

# FY 2021 OVW Training and Technical Assistance Initiative

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PRE- APPLICATION WEBINAR

OVW.TECHASSISTANCE@USDOJ.GOV

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# APPLICATION DUE DATES

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TWO STEP APPLICATION PROCESS!!!!

1) GRANTS.GOV DEADLINE: Thursday, May 27, 2021 – 11:59 pm EST

2) JUST GRANTS DEADLINE: Wednesday June 2, 2021 – 11:59 pm  
EST

# OTHER DUE DATES

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System for Award Management (SAM) Registration: May 10, 2021

Obtain Data Universal Number System (DUNS) number: May 10, 2021

Register with Grants.Gov: May 10, 2021

# LETTER OF INTENT

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- Due May 3, 2021
- Send to [OVW.TechAssistance@usdoj.gov](mailto:OVW.TechAssistance@usdoj.gov)
- Non-binding letter
- If submitting applications for multiple purpose areas only one letter is necessary
- Write the purpose area(s) in the Letter of Intent
- Page 18

# General Information

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- **Where to apply? 2-step process**

[www.Grants.gov](http://www.Grants.gov) – Submit SF-424 and SF-LLL

CFDA Number: 16.526

Grants.gov Opportunity Number: O-OVW-2021-74002

[www.JusticeGrants.gov](http://www.JusticeGrants.gov) –  
Submit complete application package

- **Resources for Applicants**

[www.justice.gov/ovw/how-apply](http://www.justice.gov/ovw/how-apply)

[www.justice.gov/ovw/resources-applicants](http://www.justice.gov/ovw/resources-applicants)

- **JustGrants Application**

## **Submission Training**

<https://justicegrants.usdoj.gov/training-resources/justgrants-training/application-submission#nk07i9>

# OVW TRAINING AND TECHNICAL ASSISTANCE INITIATIVE OVERVIEW

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- Direct training and technical assistance to existing and potential grantees and sub-grantees
- Build the capacity of civil and criminal justice system professionals and victim service providers across the nation to respond effectively to domestic violence, sexual assault, dating violence, and stalking.
- Foster partnerships among organizations that have not traditionally worked together to address these crimes.

# OVW TA INITIATIVE OVERVIEW

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- All applicants must propose activities to serve the current and potential grant or sub-grant recipients of one or more OVW grant programs.
- OVW cannot support projects focusing on entities or individuals that are not eligible to receive funding, services, training, or other resources through any of OVW's grant programs.

# ELIGIBLE APPLICANTS

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- Page 17
- National, Tribal, Statewide, or other nonprofit organizations.
- Capacity and expertise to provide training and TA at the national level.
- In rare circumstances: institutions of higher education; state, local, or tribal governments or governmental agencies; local non-profit organizations.
  - Those entities must detail their demonstrated history of providing training and technical assistance.



# PURPOSE AREAS

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- Pages 6-14.
- Only APPLY to purpose areas listed in the solicitation.
- Three categories: Competitive Targeted; Competitive Comprehensive; and Non-Competitive Comprehensive.

\*\*\*Non-Competitive Comprehensive is for current grantees for the purpose areas listed under this category. They will be contacted directly by OVW.

# KEEP IN MIND WITH PURPOSE AREAS

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- Do not create your own purpose area.
- Do not combine purpose areas.
- Respond to the purpose area content.
- OVW cannot provide input in what you are proposing for a purpose area!

# KEEP IN MIND WITH PURPOSE AREAS

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- **OVW will not match submitted applications to the purpose area – MAKE sure you state your purpose area in the Data Requested with Application document and in your application.**
- Award amounts and project periods listed for each competitive purpose area - Do not exceed!

# Priority Area

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- Page 14
- OVW is committed to advancing the Department of Justice priorities to promote civil rights, increase access to justice, support crime victims, protect the public from crime and evolving threats, and build trust between law enforcement and the community.

# OUT OF SCOPE ACTIVITIES

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Page 15

- \* Out of Scope: A project that does not sufficiently address one of the enumerated purpose areas in the FY 2021 TA Initiative Solicitation.
- \* Out of Scope: Research projects.
- \* Out-of-Scope: Direct Victim Services.
- \* Out-of-Scope: Project focused on single state, region, or local geographic community unless specified in the purpose area.

# Activities Requiring Prior Approval

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Page 15.

- Surveys.
- In – person events, such as conferences, trainings, meetings, roundtables, and on-site TTA.

# Availability of Funds

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Page 16.

- All awards are subject to the availability of appropriated funds.
- No guarantee that funds will be available in the future.

# Award Period and Amounts

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- Listed for each purpose area project period and maximum funding amount for each purpose area.
- Applicants should adjust their funding request accordingly.
- Do not exceed the budget cap and project period.



# TYPES OF APPLICANTS

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Page 16.

- Continuation applicants to a purpose area.
- New applicants of a purpose area.
- \*\*\* for current TA grantees applying for continuation funding for a project with a substantial amount of unobligated funds remaining as of April 12, 2021 without adequate justification may not be considered for funding or may receive a reduced award amount if selected for funding in FY 2021.

# Mandatory Program Requirement

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- Page 16-17

- Must attend required OVW sponsored trainings (include funds in budget).
- All applicants for the FY 2021 TA Initiative must include a planning period with their OVW program specialist and project partners.
- An OVW –sponsored assessment or program evaluation, if applicable.

# Limit on Number of Applications

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- One application per organization in response to each purpose area.
- If applying for multiple purpose areas, applications should clearly distinguish the purpose area for each application and use clearly differentiated project titles for each application.

# APPLICATION REQUIREMENTS

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- Formatting and Technical Requirements (page 18)

- Scored Documents

- Project Narrative
- Budget Detail Worksheet and Narrative
- Memorandum of Understanding (MOU)
- Letter of Support

\*Not Scored but required: Data Requested with Application

# Application for Federal Assistance (SF – 424)

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- Page 18.
- Must be submitted in Grants.Gov.
- Generated when applicant begins the submission process in Grants.Gov.
- Amount funding requested in the “Estimated Funding” section of the SF-424 must match the amount of federal funding requested in the budget section of the application package in Just Grants.
- Do not include match funds.

# Disclosure of Lobbying Activities (SF-LLL)

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- Must complete in Grants.Gov.
- Page 18.

# Standard Applicant Information (JustGrants 424 and General Agency Information)

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- Page 19.
- Applicants must complete this web-based form in JustGrants, which is pre-populated with the SF-424 data submitted in Grants.gov.

# ABSTRACT

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- Page 19.
- Required to submit in JustGrants in abstract text box.
- Do not attach an abstract document.
- Do not summarize past accomplishments.
- Not scored but used throughout the review process.
- **Highly encouraged to follow the template provided on page 19 .**



# PROJECT NARRATIVE (65 points)

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Pages 19-20

- \*Purpose of the Proposal (20 points)
- \*What Will Be Done (30 points)
- \*Who Will Implement the Project (15 points)

# PROJECT NARRATIVE (65 points)

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- Respond to the criteria in each section.
- Respond to the purpose area and proposed target audience(s) and grant program(s).
- Timeline should be in the page limit (not an attachment).
- Planning period.
- Follow the font and spacing requirement if you are using a chart in the project narrative.
- Do not include photos or other images in your project narrative.

# BUDGET DETAIL WORKSHEET AND NARRATIVE (15 points)

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Page 20-22.

- Refer to the amount and project period for each purpose area.
- Budget must have clear link to the activities listed in the project narrative.
- OVW travel is required even if your organization is located in the DC metro area.
- Compensation to partners as reflected in the MOU.
- Funding restrictions for food and beverage at events, and conference planning and expenditure limitations.

# BUDGET DETAIL AND NARRATIVE

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- Applicants must complete the web-based form in JustGrants for the budget worksheet and budget narrative.
- It is also highly encouraged that applicants attach the budget worksheet and budget narrative in JustGrants.
- If you do attach a budget worksheet and budget narrative in JustGrants, please make sure the budget matches the web-based budget form in JustGrants.

# Grants Financial Management Division

## Pre-Award Risk Assessments

- Data Requested with Application
  - 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/1228061/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)**

# OTHER DOCUMENTS

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- Pages 22-24; and 25-26.
- Non-Supplanting Letter.
- Current Indirect Cost Rate Agreement, if applicable.
- Additional Required Information.
- Applicant Disclosure of Duplication in Cost Items.
- \*\*\* Current TA providers applying for continuation funding:  
Please do not submit a status of current project. It is not requested in the solicitation and will not be reviewed.



# Data Requested with Application

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- Page 24.
- Not scored but required.
- \*\*\* Title of the proposed project – simple titles!
- \*\*\* Purpose area by number and purpose area title.
- \*\*\* Partners and compensation.

# MEMORANDUM OF UNDERSTANDING (15 POINTS)

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- Page 25.
- Must connect to the project narrative and budget.
- Signatures and signature pages.
  - If multiple signature pages make sure all names of signatories is typed on each page.
- MUST be a single MOU with ALL partners – do not submit multiple MOUs.

# LETTER OF SUPPORT (5 points)

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- Page 25.
- Should be written by the organization that is providing the letter of support – not the applicant.
- **Applicants will not get extra points for additional letters!**

# LATE SUBMISSION REQUESTS

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- Pages 28 - 29.
- Limited circumstances.
- Must follow instructions for later submission requests.
- Documentation of reason for request for late submission.
- Hard copy submission requests - May 28, 2021.

# LATE SUBMISSION REQUESTS

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\*\*\*\* Failure to begin registration or application submission in sufficient time or failure to acquire the correct version of Adobe software is not an acceptable reason for late submission.

# SUBMISSION OF APPLICATION

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\*\*\* Begin no later than 48 hours before deadline for both Grants.Gov and Just Grants

\*\*\* IF you are submitting applications for multiple purpose areas, make sure the correct attachments are included for each application.

\*\*\* Do not combine applications when uploading in Just Grants.

# APPLYING IN GRANTS.GOV and JUSTGRANTS

## OVW Policy on Duplicate Applications

- \*\*\* One application per purpose area.
- \*\*\* Do not submit “test” applications to see if Grants.Gov and JustGrants “works”.
- \*\*\* Please avoid submitting an application multiple times!

# APPLYING IN JUSTGRANTS

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- Application components will be entered either directly into JustGrants or require uploading attached documents.
- Applicants will need to allow ample time before the JustGrants deadline to prepare each component.



# APPLYING IN JUSTGRANTS

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- Applicants may save their progress in the system and revise the application as needed prior to hitting the Submit button at the end of the application in JustGrants.
- The Application Submitter, Entity Administrator, and Authorized Representative(s) will receive an email from JustGrants confirming submission of the application.

# FINAL REMINDERS

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- **Read the solicitation thoroughly.**
- Respond to the criteria and the purpose area description.
- Do not combine purpose areas and do not create a purpose area.
- Double check all attachments and label accordingly.
- Do not submit multiple versions of the same application.
- Start the uploading no later than 48 hours from both due dates and time.

# Do not wait until last minute!!!

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TWO STEP APPLICATION PROCESS!!!!

LETTER OF INTENT: May 3, 2021

SAM, DUN, GRANTS.GOV Registration: May 10, 2021

GRANTS.GOV DEADLINE: May 27, 2021

JUST GRANTS DEADLINE: June 2, 2021

# Contact Information for Questions

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## **Grants.Gov**

support@grants.gov

1-800-518-4726

## **Programmatic Questions**

OVW.TechAssistance@usdoj.gov

202-307- 6026

## **JustGrants**

OVW.JustGrantsSupport@usdoj.gov

1-866-655-4482

## **Financial Questions**

OVW.GFMD@usdoj.gov

1-888-514-8556