



United States Department of Justice

# Office on Violence Against Women

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*Working Together to End the Violence*

## OVW FY 2022 Firearms Training and Technical Assistance Project (FTAP) Special Initiative

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PRE-APPLICATION INFORMATION SESSION FOR NEW APPLICANTS

TUESDAY, SEPTEMBER 27, 2022

# Presenters

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# Application Due Dates

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## REGISTRATION DATES

1. System for Award Management (SAM) Registration: October 1, 2022
2. Register with Grants.gov: October 12, 2022

## TWO STEP APPLICATION PROCESS

1. GRANTS.GOV DEADLINE: October 14, 2022 – 11:59 PM ET
2. JUST GRANTS DEADLINE: October 18, 2022 – 9:00 PM ET

# Letter of Intent

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- Due TODAY, September 27, 2022
- Sent to [OVW.ICJR@usdoj.gov](mailto:OVW.ICJR@usdoj.gov)
- Non-binding letter

# About the FTAP

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- On May 26, 2021, the U.S. Department of Justice released a comprehensive strategy for reducing violent crimes, which uplifted the federal law precluding individuals with domestic violence misdemeanor and felony convictions, as well as individuals subject to domestic violence protection orders, prohibition from possessing firearms.

## About the FTAP (cont.)

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- In support of the Justice Department's strategy, in FY 2022 OVW funded 12 sites to participate in the Firearms Technical Assistance Project (FTAP) with the goal of reducing violent crime and helping communities across the country reduce domestic violence homicides and injuries committed by firearms.
- Through the FTAP Special Initiative, OVW seeks to support the training and technical assistance needs of the sites to enhance and strengthen the community's response to domestic violence homicide.

# Eligible Applicants

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- National, tribal, statewide, or other nonprofit organizations
- Capacity to provide training and technical assistance on a national level
- In rare circumstances: institutions of higher education; state, local, or tribal governments or governmental agencies; and local nonprofit organizations.
  - Those entities must detail their demonstrated history of providing training and technical assistance at a national level.

# Partnership Requirements

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➤ Lead applicant must:

- Have a documented history of managing large-scale projects both financially and programmatically
- Demonstrate readiness and capacity to coordinate national level TTA developed and delivered by consortium partners

➤ Partner organizations and/or individual consultants must collectively have:

- A demonstrated history of providing TTA on a national level
- Expertise working with community and system-based stakeholders
- Expertise working on issues related to firearms in the context of domestic violence.
- Expertise working with tribal governments.
- Expertise working with rural communities.



# Purpose Area

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- The purpose of the OVW FTAP Special Initiative is to provide specialized, jurisdiction specific training and technical assistance to the 12 FTAP pilot sites related to the implementation of state, tribal, and/or federal domestic violence firearms policies and laws.

# OVW Priority Areas

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- Advance racial equity as an essential component of ending sexual assault, domestic violence, dating violence, and stalking.
- 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.
- Strengthen efforts to prevent and end sexual assault, including victim services and civil and criminal justice responses.
- Improve outreach, services, civil and criminal justice responses, prevention, and support for survivors of sexual assault, domestic violence, dating violence, and stalking from underserved communities, particularly LGBTQ and immigrant communities.

**Applicants must propose to address one or more of OVW's priorities.**

# Out-of-Scope Activities

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- Research projects
- Direct victim services and justice system interventions

# Award Period and Amount

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- Initial award period is 36 months, FTAP may receive up to a total of 60 months of funding. The selected applicant may be invited to apply non-competitively for supplemental funding to support the remainder of the 60-month period
- Budgets and the total “estimated funding” on the SF-424 must reflect 36 months of activities
- OVW anticipates awards to be made December 1<sup>st</sup>, 2022
- OVW estimates that it will make 1 award for an estimated \$2,500,000
- Award will be made as a cooperative agreement
- No match or cost sharing requirement
- Mandatory planning period with OVW, the CS TAC, and project partners

# Mandatory Requirements of FTAP

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- OVW-sponsored training and technical assistance (TTA).
- OVW may conduct a program assessment or evaluation necessitating grantee involvement. Therefore, recipients may be expected to dedicate some OVW-funded time and resources to participating in an assessment or evaluation.
- A planning period with the recipient's OVW program specialist and project partners.
- The planning and dissemination of TTA.
- Participate, along with project partners, in professional development opportunities identified by OVW.
- Assign a multidisciplinary TA team to each site that includes representation from victim services, community violence intervention (i.e., gun violence), courts, prosecution, and law enforcement and tribal communities.
- Dedicate a project director, at least .5 FTE, to manage communication and logistics.

# Mandatory Requirements of FTAP (cont.)

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- Create a formal process to share and address TA requests from the sites, that includes OVW.
- Create a pre- and post- evaluation process, not limited to survey, to evaluate TTA provided to each site.
- Develop a TTA framework that is both responsive to and anticipates the needs of the sites. This framework must be comprised of basic and advance methods to support the needs of each site to be approved by OVW within the first 3 months of the project.
- Establish discipline specific cohorts comprised of virtual and in-person training opportunities and peer-to-peer exchanges for the 12 FTAP sites and other interested jurisdictions.
- At a minimum, host one all-sites meeting annually to be attended by the 12 FTAP sites and other interested jurisdictions.

# Mandatory Requirements of FTAP (cont.)

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- Create a twofold documentation plan that:
  - captures the sites' processes throughout the project, to include highlighting community change, common themes, and site success; and
  - highlights best and promising practices identified throughout the project aimed at jurisdictions undertaking similar work. This documentation plan should complement the documentation and reports completed by the 12 FTAP sites.
- Identify emerging issues in the field of firearms and domestic violence and develop relevant tools and documents to inform the sites and the field nationally, on an ongoing basis.
- Create and house products that can be utilized by the 12 FTAP sites and jurisdictions interested in addressing domestic violence and firearms.

# Application Requirements

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## APPLICATION CONTENTS

- Proposal Narrative
- Budget Detail Worksheet and Budget Narrative
- Memorandum of Understanding

**Applications that do not include these documents may be considered substantially incomplete and may not be considered for funding.**

## OTHER DOCUMENTS

- Application for Federal Assistance (SF-424\_
- Disclosure of Lobbying Activities (SF-LLL)
- Standard Applicant Information (JustGrants 424 and General Agency Information)



# Abstract

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- 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.

# Proposal Narrative

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- Respond to the criteria in each section.
- Respond to the purpose area and proposed target audience(s) and grant program(s).
- Include a timeline within the page limit (not an attachment).
- Include a minimum of three-month planning period.
- 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

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- Budget should not exceed \$2,500,000 for 36 months
- Include estimated costs for the applicant and partner organization(s) and/or individual consultants
- Must display a clear link between the project and each budget item, and include a description of each budget item
- OVW travel is required even if your organization is in the DC metro area
  - Anticipate traveling to each site twice during the award period.
- Funding restrictions for food and beverage at events, and conference planning and expenditure limitations
- Applicants must complete the web-based form in JustGrants for the budget worksheet and budget narrative

## RESOURCES

Training for OVW Applicants:

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

JustGrants Training for Web-based Budgets:

<https://justicegrants.usdoj.gov/sites/g/files/xyckuh296/files/media/document/jarg-appln-submission.pdf> (PG 30)

DOJ Financial Guide:

<https://www.justice.gov/ovw/page/file/1298396/download>

Program Specific Solicitation:

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

Uniform Guidance - 2 CFR Part 200:

<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200>

# Memorandum of Understanding

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- Must reflect the activities outlined in the proposal
- Signatures and signature pages.
  - If multiple signature pages make sure all names of signatories are typed on each page.
- MUST be a single MOU with ALL partners – do not submit multiple MOUs.

# Other Documents

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- Non-Supplanting Letter
- Current Indirect Cost Rate Agreement, if applicable
- Additional Required Information
- Applicant Disclosure of Duplication in Cost Items

# Applying in Grants.gov and JustGrants

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- OVW Policy on Duplicate Applications
  - Do not submit “test” applications to see if Grants.Gov and JustGrants “works”.
  - Please avoid submitting an application multiple times!

# Applying in JustGrants

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- 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
- Applicants may 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

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- 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

# Reminders

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- Applications are due October 18, 2022 by 9:00 PM ET
- In order to submit an application you must register with [Grants.gov](https://www.grants.gov) by **October 14, 2022 at 11:59 PM ET**
- Questions regarding the solicitation call OVW at (202) 307-6026 or email [OVW.ICJR@usdoj.gov](mailto:OVW.ICJR@usdoj.gov)

# Contact Information for Questions

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## **Grants.Gov**

support@grants.gov

1-800-518-4726

## **JustGrants**

OVW.JustGrantsSupport@usdoj.gov

1-866-655-4482

## **Programmatic Questions**

OVW.ICJR@usdoj.gov

202-307- 6026

## **Financial Questions**

OVW.GFMD@usdoj.gov

1-888-514-8556

# Questions

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