
OVW Fiscal Year 2020
National Violence Against Women Law Enforcement Training and Technical Assistance
Consortium Call for Concept Papers Pre-Application Information Session Transcript

(Slide 1) This pre-application information session is for the National Violence Against Women Law Enforcement Training and Technical Assistance Consortium Call for Concept Papers that was posted on February 26, 2020. It is strongly recommended that you read the full call for concept papers, and have the call for concept papers document with you as you participate in this pre-application information session.

(Slide 2) For information on “How to Apply” visit OVW’s website to view current, open solicitations and review resources for applicants. OVW’s webpage has valuable tools, like the Solicitation Companion Guide, and other resources to help with the development of your application.

The most important thing you must do before applying, is to read the call for concept papers document in its entirety.

(Slide 3) OVW has extended the due date for this call for concept papers by two weeks. Application submissions are now due by 11:59 p.m. Eastern on Tuesday, May 12, 2020 and must be submitted through Grants.gov. The call for concept papers document and Grants.gov have been updated with the new deadline.

(Slide 4) OVW seeks to establish the National Violence Against Women Law Enforcement Training and Technical Assistance Consortium, referred to as the NLETC or Consortium. The NLETC will:

- support the training and technical assistance (TTA) needs of current and potential OVW grantees and sub-grantees that are state, tribal, territorial, and local law enforcement agencies, sworn officers, and civilian staff,
- enhance and strengthen law enforcement responses to domestic violence, dating violence, sexual assault, and stalking, and
- provide targeted TTA to tribal law enforcement on sex trafficking.

The NLETC reflects OVW’s commitment to ensuring that law enforcement responses to, and investigations of, domestic violence, dating violence, sexual assault, and stalking are victim-centered, can aid in successful prosecution, and empower victims to heal and achieve safety and justice.

(Slide 5) OVW expects the NLETC to serve as the initial point of entry and clearinghouse for all law enforcement TTA needs of existing and potential OVW grantees and sub-grantees, with a focus on the following programs:

- Improving Criminal Justice Responses to Domestic Violence, Dating Violence, Sexual Assault, and Stalking Grant Program
- Rural Domestic Violence, Dating Violence, Sexual Assault, and Stalking Program
- Grants to Tribal Governments Program

- Grants to Tribal Governments to Exercise Special Domestic Violence Criminal Jurisdiction
- STOP Formula Grant Program

In developing an application that addresses the law enforcement TTA needs of current and potential STOP Program grantees and sub-grantees, activities must adhere to the STOP Formula Program's Purpose Areas, located at 34 U.S.C. § 10441(b), Certification of Compliance with Statutory Eligibility Requirements of the Violence Against Women Act as Amended, and provide TA in accordance with state Implementation Plans or IPs. For additional information about the STOP Program, visit OVW's website at <https://www.justice.gov/ovw/grant-programs>.

In addition to coordinating all law enforcement TTA requests for existing and potential OVW grantees and sub-grantees serving a range of communities, including urban, suburban, rural, remote, and tribal, the NLETC is intended to provide rapid support and deploy resources to communities in response to time sensitive incidents.

OVW expects the NLETC to be a leader in developing the next generation of expert law enforcement trainers, and will help identify, recruit, and develop law enforcement officers to be skilled trainers and mentors on the topics of domestic violence, dating violence, sexual assault, and stalking.

OVW is also interested in the NLETC developing trainings that could lead to a certification and/or be recognized by law enforcement agencies, police academies, and state-level officer standards and training organizations/boards/councils for continuing education credits or meeting annual training requirements on domestic violence, dating violence, sexual assault, and stalking.

(Slide 6) In FY 2020, funds under the NLETC may be used to develop and deliver high-quality training, TA, and resources for OVW grantees, sub-grantees, and potential grantees on building law enforcement agency and officer capacity in responding to and investigating domestic violence, dating violence, sexual assault, and stalking that are trauma-informed, victim-centered, aid in successful prosecution, and support victim healing, safety, and justice. TTA may include but is not limited to:

1. On-site TTA
2. Regional trainings or conferences
3. National trainings or conferences
4. Virtual or telephonic TTA
5. Resource development and dissemination
6. Listening sessions
7. On-line or web-based knowledge development resources

(Slide 7) In FY 2020, OVW is interested in supporting projects that 1) aim to reduce violent crime against women and promote victim safety, 2) increase efforts to combat stalking, and 3) address the specific challenges that rural communities face in responding to domestic violence, dating violence, sexual assault, and stalking.

Applications proposing activities that address any of the OVW priority areas will be given special consideration.

(Slide 8) OVW does not fund activities that jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions. Applications that propose any such activities may receive a deduction in points during the review process or may be eliminated from consideration entirely. Information on activities that compromise victim safety and recovery or undermine offender accountability may be found in the [Solicitation Companion Guide](#).

(Slide 9) Research projects, direct victim services and justice system interventions, and applications focused on a single state, region, or local geographic community are considered out-of-scope and should not be included in your applications.

Research projects are different from and do not include assessments that are conducted only for internal improvement purposes. Under this call for concept papers, applicants may request to use up to two percent of the award to conduct assessments for internal process improvement. For information on distinguishing between research and assessments, see the heading on this topic in the Funding Restrictions section of this call for concept paper and the [Solicitation Companion Guide](#) located on OVW's website.

OVW's TA Initiative funds are intended to support educational and training opportunities and TA for current and potential OVW grantees and sub-grantees. As such, they cannot support law enforcement activities, legal representation, direct services, or other interventions.

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 10) The NLETC may receive up to a total of five years or 60 months of funding. The initial award period is 39 months and the total "estimated funding" on the SF-424 must reflect 39 months of activities. OVW anticipates that the award period will start on July 1, 2020.

OVW estimates that it will make one award for an estimated \$4,000,000 for the initial 39 months. Subsequently, the selected applicant may be invited to apply non-competitively for supplemental funding to support the remainder of the 60-month period. Any future non-competitive awards will be made at the discretion of the OVW Director and are dependent on successful performance, remaining funds on the initial award, and available funding.

OVW has the discretion to make the award for a greater or lesser amount than requested and to negotiate the scope of work and budget with the applicant prior to making an award.

The award will be made as a cooperative agreement.

Cooperative agreements are a form of award under which OVW expects to have ongoing substantial involvement in award activities. For this project, the substantial involvement includes but is not limited to approving project partners, determining scope and approving any changes to the scope of the project, participating in all project meetings, developing and approving agendas, identifying participants for TTA activities, and reviewing and approving faculty, products, and curricula. The award recipient must be willing to work closely with OVW on the implementation of their proposed project and be willing to modify project activities at OVW's request in order to address the needs of existing and potential grantees and/or emerging issues.

There is no match or cost sharing requirement.

The selected consortium must engage in a mandatory planning period with OVW and project partners. The planning period is expected to begin once the award is made, currently estimated for July 1, 2020.

(Slide 11) Institutions of higher education, State law enforcement training and/or standards entities, for example state police academies, state POSTs (Peace/Police Officer Standards and Training), State COLES (Commission on Law Enforcement Standards), and Nonprofit organizations are eligible to apply to the National Violence Against Women Law Enforcement Training and Technical Assistance Consortium Call for Concept Papers. Faith-based and community organizations that meet the eligibility requirements are eligible to receive awards under this call for papers. For additional information review the “Faith-Based Organizations” section on the [OVW website](#).

(Slide 12) OVW is requiring a consortium of organizations to apply under this call for concept papers. The consortium must include a lead applicant and a minimum of four partner organizations and/or individual consultants that can meet the TTA needs of the range of law enforcement agencies that receive OVW funding, including those in urban, suburban, rural, remote, tribal, and territorial communities.

Due to the scope and scale of this project, the lead applicant cannot provide TTA through the NLETC. All TTA will be provided by project partner organizations and/or individual consultants. The lead applicant will serve as the project coordinator.

The lead applicant must have a documented history of managing large-scale projects both financially and programmatically and demonstrate readiness and capacity to coordinate national level TTA developed and delivered by consortium partners.

The proposed consortium must include partner organizations and/or individual consultants that collectively have a demonstrated history of providing TA on a national level; expertise working with state, tribal, territorial, and local law enforcement; expertise working with community and system-based stakeholders including prosecutors, advocates, judges, rape crisis centers, to identify emerging issues related to law enforcement responses to domestic violence, dating violence, sexual assault, and stalking; expertise working with tribal governments; expertise working with law enforcement in rural communities; and a demonstrated history of meaningfully addressing domestic violence, dating violence, sexual assault, and stalking.

Partnerships must be demonstrated in the form of a Letter of Commitment from each partner organization and/or individual consultant.

(Slide 13) Applicants must include the Project Concept Narrative and Letters of Commitment in their application submission. Applications that do not include these documents will be considered substantially incomplete and will not be considered for funding.

(Slide 14) The Project Concept Narrative is comprised of three sections, Capacity to Implement the Initiative, Who Will Implement the Project, and Staffing Plan.

The Capacity to Implement the Initiative section includes three sub-sections that should demonstrate the: 1) lead applicant’s ability to successfully coordinate TTA on a national level and manage large scale projects, 2) the capacity of partner organizations/consultants, and 3)

capacity and commitment to develop a comprehensive plan to establish and implement the NLETC with victim-centered law enforcement training as the primary issue area.

(Slide 15) Applicants must include, as separate attachments, a letter of commitment from each proposed consortium partner. The LOC must be submitted on the partner's agency letterhead, and signed and dated by the Authorized Representative of each proposed partner organization during the development of the application. The LOC must indicate willingness to enter into a Memorandum of Understanding, or MOU, at a future date. The selected consortium will be required to submit an MOU between the lead applicant and all partners during the planning phase.

(Slide 16) All applications must include a budget summary document. The budget should be based on the resources needed to successfully implement the NELTC, and include estimated costs for the applicant and partner organization(s) and/or individual consultants. The budget must display a clear link between the project and each budget item, and include a description of each budget item. Applicants may review the sample Budget Detail Worksheet and the Creating a Budget webinar available on the OVW website at <https://www.justice.gov/ovw/resources-applicants>.

The selected consortium will be required to submit additional materials that include specific project goals, objectives, and deliverables, and a budget detail worksheet and budget narrative during the planning phase. OVW expects the planning phase to begin when the award is made, currently estimated for July 2020.

I will now turn the presentation over to Valerie Cruzan from OVW's Grants Financial Management Division to discuss what financial-related information is required at the time of submission and provide helpful information on developing a budget. Valerie.

(Slide 17) The next couple of slides we are going to focus on aspects of your application that relate to the documents that our financial team, the Grants Financial Management Division (GFMD), reviews. More specifically, we'll discuss some items that 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 pre-award risk assessment 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 summary data sheet, which is completed by all applicants.

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 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 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 we'd like to highlight from the solicitation is specifically for non-profit 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 4 parts of this disclosure letter that must be provided to OVW in order to comply with this requirement. The sample letter, located on OVW's website, outlines all 4 parts of the disclosure, so please be sure to follow the sample and provide a response to each of the four pieces.

The next item we'd like to discuss are the financial accounting practices, which assists GFMD during their pre award risk assessment review for all applications. Each applicant must prepare a response to ALL TEN 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 #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 an incomplete response includes 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.

These are just a few examples. Please make sure you read each piece of each question and provide a full and comprehensive response.

(Slide 18) This next slide will quickly highlight some resources that are available that 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 on how to assist applicants in developing a budget to be submitted with their OVW applications. We want to help reduce challenges you may face with the budget and make it clear what we look for when we review your budget, this webinar provides some insight as to what OVW financial staff considers during their review. Use the following link <https://www.justice.gov/ovw/resources-applicants>. The webinar can be found under the Budget information section on this page.

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 contact the GFMD helpdesk.

(Slide 19) 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.

(Slide 20) Thank you, Valerie. That was very helpful. As we wrap up this pre-application information session for the National Violence Against Women Law Enforcement Training and Technical Assistance Call for Concept Papers, we want to share a few reminders.

The application deadline has been extended and applications are due May 12, 2020 by 11:59 p.m. Eastern. It is strongly suggested you start the submission process at least 48 hours but no later than 24 hours before May 12, 2020. Applications submitted after 11:59 p.m. Eastern on May 12, 2020 will not be considered for funding.

Please review the call for concept papers document carefully and contact OVW with any questions regarding the solicitation by either calling OVW at (202) 307-6026 or email OVW.ICJR@usdoj.gov. OVW is checking voicemails however, we encourage applicants with questions to email us to ensure a timely response.

(Slide 21) During the live session we opened the session for questions. The next slide includes the questions that were asked by participants and the answers provided by OVW.

(Slide 22) A participant asked if the Letter of Intent needs to include the proposed project partners or just the lead applicant? OVW responded that that is up to the applicant.

A participant asked if the budget that is required for the application is a “budget detail worksheet” or “budget summary?” If it’s a budget summary, what does that consist of? For this call for concept papers, OVW is requesting a “Budget Summary” document. A budget summary does not require the same level of itemization and calculation as a complete budget. However, the document should include cost estimates for the lead applicant and each project partner using the same federal cost categories that would be included in budget detail worksheet, for example A. Personnel, B. Fringe, C. Travel, D. Equipment, E. Supplies, F. Construction, G. Consultants/Contracts.

A participant asked who on the call is interested in being the lead applicant. OVW did not answer this questions but allowed space for participants to respond in the chat box.

A participant asked if other participants would share their organizational affiliation. OVW did not answer this questions but allowed space for participants to respond in the chat box.

We hope this information session about the National Violence Against Women Law Enforcement Training and Technical Assistance Consortium was helpful. As a reminder, email you questions to OVW.ICJR@usdoj.gov.