

**OVW Fiscal Year 2024 Financial Assistance Grants  
for Victims of Sexual Assault, Domestic Violence,  
Dating Violence and Stalking Program**

**Pre-Application Information Session  
July 22, 2024**

# Welcome & Introductions

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# Program Description

## OVW's Financial Assistance for Victims Program

- ▶ OVW's Financial Assistance for Victims Program supports victim service providers, Tribal governments, and Tribal organizations to provide flexible financial assistance to survivors of sexual assault, domestic violence, dating violence, and stalking, alongside other victim services.
- ▶ Flexible financial assistance is intended to support survivors in achieving safety, stability, and healing by paying for necessities that are not easily met by traditional service providers and with the flexibility to meet self-identified needs quickly.
- ▶ Eligible applicants are limited to: Victim service providers (including culturally specific and population-specific organizations), Tribal governments, and Tribal organizations. All applicants must have a documented history of providing flexible financial assistance to survivors of domestic violence, dating violence, sexual assault, or stalking.

# Purpose Area

- ▶ These funds can be used to provide survivors of domestic violence, dating violence, sexual assault, and stalking with flexible financial assistance for self-identified needs that are not easily met by traditional service providers.

# Prohibited Activities and Limits to Funding

- ▶ **Activities that Compromise Victim Safety**
- ▶ **Out of Scope Activities**
- ▶ **Limited Use of Funds**

# Activities that Compromise Victim Safety

- ▶ OVW does not fund activities that jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions.
- ▶ Applications that propose any such activities may receive a deduction in points during the review process or may be eliminated from consideration.
- ▶ Information on activities that compromise victim safety and recovery or undermine offender accountability may be found in the Solicitation Companion Guide.

# Out of Scope Activities

- ▶ Research projects. Prohibited research does not include assessments conducted for internal improvement purposes only. For information on distinguishing between research and assessments, see the Solicitation Companion Guide.
- ▶ Direct victim services. These grant funds are intended to support victims directly with flexible financial assistance to pay for self-identified needs. These grant funds cannot be used by victim services providers to support direct services to victims. The definition of a victim service provider can be found in the Other Program Eligibility Requirements section of this Solicitation found on pg. 10.
- ▶ Activities focused on prevention efforts. Grant funds may not be used for prevention activities (e.g., financial literacy, outreach to elementary and secondary schools, implementation of educational programs regarding sexual assault, domestic violence, dating violence, and stalking intervention, and public awareness campaigns).

# Limited Use of Funds

- ▶ Recipients may use up to two percent of grant award funds to conduct an assessment for internal improvement purposes only, such as by convening a listening session to identify service gaps in the community or surveying training participants about the quality of training content and delivery. Applicants considering such assessments must refer to the OVW research decision tree in the Solicitation Companion Guide to ensure that the activity does not qualify as human subjects research. The Solicitation Companion Guide also provides additional information on federal requirements related to research, assessments, and surveys.
- ▶ During the first year of the award period, recipients may not provide direct cash assistance to survivors. Payments made on behalf of survivors will be made directly to vendor(s). However, in the second year of the award period, recipients will be allowed to provide direct cash assistance to victims. For projects that intend to provide direct cash assistance to survivors, this direct assistance is limited to ten percent of the applicant's total budget. Year two of direct cash assistance will be informed by data gathered from year one progress reports and other grantee data indicating whether there is a need for direct cash assistance and how it will be used.
- ▶ Recipients may use grant funds to pay survivors' debts in order to facilitate safety and stability. Only 10 percent of the applicant's budget may be used for this purpose.

# Federal Award Information

- ▶ The grant award period is for 24 months.
- ▶ We anticipate the award period will start October 1, 2024.
- ▶ Awards will be made for up to \$500,000.
- ▶ New Applicants - FY 2024 is the first time awards have been made under this program.
- ▶ OVW estimates that we will make approximately 15 awards.

# Program Requirements

- Participation in OVW-sponsored training and technical assistance.
- Collection of and reporting on performance indicators, i.e., bi-annual performance report.
- Participation in an assessment or evaluation, if OVW conducts one that requires recipient involvement.
- Send the project coordinator and one other key staff member to an OVW grantee orientation.
- Develop policies and procedures to govern the distribution of flexible financial assistance to victims. If funded, applicant must submit to OVW policies and procedures governing eligibility for and distribution of flexible financial assistance to victims within 60 days of award notification for OVW review.
- Recipients will be required to revise and/or remove an activity that OVW determines may compromise victim safety, is out of scope, unallowable, or does not conform to best practices for providing flexible financial assistance to victims of domestic violence, dating violence, sexual assault, or stalking.

# Eligibility Information

## Eligible entities are:

- ▶ Victim service providers, including culturally specific and population specific organizations, that provide direct services to victims as one of their primary purposes
- ▶ Tribal governments
- ▶ Tribal organizations

Tribal governments and Tribal Organizations must identify the victim services agency or component that will administer the flexible financial assistance project alongside other victim services.

Faith-Based and community organizations, including culturally specific organizations, tribal organizations, and population-specific organizations, that meet the eligibility requirements are eligible to receive awards under this solicitation

**All applicants must have experience administering flexible financial assistance to victims and must describe that in the Letter of Experience.**

# Ineligible Entities and Disqualifying Factors

- Applications submitted by ineligible entities or that do not meet all program eligibility requirements will not be considered for funding.
- An application deemed deficient in one or more of the following categories may not be considered for funding:
  - activities that compromise victim safety
  - out-of-scope activities
  - unallowable costs
  - pre-award risk assessment
  - completeness of application contents
  - timeliness

# Other Program Eligibility Requirements

- ▶ All certification and other eligibility related documents must be current and developed in accordance with the FY 2024 solicitation.
- ▶ OVW will consider only one application per organization for the same service area.
- ▶ If an applicant submits multiple versions of the same application, OVW will review only the most recent system-validated version submitted before the deadline.

# Application & Submission Information

- ▶ Letter of Intent due July 30, 2024.
- ▶ Follow formatting and technical requirements as outline in solicitation.
- ▶ Application contents must include required documents and meet program eligibility requirements.
- ▶ OVW will not contact applicants for missing items on the list below. Applications that do not include all the following documents will not be considered for funding:
  - ▶ Proposal Narrative
  - ▶ Budget Detail Worksheet and Narrative
  - ▶ Letter of Experience signed and currently dated (on or after July 25, 2024). Please refer to the Letter of Experience section for more information.

# Application & Submission Information (cont'd)

## Step 1

All applicants must complete these forms in Grants.gov, due August 15, 2024.

- SF-424 (Application for Federal Assistance)
- SF-LLL (Disclosure of Lobbying Activities)

## Step 2

Standard Applicant Information (JustGrants 424 and General Agency Information)

- Applicants begin Step 2 of the application submission process by reviewing the Standard Applicant Information in JustGrants, making edits as needed, confirming the Authorized Representative, verifying the legal name and address, and entering the ZIP code(s) for the areas affected by the project.

# Application Contents

The application must include:

- ▶ Proposal Abstract
- ▶ Data Requested with Application
- ▶ Proposal Narrative
- ▶ Budget Detail Worksheet and Narrative
- ▶ Letter of Experience (LOE)

# Proposal Abstract

The abstract is a short summary (no more than two pages double-spaced) of the proposed project describing:

- ▶ primary activities for which funds are requested
- ▶ who will benefit
- ▶ how the applicant will measure progress in completing project goals and objectives

# Data Requested with Application

- ▶ Applicants must complete three questionnaires in JustGrants:
  - ▶ Pre-Award Risk Assessment
  - ▶ Applicant Questionnaire
  - ▶ Financial Assistance for Victims Program Summary Data Sheet.

Questionnaires are required. Questionnaires are not scored.

# Proposal Narrative

(60 Points Total)

The Proposal Narrative may not exceed 15 pages. Reviewers will not read beyond this page limit. The total point value for the proposal narrative section is 60 points. Applicants must upload the Proposal Narrative as an attachment in JustGrants. The Proposal Narrative must include these three sections:

**Purpose of Proposal (20 points)** - communities in service area, communities to be served, current availability of flexible financial assistance, needs and gaps in flexible financial assistance for victims, and how this funding will address those needs.

- ▶ **What Will Be Done (30 points)** - The application must provide a clear link between the proposed activities and the need identified in the “Purpose of the Proposal” section above. Do not include any of the activities listed as out-of-scope or unallowable activities described in this solicitation.
- ▶ **Who Will Implement the Project (10 points)** - organizations and people responsible for implementing the project.

# Budget Detail Worksheet and Narrative

(20 Points Total)

- ▶ All applications must include a detailed budget and budget narrative as an attachment in JustGrants.
- ▶ Budgets must present a clear link between the specific project activities and the proposed budget items.
- ▶ Include sufficient funds to provide language access or describe other resources available to ensure meaningful access for persons with limited English proficiency.
- ▶ Include funds to attend OVW-sponsored training in the amount of \$7,000 for applicants in the 48 contiguous states and \$10,000 for applicants in the territories, Hawaii, and Alaska. These amounts are for the 24-month project period and not per year.
- ▶ Limit debt assistance to no more than 10% of the total budget.
- ▶ Limit direct cash assistance to no more than 10% of the total budget, to be offered in the second year of the program only.

# Letter of Experience (LOE)

## (20 Points Total)

- ▶ All applications must include a signed and currently dated LOE describing the applicant's documented history of effective work providing services to victims of domestic violence, dating violence, sexual assault, or stalking, including providing flexible financial assistance to victims.
- ▶ If the applicant is a Tribal government or Tribal organization, the LOE should describe the experience of the victim service component or agency that will administer the FAV program.
- ▶ The LOE must be on the applicant's letterhead.

# Submission and Deadline Information

Unique Entity Identifier (UEI) and System for Award Management (SAM) Entities applying for the first time must register with the following systems:

- ▶ SAM.gov registration includes receiving a UEI and takes an average of 2 to 3 weeks.
- ▶ Grants.gov registration takes an average of 1 week.
- ▶ JustGrants registration needs to be completed ONLY after successful submission of Step 1 of the application as described under How to Apply.
- ▶ OVW strongly encourages all applicants to begin the registration process or ensure that all accounts are active and up to date, by July 23, 2024. Failure to do so may result in missing the application deadline and therefore not being considered for funding.
- ▶ Failure to meet the submission deadline will result in an application not being considered for funding. Applicants should refer to the list on pages 20 and 21 of the solicitation to ensure that all required steps and deadlines are met.
- ▶ Failure to begin registration or application submission by the deadlines stated in the list below is not an acceptable reason for late submission.

# Submission Information and Other Submission Requirements (page 2)

OVW Policy for Applicants Experiencing Technical Difficulties During the Registration and Submission Processes

## Technical difficulties with SAM or Grants.gov

- ▶ Technical difficulties are issues that are beyond the applicant's control. OVW can confirm when each registration and/or submission action began.
- ▶ Contact SAM or Grants.gov support as soon as the applicant is aware of a problem, maintain documentation of when the issue began and all communication with technical support.
- ▶ Before the Grants.gov deadline, notify OVW, via email at [OVW.FinancialAssistanceProgram@usdoj.gov](mailto:OVW.FinancialAssistanceProgram@usdoj.gov), stating the applicant is experiencing technical difficulties with SAM or Grants.gov. Provide regular updates to this program via above mentioned email.

# Submission Information and Other Submission Requirements (page 3)

## Technical difficulties while applying in JustGrants

- ▶ Contact OVW JustGrants Support at [OVW.JustGrantsSupport@usdoj.gov](mailto:OVW.JustGrantsSupport@usdoj.gov) or 866-655-4482 as soon as the applicant is aware of a problem and maintain all documentation of communication with OVW JustGrants Support.
- ▶ Contact OVW, via email at [OVW.FinancialAssistanceProgram@usdoj.gov](mailto:OVW.FinancialAssistanceProgram@usdoj.gov), prior to the JustGrants deadline (8:59 p.m. E.T. on August 20, 2024).
- ▶ If an applicant must submit their application via email due to a technical difficulty, they must do so by the JustGrants application deadline, but no earlier than 4 hours prior to the deadline. The email must include:
  - ▶ A detailed description of the technical difficulty.
  - ▶ The contact information (name, telephone, and email) for the person making the request.
  - ▶ The applicant's UEI number.
  - ▶ JustGrants application numbers and User Support tracking numbers.
  - ▶ The complete application (SF-LLL, SF-424, Proposal Narrative, Budget and Budget Narrative, and LOE).

# Submission Information and Other Submission Requirements (page 4)

## OVW Policy on Late Submission Request Due to Severe Inclement Weather or Natural or Manmade Disaster

- ▶ Cases of severe inclement weather or natural or man-made disaster are the only circumstances under which OVW may accept applications after 8:59 pm ET on August 20, 2024.
- ▶ Contact this program at [OVW.FinancialAssistanceProgram@usdoj.gov](mailto:OVW.FinancialAssistanceProgram@usdoj.gov) as soon as the applicant is aware of severe weather or a natural or man-made disaster that may impede the submission of an application by the deadline.
- ▶ Applicants impacted by severe weather or a natural or man-made disaster occurring on or around the deadline must contact OVW within 48 hours after the deadline or as soon as communications are restored.

# Application Review Information

Applications will be scored based on the degree to which the application responds to each section and addresses each element in the section. Applications will be scored based upon the quality of the response, capacity of the applicant and any partners, and the level of detail provided. Each element must be addressed in the section in which it is requested.

Points may be deducted if the applicant does not include the information in the appropriate section regardless if it is included elsewhere within the application. Each section will be reviewed as a separate document and will be scored as such. Specifically, for the Financial Assistance for Victims Program, scoring will be as follows:

- ▶ 1. Proposal narrative: (60) points, of which:
  - ▶ A. Purpose of the proposal: (20) points.
  - ▶ B. What will be done: (30) points.
  - ▶ C. Who will implement the proposal: (10) points.
- ▶ 2. Budget worksheet and budget narrative: (20) points.
- ▶ 3. Letter of Experience (LOE) (20) points

# Application Review Information (cont'd)

## Review and Selection Process

Applications will be subject to a peer review and a programmatic review.

- ▶ Peer Review - OVW will subject all eligible, complete, and timely applications to a peer review process that is based on the criteria outlined in this solicitation. OVW may use internal reviewers, external reviewers, or a combination of both.
- ▶ Programmatic Review - All applications considered for funding will be subject to a programmatic review. The programmatic review consists of assessing the application for compliance with the program's scope, and activities that compromise victim safety. OVW reserves the right to deduct points from applications for the following reasons:
  - ▶ 1. Activities that compromise victim safety and recovery and undermine offender accountability (deduct up to 25 points).
  - ▶ 2. Out-of-scope and unallowable activities (deduct up to 25 points).
  - ▶ 3. Formatting and Technical Requirements (deduct up to 10 points).
  - ▶ 4. Applications Exceeding Page Limit (deduct 15 points)

# Federal Award Administration Information

- ▶ Successful applicants will receive OVW award notifications electronically from JustGrants (not Grants.gov). Recipients will be required to log into JustGrants to review and accept the award.
- ▶ The Authorized Representative must acknowledge having read and understood all sections of the award instrument and submit the required declaration and certification to accept the award; these steps will be completed electronically in JustGrants.

# Grants Financial Management Division (GFMD)

- ▶ Summary Data Sheet (questionnaire)
  - ▶ Single Audit (threshold and fiscal year)
  - ▶ IRS three-step safe-harbor procedure- Executive Compensation -
  - ▶ Sample Disclosure Letter
    - ▶ Address all four parts
- ▶ Pre-Award Risk Assessment (questionnaire)
  - ▶ 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](#)

[Budget Information and Sample Budget Detail Worksheet](#)

[Creating a Budget](#)

[Uniform Guidance - 2 CFR Part 200](#)

[DOJ Financial Guide](#)

[Program Specific Solicitation](#)

# GFMD Contact Information

OVW GFMD Helpdesk:

1-888-514-8556

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

# Other

- ▶ Read the solicitation in its entirety before applying.
- ▶ Follow the solicitation. The information in the application should be detailed as possible. Ensure that each section is completely addressed, even if it feels redundant.
- ▶ Number all pages.
- ▶ Fully name and limit the use of acronyms included in the application.
- ▶ Information submitted beyond what is required in the solicitation is not likely to be read by OVW staff or peer reviewers.
- ▶ Please utilize the Solicitation Companion Guide.

# Questions??

Email us at [OVW.FinancialAssistanceProgram@usdoj.gov](mailto:OVW.FinancialAssistanceProgram@usdoj.gov)