

# FY 2019 OVW Training and Technical Assistance Initiative

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PRE- APPLICATION WEBINAR

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VALERIE CRUZAN, OVW GFMD FINANCIAL ANALYST



Welcome to the Office on Violence Against Women pre-application call for the FY 2019 Training and Technical Assistance Initiative Solicitation. My name is Neelam Patel, and I am the OVW Team Lead for Training and Technical Assistance. Also on the webinar is Valerie Cruzan, OVW Grant Financial Management Division Financial Analyst.

It is not the intent, nor is there sufficient time, to go over every aspect of the solicitation. Therefore, this webinar will go over specific sections of the TA solicitation. All applicants are responsible for reviewing the solicitation in its entirety and the attachments the applicant submits in Grants.Gov. It will be useful for you to have a copy of the solicitation either printed or downloaded during this call as we will be referring to specific sections of the solicitation and page numbers.

Please note that OVW staff cannot provide any feedback pertaining the quality of your application. OVW staff cannot provide information outside of that presented in the solicitation that would give an advantage or even the appearance of an advantage to an applicant. OVW staff is available throughout the open period to address any questions about the solicitation's application requirements. Please feel free to send all questions to [OVW.TechAssistance@usdoj.gov](mailto:OVW.TechAssistance@usdoj.gov).


## IMPORTANT DATES

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**APPLICATION DUE DATE: THURSDAY, APRIL 11, 2019 11:59 pm ET**

**LETTER OF INTENT DUE DATE: TUESDAY, MARCH 26, 2019**

**DUNS AND SAMS REGISTRATION WITH GRANTS.GOV: NO LATER THAN TUESDAY, MARCH 26, 2019**



The first item I will go over are the due dates. First and most importantly, the application due date is April 11, 2019 no later than 11:59 pm EST through Grants.Gov. Please plan your submission accordingly so you do not miss the due date and time. I will discuss the submission process later


in the presentation. Also, the Letter of Intent due date is Thursday, March 26, 2019. I will discuss the letter of Intent later in the presentation.

Finally, all applicants must obtain a Data Universal Number System, called DUNS for short, and register online with the System for Award Management, called SAM for short, as well as register with Grants.Gov, as soon as possible if you anticipate submitting an application, and it's highly recommended to complete the registrations no later than March 26, 2019.

## OVW TRAINING AND TECHNICAL ASSISTANCE INITIATIVE OVERVIEW

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- The primary purpose of the OVW Training and Technical Assistance Initiative (TA Initiative) is to provide direct technical assistance to existing and potential grantees and sub-grantees to enhance their efforts to successfully implement projects supported by OVW grant funds.
- OVW's TA Initiative is designed to strengthen and build the capacity of civil and criminal justice system professionals and victim service providers across the nation to respond effectively to sexual assault, domestic violence, dating violence, and stalking and foster partnerships among organizations that have not traditionally worked together to address these crimes.



The primary purpose of the OVW Training and Technical Assistance Initiative, called the TA Initiative for short, is to provide direct Training and TA to existing and potential grantees and sub-grantees to enhance and support their efforts to successfully implement projects supported by OVW

grant funds. OVW's TA is designed to build the national capacity of justice system professionals and victim services organizations to respond effectively to sexual assault, domestic violence, dating violence and stalking, and foster partnerships among organizations that have not traditionally worked together to address violence against women.

OVW TA Initiative is not intended for applicants seeking funding to attend or host training and technical assistance for their organization and community. So if you are looking for funding to provide your organization with training, this is not the solicitation you should be applying for funding. Additionally, OVW TA Initiative is not intended for applicants whose goal is to provide local training and technical assistance, as well as training specifically for your community or state.

## OVW TRAINING AND TECHNICAL ASSISTANCE 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.

Please note that proposed activities must serve one of more of the OVW grant programs and eligible entities and individuals to receive OVW grant funds. Please visit the OVW website to learn more about the OVW grant programs.

## ELIGIBILITY

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- Page 13
- National, Tribal, Statewide, or other nonprofit organizations
- Capacity 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




Next I will move on to eligibility. On the cover and on page 13, it explains eligible applicants. Eligible applicants are national, tribal, statewide, or other nonprofit organizations with the capacity to provide training and technical assistance at the national level. In rare circumstances institutions of higher education, state, local, or tribal government or governmental agencies, and local non-profit organizations are eligible and must detail their demonstrated history of providing training and technical assistance in the application.

## PURPOSE AREAS

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- Pages 2-11
- 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



We are now going to move to the Purpose areas, covered on pages 2 through 11. OVW has three distinct categories of training and TA: Targeted, Competitive Comprehensive, and Non-Competitive Comprehensive. Most of the purpose areas for FY 2019 are targeted purpose areas and as explained in the solicitation, targeted purpose areas are intended to provide in-depth TA on a narrow topic within one or more of the crime areas. As stated in the solicitation, OVW may make multiple awards for a targeted purpose area, or may determine not to make an award for a targeted purpose area if there are no applications that effectively meet the purpose area or if there are not sufficient funds to fully support the purpose area. Comprehensive TA are projects that promote


the consistent delivery of TA for certain grant programs, professions, and core/critical areas. Comprehensives are competed every 5 years.

Applications proposing a competitive comprehensive area not listed in the solicitation will be removed from consideration. OVW will make only one award for each competitive comprehensive purpose area or, OVW may determine not to make an award for a purpose area if there are no applications that effectively meet the purpose area or if there are not sufficient funds to fully support the purpose area. TA grantees that are eligible for non-competitive comprehensive funding in 2019 to continue one of the non-competitive comprehensive projects listed on pages 10 and 11 will be contacted by OVW. Applications for a non- competitive comprehensive purpose area who are not the TA provider already funded for these purpose areas will be removed from consideration.

## 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 will not match submitted applications to the purpose area – MAKE sure you state your purpose area in the Summary Data Sheet and in your application**
- Award amounts and project periods listed for each competitive purpose area



Please note that OVW will only support the targeted and comprehensive projects identified in the purpose area section in this solicitation only.

Applications proposing to develop projects other than those listed in the solicitation will be removed from consideration. Additionally, please do not combine purpose areas to create a new purpose area. Respond to the purpose area description content for which you are applying. It is the responsibility of the applicant to list the purpose area for which they are applying on the Summary Data Sheet. Please note that there is not a limit to how many purpose areas an organization can apply for. However, applicants must clearly distinguish which purpose area they are applying for in each application and in the summary data sheet. OVW will not match submitted applications to the purpose area. Applicants must submit



separate and distinct applications for each purpose area for which they are applying. So for example, if you are an organization that is interested in applying for five different purpose areas, you must submit in Grants.Gov a separate application for each of the five purpose areas. The project period and amount of funds for each purpose area is listed in the solicitation. Please do not exceed this amount or project period.


## OUT OF SCOPE ACTIVITIES

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- Page 11

- \*\*\* Out-of-Scope: Technical assistance focused on a single state, region, or local geographic community unless specified in the purpose area

- \*\*\* Out-of-Scope: Direct Victim Services




Out of Scope activities are listed on pages 11. Please review this carefully. I do want to specifically mention that one of the out of scope activities is that direct victim services and intervention is unallowable under the OVW TA initiative. Also, training and TA focused on a single state, region, or

geographic community, unless specified in the purpose areas, is considered out of scope.

## Mandatory Program Requirement

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- Page 13
  - Must attend required OVW sponsored trainings (include funds in budget)
  - All applicants for the FY 2019 TA Initiative must include a planning period with their OVW program specialist and project partners. The planning period must be incorporated in the project timeline under the Project Narrative “What Will Be Done” section.
    - Based on the applicant’s proposed project and activities, applicants should propose in their application the appropriate period of time for the planning period.



Page 13 lists the mandatory program requirements for the TA Initiative. Please make sure your application includes the amount required in your budget for attending OVW sponsored trainings. See the budget section for more information on the required amount. Also, all applicants must include a planning period for their proposed project and the period of time for the planning of the project must be incorporated the timeline in the “What Will Be Done” section. The period of time for the planning period the project is the applicant’s discretion and applicants should to propose the period of time based on what the applicant deems an appropriate planning period for the proposed project and activities.

## TYPES OF APPLICANTS

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- Continuation applicants
  - Applicants that have an existing or recently closed (within the last 12 months) award for a purpose area included in the FY 2019 TA Initiative solicitation for which they are submitting an application
  
- New applicants
  - Applicants that have never received OVW funding under the TA Initiative
  - Current or former recipients of TA Initiative funding applying for a purpose area for which they have not received funding

I'll now move on to types of applicants. Continuation applicants are either an applicant that has an existing TA award for the purpose area for which they are applying for or a recently closed TA award (within the last 12 months) for the purpose area they are applying for which they are applying for in FY 2019. New applicants are applicants that either never received OVW funding under the TA Initiative, or current or past recipients of OVW TA funding that are applying for a purpose area for which they have not received funding for in the past.

## LETTER OF INTENT

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- Due March 26, 2019
- Page 18 and appendix B
- **The Letter of Intent will not obligate the applicant to submit an application, but strongly encouraged to submit**
- Should state the organization is registered and current with SAM and Grants.Gov



Next is the Letter of Intent. Although not required, it is encouraged that applicants submit a Letter of Intent to [ovw.techassistance@usdoj.gov](mailto:ovw.techassistance@usdoj.gov) by March 26, 2019. This will ensure that applicants are well positioned to successfully submit their applications by the deadline. Letters should state that the organization is registered and current with their SAM and Grants.Gov registration. This letter will not obligate potential applicants to submit an application, nor for interested applicants who do not submit a Letter of Intent are still eligible to apply.

## APPLICATION REQUIREMENTS

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- Formatting and Technical Requirements (page 14)
  
  - Scored Documents
    - Summary Data Sheet
    - Project Narrative
    - Budget Worksheet and Narrative
    - Memorandum of Understanding (MOU)
    - Letter(s) of Support
- 

Moving on to the application requirements as stated on page 14. A complete application includes the summary data sheet, project narrative, budget worksheet and narrative, memorandum of understanding (which is MOU for short), and letters of support. Applications missing either the project narrative, budget, or MOU will be deemed as incomplete and not considered for funding. Please read the application criteria very carefully for each section and respond to the criteria requested in each section. Also, please follow the formatting and technical requirements as stated on page 18. Points may be deducted for applications that do not adhere to the formatting requirements.

## SUMMARY DATA SHEET(5 points)

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- Page 15
- \*\*\* Title of the proposed project – simple titles!
- \*\*\* Purpose area by number and purpose area title
- \*\*\* Partners and compensation
- Attachments
  - List of current and pending OVW grants
  - List of other federal grant programs from which applicant currently receives funding or will be applying for in FY 2019 to do similar work
  - List of current and pending non-federal grants to do the SAME work



The Summary Data Sheet is explained on page 15. The Summary Data Sheet is scored and is worth 5 points, but an application is not deemed incomplete if it is missing the summary data sheet. However, this document is important as it lists important information about the applicant. Specifically, you should list the purpose area for the application in the summary data sheet – the number and purpose area title, as well as the grant programs you are targeting (and again, please visit the OVW website if you are unfamiliar with all the OVW grant programs). The summary data sheet should also include the title for your proposed project – please use simple and clear project titles. Also please list all your project partners in the Summary Data Sheet and include the amount of funding that each partner will receive on the project. Additionally, the Summary Data Sheet

asks applicants to include three attachments – a list of current and pending OVW grants; a list of other federal grant programs from which the applicant currently receives funding or will be applying for in FY 2019 to do similar work; and a list of current and pending non-federal grants to do the SAME work, which is a new requirement for FY 2019. Please read over this section carefully of what to include and refer to the associated appendix for a sample chart for each requirement. The summary data sheet is not included in the page limit for the project narrative.

## PROJECT NARRATIVE (65 points)


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Pages 16-18

Purpose of Application (20 points)

What Will Be Done (30 points)

Who Will Implement the Project (15 points)



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So now to the project narrative – worth 65 points total –which consists of the purpose of the application, what will be done, and who will implement. Please note that applicants applying for a targeted purpose area are limited to 20 pages double spaced for the project narrative and competitive

comprehensive and non-competitive comprehensives are limited to 25 pages double spaced.

## PROJECT NARRATIVE (65 points)

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- \*\*\* respond to the criteria for each section
- \*\*\* respond to the purpose area and target audience
- \*\*\* no additional attachments
- \*\*\* 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



For each section of the project narrative, applicants must respond to the criteria for each section and projects should be responsive to the purpose area and the target audience. Also, please do not submit any supplement attachments (like resumes and articles about your organization) that are to supplement the project narrative and do not include photos and images in your project narrative. Again... please follow the font and spacing requirements if you are using a chart in your project narrative. For the what will be done section, you must provide a clear link between the proposed activities and the need that you identified in the purpose of application




section. One question that we received is what types of delivery methods should an applicant proposed in their project. The delivery methods applicants choose for the proposed project should be best suited for the goals and objectives stated in the application and will be most effective in providing TA and training to the grantees. So, for example, one applicant may be proposing mostly webinars or e-learnings for one purpose area, and then for another purpose area that they are applying for, maybe they are proposing a hybrid of in –person and webinars along with on-site technical assistance. As stated in the criteria, applicants must explain why a particular delivery method is appropriate for the target audience or profession and for that proposed purpose area, as well as what is your experience with the delivery method. I also want to draw your attention to the criteria for this section on accessibility – all TA and training must be responsive to individuals with disabilities, individuals that are hard of hearing or Deaf, or are limited English proficient. Finally, as stated previously a planning period is required in the project narrative. The timeline, which is included in the what will be done section, must be included in the project narrative and not a separate attachment.

## BUDGET DETAIL WORKSHEET AND NARRATIVE (15 points)

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- Refer to the amount and project period for the purpose area you are applying for
- 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
- Refer to page 28 for funding restrictions for food and beverage at events, and conference planning and expenditure limitations



Moving onto the budget worth 15 points, as stated previously, each purpose area has a budget cap and project period. Please note that the budget is not part of the 20 or 25 pages for the project narrative. Please make sure you've carefully consider the resources needed to successfully implement the proposed project. Meaning you may determine you don't need all of the funding amount assigned to the budget cap in the purpose area to successfully implement the proposed project. As a reminder, OVW has the discretion to make awards for greater or lesser amounts than requested and to negotiate the scope of the work and budget prior to the award of a grant. Keep in mind that the costs in the budget should correlate with what the applicant is proposing and there must be a clear link in the budget with the project narrative. For example, if your budget

includes expenses for an in-person training in the budget, then the in-person training should be listed in the project narrative. Also, staffing – a person listed in the budget or a to be hired position should be discussed in the project narrative and that the first time a person's name or that position is mentioned should not be in the budget. Furthermore, keep in mind that all applicants need to include funds to attend OVW sponsored events and trainings (even if you are an applicant in DC, as not all OVW meetings are in the DC area). Additionally, please be mindful that all applicants must make their training and TA accessible, which may include translation of materials, interpreters, captioning, etc. Those expenses must be included in your budget. Additionally, please refer to the conference planning and expenditure limits if you are proposing in person meetings and trainings and please review this section very carefully when you are allocating costs to these activities. I'll now move the webinar to Valerie.

## Grants Financial Management Division

### Pre-Award Risk Assessments

- Summary Data Sheets
  - Single Audit (threshold and fiscal year)
  - IRS three-step safe-harbor procedure- Executive Compensation -
    - Sample Disclosure Letter
    - Address all four parts
  
- Financial Accounting Practices
  - Ten 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

OVW

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Hi Neelam thank you. As Neelam said, my name is Valerie Cruzan and I work with the Grant Management Financial Division, also known as GFMD. The next couple of slides we are going to focus on aspects of your application that relate to the 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 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 summary data sheet, which is 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 Summary Data Sheet. Another 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 that 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 are the financial accounting practices, which assists GFMD during their pre award risk assessment review for all applications. Each applicant must prepare a response to ALL TEN QUESTIONS, and each question has MULTIPLE PARTS.

We've noticed from prior years that applicants do not always fully answer all the 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, question #2, 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 including question #3, 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 and comprehensive response.

## 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://ojp.gov/financialguide/doj/index.htm>

Program Specific Solicitation -

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

OVW

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The next slide will quickly highlight some resources that are available 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. We want to help reduce any challenges you may face with the budget and make it clear what they look for when we review your budget, this webinar provides some insight as to what OVW financial staff considers during our review. Using the link provided (link: <https://www.justice.gov/ovw/resources-applicants>), the webinar can be found under the Budget information section on this page. Next up is the uniform guidance, which can be found at 2 CFR 200, then another resource is the DOJ Financial Guide, and the program specific

solicitation. If you need assistance finding these resources, please contact the GFMD helpdesk.



**Contact Information**

**OVW GFMD Helpdesk:**  
**1-888-514-8556**  
**Fax: 202-514-7045**  
**[OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov)**

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Which brings us to the next slide with our contact information. If you have any questions about the information we just discussed, please feel free to contact the GFMD helpdesk at 888-514-8556 or by email at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov). Thank you.



## MEMORANDUM OF UNDERSTANDING (10 POINTS)

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- Page 19
- 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



Thank you Valerie. Moving onto the memorandum of understanding (MOU). The MOU is worth 10 points and is not part of the 20 or 25 pages of the project narrative. Please read this section very carefully and begin work on this section as soon as possible. The MOU should connect to the project narrative activities and the budget. Applicants should start the development of their MOU as soon as possible because of the signatures involved. OVW requires all applicants to enter into an MOU with key partners who will bring the necessary substantive expertise to the project, so start this document as soon as possible. Key project partners include any organization and/or individual that will have a significant role in the development and/or implementation of the proposed project, regardless of receiving financial compensation for their participation. Any partner that

does receive funds is considered a key partner. Letters of support or letters of commitment will not be considered in place of an MOU.

MOU's should be signed and dated by the authorized representative of each proposed project partner agency and/or the individual contractor or consultant. A question we received in the past is does an organization need to get the signature of an outside accountant that they will be paying for under "consultants" category that works on their organization's books – no, the accountants are not an MOU partner. Also, applicants must only submit one MOU, please do not submit multiple MOUs. All partners must sign this one MOU. Applicants can submit multiple signature pages. For example if you have 8 partners, it might be difficult to get all 8 signatures on one page since you might be faxing and/or scanning signatures back and forth. So maybe you have one signature per page. But make sure all signatures are legible if scanning signature pages. Applicants should have the names of all partners on each signature page so that each partner knows who all the other partners are on this project. There is no page limit for the MOU but I do recommend do not exceed or go excessive with the MOU pages and include information not requested in the solicitation. For example, I have seen MOUs in the recent years with 10 or more pages, some with over 30 pages, which did not include the signature pages and


the applicant still didn't respond to the criteria in the solicitation.

Remember, respond to the criteria requested.

## LETTERS OF SUPPORT (5 points)

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- Page 20
- Should be written by the organization that is providing the letter of support – not the applicant.
- No more than 2 letters
  - \*\*\* you will not get extra points for additional letters!




Letters of support are worth 5 points and must include at least one letter but not more than two letters of support from previous recipients of your training and/or TA. For any applicant that has never had an OVW TA grant before, you should include letters from recipients of any training and TA that you provided in the past. Please make sure you provide the criteria in the solicitation for letters of support to the organizations and/or individuals that will be writing your letters of support. The organization providing the recommendation of support must write the letter, not the applicant. Please note that applicants will not receive additional points for more letters of support.

## OTHER DOCUMENTS

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- Project Abstract
- Additional Required Information (page 20)
- \*\*\* 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.




Other documents to be submitted with your application are the abstract, which is not scored and should be a short summary of your project. Also, please see page 20 for other required information, such as the letter of non-supplanting. Please note that this year continuation applicants for a purpose area are not required to submit a status of current project and please do not submit a status of current project.

## SAMS, DUNS, AND GRANTS.GOV REGISTRATION

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- March 26, 2019
- Page 23
- Follow instructions for receiving SAMS registration
- If your organization has a SAMS registration, do not wait until last minute to make sure the registration is still active




Next, is the Registration, which is on page 23: To ensure that all applicants have ample time to complete the registration process, applicants must obtain a DUNS number, register online with SAM and with Grants.gov immediately, but no later than, March 26, 2019. Lack of registration, or not renewing registration on SAM and Grants.Gov, was the reason some past applicants were unable to submit their applications before the deadline. Failure to register in a timely manner, or verify that your organization's registrations are active well before submission of the application, are not situations of experiencing unforeseeable technical issues to request a late submission.

## LATE SUBMISSION REQUESTS

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- Page 25
- Limited circumstances
- See chart on page 26
- Must follow instructions for later submission requests
- Documentation of reason for request for late submission



So now I will now move on to discuss late submission requests, which is explained on pages 25 and 26. To make sure your organization submits the application on time and to anticipate any technology issues with uploading your application, you may want to avoid starting the submission of your application the day of the due date.

Any applicant requesting a late submission must follow the instructions on pages 25 and 26 for late submission, which includes requests due to severe inclement weather or natural disaster and technical difficulties beyond the applicant's reasonable control.

## LATE SUBMISSION REQUESTS

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- Contact OVW at the earliest possible date – no later than 24 hours from the due date and time

\*\*\*\* 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.

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Please contact OVW at the earliest possible date, but no later than 24 hours from the due date and time and please note failure to begin the registration and application submission in sufficient time or having the correct version of Adobe is not an acceptable reason for a late submission.

## SUBMISSION OF APPLICATION

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\*\*\* Correct version of Adobe software

\*\*\* Begin at least 48 hours before deadline, no later than 24 hours from the due date and time

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

So now I will move on to the discussion or the submission of the application. As stated previously, again please make sure your organization has the correct version of Adobe software installed on the computer that you will be submitting the application. Having the incorrect version of Adobe has been a reason why some applicants in the past have not been able to submit their application by the due date and time.

In order to make sure your application is successfully submitted in Grants.Gov, it is recommended that applicants begin the submission process in Grants.Gov at least 48 hours prior to the deadline, not later than 24 hours from the due date and deadline. This is to make sure you have enough time to address any errors in uploading your application.

Also, if your organization is submitting applications for multiple purpose areas, please make sure the correct attachments are uploaded with each application. In the past, we have seen applicants submitting multiple applications for different purpose areas and then they uploaded the wrong attachments to the applications, for example, they uploaded the incorrect MOU to the wrong application. OVW will not move the incorrect documents to the correct application.



# ATTACHING YOUR APPLICATION IN GRANTS.GOV

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## Use of specific characters in names of attachment files


\*\*\* Page 29

\*\*\* One of the most frequent reason applications are denied in Grants.Gov is the use of unallowable characters

## Labeling application attachments

\*\*\* Page 29

\*\*\* Use simple titles for all documents



Now I will move on to attaching your application in Grants.Gov. On page 29, there is a list of specific characters not to use in the titles of your attachments. Do not use any fancy characters to save your documents and upload in Grants.Gov. This is an error many applicants encounter when applications get rejected in Grants.Gov. Also, see page 29 when labeling your attachments. Label your documents simply, such as “FY 2019 OVW Project Narrative” Or “FY 2019 OVW budget”... And please make sure you do not upload attachments multiple times. Many times we have seen applicants upload their project narrative or another attachment 2 or three times (sometimes more than 3). And going back to the labeling, if you are going to be uploading multiple applications, to make sure you

distinguish in the title which application the attachment is for, so you might want to say “OVW project narrative and purpose area and the number”.

## ATTACHING YOUR APPLICATION IN GRANTS.GOV


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### For organizations applying for multiple purpose areas

\*\*\* One application per purpose area

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

\*\*\* Make sure you attach the correct attachments for each application and label with purpose area. OVW will not reassign attachments that were attached to the incorrect application.




As I've discussed previously, organizations can submit applications for multiple purpose areas, however only one application per purpose area and do not combine all your applications into one application in Grants.Gov. If you are applying for multiple purpose areas, as I stated before make sure you are uploading the correct documents to the correct application. And I have stated before as well, make sure you label each of those documents accordingly for each of the purpose areas. Again, OVW will not move the document if you uploaded it to the wrong application. Therefore it is your responsibility to properly label all your documents and to upload them correctly.

## ATTACHING YOUR APPLICATION IN GRANTS.GOV

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### OVW Policy on Duplicate Applications

- \*\*\* One application per purpose area
- \*\*\* The most recent system-validated version of the application submitted before the deadline will be reviewed
- \*\*\* Do not submit “test” applications to see if Grants.Gov “works”
- \*\*\* Please avoid submitting an application multiple times!



Please avoid submitting your application for a purpose area multiple times. In the past we have seen applicants upload their application multiple times, some as many as 10 times. If you upload duplicate applications, OVW will review the most recent system-validated version of the application that was received before the deadline. Additionally, please do not submit a “test” application to check if the Grants.Gov system works. Submitting a test application will be considered an application. Please make sure you contact Grants.Gov if you have technical issues.

# ATTACHING YOUR APPLICATION IN GRANTS.GOV

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## After you upload in Grants.Gov


\*\*\* Make sure you are constantly checking your email after you submit your application to make sure there isn't a rejection from Grants.Gov due to uploading issues.

\*\*\* One of the more frequent reasons for late submission requests

## Need Assistance with Grants.Gov

\*\*\* Contact Grants.Gov directly

**OVW will not provide confirmation that applications were received.  
Please try not to wait until last day to submit your application!**




After you upload your application, whomever's email address is used for Grants.Gov as the point of contact, please make sure that person is constantly checking their email after the submission of the application to make sure there isn't any denial of their application in the uploading in Grants.Gov, such as a denial because of an unallowable character in the title of a document uploaded. One of the most frequent reasons for requests for late submission is because the individual is not checking their email and didn't see the denial notice until after the deadline. If you need technical support with Grants.Gov, please contact them directly. OVW will not send out notification that we received your application. And do not wait until the last day to begin to submit your application!

## FINAL REMINDERS

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- Application due date: Thursday, April 11, 2019
- Register for SAMs, DUNS, and Grants.Gov no later than March 26, 2019
- If you have a SAMs registration, please check to make sure it is still active and that you have the correct login/password
- Letter of Intent by March 26, 2019



Final reminders: Due date Thursday, April 11, 2019 at 11:59 pm ET.

Register for SAM, DUNS, and Grants.Gov no later than March 26, 2019.

Check your SAMs registration to make sure it is active and you have the correct login and password. Make sure your Adobe is updated. Submit your letter of intent by March 26, 2019.

## FINAL REMINDERS

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- Use simple titles for your attachments in Grants.Gov and no unallowable characters
- Make sure that whomever is the person that uploaded the application in Grants.Gov, that they check their email regularly after the upload in case the application is denied in Grants.Gov due to uploading issues
- One application per purpose area

Use simple titles in your attachments in Grants.Gov and no unallowable characters. And definitely make sure whomever is the individual uploading the application and whose email address is used for Grants.Gov as the point of contact, that person is constantly checking their email to make sure there isn't any denial of their application in the uploading in Grants.Gov. And submit only one application per purpose area. Please avoid duplicate submissions of the same application.

## FINAL REMINDERS

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- **Read the solicitation thoroughly**
- Respond to the criteria and the purpose area
- 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 at least 48 hours from due date and time



Please make sure you read the solicitation thoroughly and respond to the criteria in each section and specific to the purpose area you are applying for. Do not combine purpose areas and do not create a purpose area.

Double check all attachments before uploading and label accordingly. Start

uploading at least 48 hours from due date. Also, answer the questions in the appropriate section of the application, limit use of acronyms (make sure you at least spell out the acronym the first time), remember that the application is being reviewed for what you include in the application in how you response to the criteria, and adhere to page limits.

## QUESTIONS

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Email questions to:

[OVW.TechAssistance@usdoj.gov](mailto:OVW.TechAssistance@usdoj.gov)



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Please email [OVW.TechAssistance@usdoj.gov](mailto:OVW.TechAssistance@usdoj.gov) if you have any questions.

Thank you for viewing the recorded pre application webinar for FY 2019 Training and Technical Assistance Initiative.