NEELAM PATEL: Hello, everyone. I'm Neelam Patel, and I'm the OVW team lead for training and technical assistance. This webinar is for the fiscal year 2023 Training and Technical Assistance Initiative 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 during the webinar as I will be referring to specific sections of the solicitation in page numbers. Also, we noticed that some of the web links were not working in the solicitation. So, if the version you downloaded doesn't have working links, please download a newer version from the OVW website or email me at the TA mailbox during the application period if you need any links.

Today's webinar will be presented by myself, Amy Loder, OVW Associate Director for the Formula Underserved and Disability Grant Programs and Mychal Sterling, Team Lead for the Grant Financial Management Division. Please note that during the course of the application process, 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 the OVW technical assistance mailbox address and we'll add that to the chat box.

The first item I will go over is the due dates. Application submissions in response to the solicitation will be done through a two-step process. Applicants will submit the SF-424 and the SF-LLL in Grants.gov and submit a full application in the Justice Grants System referred to as JustGrants. Applicants must submit the SF-424 and SF-LLL in Grants.gov no later than 11:59 PM Eastern Time on Tuesday, July 11th, 2023. Submit these documents as early as possible, but not later than 24 to 48 hours before the Grants.gov deadline. You do not need to wait until July 11th. If you can get this done much sooner, go ahead and finish the Grants.gov portion. The full application package is due in JustGrants by 9:00 PM Eastern Time on Thursday, July 13th, 2023. 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. 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 will 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. So, please make sure you do not press the submission button in JustGrants until you are positive all the correct and required documents are uploaded. And if you are an organization that anticipates submitting multiple applications for different purpose areas, it's your organization's responsibility that you attach the correct documents to the correct application in Grants.gov and JustGrants for each application. OVW will not and cannot move attached items from one application to another.

There are additional dates that are important to note for the submission of your applications. To submit an application, all applicants should register online with the System for Award Management, also SAM, and register at Grants.gov by June 22, 2023, to give you enough time to address any issues with either registration. Lack of registration or not renewing your registration on SAM or Grants.gov was a reason that 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 submission of the application are not situations of experiencing unforeseeable technical issues to request a late submission.

Next, I will move on to the Letter of Intent. Information on the Letter of Intent is located on page 26 of the solicitation. Although not required, it is encouraged that applicants submit the Letter of Intent to the OVW Technical Assistance mailbox by June 22nd, 2023. 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 SAM and Grants.gov registration. In addition to the information requested in the Letter of Intent template linked in the solicitation, please note that applicants applying to the TA solicitation should also list the purpose areas their organization anticipates submitting applications. Include the number of the specific purpose area and the purpose area title. Including the purpose area number and title in your Letter of Intent will assist OVW in estimating how many applications to expect in response to the TA 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. A sample Letter of Intent for the TA initiative is located on the OVW website and is linked from the TA solicitation. Email the TA initiative email address if you cannot locate the link letter on the OVW website and I will send you the link.

This slide provides general information and resources for submitting your application and for both the Grants.gov and the JustGrants process. Please plan your submission accordingly so you do not miss the due dates in time. Once you submit in Grants.gov, JustGrants will automatically send an email instructing to continue your application submission process in JustGrants. The next few slides are for potential applicants that are not familiar with the OVW training and technical assistance initiative, which I will refer to as the TA initiative.

The primary purpose of the OVW TA initiative is to provide direct training and TA to existing and potential grantees and subgrantees to enhance and support their efforts to implement projects supported by OVW grant funds. OVW's TA initiative is designed to build the national capacity of justice system professionals and victim service organizations to respond effectively and efficiently to domestic violence, dating violence, sexual assault, and stalking. OVW TA initiative actively supports the fostering of partnerships among organizations that have traditionally or not traditionally worked together to address violence against women. Specifically, the inclusion of organizations serving and representing marginalized culturally specific and underserved communities. OVW TA initiative projects must be national in scope unless otherwise stated in a purpose area.

This means that projects proposing to serve specific grant programs and professions, the training and TA provider must be for all those grantees and professions nationwide.

Please note as I stated earlier, proposed activities must serve one or more of the OVW grant programs and eligible entities individuals to receive OVW grant funds. Please visit the OVW website to learn more about the OVW grant programs. The OVW TA initiative is not intended for applicants seeking funding to attend a training or host training and TA events for their organization and community. For example, if you are looking specifically for funding to bring a training or a TA provider to your organization or for your organization to hire staff to train your organization and partners, this is not allowable under this solicitation.

Page 24 lists the eligible applicants for the program. Also, it is listed on the cover of the solicitation. Eligible applicants are national, Tribal, statewide, or other non-profit organizations. In rare circumstances, OVW may support institutions of higher education, state, local, Tribal governments or government agencies including police departments, prosecutor offices, and probation departments or local non-profit organizations. All applicants must have the capacity and demonstrated history providing training and technical assistance at a national level.

We are now going to move to the purpose area section, which is covered on pages eight to twenty. OVW has three distinct categories of training and technical assistance, targeted, competitive comprehensive, and non-competitive comprehensive. OVW will support only the targeted and comprehensive purpose areas identified in the solicitation. Applicants requesting to develop a targeted or comprehensive project for a purpose area not listed in the solicitation will be removed from consideration. Applications that modify or expand an OVW purpose area including combining two or more of the purpose areas will also be removed from consideration. To avoid confusion, OVW also requests that applicants applying for a targeted purpose area to refrain from using the word comprehensive in their project titles. Most of the purpose areas for fiscal year 2023 are targeted purpose areas. And as explained in the solicitation, targeted purpose areas are intended to provide in-depth TA and training on a narrow topic within one or more of the crime areas. As stated in the solicitation, OVW may make multiple awards for a targeted purpose area or may determine not to make an award for a targeted purpose area if there are no applications that effectively address the purpose area or if there are not sufficient funds to fully support the purpose area.

Comprehensive purpose areas are projects that promote the consistent delivery of technical assistance and training for certain grant programs, professions, and core critical areas. Comprehensive purpose areas are competed every five years. Applications proposing a competitive comprehensive area not listed in the solicitation will be removed from consideration. OVW will make only one award for each competitive comprehensive purpose area or OVW may determine not to make an award for a purpose area under comprehensive if there are no applications that effectively address the purpose area or if there are not sufficient funds to support--fully support the purpose area. Current recipients of a comprehensive TA award eligible for non-competitive comprehensive funding in fiscal

year 2023 to continue one of the non-competitive comprehensive projects listed in the solicitation on pages 17 and 20 will be contacted directly by their OVW Program Specialist. Applicants for a non-competitive comprehensive purpose area that are not from the current OVW TA provider already funded or these non-competitive comprehensive purpose areas that are listed in the solicitation will be removed from consideration. In fiscal year 2023, the TA initiative solicitation has a section specific for formula grant program purpose areas which will be discussed in an upcoming slide.

Applicants must respond to the purpose area description content for which they are applying for, as stated for each purpose area. It is the responsibility of the applicant to list the purpose area for which they're applying in the abstract, the summary datasheet, and in the project narrative. Please note that there is not a limit to how many purpose areas an organization can apply for. However, applicants must submit separate and distinct applications for each purpose area for which they would like to submit an application and clearly distinguish which purpose area they are applying for. OVW will not match submitted applications to the purpose area. As a reminder, OVW cannot provide input on what you are proposing in your application for a purpose area. Again, if you are an organization applying or multiple purpose areas and you mistakenly upload the wrong documents to the application, OVW will not match the right document to the right application. The project period amount and funds for each purpose area is listed in the solicitation for each of the purpose areas and we request that you do not exceed this amount or the project period. I will now turn the presentation over to Amy Loder to discuss the formula grant program purpose areas.

AMY LODER: Thanks, Neelam. Hi, this is Amy Loder. I'm very quickly going to go over the formula purpose areas. So, for fiscal year 2023, there are three purpose areas. One is competitive and two are non-competitive for the formula grant programs, which include the Sexual Assault Services Formula Grant Program or SASP for short, the STOP Formula Grant Program, and the state and territory coalitions. These purpose areas have their own section in the solicitation, which begins on page 17. This is a new section in the solicitation from previous years. In past years, all TA purpose areas were listed together, but this year, we separated out the purpose areas that focus on the three formula grant programs I just mentioned. All formula TA purpose areas are included in the FY 2023 Competitive and Non-Competitive Formula Grant Programs Training and Technical Assistance Purpose Areas section.

So, the first purpose area listed which is Purpose Area Number 59 titled Culturally Specific Technical Assistance for STOP Formula Grant. This is a competitive purpose area. The budget is $600,000 and the project period is for 24 months. This is a robust purpose area -- it is much different than what it has looked like in the past. The solicitation provides a brief reason why OVW included this purpose area. So, who are the state administering agencies or SAA and why is there a need for culturally specific TA for the STOP SAAs? The solicitation clearly identifies the potential applicant capacity and expertise that OVW believes is necessary to implement a successful project for this purpose area. The solicitation outlines seven areas. Applicants for this purpose area should respond to all seven areas in their application. Finally, the solicitation identifies the technical assistance

and training areas we want applicants to address for this purpose area. The section provides a brief description concerning the role of SAAs in each of the four areas, which are identifying culturally specific populations, SAA outreach to culturally specific populations, building meaningful connections with culturally specific populations, and finally, support for culturally specific organizations.

Now, applicants may submit proposals that address each of these four areas or some of them. Purpose Area 59 has its own proposal narrative section, which was shown on page 19 and 20. Please pay particular attention to this. The proposal narrative for Purpose Area 59 is comprised of three sections and those sections demonstrate understanding of the SAA role and culturally specific populations. Now, the scoring criteria is pretty straightforward for this section. The second section is what will be done. Now, we are interested in applicants providing intensive one-on-one support. Applicants can propose to do some training, but the training should be connected to either intensive one-on-one support that they are providing or any resources that are developed. And then, the third section of the proposal narrative is who will implement. And again, I think the scoring criteria is pretty straightforward for this section.

Applicants for Purpose Area 59 should refer to the budget and associated documentation section on page 30 and then, supporting document section on page 35 to complete the rest of the application requirements. The only portion of the application for Purpose Area 59 that is different from the rest of the TA purpose areas is the proposal narrative. And then, very quickly, Purpose Areas Number 60 and 61 are both non-competitive comprehensive purpose areas. They are comprehensive for domestic violence coalitions and then, comprehensive for the SASP Formula Program. Applicants for these purpose areas should refer to the proposal narrative section on page 28 when drafting their application, and they will also use the budget and associated documentation section on page 30, and the supporting document section on page 35. So, thank you, and I'm going to turn it back over to Neelam.

NEELAM PATEL: Thank you so much, Amy. All right. So, I'm moving onto the priority areas for OVW.

Page 20 states the OVW priority areas for fiscal year 2023. There are five OVW priority areas for fiscal year 2023. Most of the TA purpose areas address one or more of the priority areas. Applicants are encouraged to incorporate one or more of these priorities into their proposed project. Out of scope activities are listed on page 21. Please review this carefully. As explained earlier in the presentation, an application that does not sufficiently address one of the purpose areas in the solicitation will be deemed out of scope. Additionally, research projects and direct victim services are out of scope for the TA initiative. Also, any application that focuses on providing training TA to a single organization, state, region, or geographic community, unless it is specified in the purpose area is considered out of scope. Page 22 lists the limited use of funds and activities requiring prior approval.

Grantees for this program can use up to two percent of their work funds for assessing their work for internal improvement only such as convening listening sessions to identify training and TA gaps for their project or surveys, evaluations about the quality of a training or TA to improve their project. Recipients of TA initiative funding must receive prior approval to use grant funds to support surveys whether conducted as an assessment of their project or for any other purpose. I will now move on to the award period and amounts, which are listed for each of the competitive purpose areas, as I stated, between pages seven and twenty. Applicants, again, should not exceed the amount stated for the purpose area or exceed the stated project period. Applicants should also be realistic of how much funding will be needed to accomplish their proposed project for the purpose area. So, for example, if the applicant determines that a project will need $400,000 to accomplish the project under the purpose area and the cap of the purpose area is $500,000, then the applicant really should apply for the amount they need and not increase the amount to meet the $500,000 cap even if they don't need that full amount. Non-competitive comprehensive applicants will be or should have already been contacted directly by their OVW Program Specialist to determine the amount and project period of their application. All fiscal year 2023 TA initiative awards will be made as a cooperative agreement, which will require an active partnership and participation with OVW in the development and implementation of the project.

Page 22 explains the availability of funds and that funding is not guaranteed in the future, including for both new and continuation purpose areas. And all awards are subject to the availability of appropriated funds. I will now move on to the types of applicants, which is explained on page 22. Continuation applicants have an existing or recently expired after the May 31st, 2023-award under the TA initiative for a purpose area included in this year's solicitation for which they are submitting a targeted comprehensive competitive or non-competitive comprehensive application. Continuation funding is not guaranteed. New applicants are either, one, applicants that never received funding under the TA initiative, two, current and former recipients of a TA initiative award that propose to address a purpose area included in the solicitation for which they have not previously received funding, or three, a former award recipient for the purpose area whose previous funding for that purpose area expired on or before May 31st, 2022. I also want to mention that all current TA grantees with a substantial amount of funding remaining in a project for a purpose area they are seeking continuation funding and has enough funding remaining as of May 31st, 2023 and can extend their current project well into fiscal year 2024 may not be considered for funding or may receive a reduced award amount if selected for funding for that purpose area this year.

Page 24 lists mandatory program requirements for the TA initiative. The first one is to make sure your application's budget includes the amount required for attending OVW-sponsored trainings. This is a minimum of $7,500 per project for 24 to 36 months and $2,500 for 12-month projects. This amount is to allow proposed project staff to attend OVW meetings and trainings for skill building and development. See the budget section for more information on the scoring criteria for this requirement. Second, all applicants must include a planning period for their proposed project. Please see the scoring criteria in the What Will Be Done section on addressing the project period and timeline. The

proposed period of time for the planning of the project is at the applicant's discretion and will be reviewed accordingly based on the activities the applicant is proposing for the project. Third, funded projects may be asked to participate in an OVW-sponsored assessment or program evaluation, if applicable.

As a reminder, and stated earlier, applicants are limited to one application per purpose area. If an applicant submits multiple applications for the same purpose area, OVW will review the most recent system validated version submitted before the deadline. Applicants submitting applications from multiple purpose areas must apply separately for each purpose area and have a different existing project title for each application.

Moving on to the application requirements, that starts on page 26. A complete application includes the project narrative, budget detail worksheet and narrative, the memorandum of understanding, MOU for short, and one letter of support. Applications that do not include all four documents will be deemed incomplete and not considered for funding. Also, please follow the formatting and technical requirements as stated in the solicitation. Points may be deducted for applications that do not adhere to the formatting requirements. The formatting and technical requirements are listed on page 26.

We've talked about this earlier about the SF-424. But for Application for Federal Assistance, which is the SF-424, please review the page 27 on how to complete this form. Please note that this form is generated when you begin the application process in Grants.gov and must be submitted in Grants.gov. The amount requested and the SF-424 must match the budget submitted in JustGrants. Please note that matched funds are not required for this solicitation. Additionally, on page 27, is the information on submitting the disclosure of lobbying activities, the SF-LLL in Grants.gov. Also, on page 27, is information on the standard applicant information, the JustGrants 424 and general agency information. Applicants must complete this web-based form in JustGrants, which is pre-populated with the SF-424 data submitted in Grants.gov.

Applicants are required to submit a brief abstract of the project in the JustGrants textbox. The abstract is not scored but used throughout the review process. Please review the abstract section carefully on page 28. Please only submit the abstract in the textbox. Do not attach a separate abstract in JustGrants. Applicants are highly encouraged to follow the template in the solicitation on how to write the abstract in the textbox in JustGrants. Please do not summarize past accomplishments in the abstract. Please make sure to include your purpose area for which you are applying to in the abstract.

So, now to the project narrative section of the solicitation. The project narrative is worth sixty-five points and consists of three sections, the purpose of the proposal, which is worth twenty points, what will be done worth thirty points, and who will implement worth fifteen points. Please note that applicants applying for a target purpose area are limited to 20 pages, double spaced for the project narrative and competitive comprehensives are limited to 25 pages, double spaced. For each section of the project narrative, applicants must respond to the criteria for each section in response to the purpose area they are applying for, and responses must be in that section. Projects must be responsive to the

purpose area description and the specific target audiences and/or grant programs identified in the purpose area. Please do not include attachments that are not required for the application. And do not include photos or images in your project narrative. Also, please follow the font and spacing requirement if you are using a chart within your project narrative as stated in the formatting and technical requirement section. Charts may be single spaced, but you must follow the font and spacing requirements. For the What Will Be Done section, you must provide a clear link between the proposed activities and the need that you have identified in the purpose of the proposal section. One question that we receive frequently is, "What types of delivery methods should an applicant propose for their project?" The delivery methods applicants choose for a proposed project should be best suited for the goals and objectives stated in the application and the purpose area. 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 or profession and for their proposed purpose area, as well as what is the applicant's and the project partner's experience with the proposed delivery methods.

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 limited English proficient. Finally, as stated previously in this presentation, a planning period is required in the Project Narrative. The timeline, which must be included in the What Will Be Done section, must be included in the body of the Project Narrative, and must not be attached as a separate attachment. If the timeline is attached as a separate document, it will count toward the page limit of the Project Narrative. And if the Project Narrative is already at the maximum page limit, the timeline will not be reviewed if it is a separate document.

Moving on to the budget, which is worth 15 points. As stated previously, each purpose area has a budget cap and a project period. All budget details and budget narratives must be uploaded in JustGrants. We are not using the JustGrants web-based budget submission this year, so you will submit your Budget Detail Worksheet and Narrative as an attachment in JustGrants. Please make sure you've carefully considered the resources needed to successfully implement the proposed project. As I explained earlier in the webinar, please determine how much funding you will need to successfully implement the proposed project, and if you do not need the full cap, then do not apply for the full cap. As a reminder, OVW has the discretion to make awards for greater and lesser amounts than requested and to negotiate the scope of work and budget prior to the award. Keep in mind that the cost of 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 Project Narrative. So, for example, if your budget includes in-person training, then the in-person training should be listed in the Project Narrative. Also, for staffing, if you listed a position in the budget, you should be discussing that position in the Project Narrative -- the first time we see the position or individual mentioned should not be in the budget.

As I mentioned earlier in the webinar, there is a requirement for OVW training for TA providers. So, keep that in mind that all applicants need to include funds to attend OVW-sponsored trainings and meetings. That funding is also for any required OVW meeting that

the grantee is required to attend as an OVW TA provider. This funding allocation is required for all applicants, even if you're located in the District of Columbia or in the greater DC, Northern Virginia, Maryland area. Additionally, please be mindful that all applicants must make their trainings and TA accessible, which may include translation of materials, use of interpreters, captioning, et cetera. You must include those expenses in your budget and should be reasonable to what is being proposed in the application. Please refer to the conference planning and expenditure limits in the solicitation if you are proposing in-person meetings and trainings and please review this section very carefully if you're allocating costs to these activities. I will now turn the presentation over to Mychal Sterling, Team Lead for Grant Financial Management Division.

MYCHAL STERLING: Thank you, Neelam. Good afternoon. In the next couple of slides, we are going to focus on aspects of your application that relate to documents that our financial team, the Grants Financial Management Division or known as GFMD, reviews. More specifically, we'll discuss some items that GFMD has identified from prior years' applications that can 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 with a link to a detailed webinar on how to develop the budget that will be included in your application.

First, we'll highlight 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 requested 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 all of this information. Please ensure that this question is answered in its entirety on the Summary Data Sheet, question three. Another item we would like to highlight from this solicitation is specifically for non-profit organizations. If you use the IRS three-step safe-harbor procedure to determine your executive compensation, you are required to provide a disclosure letter. Please refer for further details and a link to the sample letter in the solicitation. Note that there are four required parts of this disclosure letter. The sample letter provides an outline of all four parts of the disclosure, so please make sure to follow the sample and provide response to each of the four parts.

The next item we would like to discuss is the Pre-Award Risk Assessment questions, which assisted GFMD during their Pre-Award Risk Assessment review for all applications. Each applicant must prepare a response to all 11 questions and each question has multiple parts. We've noticed in prior years that applicants do not always fully answer all parts of the question, which in turn requires GFMD to reach out to the applicant and which may delay funding decisions. Some of the common issues we've encountered had been, for example, question two, where the applicant indicates that they do indeed have internal policies but they do not provide a brief list of topics covered in the policies and procedures or on question three, some applicants failed to 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 but, in

general, please make sure that you read each piece of each question and provide a full and comprehensive response.

In this next slide, we quickly highlight some resources that are available as you are creating your budget to be submitted with your application. Over the last seven years, GFMD has developed a detailed webinar presentation on how to develop a budget to be submitted with OVW applications. This presentation addresses some of the challenges that you may face with your budget and provides some insight on OVW's budget review process. This webinar can be found on the link provided on the slide. Next up is the Uniform Guidance, which can be found at 2 CFR 200. Use your favorite search engine to find this one online. Other resources include the DOJ Financial Guide and the solicitation itself. All right. We know that this is 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. Now, we'll pass it now back to Neelam.

NEELAM PATEL: Thank you, Mychal. Moving on to other documents to be submitted with your application, please review pages 37-41. This includes the Non-Supplanting Letter and Indirect Cost Rate, if applicable. Also, applicants must disclose all current and recent OVW awards as stated on page 38, 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 of this solicitation closes. Applicants must provide this information in a table using the sample format 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 on which the applicant is a subrecipient. Additionally, applicants must also disclose all other federal grant programs for which the applicant is currently receiving funding or for which they are going to be applying for funding in 2023 to do similar work. Applicants must provide this information in the table using the same 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.

Moving on to the MOU, which is the Memorandum of Understanding, is explained on pages 35 to 37 in the solicitation. The MOU is worth 15 points and is not part of the page limit for the Project Narrative. It is its own standalone document. Please read this section very carefully and begin working on this section as soon as possible. OVW requires that all potential technical assistance providers to enter into a collaborative relationship with organizations and/or key consultants who will bring the necessary substantive expertise to the project. The MOU should connect to the Project Narrative activities and the budget. Applicants should start to develop their MOU, as I said before, as soon as possible because of the signatures involved. OVW requires all applicants to enter into an MOU with key project partners, which may include any organization and/or individual that will have a significant role in the development and/or implementation of the proposed project regardless of receiving financial compensation for their partnership.

Any partner that receives funding is considered a key partner. Letters of Support or Letters of Commitment from a partner or potential partner in lieu of signing an MOU will not be considered in place of an MOU. MOU should be signed and dated during the course of the development of the application, and it should be signed by the authorized representative for each proposed project partner agency or the individual contractor or consultant. A question we received in the past is, "Does an organization need to get the signature of an outside accountant that they will be paying for under the consultant's category that works on their organization books?" The answer is no. The accountant is not an MOU partner. Also, applicants must only submit one MOU with all the partners' signatures. Please do not submit multiple MOUs for each partner. All partners must sign this one MOU. However, applicants may submit multiple signature pages. For example, if you have eight partners, it might be very difficult to get all eight signatures on one page, so you may want to have one signature per page, but make sure that all the names are listed so everyone knows who is signing the MOU. Electronic signatures will be accepted, but make sure all electronic signatures are legible, especially when scanning or printing the signature pages. There is no page limit for the MOU, but we do recommend that you are not excessive with the MOU pages and do not include information not requested in the solicitation. For example, in the past, we have seen MOUs with excessive lengths of 15 to 30 pages, which did not even include the signature pages and the applicant still didn't respond to the criteria in the solicitation for the MOUs. So, please remember, respond to the criteria requested.

Letter of Support is worth five points. Only one Letter of Support is required and if you submit multiple letters, only one of the letters will be reviewed and scored and it will be up to the discretion of OVW peer reviewers and OVW staff to determine which letter will be reviewed and scored. The Letter of Support must be from a previous recipient of the applicant's training and/or technical assistance. For an applicant that has never had an OVW TA award before, those applicants should include a Letter of Support from a recipient of their TA training from the past. It could be someone who's local or regional or it could be another national organization for which they provided TTA, training and technical assistance. Please make sure to provide that--the scoring criteria, as stated in the solicitation, for the Letter of Support section to whomever you're going to have to write your Letter of Support. That individual or organization providing the Letter of Support must write the letter, not the applicant. Please note that applicants will not receive additional points for additional letters.

The Summary Data Sheet is required, but not scored. You are allowed one to four pages, double-spaced, and it does not count toward the page limit of the Project Narrative. Please answer all the questions in the Summary Data Sheet and do not forget to indicate the purpose area, the project title, and your project partner for the proposed project in the Summary Data Sheet.

I will now move on to late submission requests, which is explained on page 45. As I stated before, you want to make sure you register well in advance and 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 in issues with uploading your application. There are limited

circumstances for requesting a late submission. Please read this section to fully understand the circumstances and the 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 or technical difficulties beyond the applicant's reasonable control. Missing the Grants.gov deadline is not a technical issue for late submission.

Again, please note, failure to begin the registration and the application submission in sufficient time or having the correct version of Adobe Acrobat is not an acceptable reason for a late submission. We have seen this many times where applicants in past were not able to submit their applications by the due date because they did not have the correct version of Adobe on their computer that they were going to use to upload their application. The next two slides are reminders of how to address technical issues. You must have documentation of any issues with Grants.gov, your SAM registration, and JustGrants. You must contact OVW Technical Assistance Program accordingly as per the instructions in the solicitation.

And this is the slide for JustGrants. Very similar to what you need to do. Everything is written in the solicitation. And 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 for both steps. Again, as I explained earlier, you don't 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. Also, as I explained previously, if your organization is submitting applications for multiple purpose areas, please make sure the correct attachments are uploaded with each application. Make sure you are uploading the correct documents to the correct application by labeling them correctly for each application and for each document you are uploading. In the past, we have seen applicants submit multiple applications for different purpose areas and they've uploaded the wrong attachments to each application. For example, they've uploaded the wrong MOU to the wrong application. OVW will not and cannot move incorrect documents to the correct application. So, again, this is a reason to make sure you upload well in advance and that you label your documents properly so you can catch those errors prior to the close of the solicitation. Also, as a reminder, do not combine applications when uploading in JustGrants.

As a reminder, organizations can submit applications to multiple purpose areas, but they must submit them for each purpose area separately and only one application per purpose area. I said this earlier too. Please do not submit test applications to see if Grants.gov and JustGrants actually work. It does. All applications submitted, even if incomplete, are considered an application submission and will be reviewed accordingly. Finally, please avoid submitting one application multiple times. The most recently submitted application for the purpose area you're applying for will be the one that is reviewed.

When submitting your application in JustGrants, you will either be entering specific components directly into JustGrants like the abstract or you will be required to upload the

attachments to JustGrants. So, again, allow enough time to upload documents in JustGrants. When submitting your application in JustGrants, 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 process in JustGrants. Do not hit the submit button until you are done with your application and ready to submit the full application. So, you're done double-checking, making sure everything is attached accordingly. 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, whose emails are connected to the application, are continuously checking their email for the confirmation of submission. OVW will not provide confirmation that applications were received.

We have had in the past that applicants' executive directors assign this responsibility of uploading the application to an assistant who is not checking their emails after they submit and then realize, after the deadline has passed, that the application did not go through, or they forgot to attach a required part of the application. Likewise, we have seen executive directors or directors of development upload the application, then they travel, and they're not checking their email and realize late that their application did not go through. So, the responsibility is that everyone whose email is attached to the application. I also want to state that OVW can see in JustGrants when an applicant started to upload their application and if they are still uploading their application documents once the deadline has passed. We have had applicants state that there were technical issues in uploading but we could see that there were no technical issues, but the applicant started the process less than 24 hours or even an hour before the deadline.

A couple of final reminders. Please read the solicitation thoroughly. This webinar was an overview of the solicitation, and we recommend that you clearly and carefully read the solicitation. Please also respond to the purpose area description for which you are applying and address the scoring criteria for each section based on that purpose area. Do not combine purpose areas and do not create your own purpose area. Double-check all your attachments before uploading and label them accordingly. Do not submit multiple versions of the same application. And please start your uploading at least 48 hours from the due date and time. Another reminder, there are multiple due dates that you must keep in mind during the course of the application development and submission. The Letter of Intent is due no later than June 22nd to give you enough time to address any issues with SAM and Grants.gov. We have both the SAM and Grants.gov registration should be completed no later than June 22nd. Grants.gov deadline is no later than 11:59 PM Eastern Time on July 11th. Please start the Grants.gov submission as soon as possible. And, finally, the JustGrants deadline is 9:00 PM Eastern Time, July 13th. Applicants can begin the submission of their application in JustGrants once their submission in Grants.gov is completed. So, it's very, very important to complete the Grants.gov submission as soon as possible to give your organization enough time to submit in JustGrants.

Finally, please contact OVW, JustGrants help desk, the Grants.gov, the OVW Grant Financial Management Division, and the OVW Training Technical Assistance Initiative if

you have specific questions or issues pertaining to the solicitation and submission of your application. All the information is on the slides and it's also throughout the solicitation.

This concludes the PowerPoint presentation of the webinar. We'll now answer any questions in the chat box.

So, I see there is a question from Kelly. "Will TT continue to provide interpretation and captioning services for webinars hosted by TA providers?" Yes. TT is still an option. However, as an applicant, you should still also be including the cost for interpretation and captioning in your budget regardless of whether you're using another entity to do your webinars. It is a requirement. So, every applicant should include that in their budget.

Are there other questions? I don't see any more questions. I just see the one from Kelly. Were there any other questions during the process? Oh, there's one. Well, there we go. "For the purpose areas that work with demonstration sites, for example if they're…it doesn't state anything in there…so we can't really talk too much about the purpose or how they're written…" but if it doesn't say anything in there, assume--if it says that you're going to be selecting it, it says it. If it doesn't say it, it's OVW. It should be very clear in there whether or not the applicants need to find the sites or not and I believe it does not say that. Yes. There will be a copy of the PowerPoint. We'll upload that to the OVW website, Jose.

"One of the program managers does not provide us with the time…." reach out to me directly, Lisa, for your non-competitive comprehensive. I think you're with NIDV. Just send me an email to the TA mailbox after we're done presenting and I will reach out to you.

The recording will be available. How many days? It takes some time to get the recording and the transcript for the Q&A. So, recording will be available. We'll also upload our script that we just read off as well to the website.

AMY LODER: Neelam, the recording will be available in approximately 14 days.

NEELAM PATEL: Perfect. Thank you. Oops. There's a big one here. Let's see. Let me read from the top.

AMY LODER: Question.

NEELAM PATEL: Maybe this one. Question in respect to the MOU. "We have associates, which are technically considered employees, but they are subject matter experts. If we are proposing certain associates to teach curriculum, we would be paying them individually through the work. Are they employees or are they contractors or consultants?" Could we unmute Vicky?

AMY LODER: Yes. One moment.

NEELAM PATEL: And while you're doing that, Donna, non-competitive comprehensives do not need to submit a Letter of Support. And if--hi. If you haven't been contacted yet by your program specialist, please send me an email after this and I will reach out to you with what's required for a non-competitive comprehensive. All right. Is Vicky unmuted?

VICKY: I am. How are you?

NEELAM PATEL: Good. How are you?

VICKY: Very good. Thank you for doing this. So, several years ago, they all were consultants, and we would hire them. They have their own business and write off their expenses. And then something to do with the IRS – we brought them in – another one of my coworkers is online, too. She might be able to shed some additional light on this, but we turned them into associates. So, they are still technically employees, but they don't come to the office like we do five days a week and they're at-will if you want to put it in that kind of term. But we do pay them a daily rate. Everything's within DOJ guidelines. We don't exceed thresholds. They don't get a weekly paycheck, but they are technically considered employees.

NEELAM PATEL: Yeah, I guess, I would say that you would use your discretion because it's a different type of a format. It sounds like what you're telling me, is that they are employees. So, you would list them as employees, from what you're saying, in the budget and you would list them in the What Will Be Done [section] as employees.

VICKY: So, then, as far as the required MOU, we've got our registration system, we've got all the mechanics kind of in the background, but they are the subject matter experts that would be in the field teaching.

NEELAM PATEL: If they're employees, I think I would probably say to use your discretion with this one. If they're employees, we don't have employees sign the MOU. It's not required for an employee to have an MOU. The MOU in the solicitation clearly states it's a partner or consultant. But how you define them is really what you're trying to figure out and I don't feel like I can answer that completely...

VICKY: Right.

NEELAM PATEL: If we think of them as an employee or if you think of them as a consultant.

VICKY: Okay.

NEELAM PATEL: Yeah.

MYCHAL STERLING: Can I chime in a little bit on this one?

NEELAM PATEL: Yes. Oh, Mychal is here. Mychal can answer this.

MYCHAL STERLING: Well, if the organization is considering them as employees – and I guess the difference here is an employee is considered direct staff. They've been hired, they are being paid as employees, then they would be considered personnel. So, in the budget, they'll be placed as personnel. As Neelam says, the MOU is for partners, which will be an individual, an entity outside of your organization. Then they wouldn't be considered an MOU partner because MOU partnerships -- and, again, Neelam, correct me if I'm wrong -- the partnership is with an outside entity, not within the organization.

NEELAM PATEL: Yes. Yeah.

MYCHAL STERLING: So, yeah, if you're considering them an employee and you're saying that they are direct staff and how your policies are set are how your policies are set. But if they are considered direct staff, that means they are getting paid directly from the organization. They are considered staff of the organization. Whether they're part-time, ad hoc, or what have you, if they're personnel, they wouldn't be considered partners. Now, when it comes to the difference between outside entities -- if they're considered as subrecipients, if you're working with another entity and you're considering them a subrecipient or a contractor. That's where sometimes there's some distinguishment but subrecipients or contractors could be considered your MOU partner. That determination is more regarding your responsibilities working with an outside entity.

VICKY: Okay. Thank you.

MYCHAL STERLING: Welcome.

NEELAM PATEL: Thanks, Vicky. Thanks, Mychal. We have a question from Christina. "Is there any criteria for an organization to be approved as an MOU partner?" The partnership is really at the discretion of the applicant based on who the individual is as a consultant or organization that they would like to partner with to really develop and implement their proposed project. An MOU partner does not have to have already been receiving OVW funding. You can have MOU partners or organizations that have never received OVW funding or consultants -- it really is your discretion as to making sure you have the right partnerships to develop and implement your project.

Are there other questions? You're welcome. We'll wait a few more minutes just to see if there's any more questions. You can always email the OVW Technical Assistance mailbox, and I will check those and see what I can answer. For the ones I couldn't and their budget, maybe to Mychal to help out or if you have questions for Amy, I'll send them to her.

"So, contractors need an MOU? I just want to make it clear from your last statement. We hire experts to provide services and they have their own businesses." So, yes, you would need to have an MOU with them. If you're hiring subject matter experts, they will be consultants on this project, and you will need an MOU. Any more questions coming? I

think that might be it. If there are any more questions, again, feel free to send me an email to the TA mailbox and I will answer them when I get them.