

OVW Justice for Families (JFF) Grant Program Presentation by Julie Aldrich

Welcome to the OVW Justice for Families Grant Program FY 2022 Pre-Application Information Session. This session is for the Justice for Families Program FY 2022 Solicitation that was posted on or about January 19, 2022. It is strongly recommended that you read the full solicitation prior to listening to this information session. Application submissions are due by 11:59 PM Eastern Time on March 10, 2022, and will be submitted through a two-step process. Applicants will submit the SF-424 and SF-LLL in Grants.gov by March 7, 2022, and will submit a full application in the JustGrants system by March 10, 2022, referred to as JustGrants. More information on JustGrants is provided later in this presentation.

The Justice for Families Program was authorized in the Violence Against Women Reauthorization Act of 2013. 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 FY 2022 solicitation will address only six of these purpose areas. Applicants may address the following: supervised visitation (purpose area 1), training in court-based and court-related personnel (purpose area 3), juvenile court resources (purpose area 4), court and court-based programs and services (purpose area 5), civil legal assistance (purpose area 6), and training within the civil justice system (purpose area 8). 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 in the justice system. In order 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 area 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 propose activities under at least one additional purpose area. The courts purpose area (purpose area 5) can be addressed on its own or in combination with another purpose area. You may apply to any or all the sub-parts of the 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 solely be combined with purpose area 5(e), but may be combined if other purpose areas or sub-parts of 5 are also applied for. A project that proposes only training and technical assistance and education will not be considered. Lastly, 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.

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 application if they choose, but are required to include purpose areas 1, 5, and 6. Projects addressing pro se 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. A project in which the primary focus is on civil legal assistance is not appropriate for the Justice for Families Program and will be removed from consideration.

All applications will be asked to respond to questions regarding the OVW Priority Areas, i.e., improve outreach services; civil and criminal justice responses; and prevention and support for survivors of sexual assault, domestic violence, dating violence, and stalking from underserved communities, particularly LGBTQ and immigrant communities. Applicants should use the VAWA definition for underserved populations, which means any populations who face barriers in accessing and using victim services and which includes populations underserved because of geographic location, religion, sexual orientation, or gender identity; underserved racial and ethnic populations; populations underserved because of special needs, such as language barriers, disabilities, alienage status, and age; and any other populations determined to be underserved by the Attorney General.

All applications are expected to address an underserved population in their community. The Proposal Narrative and MOU/LOC sections include specific questions regarding project activities addressing underserved communities. No additional points will be given for responding to the required questions in the solicitation, but responses will be considered during the application review. Examples of activities that can address this priority include cross-training with community organizations that represent the underserved community, implementing specific policies or procedures to address the underserved population, partnering with an organization that specifically serves the underserved population targeted, and expanding referrals for services to community-based organizations that serve a particular underserved community.

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 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.

The grant award period is 36 months. Budgets must reflect 36 months of project activity, and the total estimated funding on the SF-424 must reflect 36 months. We anticipate the award period will start on October 1, 2022. Funding levels under the Justice for Families Program for FY 2022 are as follows; Standard Projects are up to \$550,000 for the entire 36 months, and Comprehensive Projects are up to \$650,000 for the entire 36 months.

New applicants are those that have never received direct funding under the Justice for Families Program or whose previous Justice for Families funding expired on or before March 10, 2021. Continuation applicants are those that have an existing award or an award that closed after March 10, 2021. Continuation funding is not guaranteed.

Please note that grant recipients that received funding as a lead applicant under the Justice for Families Program for 36 months in FY 2020 or FY 2021 are not eligible to apply. Current grantees with a substantial amount of unobligated funds remaining—that is, 50% or more of the previous award as of March 31, 2022, without adequate justification—may not be considered for funding, or may receive a reduced award amount if selected for funding in FY 2022.

Eligible applicants are limited to states; units of local government; courts, including juvenile courts; Indian tribal governments; nonprofit organizations; legal service providers; and victim service providers. Please note that a law enforcement agency is not considered a unit of local government. Also, prosecutor's offices are not considered courts and therefore cannot serve as the court partner or apply on behalf of a court.

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 will be required to submit additional certification letters. Read the Other Program Eligibility Requirements section of the solicitation very carefully to determine which letters may be required for an application. Contact the Justice for Families Program at OVW.JFF@usdoj.gov if you have any questions about the certification letters.

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 the 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. Here are some partnership scenarios to help determine what partnerships are required. If a court is the lead applicant, it must have a domestic violence and/or a 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 nor a court, it must have a partnership with both a domestic violence and/or sexual assault victim service provider and 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. Review the Eligible Applicants section carefully for the definitions of court and victim service provider. Please note that a prosecutor's office is not a court. Victim service providers must also 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); have a documented history or effective work concerning domestic violence, dating violence, sexual assault, or stalking; provide direct services to victims of domestic violence, dating violence, sexual assault, or stalking as one of their primary purposes; and have a demonstrated history of effective work in this field.

Please know that there are a few differences between Standard and Comprehensive Projects. Standard Projects have a 20-page limit, while Comprehensive Projects have a 25-page limit. Additionally, budgets must include funds to attend OVW-sponsored training and technical assistance in the amount of \$15,000 for Standard Projects and \$20,000 for Comprehensive Projects for states, and \$20,000 for Standard Projects and \$25,000 for Comprehensive Projects for territories, Hawaii, and Alaska.

The Data Requested with Application (referred to as the DRA) was previously the Summary Data Sheet. The DRA is now a survey that will be completed in JustGrants. A list of questions included in each survey appears at the end of the solicitation under the heading Survey Questions. Applicants should click on the Survey Name, JFF DRA, to access and complete the survey in JustGrants.

The Proposal Abstract will be entered in a textbox in JustGrants, but still should not be more than two pages double-spaced. Applicants are strongly encouraged, but not required, to use the template provided in the solicitation for the Abstract.

The Proposal Narrative includes several questions, and all should 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 you are applying under.

All Justice for Families applicants are required to submit a Memorandum of Understanding (MOU) and Letter or Letters of Commitment (LOCs) or both, depending on the circumstances of the specific applicant. 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 on to an MOU may submit Letters of Commitment in lieu of an MOU. Note that Letters of Commitment submitted in lieu of an MOU under circumstances other than those described in the solicitation will not be accepted. The solicitation provides the circumstances under which an applicant may be required to submit an MOU, LOC, or both.

If the court is the lead applicant and unable to sign an MOU, all project partners should submit LOCs 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 domestic violence and/or sexual assault 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. The solicitation provides detailed guidance on what an MOU and/or LOC should contain, including formal partnerships with both 1) a nonprofit, nongovernmental, or tribal domestic violence and/or sexual assault 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 Letters of Commitment.

We are now going to focus on aspects of your application that relate to the documents that our financial team, the Grants Financial Management Division, reviews. More specifically, we'll discuss some of the items that the Grants Financial Management Division, or GFMD, has identified from prior-year applications that could help with expediting our review process. So for today, we're going to highlight certain aspects of the Data Requested with Application survey and the Pre-Award Risk Assessment survey, and provide you a link to a detailed webinar on how to develop the budget that will be included in your application.

The first things we'll highlight are the items identified in the Data Requested with Application (DRA), which is completed by all applicants in the survey in JustGrants. A list of the questions included in the survey appears at the end of the solicitation under

the heading Survey Questions. Applicants should click on the Survey Name, Pre-Award Risk Assessment, to access and complete the survey in JustGrants. Specifically, two items we would like to discuss are the Single Audit response and the IRS three-step safe-harbor procedure. OVW requests that all applicants provide a statement as to whether they have expended \$750,000 or more in federal funds during their last fiscal year. If they have, then they should indicate that and also specify the end date of their last fiscal year. However, GFMD is finding that applicants do not always include this information and leave out whether or not they have met the threshold, or do not include the end date of their last fiscal year. Please ensure this question is answered in its entirety on the Data Requested with Application survey, question number 3.

Another item we'd like to highlight from the solicitation is specifically for nonprofit organizations. If you use the IRS three-step safe-harbor procedure to determine your executives' compensation, you must reference the Additional Information section that provides the required disclosure letter. We'd like to highlight that there are four parts of this disclosure letter that must be provided to OVW in order to comply with this requirement. The sample letter outlines all four parts of the disclosure. So please be sure to follow the sample and provide a response for each of the four pieces in question number 6.

The next item we'd like to discuss is the Pre-Award Risk Assessment survey, which assists GFMD during their pre-award risk assessment review of all applications. The Pre-Award Risk Assessment questions are under Survey Questions at the end of the solicitation, and will be completed as a survey in JustGrants. Each applicant must prepare a response to all 11 questions, and each question has multiple parts. We've noticed from prior years that applicants do not always fully answer all parts of the questions, which, in turn, requires GFMD to reach out to the applicant, which may delay recommendations. Some of the most common issues that we've encountered have been, for example, question number 2, where the applicant indicates that they do indeed have internal policies, but they don't provide a brief history or list of topics covered in the policies and procedures. Another example of incomplete responses is in question number 3, where the applicant does not provide a brief summary of the organization's process for tracking expenditures, and more specifically, whether or not it tracks budgeted versus actual expenditures. So these are just a few examples, but basically, please make sure you read each piece of each question and provide a full and comprehensive response.

We will now quickly highlight some resources that are available and should be used as you're creating the budget to be submitted with the application. Over the last year, GFMD has worked to develop a detailed webinar presentation to assist applicants in

developing a budget to 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 when they review the budget. This webinar provides some insight as to what OVW financial staff considers during their review. The webinar can be found under the budget information section on the OVW Resources for Applicants page. Additionally, the JustGrants page has resources on completing the web-based budget in JustGrants.

Next up is the Uniform Guidance, which can be found at 2 CFR 200, and another resource is the DOJ Financial Guide, as well as this Program Specific Solicitation. We know this can be a lot of information to process, so if you have any questions about the GFMD information discussed, please feel free to contact the GFMD Helpdesk at 888-514-8556, or by email at OVW.GFMD@usdoj.gov. When you are 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 this solicitation, all of which can be found on the cover page of the solicitation.

The FY 2022 application process submission is a two-step process. Application materials will be submitted in Grants.gov and JustGrants. We recommend starting the application process—even just the Grants.gov and JustGrants registration process—as soon as possible, to allow for furthering progress in the JustGrants system. Read the solicitation carefully to understand all the steps required to submit an application and the time needed 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 the dates suggested in the solicitation. Applicants must complete the application for Federal Assistance (the SF-424) in Grants.gov. The specific information required for this step is included in the Information to Complete the Application for Federal Assistance (SF-424) section of the solicitation. Applicants must also complete and submit the Disclosure of Lobbying Activities (the SF-LLL) in Grants.gov.

After submititng 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 for JustGrants. Applicants will submit the full application, including attachments, in JustGrants.

If you applied for OVW funding in prior years, you will notice some significant changes in the application process. In the new JustGrants system, applicants will enter some application information directly into text boxes in the system, fill out web-based forms, and upload some documents as attachments. We have included the following major

elements of the application as examples of what applicants will submit in JustGrants. The Proposal Abstract will be entered in a textbox. The Data Requested with Application will consist of responses to questions in a survey. The Proposal Narrative will be uploaded as an attachment. The Budget Worksheet and Budget Narrative will be entered into a web-based form. The Memorandum of Understanding (MOU) and/or Letters of Commitment (LOCs) will be uploaded as an attachment. In addition to these major elements, other documentation will be required for all applications or when applicable. Read the solicitation carefully for a full description of all items required within a specific application.

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, please refer to the website 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 you have not flagged them 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. Alternately, the Applicant Submitter can log in to JustGrants and locate your pending application—numeric digits (excluding the word "GRANT") of the Grants.gov tracking number—in your task list on the home/landing page. 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 as 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 Authorized Representative receives the email and completes the steps to create an account, the Authorized Representative will be available in JustGrants.

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.

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.

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>. Recipients of OVW funds must comply with 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 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.

Again, applications are due by 11:59 PM Eastern Standard Time, March 10, 2022. Applications submitted after 11:59 PM Eastern Standard Time on March 10, 2022, will not be considered for funding. Carefully review the How to Apply and Submission Dates and Times section 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 any errors before the applicable deadline.

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, contact the Justice for Families Program by emailing OVW.JFF@usdoj.gov, or calling OVW at 202-307-6026. If you have financial questions, contact the OVW Grants Financial Management Division by emailing OVW.GFMD@usdoj.gov, or calling OVW at 202-307-6026. If you need technical assistance with Grants.gov, please contact the

Grants.gov Applicant Support Line by emailing support@grants.gov or by calling 800-518-4726. If you need technical assistance with JustGrants, please contact OVW JustGrants Support by emailing OVW.JustGrantsSupport@usdoj.gov, or by calling 866-655-4482. This concludes the FY 2022 Justice for Families Pre-Application Information Session.