



OVW Justice for Families (JFF) Grant Program



FY 2021 Pre-Application Information Session

FY 2021 Justice For Families Solicitation

- ▶ Posted on or about November 23, 2020
- ▶ Application submissions are due by **11:59 Eastern Time on January 25, 2021**
- ▶ Application submitted through a **NEW** two-step process
 1. Submission of SF-424 and SF-LLL in Grants.gov
 2. Submission of the full application including attachments in the Justice Grants System (JustGrants)

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

- ▶ Authorized in the Violence Against Women Reauthorization Act of 2013 (VAWA 2013) to improve the response of the civil and criminal justice system to families with a history of domestic violence, dating violence, sexual assault, and stalking, or in cases involving allegations of child sexual abuse. The program supports the following activities for improving the capacity of communities and courts to respond to families affected by the targeted crimes: court-based and court-related programs; supervised visitation and safe exchange by and between parents; training for people who work with families in the court system; civil legal services; and the provision of resources in juvenile court matters.

Purpose Areas

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

Types of Projects

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

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

Types of Projects (cont.)

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

Limitations on Civil Legal Services

- ▶ Projects addressing only pro se victim assistance programs under purpose area 5(b) and civil legal assistance under purpose area 6 must count all associated costs toward the **50% cap on civil legal assistance** described under purpose area 6.
- ▶ A project in which the primary focus is on providing civil legal assistance is not appropriate for the Justice for Families Program and will be removed from consideration.

OVW Priority Areas

- ▶ **Reduce violent crime against women and promote victim safety through investing in law enforcement, increasing prosecution, and promoting effective prevention.**
 - ▶ *Applications meaningfully addressing purpose area 5(a) by developing or enhancing specialized courts, consolidating courts and/or dockets, and/or creating special intake centers will receive special consideration.*
- ▶ **Increase resources for courts and tribes to register protection orders in NCIC and give access to tribes to crime information systems.**
 - ▶ *Applications meaningfully addressing purpose area 5(d) (34 U.S.C. § 12464(b)(5)(D)) by developing or enhancing safe and confidential information-storage and information-sharing databases within and between court systems will receive special consideration.*
- ▶ **Increase efforts to combat stalking.**
 - ▶ *To receive special consideration, applicants must clearly identify how they will meaningfully engage in efforts to combat stalking.*

Out of Scope Activities

- ▶ The solicitation lists specific activities that are outside the scope of the Justice for Families Program and will not be supported by the program's funding.
- ▶ Applications that propose activities deemed to be substantially out-of-scope may receive a deduction in points during the review process or may be eliminated from consideration.

Budgets and Award Period

- ▶ Grant award period is 36 months.
- ▶ OVW anticipates the award period will start on October 1, 2021.
- ▶ Standard projects: up to \$550,000 for the entire 36 months
- ▶ Comprehensive projects: up to \$650,000 for the entire 36 months

Applicant Types

- ▶ **New**
 - ▶ Never received direct funding under the Justice for Families Program or whose previous Justice for Families funding expired on or before January 25, 2020.

- ▶ **Continuation**
 - ▶ Have an existing or recently closed (after January 25, 2020) award under the Justice for Families Program. Continuation funding is not guaranteed.

- ▶ Recipients of an FY 2019 or FY 2020 award under this program are **NOT** eligible to apply as the lead applicant on a FY 2021 proposal.

Continuation Applicant Note

- ▶ Current grantees with a substantial amount of unobligated funds remaining (50 percent or more of the previous award) as of March 31, 2021 without adequate justification may not be considered for funding, or may receive a reduced award amount if selected for funding in FY 2021.

Eligible Applicants

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

Certification Letters

- ▶ All applicants for the Justice for Families Program are **required** to submit a Certification of Eligibility.
- ▶ Applicants proposing projects under purpose area(s) 1, 4, 5, or 6 are required to submit additional certification letters.
- ▶ Read the “Other Program Eligibility Requirements” section of the solicitation very carefully to determine which certification letters may be required for an application.
- ▶ Contact the Justice for Families Program at OVW.JFF@usdoj.gov if you have any questions about certification letters.

Required Partnerships

- ▶ All applications for the Justice for Families Program must include formal partnerships with both 1) a nonprofit, nongovernmental, or tribal domestic violence or sexual assault victim service provider and 2) a court.
- ▶ Applications that do not meet this requirement will not be eligible for Justice for Families Program funding and will be removed from consideration.
- ▶ Partnerships are formally demonstrated through an MOU or in some cases a Letter of Commitment.

Required Partnerships (cont.)

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

Required Partnerships (cont.)

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

Application Requirements

- ▶ **Standard Projects:**

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

- ▶ **Comprehensive Projects:**

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

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

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

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

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

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

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

Grants Financial Management Division

- ▶ Data Requested with Application
 - ▶ Single Audit (threshold and fiscal year)
 - ▶ IRS three-step safe-harbor procedure– Executive Compensation –
 - Sample Disclosure Letter
 - Address all four parts
- ▶ Pre-Award Risk Assessment
 - ▶ Eleven questions; Multiple parts to each question
 - ▶ Most Common issues:
 - Brief list of policies and procedures not provided
 - Budgeted vs. Actual process not provided
 - Record Retention policy not provided
 - Knowledge of rules and regulations

Resources

Creating a Budget: Training for OVW Applicants –

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

Uniform Guidance - 2 CFR Part 200

DOJ Financial Guide –

<https://www.justice.gov/ovw/page/file/1298396/download>

Program Specific Solicitation -

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

Contact Information

OVW GFMD Helpdesk:

1-888-514-8556

Fax: 202-514-7045

OVW.GFMD@usdoj.gov

How to Apply

- ▶ Applicants may find this funding opportunity on Grants.gov by using the CFDA number, Grants.gov opportunity number, or the title of this solicitation, all of which can be found on the cover page.
- ▶ The FY 2021 application submission process is a new, two-step process this year with significant differences from the application process in previous years. Application materials will be submitted in Grants.gov and JustGrants.

How to Apply (cont.)

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

Grants.gov

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

JustGrants

- ▶ **New for FY 2021:** applicants will submit the full application, including attachments, in JustGrants.
 - ▶ Proposal Abstract- will be entered in a text box
 - ▶ Data Requested with Application- responses to posed questions will be uploaded as an attachment
 - ▶ Proposal Narrative- will be uploaded as an attachment
 - ▶ Budget Worksheet and Budget Narrative- web-based form
 - ▶ Memoranda of Understanding (MOU) and/or Letters of Commitment (LOC)- will be uploaded as an attachment(s)
- ▶ Read the solicitation carefully for other documentation required for all applications or when applicable.

JustGrants (cont.)

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

JustGrants (cont.)

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

JustGrants (cont.)

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

JustGrants (cont.)

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

Federal Civil Rights Law

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

Application Deadline

- ▶ Applications are due by 11:59 p.m. E.T. on January 25, 2021.
- ▶ Applications submitted after 11:59 p.m. E.T. on January 25, 2021 will not be considered for funding.
- ▶ Carefully review the “How to Apply” and “Submission Dates and Time” sections (pages 24-27 of the solicitation) for applicant actions with required deadlines and OVW's policy on late submissions.
- ▶ Submitting the application components at least 48 hours before each deadline (Grants.gov or JustGrants, as applicable) will enable applicants to receive notice of a failed submission and provide an opportunity to correct the error before the applicable deadline.

Have Questions?

- ▶ Programmatic Questions:

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

- ▶ Financial Questions:

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

- ▶ Technical Questions:

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

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