



RECOVERY ACT



**OVW Recovery Act
Transitional Housing Assistance Grants
for Victims of Domestic Violence, Dating
Violence, Stalking, or Sexual Assault**

**Pre-Application Conference Call
Information**

Overview of the Recovery Act Transitional Housing Assistance Program

- Funded by the American Recovery and Reinvestment Act of 2009 (Public Law 111-5)(the “Recovery Act”), which was signed into law by President Obama on February 17, 2009, and authorized by the Protect Act and reauthorized by the Violence Against Women Act of 2005, 42 U.S.C. 13975. The requirements of both acts will apply to these grants.
- The OVW Recovery Act Transitional Housing Assistance Grants for Victims of Domestic Violence, Dating Violence, Stalking, or Sexual Assault Program (Recovery Act Transitional Housing Assistance Program) focuses on a holistic, victim-centered approach to provide transitional housing services that move individuals into permanent housing. Grants support programs that provide assistance to victims of domestic violence, dating violence, sexual assault, and stalking who are in need of transitional housing, short-term housing assistance, and related support services.
- It is critical that successful transitional housing programs provide a wide range of flexible and optional services that reflect the differences and individual needs of victims and that allow victims to choose the course of action that is best for them.
- Transitional housing programs can meet the goals of the Recovery Act through, but not limited to, employing victim advocates and other personnel to assist victims, renovating housing for victims, offering additional transitional housing units for victims, and increasing job opportunities for victims through training, education, and other support services.
- The Recovery Act requires that OVW issue separate awards for Recovery Act funding under the Transitional Housing Program. All current OVW Transitional Housing Grantees and all FY 2009 Transitional Housing Program applicants that wish to be considered for this new funding opportunity must submit a separate application in response to the Recovery Act Transitional Housing Program. All other eligible applicants are also encouraged to apply under this Program Solicitation.
- All awards made under the Recovery Act will be one-time awards. All applicants of the Recovery Act Transitional Housing Program should propose project activities and deliverables that can be accomplished without additional Department of Justice funding.

Who Is Eligible to Apply?

By statute, eligible entities for this program are:

- States
- Units of local government

- Indian Tribes
- Other organizations, including domestic violence and sexual assault victim service providers, domestic violence and sexual assault coalitions, other nonprofit, nongovernmental organizations, faith-based and community organizations, and culturally specific organizations, **that have a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.**

Other Organizations

- For the purpose of this Recovery Act program, other “organizations” include nongovernmental private entities, including faith-based and community organizations. Based on past experience, applications from universities have not proposed activities that focus on the statutory purpose and scope of this program. Therefore, universities are discouraged from applying unless they are proposing activities clearly focused on the purpose and scope of the Recovery Act Transitional Housing Program.
- An organization can demonstrate a history of effective work by showing the number of years the agency has provided direct victim and/or housing services, the qualifications or skills of staff assigned to the grant, and the training they have obtained and/or provided.
- Non-profit, non-governmental domestic violence, sexual assault, and/or stalking victim service organizations must be involved in the development of the application and implementation of the project.
- All applicants that are-not themselves a non-profit, non-governmental organization serving victims of domestic violence, sexual assault, and/or stalking must partner with such an organization.
- All applicants that are themselves a non-profit, non-governmental organization serving victims of domestic violence, sexual assault, and/or stalking must collaborate with at least one project partner (e.g. job training service, housing authority, homeless program, legal services agency, law enforcement, etc.)

Additional Requirements related to the Recovery Act (including certification requirements):

In addition, in order to be eligible to receive funds under this solicitation, applicants must certify that they will satisfy the reporting requirements of section 1512(c) of the Recovery Act, which requires detailed reporting (including reporting on subawards) no later than **10 calendar days after the end of each calendar quarter**. Detailed information on section 1512(c) appears below, under “Accountability and Transparency under the Recovery Act” on page 12. A template for the certification is included in the Appendix. Applicants may expect that a standard form and/or standard reporting mechanism will be made available.

Award Period: The award period for these grants will be 24 – 36 months (p. 8 of the program solicitation)

Award Amount: Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project activities and costs.

- OVW will not impose a budget cap for the Recovery Act Transitional Housing Assistance Program, but recommends that applicants consider submitting budgets for up to \$500,000.

- Applicants must be able to demonstrate the organizational capacity to manage the funds requested.

Applicant Types (see p. 8 of the program solicitation): For the Recovery Act Transitional Housing Assistance Program, we encourage all applicants that meet the statutory eligibility criteria to apply. This includes all current grantees, all applicants that applied for the federal Fiscal Year 2009 Transitional Housing Assistance Program, and all other organizations that are eligible for the Recovery Act Transitional Housing Assistance Program.

- **Current grantees** OVW Transitional Housing grantees that received awards in federal Fiscal Years 2005, 2006, 2007, or 2008. Current grantees Transitional Housing grantees may apply to expand currently funded activities or implement new activities.

- **New applicants** are those not currently funded under the OVW Transitional Housing Program.

- **FY 2009 Transitional Housing Applicants** OVW is encouraging all FY 2009 Transitional Housing applicants to apply for Recovery Act Transitional Housing Program funding in order to increase the likelihood of getting an award.
 - If an FY 2009 Transitional Housing Applicant wishes to be considered under the Recovery Act Transitional Housing Program, the applicant must submit a new application under the Recovery Act Transitional Housing Program solicitation.

 - In order to simplify this process, FY 2009 Transitional Housing Program applicants may submit an application that is substantially the same application that they submitted under the FY 2009 Transitional Housing Program in response to the Recovery Act Transitional Housing Program Solicitation. If an applicant chooses to do this, there are two additional pieces of information that need to be included in their Recovery Act Transitional Housing Program application that were not contained in the FY 2009 Transitional Housing Program application:
 - a) The insertion of their response to Project Narrative element (F), Economic Recovery; and

- b) The completion and submission of the “Certification as to Recovery Act Reporting Requirements.”
- All FY 2009 Transitional Housing Program applications have been subject to an internal and peer review process. For Recovery Act Transitional Housing Applicants that submit substantially the same application, the results of the FY 2009 internal / review process will be carried-forward to the review of the applicants Recovery Act Transitional Housing Program application. In this instance, only the additional information provided in the application, as outlined above, will be subject to review under the Recovery Act Transitional Housing Review Process and the application will be considered for funding under both program funding streams.
- **FY 2009 Transitional Housing Program Applicants** may instead opt to submit a revised, new or expanded application under the Recovery Act Transitional Housing Program Solicitation. This application will be assessed on its own merit under the Recovery Act Transitional Housing Program application review process.

It is important to note that regardless of the type of applicant, all Recovery Act Transitional Housing Program Awards will be granted as new awards.

Program Scope: Refers to allowable program activities. Defined by statute, beginning on p. 8 of the program solicitation. *Review the program purpose areas.*

The Recovery Act Transitional Housing Assistance Program will support programs to provide assistance to individuals who are homeless or in need of transitional housing or other housing assistance as a result of fleeing a situation of domestic violence, dating violence, sexual assault, or stalking, and for whom emergency shelter services or other crisis intervention services are unavailable or insufficient.

This means that Recovery Act Transitional Housing Assistance Program funds may not be used to prevent homelessness, as in providing short-term rental or other assistance to survivors that are in imminent danger of losing their homes in order to allow them to continue to live in their homes.

By statute, funds under the Recovery Act Transitional Housing Assistance Program may be used for the following purposes:

- Programs that provide transitional housing, including funding for the operating expenses of newly developed or existing transitional housing;
- Programs that provide short-term housing assistance, including rental or utilities payments assistance and assistance with related expenses such as payment of security deposits and other costs incidental to relocation to transitional housing; and

- Programs that provide support services designed to enable individuals who are fleeing domestic violence, dating violence, sexual assault, or stalking to locate and secure permanent housing and integrate into a community by providing those individuals with services such as transportation, counseling, child care services, case management, employment counseling, and other assistance.

Applications must address at least one statutory purpose area.

OVW is interested in programs that provide a broad range of holistic, victim-centered transitional housing services that move individuals to permanent housing, including transportation, counseling, child care services, case management, and employment counseling.

It's important to note that applicants do not have to provide both housing and services with grant funds, but must demonstrate how their program will provide a full scope of housing and range of services. For instance, a domestic violence transitional housing program may have funding available to support the provision of transitional housing, whether it be through HUD, section 8 housing or other rental assistance, and would like to apply for Recovery Act Transitional Housing Assistance Program funds to expand the range of supportive services available to the clients that are already in Transitional Housing Program.

During OVW internal review, applications that are partially out of scope may receive up to a 25-point deduction. **Applications that propose projects that are substantially outside the scope of the Recovery Act Transitional Housing Assistance Program will be disqualified from further funding consideration.**

On pgs 9 & 10 of the solicitation, you will find more detailed information on the types of activities that are considered out of scope or for which there are limited use of funds. In particular, we would like to highlight the use of funds for renovations, as this is new under the Recovery Act Transitional Housing Program.

Use of Funds for Renovations

For purposes of the Recovery Act Transitional Housing Program, funding may be used for minor renovations to increase the availability of transitional housing for victims that do not change the basic prior use of the facility or the size.

Examples of such renovations include painting, replacing carpet, hanging window treatments, making needed repairs such as electrical or plumbing repairs, and certain renovations to improve accessibility to the housing for victims with disabilities.

Grantees that include renovations will need to follow certain steps to ensure compliance with environmental and historic preservation requirements before they are allowed to access funds for this purpose.

Areas of Special Interest to OVW as defined on p. 10

For the Recovery Act Transitional Housing Assistance Program, OVW is particularly interested in projects that:

- Renovate transitional housing to increase accessibility for victims with disabilities, such as replacing carpet/flooring, installing wheelchair ramps, replacing doorknobs, installing flashers for fire/security alarms, and widening doorways;
- Increase the availability of transitional housing for victims of domestic violence, dating violence, stalking, and sexual assault, including through renovations of existing housing and short term rental and utility assistance for victims;
- Create new jobs for personnel that assist victims or prevent job loss for such personnel including specialized advocates to assist victims with credit repair and other economic issues; and
- Increase the ability of victims to obtain jobs, including through employment counseling, job training, and educational support.

Discuss Activities that Compromise Victim Safety, p. 10.

Unallowable Activities: Grant funds under the Recovery Act Transitional Housing Assistance Program may not be used for any unauthorized purposes, including but not limited to the following activities:

- Lobbying;
- Fundraising;
- Research projects.

Unlike the FY 2009 Transitional Housing Program, minor renovations are allowed, but grantees will have to meet certain requirements before accessing funds for this purpose.

Recovery Act Requirements: Be sure to read this section carefully. Pp. 11 and 12.

Accountability and Transparency under the Recovery Act: P. 12 of Solicitation

Separate Tracking and Reporting of Recovery Act Funds and Outcomes

Consistent with the special purposes and goals of the Recovery Act, and its strong emphasis on accountability and transparency, it is essential that all funds from a Recovery Act grant be tracked, accounted for, and reported on separately from all other funds (including DOJ grant funds from non-Recovery Act grants awarded for the same or similar purposes or programs). Recipients must also be prepared to track and report on the specific outcomes and benefits attributable to use of Recovery Act funds.

The accounting systems of all recipients and subrecipients must ensure that funds from any award under this Recovery Act solicitation are not commingled with funds from any other source.

Misuse of grant funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under a grant, and civil and/or criminal penalties.

Quarterly Financial and Programmatic Reporting

Consistent with the Recovery Act emphasis on accountability and transparency, reporting requirements under Recovery Act grant programs will differ from and expand upon OVW's standard reporting requirements for grants. In particular, section 1512(c) of the Recovery Act sets out detailed requirements for quarterly reports that must be submitted within 10 days of the end of each calendar quarter. Receipt of funds will be contingent on meeting the Recovery Act reporting requirements.

Under this Recovery Act program, quarterly financial and programmatic reporting will be required, and will be **due within 10 calendar days after the end of each calendar quarter**, starting July 10, 2009.

Reporting Fraud, Waste, Error, and Abuse: Each grantee or subgrantee awarded funds made available under the Recovery Act is to promptly refer to an appropriate inspector general any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has submitted false claim under the False Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving Recovery Act funds.

How to Apply: P. 5

At this point, we would like to provide information on how to apply and what must be included in the application. More information about this can be found on pgs 5 and 15, respectively, of the Recovery Act Transitional Housing Program Solicitation.

Critical Application Deadlines:

Letter of Intent:	March 24, 2009
GMS Registration:	April 8, 2009
Application Submission:	April 8, 2009, 8:00pm, EST

Letter of Intent

- Non-binding letter-no obligation to apply just because letter submitted
- Can still apply even if letter has not been submitted
- Purpose is to allow OVW to predict how many applications will be received
- OVW requests that all applicants submit a letter, even if the deadline to do so has past
- Website for seeing Sample letter is included on p. 5 of the solicitation
- Letters should be e-mailed to the address on p. 5 of the solicitation.

GMS:

- Applications must be submitted through OJP's online Grants Management System (GMS). Information on how to submit using GMS can be found on p. 15 of the Solicitation.

- Applicants should begin the process immediately to meet the GMS registration deadline, especially if this is the first time they have used the system.
- Each application requires a separate GMS registration, therefore all current grantees must submit a new GMS registration.
- The registration process for organizations includes:
 - Obtaining a Data Universal Numbering System (DUNS) number (see p. 5 of the Solicitation for more information);
 - Registering your organization with the Central Contractor Registration (CCR) database (see p. 5 of the Solicitation; and
 - Registering with GMS prior to applying.

Application Submission

- Must submit in GMS AND must submit a hard copy of the entire application package
- Hard copy must be sent via over-night delivery service to the address listed on p. 15 of the solicitation
- Package MUST be post-marked by April 8, 2009. This application must be submitted directly to the Office on Violence Against Women (See p. 15 of the Solicitation for address).
- Late application submission will not be considered for funding.

Application Contents

It is important to note that it is the responsibility of the applicant to ensure that the application is complete. The Office on Violence Against Women will remove an application from further consideration if the application is incomplete.

Format of the application (see p. 15)

- DO NOT use small font.
- DO NOT use single spacing.
- Please include page numbers on the project narrative.
- Summary Data Sheet and Abstract cannot exceed two pages each.
- Total Project Narrative (excluding Summary Data Sheet, Abstract, cannot exceed 22 pages total).

Standard Form (SF-424) Application for Federal Funding (see p. 15)

- Print copy from GMS and include in hard copy submission.
- Can also down-load hard copy from Office of the Chief Financial Officer's Web site.
- Make sure that Amount of Federal Funding Requested matches the total amount of Federal Funding Requested in budget for the application.
- Make sure that appropriate person is listed as the Authorizing Official (must be the Chief Executive of the applicant organization).

Standard Assurances/Certifications (see p. 15)

- Considered submitted when you apply through GMS.
- Can also down-load a copy from Chief Financial Officer's Web site and have CEO sign it.

The Project Narrative – This section of the application has a total point value of 75 and includes the following elements:

Summary Data Sheet (two page total) (solicitation p. 16)

- Purpose is to give OVW concise explanation of who is submitting the application for funding.
- Please limit to the information requested in the solicitation only.
- No need to present information in narrative form.

Abstract/Proposal Summary (*two page total*) (solicitation p. 16)

- Should present concise summary of who the applicant is, and what will be done with the grant funding.

Purpose of the Application (10 points) (see p. 17 of the solicitation)

OVW recommends that applicants use local statistics to illustrate scope of services currently provided in your target service area.

What Will be Done (40 points) (see p. 17 of the solicitation)

- The application should demonstrate a logical connection between what you're saying you're going to do, and the problem identified in the Purpose of the Application section.

Be sure to include a detailed timeline for the entire project period (24 or 36 months). Clearly identify the goals/objectives and any products that may be available.

All projects must provide housing services for an anticipated minimum length of stay of 6 and a maximum of 24 months. Victims may request a waiver for not more than an additional 6-month period if the victim has made a good faith effort to acquire permanent housing and has been unable to acquire permanent housing. Additionally, the application must include a plan to provide follow-up support services for a minimum of 3 months after a victim has secured permanent housing.

- In addition, if applicants are proposing to use any technology (including, but not limited to, security systems, GPS, hotlines, and databases) they should explain how they plan to address any victim safety concerns that may arise from the use of the technology, such as confidentiality, safety planning, and informed consent.

Who Will Implement (10 points) (see pp. 18 of the solicitation)

Victim service providers can provide varying degrees of confidentiality, often depending on state, tribal, and federal laws. This may affect what information about victims they can share with partners. Other partners may have legal limitations as well. Applicants should explain information sharing between partners, including how they will protect information that is confidential or privileged.

Economic Recovery (10 points) (see p. 19 of the solicitation)

- Applicants for the Recovery Act Transitional Housing Assistance Program must provide an explanation of how funding under this program will be used to create or retain jobs and promote economic growth.

Sustainability (5 points) (see p. 19 of the solicitation)

- Include a plan that shows that you've thought about it.
- Plan should be feasible.

Budget/Budget Detail Worksheet (15 points) (see pp.20 of the solicitation)

Each applicant must include a detailed budget and budget narrative with the application. This document will be separate from the project narrative and will be submitted as an attachment on GMS. The budget should only include costs to support those activities, products, and resources that are allowable and necessary for the implementation of the project, as described in the project narrative. In developing the budget, applicants should fairly compensate all project partners for their participation in the implementation of the project. This is a requirement. The budget section of the application has a point value of 15.

Budget Preparation Tips:

- Submit one budget for the entire budget period (24 or 36 months respectively).
- PLEASE, PLEASE, PLEASE follow the sample budget/budget narrative format.

Can down-load fillable DOJ Budget Detail Worksheet from the website listed on p. 21 of the solicitation.

- Must be a clear link between the activities in the project narrative and what's included in the budget.
- Must include a budget narrative description for each line item, linking the proposed cost with activities presented in the project narrative.
- MUST use OJP approved budget categories (Personnel, Fringe Benefits, Travel, Supplies, Equipment, Contracts/Consultants, Other).
- No such thing as "misc. costs."
- Each and every item of cost must be properly itemized.

Budget Caps

Since funds are limited, applicants should carefully consider the resources needed to implement the project and present a realistic budget that accurately reflects the costs involved for a 24-36 month budget. Applicants should use the anticipated project start date of June 1, 2009.

OVW will not impose a budget cap, but recommends that applicants consider submitting budgets for up to \$500,000. Application budgets should include personnel positions that are vital to the success of the program (e.g., advocates or case managers). For Recovery Act funds, OVW will not limit funding for personnel.

Budget Requirements

Please see p. 20 of the solicitation for additional information about budget requirements.

Sole Source Contracts: Must obtain prior approval from OVW for any sole source (made on a non-competitive basis) in excess of \$100k.

Travel Set-Aside:

- Must include required OVW travel set-aside (\$15,000) (\$20,000 for US Territories, and the states of HI and AK).
- This OVW travel set-aside is for the entire project period, 24- or 36- months, respectively, and not per year.
- MUST itemize all travel costs (see sample budget at website indicated on p. 20 of solicitation).
- OVW travel set-aside funds cannot be used for any other purpose.

Financial Management Training Seminar: Applicants are also strongly encouraged to include funds in their budget to attend Financial Management Training offered by the OJP Office of the Chief Financial Officer.

Unallowable costs: Applicants should not include ANY of the unallowable activities in their application budget, as identified on p. 20 of the solicitation. If you are unclear about whether a cost is unallowable, please contact OVW for assistance. Inclusion of any unallowable costs may result in a point reduction on this section of the application review.

Matching Funds: A contribution of non-Federal dollars (“match”) is not required for this program, but applicants are encouraged to maximize the impact of federal dollars by contributing to the costs of their projects.

- Supplemental contributions may be cash, in-kind services, or a combination of both.
- Any non-federal contributions can be discussed in the project narrative; however, these supplemental contributions should **not** be included in the budget or budget narrative.

Memorandum of Understanding (20 points) (p. 21)

- OVW requires all Recovery Act Transitional Housing Program applicants to submit either a Memorandum of Understanding (MOU) or Letters of Intent to Collaborate identifying all project partners and the roles and responsibilities of each.
- Applicants that choose Letters of Intent to Collaborate rather than an MOU and are selected for funding will need to submit an MOU before they have access to the full award amount.
- Each applicant that selects to provide an MOU must include, as an attachment, a current (**i.e., signed and dated during the development of the proposal**) MOU created and

signed by the chief executive officers and/or directors of all participating partner organizations.

- Additionally, the project partners should appropriately correspond with the proposed project. For example, if an application focuses mainly on sexual assault, then the nonprofit partner should have demonstrated expertise in sexual assault. **Applicants must illustrate this correlation in their MOUs.**

Other Requirements (see p. 23) *Review each one with callers.*

- Letter of Non-Supplanting
- Financial Capability Questionnaire
- Indirect Cost Rate Agreement

Selection Criteria, please carefully review page 24 of the solicitation.

Review Process (see p. 25)

All applications will be subject to internal and peer review and will be scored according to the criteria set forth in this solicitation.

Additional Requirements (p. 26) Applicants may visit the listed website to find out further details regarding these requirements.

Application Checklist (p. 27)

Review information that must be included with all applications.

Remind callers to register on GMS.

Remind callers of application deadline and they must submit electronically and by hard copy to address on p. 27 with a postmark dated by April 8, 2009.

Open up for Questions

If you have additional questions at the close of this call or as you begin to develop your application, please send your email inquiry to OVW.Recovery@usdoj.gov .