

**OVW Fiscal Year 2021**

**Outreach and Services  
to  
Underserved Populations**

**Pre-Application Information Session**

February 8, 2021

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# **ABOUT THE PROGRAM**

## OVERALL PURPOSE

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To provide or enhance population specific outreach and victim services to adult and youth victims of domestic violence, dating violence, sexual assault, or stalking in underserved populations.

## PURPOSE AREAS

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1. Working with governments, agencies, and organizations to develop or enhance population specific services
2. Strengthening the capacity of underserved populations to provide population specific services
3. Strengthening the capacity of traditional victim service providers to provide population specific services
4. Training law enforcement, prosecutors, judges and other court personnel
5. Working in cooperation with an underserved population to develop and implement outreach, education, prevention, and intervention strategies

## OVW PRIORITY AREA

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**Programs that empower victims to become survivors by focusing on long-term safety and sustainable economic independence.**

- Optional/Not Required

# VICTIM SAFETY

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- See Solicitation Companion Guide.
- The first list applies across all OVW programs (7 items).
- Additional list specific to the Underserved Program (3 items).
- Neither list is exhaustive.

## OUT OF SCOPE

1. Research projects
2. Activities/services for children under the age of 11
3. Legal services (limited only)
4. Sexual Assault Forensic Medical Examiner programs
5. Services unrelated to sexual assault/domestic violence
6. Training, outreach, education, prevention, and public awareness not directly linked to providing/enhancing services for victims of SA/DV.
7. Nationally or regionally focused projects.
8. Hosting, or presenting at, national or regional conferences.

**\*\*Also see the list of unallowable costs in the Funding Restrictions section of this solicitation.**

## KEY AWARD INFORMATION

- Open to New and Continuation applicants
- Award Period: 3 Years/36 months
- Award Amount: \$450,000
- Generally, the award period will start on October 1, 2021



# ELIGIBLE APPLICANTS

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1. Deaf Programs
  2. LGBT Organizations
  3. Religious Minority Organizations
  4. Disability Programs (former grantees)
- Must meet definition listed in the solicitation
  - Must be demonstrated in the application

# EXAMPLES OF PROJECTS

## Deaf, LGBT, Religious Minority, Disability

Purpose: Population-specific **outreach and victim services** for underserved victims (ages 11 and older) of domestic violence and sexual assault, including:

- Working with governments, agencies, and organizations to develop or enhance population specific services.
- Strengthening the capacity of underserved populations OR traditional victim service providers to provide population specific victim services
- Strengthening the effectiveness of criminal and civil justice interventions by training law enforcement, prosecutors, judges and other court personnel
- Working in cooperation with an underserved population to develop and implement outreach, education, prevention, and intervention strategies

# THE APPLICATION

# REQUIRED PARTNERSHIPS

All applicants must have at least one partner

All applicants must meet one of the following categories as it relates to partnership requirements:

Partnership Category	Experience and Expertise*	Minimum Requirement
Category 1 -	3 years or more	Any type of organization
Category 2 -	Less than 3 years	A victim service provider
Category 3 –	N/A	A victim service provider <i>and</i> A disability service provider

\*= Years of demonstrated experience and expertise in providing population specific victim services in the relevant underserved communities

# KEY DEFINITIONS

- **Population Specific Services**

Victim-centered services that address the safety, health, economic, legal, housing, workplace, immigration, confidentiality, or other 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.

- **Victim Service Provider**

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 violence, dating violence, sexual assault, or stalking. **Victim service providers must provide direct services to victims of sexual assault, domestic violence, dating violence, or stalking as one of their primary purposes** and have a demonstrated history of effective work in this field.

## **PARTNERSHIPS continued...**

- The applicant must demonstrate how they meet eligibility and partnership requirements
- Required partnerships and eligibility must be detailed in a signed Memorandum of Understanding (MOU)
- Applications that do not meet these requirements will not be eligible for funding and will be removed from consideration.

# APPLICATION FORMATTING

- Double spaced (Project Abstract, Summary Data Sheet and charts may be single spaced)
- 8½ x 11 inch paper
- One-inch margins
- Type no smaller than 12 point, Times New Roman font
- Page numbers
- 20 page limit for the Project Narrative
- See: page 20 of the Solicitation

# APPLICATION CONTENTS

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- Abstract
- Data Requested with Application
- Narrative (65 points total)
  - Purpose (10 points)
  - What Will Be Done (35 points)
  - Who Will Implement (20 points)
- Budget (15 points)
- Memorandum of Understanding (20 points)



# **FINANCIAL MANAGEMENT**

# Grants Financial Management Division

## Pre-Award Risk Assessments

- Data Requested with Application
  - Proof of 501(c)(3) Status (if applicable)
  - Single Audit (threshold and fiscal year)
  - IRS three-step safe-harbor procedure– Executive Compensation –
    - Sample Disclosure Letter
    - Address all four parts
- Financial Accounting Practices
  - Eleven questions; Multiple parts to each question
  - Most Common issues:
    - Brief list of policies and procedures not provided
    - Budgeted vs. Actual process not provided
    - Record Retention policy not provided
    - Knowledge of rules and regulations

# Resources

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## Creating a Budget: Training for OVW Applicants –

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

## Uniform Guidance - 2 CFR Part 200

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

## DOJ Financial Guide –

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

## Program Specific Solicitation -

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

# Contact Information

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**OVW GFMD Helpdesk:**

**1-888-514-8556**

**Fax: 202-514-7045**

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

# HOW TO APPLY

- Carefully read the instructions on “How to Apply” and “Submission Dates and Time” sections of solicitation (pages 27-31).
  - Applicants must have obtained a DUNS number and registered online with the SAM and with Grants.gov no later than **March 16, 2021**.
  - Submit the SF-424 and SF-LLL in Grants.gov by **March 23, 2021**.
  - Submit the full application in JustGrants by **April 1, 2021**.
- Begin these processes as soon as possible but no later than dates outlined in the solicitation.
- Submit the application components at least 24-48 hours before each deadline (Grants.gov or JustGrants, as applicable).

## Late Submissions/Technical Difficulty

- Applicants should refer to the list on **pages 28-29** to ensure that all required steps and deadlines are met.
- Specific, additional steps must be adhered to in order for OVW to consider requests for late submission/when applicants experience technical difficulty (see **pages 30-31.**)
  - Register and begin each step by their deadlines
  - Maintain all documentation and correspondence
  - Contact OVW by the listed deadlines
  - Send all required information to OVW

# COMMON ERRORS



- Not an eligible applicant
- Submitting substantially incomplete applications
- Missing required partners
- Unsigned MOU
- Not providing the information required
- Providing information in the wrong section
- Lack of demonstrated experience and expertise
- Not specific to, or about, the needs of survivors of sexual assault, domestic violence, dating violence and/or stalking

# QUESTIONS?

- Solicitation / Programmatic Questions:

Email [OVW.Underserved@usdoj.gov](mailto:OVW.Underserved@usdoj.gov)

- Financial Questions:

Email [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov) or Call 202-307-6026

- Technical Questions:

Grants.gov Applicant Support:

Email [support@grants.gov](mailto:support@grants.gov) or call 800-518-4726

OVW JustGrants Support:

Email [OVW.JustGrantsSupport@usdoj.gov](mailto:OVW.JustGrantsSupport@usdoj.gov) or call 866-655-4482