

FY 2024 OVW Resource Center on Workplace Responses to Assist Victims of Domestic Violence and Sexual Assault

PRE- APPLICATION WEBINAR

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Overview

- The Resource Center on Workplace Responses to Victims of Domestic and Sexual Violence (Resource Center) provides information and assistance to employers, labor organizations, and victim service providers to aid in their efforts to develop and implement workplace responses to assist victims of domestic violence, dating violence, sexual assault, stalking, and sexual harassment
- The Resource Center seeks to maximize outreach to a variety of employers, including private companies, federal agencies, public entities such as public institutions of higher education, and state and local governments.
- Responses may include:
 - providing training to promote a better understanding of workplace assistance to victims of domestic or sexual violence or sexual harassment
 - providing conferences and other educational opportunities
 - developing protocols and model workplace policies

Overview: What's New about this Program

- Requirement maximize outreach to employers with fewer than 20 employees
- Requirement to develop a website with resources specific to employers with fewer than 20 employees, including live training materials
- Explicitly including sexual harassment as a focus of the Resource Center
- Implementation of the Pathways to Opportunity Pilot Program
 - build collaborations between and among victim service providers, workforce development programs, and educational and vocational institutions to provide trauma informed programming to support survivors seeking employment
 - be centered around culturally specific organizations or organizations that primarily serve populations traditionally marginalized in the workplace

Application Dates

TWO STEP APPLICATION PROCESS

- 1) GRANTS.GOV DEADLINE: Tuesday, December 10, 2024 – 11:59 pm ET
- 2) JUST GRANTS DEADLINE: Thursday December 12, 2024 – 8:59 pm ET

- After submitting the SF-424 and the SF-LLL in Grants.gov, JustGrants will automatically send an email instructing the applicant to continue the application submission process in JustGrants.

Registration: November 19, 2024

- 1) System for Award Management (SAM)
- 2) Grants.Gov

Where to Apply and Resources

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

<https://www.grants.gov/> – Submit SF-424 and SF-LLL

- CFDA Number: 16.526

- Grants.gov Opportunity Number:

O-OVW-2024-171918

- **Resources for Applicants**

www.justice.gov/ovw/how-apply

www.justice.gov/ovw/resources-applicants

- **JustGrants Application**

Submission Training

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

Award Period and Amounts

- 24 months, starting on February 1, 2025
- One award of up to \$1,850,000
- Please note: OVW has the discretion to make awards for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants before making an award or after an award is made but prior to access to funds.

Eligible Applicants

- Nonprofit nongovernmental entities or tribal organizations in the United States or U.S. territories
- Faith-Based and community organizations, including culturally specific organizations, tribal organizations, and population-specific organizations
- Demonstrated expertise and experience necessary to establish and operate a national resource center on workplace responses to assist victims of domestic and sexual violence

Letter of Intent

- Due Tuesday, November 26, 2024
- Send to OVW.TechAssistance@usdoj.gov
- Non-binding letter
- Feel free to use the sample on OVW's website

Formatting and Technical Requirements

- Double-spaced (charts may be single-spaced)
- 8½ x 11 inch pages
- One-inch margins
- Arial font, type no smaller than 11 point, except for footnotes, which may be 9 point
- Page numbers
- No more than 25 pages for the Proposal Narrative
- Documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt)
- Headings and sub-headings that correspond to the sections identified in this section of the solicitation

Application Requirements

- Standard Forms
 - SF-424 and SF-LLL
- Scored Documents
 - Project Narrative
 - Budget Detail Worksheet and Narrative
 - Letter of Commitment
 - Letter of Support
- Additional Data Requested with each application
 - Pre-Award Risk Assessment
 - Applicant Entity Questionnaire
 - Summary Data Sheet

Standard Forms (SF 424 & SF-LLL)

- Must be submitted in Grants.Gov prior to continuing with remainder of application
- Generated when applicant begins the submission process in Grants.Gov.
- Application for Federal Assistance (SF424)
 - Amount funding requested in the “Estimated Funding” section must match the amount of federal funding requested in the budget section of the application package in Just Grants.
 - Do not include match funds
- Disclosure of Lobbying Activities (SF-LLL) & Standard Applicant Information

Abstract

- Required to submit in JustGrants in abstract text box.
- Short summary of the project, goal and intended outcome, primary activities, who will benefit, products and deliverables, and how the applicant will measure progress.
- Do not attach an abstract document.
- Do not summarize past accomplishments.
- Not scored but used throughout the review process.

Summary Data Sheet

- Point of contact information
- Single Audit (threshold and fiscal year)
- IRS three-step safe-harbor procedure– Executive Compensation –
 - Sample Disclosure Letter
 - Address all four parts
- Title of project and award amount requested
- Project partners (even if not being compensated) and funding requested for each partner

Pre-Award Risk Assessment

- Eleven questions; multiple parts to each question
- Most Common issues:
 - Brief list of policies and procedures not provided
 - Budgeted vs. Actual process not provided
 - Record Retention policy not provided
 - Knowledge of rules and regulations

Resources

Training for OVW Applicants –

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

Uniform Guidance - 2 CFR Part 200 - <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1>

DOJ Financial Guide –

<https://www.justice.gov/media/1282146/dl?inline=>

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

Contact Information

OVW.GFMD@usdoj.gov

1-888-514-8556

Project Narrative (65 points)

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

Project Narrative (Cont.)

- Respond to the criteria in each section
- Clear link between the proposed activities in the What Will be Done Section and the need that you have identified in the Purpose of the Proposal Section. Each section should flow well together.
- Accessibility
- Timeline should be in the page limit (not an attachment). Be sure to account for a planning period in the timeline.
- Follow the font and spacing requirement if you are using a chart in the project narrative.
- Do not include photos or other images in your project narrative.

Budget Detail Worksheet and Narrative (15 points)

- Attach budgets in JustGrants. Do not submit as a web-based budget like previous years
- Refer to the amount and project period for each purpose area
- Budget must have clear link to the activities listed in the project narrative
- OVW travel is required even if your organization is located in the DC metro area
- Compensation to partners as reflected in the letter of commitment
- Funding restrictions for food and beverage at events, and conference planning and expenditure limitations.
- Pathways to Opportunity Pilot Program staff budget

Unallowable Costs

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

Out of Scope Activities and Prior Approval

- Out of scope
 - Research projects
 - Direct Victim Services
- Activities requiring prior approval
 - Surveys, regardless of purpose
 - Up to two percent allowed to conduct an assessment for internal improvement purposes only

Mandatory Program Requirements

- Participation in OVW-sponsored training and technical assistance (TTA)
- Collection of and reporting on performance indicators. Forms, instructions, training, and related tools for each OVW program are available on the VAWA Measuring Effectiveness Initiative webpage
- Participation in an assessment or evaluation, if OVW conducts one that requires grantee involvement
- Hiring of a project coordinator that will dedicate at least 75% of their efforts to implement the Pathways to Opportunity Pilot project
- A planning period with the recipient's OVW program specialist and project partners.

Letter of Commitment (15 Points)

- Identify the partners and provide a brief history of their collaborative relationship
- Describe the roles and responsibilities each partner will assume
- State that each project partner has reviewed the budget
- Describe the resources each partner would contribute to the project
- Specify the extent of each partner's participation in developing the application
- Identify the key personnel
- Signatures and signature pages
 - If multiple signature pages make sure all names of signatories is typed on each page.
- MUST be a single document with ALL partners – do not submit multiple Letters of Commitment
 - Additional Letters will not be scored.

Letter of Support (5 points)

- Should be written by the organization that is providing the letter of support – not the applicant.
- Identify the purpose of the training and/or technical assistance received
- Include the date on which the most recent training and/or technical assistance was provided
- Discuss the extent to which the training and/or technical assistance was helpful in enhancing the letter writer's capacity to address domestic violence, dating violence, sexual assault, stalking, and sexual harassment
- **Only one required. Applicants will not get extra points for additional letters!**

Additional Application Components

- Non-Supplanting Letter
- Confidentiality Notice Form
- Summary of Other Federal Funding – current and recent OVW awards, as well as all other federal grant funding and applications in FY 2024 to do similar work.
- Sample tables are on the OVW website

Prior to Application Submission

- SAM.GOV – to receive a UEI can take an average of 2 to 3 weeks
- Grants.gov – registration can take an average of 1 week
- JustGrants – registration needs to be completed ONLY after submission of the Grants.Gov submissions or the SF-424 and the Disclosure of Lobbying Activities form.

Late Submissions: Inclement Weather

- Limited circumstances due to severe inclement weather or natural or man-made disaster.
- Contact OVW.TechAssistance@usdoj.gov as soon as you are aware of the situation and include a detailed description of:
 - when the event occurred, or is likely to occur, and the impacted area
 - specific impact on the applicant and/or partners' ability to submit the application by the deadline
- 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.

Technical Issues: SAM and Grants.Gov

- **Start as early as possible!**
- Contact SAM and Grants.Gov as soon as you are aware of a problem
- Maintain documentation of the issues and communication
- If cannot resolve before the Grants.Gov deadline, must contact OVW.TechAssistance@usdoj.gov before the Grants.Gov deadline and include all previous documentation of communications.
- Once the Grants.Gov deadline passes, an applicant that has not completed their submission in Grants.Gov will not be able to submit in JustGrants.

Technical Issues: JustGrants

- **Start as early as possible!**
- Contact the OVW JustGrants Help Desk as soon as you are aware of a problem prior to the JustGrants deadline.
- Maintain documentation of the issues and communication & actively work with OVW JustGrants Helpdesk to resolve issue.
- Contact OVW.TechAssistance@usdoj.gov prior to the JustGrants deadline with the details of the technical issues and ask for permission to submit an application via email. See solicitation for what is needed for the request.
- NOT guaranteed that applications submitted via email will be considered for funding, even if the email is received before the JustGrants application deadline.

Submission of Application

- Begin no later than 48 hours before deadline for both Grants.Gov and Just Grants
- Do not submit “test” applications to see if Grants.Gov and JustGrants “works”
- Please avoid submitting an application multiple times!

Applying and Submitting in JustGrants

- Application components will be entered either directly into JustGrants or require uploading attached documents.
- Applicants will need to allow ample time before the JustGrants deadline to prepare each component.
- Save their progress in the system and revise the application as needed prior to hitting the Submit button at the end of the application in JustGrants.
- The Application Submitter, Entity Administrator, and Authorized Representative(s) will receive an email from JustGrants confirming submission of the application.

Final Reminders

- **Read the solicitation thoroughly.**
- Double check all attachments and label accordingly.
- Do not submit multiple versions of the same application.
- Start the uploading no later than 48 hours from both due dates and time.

Review: Deadlines

- TWO STEP APPLICATION PROCESS
- Don't wait until the last minute
- **LETTER OF INTENT:** Tuesday, November 26, 2024
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- **GRANTS.GOV DEADLINE:** Tuesday, December 10, 2024 – 11:59 pm ET
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Contact Information for Questions

Grants.Gov

support@grants.gov

1-800-518-4726

OVW JustGrants

OVW.JustGrantsSupport@usdoj.gov

1-866-655-4482

Programmatic Questions

OVW.TechAssistance@usdoj.gov

202-307- 6026

Financial Questions

OVW.GFMD@usdoj.gov

1-888-514-8556

Q & A