

Welcome to the Office on Violence Against Women pre-application call for the FY 2020 Training and Technical Assistance Initiative Solicitation. My name is Neelam Patel, and I am the OVW Team Lead for Training and Technical Assistance. Also on the webinar is Suheyla Lasky, OVW Grant Financial Management Division Financial Analyst.

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. It will be useful for you to have a copy of the solicitation either printed or downloaded during this call as we will be referring to specific sections of the solicitation and page numbers.

Please note that during the course of the application process, OVW staff cannot provide any feedback pertaining the quality of your application or provide feedback on proposed project deliverables. OVW staff cannot provide information outside of that presented in the solicitation that would give an advantage or even the appearance of an advantage to an applicant. OVW staff is available throughout the open period to address any questions about the solicitation's application requirements. Please feel free to send all questions to OVW.TechAssistance@usdoj.gov.

The first item I will go over are the due dates. First and most importantly, the application due date is Wednesday, February 26, 2020 no later than 11:59 pm EST through Grants.Gov. Please plan your submission accordingly so you do not miss the due date and time. I will discuss the submission process later in the presentation. Also, the Letter of Intent due date is January 29, 2020. I will discuss the letter of Intent later in the presentation.

Finally, all applicants must obtain a Data Universal Number System, called DUNS for short, and register online with the System for Award Management, called SAM for short, as well as register with Grants.Gov, as soon as possible if you anticipate submitting an application, and it's highly recommended to complete the registrations no later than January 29, 2020. Before I move on in the presentation, I would like to provide you all with a list of the acronyms you will see throughout the solicitation. This is for your reference as you review the solicitation. For example, you will see TTA throughout the solicitation – this means Training and Technical Assistance. And the short name of the OVW Training and Technical Assistance Initiative is TA Initiative.

The primary purpose of the OVW TA Initiative is to provide direct Training and TA to existing and potential grantees and sub-grantees to enhance and support their efforts to implement projects supported by OVW grant funds. OVW's TA is designed to build the national capacity of justice system professionals and victim service organizations to respond effectively and efficiently to domestic violence, sexual assault, dating violence and stalking. It is also to foster partnerships among organizations that have traditionally or not traditionally worked together to address violence against women.

Please note that proposed activities must serve one of more of the OVW grant programs and eligible entities and individuals to receive OVW grant funds. I recommend you visit the OVW website to learn more about the OVW grant programs and to determine which programs you propose as the target audience for your project. OVW TA Initiative is not intended for applicants seeking funding to attend a training or host training and technical assistance event 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, this is not allowable under this solicitation.

We are now going to move to the Purpose areas, covered on pages 2 through 9. OVW has three distinct categories of training and TA: Targeted, Competitive Comprehensive, and Non-Competitive Comprehensive. OVW will support only the Targeted and Comprehensive TTA purpose areas identified in this solicitation. Applicants requesting to develop Targeted or Comprehensive projects for issues other than those listed in the solicitation will be removed from consideration. Applications that modify or expand an OVW purpose area, including combining two or more 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 FY 2020 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 TA are projects are those that promote the consistent delivery of TA and training for certain grant programs,

professions, and core/critical areas. Comprehensives are competed every 5 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 if there are no applications that effectively address the purpose area or if there are not sufficient funds to fully support the purpose area. Current Comprehensive TA grantees that are eligible for non-competitive comprehensive funding in 2020 to continue one of the non-competitive comprehensive projects listed in the solicitation will be contacted directly by OVW. Applications for a non-competitive comprehensive purpose area who are not the TA provider already funded for these non-competitive comprehensive purpose areas list in the solicitation will be removed from consideration.

Please note that OVW will only support the targeted and comprehensive projects identified in the purpose area section in the solicitation. Again, applications that propose to develop projects other than those listed in the solicitation will be removed from consideration. Please also respond to the purpose area description content for which you are applying for. It is the responsibility of the applicant to list the purpose area for which they are applying on the Summary Data Sheet which I will cover later in this

webinar. Please note that there is not a limit to how many purpose areas an organization can apply for. However, applicants must clearly distinguish which purpose area they are applying for in each application and in the summary data sheet. Applicants must submit separate and distinct applications for each purpose area for which they are applying. OVW will not match submitted applications to the purpose area. So if you are applying for multiple purpose areas and you have multiple applications submitted in Grants.Gov, and the wrong item is attached to the application, OVW will not match the right document to the right application. The project period and amount of funds for each purpose area is listed in the solicitation and we request you do not exceed this amount or project period.

OVW has four office wide priorities for 2020. They are listed on page 8. Many of the TA purpose areas addresses one or more of the priority areas. Applicants are encouraged to incorporate one or more of the priorities into their proposed project, as and if appropriate.

Out of Scope activities are listed on pages 9. Please review this carefully. An application that does not sufficiently address one of the enumerated purpose areas in the solicitation will be deemed as out of scope. Also, I do want to mention that one of the out of scope activities is that direct victim

services which is unallowable under the OVW TA initiative. Also, training and TA focused on a single state, region, or geographic community, unless specified in the purpose areas, is considered out of scope.

Page 10 lists activities requiring prior approval. If you include any of these activities, such as surveys and in person events, please make sure you clearly understand and that you clarify in your application that you must seek OVW approval of these activities if you are funded for the purpose area.

Page 10 explains the availability of funds and that funding is not guaranteed in the future, including for purpose areas (new and continuation of purpose areas) and all awards are subject to the availability of appropriated funds.

I will now move onto the Award Periods and Amounts, which is listed for each competitive purpose area. And I have already stated before, applicants should not exceed the amounts stated for each of the purpose area or exceed the 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 a purpose area, and the

cap of the purpose area is \$500,000, then the applicant should really 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 contacted directly by their program specialist to determine the amount of their application. All FY 2020 TA awards will be made as a cooperative agreements, which will require an active participation with OVW in the development and implementation of the project.

I'll now move on to types of applicants. Continuation applicants are either an applicant that has an existing TA award for the purpose area for which they are applying for or a recently closed TA award (within the last 12 months) for the purpose area for which they are applying for in FY 2020. New applicants are applicants that either never received OVW funding under the TA Initiative, or current or past recipients of OVW TA funding that are applying for a purpose area for which they have not received funding for in the past, or is a past recipient of the purpose area which the project has been closed for over 12 months. I also want to mention that all current TA grantees with a substantial amount of funding remaining in projects they are applying for in purpose areas this year and has enough funding

remaining as of March 31, 2020 without adequate justification, may not be considered for funding or may receive a reduced award amount if selected for funding for that purpose area in FY 2020.

Page 11 lists the mandatory program requirements for the TA Initiative.

Please make sure your application includes the amount required in your budget for attending OVW sponsored trainings which means sending your proposed project staff to OVW trainings for their own skill building and development. See the budget section for more information on the required amount. Also, all applicants must include a planning period for their proposed project and the period of time for the planning of the project must be incorporated the timeline which is in the “What Will Be Done” section, which will be covered later in the presentation. The period of time for the planning the project is really at the applicant’s discretion and it will be reviewed accordingly on what they are proposing.

Page 11 lists the eligible applicants for the program – also listed on the cover of the solicitation. Please note that all applicants must have the capacity and expertise to provide TTA at the national level.

Please note that applicants are limited to one application per purpose area. Applicants submitting applications for multiple purpose areas must apply separately for each purpose area and have different project titles. If an applicant submits multiple applications for one purpose area, OVW will only review the most recently submitted application in Grants.Gov before the deadline.

Next I will move onto the Letter of Intent. Although not required, it is encouraged that applicants are submit a Letter of Intent to ovw.techassistance@usdoj.gov by January 29, 2020. This will ensure that applicants are well positioned to successfully submit their applications by the deadline. Letters should state that the organization is registered and current with their SAM and Grants.Gov registration. Applicants should also list all the purpose areas their organization anticipates applying for – include the number of the purpose area and purpose area title. This letter will not obligate potential applicants to submit an application, nor for interested applicants who do not submit a Letter of Intent they are still eligible to apply.

Moving on to the application requirements as stated on page 13. A complete application includes the summary data sheet, project narrative,

budget worksheet and narrative, memorandum of understanding (which is MOU for short), and one letter of support. Applications missing either the project narrative, budget, MOU, and letter of support will be deemed as incomplete and not considered for funding. Please read the application criteria very carefully for each section and respond to the criteria requested. Also, please follow the formatting and technical requirements as stated on in the solicitation. Points may be deducted for applications that do not adhere to the formatting requirements.

As I mentioned previously, the Summary Data Sheet is required in the application. The Summary Data Sheet is explained on page 13. The Summary Data Sheet is scored and is worth 5 points, but an application is not deemed incomplete if it is missing the summary data sheet. However, this document is very important as it lists important information about the applicant. Specifically, you should list the purpose area for the application in the summary data sheet – the number and purpose area title, as well as the grant programs you are targeting (and again, please visit the OVW website if you are unfamiliar with all the OVW grant programs). The summary data sheet should also include the title for your proposed project – we request you use simple and clear project titles. Also please list all your

project partners in the Summary Data Sheet and include the amount of funding that each partner will receive on the project. Additionally, the Summary Data Sheet asks applicants to include a list of other federal grant programs from which the applicant currently receives funding or will be applying for in FY 2020 to do similar work and a list of current awards or applying for at OVW. The summary data sheet is not included in the page limit for the project narrative.

So now to the project narrative – worth 65 points –which consists of the purpose of the application, what will be done, and who will implement. Please note that applicants applying for a targeted purpose area are limited to 20 pages double spaced for the project narrative and competitive comprehensive and non-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 and projects should be responsive to the purpose area and the target audience. Also, the Who Will Implement section asks for resumes or job descriptions for all key personnel. These resumes and job descriptions are not part of the maximum page limit for the project

narrative. Also, please do not include photos and images in your project narrative. Again... as mentioned previously, please follow the font and spacing requirements if you are using a chart in your project narrative. For the What Will be Done section, you must provide a clear link between the proposed activities and the need that you identified in the purpose of application section. One question that we receive frequently is what types of delivery methods should an applicant propose in their project. The delivery methods applicants choose for the proposed project should be best suited for the goals and objectives stated in the application and those that will be most effective in providing TA and training to the grantees. So, for example, one applicant may be proposing mostly webinars or e-learning for one purpose area, and then for another purpose area for which they are applying for, maybe they are proposing a hybrid of in – person and webinars along with on-site technical assistance. 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 that proposed purpose area, as well as what is your experience with the delivery method. I also want to draw your attention to the criteria for this section on accessibility in the what will be done section— all TA and training must be responsive to individuals with disabilities,

individuals that are hard of hearing or Deaf, or are limited English proficient. Finally, as stated previously, a planning period is required in the project narrative. The timeline, which is included in the what will be done section, must be included in the body of the project narrative and not a separate attachment.

Moving onto the budget worth 15 points, as stated previously, each purpose area has a budget cap and project period. Please note that the budget is not part of the 20 or 25 pages for the project narrative. Please make sure you've carefully consider the resources needed to successfully implement the proposed project. As I stated and explained earlier in the example, please determine how much money you need for the purpose area and if you don't need the full cap then don't apply for the full cap. We just want to make sure you apply for the amount of money that will help you successful implement the proposed project. As a reminder, OVW has the discretion to make awards for greater or lesser amounts than requested and to negotiate the scope of the work and budget prior to the award of a grant. Keep in mind that the costs in the budget should correlate with what the applicant is proposing in the project narrative and there must be a clear link in the budget and project narrative. For example, if your budget

includes expenses for an in-person training in the budget, then the in-person training should be listed in the project narrative. Also, for staffing, if you listed someone in the budget or a to be hired position, you should be discussing that position in the project narrative and that the first time a person's name or that position is mentioned should not be in the budget. As I mentioned earlier, there is a requirement for OVW training for TA providers, so keep in mind that all applicants need to include funds to attend OVW sponsored events and trainings. That funding is also to attend any required OVW meeting that you will be required to attend as a TA provider. This funding is required for all applicants, even if you are in the District of Columbia or in the greater DMV area. Additionally, please be mindful that all applicants must make their training and TA accessible as I explained earlier, which may include translation of materials, interpreters, captioning, etc. You must include those expenses in your budget. Finally, 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 when you are allocating costs to these activities. The next couple slides are going to focus on the 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.

Hi thanks Neelam. So for today we are 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 is part of your application packet. So the first things we'll highlight are the items identified in the summary data sheet, which is completed by all applicants. Specifically, we would like to discuss are the Single Audit response and the IRS three step safe harbor procedure. 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 they leave out the date of the last Fiscal year. Please ensure this question is answered in its entirety on the Summary Data Sheet. Another item we'd like to highlight from the solicitation is specifically for non profit organizations. If you use the IRS three step safe harbor procedure to determine your executives' compensation, then 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 their 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 the parts of the questions, which in turn, requires GFMD to reach out to the applicant which may delay recommendations. One of the other things that happens is that maybe you are reusing the responses from a previous year solicitation application and we, from time to time, make changes to the questions, so you have to read through all of the questions fully and answer each of them fully before you submit it with your application. 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 and that is one of the secondary questions to that question as well. Another example of incomplete responses includes 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 there are multiple layers to that question and a lot of time we need a response yes, we track it, and there is no elaboration to that process which is required in that response. These are just a few examples, but basically please make sure you read each piece of each question and provide a full and comprehensive response.

This next slide will quickly highlight some resources that are available that should be used as you're creating the budget to be submitted with the application. We recently developed an in-depth training webinar on creating a budget for OVW applicants and we are 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 OVW financial staff considers during our review. When you click the link at top of the 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, which is called creating a budget, and there is another link in that same section called sample budget detail worksheet and you're going to want to use that sample budget in conjunction with the webinar because we use examples from the sample budget as we go through all the parts of the webinar. <https://www.justice.gov/ovw/resources-applicants>.

Next up on this list 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 contact the GFMD helpdesk.

Which brings me to this last slide for us which is the contact information for GFMD. We know at a lot of the information we just gave you will be a lot to process, so if you have any questions specifically about the financial information that we just discussed, please feel free to contact the GFMD helpdesk at 888-514-8556 or send us an email at OVW.GFMD@usdoj.gov. Thanks Neelam.

Thank you Suheyly. Moving onto the memorandum of understanding (MOU). The MOU is worth 10 points and is not part of the 20 or 25 pages of the project narrative. Please read this section very carefully and begin working on this section as soon as possible. The MOU should connect to

the project narrative activities and the budget. Applicants should start the development of their MOU as soon as possible because of the signatures involved. OVW requires all applicants to enter into an MOU with key partners who will bring the necessary substantive expertise to the project, so start this document as soon as possible. Key project partners 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 participation. Any partner that does receive funds is considered a key partner. Letters of support or letters of commitment from a partner in lieu of an MOU will not be considered in place of an MOU.

MOU's should be signed and dated by the authorized representative of each proposed project partner agency and/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 "consultants" category that works on their organization's books – the answer is no, the accountants are 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 can submit multiple signature

pages. For example if you have 8 partners, it might be very difficult to get all 8 signatures on one page. So maybe you have one signature per page. But make sure all signatures are legible if scanning the signature pages, and that all applicants should know who all the partners are and that all partner names should be listed on all the signature pages so that of all the partners know who each other are on this project. There is no page limit for the MOU but we do recommend that you do not go excessive with the MOU pages and include information not requested in the solicitation. For example, in the past I have seen MOUs with over 15 -30 pages, which did not include the signature pages and the applicant still didn't respond to the criteria in the solicitation. So please remember, respond to the criteria requested.

The Letter of Support is worth 5 points. Only one letter of support is required in FY 2020 and if you submit multiple letters, only one of the letters will be reviewed and scored and it will be the discretion of the OVW peer reviewers and OVW to determine which letter will be reviewed and scored. For any applicant that has never had an OVW TA grant before, you should include a letter from a recipient of any training and TA that you provided in the past. Please make sure you provide the criteria in the solicitation for letter of support to the organization and/or individual that will

be writing your letter of support. The organization or individual providing the recommendation of support must write the letter, not the applicant.

Please note that applicants will not receive additional points for more letters of support.

Other documents to be submitted with your application include the abstract, which is not scored and should be a short summary of your project, non supplanting letter, and the indirect cost rate agreement, if applicable.

Also, please see page 19 for other required information. Please note that this year continuation applicants for a purpose area are not required to submit a status of current project and please do not submit a status of current project.

Next, is the Registration, which is on page 22-23: To ensure that all applicants have ample time to complete the registration process, applicants must obtain a DUNS number, register online with SAM and with Grants.gov immediately, but no later than, January 29, 2020. Lack of registration, or not renewing registration on SAM and Grants.Gov, was the reason some past applicants were unable to submit their applications before the deadline. Failure to register in a timely manner, or verify that your organization's registrations are active well before submission of the

application, are not situations of experiencing unforeseeable technical issues to request a late submission.

So now I will now move on to late submission requests, which is explained on page 24. As I said before, you want to make sure you register well in advance and also upload your application as soon as possible and not so close to the due date and time because you want to anticipate any technology issues with uploading your application.

Any applicant requesting a late submission must follow the instructions listed in the solicitation, which includes requests due to severe weather or natural disaster and technical difficulties beyond the applicant's reasonable control.

Please contact OVW at the earliest possible date, but no later than 24 hours from the due date and time and please note failure to begin the registration and application submission in sufficient time or even having the correct version of Adobe is not an acceptable reason for a late submission.

The correct Adobe software. We have seen this many times where applicants in the past were not able to submit their application by the due

date and time because they did not have the correct version of Adobe on the computer where they were going to upload their application.

Also, in order to make sure your application is successfully submitted in Grants.Gov, it is recommended that applicants begin the submission process at least 48 hours prior to the deadline, not later than 24 hours from the due date. Again, as I explained earlier, you don't know what technical issues that 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. In the past, we have seen applicants submitting multiple applications for different purpose areas and then they uploaded the wrong attachments to the wrong application, for example, the wrong MOU to the wrong application. OVW will not move the incorrect documents to the correct application. So again, this is a reason why to make sure you upload well in advance so that you can catch those errors prior to the close of the solicitation.

Now I will move on to attaching your application in Grants.Gov. On page 28, there is a list of specific characters not to use in the titles of your attachments. Do not use any fancy characters to save your documents

and upload in Grants.Gov. This is an error many applicants have experienced when they try to upload their application in Grants.Gov and it gets rejected. Also, see page 28 when labeling your attachments. Label your documents for each application simply, such as “FY 2020 OVW Project Narrative” Or “FY 2020 OVW budget”... And if you are submitting multiple applications for different purpose areas, please make sure you list as “FY 2020 OVW Budget Purpose area 1” or “2”. And please make sure you do not upload attachments multiple times. Many times we have seen applicants upload their project narrative or MOU or Budget two, three, four or five times and we don’t know which one to review.

As I’ve discussed previously, organizations can submit applications for multiple purpose areas, however only one application per purpose area and do not combine all your applications into one application in Grants.Gov. As I stated earlier, make sure you are uploading the correct documents to the correct application, label them correctly as well, and OVW will not move the documents to the correct application if you uploaded to the wrong application.

One area to discuss is the policy of multiple applications. OVW will review the most recent system-validated version of the application if you submitted multiple applications for the same purpose area. Additionally, please do

not submit a “test” application to check if the Grants.Gov is working. Submitting a test application will be considered an application for your organization. If you have technical issues, please make sure you contact Grants.Gov. One thing to keep in mind is if you are giving the responsibility to upload the application to someone in your organization, make sure that individual has access to their email and are checking on a regular basis to making sure there isn’t a rejection from Grants.Gov due to uploading issues. As I mentioned earlier, uploading issues could be incorrect characters and that has been a frequent reason for late submission requests, where the person uploading it on vacation the next day and isn’t checking their email and their application got rejected. OVW will not provide confirmation if applications were received.

Just a couple of final reminders. The application is due Wednesday February 26, 2020. Register for SAM, DUNS, and Grants.Gov no later than January 29, 2020. Make sure your SAM registration is active if you have one and it is active and you have the correct login and password well in advance. Letter of intent are due January 29, 2020.

Some other final reminders are to read the solicitation thoroughly. This was a very fast overview of the solicitation and we recommend that you

clearly and carefully read the solicitation; respond to the criteria and respond to the purpose area description and respond to the criteria in each section. 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 start your uploading at least 48 hours from due date and time.

Please email OVW.TechAssistance@usdoj.gov if you have any questions.

Thank you very much.