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Good afternoon, everyone. Welcome to today's webinar. This is the pre-application information session for the FY 2020 Underserved Program. I am Kara Moller, the OVW Program Specialist who manages the Outreach and Services for Underserved Populations Program (or, Underserved Program for short).

The purpose of this session is to provide information regarding the Underserved solicitation. We will highlight a few key sections in this solicitation, however it is not the intent, nor is there sufficient time, to go over every aspect today. The Solicitation contains detailed information about eligibility, applications requirements and instructions on how to apply. Applicants are responsible for reading the FY 2020 Underserved Solicitation in its entirety and ensuring that a complete application is submitted.

Today's webinar is about an open solicitation. Therefore, in order to maintain fair and open competition, I cannot provide any feedback to applicants about the quality of a proposal or guidance on project design. However, I am *available* to answer questions about anything in the solicitation or let you know whether something is allowed.

We will end with a Questions and Answer portion. If you still have questions after this session, please send them to the Underserved email mailbox at OVW.Underserved@usdoj.gov.

It will be helpful to have the Solicitation in front of you for a point of reference during this information session.

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The Underserved Program is one of OVW's newest programs. It was authorized in the Violence Against Women Reauthorization Act (VAWA) of 2013 and began making competitive grants in 2016. The

purpose of all grants made by the Underserved Program is to develop and implement outreach strategies targeted at victims of domestic violence, dating violence, sexual assault, or stalking in underserved populations - and to provide victim services to meet the needs of those victims.

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This includes these five purpose areas, or strategies, *to meet that goal*.

- working with governments, agencies, and organizations to develop or enhance population specific services.
- strengthening the capacity of underserved populations and traditional victim service providers to provide population-specific victim services. (areas 2 and 3)
- Under area number 4, grant funds can be used to enhance the criminal and civil justice system response by training them about the needs and specific issues faced by victims of domestic violence, dating violence, sexual assault, and stalking from underserved populations.
- Finally, the fifth one is working in cooperation with an underserved population to develop and implement outreach, education, prevention and intervention about specific issues faced by victims of domestic violence, dating violence, sexual assault, and stalking from underserved populations.

These are the things you can do under this grant program. Please review the purpose areas carefully as project activities funded through the Underserved Grant Program must fall under one or more of these purpose areas. Which, again, remember - must be for the overall purpose of providing or enhancing population specific outreach and service to

victims of sexual assault, domestic violence, dating violence and/or stalking in the targeted underserved community.

Some examples that I hope will help illustrate the types of projects we fund:

- A Deaf program who is also a victim service provider partners with multiple agencies that provide services their Deaf survivors may need (such as agencies that provide housing, employment, etc.). This Deaf victim service provider will work with these partner agencies to improve their knowledge and capacity on serving Deaf survivors and to make these agency's current services more trauma informed and deaf-friendly/appropriate. Grant funds will also support 2 part time deaf advocates who will provide direct services to survivors.
- A community based organization with the primary purpose to serve the Muslim community is a multi service agency and has clients who they know are victims of sexual assault, but this is not their expertise and they do not provide victim services. They partner with a Rape Crisis Center who will train the Muslim organization's staff on working with sexual assault survivors, help them develop some core services, and provide supervision and assist with cases, etc. Grant funds will pay to translate the Rape Crisis Center's brochures into Arabic and other languages and those will include both agency's information.
- A LGBT youth center partners with a sexual assault program. Grant funds will support the sexual assault center training the LGBT center staff, their time helping the LGBT grantee develop the structure and content for support groups, and for the first year, sexual assault center staff will co-lead the support groups with the LGBT center staff. Conversely, the LGBT center staff will conducted quarterly training of the sexual assault center staff about working with LGBT youth. The two organizations will meet

monthly during the lifetime of the grant. Other activities include helping the sexual assault center update materials and their office to show they are LGBT friendly, developing pamphlets on LGBT sexual assault, and staff from both agencies meeting with sexual assault victims together.

- A Rape Crisis Center and an Independent Living facility developed and delivered training to transit and city police officers about responding to survivors with disabilities. The Independent Living facility would use grant funds for a part-time staff person to coordinate when a resident discloses a sexual assault to ensure the Rape Crisis center understands the needs of that survivor with disabilities. Cross-trainings on sexual assault and working with people with disabilities will take place every 6 months.
- An orthodox Jewish social service agency partnered with a Domestic Violence agency and together they will develop and then co-train all local law enforcement about what it means for orthodox Jewish families to experience domestic violence, and things to know such as how they'd react to police coming to their door. When the orthodox Jewish agency identifies a survivor of domestic violence, they will coordinate with the Domestic violence program to provide the direct services. Collaborative meetings will take place quarterly and staff at the Jewish organization will advise the DV agency to understand cultural competency around these clients.
- An LGBT health clinic partnered with their local rape crisis center to jointly develop a sexual assault response team specific to the city's LGBT community. The two organizations meet monthly. They also work together to co-train other social service organizations, hospitals, and government responders about LGBT sexual assault survivors. They will create materials about LGBT sexual assault, and co-train youth organizations serving the LGBT community.

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In FY 2020, OVW is interested in supporting four office-wide priority areas. Information regarding these can be found on page 2-3 of the solicitation.

For Priority Area 1, Applicants are encouraged to include activities that address purpose area 4.

For Priority Area 2, Applicants are encouraged to include victim services that go beyond crisis intervention to advance the long-term healing, safety, stability, and self-sufficiency of victims, such as education assistance, vocational training, employment services, financial counseling, etc.

For Priority Area 3, Applicants are encouraged to address stalking, including the intersection of stalking and use of technology.

For Priority Area 4, Applicants are encouraged to propose projects that serve rural communities. Applications that do so must clearly identify what makes the geographic service area rural and how they will address specific challenges in rural communities.

Addressing priority areas are optional. Applicants are encourage to consider these when developing their projects, however, no additional points will be given.

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OVW does not fund activities that jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions.

This slide highlights ones that have been identified as relevant to the Underserved Program, but this list is not exhaustive. Information on activities that compromise victim safety and recovery and undermine offender accountability can be found in the Solicitation Companion Guide.

Applications that propose any activities that compromise victim safety and recovery or undermine offender accountability may receive a deduction in points during the review process or may be eliminated from consideration entirely.

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Pages 3-4 in the solicitation list activities that are out of scope for the Underserved Program. The Underserved Program does not fund:

1. Research projects.

This does not include assessments conducted only for internal improvement purposes (which can only be up to one percent of the award). For information on distinguishing between research and assessments, see the heading on this topic in the Funding Restrictions section of this solicitation and the Solicitation Companion Guide.

2. By STATUTE, this program addresses only ages 11 and older. Activities and services for children under the age of 11 are out of scope. The only exception is when providing ancillary services to a victim's child because there is a need and connection to providing victim services for the parent (such as children of victims residing in a shelter with their abused parent).

3. Except in the limited context of protection order proceedings or for limited immigration matters affecting the victim's ability to maintain safety, legal services are out of scope. Grant funds *cannot* be used to provide legal representation in civil or criminal matters, such as family

law cases (divorce, custody, visitation, and child support), housing cases, consumer law cases, etc.

4. Sexual Assault Medical Forensic Examiner programs are out of scope.

5. Grant funds can only be used to support services related to the populations' experience of domestic violence, dating violence, sexual assault, or stalking.

6. Any Training, outreach, education, prevention, and public awareness must be directly linked to providing or enhancing population specific services for victims of domestic violence, dating violence, sexual assault, or stalking from the targeted underserved populations.

7. Nationally or regionally focused projects are out of scope. Service areas should correspond to the communities accessing victim services provided by the organizations involved. This is not a training and technical assistance program.

8. Hosting or presenting at national or regional conferences is out of scope. If presenting locally relates to the targeted service area that *could* be allowable, but only if it is something that directly benefits the project's targeted community and goals/objectives of the approved project.

Including any of these will result in significant point deductions or removal of your application from consideration altogether. And, if funded, are prohibited activities.

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These are 5 unallowable activities across nearly all OVW grant programs. Information for these can be found on pages 22-23 in the solicitation. Following that are information on other restricted areas

including food/beverage, conference planning, research and assessments, and we do not fund pre-agreement costs.

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The grant award period is for 36 months. Please note this is a change from prior years, when we used to make 2-year grants. So, please make sure your project and budgets reflect 36 months of Activity.

Generally, the award period will start on October 1, 2020.

Grants are made for up to \$450,000. That's for the entire 3-year period, NOT per year.

OVW expects to make up to 10 grant awards.

We are accepting both New and Continuation Applications. Grant recipients funded in FY 2019 are NOT eligible to apply. However, please note an error here due to template language here regarding 2018 grantees. 2018 grantees ARE eligible to apply this year.

Additionally, 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, or may receive a reduced award amount if selected for funding in FY 2020.

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The types of applicants eligible to apply are detailed on pages 5-6 of the solicitation. In FY 2020, the *only* eligible applicants are victim service providers and populations specific organizations that are one of the following.

1. LGBT organizations, meaning an organization for which the primary purpose of the organization as a whole is to serve LGBT individuals.
2. Religious minority organizations, meaning an organization for which the primary purpose of the organization as a whole is to serve members of a religious minority who face barriers accessing and using victim services.
3. Deaf programs, meaning a program that is run by and for Deaf individuals. The program may be a stand-alone Deaf domestic violence and/or sexual violence victim service provider, a general Deaf services nonprofit, nongovernmental organization, or a Deaf domestic violence and/or sexual violence program administratively housed in a hearing victim service provider.
4. Disability programs, meaning a victim service provider or organization serving individuals with disabilities that has received two continuation awards under the OVW Training and Services to End Violence Against Women with Disabilities Grant Program (Disability Grant Program).

With this category of applicants, either the nonprofit victim service provider or nonprofit disability service provider in the disability grant collaborative can now be the lead to apply for this program. Former disability grantees can also tweak their collaborative but must meet the minimum requirements and show the continued deep partnership between the mainstream victim service provider and the disability program, especially if the mainstream organization is the applicant.

Simply stating an organization is one of these types will not suffice. Information must be provided in the application to demonstrate this.

All applicants must be a registered 501c3 nonprofit organization that are one of these 4 types. There is no other type of organization that is

eligible for this program. Former grantees should note, that culturally specific organizations are no longer eligible to apply.

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Every application must include at least one formal project partner.

If the applicant has at least three (3) years of demonstrated experience and expertise in providing population specific services they must partner with one other organization of any type of their choice.

If the applicant is a population specific organization that has less than three (3) years of demonstrated experience and expertise in providing population specific services, they must include AND work in partnership with a victim service provider.

If the applicant is eligible as a disability program, they must include a multidisciplinary partnership comprised of, at a minimum, the following:

- a) At least one victim services provider; and
- b) At least one nonprofit, nongovernmental organization or tribal organization serving individuals with disabilities and/or Deaf individuals

Applications should include the organizations necessary to meet the goals of the proposed project and those needed to implement the proposed activities. One partner is a minimum requirement. More than one partner is allowed.

Partners must be organizations, not individuals. These partnerships must be formally demonstrated through the project MOU.

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Review the definitions of eligible applicant types and partnership requirements in the solicitation carefully. The application must clearly DEMONSTRATE how all eligibility requirements are met. This includes how the applicant is an eligible applicant, and how partnership requirements have been met. If the applicant is a not a victim service provider, and coming in as a population specific organization, they must demonstrate how they meet that definition. If they are asserting they provide population specific services, they must explain how and what those are or who they serve, etc. If a victim service provider is required, or the applicant is coming in as a victim service provider, the application must demonstrate HOW the organization is victim service organization and meets this definition.

Also, applicants should consider the focus of their proposed project and the appropriate type of victim service provide. For example, if the application is proposing to address sexual assault, it should include an organization that has experience and expertise in sexual assault. If the application is proposing to address domestic violence, then a domestic violence service provider.

Simply stating an organization is a type of population specific organization or victim service provider will not suffice.

The required partnerships must be formally demonstrated through the project MOU.

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These are 2 key definitions that relate to requirements:

Population specific services are victim-centered services that address the needs of victims of domestic violence, dating violence, sexual assault, or

stalking, and that are designed primarily for and are targeted to a specific underserved population.

Please note: victim service providers must provide direct victim services as a primary purpose.

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Applicants must follow all formatting requirements or points may be deducted. Additionally, as stated in the solicitation, the project narrative must be no more than 20 pages in total. Reviewers will not read anything after page 20 for the project narrative. Reviewers will also not read any additional attachments beyond those required.

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The solicitation lays out what the application must include. Applications need to be responsive to these instructions.

For this program, OVW has designated the project narrative, budget and MOU as critical. What this means is that if you are missing any one of these elements, your application will be deemed nonresponsive to the solicitation and will not proceed to peer review.

The solicitation describes the elements that should be addressed in each of these documents and sections. Every bullet must be addressed in each section.

The application must make clear what will take place, who will implement things, and why the costs budgeted make sense for that.

The project Narrative includes 3 sections: the Purpose, What Will be Done, and Who Will Implement.

The What Will Be Done section is crucial, and as such has the most points. This is where we know exactly what the grant project will do. This section should be detailed and responsive to make clear what grant funds will be used for – this is the crux of your application.

As a reminder, everyone must submit a Memorandum of Understanding that mirrors the rest of the application and responds to the solicitation. This is ONE document, signed and dated by the authorized representatives of the applicant and project partners. Multiple MOUs will not be accepted. Old MOUs, internal MOUs the organization may have, and documents unrelated to this solicitation will also not be accepted.

The information as laid in the solicitation is exactly what the reviewers of your application will be using to assess and score your application.

Reviewers will assess:

- Did the application address all these elements?
- Is the application sound and consistent?
- Does the application as a whole flow together?

For example, why would a project that describes inclusive and relevant sexual assault services for their population as the need and purpose of the application then include domestic violence advocates or domestic violence awareness costs. Why would an application that asserts they will provide domestic violence victim services, budget for a community educator from an organization with no experience in domestic violence as the only funded staff.

There are also additional attachments that should also be included with your application. These are listed in the solicitation. The last page of the solicitation has a checklist of a lot of these items, and probably a little bit more that can assist you in developing your application. So, please refer to that checklist.

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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 will be included in your application.

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The first things we will 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 nonprofit organization) to receive Underserved funding, you are required to submit a determination letter from the Internal Revenue Service recognizing your tax-exempt status. OVW cannot make an award to any nonprofit organization that does not submit a 501(c)(3) determination letter. Applicants are not including this as part of their application, which further delays GFMD's 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 and also specify the end date of their last fiscal year. However, GFMD is 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 that 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 GFMD 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 parts of the questions, which in turn, requires GFMD to reach out to the applicant which may delay recommendations. Some of the most common issues that we have 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 piece of each question and provide a full and comprehensive response.

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

Over the last year GFMD has worked to develop a detailed webinar presentation on how to assist applicants in developing a budget to be submitted with their OVW applications. They want to help reduce any challenges you may face with the budget and make it clear what they look for when they review your budget, this webinar provides some insight as to what OVW financial staff considers during their review. Use the following link: <https://www.justice.gov/ovw/resources-applicants>. The webinar can be found under the Budget information section on this page.

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 contact the GFMD helpdesk.

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If you have any questions about the financial information just discussed, please feel free to contact the GFMD helpdesk at 888-514-8556 or by email at OVW.GFMD@usdoj.gov.

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Applications are due by February 12th. I strongly encourage you to submit your application earlier. This deadline is a firm deadline.

On rare occasions, and only for the circumstances described in the solicitation, we will consider a late application. To be considered, the applicant must prove they followed the steps as described in the

solicitation. This include showing you registered with the System for Award Management and Grants.gov by the deadline. So, keep that documentation showing you have obtained a DUNs number and registered with the SAM and Grants.gov system by January 23rd.

All applications are submitted through Grants.gov. This is a government wide system and not managed by OVW. They have their own customer service and we have no access to this system should any issues arise. We cannot help you with issues related to that system. Applicants that say they missed the deadline because they are not able to get through to Grants.gov in a timely manner will not be accepted if you can't show you tried to submit your application properly and followed all steps in the timeline we've outlined.

The application must be complete and include all the required elements. We will not follow up if there are missing documents. We cannot accept something by email later.

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This slide shows a list of some common errors. Applicants that have been unsuccessful in the past:

- Are not from an eligible applicant
- Submitted substantially incomplete applications
- Missing required partners
- Included an unsigned MOU
- Did not provide all the required information or cut and pasted from prior year's solicitation and provided the wrong information and missed the current requirements
- Provided information in the wrong section
- Failed to adequately demonstrate experience and expertise of the applicant and/or partner

- Was not specific to, or about, the needs of survivors of sexual assault, domestic violence, dating violence and/or stalking or the purpose of the Underserved Grant Program

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If you have any questions here is contact information on who to contact

END

And so now we are at Q and A. At this time, I will take any questions you have -