



United States Department of Justice

Office on Violence Against Women

Working Together to End the Violence

FY 2021 Firearms Technical Assistance Project (FTAP) Pilot Sites Initiative Pre-Application Information Session

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GENERAL INFORMATION

- **Solicitation**

- <https://www.justice.gov/ovw/page/file/1423726/download>

- **Solicitation Companion Guide**

- <https://www.justice.gov/ovw/page/file/1342606/download>

- **Resources for Applicants**

- www.justice.gov/ovw/how-apply
- www.justice.gov/ovw/resources-applicants

- **Where to apply?**

- www.Grants.gov
- CFDA Number: 16.526
- Funding Opportunity Number: O-OVW-2021-05002

FY 2021 FTAP AWARD INFORMATION

The FTAP Pilot Sites Initiative is a project under the Domestic Violence Homicide Prevention Firearms Technical Assistance Project (FTAP), funded by the Improving Criminal Justice Responses (ICJR) Program.

The FTAP focuses on ICJR purpose area 22 (domestic violence homicide reduction) and will help inform the ICJR Program on best and promising practices for jurisdictions implementing firearms relinquishment policies and practices throughout the civil and criminal justice system.

- Authorized by 34 U.S.C. §§ 10461.

Current non-funded FTAP sites:

- Birmingham, AL
- Columbus, OH
- Muskogee Creek Nation, OK
- Brooklyn, NY
- Vermont (state-wide)
- Spokane, WA

OVW will provide non-competitive funding directly to these six initial FTAP sites and offer competitive funding to support up to six additional sites to participate in the FTAP Initiative.

TYPES OF APPLICATIONS

P.7-8

- **Competitive applicants:** Applicants that have never received direct funding under the FTAP Pilot Site Initiative and are seeking funding to assess and improve their domestic violence firearms laws, and firearms relinquishment protocols and procedures in their community.
- **Non-competitive applicants:** Applicants that are currently receiving technical assistance under the FTAP Initiative.

AWARD INFORMATION

P.7

- Award Period - 36 months
- Award Amount - up to \$500,000 for 36 months
- All awards will be made as cooperative agreements, an award under which OVW expects to have ongoing substantial involvement in award activities.

IMPORTANT! OVW has the discretion to award grants for greater or lesser amounts than requested.

PLANNING PERIODS

P.8

- New, or competitive, applicants:
 - **6-month planning phase**
 - Assemble a multi-disciplinary team.
 - Engage in self-assessment activities.
 - Devise a plan to address project goals and objectives.
 - Submit a work plan outlining the remaining 30 months of project activities to the TTA providers and OVW for final review and approval.
- Continuation, or non-competitive, applicants:
 - **3-month planning period**
 - Revise and submit logic model to the TTA providers and OVW for final review and approval.

OVW PRIORITY AREAS

The Department of Justice is committed to advancing work that promotes civil rights, increases access to justice, supports crime victims, protects the public from crime and evolving threats, and builds trust between law enforcement and the community. These values are also inherent in the grant programs supported by the VAWA.

OVW is committed to supporting projects that meaningfully address the needs of underserved and marginalized survivors, improve access to justice, enhance survivor safety, hold offenders accountable, and build a coordinated community response to violence against women.

ICJR PROGRAM SCOPE

PAGES 5

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PURPOSE AREAS

- Activities supported by this Solicitation are based on the statute and federal regulations for OVW's Improving Criminal Justice Responses Program.
- Applicants must address at least one statutory purpose areas listed on pages 5-6 of the solicitation:
 - Enhanced law enforcement responses, including centralized units, specialized training, improved arrest policies, and protection order enforcement to address the intersection of firearms and domestic violence.
 - Coordinated community responses, including multidisciplinary teams, comprehensive victim services and support centers (co-located services), and interdisciplinary policy development to address the intersection of firearms and domestic violence.
 - Enhanced prosecution responses, including centralized units, specialized training, and policy and protocol development to address the intersection of firearms and domestic violence.
 - Improved judicial handling of cases, including centralized courts and dockets, judicial education programs, and protection order issuance and tracking as it relates to firearms relinquishment.
- Applicants must address **at least one** purpose area.
 - Can apply for multiple purpose areas but only include those you can **meaningfully** address. **Quality over quantity is important!**

Activities That Compromise Victim Safety and Recovery or Undermine Offender Accountability

- **IMPORTANT!** Applications proposing activities that jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions may receive a deduction in points or may be eliminated from consideration entirely.
- Complete list located in the Solicitation Companion Guide.

OUT OF SCOPE ACTIVITIES

P.6

- Research projects
- Direct legal representation
- Family law
- Prevention activities
- Family violence services
- Services for children
- Sex offender registry
- General firearm use

IMPORTANT! ICJR funds can only be used to serve adolescent and adult victims aged 11 and older.

ELIGIBILITY

PAGES 9-11

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ELIGIBILITY

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- The following entities are eligible to apply to the FTAP Initiative:
 - States
 - Indian tribal governments
 - State and local courts (including juvenile courts)
 - Units of local government
 - State, tribal, or territorial domestic violence or sexual assault coalitions
 - Victim services providers

IMPORTANT! The Violence Against Women Reauthorization Act of 2013 changed the definition of “unit of local government.”

NON-ELIGIBLE LEAD APPLICANTS

- The following **are not considered** units of local government and not eligible to apply as the lead applicant:
 - Police departments
 - Pre-trial service agencies
 - District or city attorneys' offices
 - Sheriffs' departments
 - Probation and parole departments
 - Universities
- These entities may assume responsibility for the development and implementation of the project but must have their state, tribal government, or unit of local government apply as the lead applicant.
- Applications submitted by ineligible entities will not be considered for funding.

NON-GOVERNMENT APPLICANTS

Victim Service Provider

- Must meet definition of a “victim service provider” on page 9.
- As a lead applicant, is required to enter a formal partnership with:
 - a state, Indian tribal government, or unit of local government appropriate to the service area, and
 - any specific governmental organizations that are necessary for the implementation of the proposed project.

Coalition

- Must meet definition of “coalition” on page 9.
- Statutorily defined and recognized organizations.
- As a lead applicant, is required to enter a formal partnership with:
 - a state, Indian tribal government, or unit of local government appropriate to the service area, and
 - any specific governmental organizations that are necessary for the implementation of the proposed project.

NONPROFIT ORGANIZATION REQUIREMENT

- Must be an organization described in section 501(c)(3) of the IRS Code.
- Must submit a determination letter from the IRS recognizing their tax-exempt status and a *Disclosure of Process Related to Executive Compensation if applicable (p.18)*.
- **IMPORTANT!** Any nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code is not eligible to apply.

Victim Service Provider or Coalition Applicants

- Applicants that are victim service providers or coalitions are required to enter a **formal collaboration** with a state, unit of local government, or tribal government as well as any specific governmental organizations that are necessary for the implementation of the proposed project.

IMPORTANT! Applicants that fail to include the mandatory partners will be removed from further consideration.

CERTIFICATIONS

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CERTIFICATION OF ELIGIBILITY

P.10

- The Certification of Eligibility Letter must be signed by the **chief executive** of the state, Indian tribal government, unit of local government, or court.
 - For Example, if you are proposing a statewide project, the Governor would likely be the chief executive to sign. A Chief Judge or Court Administrator for a court applicant and a Mayor, County Executive or tribal Chairman for unit of local government or Indian tribal government applicant.

IMPORTANT! Applications that fail to include a **current** Certification of Eligibility at the time of submission will not be considered for funding.

HIV CERTIFICATION

P.8

- States and units of local government who receive ICJR funding must meet the requirements for HIV testing of offenders.
 - If you are not in compliance, 5% of awarded funds will be withheld.
 - Doesn't apply to tribal, victim service provider or coalition applicants.

IMPORTANT! Failure to provide required certifications may disqualify an application from further consideration.

APPLICATION CONTENTS

PAGES 11-23

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APPLICATION CONTENTS

Required Application Documents:

- Proposal Narrative
- Budget Detail Worksheet and Narrative
- Memorandum of Understanding (MOU)/Letter of Commitment
- Letter from the United States Attorney's Office
- Certification of Eligibility

APPLICATION CONTENTS

- Proposal Abstract – not scored, but should be submitted
- Data Requested with Application – not scored, but should be submitted
- Proposal Narrative – 70 points
- Budget Detail Worksheet and Narrative – 10 points
- Memorandum of Understanding (MOU)* – 15 Points
- Letter from the United States Attorney's Office – 5 Points
- Additional Application Components (pg. 19)
 - Documents in this section will not be scored but **must** be included with your submission

***IMPORTANT!** In the rare circumstance that a **COURT** is prohibited from entering into an MOU, a Letter of Commitment may be submitted.

The budget should be **reasonable**, display a **clear link** between specific project activities and the proposed budget items, and support proposed activities for **36 months**.

- No more than \$500,000 total for the entire 36 months
- Competitive applications- must reflect a six-month planning phase
- Non-competitive applications- must reflect a three-month planning phase
- Budget must include funds:
 - to attend OVW-sponsored trainings and technical assistance
 - to support community engagement work in the amount of \$60,000
 - to ensure access for individuals with disabilities, Deaf/hard of hearing individuals, and persons with limited English proficiency (or clearly describe other resources available)

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
 - **IMPORTANT!** Eleven questions with 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



UNALLOWABLE COSTS

P.16

- Lobbying
- Fundraising
- Purchase of real property
- Physical modifications to buildings, including minor renovations (such as painting or carpeting)
- Construction

RESOURCES

Creating a Budget: Training for OVW Applicants –

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

Uniform Guidance - 2 CFR Part 200

DOJ Financial Guide –

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

Program Specific Solicitation -

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



CONTACT INFORMATION

OVW GFMD Helpdesk:

1-888-514-8556

OVW.GFMD@usdoj.gov



MANDATORY PROGRAM REQUIREMENTS

Pages 8-9



TRAINING AND TECHNICAL ASSISTANCE

- Applicants are required to allocate funds to attend OVW-sponsored TTA.
- Set aside amounts are:
 - \$25,000 for 36 months for lead applicant and project partners in the 48 contiguous states
 - \$30,000 for 36 months for lead applicant and project partners in Alaska, Hawaii or a US Territory
- **IMPORTANT!** You can include additional costs to attend conferences or non-OVW training, but those trainings are subject to approval by OVW.

MEMORANDUM OF UNDERSTANDING

Pages 18-19

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MEMORANDUM OF UNDERSTANDING

- Document containing the terms of the partnership and the roles and responsibilities between two or more parties.
- MOU **must** be a single document and **must** be signed and dated by the Authorized Representative of each proposed partner agency during the development of the application.
- If using multiple signature pages, each page must include the name and title of all signing parties.
- Must clearly address all eight elements requested on page 19.

LETTERS OF COMMITMENT (LOC):

- If a court is **unable** to enter into a MOU, the court may submit a LOC in lieu of entering into a MOU in one of two ways:
 - If the court is the **lead applicant** and unable to enter into a MOU, all project partners should submit LOCs and no MOU is required.
 - If the court is a project partner and unable to enter into a MOU, the lead applicant must submit a MOU signed by the applicant and any other non-court partners and a LOC signed by the court partner.
 - **Any Letter of Commitment submitted in lieu of a MOU under any other circumstances will not be accepted.**
- The LOC must be printed on official letterhead signed by the appropriate official and address all required elements described in the solicitation (page 19).

HOW TO APPLY

Pages 20-23

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IMPORTANT DEADLINES AND DUE DATES

- **January 6, 2022**
 - Submit “Letter of Intent”
- **January 11, 2022**
 - Obtain a DUNS Number
 - Register with SAM
 - Register with Grants.gov
- **January 18, 2022**
 - Submit SF-424 and SF-LLL in Grants.gov- **due 11:59 p.m. Eastern**
- **January 20, 2022**
 - Submit complete application in JustGrants- **due 11:59 p.m. Eastern**

NEW SUBMISSION PROCESS

■ Step 1

- Submit SF-424 and SF-LLL in Grants.gov
- Submit these early – **48 hours** before the Grants.gov deadline

■ Step 2

- Submit the **full application** including attachments in JustGrants
- **IMPORTANT! New!** Submit full application, including attachments, in JustGrants
- See page 2 for IT support information.

LETTER OF INTENT

- Applicants are strongly encouraged to submit a “Letter of Intent”.
- Submit to OVW at OVW.ICJR@usdoj.gov by **January 6, 2022.**
- The letter will not obligate applicant to submit an application.
- Sample Letter of Intent on the OVW Resources for Applicant webpage.

FINAL THOUGHTS

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TIPS FOR A SUCCESSFUL APPLICATION

- Read the solicitation in its entirety.
- Provide relevant, detailed information.
- Answer every part of every question.
- Include section headers.
- Number all pages.
- Limit the usage of acronyms in the application.
- Make sure the narrative and the budget are in sync.

Use the Application Checklist on page 26

TIPS FOR A SUCCESSFUL APPLICATION

- Check your software.
- Do not wait until the last day to upload.
- Make sure as you attach the final version of a document.
- The application deadlines are January 18, 2022, at 11:59 p.m. EST for Grants.gov and January 20, 2022, at 11:59 p.m. EST for JustGrants.

Don't hesitate to contact OVW if you have any questions

CONTACT INFORMATION

OVW Program Specialists

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FTAP Solicitation Point of Contact

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Email: OVW.ICJR@usdoj.gov

OVW Website: www.justice.gov/ovw

OVW Phone Number: (202) 307-6026

THANK YOU AND GOOD LUCK!

Q & A

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