

FY 2024 OVW Training and Technical Assistance Initiative

PRE- APPLICATION WEBINAR

JANUARY 25, 2024

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OVW Training and Technical and Technical Assistance Initiative Overview

- Direct training and technical assistance to existing and potential grantees and sub-grantees.
- Build the capacity of civil and criminal justice system professionals and victim service providers across the nation to respond effectively to domestic violence, sexual assault, dating violence, and stalking.
- **National training and technical assistance, unless noted differently in a purpose area**

OVW Training and Technical Assistance Initiative Overview

- All applicants must propose activities to serve the current and potential grant or sub-grant recipients of one or more OVW grant programs.
- OVW cannot support projects focusing on entities or individuals that are not eligible to receive funding, services, training, or other resources through any of OVW's grant programs.

Application Dates

TWO STEP APPLICATION PROCESS!!!!

1) GRANTS.GOV DEADLINE: Thursday March 7, 2024 – 11:59 pm EST

2) JUST GRANTS DEADLINE: Tuesday March 12, 2024 – 8:59 pm EST

- After submitting the SF-424 and the SF-LLL in Grants.gov, JustGrants will automatically send an email instructing the applicant to continue the application submission process in JustGrants.

Registration: Thursday, February 15, 2024

1) System for Award Management (SAM)

2) Grants.Gov

Letter of Intent

- Due Thursday February 15, 2024
- Send to OVW.TechAssistance@usdoj.gov
- Non-binding letter
- If submitting applications for multiple purpose areas only one letter is necessary
- Write the purpose area(s) in the Letter of Intent
- Page 24 – use the sample on OVW's website

Where to Apply and Resources

- **Where to apply? 2-step process**

<https://www.grants.gov/> – Submit SF-424 and SF-LLL

- CFDA Number: 16.526

- Grants.gov Opportunity Number:

O-OVW-2024-171918

- **Resources for Applicants**

www.justice.gov/ovw/how-apply

www.justice.gov/ovw/resources-applicants

- **JustGrants Application**

Submission Training

<https://justicegrants.usdoj.gov/training-resources/justgrants-training/application-submission#nk07i9>

Eligible Applicants

- Page 22
- National, Tribal, Statewide, or other nonprofit organizations.
- Capacity and expertise to provide training and TA at the national level.
- In rare circumstances: institutions of higher education; state, local, or tribal governments or governmental agencies; local non-profit organizations.
 - Must detail their demonstrated history of providing training and technical assistance at a national level.

Purpose Areas

- Pages 5-19
- Only apply to purpose areas listed in the solicitation.
- Competitive Targeted; Non-Competitive Targeted; Competitive Comprehensive; and Non-Competitive Comprehensive.
- Tribal purpose areas are grouped together
- Non-Competitive purpose areas are for current grantees who will be contacted directly by OVW with further details.

Important Reminders

- Do not create your own purpose area.
- Do not combine purpose areas.
- Your application must respond to the criteria in the purpose area.
- State the purpose area number and title in the Abstract and in the Project Narrative.
- OVW cannot provide input on what you are proposing for a purpose area!

Important Reminders (cont.)

- **OVW will not match submitted applications to the purpose area – MAKE sure you state your purpose area in the Abstract and in your application.**
- Do not exceed award amounts and project periods listed for each competitive purpose area.

Priority Areas

- Pages 19-20

In FY 2024, OVW has four programmatic priorities. Applicants are strongly encouraged, but not required, to address one or more of the priority areas in their proposed project.

1. **Advance equity and tribal sovereignty** as essential components of ending sexual assault, domestic violence, dating violence, and stalking by improving outreach, services, civil and criminal justice responses, prevention, and support for survivors from historically marginalized and underserved communities, particularly those facing disproportionate rates or impacts of violence and multiple barriers to services, justice, and safety.
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 system reform.
3. **Strengthen efforts to prevent and end sexual assault**, including victim services and civil and criminal justice responses.
4. **Expand economic justice and financial advocacy** for survivors of sexual assault, domestic violence, dating violence, and stalking, including as a tool for violence prevention.

Out of Scope Activities

- Page 20

1. A project that does not sufficiently address one of the enumerated purpose areas.
2. Research projects.
3. Direct Victim Services
4. Project focused on single state, region, or local geographic community unless specified in the purpose area.

Activities Requiring Prior Approval

- Page 21
- Surveys
- Limited use of funds - 2% to assess the project work for internal improvement only

Award Period and Amounts

- Page 21
- Listed for each purpose area project period and maximum funding amount for each purpose area.
- Applicants should adjust their funding request accordingly.
- Do not exceed the budget cap and project period.
- All awards are subject to the availability of appropriated funds.
 - No guarantee that funds will be available in the future.

Types of Applicants

- Page 21
- Continuation applicants to a purpose area.
- New applicants of a purpose area.
- Current grantees with a substantial amount of unobligated funds remaining, without adequate justification, may not be considered for funding or may receive a reduced award amount.
 - Substantial amount: 50% percent or more of the previous award as of March 31, 2024

Mandatory Program Requirement

- Page 22

1. Participation in OVW-sponsored training and technical assistance (TTA).
2. Collection of and reporting on performance indicators. Forms, instructions, training, and related tools for each OVW program are available on the [VAWA Measuring Effectiveness Initiative webpage](#).
3. Participation in an assessment or evaluation, if OVW conducts one that requires grantee involvement.
4. A planning period with the recipient's OVW program specialist and project partners.

Limit on Number of Applications

- Page 23
- One application per organization (as the lead applicant) in response to each purpose area
- If applying for multiple purpose areas, applications should clearly distinguish the purpose area for each application and use clearly differentiated project titles for each application.

Application Requirements

- Page 24
- Formatting and Technical Requirements
- Scored Documents
 - Project Narrative
 - Budget Detail Worksheet and Narrative
 - Memorandum of Understanding (MOU)
 - Letter of Support

Standard Forms (SF 424 & SF-LLL)

- Page 25
- Must be submitted in Grants.Gov.
- Generated when applicant begins the submission process in Grants.Gov.
- Application for Federal Assistance (SF424)
 - Amount funding requested in the “Estimated Funding” section must match the amount of federal funding requested in the budget section of the application package in Just Grants.
 - Do not include match funds
- Disclosure of Lobbying Activities (SF-LLL) & Standard Applicant Information

Abstract

- Page 25
- Required to submit in JustGrants in abstract text box.
- Do not attach an abstract document.
- Do not summarize past accomplishments.
- Not scored but used throughout the review process.
- **Highly encouraged to follow the template provided**

Data Requested with Application

- Appendices B-D
- Pre-Award Risk Assessment
- Applicant Entity Questionnaire
- Training and Technical Assistance Summary Data Sheet
 - Not scored but required
 - 1-4 pages, not included in page limit
 - Purpose area, project title, project partners, total budget, budget allocated for each project partner

Project Narrative (65 points)

- Pages 26-28
- Purpose of the Proposal (20 points)
- What Will Be Done (30 points)
- Who Will Implement the Project (15 points)

Project Narrative (Cont.)

- Respond to the criteria in each section.
- Respond to the purpose area and proposed target audience(s) and grant program(s).
- Timeline should be in the page limit (not an attachment). Be sure to account for a planning period in the timeline.
- Follow the font and spacing requirement if you are using a chart in the project narrative.
- Do not include photos or other images in your project narrative.

Budget Detail Worksheet and Narrative (15 points)

- Page 28-32
- Attach budgets in JustGrants. Do not submit as a web-based budget like previous years
- Refer to the amount and project period for each purpose area.
- Budget must have clear link to the activities listed in the project narrative.
- OVW travel is required even if your organization is located in the DC metro area.
- Compensation to partners as reflected in the MOU.
- Funding restrictions for food and beverage at events, and conference planning and expenditure limitations.

Grants Financial Management Division

- Summary Data Sheet (questionnaire)
 - Single Audit (threshold and fiscal year)
 - IRS three-step safe-harbor procedure— Executive Compensation —
 - Sample Disclosure Letter
 - Address all four parts
- Pre-Award Risk Assessment (questionnaire)
 - 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

Training for OVW Applicants –

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

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

DOJ Financial Guide –

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

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

Contact Information

OVW.GFMD@usdoj.gov

1-888-514-8556

Memorandum of Understanding (15 Points)

- Page 32-33
- Must connect to the project narrative and budget.
- Signatures and signature pages
 - If multiple signature pages make sure all names of signatories is typed on each page.
- MUST be a single MOU with ALL partners – do not submit multiple MOUs
 - Additional MOUs will not be scored.

Letter of Support (5 points)

- Page 33
- Should be written by the organization that is providing the letter of support – not the applicant.
- **Applicants will not get extra points for additional letters!**

Additional Application Components

- Pages 33-34
- Non-Supplanting Letter
- Confidentiality Notice Form
- Summary of Other Federal Funding – current and recent OVW awards, as well as all other federal grant funding and applications in FY 2024 to do similar work.
- Sample tables are on the OVW website

Prior to Application Submission

- SAM.GOV – to receive a UEI can take an average of 2 to 3 weeks
- Grants.gov – registration can take an average of 1 week
- JustGrants – registration needs to be completed ONLY after submission of the Grants.Gov submissions or the SF-424 and the Disclosure of Lobbying Activities form (SEE page 35 under “How to Apply” Step 1

Late Submissions: Inclement Weather

- Pages 35-37
- Limited circumstances due to severe inclement weather or natural or man-made disaster.
- Contact OVW.TechAssistance@usdoj.gov as soon as you are aware of the situation and include a detailed description of:
 - when the event occurred, or is likely to occur, and the impacted area
 - specific impact on the applicant and/or partners' ability to submit the application by the deadline
- Failure to begin registration or application submission in sufficient time or failure to acquire the correct version of Adobe software is not an acceptable reason for late submission.

Technical Issues: SAM and Grants.Gov

- **Start as early as possible!**
- Contact SAM and Grants.Gov as soon as you are aware of a problem
- Maintain documentation of the issues and communication
- If cannot resolve before the Grants.Gov deadline, must contact OVW.TechAssistance@usdoj.gov before the Grants.Gov deadline and include all previous documentation of communications.
- Once the Grants.Gov deadline passes, an applicant that has not completed their submission in Grants.Gov will not be able to submit in JustGrants.

Technical Issues: JustGrants

- **Start as early as possible!**
- Contact the OVW JustGrants Help Desk as soon as you are aware of a problem prior to the JustGrants deadline.
- Maintain documentation of the issues and communication & actively work with OVW JustGrants Helpdesk to resolve issue.
- Contact OVW.TechAssistance@usdoj.gov prior to the JustGrants deadline with the details of the technical issues and ask for permission to submit an application via email. See solicitation for what is needed for the request.
- NOT guaranteed that applications submitted via email will be considered for funding, even if the email is received before the JustGrants application deadline.

Submission of Application

- Begin no later than 48 hours before deadline for both Grants.Gov and Just Grants
- IF you are submitting applications for multiple purpose areas, make sure the correct attachments are included for each application.
- Do not combine applications when uploading in Just Grants.
- Do not submit “test” applications to see if Grants.Gov and JustGrants “works.”
- Please avoid submitting an application multiple times!

Applying and Submitting in JustGrants

- Application components will be entered either directly into JustGrants or require uploading attached documents.
- Applicants will need to allow ample time before the JustGrants deadline to prepare each component.
- Save their progress in the system and revise the application as needed prior to hitting the Submit button at the end of the application in JustGrants.
- The Application Submitter, Entity Administrator, and Authorized Representative(s) will receive an email from JustGrants confirming submission of the application.

Final Reminders

- **Read the solicitation thoroughly.**
- Respond to the criteria and the purpose area description.
- Do not combine purpose areas and do not create a purpose area.
- Double check all attachments and label accordingly.
- Do not submit multiple versions of the same application.
- Start the uploading no later than 48 hours from both due dates and time.

Review: Deadlines

- TWO STEP APPLICATION PROCESS!!
- Don't wait until the last minute!

LETTER OF INTENT: Thursday February 15, 2024

SAM & GRANTS.GOV Registration: Thursday February 15, 2024

GRANTS.GOV DEADLINE: Thursday March 7, 2024 – 11:59 pm EST

JUST GRANTS DEADLINE: Tuesday March 12, 2024 – 8:59 pm EST

Contact Information for Questions

Grants.Gov

support@grants.gov

1-800-518-4726

OVW JustGrants

OVW.JustGrantsSupport@usdoj.gov

1-866-655-4482

Programmatic Questions

OVW.TechAssistance@usdoj.gov

202-307- 6026

Financial Questions

OVW.GFMD@usdoj.gov

1-888-514-8556

Q & A