

FY 2020 Pre-Application Abuse in Later Life Recorded Information Call Transcript

(SLIDE 1)

This pre-application information session for the FY 2020 OVW Enhanced Training and Services to End Abuse in Later Life Program.

(SLIDE 2)

I am Janice Green and I manage the Abuse in Later Life Program. The Abuse in Later Life Program solicitation was posted on or about December 4, 2019,

The purpose of this call is to provide information regarding the Abuse in Later Life Program solicitation. I will cover highlights of the solicitation in today's call, however it is not the intent, nor is there sufficient time, to go over every aspect of the solicitation. All applicants are responsible for reading the solicitation and reviewing the contents of all application materials and ensuring that a complete application is submitted. Abuse in Later Life Program staff cannot provide any feedback to applicants about the quality of an applicant's proposal or provide any information outside of that presented in the solicitation. Abuse in Later Life Program staff will be available throughout the period that the solicitation is open to respond to any questions about application requirements. If you have the Abuse in Later Life solicitation in front of you, today's call will follow the order of topics as listed in the solicitation.

Application submissions are due by 11:59 PM Eastern Time on February 6, 2019. Applications will be submitted through Grants.gov.

(SLIDE 3)

The Abuse in Later Life Program is authorized by 34 U.S.C. § 12421. In Fiscal Year 2020, OVW will fund projects that will support a comprehensive approach to addressing elder abuse, neglect, and exploitation, including domestic violence, dating violence, sexual assault, and stalking, for victims who are 50 years of age or older.

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Applicants must address the following four mandatory purpose areas:

- 1) Provide training programs to assist law enforcement agencies, prosecutors, agencies of states or units of local government, population specific organizations, victim service providers, victim advocates, and relevant officers in federal, tribal, state, territorial, and local courts in recognizing and addressing instances of elder abuse;
- 2) Provide or enhance services for victims of abuse in later life, including domestic violence, dating violence, sexual assault, stalking, exploitation, and neglect;

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- 3) Establish or support a multidisciplinary collaborative community response to victims of abuse in later life, including domestic violence, dating violence, sexual assault, stalking, exploitation, and neglect; and

4) Conduct cross-training for law enforcement agencies, prosecutors, agencies of states or units of local government, attorneys, health care providers, population specific organizations, faith-based advocates, victim service providers, and courts to better serve victims of abuse in later life, including domestic violence, dating violence, sexual assault, stalking, exploitation, and neglect.

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Applicants may address the following two permissible purpose areas:

- 1) Provide training programs to assist attorneys, health care providers, faith-based leaders, or other community-based organizations in recognizing and addressing instances of abuse in later life, including domestic violence, dating violence, sexual assault, stalking, exploitation, and neglect;
- 2) Conduct outreach activities and awareness campaigns to ensure that victims of abuse in later life, including domestic violence, dating violence, sexual assault, stalking, exploitation, and neglect, receive appropriate assistance. (not more than 10 percent of the total grant funds can be used for this purpose area.)

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The Abuse in Later Life Program statute requires that priority be given to proposals providing services to culturally specific and underserved populations. Applications proposing to meaningfully increase access to OVW programming for these populations will be given special consideration.

(SLIDE 8)

In FY 2020, OVW is interested in supporting four priority areas. Applications proposing activities in the following two areas will be given special consideration:

Reducing violent crime against women and promote victim safety through investing in law enforcement, increasing prosecution, and promoting effective prevention. And addressing the specific challenges that rural communities face in responding to domestic violence, dating violence, sexual assault, and stalking.

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To address the remaining two priority areas recipients will received specialized training and technical assistance in:

- 1) Empowering victims to become survivors by growing them past their vulnerabilities to a place of self-sufficiency, and
- 2) Increasing efforts to combat stalking.

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On page three, the solicitation lists specific activities that are outside the scope of the Abuse in Later Life Program that 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.

(SLIDE 11)

New applicants request for funding may not exceed \$400,000 for the 36-month project period. A minimum of 25% of the proposed budget funds must be allocated for outreach and direct services for older victims. Continuation applicants request for funding may not exceed \$300,000 for the 24-month project period. A minimum of 33% of the proposed budget funds for outreach and direct services for older victims. Generally, the award period will start on October 1, 2020.

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In FY 2020, new applicants are those who have never received funding under the Abuse in Later Life Program or whose previous funding expired more than 12 months ago. Continuation applicants are those that have an existing or recently closed (within the last 12 months) award under the Abuse in Later Life Program.

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Please note that recipients of an FY 2018 or FY 2019 award under the Abuse in Later Life Program are NOT eligible to apply as the lead applicant or as a partner/subrecipient on an FY 2020 proposal. Likewise, an organization that is a partner/subrecipient on an FY 2018 or FY 2019 award is not eligible to apply as the lead applicant or as a partner/subrecipient on an FY 2020 proposal.

(SLIDE 14)

Current grantees with a substantial amount of unobligated funds remaining (50 percent or more of the previous award) as of March 31, 2020 without adequate justification may not be considered for funding, or may receive a reduced award amount if selected for funding in FY 2020.

(SLIDE 15)

There are a number of mandatory program requirements for grantees of the Abuse in Later Life Program. New applicants must engage in the following mandatory activities in the training and cross-training purpose areas: They must send representatives from the four required MOU partners and a project coordinator to **grantee orientation**, they must send a multi-disciplinary training team with representatives from the four required MOU partners and a project coordinator to the **Law Enforcement "Training of Trainers" (TOT) Training**. The team must return to the community and redeliver 8-hour Law Enforcement Trainings to law enforcement in the project area. The training uses a curriculum that has been developed by experts and approved by OVW.

Applicants must include funds in their budgets to bring national expert(s) to their communities to provide **Advanced Law Enforcement Training** locally for detectives and investigators. The training uses a curriculum that has been developed by experts and approved by OVW.

Each applicant must receive commitment(s) from prosecutors' office(s) in its jurisdiction to have prosecutors attend the **National Institute on the Prosecution of Elder Abuse**, a three-day course designed to challenge prosecutors to reevaluate their approach to prosecuting elder abuse cases.

Each applicant must agree to encourage judges in its jurisdiction to attend a four-day national **judicial institute** on elder abuse, neglect, and exploitation. This "commitment to encourage" must be detailed in the MOU.

Each applicant must agree to send representatives from two MOU partners (one from the victim service provider and one from the program or agency with demonstrated experience in assisting individuals in later life) and the project coordinator to a three-day direct services training of trainers event on providing services to older victims. That team must return to the community and redeliver the 8-hour direct services cross-training.

Attendance at grantee orientation, the law enforcement and direct services training of trainers events, and the prosecutors and judicial institutes will require participants to travel to these OVW-sponsored training events.

Kickoff/Coordinated Community Response Events

Each applicant and its project partners must agree to conduct a local full day cross-training, consists of two events:

A half-day "Kickoff" event to help various disciplines develop a better understanding of the role each one plays in addressing elder abuse in their community, and

A coordinated community response or CCR event to meet and discuss the role that the CCR will play in the implementation of the project. The trainers (including travel costs) for this event will be provided by the OVW Abuse in Later Life Program's Technical Assistance Provider. Grantees will be responsible for providing the venue for this local event.

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Continuation applicants must send representatives from the four required MOU partners and a project coordinator to grantee orientation. Continuation grantees will be permitted to engage in other training activities based on the needs of their continuation projects. Applicants should clearly identify which trainings their projects will include and detail why the additional training is needed. Funds should be included in the budget to cover the costs associated with participating in the chosen trainings.

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Both new and continuation applicants must agree to establish or support a multidisciplinary collaborative community response to abuse in later life, including domestic violence, dating violence, sexual assault, and stalking.

(SLIDE 18)

New applicants must agree to engage in a two-phase effort to provide services to older victims and detail these efforts in the MOU. All new applicants are required to allocate a minimum of 25% of the proposed budget to fund outreach and direct services for older victims.

During the planning phase, grantees will work with OVW and Abuse in Later Life Program Technical Assistance providers to establish the groundwork for developing or enhancing outreach and services to older victims. The planning phase will be for 12-18 months.

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Upon successfully completing the planning phase and upon receipt of OVW approval of the strategic plan for outreach and service delivery, grantees will begin the implementation phase for the delivery of services to older victims. Funds included in the budget for the implementation phase will be placed on hold through a special condition of the award. The grantee will not have access to these funds until OVW determines that the grantee has successfully completed the planning phase, that the proposed use of funds addresses the needs of older victims as identified during the planning phase, and that the grantee has an acceptable strategic plan in place.

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Continuation applicants must agree to provide outreach and services for older individuals. All continuation applicants are required to allocate a minimum of 33% of the proposed budget to fund outreach and direct services for older victims.

Continuation grantees will be required conduct a Critical Assessment to reexamine the outreach and services funded under their initial Abuse in Later Life award to ensure that they continue to meet the needs of older victims and address challenges in service provision that occurred during the previous project. This review will take place within six months of the project start date.

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The list of eligible applicants for this program can be found in the solicitation starting on page 8. Eligible applicants for this program are states, units of local government, for example: cities, counties, towns, villages and parishes, tribal governments or tribal organizations, population specific organizations with demonstrated experience in assisting individuals over 50 years of age, victim service providers with demonstrated experience in addressing domestic violence, dating violence, sexual assault, and stalking, and state, tribal, or territorial domestic violence or sexual assault coalitions.

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Non-eligible entities generally include, but are not limited to police departments, pre-trial service agencies, district or city attorneys' offices, sheriffs' departments, probation and parole departments, and universities. These agencies or organizations are not eligible to apply directly for funding, but may assume responsibility for the development and implementation of the project. They must have their state, tribal government, or unit of local government apply as the lead applicant.

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Each applicant must demonstrate that it is part of a multidisciplinary partnership. This required partnership must include, at a minimum, the following four required partners:

At least one law enforcement agency; one prosecutor's office; one victim service provider; and one nonprofit program or government agency with demonstrated experience in assisting individuals in later life

(SLIDE 24)

This required partnership must be detailed in a Memorandum of Understanding, also known as an MOU, which is signed by the Authorized Representative of, at a minimum, the four required partners. Applications that do not meet this requirement will not be eligible for Abuse in Later Life Program funding and will be removed from consideration.

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OVW will consider only one application per organization for the same service area. In addition, if an applicant submits multiple versions of the same application, OVW will review only the most recent system-validated version submitted before the deadline.

(SLIDE 26)

Project Narratives from new applicants may not exceed 20 pages. Project Narratives from continuation applicants may not exceed 25 pages.

Applications must be double-spaced, however the project abstract, summary data sheet and charts may be single-spaced. Applications must be on 8½ x 11 inch paper with one-inch margins using type no smaller than 12 point, Times New Roman font, and include page numbers. Points may be deducted for applications that do not adhere to these requirements.

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Applications must demonstrate that the program eligibility requirements have been met. Applications must include the project narrative, the budget detail worksheet and narrative, a Memorandum of Understanding, and if applicable, letters of commitment. OVW will not contact applicants for any of these items if they are missing. Applications that do not include all of these documents will be considered substantially incomplete and will not be considered for funding. Please see the solicitation, starting on page 12, for more on the specific information that must be included in each section of the application.

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In addition, the following two documents are required; failure to submit them will not result in removal from consideration but may result in a loss of points: Summary Data Sheet and Proposal Abstract.

(SLIDE 29)

All new applicants and continuation applicants proposing to provide training must submit a Memorandum of Understanding (MOU) and Letter(s) of Commitment (LOC).

Continuation applicants that are not proposing to provide training must submit an MOU.

(SLIDE 30)

The MOU must clearly identify each of the four required MOU partners: consisting of At least one law enforcement agency; one prosecutor's office; one victim service provider; and one nonprofit program or government agency with demonstrated experience in assisting individuals in later life.

(SLIDE 31)

The MOU partner serving as the required victim service provider must provide services to victims of sexual assault, domestic violence, dating violence, or stalking as one of its primary purposes.

The MOU partner serving as the required nonprofit program or government agency with demonstrated experience in assisting individuals in later life must provide services to victims of elder abuse, neglect, or exploitation as one of its primary purposes.

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All new applicants must submit Letters of Commitment from each agency and organization (including MOU partners) committing to sending personnel to the following: the local one-day law enforcement training, the local advanced law enforcement training, the national prosecutors' institute, and the local direct services cross-training. Continuation applicants that propose to conduct trainings must submit Letters of Commitment for the trainings they are proposing as part of their project.

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Training is a significant component of the Abuse in Later Life Program. It is important for a sizable number of law enforcement, prosecutors, victim service providers and other professionals to be trained to increase the number of professionals able to recognize the signs of elder abuse and connect older victims with appropriate services. As such, the following will be considered when scoring this section of the application:

The number of officers/deputies/detectives/investigators law enforcement agencies are committing to send to the local one-day law enforcement training and/or the advanced law enforcement training; the percentage of the law enforcement agencies' sworn law enforcement

personnel who are committing to attend the one-day law enforcement training and/or the advanced law enforcement training. The number of prosecutors committed to attend the national prosecutors' institute; and the number of individuals whom agencies and organizations are committing to send to the direct services cross-training.

Letters of Commitment that do not clearly specify the number of personnel who will attend trainings will not be considered during the review process. Letters of support may not be submitted in lieu of the Letters of Commitment.

(SLIDE 34)

The Grants Financial Management Division (GFMD) has identified some items from prior year applications that could help expedite their review process. Today, I will highlight some aspects of the pre-award risk assessment and provide you with a link to a detailed webinar on how to develop the budget that's part of your application package. The first things I'll highlight are three items required on the summary data sheet, which is completed by all applicants.

Specifically, the nonprofit organization requirement also known as 501 (c) (3) Status, the Single Audit response and the IRS three step safe harbor procedure, related to Executive Compensation.

501 (c) (3) Status: If the applicant is an eligible victim service provider or population specific organization, to receive Abuse in Later Life Program funding, it is required to submit a determination letter from the IRS recognizing its tax-exempt status. OVW cannot make an award to any nonprofit organization that does not submit a 501(c)(3) determination letter. This is being highlighted this specifically because applicants are not including this as part of their application, and this further delays GFMD's review. Please ensure that this document is included, if applicable.

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 indicate that on the Data Summary Sheet, 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 the end date of the last Fiscal year is not included. Please ensure this question is answered in its entirety on the Summary Data Sheet.

Another item being highlighted from the solicitation is specifically for nonprofit organizations. If the applicant uses the IRS three step safe harbor procedure to determine its executives' compensation, the applicant must reference the additional information section that provides the required disclosure letter. Please note 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 to each of the four pieces.

(SLIDE 35) Next are the financial accounting practices, which assists GFMD during the pre award risk assessment review for all applications. Each applicant must prepare a response to ALL TEN QUESTIONS, and each question has MULTIPLE PARTS.

GFMD has noticed from prior years that applicants do not always fully answer all parts of the questions, which in turn, requires them to reach out to the applicant which may delay recommendations. Some of the most common issues that they've encountered have been, for example, question #2, where the applicant indicates that they do indeed have internal policies, but they don't provide a brief list of topics covered in the policies and procedures. Another example of incomplete responses include question #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 to read each part of each question and provide a full and comprehensive response.

(SLIDE 36) On this slide are some resources that are available that should be used when creating the budget that's submitted with the application.

GFMD recently developed an in-depth training webinar on creating a budget for OVW applicants. They're hoping to reduce any challenges you may face with the budget and make it clear what they look for when we review your budget, so this webinar provides some insight as to what they consider during their review. When you click the link at the top of this slide, it will take you to a list of resources for applicants. The first section titled Budget Information has multiple links including the training webinar called "Creating a Budget," and another link with the "Sample Budget Detail Worksheet" that you should use in conjunction with the webinar, as we pull a lot of examples from the sample budget.

Next up is the uniform guidance which can be found at 2 CFR 200, then another resource is the DOJ Financial Guide, as well as the program specific solicitation. If you need assistance finding these resources, please feel free to contact our helpdesk.

(SLIDE 37) Which brings me to the last slide, with GFMD's contact information. We know this can be a lot of information to process, so if you have any questions specifically about the financial information I just discussed, please feel free to contact the GFMD helpdesk at 888-514-8556 or by email at OVW.GFMD@usdoj.gov.

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Applications are due 11:59 p.m. E.T. February 6, 2020. It is strongly suggested you start the submission process at least 48 hours before but no later than 24 hours before February 6, 2020. Applications submitted after 11:59 p.m. E.T. on February 6, 2020 will not be considered for funding.

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As you work on completing your application, please keep in mind the following common errors applicants make when submitting their application. Some applicants simply fail to answer the questions asked in the solicitation. OVW receives applications from entities that are not eligible or that fail to have the four required MOU partners. Given that completing and submitting an application requires a degree of effort and time, please carefully read the eligibility requirements found on pages nine and ten and the partnership requirements on pages 10 & 11. OVW also receives applications that are substantially incomplete, and therefore removed from consideration. Please consult page 12 for the list of documents that must be submitted and see pages 34 & 35 for an application checklist to assist with the process.

(SLIDE 40) Addition errors include having the incorrect type of partner. Please note on page 19 that the solicitation states that victim service provider must provide services to victims of sexual assault, domestic violence, dating violence, or stalking as one of its primary purposes; and the nonprofit program or government agency with demonstrated experience in assisting individuals in later life must provide services to victims of elder abuse, neglect or exploitation as one of its primary purposes.

Applicants also make the error of submitting an MOU that is not signed by the four required MOU partners, see page 19.

Letters of Commitment are sometimes submitted which fail to include the number of people to be trained. As detailed on page 21, letters of commitment that do not clearly specify the number of personnel who will attend trainings will not be considered during the review process.

Information must be provided in the section in which it is requested. Addressing information in the wrong section may result in points be deducted even if it is included elsewhere within the application as noted on page 31

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Does anyone have any questions? Please review the solicitation carefully and contact the Abuse in Later Life Program with any additional questions regarding the solicitation by emailing OVW.Elder@usdoj.gov or calling OVW at 202-307-6026. If you need technical assistance with Grants.gov please contact the Grants.gov applicant support at 1-800-518-4726. This concludes the FY 2020 Abuse in Later Life Pre-Application Information Session.

