

FTAP Pre-App Webinar Script

SLIDE 2

Good afternoon, and welcome to the Pre-Application Information Session for NEW APPLICANTS for the Fiscal Year 2022 Firearms Training and Technical Assistance Project (FTAP) Special Initiative. My name is Jason Petry, I will be providing an overview of the Solicitation along with my colleagues Aisha Battle, who will be co-presenting, and Amanda Wilson who will be overseeing the chat box. Aisha Battle, is the Point of Contact for this solicitation. It is not the intent, nor is there sufficient time, to go over every aspect of the solicitation. Therefore, this webinar will go over specific sections of the solicitation. All applicants are responsible for reviewing the solicitation in its entirety and following the instructions for all due dates for the submission of their applications. It will be useful for you to have a copy of the solicitation either printed or downloaded as you view this webinar, as I will be referring to specific sections of the solicitation in page numbers.

Please note that while the solicitation is open, OVW staff cannot provide any feedback pertaining to the quality of your application or provide feedback on proposed project deliverables. OVW staff is available throughout the open period to address questions about the solicitation's application requirements. Please feel free to send all questions to OVW.ICJR@usdoj.gov.

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The first item you need to be aware of is a set of registration dates that are important to note for the submission of your applications. To submit an application, all applicants must register online with the System for Award Management, also called SAM, by October 1, 2022 and register with Grants.gov by October 12, 2022.

If your organization is already registered with SAM and with Grants.gov, please double-check your registration and make sure it is up to date. Lack of registration or not renewing registration on SAM or Grants.gov was the reason some past applicants were unable to submit their applications before the deadline. Failure to register in a timely manner or verify that your organization's registrations are active well before the submission of the application are not considered an unforeseeable technical issue and cannot be used as the basis for a late submission.

Application submissions in response to the solicitation will be done through a two-step process. Applicants will submit the SF-424 and SF-LLL in Grants.gov and submit a full application in the new JustGrants system, referred to as JustGrants. Applicants must submit the SF-424 and the SF-LLL in Grants.gov no later than 11:59 p.m. Eastern Time on Thursday, October 14, 2022. Submit the SF-424 and the SF-LLL as early as possible but not later than 24 to 48 hours before the Grants.gov deadline. The full application package is due in JustGrants by 9:00 p.m. Eastern Time on Tuesday, October 18, 2022. Applicants cannot submit their full applications in JustGrants until the Grants.gov submission is complete, so please do not wait until the last few days to submit your SF-424 and the SF-LLL in Grants.gov. Likewise, please do not wait until the last day or two to submit your application in JustGrants.

Also, please note that you will not be able to add any documents to your application after you press Submit in JustGrants. So, if you discover you forgot to upload a required document, you'll need to complete the Grants.gov submission again and resubmit your full application again in JustGrants.

However, you will only be able to submit your full application again in JustGrants if the Grants.gov deadline has not passed. Please make sure you do not finalize your submission in JustGrants until you are positive all the correct and required documents are uploaded. OVW will not and cannot move attached items from one application to another.

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Next, I will move on to the Letter of Intent. Information on the Letter of Intent is located in page 10 of the solicitation. Although not required, it is encouraged that applicants submit a Letter of Intent to OVW.ICJR@usdoj.gov by TODAY, September 27, 2022. This will ensure that applicants are well-positioned to successfully submit their applications by the deadline. Letters should state that the organization is registered and current with their SAM and Grants.gov registration. In addition to the information requested in the Letter of Intent template linked in the solicitation. The Letter of Intent will not obligate potential applicants to submit an application. Applicants that do not submit a Letter of Intent are still eligible to apply.

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Now, lets discuss the Firearms Training and Technical Assistance Project Special Initiative. This information can be found on page 5 of the solicitation.

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.

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. The 12 sites are: One Place Metro Alabama Family Justice Center; the City of Tucson, Arizona; the Georgia Department of Community Supervision; the City of Detroit, Michigan; the Muscogee (Creek) Nation; the City of Columbus, Ohio; the City of New York, New York; the Young Women's Christian Association (YWCA) of Knoxville and the Tennessee Valley in Tennessee; the City of Austin, Texas; the Vermont Network Against Sexual and Domestic Violence; the City of Spokane, Washington; and the City of Yakima, Washington. Through this 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.

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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.

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The list the eligible applicants for this special initiative can be found on page 8 of the solicitation. Eligible applicants are national, tribal, statewide, or other nonprofit organizations. In rare circumstances, OVW may support institutions of higher education; state, local, or tribal governments; or governmental agencies such as police departments, prosecutor's offices, or probation departments, or local nonprofit organizations. However, all applicants must have the capacity and demonstrated history of providing training and technical assistance at the national level.

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The partnership requirements for FTAP are detailed on page 9. 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 FTAP required the partnership of organizations and/or individual consultants that collectively have a demonstrated history of providing TA 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; and expertise working with rural communities.

Partnerships must be demonstrated by the Memorandum of Understanding.

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This solicitation only has one purpose area, which can be found on page 6. 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.

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The OVW four priority areas for Fiscal Year 2022 that pertain to this solicitation can be found on page 6. Applicants must propose to address one or more of the priority areas.

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Out-of-scope activities are listed on page 6. Please review it carefully. Research projects and direct victim services are out of scope for the FTAP Special Initiative.

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Now let's discuss the award period and amount, which can be found on page 7. This is a five-year/60-month project, in with an initial award period of 36 months. The selected applicant may be invited to apply non-competitively for supplemental funding to support the remainder of the 60 month-month period. OVW estimated that it will make an award of \$2,500,000. This award will be made as cooperative agreement, which will require an active participation with OVW in the development and implementation of the project.

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Over the next few slides I will review the mandatory requirements of FTAP, which should be included within your proposal narrative and inform your project activities. This list of requirements can be found on page 8 of the solicitation, and is as follows:

- 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. Be aware that each of the 12 FTAP sites has budgeted \$10,000 to attend OVW mandated training and technical assistance.
- 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.

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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.

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- Create a twofold documentation plan that:
 - 1. Working with the sites and capturing their processes throughout the project, to include highlighting community change, common themes, and site success; and
 - 2. 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.

We want to emphasize that this project is not just about providing TA to the sites, but it is also about documenting the project as a whole and capturing what is happening with the project. You will need to create a structure to handle both requirements.

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Hello everyone! So let's talk about application requirements.

The required documents that should be included in your application, as detailed on pages 10 and 11, are the Proposal Narrative, Budget Detail Worksheet and Budget Narrative, and Memorandum of Understanding. Failure to include these documents may result in the application being considered substantially incomplete and may not be considered for funding.

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Applicants are required to submit a brief abstract of the project in the JustGrants textbox. The Abstract is not scored but is used throughout the review process. Please review the Abstract section very carefully on page 11. Please only submit the Abstract in the textbox. Do not attach a separate Abstract in JustGrants. Please do not summarize past accomplishments in the Abstract.

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The Proposal Narrative is worth 75 points and consists of four sections: 1) the Purpose of the Proposal, which is worth 10 points, 2) the Capacity to Implement the Proposal, which is worth 15 points, 3) What Will Be Done, which is worth 35 points, and 4) Who Will Implement, which is worth 25 points. Please note that applications are limited to 25 pages double-spaced.

The Proposal Narrative is discussed on pages 11 through 13 of the solicitation. For each section of the Proposal Narrative, applicants must respond to the criteria for each section, and responses must be in that specific section. Also, please follow the font and spacing requirements if you are using a chart within your Project Narrative. This information is stated in the formatting and technical requirements, which state that the charts may be single-spaced but you must follow the font requirements.

As stated earlier in the presentation, your response to each prompt should be informed by the mandatory requirements section.

For the What Will Be Done section, you must provide a clear link between the proposed activities and the need that you identify in the Purpose of the Proposal section. One question that we receive frequently is what types of delivery methods should an applicant propose in their project? The delivery methods applicants choose for the proposed project should be the ones that are best suited for the goals and objectives stated in the application. As stated in the criteria in the What Will Be Done section, applicants must explain why a particular delivery method is appropriate for the target audience, as well as what is the applicant's proposed partners. As stated in the criteria in the What Will Be Done section,

applicants must explain why a particular delivery method is appropriate for a target audience or profession and for that proposed purpose area, as well as what is the applicant's and project partners' experience with that proposed delivery method.

OVW anticipates a three-month planning period which will start immediately upon acceptance of the award.

I also want to draw your attention to the criteria in the What Will Be Done section regarding accessibility. All TA and training must be responsive to individuals with disabilities, individuals that are hard of hearing or Deaf, or are limited English proficient.

I also want to note the Who Will Implement section ask applicants to provide a project staffing chart of all involved in the implementation of the project, including the CS TAC, that illustrates how project staff and partners will work together to complete the proposed activities including lines of supervision and inter-agency reporting. This chart will not be counted towards the 25-page limit.

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Moving on to the budget, worth 15 points, and detailed on pages 13 and 14 of the solicitation. All budgets must be submitted directly into JustGrants in the web-based Budget Worksheet and Narrative. Please make sure you've carefully considered the resources needed to successfully implement the proposed project, to include the Mandatory Requirements.

Keep in mind that the costs in the budget should correlate with what the applicant is proposing in the Project Narrative, and there must be a clear link in the budget and Proposal Narrative. For example, if your budget includes expenses for inperson training, then the in-person training should be listed in the Proposal Narrative. Also, for staffing, if you listed a position in the budget, you should be discussing that position in the Project Narrative, and the first that that position or individual is mentioned should not be in the budget. Please note that there is a requirement for OVW training for TA providers. So, keep that in mind, that all applicants need to include those funds to attend OVW-sponsored events and trainings. That funding is also to attend any required OVW meetings that a grantee is required to attend as a TA provider. This funding allocation is required for all applicants, even if you are located in the District of Columbia or in the Greater D.C./Northern Virginia/Maryland area.

[OVW strongly supports the use of consultants to assist you in providing TA to the sites. When using consultants be sure to adequately compensate them for their work.](#)

Additionally, please be mindful that all applicants must make their training and TA accessible, which may include translation of materials, the use of interpreters, captioning, etc. You must include those expenses in your budget and should be reasonable to what is being proposed in your application.

Finally, please refer to the conference planning and expenditure limits in the solicitation to inform your proposal for in-person meetings and trainings.

Applicants must complete and submit the web-based form in JustGrants for the Budget Worksheet and Budget Narrative. The web-based budget is required, and it is the budget that will be reviewed—even if you attach a budget with your application.

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This next slide highlights some resources that are available as you create the budget to be submitted with your application. Over the last couple of years, GFMD has developed a detailed webinar presentation on how to develop a budget to be submitted by OVW applicants. This presentation addresses some of the challenges that you may face with your budgets and provides some insight on OVW's budget review process. This webinar can be found at the link on this slide. Additionally, the JustGrants page has resources on completing the webbased budget in JustGrants. Next up is the Uniform Guidance, which can be found at 2 CFR 200. Use your favorite search engine for this one. Other resources include the DOJ Financial Guide and the FTAP Special Initiative solicitation itself.

We know this can be a lot of information to process, so if you have any questions about the GFMD information we just discussed, please feel free to contact the GFMD Helpdesk at 888-514-8556 or by email (OVW.GFMD@usdoj.gov).

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Now let's talk about the Memorandum of Understanding (MOU), which is outlined on page 16 of the solicitation. The MOU is worth 10 points and is not part of the page limit of the Proposal Narrative. Please read this section very carefully and begin working on this section as soon as possible. OVW requires all potential technical assistance providers to enter into a collaborative relationship with organizations or key consultants who will bring the necessary substantial expertise to the project. The MOU should connect to the Proposal Narrative activities and the budget. Applicants should start developing their MOU as soon as possible because of all the signatures that may be involved.

Applicants must only submit one MOU, with all partner signatures. Please do not submit multiple MOUs, for each partner. All partners must sign this one MOU. However, applicants may submit multiple signature pages. So, for example, if you have eight partners, it might be difficult to get all eight signatures on one page, so you may want to have one signature per page. But please make sure that all the names are listed on each page so everyone knows who is signing the MOU. Electronic signatures will be accepted, but please make sure all electronic signatures are legible, especially if scanning or printing the signature pages.

There is no page limit for the MOU, but we do recommend that you do not go excessive with the MOU pages and do not include information not requested in the solicitation. For example, we have seen MOUs with an excessive length of 15 to 30 pages, which did not even include the signature pages, and the applicants still didn't respond to the criteria in the solicitation for MOUs. So please remember, respond to the criteria requested.

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Moving on to the other documents to be submitted with your application, please review pages 15 through 17. This includes the Non-Supplanting Letter and the Indirect Cost Rate Agreement, if applicable. Also, applicants must disclose all current and recent OVW awards, as stated on page 17, which includes any current grant or cooperative agreement under any OVW grant program or an award that has been closed within the last 12 months from the date that this solicitation closes. Applicants must provide this information in a table using the sample form found on the OVW website. The link is provided in the solicitation. Applicants must also provide the same information regarding any current OVW awards as well as any pending applications in which the applicant is a subrecipient. Additionally,

applicants also must disclose all other federal grant programs from which the applicant currently receives funding or for which it has applied for funding in 2022 to do similar work. Applicants must provide this information in a table using the sample format found on the OVW website. Again, the link is provided in the solicitation. Both tables, if applicable, should be uploaded as attachments in JustGrants.

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As a reminder, to make sure you complete the steps required in Grants.gov and that your application is successfully submitted in JustGrants, it is recommended that applicants begin the submission process at least 48 hours prior to the deadline, not later than 24 hours from the due date. Again, as I explained earlier, you do not know what technical issues might occur with uploading your application. And it also gives you enough time to address any errors in uploading your application.

As stated before, you want to make sure you register well in advance and also upload your application as soon as possible and not so close to the due date and due time, because you want to anticipate any technology issues with uploading your application. There are limited circumstances for requesting a late submission. Please read this section to fully understand the circumstances and steps for requesting a late submission. Any applicant requesting a late submission must follow the instructions listed in the solicitation, which includes requests due to severe weather or natural disaster and technical difficulties beyond the applicant's reasonable control. Missing the Grants.gov deadline is not a technical issue for late submission. If you have technical issues submitting the application online, you may request to submit a hard copy. All requests for hard copy submission must be sent to OVW via email no later than October 13, 2022.

please note, failure to begin the registration and application submission in sufficient time or not having the correct version of Adobe Acrobat are not acceptable reasons for a late submission. We have seen this many times, where applicants in the past were not able to submit their application by the due date because they did not have the correct version of Adobe on the computer, they were going to use to upload the application.

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When submitting your application in JustGrants, you will either be entering specific components directly into JustGrants, such as the budget and the Abstract, or you will be required to upload attached documents. As stated previously, all applicants must submit their budget in the web form directly in JustGrants. Because of the new two-step process using both Grants.gov and JustGrants, it is important that all applicants complete the Grants.gov portion as soon as possible so that you have enough time to submit each component of the application in JustGrants.

When submitting your application in JustGrants, applicants may save their progress in the system and revise their application as needed prior to hitting the Submit button at the end of the application in JustGrants. Do not hit the Submit button until you are done with your application and you are ready to submit the full application. The Application Submitter, Entity Administrator, and Authorized Representatives will receive an email from JustGrants confirming submission of the application. Please make sure that these individuals are continuously checking their email for confirmation of submission. OVW will not provide confirmation of applications that were received.

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As a reminder, please read the solicitation thoroughly. This webinar was an overview of the solicitation, and we recommend that you clearly and carefully read the solicitation. Double-check all your attachments before uploading and label them accordingly. Do not submit multiple versions of the same application and start your application at least 48 hours from the due date and time.

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Again, as a reminder, there are multiple due dates that you must keep in mind during the application development and submission. The Letter of Intent is due no later than TODAY, September 27, 2022. The SAM registration should be completed by October 1, 2022, and the Grants.gov registration should be completed no later than October 14, 2022.

The Grants.gov deadline is no later than 11:59 p.m. on October 14, 2022. Please start the Grants.gov submission as soon as possible. And finally, the JustGrants deadline is 9:00 p.m. on October 18, 2022. Applicants can begin the submission of their application in JustGrants once their submission in Grants.gov is completed. So, it's very important to complete the Grants.gov submission as soon as possible to give your organization enough time to submit in JustGrants. With JustGrants being a new system to submit applications, please allow yourself an ample amount of time to submit the application in case you encounter any technical issues.

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Finally, please contact OVW JustGrants Helpdesk, Grants.gov, the OVW Grant Financial Management Division, and the OVW Firearms Training and Technical Assistance Special Initiative if you have specific questions or issues pertaining to the solicitation and the submission of your application. For programmatic, please email OVW.ICJR@usdoj.gov or call our main line at 202-307-6026. For Grants.gov issues, contact support@grants.gov. And their phone number is 1- 800-518-4726. For the OVW JustGrants, contact OVW.JustGrantsSupport@usdoj.gov or call 1-866-655-4482. And for the Grant Financial Management Division, contact OVW.GFMD@usdoj.gov or call 1-888- 514-8556.

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We will now take questions. Please unmute yourself and ask your question or put your question in the chat box.

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Thank you very much for listening to this recording of the Fiscal Year 2022 Training and Technical Assistance Initiative solicitation.