

Sharon Elliot: Hello everyone and welcome to the Office for Violence Against Women fiscal year 2021 Transitional Housing for victims of sexual assault, domestic violence and stalking solicitation Pre Application Information Session. On behalf of the Office for Violence against women, the transitional housing unit welcomes you to this call and the transitional housing unit consists of our supervisor Michelle Brickley who unfortunately is unable to join us as she is attending the new grantee orientation session for other programs that she also manages. On the call we have Myrta Charles, Charlayna Brady, myself Sharon Elliot and Dana Marshall is also a member of the transitional housing unit, but she is currently deployed. So, with that I will hand it off to Myrta Charles who will begin our discussion talking about our program with a program description.

Myrta Charles: Thank you Sharon, this is Myrta Charles, I'm happy to join you today. We are going to talk about the transitional housing assistance grants for victims of domestic violence, dating violence, stalking or sexual assault program. This programs funds organizations to assist victims of domestic violence, dating violence, sexual assault and stalking who are in need of transitional housing, short term housing assistance and related supportive services. To note eligible applicants for this program are states, units of government, Indian tribes and other organizations with a documented history of effective work concerning sexual assault, domestic violence, dating violence and stalking. We will discuss each of these entities a little more in detail as we go on. Please note the transitional Housing program supports projects that provide 6-24 months of transitional housing with support services to do this simultaneously. These are victims who are homeless or in need of transitional housing as a result of a situations of domestic violence, dating violence, sexual assault or stalking. It doesn't have to be all four it can be just one and with whom emergency shelter services or other crisis intervention services are unavailable or insufficient. Please note the term homeless means an individual who lacks a fixed regular, and adequate nighttime residence, who includes an individual who is sharing the housing of other persons due to loss of housing, economic hardship, or similar reason. It can be an individual who is living in a motel, hotel, trailer park, a campground due to the lack of alternative adequate accommodations are also considered homeless. Persons living in emergency or transitional shelter are also examples of homelessness. Abandoned individuals in a hospital or awaiting foster care placement are also considered homeless. An individual who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, or migratory children who qualify as homeless because the children are living in circumstances described in this paragraph, are also considered to be homeless. This language is found on page 5 of the FY21 solicitation.

We are going to discuss the purpose areas versus the priority areas These purpose areas are those indicated as part of the OVW Transitional Housing Program. OVW Priority Areas are those receiving office-wide priority for this year's solicitation. Please note that these usually change every year, so they are different from previous applications or are new to you as a whole. Let's discuss the purpose areas. Funds under this program must be used for one or more of the following purposes and I will say must be used for at least two, at minimum two of these purpose areas. Transitional housing including funding for the operating expenses of newly developed or existing transitional housing is purpose area 1. Short term housing assistance, including rental or utilities payments assistance and related expenses such as payment of security deposits and other costs incidental to relocation to transitional housing is purpose area 2 and purpose area 3 which is provide comprehensive voluntary support services designed for survivors fleeing a situation of sexual assault, domestic violence, dating violence and/ or staking and helps victims transition into permanent, affordable housing. Those are the three purpose areas associated with this program. Please note that these ae the only purposes that this grant may be used

for. For the purposes of the Office on Violence Against Women, transitional housing is housing with voluntary services that are designed for survivors offered for at least 6 months and no more than 24 months. Transitional housing can be provided in facilities that are owned by the applicant, in units that are leased by the applicant or by providing rental assistance for units leased directly to victims. Support services offered should help transitional housing participants locate and secure permanent housing, secure employment, and integrate into a community. Examples include employment counseling, occupational training, transportation, counseling, childcare services, safety planning, case management and other assistance. Please note that support services must be offered to all transitional housing participants on voluntary basis. OVW transitional housing projects cannot mandate that recipients participate in support services as a condition of receiving housing. This solicitation uses the term transitional housing to refer to both transitional housing assistance and short-term assistance, which are defined as follows:

Transitional housing assistance is temporary housing offered for at least six months and no more than 24 months that helps victims' transition into permanent housing. Transitional housing is not an extended shelter stay and does not support hotel or motel stays. Now short-term housing assistance is rental assistance and/or other financial assistance for example security deposits, utility assistance, relocation costs offered for at least six months and no more than 24 months that helps victims' transition into permanent housing. Short-term housing assistance is not emergency shelter, is not rental assistance that is offered for less than six months, or financial assistance for victims not provided with transitional housing. Applicants must provide both transitional housing (Purpose Area 1 or/and 2) and support services and Purpose Area 3. If an applicant proposes to use Transitional Housing Program grant funds to support only transitional housing or only support services, a project partner or another funding source must sustain the remaining component for the entire 36-month project period. This language is found on page 6 of the FY21 solicitation.

Let's go through OVW priority areas. We have three this year. These priority areas are as follows: empower victims to become survivors by focusing on long-term safety and sustainable economic independence, increase the response to victims of human trafficking or primarily serve underserved populations. Let's go into a little more detail about these priority areas.

Let's look at OVW Priority Area 1. Empower victims to become survivors by focusing on long-term safety and sustainable economic independence. Now successful applicants for this priority may be eligible for an additional 24 months of non-competitive funding. Applicants should submit budgets for up to 500,000 for 36-month period. You can look at this on award periods and amounts on page 11 of the FY21 solicitation. Please note we will discuss this a little later on. Awards not addressing priority areas are between 300,000- and 450,000-dollars budget. Now applicants addressing this priority area must clearly describe project partners who have expertise in workforce developments and job placement in the service area. They should provide a detailed plan for assisting survivors toward graduated economic empowerment and survivor autonomy while using a voluntary services model. They should have trauma-informed, victim centered policies and practices to assist survivors with completing their education and obtaining employment and have a comprehensive plan reflecting formal partnerships with organizations that have a particular expertise in support services designed to enable survivors to secure employment, including obtaining employment, counseling. There are further details for this priority area so if you are looking to address this, this will be Priority area number 1.

Priority area number 2 is an increase in response to victims of human trafficking. Applicants proposing to address this priority are to describe in detail the gaps in current services for victims of sex trafficking

and how these victims are currently underserved. They should be able to describe the barriers victims of sex trafficking experience while attempting to seek services as well as describe expertise and documented history of key project staff in providing services to victims of sex trafficking. We'll ask for a detailed plan of how the project will provide transitional housing and support to these victims. Applicants here should also submit budgets for up to 500,000 for 36-month project period.

Our last priority area is priority area 3 to primarily serve underserved populations. Applicants proposing to address this priority must again provide a detailed plan for how the project will provide specific serves to the identified underserved populations. These populations can be based on race, ethnicity, sexual orientation, gender identity, disability, geographic location, etc. They have to describe in detail the gaps in the current serves and how these victims are currently underserved. You should describe barriers for these victims seeking services and demonstrate strong partnerships with project partners that have the expertise and documented history to provide services to the underserved community identified in the application. The term underserved populations to be clear means populations who face barriers in accessing or using victim services, and includes populations underserved because of geographic location, religion, sexual orientation, gender identity, underserved racial or ethnic populations, populations underserved because of special needs such as language barriers, disabilities, alienage status, or age. This allows applicants to submit budgets for up to \$500,000 for a 36-month period. You can find this information on page 11 of the FY 21 solicitation. I'm going to hand this off to my colleague Charlayna and we are going to talk about the prohibited activities and limits to funding.

Charlayna Brady: Thank you. I will be reviewing with you the activities that compromise victim safety, out of scope activities, unallowable activities and the limited use of funds.

So, for activities that compromise victim safety, the activities listed here can also be found on page 8 of the solicitation. OVW does not fund activities that jeopardizes victim safety, deter or prevent emotional healing for victims, or allows offenders to escape responsibility for their actions. Applications that propose any such activities may receive a deduction in points during the review process or may be eliminated from consideration. Information for activities that compromise victim safety, recovery or undermine offender accountability may be found in the Solicitation Companion guide.

Next, out of scope activities. Out of scope activities include research projects, prevention activities, family violence, housing retention and emergency shelter or short-term housing. These activities are deemed out of the program scope and will not be supported by this programs funding. More information and details about out of scope activities can be found on page 8 of the solicitation.

Next, we will review the unallowable activities. The following activities are unallowable under this grant program. Lobbying, fundraising, purchase of real property, physical modifications o buildings, including minor renovations such as painting or carpeting, construction, payment of mortgage, property taxes or other expenses that would prevent foreclosure or eviction, payments of bills and utilities in arrears, drug and or alcohol testing and using federal funds for savings accounts for survivors. Applications that propose activities that are out-of-scope, unallowable or pose a threat to victim safety may have points deducted or removed from consideration altogether. This language is found on page 8 of the fiscal year 21 solicitation. Also please see a list of unallowable costs in the funding restriction section of located on page 24 of the solicitation.

Next, is the limited use of funds. The following activities can be supported but only in limited circumstance. Legal services, purchase and or lease of vehicles, and services for children. For more information and details on the limited use of funds, please see page 9 of the solicitation. Next Sharon will go over the federal award information for you.

Sharon Elliot: Hi. Concerning the federal award information. The grant award period is for 36 months and that begins on October 1, 2021. Awards will be made for up to \$500,000 dollars. New and continuation grantees are eligible to apply with the following exception: Grants recipients that received an FY2019 or FY 202 award are not eligible to apply as the lead applicant or as an MOU partner on a FY2021 proposal. All this information is available on the FY 21 solicitation we just highlighted here for emphasis really to encourage you to refer to the solicitation as well. Currents grantees with a substantial amount of unobligated funds that remain which is 50% or more of our previous award, as of March 31, 2021, without adequate justification may not be considered for funding or may receive reduced award amount if selected for funding in FY 2021. Let me repeat that. Current grantees with a substantial amount of unobligated funds remaining, at 50% or more of the previous award as of March 31 of 2021, without adequate justification may not be considered for funding or may receive a reduced award amount if selected for funding in FY 2021. So, let me encourage you, before you begin your application, check and see what your unobligated funds may look like, planning out to that March 31st date. If its less than 50% you can proceed. I would encourage with your FY 2021 proposal. If its more than 50% you may want to reconsider applying for funding at this time.

So here we have some discussion about mandatory program requirements. Mandatory program requirements are discussed on page 12 of the solicitation so I'll just highlight them here for emphasis. Mandatory program requirements consist of participates attending OVW sponsored training and TA events. Recipients may be expected to dedicate some OVW funded time and resources to participating in an assessment or evaluation. You must submit the policies and procedures and rules governing the provision of the transitional housing and related support services for review and this happens after you have been notified that you received your award and after to attend new grantee orientation. Those policies are then due 60 days after you have attended the new grantee orientation. So that's what we mean when we say post award. Another mandatory program requirement is that you offer transitional housing support services for at least 6 months but no more than 24 months. We can't emphasis that enough and you will hear that over and over throughout this presentation. You can only offer support services to individuals receiving transitional housing other than the follow up services described in my next statement. So, you have to provide support services and transitional housing with this one little exception. You offer those follow up support services with transitional housing clients who have secured permanent housing. Follow- up services are limited to advocacy, support groups, case management and minimal financial assistance such security deposit or first months rent for permanent housing, and follow-up services must be provided for at least 3 months but not more than 12 months. So, there is a clear distinction between the support services that you provide clients who are transitional housing compared to the services that are provided to clients that are in permanent housing. So those services look very different.

Let's move on to more mandatory program requirements. As you draft your project proposal, I want you to remember that you must include a victim service provided in the implementation of the project, including the development and review of all policies and procedures and the provision of support services so you must involve your victim service provider. Ensure that any staff, partner staff or serviced

providers working with transitional housing clients are trained to work with victims of sexual assault, domestic violence, dating violence or stalking. Everyone involved in the project should have that demonstrated work of providing services to survivors of one of those four VAWA crimes. As a mandatory program requirement you must send the project coordinator and one other key staff member to an in-person OVW grantee orientation and we know we are working in a primarily virtual environment so just see that change and those meetings are in-person. Of course, you would accommodate the in-person meeting but if not and you will be notified of this at the appropriate time, if it's virtual, we will manage those meetings virtually. Send key staff to an in-person OVW sponsored training on voluntary services. Agree to provide transitional housing to their clients without requiring participation in support services. We can't emphasize that enough. These transitional housing services are to be provided without mandating that clients are to participate in support services. So that kind of drives home the point of programs really being thoughtful in the support services that they will provide. Will those services be utilized, are those the services that survivors in your program are asking for, if they've expressed an interest through your need's assessment. If you made the determination that these particular services are useful and benefit survivors who are in your program. Notify OVW of any changes to the source of funding used to provide OVW grant funded transitional housing and or support services. So, if you're using some other source, say for example, you apply to this program to provide housing and you're using another for support services, and there's a change in that dynamic you would let your program manager know that. The other mandatory program requirement is that you let at least one if not all, of your project partners time and travel to participate in project development training and implementation. So, this really speaks to how you approach your memorandum of understanding with your project partners. So, you have to compensate one, if not all of them. However, if that partner is a state or unit of local government and the partnership duties are conducted within the state of that agency's regular scope of work, there is not need to compensate that particular partner but you also need to provide that explanation in the application.

So, the next discussion brings us to some of the requirements that are needed for our Grants Financial Management Division. We also refer to them as GFMD. So, in the next couple of slides we're going to focus on aspects of your application that relate to the documents GFMD reviews. Specifically, new will review some items that that GFMD identified from prior year applications that can help with expediting their review process. So, for today we are going highlight parts of the data requested with application, the pre-awards risk assessment and provide you a link to a detailed webinar on how to develop that budget that will be included in your application. The first thing I'll highlight are the problems identified in the data requested with application which is completed by all applicants. Whether you are a new applicant or continuation applicant, you are required to submit that data requested with application information. Specifically, two items 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 of federal funds during their last fiscal year. If they have then they indicate that and then also specify the end date of their last fiscal year. However, GFMD is finding that applicants don't always include this information and leave out whether they have met the threshold, or the end date of the last fiscal year is not included. Please ensure this question is answered on the data requested with application which is question number 3. So, another area 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 executive compensation you must reference the additional information section that provides the required disclosure letter. We'd like to highlight there are four

parts to the disclosure letter that must be provided to OVW in order for it to comply with this requirement. The sample letter outlines all four parts of the disclosure letter so please be sure to follow the sample and provide a response to each of the four pieces which is question number 6. The next item we'd like to discuss are the pre-award risk assessments which assists GFMD when they are making their making their risk assessment review for our applications. Each applicant must prepare a response to all 11 questions and each question has multiple parts. This is very important to recognize there are 11 questions and each one has multiple parts so be sure that you give it the attention that is required and that you answer each question completely. We've noticed from prior years that applicants do not always answer all parts of the questions which in turn requires GFMD to reach out to the applicant which may delay recommendation. Some of the most common issues we have encountered have been for example question number 2 where the applicant indicates that they do indeed have internal policies, but they do not provide a brief list of policies and procedures. Another example of incomplete responses is question number 3, where the applicant does not provide a brief summary of the organizations 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 make sure you read each piece of each question and provide a full and comprehensive response.

Here we are with the resources that will help you in creating your budget. This slide will quickly highlight some resources available to be used as you're 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 on how to create a budget to be submitted with their OVW application. They want to help reduce any challenges you may face with the budget and make it clear what they look like for when they review your budget. This webinar provides some insight to what OVW staff considers when in review. The link is in the resources and the webinar can be found in the budget information section of the solicitation. Next up is the uniform guidance which can be found at 2 CFR Part 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 and you may reach the GFMD helpdesk at 1-888-514-8556 and that information is also available on our website.

So, we'll move on and talk about eligibility information, so you want to make sure that you are an eligible applicant as you consider applying for this funding. Eligible applicants are states, units of local government, Indian tribal governments or tribal organizations, other organizations including sexual assault and domestic violence victim service providers, sexual assault and domestic violence coalitions, other nonprofit, nongovernmental organizations or community-based and culturally specific organizations that have a documented history of effective work concerning sexual assault, domestic violence, dating violence or stalking. Qualified applications, to be qualified for funding under this program, applications must meet the following statutory definition of qualified applications. An application is deemed qualified if it has been submitted by an eligible applicant, does not propose any activities that compromise victim safety, and we talked about the activities that compromise victim safety earlier so refer back to the solicitation for that listing. Further qualifications for a qualified application, you would reflect an understanding of the dynamic of the VAWA crimes. By VAWA crimes I means sexual assault, domestic violence, dating violence, and stalking and your proposal would not propose prohibited activities including mandatory services for victims which we also covered that in our earlier discussion. So I will hand this discussion off to my colleague Myrta Charles to give you more information other program eligibility requirements.

Myrta Charles: Thank you Sharon. Let's continue with other program eligibility requirements. We'll discuss required partnerships, role of victim service provider, transitional housing and support services, length of stay, support services for transitional housing participants only, follow-up services and voluntary services.

Let's start with required partnerships. The required partnerships described here should also be demonstrated in applicant's memorandum of understanding referred to as the MOU and this also should appear in the letter of experience, the LOE. That is part of your application submission. 1. If an applicant is a victim service provider, you'll find the role of victim service provider outlined in the application, the application must include one other organization for example a housing provider, local homelessness coalition, or other social service provider serving low-income households, including community colleges, workforce centers, community action agencies, and public assistance departments as a required partner identified in the MOU. If an applicant is a tribe, state, or unit of local government, the application must include both a victim service provider and a housing provider as required partners (and may include the other types of partners listed above and again identified in the MOU. Please be clear if the applicant is a tribe, state or unit of local government it must have two required local partners. A victim service provider and a housing provider. And lastly, if an applicant is an organization, including a domestic violence and sexual assault coalition, other nonprofit, nongovernmental organization, or community-based and culturally specific organization, that has a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking, the application must include at least one other organization for example as we discussed before, a housing provider, local homelessness coalition, or other social service provider serving low-income households, including community colleges, workforce centers, community action agencies, public assistance departments as a required partner identified in the MOU. To be clear, these are required partnerships. If you find you are an entity who is a victim service provider and you have a college that you're working with or a part of that does not seclude you from having another partner. These are partnerships so while your entity may have the ability to do one or more of these services, we are looking for partners.

Let me discuss the victim service provider. The full description of victim service provider is found on page 15 of the FY21 solicitation. A victim service provider is a nonprofit, nongovernmental or tribal organization or rape crisis center, including a state or tribal domestic violence and/or sexual assault coalition, that assists or advocates for domestic violence, dating violence, sexual assault, or stalking victims, including a domestic violence shelter, faith-based organization or other organization, with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking. Victim service providers must provide direct services to victims of domestic violence, dating violence, sexual assault, or stalking as one of their primary purposes and have a demonstrated history of effective work in the field. Victim service providers partner must play an active role in the development and implementation of the project. As we said an application from a tribe, state or local government must demonstrate that the victim service provider is significantly involved in the project design and development and review of all policies and procedures, describing how the applicant will ensure that anyone working with transitional housing survivors is trained in working with victims of domestic violence, dating violence, sexual assault, and stalking. All applicants must identify their respective partnerships throughout the application narrative as well as clearly and formally through the memorandum of understanding known as the MOU and the LOE. Please note that the information

regarding the MOU that we'll discuss later in detail but that's found on page 30 of the FY 2021 solicitation.

To emphasize transitional housing and support services. In this project these must be offered to be offered simultaneously to each client that is designated as a recipient of the OVW grant funds. So transitional housing and support services go hand in hand. Grant recipients must provide both transitional housing based again on purpose areas one and/or two, and support services, purpose area three. OVW funds can be used to provide transitional housing, support services, or both. In this instance if OVW funds are only used to provide either transitional housing or support services, then the you must find a project partner or another funding source to support the other element. The applicant must include this information on the data requested with application and making clear what funding source is supporting the housing and the support service throughout the project period.

We discuss the length of stay at length but just to emphasize again, one more time, your project will be centered around offering 6 months but no more than 24 months of voluntary support services. At times request a waiver for up to an additional six months if the victim has made a good faith effort to acquire permanent housing but has not been able to do so. However, you must note this is not a factor of your application it is when your project is being implemented. This is very much an exception to the rule and not the norm so that waivers are granted through the agency, though OVW for clients who can demonstrate a good faith effort over the two-year period. Please note: This is not shelter, this is not extended shelter, this is not rapid rehousing, this is not financial assistance for just a few months, or permanent subsidized housing. It is transitional housing again defined by OVW as housing that is offered for at least 6 months and no more than 24 months to survivors as a bridge between the emergency phase and permanent housing.

These support services that are offered should be offered only to individuals residing in transitional housing. Again, let me emphasize, housing and support services should go simultaneously to transitional housing participants, not be offered to another client that may have housing but needs support services or someone who has support services but may want housing. These two should offered together simultaneously only to those receiving or supported by OVW grant funds. My Sharon had discussed with you in detail follow up services. Noting that follow up services are for a minimum of 3 months, and no more than 12 months. There should be a definitive end period for clients of transitional housing, who have secured permanent housing. Again, follow-up services should be limited to advocacy, support groups, case management, a minimal financial assistance like security deposit for first month's rent into permanent housing.

Let me emphasize voluntary services. All services, support services and follow-up services, provided to recipients of transitional housing, either while in transitional housing or establishing permanent housing, must be voluntary. Mandatory participation in services by survivors in all support services shall be voluntary. It cannot be a condition for receiving transitional housing. You cannot ask if you want transitional housing, I would like you to go counseling or I'd like you to attend a support group. That is not allowed. An application proposing a project that requires participation in any support services, including case management, will not be considered a qualified application.

Charlayna Brady: Ok great. Next, we will review the application and submission information. We will discuss the Formatting and technical requirements, application contents which includes the data requested with application, proposal abstract which is a total of 5 points, the project narrative is 60

points total, the budget detail worksheet and narrative is 10 points total, memorandum of understanding also known as the MOU is worth 15 points total and the letter of experience also known as the LOE is worth 10 points total. We will review additional required information that will need to be submitted with your application as well as the submission and deadline information. I would like to note that for fiscal year 21 applications for this program will be submitted through a new two-step process: first is the submission of the SF-424 and the SF-LLL in Grants.gov and the second submission will include the full application including attachments in the Justice Grants System (JustGrants). All of this information will be discussed further in detail later in the presentation.

Next, I will discuss the formatting and technical requirements. Applications must follow the Formatting and Technical Requirements outlined on page 10 of the solicitation. Proposal narratives must be double spaced; 8½ x 11-inch paper. One-inch margins; type no smaller than 12 point, Times New Roman or Arial font except for footnotes, which may be in 10-point font. Please include page numbers and headings and sub-headings that correspond to the sections identified in this section of the solicitation. Word documents will be accepted in the following formats: Microsoft Word, PDF files, or text documents and lastly, no more than 25 pages for the proposal narrative. Sharon will now review the application contents with you in detail.

Sharon Elliot: Thank you Charlayna. For the application contents as mentioned earlier, new for FY 2021 applicants will submit two parts. The SF form into Grants.gov and the the full application, including attachments, into JustGrants. The application must include the proposal narrative which will be uploaded as an attachment, the budget detail worksheet and narrative that is a web-based form, the data requested with application those responses to posed questions will be uploaded as an attachment, the memorandum of understanding also known as the MOU, will be uploaded as an attachment and letter of experience will also be uploaded as an attachment.

The data requested with application. Please include all required information there are 13 elements in response to that particular requirement. So, make sure you answer all of them fully and comprehensively. The data requested with application should be one to four pages and may be single or double spaced.

The abstract. The abstract is worth 5 points and that will be entered in a textbox in JustGrants. The proposal abstract must provide a short summary of no more than two pages double-spaced) of the proposed project, including names of applicant and partners, project title, the purpose of the project, primary activities for which funds are requested, who it will benefit, including the geographic area to be served, products and deliverables, and how the applicant (you) will measure progress in completing your project goals and objectives. You should see page 18 of in the solicitation for more for the abstract template which makes it very easy for you to plug in the information that I have mentioned here and you'll see the full template when you visit page 18 in the solicitation. It's very, very easy to follow.

The project narrative worth 60 points in total. The project narrative includes the purpose of application, what will be done, who will implement. This is where you'll talk about office wide priorities that you will address, choosing one or all three. Those priorities repeated here are the first one is to empower victims to become survivors by focusing on long term safety and sustainable economic independence. The increase to response to human trafficking and to primarily serve underserved populations. Those are the priority areas and in the project narrative is where you would really flush out how you will address your choice of those priorities. As mentioned before there is a 25-page limit for the project narratives unless

you are addressing a priority area, then so for each of those priority areas you can add an additional page. So, say for example you decide you want to address all three, now your page number is 28. The project abstract and data requested with application are not part of the 25-page limit for the project narrative. Keep that in mind and really let me emphasize that if you submit any more than let's say, well 25 is the limit of course, but you're up to 28 and you decide you really want to tell us a lot about your project narrative beyond the page allowance, we're not going to read beyond what we've indicated here. Also, keep that in mind so you should really concentrate on putting together a comprehensive project narrative that remains within those page limits.

Here we'll talk about the budget detail worksheet and narrative. All applications must include a detailed budget and budget narrative. You should see the sample budget detail worksheet and the Creating a Budget webinar which is available on the OVW website. You should really take a look at that because there is a lot of good information there that will help you in creating your budget detail and creating the narrative that should accompany that budget detail. Applicants proposing to use Transitional Housing Program grant funds for housing alone or for both housing and support services may submit budgets for up to \$450,000 for a 36-month period. Applicants proposing to use Transitional Housing Program grant funds to support services only may submit budgets for up to \$300,000 for a 36-month period. Applicants proposing to address the priority areas should submit budgets for up to \$500,000 for a 36-month period. So just keep that in mind as you start to create your programs. If you are addressing a priority area, if you're only providing housing and support services or you're only proposing support services. Budget amounts are for each of those options so refer to the period and amount section in the solicitation.

And here's just a bit more on the budget detail worksheet and narrative. The budget and budget narrative will be reviewed separately from the proposed project narrative. So make sure your budget and your narrative are comprehensive so that we can understand what you are proposing and also be able to look at that budget and narrative and determine how comprehensive it is as we look at that to make sure you understand what you are proposing and that gives a clear picture for us as we review the budget. That we get a clear picture of your program and the associated budget. The budget must display a clear link between the specific project activities and the proposed budget items and include funds to attend OVW-sponsored technical assistance in the amount of \$15,000 for applicants located in the 48 contiguous states and \$20,000 for applicants located in the territories, Hawaii, and Alaska. This amount is for the entire 36-month project period and not per year. Include a statement describing whether the housing units are applicant owned. That's information you would include in your budget detail and narrative.

Include as program income any fees charged to transitional housing participants if the transitional housing is applicant owned. Include funds or describe other resources available to the applicant to support activities to ensure access for individuals with disabilities, deaf and hard of hearing individuals, and persons with limited English proficiency. There is a section in the solicitation entitled Accessibility which falls under Federal Award Administration Information. See that section for more information but sure you include those funds. We mentioned earlier when it relates to MOU partners to compensate at least one, if not all, project partners and as you do so distinguish clearly sub-awards and contracts and allocating grant funds to any other entities. So, make sure you read the solicitation and you read it with

a fine-tooth comb so that you don't miss any of the points or information we are looking for when we review your application. This is a very competitive program, so you want to make sure that you submit a comprehensive well-thought-out application.

We're going to move onto the MOU. All applications must include a new MOU that is responsive to this solicitation and addresses all 9 elements as described on pages 30-31 of the FY21 solicitation and this is really a reminder for our continuation applicants because sometimes what happens is that you resubmit an old MOU and some of the partners may have changed in terms of names or the date. That MOU won't be accepted so you want to make sure that your MOU is responsive to this solicitation. That the partners are current. That the titles are current. That the date is current. So, revisit your MOU to make sure that's the case and for you new applicants please make sure that you follow the guidance in the solicitation as it pertains to the MOU. Make it is currently signed and dated. It seems like a small thing but that's a big thing. When you submit your MOU and it's not signed and it's not dated your application can be removed from consideration, so you need to make sure that your MOU is complete. Make sure the purpose of the MOU is demonstrated. The purpose of the MOU is to allow applicants to demonstrate that their proposed projects will be developed by a team of collaborative partners. So you're going to be able to demonstrate that it was joint effort between you and partner and you all collaborated and this is the project you're putting forth and this is the project that everyone will be involved in from beginning to end, and sometimes MOU partners change throughout the process but for the purpose of this discussion we want to see a collaborative effort or collaboration between the applicant and the partner. Remember required partnership and role of victim service provider in the program eligibility requirements. The MOU should be very specific and mirror the project as described in the project narrative and budget. The MOU should be a single document, signed and dated by the Authorized Rep of each agency. I can't emphasize this enough.

The letter of experience. Another important document to include in your application. All applicants must submit a signed and currently dated LOE (letter of experience), describing the applicant organization's documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking. The LOE must be included as an attachment to the JustGrants application and address the following: describe the applicant organization's history of providing assistance to survivors, describe the services provided to and describe the qualifications or skills of staff assigned to the grant, and the training they have obtained/will obtain and/or provided or will be provided. So, make sure you look at the solicitation. I will make note here that the LOE is limited to two pages.

Myrta Charles: Thank you Sharon. Let's start with submission and deadline information. All information related to submission requirements, dates, and times are on page 34 of the FY 21 solicitation. Please note I will emphasize matters which you should note in submitting applications, but you can find reference and detailed information in the solicitation.

After applicants obtain their DUNS number and register with SAM, they can begin the Grants.gov registration process. The applying organization must complete the Grants.gov registration process prior to beginning an application for a federal grant. Please note you have used 3 systems at this point in order to submit your deadline information. That is the DUNS number, acquiring that, registering in SAMs and then beginning in Grants.gov. The applying organization must complete the Grants.gov registration prior to beginning application for a federal grant. The E-Business Point of Contact known as E-Biz POC must register the applicant organization with Grants.gov. The E-Biz POC oversees the applicant's

Grants.gov transactions and assigns the Authorized Organization Representative known as the AOR. The AOR submits the SF-424 and SF-LLL to Grants.gov and must register with Grants.gov as well. So, again please note here there are two points of contact who must help to register the application which is the E-Biz point of contact that oversees the applicants Grants.gov transaction as well as working and assigning the Authorized Organization Representative. In some cases, the E-Biz POC is also the AOR for the applicant. So please note that. That would make one person responsible to do everything. Complete instructions can be found on the Grants.gov website. I must note here that the Grants.gov website is not control nor has any affiliation with OVW. So, Grants.gov is separate from OVW and we cannot respond to requests here however there's detailed information on the numbers and hours and how to access that within the FY2021 solicitation. In JustGrants, which is our new application, each applying entity will have an assigned Entity Administrator who is responsible for managing entity-level information and assigning roles in the system. Again, please note JustGrants is a new application management system used by OVW and other federal agencies so the JustGrants system requires additional roles which is the Entity Administrator who is responsible managing the entity level information and for assigning roles in this new system. The Entity Administrator is also the E-Biz point of contact that we were introduced to earlier designated in SAM.gov. Please see the JustGrants website for more information on registering with JustGrants. Please note you will register again in at least 3 to 4 different systems in order to apply for this award. 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 not being considered for funding. Applicants should refer to the list below to ensure that all required steps and deadlines are met. Failure to begin registration or application submission by the deadlines stated in the list below is not an acceptable reason for late submission, we'll go over that in the next slide but please note its important to know what the guideline are and how to meet them. So please read the application solicitation in its entirety so you are familiar with these areas. This information is found on page 34 of the FY2021 solicitation. Obtain a DUNS number by March 2, 2021. Apply for a DUNS number and there is a website that gives you the information and there is a number to call. Your second point is to register with SAM as we discussed earlier by March 2, 2021. You can access the SAM online registration through the SAM homepage and follow the online instructions for new SAM users. Please note that organizations should and must update or renew their SAM registration at least once a year to maintain an active status. Number 3 register with Grants.gov by March 2, 2021. So once again our process is DUNS number, acquire that, register with SAM by March 2nd, register with Grants.gov by March 2nd, again by March 2nd. Once the SAM registration is active, the applicant will be able to complete the Grants.gov registration. So, these must be done in specific order in order to be able to move to the next step. Please follow this closely. Submit a Letter of Intent by March 2, 2021 to OVW Transitional Housing email site. Please note that this is the letter of intent does not indicate or is not mandatory for you to do or indicate that you will submit an application it is just a letter of intent that if you wish to prepare that you can and lets us know that you intend or might for an award. Number 5, if necessary, request hardcopy submission by March 9, 2021. Applicants that cannot submit an application electronically due to lack of internet access must contact the program to request permission to submit a hardcopy application. Again, if you find difficulty or know that you cannot submit an application electronically then you must apply, request a hard copy by March 9th. Download updated version of Adobe Acrobat at least 48 hours before the Grants.gov deadline. So that would be February 28th. Applicants are responsible for ensuring that the most up-to-date version of Adobe Acrobat is installed on all computers that may be used to download the solicitation and to submit the SF-424 and SF-LLL on

Grants.gov. Please go to the Adobe Software Compatibility page to verify that the Adobe software version is compatible with Grants.gov. You will submit the SF-424 and SF-LLL in Grants.gov as early as possible, but no later than 24-48 hours prior to the Grants.gov deadline. Again, reiterating that is March 2, 2021. You will register the Entity Administrator and the Application Submitter with JustGrants as early as possible but no later than 48-72 hours before the JustGrants deadline. Again, let me reiterate, register the Entity Administrator and the Application Submitter with JustGrants as early as possible but no later than 48-72 hours before the JustGrants deadline. That JustGrants deadline is March 16, 2021, 11:59pm Eastern Standard Time. Submit the complete application package at least 24 – 48 hours prior to the JustGrants deadline and then confirm an application receipt. So please submit your complete application 24-48 hours prior to March 16, 2021, 11:59pm Eastern Standard Time. Submitting the application components at least 48 hours before each deadline Grants.gov or JustGrants, as applicable will enable the applicant to receive notice of a failed submission and provide an opportunity to correct the error before the applicable deadline. Now you will find detailed information on page 35 of the FY21 solicitation that details this information for you. For those of you who might experience technical issues with JustGrants, you should contact, OVW JustGrants support line as soon as possible. Also, OVW will take the necessary steps to ensure applicants are able to submit their applications on time. Applicants experiencing JustGrants technical issues should ensure that they are devolving their proposals while they are looking to address any issues. Applicants should follow solicitation guidance following technical difficulties this will enable to submit a full proposal by the deadline using an alternate method if necessary. We will update our submission guidance as necessary as the due date nears. Please if you find you have difficulty in submitting your application and you're going through the process, you know what the steps are, look for updates. I will reiterate that you can review the sections for OVW policy on late submissions, or other submission requirements on page 35 and there's is also a section called experiencing technical difficulties beyond the applicants reasonable control which is found on page 36 of the FY21 solicitation. This allows you troubleshoot any issue that the organization with the best possible outcome if you encounter any difficulties in submitting an application. Please read the section early and follow the guidelines if it becomes necessary, so you know what to do and you won't be surprised at the end if you're having technical difficulties. Having read it beforehand, when you come across a difficulty you'll know what steps to take, who you have to contact, what evidence or what documentation you need to have in hand to show that you are indeed meeting these necessary deadlines.

I just want to say as we come to a close this presentation does not supersede or negate any information provided in the written guidelines of the FY2021 Transitional Housing solicitation. So please refer to that if you have any doubts, any questions or you're not sure what you heard. Please go to the page we referenced. Please go to the application and read the solicitation in its entirety in order to elevate your application. Thank you again for your participation here today and we look forward to receiving your application. On behalf of the Transitional Housing team, good day.