

# FY 2023 OVW Training and Technical Assistance Initiative

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PRE- APPLICATION WEBINAR

JULY 13, 2023

# Presenters

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Mychal Sterling, OVW Team Lead Grants Financial Management Division

# APPLICATION DUE DATES

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TWO STEP APPLICATION PROCESS!!!!

- 1) GRANTS.GOV DEADLINE: Tuesday July 11, 2023– 11:59 pm EST
- 2) JUST GRANTS DEADLINE: Thursday July 13, 2023 – 9:00 pm EST

# OTHER DUE DATES

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System for Award Management (SAM) Registration: June 22, 2023

Register with Grants.Gov: June 22, 2023

# LETTER OF INTENT

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- Due June 22, 2022
- Send to [OVW.TechAssistance@usdoj.gov](mailto:OVW.TechAssistance@usdoj.gov)
- Non-binding letter
- If submitting applications for multiple purpose areas only one letter is necessary
- Write the purpose area(s) in the Letter of Intent
- Page 26 – use the sample on OVW’s website

# General Information

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- **Where to apply? 2-step process**

<https://www.grants.gov/> – Submit SF-424 and SF-LLL

CFDA Number: 16.526

Grants.gov Opportunity Number:  
O-OVW-2023-171530

After submitting the SF-424 and the SF-LLL in Grants.gov, JustGrants will automatically send an email instructing the applicant to continue the application submission process in JustGrants.

- **Resources for Applicants**

[www.justice.gov/ovw/how-apply](http://www.justice.gov/ovw/how-apply)

[www.justice.gov/ovw/resources-applicants](http://www.justice.gov/ovw/resources-applicants)

- **JustGrants Application**

## **Submission Training**

<https://justicegrants.usdoj.gov/training-resources/justgrants-training/application-submission#nk07i9>

# OVW TRAINING AND TECHNICAL ASSISTANCE INITIATIVE OVERVIEW

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- Direct training and technical assistance to existing and potential grantees and sub-grantees.
- Build the capacity of civil and criminal justice system professionals and victim service providers across the nation to respond effectively to domestic violence, sexual assault, dating violence, and stalking.

# OVW TRAINING AND TECHNICAL ASSISTANCE INITIATIVE OVERVIEW

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- **National training and technical assistance, unless noted differently in a purpose area**



# OVW TA INITIATIVE OVERVIEW

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- All applicants must propose activities to serve the current and potential grant or sub-grant recipients of one or more OVW grant programs.
- OVW cannot support projects focusing on entities or individuals that are not eligible to receive funding, services, training, or other resources through any of OVW's grant programs.

# ELIGIBLE APPLICANTS

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- Page 24
- National, Tribal, Statewide, or other nonprofit organizations.
- Capacity and expertise to provide training and TA at the national level.
- In rare circumstances: institutions of higher education; state, local, or tribal governments or governmental agencies; local nonprofit organizations.
  - Those entities must detail their demonstrated history of providing training and technical assistance at a national level.

# PURPOSE AREAS

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- Pages 8-20.
- Only APPLY to purpose areas listed in the solicitation.
- Three categories: Competitive Targeted; Competitive Comprehensive; and Non-Competitive Comprehensive.
- Also a section for Formula Purpose areas – Competitive Targeted and Non-Competitive Comprehensive

\*\*\*Non-Competitive Comprehensive is for current grantees for the purpose areas listed under this category. They will be contacted directly by OVW.

# KEEP IN MIND WITH PURPOSE AREAS

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- Do not create your own purpose area.
- Do not combine purpose areas.
- Your application must respond to the criteria in the purpose area.
- State the purpose area number and title in the Abstract and in the Project Narrative.
- OVW cannot provide input on what you are proposing for a purpose area!

# KEEP IN MIND WITH PURPOSE AREAS

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- **OVW will not match submitted applications to the purpose area – MAKE sure you state your purpose area in the Abstract and in your application.**
- Award amounts and project periods listed for each competitive purpose area - Do not exceed!

# Formula Purpose Areas

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## **PA # 59, Culturally Specific Technical Assistance for STOP Formula Grant**

- \$600,000/24 months
- Separate scoring criteria for project narrative but must use same budget, MOU, and letter of support criteria as stated in the application.

## **PA #60 and #61: non-competitive comprehensives**

- Applicants for these purpose areas should refer to the Proposal Narrative starting on page 28 when drafting their application.

# Priority Area

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- Page 20

1. Advance racial equity as an essential component of ending sexual assault, domestic violence, dating violence, and stalking.
2. 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.
3. Strengthen efforts to prevent and end sexual assault, including victim services and civil and criminal justice responses.
4. Expand economic justice and financial advocacy for survivors of sexual assault, domestic violence, dating violence, and stalking, including as a tool for violence prevention.
5. 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.

# OUT OF SCOPE ACTIVITIES

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Page 21

- \* Out of Scope: A project that does not sufficiently address one of the enumerated purpose areas in the FY 2023 TA Initiative Solicitation.
- \* Out of Scope: Research projects.
- \* Out-of-Scope: Direct Victim Services.
- \* Out-of-Scope: Project focused on single state, region, or local geographic community unless specified in the purpose area.



# Activities Requiring Prior Approval

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Page 22.

- Surveys.

Limited use of funds – pg. 21

- 2% to assess the project work for internal improvement only

# Award Period and Amounts

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- Pg 22.
- Listed for each purpose area project period and maximum funding amount for each purpose area.
- Applicants should adjust their funding request accordingly.
- Do not exceed the budget cap and project period.

# Availability of Funds

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Page 22.

- All awards are subject to the availability of appropriated funds.
- No guarantee that funds will be available in the future.

# TYPES OF APPLICANTS

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Page 23.

- Continuation applicants to a purpose area.
- New applicants of a purpose area.
- \*\*\* for current TA grantees applying for continuation funding for a project with a substantial amount of unobligated funds remaining as of May 31, 2023 without adequate justification may not be considered for funding or may receive a reduced award amount if selected for funding in FY 2023.

# Mandatory Program Requirement

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- Page 24
  - Must attend required OVW sponsored trainings (include funds in budget).
  - All applicants for the FY 2023 TA Initiative must include a planning period with their OVW program specialist and project partners.
  - An OVW –sponsored assessment or program evaluation, if applicable.

# Limit on Number of Applications

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Pg. 25

- One application per organization in response to each purpose area.
- If applying for multiple purpose areas, applications should clearly distinguish the purpose area for each application and use clearly differentiated project titles for each application.

# APPLICATION REQUIREMENTS

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- Formatting and Technical Requirements (page 26)
  
- Scored Documents
  - Project Narrative
  - Budget Detail Worksheet and Narrative
  - Memorandum of Understanding (MOU)
  - Letter of Support

# Application for Federal Assistance (SF – 424)

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- Page 27.
- Must be submitted in Grants.Gov.
- Generated when applicant begins the submission process in Grants.Gov.
- Amount funding requested in the “Estimated Funding” section of the SF-424 must match the amount of federal funding requested in the budget section of the application package in Just Grants.
- Do not include match funds.



# Disclosure of Lobbying Activities (SF-LLL) & Standard Applicant Information

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- Must complete in Grants.Gov.
- Page 27.

# ABSTRACT

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- Page 28.
- 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.
- **Highly encouraged to follow the template provided on page 28 .**

# PROJECT NARRATIVE (65 points)

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Pages 28-30

- \*Purpose of the Proposal (20 points)
- \*What Will Be Done (30 points)
- \*Who Will Implement the Project (15 points)

# PROJECT NARRATIVE (65 points)

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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).
- Timeline should be in the page limit (not an attachment).
- 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 (15 points)

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Page 30-34. Attach budgets in JustGrants. Do not submit as a web-based budget like previous years

- Refer to the amount and project period for each purpose area.
- Budget must have clear link to the activities listed in the project narrative.
- OVW travel is required even if your organization is located in the DC metro area.
- Compensation to partners as reflected in the MOU.
- Funding restrictions for food and beverage at events, and conference planning and expenditure limitations.

# Grants Financial Management Division

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- **Summary Data Sheet**
  - Single Audit (threshold and fiscal year)
  - IRS three-step safe-harbor procedure– Executive Compensation
    - Sample Disclosure Letter
    - Address all four parts
- **Pre-Award Risk Assessment**
  - Eleven questions; Multiple parts to each question
  - Most Common issues:
    - Brief list of policies and procedures not provided
    - Budgeted vs. Actual process not provided
    - Record Retention policy not provided
    - Knowledge of rules and regulations

# Resources

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Training for OVW Applicants –

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

Uniform Guidance - 2 CFR Part 200 -

<https://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1>

DOJ Financial Guide –

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

Program Specific Solicitation -

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

# Contact Information

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OVW GFMD Helpdesk:

1-888-514-8556

[OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov)



# OTHER DOCUMENTS

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- Pages 37-41.
- Non-Supplanting Letter.
- Confidentiality Notice Form
- Summary of Other Federal Funding – current and recent OVW awards, as well as all other federal grant funding and applications in FY 2023 to do similar work.
  - Sample tables are on the OVW website
- Current Indirect Cost Rate Agreement, if applicable.
- Pre-award Risk Assessment

# MEMORANDUM OF UNDERSTANDING (15 POINTS)

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- Page 35-37.
- Must connect to the project narrative and budget.
- Signatures and signature pages.
  - If multiple signature pages make sure all names of signatories is typed on each page.
- MUST be a single MOU with ALL partners – do not submit multiple MOUs.

# LETTER OF SUPPORT (5 points)

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- Page 19.
- Should be written by the organization that is providing the letter of support – not the applicant.
- **Applicants will not get extra points for additional letters!**

# Summary Data Sheet

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Pgs. 39-41.

Required but not scored

One to four pages (single or double spaced)

Does not count toward the page limit for the project narrative

# LATE SUBMISSION REQUESTS

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- Pages 45.
- Limited circumstances due to severe inclement weather or natural or man-made disaster.
- Must follow instructions for later submission requests.
- Documentation of reason for request for late submission.

# LATE SUBMISSION REQUESTS

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\*\*\*\* Failure to begin registration or application submission in sufficient time or failure to acquire the correct version of Adobe software is not an acceptable reason for late submission.

# Technical Issues During Registration and Submission

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**Start as early as possible!**

For SAM and Grants.Gov

Contact SAM and Grants.Gov as soon as you are aware of a problem

Maintain documentation of the issues and communication

If cannot resolve before the Grants.Gov deadline, must contact [OVW.TechAssistance@usdoj.gov](mailto:OVW.TechAssistance@usdoj.gov) before the Grants.Gov deadline.

Once the Grants.Gov deadline passes, an applicant that has not completed their submission in Grants.Gov will not be able to submit in JustGrants.

# Technical Issues During Registration and Submission

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**Start as early as possible!**

For JustGrants

Contact the OVW JustGrants Help Desk as soon as you are aware of a problem prior to the JustGrants deadline.

Maintain documentation of the issues and communication & actively work with OVW JustGrants Helpdesk to resolve issue.

Contact [OVW.TechAssistance@usdoj.gov](mailto:OVW.TechAssistance@usdoj.gov) prior to the JustGrants deadline with the details of the technical issues and ask for permission to submit an application via email. See solicitation for what is needed for the request.

NOT guaranteed that applications submitted via email will be considered for funding, even if the email is received before the JustGrants application deadline.



# SUBMISSION OF APPLICATION

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\*\*\* Begin no later than 48 hours before deadline for both Grants.Gov and Just Grants

\*\*\* IF you are submitting applications for multiple purpose areas, make sure the correct attachments are included for each application.

\*\*\* Do not combine applications when uploading in Just Grants.

# APPLYING IN GRANTS.GOV and JUSTGRANTS

## OVW Policy on Duplicate Applications

\*\*\* One application per purpose area. If multiple for same purpose area, OVW will review the most recently submitted application.

\*\*\* 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.

# APPLYING IN JUSTGRANTS

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- 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.

# Do not wait until last minute!!!

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TWO STEP APPLICATION PROCESS!!!!

**LETTER OF INTENT: June 22, 2023**

**SAM & GRANTS.GOV Registration: June 22, 2023**

**GRANTS.GOV DEADLINE: July 11, 2023 by 11:59pm ET**

**JUST GRANTS DEADLINE: July 13, 2023 by 9:00 pm ET**

# Contact Information for Questions

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## **Grants.Gov**

support@grants.gov

1-800-518-4726

## **Programmatic Questions**

OVW.TechAssistance@usdoj.gov

202-307- 6026

## **OVW JustGrants**

OVW.JustGrantsSupport@usdoj.gov

1-866-655-4482

## **Financial Questions**

OVW.GFMD@usdoj.gov

1-888-514-8556

Q & A