an interpreter for the respondent?” So, I’m going to pause there for a second. If, Tim, can you clarify if you are speaking about the court providing the respondent an interpreter, then the court should be responding, should be providing that respondent an interpreter without the use of these funds? Maybe you can provide some clarification on who is providing the interpretation for the respondent. I’m going to pause on that question and hopefully get some clarification.

And another clarification question: “Does court watch fall under purpose area 5, or is it specifically 5(b)?” It is specifically 5(b). That is where it is listed. Court watch is exactly the activity—one of the activities—listed under 5(b), and should be. When you select your purpose areas and you’re looking to do court watch, please select 5(b). And in that, in that umbrella, 5(b)—the limitation of 5(b) in pro se—does not apply. You can apply to do just a court watch program.

I’m going to loop back to Tim’s question. “The court sets up the interpreters for either respondent and/or petitioner.” So, in that case, yes, if the court has a legal responsibility to be providing interpretation, and if they are short on funds and it has to do with DV, then I believe that in that circumstance, specifically, the court could use interpreting funds for court hearings, which would include respondent and petitioner and the other parties involved. But I would be very specific about that and also making sure that the court knows that that is a legal obligation regardless of grant funding.

“Does OVW have resources that specify what they consider to be best practices of offender accountability programs?” We will definitely add something to our question and answer. I do have a website in mind that I can give you that has a list of programs and ideals that an offender accountability program should follow. So, if you have a specific program in mind or a specific model that you are implementing or want to implement, please email the JFF box, and we can also be a little bit more specific on answering that question. I think in the initial question, it just shouldn’t follow like a very therapeutic model. When we get the question a lot about group counseling and that about offender accountability programs, that’s not really considered group counseling, because it’s an offender accountability group session. So, I think we need a bit more information. It shouldn’t go into the stage of therapeutic and clinical assessments.

“Does civil legal advocacy for victims of DV include lawyers serving as guardians ad litem for children in domestic violence protection order cases or in high-conflict custody cases involving domestic violence?” So, if you do, it acts like your project can address guardians ad litem for children, for victims of domestic violence protection order cases, which could include children. In this case, I would like to know a little bit more of what you are thinking in that project—just to zero in on what purpose area, whether it would actually be a purpose area. It sounds like it would be more purpose area 5 for the guardian ad litem role in the court. So, Iris, please send an email to the OVW JFF box if you want to share a little bit more about your program. And we can also hopefully

answer that question more broadly for the group after getting a bit more information about your question specifically.

The last question I see in the chat: “Under purpose area 6, the attorney funding: Is it limited to an attorney victim—for example, in a pro se case where the respondent has an attorney, or is a respondent without attorneys OK, too?” So, yes. You can do either. Any victim of domestic violence. And then the qualifications of the second part of the offender being a representative for any allegations of child sexual abuse.

And additional questions about purpose area 6: “Can a domestic violence victim get an attorney for a protection order hearing?” Yes. “Must a respondent have an attorney?” No. And “Another way to get an attorney is for a nonoffending parent in child sexual abuse cases relating to family matter and respondent has an attorney?” The third statement, yes. If it is a nonoffending parent in a child sexual abuse case, then the respondent has to have an attorney. The other ones, you do not have to have a recipient attorney.

I’m told you can also unmute yourselves at this time, if you want to. Before you unmute yourselves, raise your hand and we can call on you to unmute if you prefer to ask your question verbally. And I see Mo also answered a question. “For a family justice—” Yes, we answered that question for the LAV solicitation. And Mo put the link for the open Expanding Legal Services and Legal Assistance for Victims solicitations in the chat.

I’m not seeing anyone’s hands raised or additional questions in the chat. Please let us know if we did not answer your question. If you still have questions, if you think of questions after we hang up this call today, please do not hesitate to email [OVW.JFF@usdoj.gov](mailto:OVW.JFF@usdoj.gov). Mo and I respond to those questions daily. We would hope to have a response to you within 24 hours in a business day as best as we can. There is no question too simple or uncomplicated or overcomplicated. We would rather everyone ask questions and get assistance prior to putting a lot of resources into an application—if your application is out of scope or if you do not have the correct partners or have the required documents to submit.

This is an annual solicitation, so if you’re interested but things aren’t coming together this year, please do not submit an incomplete application, as it will get removed, and we would hate to waste any time you spent on that. But please continue to talk to us if you are struggling to get certain partners or work with different organizations in order to submit this year. And we can always provide assistance after the fact for a solicitation next year, when the current solicitation is closed. You will also find on the website under “Resources” two webinars that OVW recorded about the Justice for Families program in August 2022. These can also be a great source of information about applying, writing, and generally about the Justice for Families program.

MAUREEN MONAGLE: And, Julie, if I can just jump in for Iris’ question or anyone else interested in the guardian ad litem. I’m going to refer you to page 14 of the solicitation, which gives some certifications that are required for any projects proposed under

purpose area 5 (support custody evaluations or guardian ad litem services). There are specific certifications required of those proposing those services. So, again that's on page 14 of the solicitation.

JULIE ALDRICH: And I do see a question about the Improving Criminal Justice Response solicitation. That solicitation should be posted over the next month. You can always refer to the OVW website for the anticipated releases of the solicitations for each program. We'll stay on the line for another couple minutes. If you have additional questions, unmute, raise your hand, or write things in the chat. If you have colleagues or other organizations that you hear that have missed this, again, it will be posted. And there will not be a repeat, but it will be posted. Seeing there are no additional questions, we are going to conclude this session of the FY2023 Justice for Families Pre-Application call. And we wish you all luck in applying and look forward to hearing additional questions through the OVW.JFF@usdoj.gov email box. Thank you very much.

MAUREEN MONAGLE: Thank you, everyone.