

Transcript for Transitional Housing Pre-Application Information Session

Slide 1 - Sharon Elliot:

Introduction

Good afternoon and welcome to OVW's fiscal year 2022 Transitional Housing Assistance Grants for Victims of Sexual Assault, Domestic Violence and Stalking Solicitation Pre-Application Information Session. Hi, I'm Sharon Elliot a Program Specialist on the Transitional Housing Unit and on behalf of our Associate Director Michelle Brickley, my teammates Myrta Charles, Charlayna Brady, Dana Marshall who is currently deployed and Zelda Tackey, I welcome you all to today's call.

Myrta I will hand this over to you to speak to our grantees about the Transitional Housing Program. So you can kick off this discussion

Slide 3 - Myrta Charles:

Transitional Housing Program

Thank you, Sharon. I appreciate that so much. Good morning, all. Let's start off with our Transitional Housing Program Description. I'll reference also our Purpose Areas, our Priority Areas, our Transitional Housing and Support Services, and then our details about our Priority Areas. Let's get started.

Slide 4:

Program Description

The OVW's Transitional Housing Program funds organizations to assist victims of domestic violence, dating violence, sexual assault, and stalking. We refer to these as the VAWA crimes. These are those that are homeless or in need of transitional housing as a result of domestic violence, dating violence, sexual assault, or stalking. Again, the VAWA Crimes.

The Transitional Housing Program provides funding for survivors in need of transitional housing, short-term housing assistance, and related supportive services for 6 to 24 months.

Eligible applicants are those that are states, units of local government, Indian tribes, and other organizations with a documented history of effective work concerning sexual assault, domestic violence, dating violence, and stalking.

Slide 5:

Purpose Areas vs. Priority Areas

We're going to go through what the purpose areas are versus the priority areas. It is important to understand the difference.

The Purpose Areas are those indicated as a part of the OVW Transitional Housing Program and must be adhered to. Those are what makes up the Transitional Housing Program that will be implemented.

The OVW Priority Areas are optional. Those are the priorities that are office-wide for the FY22 solicitation.

Slide 6:

Purpose Areas

Let's go over the Purpose Areas. Funds under this program must be used for one or more of the following purposes:

First, Transitional housing. That's including funding for the operating expenses of newly developed or existing transitional housing. That's purpose area one.

Or a second purpose area, it can be used for short-term housing assistance, including rental or utilities payments assistance and assistance with related expenses such as payment of security deposits and other costs incidental to relocation to transitional housing. Purpose area two.

And Purpose area Three - provide comprehensive voluntary support services designed for survivors fleeing a situation of sexual assault, domestic violence, dating violence, and/or stalking and helps victims transition into permanent, affordable housing. Those are the purpose areas under the Transitional Housing program.

Slide 7:

Purpose Areas contd.

The Transitional Housing support services are work as one. Grant recipients must provide both Transitional Housing, as we discussed- purpose areas one or two, AND they must provide support services, purpose area three. So, every project will have a purpose area one or two. It can be purpose area one and two, and they must provide purpose area three. OVW funds can provide transitional housing support services or both, if OVW funds are only used to provide funds either transitional housing or support services, then the other must be provided by a project partner and/or another funding source. So, to be clear, OVW funds may be used to provide either/or, but both must be available to the client.

Slide 8:

Transitional Housing and Support Services

The applicant must include this information on the data requested with the application, making clear what funding source is supporting the housing and the support services.

Slide 9:

OVW Priority Areas

Let's talk a little bit about the OVW Priority Areas. This year the OVW in FY 22 has four priority areas. Those four priority areas are:

One, to advance racial equity as an essential component of ending sexual assault, domestic violence, dating violence, and stalking.

Our second priority area is to expand economic justice and financial advocacy for survivors of sexual assault, domestic violence, dating violence, and stalking, including as a tool for violence prevention.

Our third priority is to Increase the response to sex trafficking.

And fourth, projects that primarily serve the underserved populations.

Those are the four priority areas found for FY2022 Transitional Housing Program. Let's go into a little more detail about each of these and how you determine which one will work with your project.

Applicants may choose to apply for one priority area, two, or three. If not, they can choose all four or none at all. This is an option for the Transitional Housing Program.

Slide 10:

OVW Priority Area 1:

To qualify for Priority Area 1: Advance racial equity as an essential component of ending the VAWA crimes, the applicant must be a culturally specific organization.

They must demonstrate a documented history of effective work concerning the VAWA crimes.

They must provide a detailed plan for assisting survivors from culturally specific communities in need of transitional housing services.

And they may submit budgets for up to \$550,000 for the 36-month period.

Let me emphasize "Culturally specific" means primarily programs directed toward racial and ethnic minority groups. Those include as American Indian including Alaska Natives, Eskimos, Asian Americans, Native Hawaiians and other Pacific Islanders, Blacks, and Hispanics.

To review this priority area, please see page 9 of FY 22 solicitation.

Slide 11:

Priority Area 2:

Let's go to Area Number2.

Priority Area Number 2 -Expand economic justice and financial advocacy for survivors of VAWA crimes as a tool for violence prevention.

To qualify for this priority, an applicant must propose projects that demonstrate strong partnerships with workforce development or job training programs.

They must provide a detailed plan for assisting survivors toward graduated economic empowerment and survivor autonomy while using a voluntary services model.

If an applicant chooses this priority, they can submit budgets for up to \$550,000 for the 36-month period.

Slide 12:

Priority Area 3:

This is to increase the response to sex trafficking.

Applicants who choose to opt for this priority will look to propose projects that focus on direct intervention and advocacy services for victims of sex trafficking.

Applicants here should demonstrate a substantive knowledge of how to meet sex trafficking victims' unique needs, including the provision of transitional housing and support services to victims of sex trafficking.

To propose in community-based partnerships to ensure appropriate referrals for substance abuse, mental health, and legal services.

Applicants here should identify how they and their partners will engage in outreach to victims of sex trafficking.

In order to meet these criteria, they should submit budgets for up to \$550,000, again, for a 3-year period.

Slide 13:

Priority Area 4:

Projects primarily serving underserved populations

To qualify for this statutory priority area, the applicant must propose projects that primarily serve individuals from underserved populations who are victims of the VAWA crimes.

The term “underserved populations” means populations who face barriers in accessing and using victim services, and includes populations underserved because of geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, and populations underserved because of special needs such as a language barrier, disabilities, age.

Applicants should provide a detailed plan identifying the underserved population that is going to be addressed.

They should describe how the project will provide specific services to victims from the identified underserved populations within the proposed project service area.

They should describe gaps in current services, and barriers for victims seeking those services.

And they should demonstrate a strong partnership with organizations with experience and history of services to each of these underserved communities.

In doing so, they can submit budgets for up to \$550,000 for a 3-year period.

Applicants should look at the Award and Period Amounts on page 9, of FY22 solicitation for any additional details or information.

With that I would like to hand this off to my colleague, Charlayna Brady. Charlayna, can you take us off to the next part of this solicitation, please.

Slide 14 - Charlayna Brady:

Prohibited Activities and Limits to Funding

Hello.

I will discuss with you the prohibited activities and limits to funding which include the activities that compromise victim safety, the out-of-scope activities, and the limited use of funds.

Slide 15:

Activities that Compromise Victim Safety

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

Applications that propose any such activities may receive a deduction in points during the review process or may be eliminated from consideration. Information on activities that compromise victim safety and recovery or undermine offender accountability may be found in the Solicitation Companion Guide.

Slide 16:

Out-Of-Scope Activities

The following activities are out of scope.

Research projects. Prevention activities. Housing retention.

This means that grant funds cannot be used to keep victims in their home or to prevent them from losing their current housing.

With respect to family violence, grant funds may not be used to directly address child abuse, or family violence issues such as violence perpetrated by a child against a parent, or violence perpetrated by a sibling against another sibling or neglect or exploitation.

Grant funds may not be used for caregiver abuse of elders and other vulnerable adults.

The activities listed here are out of scope *and will not be supported by this program's funding.*

This language is found on page 7 of the FY22 solicitation.

Slide 17:

Limited Use of Funds

The following activities can be supported only in limited circumstances: Legal Services, the Purchase and/or Lease of Vehicles, and services for children. Please see the solicitation and or the solicitation companion guide for more detail on the limited use of funds.

I will now pass it over to Sharon to discuss with you the federal award information.

Slide 18 - Sharon Elliot:

Federal Award Information

Our federal award information consists of the following

The grant award period is for 36 months, and that begins on October 1, 2022.

Awards will be made for up to \$550,000.

New and continuation grantees are eligible to apply, with the following exceptions:

Recipients of FY 2020 or FY 2021 awards are NOT eligible to apply as the lead applicant or as an MOU partner on a FY 2022 proposal. Likewise, an organization that is an MOU partner on an FY 2020 or FY 2021 award is not eligible to apply as the lead applicant or as an MOU partner on a FY 2022 proposal.

Current grantees with a substantial amount of unobligated funds remaining, meaning 50% or more of the previous award as of March 31, 2022, without adequate justification as to why that amount is remaining, may not be considered for funding or may receive a reduced award amount if selected for funding in FY 2022.

Slide 19:

The Award Period and Amounts

Please keep in mind that all awards are subject to the availability of appropriated funds and there is no guarantee that funds will be available in the future.

Funding levels for FY 2022 are listed here. Proposed budgets are for the entire 36-month project period.

Proposals to use grant funds for housing alone or for both housing and support services may submit budgets for up to \$500,000.

Proposals to use grant funds for support services only may submit budgets for up to \$300,000.

Proposals addressing the priority area “Advance racial equity as an essential component of ending VAWA crimes” may submit budgets for up to \$550,000.

Proposals addressing the priority area, “Expand economic justice and financial advocacy for survivors of VAWA crimes, including as a tool for violence prevention” may submit budgets for up to \$550,000. Also, keep in mind here, or make note that OVW expects to prioritize up to four projects under this priority area.

Proposals addressing the priority area “Increase the response to victims of “human trafficking” may submit budgets for up to \$550,000. OVW expects to prioritize up to four projects under this priority.

Proposals addressing the priority area “Primarily serve underserved populations” may submit budgets for up to \$550,000. Here again, OVW expects to prioritize up to four projects under this priority.

Please see page 9 of the FY 2022 solicitation for additional information on the Award Period and Amounts.

Slide 20:

Mandatory Program Requirements

Now we will move to discuss the Mandatory Program Requirements. As an applicant to grantee, here are some of the mandatory program requirements that you must adhere to, in this case as a applicant.

1. Participate in OVW-sponsored training and technical assistance, you would agree to do that.
2. Recipients may be expected to dedicate some OVW-funded time and resources to participating in an assessment or evaluation.
3. You would agree to submit your policies and procedures, post award and after attending new grantee orientation, and that's something you'll find out more about should you become a successful applicant. You would also adhere to rules governing the organizations transitional housing program and related support services.
4. You would offer transitional housing and support services for at least six months and no more than 24 months with OVW grant funds.
5. You would offer support services only to individuals receiving transitional housing (other than follow-up services described in our next bullet point).
6. You would offer follow-up support services for transitional housing clients who secure permanent housing. Follow-up services are limited to advocacy, support groups, case management, and minimal financial assistance and that minimal financial assistance often looks like security deposits or first month's rent for permanent housing; provided for at least three months but not more than a year. So, follow-up services are limited, and they are provided for a limited period of time of 3 months but not more than a year.

Slide 21:

Mandatory Program Requirements cont.

And here is our continued discussion on Mandatory Program Requirements

7. You as an applicant would significantly involve a victim service provider in the implementation of the project, including the development and review of all policies and procedures and the provision of support services.
8. You would ensure that any staff, partner staff, or service providers working with transitional housing clients are trained to work with victims of the VAWA crimes, meaning they would be trained to work with victims of sexual assault, domestic violence, dating violence, or stalking.
9. You would send the project coordinator and one other key staff member to an in-person OVW grantee orientation.
10. You'd send key staff to an in-person OVW-sponsored training on voluntary services.
11. You would agree to provide transitional housing to clients without requiring participation in support services.
12. You'd notify OVW of any changes to the source of funding used to provide OVW grant funded transitional housing and/or support services.
13. You would compensate at least one, if not all, of your project partners for time and travel to participate in project development, training, and implementation. If a partner is a state or unit of local government and the partnership duties are conducted within the course of the agency's

“regular” scope of work, the applicant does not need to compensate the partner if the partner offers this arrangement, and an explanation of this arrangement is included in the application.

Applicants that receive funding under this program will be required to engage in these activities and the language for the Mandatory Program Requirements can be found on page 10 of the FY22 solicitation.

Slide 22:

Grants Financial Management Division (GFMD)

So, for the next couple of slides will focus on aspects of your application that relate to documents that our financial team, the Grants Financial Management Division (GFMD), reviews. More specifically, we’ll discuss some items that GFMD has identified from prior year applications that could help with expediting our review process.

So, for today, we’re going to highlight certain aspects of the data requested with application and the pre-award risk assessment and provide you a link to a detailed webinar on how to develop the budget that will be included in your application.

The first things we’ll highlight are the items identified in the data requested with application, which is required to be completed by all applicants.

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 in federal funds during their last fiscal year. If they have, then they indicate that and also specify the end date of their last fiscal year. However, GFMD is finding that applicants do not always include this information and leave out whether or not they have met the threshold, or the end date of the last Fiscal year is not included. Please ensure this question is answered in its entirety on the Data Requested with Application.

So, another item 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 executives’ compensation, you must reference the additional information section that provides the required disclosure letter. We’d like to highlight that there are 4 parts of this disclosure letter that must be provided to OVW in order to comply with this requirement. The sample letter outlines all 4 parts of the disclosure, so please be sure to follow the sample and provide a response to each of the four pieces.

The next item we’d like to discuss is the pre-award risk assessment, which assists GFMD during their pre award risk assessment review for all applications. Each applicant must prepare a response to all questions.

We’ve noticed from prior years that applicants do not always fully answer all parts of the questions, which in turn, requires GFMD to reach out to the applicant which may delay recommendations. Some of the most common issues that we’ve encountered have been, for example, where the applicant indicates that they do indeed have internal policies, but they don’t provide a brief list of topics covered in the policies and procedures. Another example of incomplete responses is where the applicant does not

provide a brief summary of the organization's process for tracking expenditures, and more specifically whether or not it tracks budgeted versus actual expenditures.

These are just a few examples - please make sure you read each piece of each question and provide a full, comprehensive response.

Slide 23:

Resources

Here we will highlight available resources that should 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 in developing a budget to be submitted with their OVW applications. They want to help reduce any challenges you may face with the budget and make clear what they look for when reviewing your budget. This webinar provides insight as to what OVW financial staff considers during their review. Use the Budget webinar link that's found on page 16 of the FY2022 transitional housing solicitation. The webinar can be found under the Budget information section on that page.

Next up is the uniform guidance which can be found at 2 CFR 200. Then another resource is the DOJ Financial Guide, as well as the program specific solicitation. If you need assistance finding these resources, please contact the GFMD helpdesk.

Slide 24:

GMFD Contact Information

We know this can be a lot of information to process, so if you have any questions about the GFMD information discussed here, please feel free to contact the GFMD helpdesk at 888-514-8556 or via email at OVW.GFMD@usdoj.gov. And with that, I will pass the baton to my colleague, Myrta Charles.

Slide 25 - Sharon Elliot:

Other Program Eligibility Requirements

So, we'll continue the discussion on other program eligibility requirements. That discussion includes:

Qualified Applications

Required Partnerships

Role of a Victim Service Provider

Voluntary Services

And Length of Stay

Slide 26:

Qualified Applicant

Let's talk about Qualified Applications.

To be qualified for funding under this program, applications must meet the following statutory definition of “qualified application.” An application is deemed qualified if it:

has been submitted by an eligible applicant (which we discussed earlier. That page can be found on pages 1 and 10 of the FY22 solicitation.

A qualified application does not propose any of the activities that may compromise victim safety, including background checks of victims or clinical evaluations of victims to determine eligibility for services. That cannot happen to be a qualified application. We spoke about those activities that compromise victim safety earlier and those you must adhere to.

To be a qualified applicant you have to reflect an understanding of the dynamics of sexual assault, domestic violence, dating violence, and stalking; within your proposal to meet this application qualification.

And last, do not propose any prohibited activities, including mandatory services for victims. Again, that will speak to our knowledge of why we have voluntary services.

Slide 27:

Required Partnerships

Now, another program eligibility requirement is Required Partnerships.

If an applicant is a victim service provider, they must include at least one other organization, for example, a housing provider, local homelessness coalition, or other social service provider serving low-income households, including let’s say community colleges, workforce centers, community action agencies, and/or public assistance departments as a required partner identified in the Memorandum of Understanding, known as the MOU.

If an applicant is a tribe, if an applicant is a state, or a unit of local government, the application must include both, a victim service provider and a housing provider as required partners. They may include the other types of partners as well, what we listed above, what we were talking about. These must be identified in the MOU.

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 the VAWA crimes, then the application must include at least one other organization, as we spoke of, a housing provider, a homelessness coalition, or other social service provider as a required partner identified in the MOU. These are required partnerships.

They are described here but, should also be demonstrated in the applicants’ Memorandum of Understanding and again we see their experience and partnership reflected in the Letter of Experience. Those all come together in the Transitional Housing Program solicitation.

Slide 28:

Victim Service Provider

Let’s discuss the Victim Service Provider

The 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 organizations, 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 VAWA crimes as one of their primary purposes and have a demonstrated history of effective work in that field.

The victim service provider partner must play an active role in the development and implementation of the project. This speaks to tribal organizations, that speaks to states, units of local government who must have a required partner of a victim service provider. Applications from states, tribes, and units of local government must demonstrate that the victim service provider is significantly involved in the project design and development and reviews of all the policies and procedures and describes how the applicant will ensure that anyone working with transitional housing survivors is trained in working with victims of VAWA crimes.

To see the full description of Victim Service Provider, please go to your page 11 of the FY 2022 solicitation.

All applicants must identify their respective partnerships throughout the application narrative, as well as clearly and formally evidenced through the Memorandum of Understanding. And to see the Memorandum of Understanding guidelines, you'll see that on page 18, of the FY22 solicitation.

Slide 29:

Voluntary Services

Let me talk to you about Voluntary Services.

All services support and follow-up, provided to recipients of transitional housing, either while in transitional housing or when establishing permanent housing, must be voluntary. All services must be voluntary.

Slide 30:

Length of Stay

And I know we have repeated it several and again it doesn't hurt to mention the Length of Stay

Transitional housing with voluntary support services must be offered for at minimum six months and no more than 24 months. This is the window in which your project will be developed and implemented.

Victims may 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.

Please note: This is not shelter, this is not extended shelter, this is not rapid rehousing, this is not a financial assistance for just a few months, or permanent subsidized housing, etc. This is Transitional Housing. It is defined by OVW as housing that is offered for at least 6 months and no more than 24 months to serve as a bridge between emergency phase and permanent housing to survivors. Please develop programs with this framework in mind.

I'm going to turn this over to my colleague, Charlayna, who is going to talk to you about the application content in whole. Charlayna, will you take it from here.

Slide 31 - Charlayna:

Application Contents

Thank you Myrta. Alright. Now I am going to discuss with you the contents of your application.

Your application must include the Data Requested with Application, an Abstract, a Proposal Narrative, A Budget Detail Worksheet and Narrative, A Memorandum of Understanding commonly referred to as the MOU.

Also, you need to submit the Letter of Experience which is commonly referred to as the LOE.

OVW will not contact any applicants for any missing contents of your application.

Applications that do not include the aforementioned items will be considered substantially incomplete and will not be considered for funding.

I would also like to note that the Proposal Abstract is required but failure to submit it will not result in removal from consideration.

It is worth about 5 points and more information about this found on page 13 of the FY22 solicitation

Slide 32:

Data Requested with Application

The Data Requested with Application questionnaire is a required element and must be fully completed and submitted to successfully apply for this program.

Applicants must respond to each question.

More information about this can be found on pages 13 and 27 of the solicitation

Slide 33:

Abstract

The abstract is worth 5 points total, will be entered into JustGrants.

It must provide a short summary (no more than two pages double-spaced) of the proposed project, including names of applicant, its partners, the project title, the purpose of the project, primary activities for which funds are being requested, who will implement, who will benefit, the products and deliverables, and how the applicant will measure progress in completing project goals and objectives.

Slide 34:

Project Narrative

The Project Narrative includes the following sections and optional priority areas.

The Project narrative may not exceed 25 pages unless you are addressing one or more of the priority areas. In that case you will have one page per priority area that you address.

The Project Abstract and the Data Requested with Application are not part of the 25-page limit for the project narrative.

Within the project narrative you will address the Purpose of Application which includes the problem to be addressed and how funding would alleviate it; the target population and how the target population would benefit.

You will address What Will Be Done which includes the project goals and objectives, and timeline, describing the specific tasks and activities necessary for accomplishing each.

You will also address Who Will Implement the Project, organizations, and people responsible for implementing the project.

Slide 35:

Budget Detail Worksheet and Narrative

All applications must include a detailed budget and narrative.

Please see the sample Budget Detail Worksheet and Creating a Budget webinar available on our website.

Please keep in mind that budgetary requirements vary among programs. Applicants must submit reasonable budgets based on the resources needed to implement their projects in their specific geographic location.

Slide 36:

Budget Detail Worksheet and Narrative cont.

The budget and narrative will be reviewed separately from the proposed project narrative. The budget narrative must describe each line item requested in the budget and explain all costs included in the budget, including how the costs of goods and services are determined and how they will fulfill the objectives of the project.

Your budget must display a clear link between the specific project activities and the proposed budget items and it must not contain items that are not supported by the project narrative.

Your budget must include funds to attend OVW-sponsored TA in the amount of \$15,000 for applicants located in the 48 states and \$20,000 for the applicants located in the territories.

Your budget must Include a statement describing whether the housing units are applicant owned or not.

Slide 37:

Budget Detail Worksheet and Narrative contd.

Your budget must include as program income any fees charged to transitional housing participants if the transitional housing is applicant owned.

Your budget must include funds or describe other resources available to the applicant to support activities to ensure access for individuals with disabilities, Deaf or hard of hearing individuals, and persons with LEP. Please see Accessibility under Federal Award Administration Information for more detail.

Your budget must compensate at least one, if not all of your project partners as reflected in the MOU. For more information on this, you can see the sample Budget Detail Worksheet.

Your budget must distinguish clearly between sub-awards and contracts in allocating any grant funds to other entities.

Slide 38:

Memorandum of Understanding

Moving on to the MOU.

All applications must include a new MOU that is responsive to the FY22 solicitation.

The purpose of the MOU is to allow applicants to demonstrate that their proposed projects will be developed by a team of collaborative partners.

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 also be a single document, signed and dated by the Authorized Representative of each partner agency and the applicant agency.

Slide 39:

Letter of Experience (LOE)

Moving on to the LOE. The Letter of Experience.

All applicants must submit a signed and currently dated LOE describing the applicant organization’s documented history of effective work concerning VAWA crimes or such experience and capacity of a partner, if the applicant is a tribe, state, or unit of local government.

Your LOE must address the following:

Please describe the applicant organization’s history of providing assistance to survivors of VAWA crimes.

Please demonstrate a history of effective work serving victims of VAWA crimes by showing the number of years the agency has provided direct victim and/or housing services.

Please describe services provided to victims.

And describe the qualifications or skills of staff assigned to the grant and training they have obtained/will obtain and/or provided/will be provided.

Applications from a tribe, state or unit of local government must include a letter of experience from their victim service provider partner.

In addition to the above information, the letter must make clear how the victim service provider will be involved in the implementation of the proposed project.

I would also like to note that the LOE is limited to two pages; any additional pages will not be reviewed.

Applications will be removed from consideration if the LOE is missing, if it is not a single document, if it is not current, or if it is not signed or dated.

A sample LOE is available at our OVW website.

This language is also found on page 19 of the FY22 solicitation.

I would like to pass it over to Sharon to discuss the application and submission information.

Slide 40:

Application and Submission Information

In this part of our discussion, we'll cover the Limit on the Number of Applications that an organization can submit, Formatting and Technical Requirements, Submission and Deadline Information.

It should be noted that applications for this program will be submitted through a two-step process. The two-step process involves a submission to grants.gov as well as into the justice grants system, commonly known as JustGrants and we will talk more about that as we get into the information around the Application and Submission Requirements. But first, let's cover Formatting and Technical Requirements.

Slide 41:

Formatting and Technical Requirements

Applications must follow the Formatting and Technical Requirements outlined on page 12 of the solicitation. Your narrative should be double spaced on 8½ x 11-inch paper with one-inch margins; Type no smaller than 12 point, usually Times New Roman or Arial font is used, and recommended except for footnotes, which may be in a 10-point font.

Please include page numbers and headings and sub-headings that correspond to the sections identified in the respective section of the solicitation. It's really important to follow these formatting guidelines as it relates to answering the specific sections in the solicitation.

Word documents in the following formats - you should submit your documents in the format of Microsoft Word (.doc), a PDF file (.pdf), or a Text Documents (.txt).

As mentioned earlier, your proposal should be no more than 25 pages but if you are answering or addressing one of the priority areas the page limit is expanded up to 29 pages.

Slide 42:

Limit on the Number of Applications

OVW will consider only one application per organization for the same service area. In addition, if an applicant submits multiple versions of the same application, OVW will review only the most recent system-validated version submitted before the deadline. I'll say that again, OVW will consider one application per organization, and we will only review the most recent system-validated version submitted before the deadline. Keep this in mind as you prepare and submit your application. Make sure your final submission is the one that you want us to review.

Slide 43:

Submission and Deadline Information

You can find all of this related information on page 21 of the FY22 solicitation, but I'll certainly cover some of those items here.

After applicants register with the Systems for Award Management, commonly known as SAMs, 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.

The E-Business Point of Contact (E-Biz POC) must register the applicant organization with Grants.gov.

In JustGrants, each applying entity will have an assigned Entity Administrator who is responsible for managing entity-level information and assigning roles in the system. The Entity Administrator is also the E-Biz POC designated in SAM.gov. So, you see how all of those processes interface. You should see the JustGrants website for more information on registering with JustGrants.

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 on page 21 of the solicitation to ensure that all required steps and deadlines are met.

Failure to begin registration or application submission by the deadline is not an acceptable reason for late submission. I'll reiterate that, failure to begin the registration process or failure to submit your application by the deadline is not an acceptable reason for a late submission.

Slide 44:

Submission and Deadline Information contd.

Here are four things that you must have done by March 24th:

- You must obtain your DUNS number

- You must register with SAMs

- You must register in grants.gov

- And you must submit your letter of intent. All four of these actions must be completed by March 24th.

If necessary, request hardcopy submission by April 9, 2022. Applicants that cannot submit an application electronically due to lack of internet access must contact the program at 202-307-6026 or you can reach us by email at OVW.TransitionalHousing@usdoj.gov to request permission to submit a hardcopy application.

You should also download an updated version of Adobe Acrobat at least 48 hours before the Grants.gov deadline. 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 related forms on Grants.gov. You should go to the Adobe Software Compatibility page to verify that the Adobe software version is compatible with Grants.gov.

Slide 45:

Submission and Deadline Information contd.

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.

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.

Submit the complete application package at least 24 – 48 hours prior to the JustGrants deadline and confirm application receipt.

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.

So, it's really important that you meet these deadlines and that you submit your application well in advance of the deadline to avoid any glitches that you may encounter that would prohibit a timely submission of your application. So with that, I will pass the baton to my colleague, Myrta Charles.

Slide 46 - Myrta Charles:

Basic Minimum Requirements

Thank you, Sharon. Got the baton. Let's go.

Let's talk about the Basic Minimum Requirements. Once you've completed your application, your application project, and you're ready for submission.

All your applications undergo a Basic Minimum Requirement review once they are submitted. This review is to determine if the application will move forward to Peer Review. There they will fall under consideration for funding. Applications missing any of the following elements will be removed from further consideration and will not be forwarded to Peer Review.

So, if your application is missing a Project Narrative, it will not be forwarded to peer review. If your Budget Narrative or your Detail Worksheets are not included in your submission, your proposal will not be forwarded to peer review. If you have a MOU, it must be complete. It must be a single document. It can include multiple signature pages as long as each page includes the name and the title of all the

signatories. If you have five partners, you cannot have five separate MOUs. It must be just one. If it is not just one single document, it will not be forwarded to peer review.

If you don't have a required partner, it will not be forwarded to peer review. And, if you do not include a Letter of Experience, that is a single document, that is signed and currently dated, again, your proposal will not be forwarded to peer review for further consideration for funding.

Slide 47:

How to get your application to Peer Review

These are the applications that are kicked out one to review at the Basic Minimum Requirement Level. Please be clear and review this slide carefully to note these issues. You can look at your application and go to our application checklist at the end of the application. This is found on page 26 of the solicitation that emphasizes what the application must have. So, this is how you get your application to peer review. Again, these are the positive ways that you can – by submitting a Project Narrative, submitting a full budget narrative and detail worksheets, submit your Memorandum of Understanding, one Memorandum of Understanding as a single document, that is signed by all the project partners and the applicant agency. That the MOU is currently dated. It is made in conjunction with the current proposal. That your MOU has the required partners. You need to submit your letter of experience. A letter of experience. The letter has to be signed. The LOE has current dates. And the LOE is current to the proposal. All those will get your application to peer review. Look at that closely. Look at the checklist. Make sure you know how your application is submitted so it has in all those information that you need. Again, please go to your application checklist found on page 26 and go there and make sure that all the components of your application are in there. The ones we emphasized are the ones you will make sure you go past BMR into a peer review opportunity.

Slide 48:

Application Checklist

SEE GRAPHIC

Slide 49:

Other

Some other information I can provide for you that is found in our solicitation but that I can highlight for you will be:

Read the solicitation in its entirety before applying.

Follow the solicitation. The information in the application should be detailed as possible. Continuation applicants should write the application as if this is the first time that OVW has ever heard of their project.

To ensure that each section is completely addressed, even if it feels redundant.

Number all pages.

Fully name and limit the use of acronyms included in the application.

Information submitted beyond what is required in the solicitation is not likely to be read by OVW staff or peer reviewers. Again, the page limits are added to each section, as you noted before, in Application Content. Please follow those guidelines.

The OVW website contains information on Transitional Housing Models and Rent Structures. That's to help you in preparing your proposal. Please go to the OVW website to access that information.

Also utilize the FY 22 Solicitation Companion Guide. This is additional information that helps you prepare your application fully and considers all the necessary pieces of your application to be strong.

And again, visit the justicegrants.usdoj.gov for helpful guidance on the Application Submission process. Take the time to do that. And as Sharon had reiterated earlier, look at it 48 to 72 hours before the proposed deadlines to make sure that if there's any error that you occur, that you have the opportunity to address them without missing the deadlines.

Slide 50:

Questions

Thank you. It has been a pleasure for us to be here with you today, to go through the solicitation for Transitional Housing Program for the FY 22 competition. My colleagues and I are standby to answer your questions, should you have them. You must email us at OVW.TransitionalHousing@usdoj.gov and we will be happy to answer your questions.

Thank you very much from Sharon, Charlayna, Myrta and Michelle. We look forward to hearing from you. And more importantly, look forward to your excellent proposals.

Good day.

End