

## OVW Fiscal Year 2024 Training and Services to End Abuse in Later Life Program Pre-Application Information Session Transcript

JANICE GREEN: This is the Pre-Application Information Session for the FY 2024 OVW Training and Services to End Abuse in Later Life Program. My name is Janice Green and I manage the Abuse in Later Life Program. The Abuse in Later Life Program solicitation was posted on April 25th, 2024. The purpose of this call is to provide information regarding the Abuse in Later Life Program solicitation. I will cover highlights of the solicitation in today's call. However, it is not the intent nor is there sufficient time to go over every aspect of the solicitation.

All applicants are responsible for reading the solicitation, reviewing the contents of all application materials, and ensuring that a complete application is submitted. Abuse in Later Life Program staff cannot provide any feedback to applicants about the quality of an applicant's proposal or provide any information outside of that presented in the solicitation. Abuse in Later Life Program staff will be available throughout the period that the solicitation is open to respond to any questions about application requirements. If you have the Abuse in Later Life Program solicitation in front of you, today's call will follow the order of topics as listed in the solicitation.

Applications are submitted through a two-step process. The deadline for application submission in Grants.gov is June 18th, 2024, at 11:59 PM Eastern Time. The deadline for application submission in JustGrants system, also known as JustGrants, is June 20th, 2024, at 8:59 PM Eastern Time. Before we start, I want to take a moment to acknowledge that this solicitation is long and contains a lot of information, which can be a little intimidating at first. But I think a little context can make the solicitation more approachable. The first thing to know is that the Abuse in Later Life Program has been designated to be a turnkey program. The program has been designed based on lessons learned from over a hundred grantee communities, TA providers, and national experts.

Much of the foundational work required to successfully implement a project under this program has already been done for you. In some ways, it is similar to a franchise. Imagine that you want to start a business. You can opt to go it alone or you can go with the franchise. If you decide to go on your own, you have a lot to figure out, including all the steps to go from having an idea to opening the business. It's a time-consuming process, and if you haven't done it before, costly mistakes may cause you to waste both time and resources. On the other hand, if you go with a franchise, much of the process has been figured out for you, including a roadmap for the process, training, and support, and these will save you time, energy, and resources. You still have to do the work, but if you follow the steps, you have a very good chance of success. The same thought process applies to the Abuse in Later Life Program.

Similar to a franchise, the program provides a roadmap on how to implement a successful project in your community-based on lessons learned from former grantees. The program lets applicants know who is eligible to apply and who they need to partner

with. It provides training for grantees and stakeholders and services for victims of abuse in later life to help communities enhance victim safety and offender accountability. The second thing to know is that even though each project will engage in a number of required activities, those activities take place over a three or four-year period and OVW and its TA providers are here to support grantees by providing training, resources, and technical support to guide them through the process.

Now that we've established a context for the program, let's jump into the specifics about the Abuse in Later Life Program. The Abuse in Later Life Program is authorized by 34 U.S.C. Section 12421. In fiscal year 2024, OVW will fund projects that will support a comprehensive approach to addressing domestic violence, dating violence, sexual assault, stalking, neglect, abandonment, economic abuse, or willful harm committed against victims who are 50 years of age or older. In FY 2024, there are three new additions to the program. First, applicants proposing to provide additional support to survivors from underserved communities may apply for up to an additional \$50,000 to do that work, and that is in addition to whatever the cap is on the amount you can apply for your community. We'll address that in more detail later. Second, applicants may satisfy the requirement for mandatory law enforcement training by providing the training either in-person or virtually. Third, applicants may propose reimbursing law enforcement agencies and prosecutors' offices for the time spent by law enforcement and prosecutors attending in-person Abuse in Later Life Program trainings.

The amount used for this purpose is capped at 20% of the total award amount. Applicants to the Abuse in Later Life Program must address the four following mandatory purpose areas. One -- providing training programs to assist law enforcement agencies, prosecutors, agencies of states or units of local government, population-specific organizations, victim service providers, victim advocates, or relevant officers in federal, Tribal, state, territorial, and local courts in recognizing and addressing instances of abuse in later life. Two -- providing or enhancing services for victims of abuse in later life. Three -- establishing or supporting multidisciplinary collaborative community responses to victims of abuse in later life. And four -- conducting cross-training for law enforcement agencies, prosecutors, agencies of states or units of local government, attorneys, health care providers, population-specific organizations, faith-based leaders, victim advocates, victim service providers, courts, and first responders to better serve older victims.

Applicants may also address the following two permissible purpose areas. One -- providing training programs to assist attorneys, health care providers, faith-based leaders, community-based organizations, or other professionals who may identify or respond to abuse in later life. And two, conducting outreach activities and awareness campaigns to ensure that victims of abuse in later life receive appropriate assistance. Pursuant to 34 U.S.C. Section 12421(1)(d), activities under this purpose area are limited to 10% of total award funds. The Abuse in Later Life Program statute requires that priority be given to proposals providing services to culturally specific and underserved populations. Applications proposing to meaningfully increase access to OVW programming for these populations will be given special consideration.

In FY 2024, the Abuse in Later Life Program will address one OVW priority area, advancing equity and Tribal sovereignty as essential components of ending sexual assault, domestic violence, dating violence, and stalking by improving outreach, services, civil and criminal justice responses, prevention, and support for survivors from historically marginalized and underserved communities, particularly those facing disproportionate rates or impact of violence and multiple barriers to service, justice, and safety.

Starting on page eight, the solicitation lists specific activities outside the scope of the Abuse in Later Life Program that will not be supported with the program's funding. Applications that propose activities deemed to be substantially out-of-scope may receive a deductible in points during the review process or may be eliminated entirely from consideration. Funding levels under this program for FY 2024 are as follows. \$400,000 for projects with a service area population of up to 400,000, \$600,000 for projects with a service area population of 400,001 to 700,000, \$750,000 for projects with a service area population of 700,001 and above, and \$750,000 for statewide projects, regardless of the service area population.

The award period is 48 months for new applicants. Budgets must reflect a 48-month period. A minimum of 25% of the proposed budget funds must be allocated for outreach and direct services for older victims. The award period is 36 months for continuation applicants. Budgets must reflect 36 months of project activity. A minimum of 33% of the proposed budget funds must be allocated for outreach and direct services for older victims. Generally, the award period starts on October 1st, 2024.

In FY 2024, new applicants are those who have never received funding under the Abuse in Later Life Program or whose previous funding expired on or before June 20th, 2023. Continuation applicants are those that have an existing Abuse in Later Life Program award or an Abuse in Later Life Program award that closed after June 20th, 2023. Please note the recipients of an FY 2022 or FY 2023 award under the Abuse in Later Life Program are not eligible to apply as the lead applicant or as a partner/subrecipient on an FY 2024 proposal. Likewise, an organization that is a partner/subrecipient on an FY 2022 or FY 2023 award is not eligible to apply as the lead applicant or as a partner/subrecipient on an FY 2024 proposal. Current grantees with a substantial amount of unobligated funds remaining, 50% or more of the previous award, as of March 31st, 2024, without adequate justification may not be considered for funding or may receive a reduced award amount if selected for funding in FY 2024.

There are a number of mandatory program requirements for grantees of the Abuse in Later Life Program. Let's start with the program's training requirements. New grantees must engage in the following mandatory training activities during the required four-year award period. First is grantee orientation, which will require grantees to send representatives from four required MOU partners and the project coordinator to the event. The second is new grantees must provide training to law enforcement, either through virtual or in-person training. The virtual training course consists of 23 modules,

which provide basic and advanced training on identifying and addressing abuse in later life. The course is self-paced, can be done in multiple sessions, and takes about six hours to complete. Grantees who opt to do the in-person training will send a multidisciplinary training team with representatives from the four required MOU partners and the project coordinator to the Law Enforcement "Training of Trainers" event. This training team will attend this three-day event and then return to your community to redeliver and aid our law enforcement training to law enforcement in the project service area. Grantees who opt to provide in-person training may reimburse law enforcement agencies for the time their personnel spend attending the in-person training. Third, new grantees must provide advanced law enforcement training for detectives and investigators in this community. This can be done in-person or virtually. Grantees providing in-person training will use funds in their budget to bring national experts to their community to provide the local advanced training. The virtual training modules include some advanced material, which will meet the advanced training requirement for grantees who opt to provide law enforcement training virtually.

Grantees using the virtual law enforcement training also have the option to provide the advanced law enforcement training in-person, if they so choose, and may include funds in their budget to bring national experts to go to a community to provide this local training. Each applicant must receive commitments from prosecutors' offices and their jurisdiction to have prosecutors attend the National Institute on the Prosecution of Elder Abuse. The four-day course is designed to challenge prosecutors to reevaluate their approach to prosecuting elder abuse cases. Grantees may use funds in their budgets to reimburse prosecutors' offices for the time their personnel spend attending this national institute. Each applicant must agree to encourage judges in its jurisdiction to attend a four-day National Judicial Institute on elder abuse, neglect, and exploitation. This commitment to encourage must be detailed in the MOU. Regarding the cross-training requirements, each applicant conducts two types of cross-training.

Grantees must provide an eight-hour direct service cross-training in-person to agencies of states or units of local government, attorneys, health care providers, population-specific organizations, faith-based advocates, and victim service providers. The training team that will provide this local direct service cross-training will consist of two MOU partner representatives, one from the victim service provider and one from the program or agency with demonstrated experience in assisting individuals in later life. The project coordinator will also attend the Training of Trainer events. This will be a national training requiring the three individuals to travel to the three-day event.

Each applicant and its project partners must also agree to conduct an additional full-day cross-training in their community. In the morning, they will conduct a half-day kickoff event to help various disciplines and stakeholders develop a better understanding of the role each one plays in addressing abuse in later life in their community. In the afternoon, a coordinated community response or CCR event will be held to meet and discuss the role that the CCR will play in the implementation of the project. The trainers, including their travel costs, for this event, will be provided by the OVW Abuse in Later Life Program's technical assistance provider. Grantees will be responsible for providing a

venue for this local event. Participants will be required to travel in order to attend the following OVW-sponsored training events, New Grantee Orientation, the Law Enforcement "Training of Trainers" event, if you're doing the training in-person, and the Direct service "Training of Trainers" event, the Prosecutors' Institute and the Judicial Institute. The training requirement for continuation applicants differs because they will have already met most of their training requirements during their initial project. Continuation applicants must send representatives from the four required MOU partners and a project coordinator to grantee orientation. Continuation grantees will be permitted to engage in other training activities based on the needs of their community. Applicants should clearly identify which trainings their projects will include and detail why the additional training is needed. Funds should be included in the budget to cover the costs associated with participating in the chosen trainings.

In addition to training and cross-training, both new and continuation applicants must agree to establish or support a multidisciplinary, collaborative community response to abuse in later life, including domestic violence, dating violence, sexual assault, and stalking. The final purpose area that applicants must engage in is providing or enhancing services for older victims. New applicants must agree to engage in a two-phase effort to provide services to older victims and detail these efforts in the MOU. All new applicants are required to allocate a minimum of 25% of their proposed budgets to fund the outreach and direct services for victims. During the planning phase, grantees will work with OVW and the Abuse in Later Life Program technical assistant providers to establish their groundwork for developing or enhancing outreach and services for older victims. The planning phase will be for 12 to 18 months.

Upon successful completion of the planning phase and upon receipt of OVW approval of the strategic plan for outreach and service delivery, grantees will begin the implementation phase for the delivery of services to older victims. Funds included in the budget for the implementation phase will be on hold through a special condition to the award. Grantees will not have access to these funds until OVW determines that they have successfully completed the planning phase, that the proposed use of funds address the needs of older victims as identified in the planning phase, and that the grantee has an acceptable strategic plan in place. Continuation applicants must agree to provide outreach and services for older individuals. All continuation applicants are required to allocate a minimum of 33% of the proposed budget to fund outreach and direct services for older victims. Continuation grantees will be required to conduct a critical assessment to reexamine the outreach and services that were funded under their initial Abuse in Later Life award to ensure that they continue to meet the needs of older victims and address challenges and services provision that occurred during their initial project. This review will take place within six months of the project's start date. The list of eligible applicants for this program can be found in the solicitation starting on page 15.

Eligible applicants for this program are states, units of local government, for example, cities, counties, towns, villages, and parishes, Tribal governments or Tribal organizations, population-specific organizations, victim service providers with

demonstrated experience in addressing domestic violence, dating violence, sexual assault, and stalking, and state, Tribal, or territorial domestic violence or sexual assault coalitions. Non-eligible entities generally include but are not limited to police departments, pre-trial service agencies, district or city attorneys' offices, sheriff's departments, probation and parole departments, and universities. These agencies or organizations are not eligible to apply directly for funding but may assume responsibility for the development and implementation of the project. They must have their state, Tribal government, or unit of local government apply as the lead applicant. Each applicant must demonstrate that it is part of a multidisciplinary partnership. This required partnership must include, at a minimum, the following four required partners -- at least one in law enforcement agency, one prosecutor's office, one victim service provider, and one nonprofit program or government agency with demonstrated experience in assisting individuals in later life. This required partnership must be detailed in a Memorandum of Understanding, also known as an MOU, which is signed by the authorized representative of, at a minimum, the four required partners. Applications that do not meet this requirement will not be eligible for the Abuse in Later Program and will be removed from further consideration.

Before moving on to address the specifics of submitting an application, does anyone have any questions about what we have covered so far?

HEATHER STARCHER: I see three questions in the Q&A box. The first is, "If proposing to cover the cost of time for prosecutors and law enforcement to participate in training with the grant, would that be exempt from supplanting restrictions?"

JANICE GREEN: It would not be supplanting because we would be paying specifically for the officers' time to attend those events. So, it would not be considered supplanting.

HEATHER STARCHER: Next, "We received this grant around 15 years ago. I'm assuming that this makes us a new applicant?"

JANICE GREEN: That would be correct.

HEATHER STARCHER: Okay. "If you decided to do an in-person law enforcement training, CNA, can you do virtual advanced training, or does the method of training have to be the same for both?"

JANICE GREEN: There is no separate virtual advanced training. You have one of two options. You can do the in-person training, which takes place as a basic eight-hour training, and then a separate eight-hour advanced training, or you can do the virtual training, which has both advanced and basic information in it. The advanced information is not as broad as what is in the in-person eight-hour training, so you may opt to, if you're doing the virtual training, to do the virtual training and then for those detectives or investigators or, in some jurisdiction, those frontline officers who investigate from beginning to end of a case, those individuals could go to the in-person training if you

want to bring that training to your community. But there's no separate advanced virtual training.

HEATHER STARCHER: Next, "In the planning phase, will funding be available to pay a salary for a project coordinator?"

JANICE GREEN: Yes. The project coordinator position can be funded from the beginning of the project.

HEATHER STARCHER: "Does the kickoff event need to be included in the Letters of Commitment?"

JANICE GREEN: The kickoff event does not need to be included in the Letters of Commitment. You don't need to get Letters of Commitment from participants.

HEATHER STARCHER: "How do we obtain any information or links on current grantees in California?"

JANICE GREEN: On the OVW website, under Grants. And if you send me an email to the email address for the program, which is [ovw.elder@usdoj.gov](mailto:ovw.elder@usdoj.gov), It's there on our website. It can sometimes be a little difficult to find. But if you send me an email with that question, I will send you an email directing you specifically to where to find that information on our website.

HEATHER STARCHER: "Are the four trainings required for judiciary to be eligible?"

JANICE GREEN: I'm not understanding that question because there are no four trainings for judiciary, so I'm not clear on what the question is.

HEATHER STARCHER: Okay. We'll move on then. "What if there was a grant awarded in our area but now the awardee is not reapplying? Would we apply as a new applicant if there is another entity that wants to take the lead on this grant application?"

JANICE GREEN: If the applicant has not had funding before, they would be considered a new applicant. If an applicant meets the definition that I highlighted, and that's in the solicitation, i.e., it doesn't matter whether or not there's been a grant in your community, if you have not applied before, you would be a new grantee.

HEATHER STARCHER: "If the applicant is a nonprofit elder service provider, do you still need a nonprofit partner MOU?"

JANICE GREEN: I think you're asking whether, if you're already an elder organization, that meets the definition of a required MOU partner, do you have to get yet another organization? No. As long as you meet the definition that's in the solicitation of an elder organization, you don't need an additional elder organization to be a partner if you meet the definition that's in the solicitation.

HEATHER STARCHER: "Can grant funds be used, as a continuation grantee, to develop and give other types of law enforcement training or only the basic and advanced trainings that are prescribed and approved in the grant?"

JANICE GREEN: Under this program, applicants are not permitted to create or develop additional curricula. The only training that can be used is the training materials that are provided by the program.

HEATHER STARCHER: "Will this slideshow, with some of the details being discussed, be emailed?"

JANICE GREEN: It will not be emailed but it will be available on the OVW website.

HEATHER STARCHER: "If our local service area includes multiple levels of police department, county, town, villages, et cetera, can one lead police department be an MOU partner and can others be Letter of Commitments, CCR members with involvement but not the same responsibilities as the lead police department or must all police departments be MOU partners?"

JANICE GREEN: Yes. No, that's correct. You have to have at least one minimum law enforcement agency. Once you meet the requirement, any of the law enforcement agency that wants to attend training can just sign Letters of Commitment to come to the trainings. And any agencies, law enforcement agencies that want to be members of the M--the CCR, can attend the CCR.

HEATHER STARCHER: "Can you give us an idea of the location so we can budget the training travel?"

JANICE GREEN: There is a sample budget in the back of the solicitation, and you can use the dollar amounts that are there because we never know where the trainings will be held until we get close to the training dates.

HEATHER STARCHER: "Can you please confirm the filing? One, district attorney offices cannot be the lead applicant for this funding opportunity, and two, attorneys' ADA positions, are not an allowable expense under this award."

JANICE GREEN: Both are correct. If you're a district attorney's office that wants to apply, the city, state, county, or whatever government agency you fall under would have to be the applicant. They can choose to have the prosecutor's officer implement the program, but it has to be that government level that is the applicant. And no, you can use grant funds to cover a prosecutor's time to go to the national training. You can use grant funds to cover time that the prosecutor would spend as part of the training team, but this grant is not allowed to fund positions to actually investigate or prosecute cases.

HEATHER STARCHER: "What are the four required partners?"



JANICE GREEN: A law enforcement agency, a prosecutor's office -- here we go -- at least one victim service provider and at least one nonprofit program or government agency with demonstrated experience in assisting individuals later in life.

HEATHER STARCHER: "Can grant funding be used to hire additional staff?"

JANICE GREEN: For the most part, grant funds can be used to hire a project coordinator to pay for the time that individuals are spent doing training or as part of the training team. It can be used to pay for an advocate or a case manager. Depending on how much time is being paid for a project coordinator, which, in most cases, is a full-time project coordinator. In some cases, some folks may determine that they might need some administrative assistance for a limited number of hours. But those are the only types of positions that can be funded.

HEATHER STARCHER: "Can a project coordinator be on more than one grant serving different geographical populations if there is more than one grant in a state?"

JANICE GREEN: Yes, but only the time that they spent working on this particular project can be paid for by this particular grant. It would be proportioned based on how much time they're spending on this project versus the other grant that they are responsible for managing.

HEATHER STARCHER: So, a follow-up to the law enforcement training question, "If you are doing training under the permissible purpose areas that can be two different allied professionals but not to law enforcement, would those presentations have to be approved?"

JANICE GREEN: Yes.

HEATHER STARCHER: "Must the project coordinator be a 1.0 FTE as in the sample budget, or would a 0.75 FTE position worked if it is also supported by a partial FTE of an admin role and/or management support role?"

JANICE GREEN: That would be a viable option.

HEATHER STARCHER: "It is my understanding that the program management responsibilities can be divided among multiple employees as long as it covers all the responsibilities. Is that correct? And if so, is it okay to transition those responsibilities and funding to a full-time position in Year 2 or 3?"

JANICE GREEN: I would want to discuss that on a case-by-case basis because it would depend on the size of the jurisdiction as to whether or not that would be something that's viable.

HEATHER STARCHER: "What if compensation for training exceeds the \$650-a-day limit?"

JANICE GREEN: That is the limit. There is no going above that limit.

HEATHER STARCHER: "Will additional information regarding parameters for direct services be discussed later during this webinar?"

JANICE GREEN: We'll touch upon it but I think there's information--there is information within the application that discusses in--within the solicitation that discusses in more detail with the services.

HEATHER STARCHER: A couple more questions. "Can a project coordinator be a full-time position?"

JANICE GREEN: Yes.

HEATHER STARCHER: "You mentioned that the judicial members must attend four-day trainings and it needs to be listed in the MOU. If that doesn't happen, are we disqualified?"

JANICE GREEN: Did you say the word judicial? Sorry, I want to confirm.

HEATHER STARCHER: Judicial, yeah.

JANICE GREEN: Yes. I did not say judges were required to attend. What I said was that every project must agree to strongly encourage judges in their jurisdiction to attend and note that that effort is going to be made in their MOU. Because we understand that sometimes judges are not available or don't feel that it is appropriate to attend the training because of concerns that they may have a bad neutrality, so, there's no requirement that judges attend. There's a requirement that you strongly encourage them to attend.

HEATHER STARCHER: Okay. And lastly, "Can funds be used to pay for a community outreach/advocate?"

JANICE GREEN: Yes.

HEATHER STARCHER: Those are all the questions at this time.

JANICE GREEN: Okay. 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. Project narratives from new applicants may not exceed 15 pages. Project narratives from continuation applicants may not exceed 20 pages. Applications must be double-spaced. Data Requested with Application, Pre-Award Risk Assessment,

and charts may be single-spaced. Applications must be on eight-and-a-half-by-eleven-inch paper with one-inch margins using Arial font no smaller than eleven point, except for footnotes, which may be nine-point, and include page numbers. Points may be deducted for applications that do not adhere to these requirements. Applications must demonstrate that the project's eligibility requirements have been met. Applications must include the Project Narrative, the Budget Detail Worksheet and Narrative, a signed MOU, and if applicable, Letters of Commitment. OVW will not contact applicants for any of these items if they are missing. Applications that do not include all of these documents will be considered substantially incomplete and will not be considered for funding. Please see the solicitation starting on page 20 for more on the specific information that must be included in each section of the application. In addition, the Proposal Abstract, which is to be entered into a text box in JustGrants, will not be scored but will be used throughout the review process.

All new applicants and continuation applicants proposing to provide training must submit a Memorandum of Understanding and Letters of Commitment. Continuation applicants that are not proposing to provide training, only need to submit an MOU. The MOU must clearly identify each of the four required MOU partners, consisting of at least one law enforcement agency, one prosecutor's office, one victim service provider, and one nonprofit program or government agency with demonstrated experience in assisting individuals in later life. There must be four MOU partners. You cannot have one organization fill more than one role. The MOU partner serving as the required victim service provider must provide services to victims of sexual assault, domestic violence, dating violence, or stalking as one of its primary purposes. The MOU partner serving as the required nonprofit program or government agency with demonstrated experience in assisting individuals in later life must provide services to victims of elder abuse, neglect, or exploitation as one of its primary purposes.

All new applicants must submit Letters of Commitment from each agency and organization, including MOU partners who are committing to have their personnel participate in the following, law enforcement training, either the local one-day law enforcement training, the local advanced law enforcement training, or the virtual law enforcement training, the National Institute on Prosecuting Elder Abuse, and the local direct service trainings.

Continuation applicants that propose to conduct trainings must submit Letters of Commitment for the trainings they are proposing as part of their project. Training is a significant component of the Abuse in Later Life Program. It is important for a sizable number of law enforcement, prosecutors, victim service providers, and other professionals to be trained to increase the number of professionals able to recognize the signs of abuse in later life and connect older victims with appropriate services. As such, the following will be considered when scoring this section of the application. The number of officers, deputies, detectives, investigators, law enforcement agencies are committing to send to the local one-day training, the virtual law enforcement training, and/or the advanced law enforcement training. The percentage of law enforcement agencies, sworn law enforcement personnel who are committed to attending the one-

day law enforcement or advanced law enforcement training, the number of prosecutors committing to attending the National Prosecutors Institute, and the number of individuals who agencies and organizations are committed to sending to the direct service cross-training. Letters of Commitment that do not clearly specify the number of personnel who will attend trainings will not be considered during the review process. Letters of Support may not be submitted in lieu of Letters of Commitment and will not be reviewed.

On the next couple of slides, I'm going to focus on aspects of your application that relate to the documents that our financial team, the Grants Financial Management Division, or GFMD reviews. More specifically, I'll discuss some items that GFMD has identified from prior years' applications that could help with expediting the review process.

So, for today, I'm going to highlight certain aspects of the Pre-Award Risk Assessment and provide you with a link to a detailed webinar on how to develop the budget that will be included in your application. First, I'll highlight the items identified in the Summary Data Sheet which is completed by all applicants. Specifically, three items I would like to discuss are the nonprofit requirement, the single-audit response, and the IRS three-step-safe-harbor procedure. If you are an eligible nonprofit organization, which, for this program, includes Tribal organizations, population-specific organizations, victim service providers, and state, Tribal, or territorial domestic violence or sexual assault coalitions. To receive training and services to end Abuse in Later Life funding, you are required to submit a determination letter from the IRS recognizing your tax exempt status. OVW cannot make an award to any nonprofit organization that does not submit a 501(c)(3) determination letter. This is specifically highlighted because applicants are not including this as part of their application, and this further delays GFMD's review process. Please ensure that this document is included if applicable.

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. GFMD is finding that applicants did not always include all this information. Please ensure that this question is answered in its entirety on the Summary Data Sheet, question number three. Another item that GFMD wanted to highlight from the solicitation is specifically for nonprofit organizations, if you use the IRS three-step-safe-harbor procedure to determine your executive's compensation, you are required to provide a disclosure letter. Please refer to the solicitation for further details and a link to a sample letter. Note that there are four required parts of this disclosure letter. The sample letter provided outlines all four 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 that GFMD wanted discussed is the Pre-Award Risk Assessment questions, which assist them during their Pre-Award Risk Assessment review for all applications. Each applicant must prepare a response to all 11 questions and each question has multiple parts. It was noted during prior years that applicants did not always fully answer all parts of the 11 questions, which, in turn, requires GFMD to reach out to the applicant which may delay the funding decision. Some of the most common

issues encountered have been, for example, question number two, where the applicant indicates that they do indeed have internal policies but they don't provide a brief list of the topics covered in the policies and procedure.

On question number three, some applicants failed to 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, but in general, please make sure that you read each piece of each question and provide a full and comprehensive response.

This next slide will quickly highlight some resources that are available as you're creating the budget to be submitted with your application. Over the last couple of years, GFMD has developed a detailed webinar presentation on how to develop a budget to be submitted with OVW applications. This presentation addresses some of the challenges that you may face with your budgets and provides some insight into OVW's budget review process. This webinar can be found at the link on this slide.

Next up is the uniform guidance, which can be found at 2 CFR 200. You can use your favorite search engine to search for this one. Other resources include the Department of Justice Financial Guide and the solicitation itself. GFMD knows that this can be a lot of information to process, so if you have any questions about this information that I just discussed, please feel free to contact the GFMD helpdesk at 888-514-8556, or you can email them at [ovw.gfmd@usdoj.gov](mailto:ovw.gfmd@usdoj.gov).

Applicants may find this funding opportunity on the Grants.gov by using the Assistance Listing Number, the grants.gov opportunity number, or the title of the solicitation, all of which can be found on the cover page of the solicitation. The FY 2024 application submission process is a two-step process. Application materials will be submitted in grants.gov and JustGrants. Read the solicitation carefully to understand all steps required to submit an application and the time to complete those steps. Some steps, such as obtaining a Data Universal Number System or DUNS number or registering with the System for Award Management or SAMs or Grants.gov may take several days to complete. We recommend applicants begin these processes as soon as possible but no later than the dates that are suggested in the solicitation. Applicants must complete the application for federal assistance, the SF-424, in Grants.gov. Read the information to complete the application for federal assistance, FS-424 section in the solicitation carefully for all requirements. Applicants must complete and submit the Disclosure of Lobbying Activities, the SF-LLL in Grants.gov. After submitting these forms, the applicant will receive an email from JustGrants to complete the rest of the application in JustGrants. If the applicant is a new user in JustGrants, the email will include instructions on registering with JustGrants.

Applicants must submit a Proposal Abstract with the application. The Proposal Abstract must provide a short, no more than two double-spaced pages of the proposed project. The Project Abstract, which is to be entered in the text box in JustGrants will not be scored but is used throughout the review process. For the Data Requested with

Application, all applicants must complete three questionnaires in JustGrants, the Pre-Award Risk Assessment, the applicant entity questionnaire, and the Summary Data Sheets. These documents will not be scored. Although the questionnaires must be completed in JustGrants, the questions can be viewed in Appendices B, C, and D of the solicitation.

The Proposal Narrative, which is made up of two sections, the Purpose of the Proposal and the What Will Be Done section, will be uploaded as an attachment. The budget worksheet and budget narrative must be uploaded in JustGrants. Budget information and a sample budget narrative can be found in Appendix A of the solicitation. There is also a webinar on creating a budget on the OVW website. The Memoranda of Understanding or MOU and the Letters of Commitment will be uploaded as attachments. Read the solicitation carefully for other documentation that is required for all applications or when applicable. Applicants must comply with applicable federal civil rights laws, which, among other things, prohibit recipients from discriminating on the basis of national origin or disability. Applicants must include funds or other resources in their budget to ensure access for individuals with disabilities, Deaf or hard-of-hearing individuals, and persons with limited English proficiency.

The application deadline for Grants.gov is June 18th, 2024, at 11:59 PM Eastern Time. The application deadline for JustGrants is June 20th, 2024, at 8:59 PM Eastern Time. Carefully review the "How to Apply" section starting on page 32 for required deadlines and OVW policy on late submissions. Submitting the application components at least 48 hours before the deadline for both grants.gov or JustGrants as applicable will enable applicants to receive notice of a failed submission and provide an opportunity to correct the error before the application deadline. As you work on completing your application, please keep in mind the following common errors applicants make when submitting their application. Some applicants simply fail to answer the questions that are asked in the solicitation. OVW receives applications from entities that are not applicable--sorry, are not eligible, or fail to have the four required MOU partners. Given that completing and submitting an application requires a degree of effort and time, please carefully read the eligibility requirements found on pages 15 through 17 and the partnership requirements on page 18. If all four required MOU partners do not sign off on the MOU, the project will be considered ineligible for failing to meet the partnership requirement. OVW also receives applications that are substantially incomplete and, therefore, removed from consideration. Please consult page 20 for the list of documents that must be submitted and see page 39 for an application checklist to assist with this process.

Additional errors have included having the incorrect type of partner. Please note that on page 17, the solicitation states the victim service provider partner, the MOU partner, must provide services to victims of sexual assault, domestic violence, dating violence, or stalking as one of its primary purposes. Applicants also make an error of submitting an MOU that is not signed by the four required partners or submitting multiple individual MOUs. Please see page 28. You must have one MOU. You can have separate signature pages, if necessary, but there should be one single MOU that covers all MOU partners. Letters of Commitment are sometimes submitted which fail to include the

number of people to be trained. As detailed on page 30, Letters of Commitment that do not clearly specify the number of personnel who will attend training will not be considered during the review process.

If anyone has any programmatic questions regarding the solicitation, for example, whether your organization is an eligible applicant or whether a proposed partner meets the program's requirements, you can contact the Abuse in Later Life Program by emailing [ovw.elder@usdoj.gov](mailto:ovw.elder@usdoj.gov) or calling OVW at 202-812-6883. If you have financial questions, email [ovwgfmd@usdoj.gov](mailto:ovwgfmd@usdoj.gov) or call 888-514-8556. For technical questions about grants.gov, email the Grants.gov applicant support at [support@grants.gov](mailto:support@grants.gov), or call 800-518-4726. For technical questions about OVW JustGrants support, email [Ovwjustgrantssupport@usdoj.gov](mailto:Ovwjustgrantssupport@usdoj.gov) or call 866-655-4482.

Before we wrap up today's webinar, does anyone have any additional questions about what we have covered today?

HEATHER STARCHER: There are some questions. "In California, MOUs are treated as a contract and can take two to three months to complete. Would a LOC be accepted that includes a commitment to sign an MOU?"

JANICE GREEN: Send me an email to the email address, and I will have to address that with our legal division.

HEATHER STARCHER: "Can you have more than four MOU partners?"

JANICE GREEN: Yes, you may have more than four MOU partners. You just have to have the minimum four required.

HEATHER STARCHER: "What if the applicant nonprofit operates one of its major programs to assist individuals in later life who have been abused but the program is not the sole or primary purpose of the organization? The agency has operated a state-certified sexual assault service program for more than 30 years, which also serves seniors."

JANICE GREEN: That was a statement. I'm not sure what the question is. If the question is, because you do both elder and sexual assault, can you serve both roles? No. You have to have four partners. You can be one or the other. You can't be both. You have to have a minimum of four partners. If that's not the question, you can send me an email.

HEATHER STARCHER: "For a department within a county government, how should we answer the question regarding receipt of greater than \$750,000 of federal funds?"

JANICE GREEN: If the applicant is the county, then you would answer it based on the county, which means in most cases, the answer is going to be yes. But you can answer

that question not based on the division or the office. You're going to base it on the applicant. So, if the applicant is the county, you would answer it for the county.

HEATHER STARCHER: "How does the Pre-Award Risk Assessment have to be completed and submitted?"

JANICE GREEN: That information is submitted along with the application.

HEATHER STARCHER: "To maximize police participation, can police officers choose to receive/complete their six hours of virtual training over a period of up to six to twelve months during the twelve to eighteen-month planning period? Or is the training expected to be completed in a shorter period?"

JANICE GREEN: It's only a six-hour training and everything builds upon itself in the training. So, technically, someone could take six months to complete it. However, the utility of it would be lessened because you would probably forget what you learned in the first module, and each module builds on the other module. So, yes, it could be done over that longer period of time. But I would question the effectiveness of doing it in that manner.

HEATHER STARCHER: "Can the applicant be a not-for-profit that provides DV, stalking, sexual abuse, et cetera? Or does there need to be an additional MOU partner?"

JANICE GREEN: Again, the question is not clear to me. If you're asking whether a domestic violence service provider can be the lead applicant, the answer would be yes. They could also serve as one of the four MOU partners.

HEATHER STARCHER: "You stated it has to be the primary purpose of the organization?"

JANICE GREEN: Correct.

HEATHER STARCHER: "If we have budget-related questions and questions about which category to put the contract/purchase orders in, do we need contract ovw.gfmd email address?"

JANICE GREEN: If you have a financial question about whether or not someone is a contractor or a subrecipient, you can email the GFMD, and they can answer your question.

HEATHER STARCHER: "Is a nonprofit eligible to apply if it operates a major program that services the target population, but this is not the primary purpose of the organization?"



JANICE GREEN: They should send me an email so that we can look on a one-on-one basis so that I can give you a specific answer. I don't want to generalize, not knowing more about your organization.

HEATHER STARCHER: "Just to confirm, for a continuous grant, each of the four required MOU partners must commit to attending the grantee orientation and direct service provider cross-training. Do the LE and pro-MOU partners have to send at least one rep to the direct service provider cross-training?"

JANICE GREEN: If you are a continuation grantee, the only training you're required to attend is new grantee orientation. It would be up to a continuation grantee to determine whether or not, in addition to new grantee orientation, they feel there is a need for any of the other mandated trainings that would be optional for them whether or not they feel they need to do any of those additional trainings. But as a continuation grantee, the only training you're required to go to is new grantee orientation.

HEATHER STARCHER: And lastly, "Do we need both a LOC and MOU from police partners? Meaning if the MOU clearly states their commitment to sending a certain amount to the training and so on, is the LOC also needed?"

JANICE GREEN: Yes. They don't have to spell that out in any detail in the MOU. They can simply say they're going to send people. In the MOU, they can simply say, we will be sending officers to attend whatever training it is, and that commitment will be detailed in the Letter of Commitment and then they can send the Letter of Commitment.

HEATHER STARCHER: That was the last question at this time.

JANICE GREEN: Okay. Hearing no additional questions. As there are no further questions, this concludes the pre-application information session for the FY2024 OVW Training and Services to End Abuse in Later Life Program webinar. Thank you for joining us today.