



U.S. Department of Justice
OVW
Office on Violence Against Women
Working Together to End the Violence

U.S. Department of Justice
Office on Violence Against Women

Washington, DC 20530

OVW Fiscal Year 2020 Training and Services to End Violence Against Women with Disabilities Grant Program Pre-Application Conference Call

**Wednesday, December 11, 2019
2:00 PM to 4:00 PM (EST)**

WELCOME AND INTRODUCTIONS

Welcome to the Pre-Application Webinar for the Fiscal Year 2020 Training and Services to End Violence Against Women with Disabilities Grant Program (also referred to as the “Disability Grant Program”). The Office on Violence Against Women (also referred to as “OVW”) is convening this webinar to go over the FY 2020 solicitation for the Disability Grant Program. I am Sylvia Pauling, Grant Program Specialist and Solicitation Point of Contact for the FY 2020 Disability Grant Program solicitation.

The purpose of this webinar is to provide information regarding the FY 2020 Disability Grant Program solicitation. We will cover highlights of the solicitation on today’s webinar. However, it is not the intent to go over every aspect of the solicitation. All applicants are responsible for reading the solicitation and reviewing the contents of all application materials and ensuring that a complete application is submitted. Disability Grant Program staff cannot provide feedback to applicants about the quality of an applicant’s proposal or provide any information outside of that presented in the solicitation. Disability Grant Program staff will be available throughout the period that the solicitation is open to respond to any questions about application requirements. Please feel free to send questions about the Disability Grant Program solicitation to OVW.Disabilities@usdoj.gov or call 202-307-6026.

Today’s webinar will follow the order of topics as listed in the solicitation.

ELIGIBILITY (cover)

Eligible applicants are limited to: States; units of local government; Indian tribal governments or tribal organizations; and victim service providers, such as state or tribal domestic violence or sexual assault coalitions or non-profit, nongovernmental organizations servicing individuals with disabilities.

Eligibility requirements will be discussed indepth later in the presentation.

DEADLINES (cover)

Applications are due by 11:59 PM Eastern Standard Time on January 16, 2020. Please note this is 11:59 PM Eastern Standard Time. Applicants are encouraged to submit applications 24-48 hours prior to the deadline.

To submit an application, all applicants must obtain a Data Universal Number System (DUNS) Number and register online with the System for Award Management (SAM) and with Grants.gov. To ensure sufficient time to complete the registration process, applicants must obtain a DUNS Number and register online with SAM and with Grants.gov immediately, but no later than December 20, 2019. This allows time for issues to be resolved, which can take several weeks. If an applicant has an issue with DUNS, SAM or Grants.gov, keep a record of all communication (this information may need to be presented to OVW at a later date).

CONTACT INFORMATION (page ii)

If you have any questions regarding the Disability Grant Program solicitation, contact OVW at 202-307-6026 or email any questions to OVW.Disabilities@usdoj.gov.

SUBMISSION AND NOTIFICATION INFORMATION (page ii)

Disability Grant Program applications will be submitted through Grants.gov. If you have questions regarding the registration or submission process through Grants.gov, please contact Grants.gov Applicant Support at 1-800-518-4726

The Grants.gov number assigned to this announcement is OVW-2020-17620.

OVW anticipates notifying applicants of funding decisions by October 1, 2020.

WHAT IS THE PURPOSE OF THE PROGRAM

What is expected?

- Capacity Building (A measurable improvement in an organization's ability to create sustainable change within and between organizations that improves the response to individuals with disabilities and Deaf individuals who are victims of the four crime areas and to hold perpetrators of such crimes accountable.
- Balanced: Increase access, safety and knowledge (Conducting safety and access reviews, creating welcoming and accessible materials, developing and enhancing policies and procedures).
- Develop and enhance true collaborations (The focus of your work should parallel the mission and expertise of the agencies around the table; Every organization represented should be able to impact change in the lives of survivors; Every partner should be able to contribute to the collaboration.

- Work is internal, between the organization on the MDT and not outside the MDT.
- Structured process that has been developed by OVW (this will be discussed later)

The Disability Grant is NOT

- Direct Services
- Community Outreach and Education

PURPOSE AREAS (page 2)

Funds under this program must be used for one or more of the 8 purpose areas (see section purpose areas)

- New Applicants (DO NOT identify which purpose areas they will work on because the structured process will cover most of them.
- Continuation Applicants (MUST identify a purpose area)

OVW PRIORITY AREAS (page 2)

In FY 2020, OVW is interested in supporting the following priority areas.

1. Reduce violent crime against women and promote victims safety through investing in law enforcement, increasing prosecution, and promoting effective prevention.
2. Increase efforts to combat stalking.
3. Address the specific challenges that rural communities face in responding to domestic violence, dating violence, sexual assault, and stalking.

There will be no additional points.

OVW DOES NOT FUND (page 3)

Activities that compromise victim safety and recovery or undermine offender accountability.

- Examples: Procedures or policies that compromise the confidentiality of information and/or privacy of persons receiving services. Partnering with individuals or organizations that support/promote practices that compromise victim safety and recovery or undermine offender accountability. (Please see Solicitation Companion Guide for additional information)

Out-of-Scope Activities

- Research Projects (formal or informal)
- Surveys (surveys will be built into the structured process)

- Projects that focus on children

TYPE OF APPLICATIONS (page 4)

1. **New** – Applicants that have never received funding under this program or whose previous funding expired more than 24 months ago.
 2. **Continuation** – Applicants that have an existing or recently closed (within the last 24 months) award under this program. If an applicant received an award under this program previously, but it has been more than 24 months since the award has been active, then the applicant can choose to submit either a new or a continuation application, but neither type of funding is guaranteed.
- Subtypes (more details will be provided later)
 - Who is not eligible
 1. New award for 36 months in FY 2018 or FY 2019
 2. Continuation award for 24 months in 2019
 3. Organization that is partner or subrecipient on a 2019 award is NOT eligible to apply or be a partner on a 2020 application.

OVW will not fund the same entity, as either a lead or partner/subrecipient, on more than two discretionary awards in FY 2020

Current grantees with a substantial amount of unobligated funds remaining (50 percent or more of the previous award) as of March 31, 2020 without adequate justification may not be considered for funding.

- **Please contact me directly with any questions in reference to this.**

AWARD PERIOD AND AMOUNT (page 14)

1. New, state-focused project, 36 months, \$500,000
2. New, local-focused project or tribal focused, 36 months, \$425,000
3. Continuation, state-focused project, 24 months, \$400,000
4. Continuation, local-focused project, 24 months, \$325,000

The funding amount is for the entire 36 or 24 months and not each year.

Awards will be made as cooperative agreements. Cooperative agreements are a form of award under which OVW expects to have ongoing substantial involvement in award activities. For this program, the substantial involvement includes, but is not limited to, regular contact (electronic, telephonic, and in person) between OVW and grant recipients. OVW review and approval of all products and materials, and grant recipient participation in proactive technical assistance, such as attending and participating in new grantee orientation and training institutes, webinars, and site visits.

ELIGIBILITY (page 7) – Three Main points to Eligibility

- I. The following entities are eligible to apply for this program (34 U.S.C. § 20122 (c)):
 1. States
 2. Units of local government
 3. Indian tribal government or tribal organizations.
 4. Victim service providers, such as state or tribal domestic violence or sexual assault coalitions or non-profit, nongovernmental organizations serving individuals with disabilities.

- II. New or Continuation and State or local
 - A state-focused project is a multidisciplinary collaborative team (MCT) comprised **solely** of organizations that operate at the state level (e.g. a state independent living council, state or tribal domestic violence and/or sexual assault coalition). A state-focused project may concentrate efforts between the organizations on the MCT, or in one to two communities within the state (pilot sites).
 - A local-focused or tribal-focused project is a MCT comprised **solely** of local, tribal or community-based organizations (e.g. a center for independent living, community mental health organization, rape crisis center, domestic violence shelter/program). Grant activities will focus within and between the local, tribal or shelter/program). Grant activities will focus within and between the local, tribal or community-based organizations represented on the multidisciplinary team.
 - No mixing of state and local organization, must be all local organizations or state organizations.

- III. Required Partnerships-Multidisciplinary Collaborative Team/Memorandum of Understanding
 1. At least one victim service provider or tribal organization serving victims of domestic violence, dating violence, stalking, or sexual assault.
 2. At least one non-profit, nongovernmental organization or tribal organization servicing individuals with disabilities and/or Deaf individuals.
 - New Applications, a college or university may not be proposed as a partner.
 - Continuation applications, a college or university may be proposed as a MCT member.

Applications must meet all of these requirements. If not, then application will be removed from consideration.

MANDATORY PROGRAM REQUIREMENTS (page 5)

New Applicants

- **Planning & Development and Implementation Phases** (OVW mandates that new grantees engage in an intensive, structured process that includes a planning and development phase prior to an implementation phase. New grantees must work closely with OVW and the OVW-designated technical assistance (TA) provider throughout the award. Project activities during the planning and development phase have been predetermined by OVW. Applicants should not propose activities beyond those listed. Implementation phase activities will be identified in the strategic plan drafted during the planning and development phase.
- Looking at whole organization and not just a few individuals
- **Technical Assistance is required (TA)**
- **Decision-Maker Participation** (The Executive Director, CFO, CEO, Board of Directors and other decision-makers from all organizations involved with the project must be involved in an active and meaningful manner throughout the life of the project. They should expect to attend meetings and engage in collaborative discussions at various points throughout the project. They should also be prepared to implement systemic changes within their organization to improve services and responses to individuals with disabilities and Deaf individuals who have experienced violence and abuse. This participation must be outlined in the Memorandum of Understanding (MOU).

Continuation Applicants

- **Scope of Activities** (Continuation applicants must propose projects that will either enhance the previously funded project or replicate the previously funded project in a different community. Specifically, proposed activities must build upon successful initiatives undertaken and funding during the previous award period.
- **Critical Assessment** (Continuation grantees will be required to re-examine proposed activities to ensure that they enhance and build upon initiatives undertaken and funded during the previous award period. This review will take place within six months of the project start date.)

- **Purpose Area**

APPLICATION

1. Incomplete applications will not be accepted and will be removed from consideration.
2. OVW will not ask for missing documentation
3. Applications that do not include the following will be considered substantially incomplete and will NOT be considered for Funding;
 - Project Narrative
 - Budget Detail Worksheet and Narrative
 - Memorandum of Understanding (MOU)

Formatting and Technical Requirements (page 9)

Application Contents (page 10)

Summary Date Sheet (5 Pts)

Proposal Abstract (not scored)

Project Narrative for new applicants (65 Points Total) – New applicants project narrative includes only two sections (purpose of application and who will implement the project)

Project Narrative for continuation applicants (65 Points Total) – Continuation project narrative includes three sections (Purpose of application, What will be done and Who will implement)

Budget and Narrative (10 Pts)

MOU (20 Points)

Examples of items to include in budget:

Consultants/Contracts – Interpreters are contracts and not consultants

MOU Partners/Subrecipients

Compensation for partners, applicants should compensate all project partners for their participation in any project-related activities, including but not limited to, compensation for time and travel expenses to participate in project development, training, and implementation.

Training and Technical Assistance/Travel – Funds to attend OVW-sponsored training and technical assistance in the amount of \$15,000 for applicants located in the 48 states and \$20,000 for applicants located in the territories, Hawaii, and Alaska. This amount is for the entire 24 or 36 months and not per year.

Minimal local travel

Access (Printing materials, ASL Interpreters, Certified Deaf Interpreters, CART Services and technology)

Needs Assessment (Gift cards, light refreshments for survivors during focus groups)

Additional Required Information (pages 16-20)

Pages 16-20 provides information about additional required information that will not be scored during the review process but they must be included with the application

Failure to include any of the information may result in the application being removed from consideration for funding.

Some documents will be generated during the application submission process while other documents will be uploaded and attached to the application.

Submission Dates and Times (page 20)

It is the applicant's responsibility to ensure that the application is complete and submitted by the deadline.

Failure to meet the submission deadline will result in an application being removed from consideration.

Applications are by 11:59 PM Eastern Standard Time (EST) on January 16, 2020.

- The application process should begin 48-24 hours before the deadline.
- DUNS Number, SAM and Grants.gov no later than December 20, 2019

OVW Policy on Late Submissions (page 21-21)

Experiencing Technical Difficulties Beyond the Applicant's Reasonable Control (page 21)

- Issue with SAM or Grant.gov
- Unforeseeable Technical Difficulties During the Application Submission Process
- Severe Inclement Weather or Natural Disaster

Funding Restrictions (page 23-24)

Unallowable Cost

1. Lobbying
2. Fundraising
3. Purchase of real property
4. Physical modification to buildings, including minor renovations, except as allowed under purpose area 6. (Except Accommodates to meet the needs of individuals with disabilities. This will have to go through the NEPA process of submitting an application to OVW regardless of how minor for example: changing door knobs)
5. Construction

Food and Beverage/Costs for Refreshments and Meals - Not allowed

Conference Planning and Expenditure Limitation

Research and Assessments – Not allowed

Pre-Agreement Cost Approval – Not allowed

Application Review Information (pages 25-26)

Criteria

1. Summary data sheet (5 points)
2. Project Narrative (65 points)
3. Budget Detail Worksheet and Narrative (10 points)
4. MOU (20 points)

Review and Selection Process (page 26-27)

Peer Review

Programmatic Review

High-Risk Grantees

Award Dates

It is anticipated that all applicants will be notified of the outcome of their applications by October 1, 2020

Application Checklist (page 29)

Application Document

1. Letter of Intent
2. Summary Data Sheet
3. Project Narrative:
 1. Purpose of the Application
 2. What Will Be Done (Continuation only).
 3. Who Will Implement.
4. Proposal Abstract
5. Budget Detail Worksheet and Narrative
6. Memorandum of Understanding
7. Application for Federal Assistance: SF 424
8. Assurances (SF 424B) and Disclosure of Lobbying Activities (SF-LLL)

9. Applicant Financial Capability Questionnaire (if applicable)
10. Confidentiality Notice Form
11. Disclosure of Process Related to Executive Compensation
12. Pre-Award Risk Assessment
13. Indirect Cost Rate Agreement (if applicable)
14. Letter of Nonsupplanting
15. Proof of 502 (c) (3) Status
16. Nonprofit Organizations Only

Grants Financial Management Division: Slide 24

The next couple of slides are going to focus on aspects of your application that relate to the documents that our financial team, the Grants Financial Management Division (GFMD), reviews. More specifically, we'll discuss some items that GFMD has identified from prior year applications that could help with expediting our review process.

So for today, we're going to highlight certain aspects of the pre-award risk assessment and provide you a link to a detailed webinar on how to develop the budget that's part of your application package.

The first things we'll highlight are the items identified in the summary data sheet, which is completed by all applicants.

Specifically, three items we would like to discuss are the nonprofit organization requirement, the Single Audit response and the IRS three step safe harbor procedure.

If you are an eligible victim service provider/private nonprofit organization to receive Training and Services to End Violence Against Women with Disabilities Program funding, you are required to submit a determination letter from the IRS recognizing your tax-exempt status. OVW cannot make an award to any nonprofit organization that does not submit a 501(c)(3) determination letter. We highlight this specifically because applicants are not including this as part of their application, and this further delays our review. Please ensure that this document is included, if applicable.

OVW requests that all applicants provide a statement as to whether they have expended \$750,000 or more in federal funds during their last fiscal year. If they have, then they indicate that on the Data Summary Sheet, and also specify the end date of their last fiscal year. However, we are finding that applicants do not always include this information, and leave out whether or not they have met the threshold, or the end date of the last Fiscal year is not included. Please ensure this question is answered in its entirety on the Summary Data Sheet.

So another item we'd like to highlight from the solicitation is specifically for nonprofit organizations. If you use the IRS three step safe harbor procedure to determine your executives' compensation, you must reference the additional information section that

provides the required disclosure letter. We'd like to highlight that there are 4 parts of this disclosure letter that must be provided to OVW in order to comply with this requirement. The sample letter outlines all 4 parts of the disclosure, so please be sure to follow the sample and provide a response to each of the four pieces.

The next item we'd like to discuss are the financial accounting practices, which assists us during the pre award risk assessment review for all applications. Each applicant must prepare a response to ALL TEN QUESTIONS, and each question has MULTIPLE PARTS.

We've noticed from prior years that applicants do not always fully answer all parts of the questions, which in turn, requires us to reach out to the applicant which may delay recommendations. Some of the most common issues that we've encountered have been, for example, question #2, where the applicant indicates that they do indeed have internal policies, but they don't provide a brief list of topics covered in the policies and procedures. Another example of incomplete responses include question#3, where the applicant does not provide a brief summary of the organization's process for tracking expenditures, and more specifically whether or not it tracks budgeted versus actual expenditures.

So these are just a few examples, but basically, please make sure you read each part of each question and provide a full and comprehensive response.

Resources: Slide 25

This next slide will quickly highlight some resources that are available that should be used as you're creating the budget that's submitted with the application.

We recently developed an in-depth training webinar on creating a budget for OVW applicants. We're hoping to reduce any challenges you may face with the budget and make it clear what we look for when we review your budget, so this webinar provides some insight as to what we consider during our review. When you click the link at the top of this slide, it will take you to a list of resources for applicants. The first section titled Budget Information has multiple links including the training webinar called "Creating a Budget," and another link with the "Sample Budget Detail Worksheet" that you should use in conjunction with the webinar, as we pull a lot of examples from the sample budget.

Next up is the uniform guidance which can be found at 2 CFR 200, then another resource is the DOJ Financial Guide, as well as the program specific solicitation. If you need assistance finding these resources, please feel free to contact our helpdesk.

Contact Information: Slide 26

Which brings me to the last slide, with our contact information. We know this can be a lot of information to process, so if you have any questions specifically about the financial

information we just discussed, please feel free to contact the GFMD helpdesk at 888-514-8556 or by email at OVW.GFMD@usdoj.gov.

OVW CONTACT INFORMATION

Email : OVW.Disabilities@usdoj.gov

Call: 202-307-6026

Grant POC: Sylvia Pauling, Grant Manager Sylvia.pauing@usdoj.gov
202-514-0748