U.S. Department of Justice
OVW
Office on Violence Against Women
Working Together to End the Violence

FY 2020 Grants to Prevent and Respond to Domestic Violence, Dating Violence, Sexual Assault, and Stalking Against Children and Youth Program
Pre-Application Information Session

Slide 1 – WELCOME and INTRODUCTIONS

Welcome to the pre-application information session for the Fiscal Year 2020 Grants to Prevent and Respond to Domestic Violence, Dating Violence, Sexual Assault, and Stalking Against Children and Youth Program (also referred to as the CY program) solicitation. The Office on Violence Against Women (also referred to as OVW) is hosting this webinar to go over the FY20 solicitation for the CY program.

Slide 2

My name is Kellie Greene and I am the program specialist assigned to the CY program. The purpose of the pre-application information session is to highlight a few key points in the solicitation, 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 FY20 CY solicitation and the OVW Solicitation Companion Guide and ensuring that a complete application is submitted. OVW staff cannot comment on the quality of an applicant's proposed project or provide any information outside of what is included in the solicitation. However, CY program staff will be available to respond to questions about the application requirements throughout the period that the solicitation is open. Please feel free to send questions to ovw.consolyouth@usdoj.gov or call the CY point of contact at 202.514.0390.

Before we get started, you may find it helpful to have the CY solicitation in front of you for a point of reference during this information session.

Please note that this year OVW released two separate solicitations for the Consolidated Youth and Engaging Men Grant Program – one for Children and Youth and one for Engaging Men and Boys. This information session is focused solely on the Children and Youth solicitation. If you are interested in submitting an application for Engaging Men and Boys, please watch the information session specifically for that grant program.

Slide 3 – OVERVIEW OF THE FY20 CY PROGRAM

The CY Program supports comprehensive, community-based efforts to develop or expand prevention, intervention, treatment, and response strategies to address the needs of children and youth impacted by domestic violence, dating violence, sexual assault, and stalking.

Within the program are three distinct purpose areas, which I will discuss in more detail in a few moments.

Slide 4 – DEADLINES and REGISTRATION

Applications are due by 11:59 pm Eastern Time on Monday, March 30, 2020. OVW will not accept late submissions except under limited circumstances as described on pages 22 - 24 of the solicitation.

In addition to the application due date, there are other important deadlines that affect your ability to submit an application. The cover of the solicitation provides information on registering. Registration includes three steps: 1) obtaining a Data Universal Number System (DUNS) number; 2) registering with the System for Award Management (SAM) system; and 3) registering with Grants.gov.

Every applicant must obtain a DUNS number and register online with SAM and Grants.gov. The registration process can take several days and must be completed before applicants may submit an application. OVW strongly encourages applicants to start this process no later than March 11, 2020.

Every year applications are rejected during the submission process because the applicant's DUNS number and/or registration with SAM have expired or the applicant did not begin the registration process early enough. At the conclusion of this webinar, it is recommended that you start this process if you have not already done so. Applicants that currently have a DUNS number and are registered with SAM and grants.gov should check their status to ensure they have not expired.

You can find more information related to Registration on pages 20 - 26 of the solicitation.

Slide 5 - SUBMISSION and NOTIFICATION INFORMATION

All applications for the CY program must be submitted through Grants.gov. If you have questions specific to the registration or submission process through Grants.Gov, please contact grants.gov applicant support at 1-800-518-4726.

Additional information related to the submission process can be found on page 26 of the solicitation.

OVW anticipates notifying all applicants of funding decisions by October 1, 2020.

Slide 6 - AWARD PERIOD and AMOUNT

The grant award period is for 36 months, tentatively beginning on October 1, 2020 and ending on September 30, 2023. Applicants should submit applications with project activities and budgets that reflect this period.

Applicants may request up to $500,000.

See page 4 for more information.

Slide 7 – TYPES OF APPLICATIONS
Both new and continuation applications are being accepted. New applications are those that have never received funding under the Consolidated Grant Program to Address Children and Youth Experiencing Domestic and Sexual Assault and Engage Men and Boys as Allies (CYEM) or whose funding under the CYEM program expired more than 12 months ago.

Continuation applications are those that have an existing CYEM grant or whose CYEM grant closed within the last 12 months. Grantees that were awarded a Consolidated Youth and Engaging Men grant in FY 2018 or FY 2019 are **not** eligible to apply for funding in FY 2020.

Both the CY and EM programs are highly competitive. Being funded for one does not guarantee you will be funded for the other. Applicants applying to both the CY and the EM program should consider including EM activities in the prevention strategies for the CY program in case they are not funded under the EM program. This is true, too, for current CYEM grantees with EM projects that are applying for CY funding.

I want to touch on no cost extensions for current grantees that are considering submitting a continuation application. No cost extensions and receiving continuation funding are not guaranteed. No cost extensions are approved for extenuating circumstances that have prevented grantees from meeting the project goals and objectives. They are not for spending down unspent funds. In the last funding cycle, a few CYEM grantees wanted a no cost extension but did not submit a no cost extension because they were counting on receiving continuation funding, but did not receive an award. Because of this, they were scrambling the last 30 days of their current award to meet the goals and objectives and/or request a no cost extension. Simply put, it caused a lot of unnecessary stress for everyone. Therefore, current grantees are encouraged to submit both a continuation application and a no cost extension (if applicable).

See page 4 for more information.

Slide 8 - ELIGIBILTY
Eligibility is mentioned on the cover of the solicitation, as well as on pages 7 - 8. Eligible applicants are nonprofits, nongovernmental entities, Indian tribes, tribal nonprofit organizations, units of local government, and agencies of a unit of local government. Foreign entities and programs are not eligible for funding under the CY program. Applications that are submitted by ineligible entities or that do not meet the program requirements may not be considered for funding.

There are six types of entities that may submit an application for the CY program. The first three are nonprofits, nongovernmental entities, and tribal organizations. These entities must meet one of the three listed requirements on page 7 in order to be eligible as the lead applicant.

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They must be able to demonstrate that their **primary purpose** for existing is to:
- develop or provide programming or services for children or youth; or
- provide direct victim services for children or youth who are victims of domestic violence, dating violence, sexual assault, or stalking; or
- serve adult victims of the aforementioned crimes and has a designated program that provides direct services to children or youth impacted by domestic violence, dating violence, sexual assault, or stalking.

Some examples of entities that meet the above-mentioned requirements are a child advocacy center, the YWCA, domestic violence shelter or rape crisis center with programming or services specific for children or youth, Big Brothers/Big Sisters, or Youth Community Centers.

The last three types of entities that may submit an application are Indian tribes, a unit of local government or an agency of a unit of local government. Some examples of this type of entity are a city or county health department; a prosecutor's office and/or a victim witness program within a prosecutor's office; the department of children and families within the city or county government; or a head start program.

Slide 9 - REQUIRED PARTNERSHIPS
Next, I am going to discuss the required partnerships. Applicants and partners are limited to meeting or fulfilling only one partnership category or role. Let me repeat this because it is important. Applicants and partners are limited to serving as the agency or organization to meet a specific partnership requirement in **only one category or role**. This means that every applicant must have at least one partner as outlined in the solicitation for the specific purpose area addressed in the project. Applications that fail to include the required partnerships will be removed from the review process.

Two examples of what the required partnerships may look like are:
First, a victim service provider is submitting an application addressing Purpose Area 2. The proposed project will serve homeless and runway youth ages 13 to 18. Their required partners for the project will be a community-based organization that provides housing and support services to homeless and runaway youth. The community-based organization is not a victim service provider, but they possess the expertise necessary in understanding and meeting the needs of homeless youth.

The second example is a community-based organization that provides after school programming for children is submitting an application addressing Purpose Area 1. The proposed project will serve children ages 5 to 10. Because the community-based organization is not a victim service provider, they must partner with a victim service provider.

Now to cover each of the required partner's specific to each purpose area.

Slide 10 - REQUIRED PARTNERSHIPS

Purpose Area 1 must partner with:
- a victim service provider, if not the applicant; **and**
- a community-based organization with demonstrated expertise in developing or providing specialized programming or services to children, if not the applicant.

Slide 11 - REQUIRED PARTNERSHIPS

Purpose Area 2 must partner with:
- a victim service provider, if not the applicant; **and**
- a community-based organization with demonstrated expertise in developing or providing specialized programming to youth, if not the applicant.

Slide 12 - REQUIRED PARTNERSHIPS

Purpose Area 3 must partner with:
- a victim service provider, if not the applicant; **and**
- a school or school district.

Slide 13 – DEFINITION OF A VICTIM SERVICE PROVIDER

Refer to page 9 for the full definition of a victim service provider.

To qualify as a victim service provider, the victim service provider must provide direct victim services to victims of domestic violence, dating violence, sexual assault, and/or stalking. These services must be one of the primary purposes for which the organization exists. Examples of direct victim services include victim advocacy, medical and court accompaniment, short and/or long-term counseling specifically focused on the aforementioned crimes, or maintaining a hotline for one of the previously listed crimes. Examples of victim service providers are domestic violence shelters, rape crisis centers, and child advocacy centers.

Slide 14 - ADDITIONAL PARTNERSHIPS

Before moving onto the next sections, I want to discuss the importance of partnerships. First, one of the requirements of the CY program is the development of a Coordinated Community Response. Because of this, applicants are encouraged to have more than the required partnerships. Second, other than the victim service provider, it is not a requirement of this program that the applicant or the partners have experience or expertise in working with children and youth who have been victims of the domestic violence, dating violence, sexual assault, or stalking. This is why a victim service provider is a required partner for each purpose area, if they are not the applicant. Each of the partners should bring the specific skills and knowledge necessary to support the overall successful development and implementation of the proposed project. When determining whom to partner with, you should take into consideration the specific ages and developmental stage of the children and youth served through the proposed project, as well as the various groups of individuals that are required to be trained or provided with education. You want to establish a strong CCR to successfully implement and support the overall success of the proposed project.

Now, before we get into the mandatory program requirements and each part of the application, I want to go over a few items that will help you when developing your proposed project.

Slide 15 - DELIVERY OF LEGAL ASSISTANCE
Pages 8 discusses the requirements that must be met for applicants that wish to include legal assistance activities. Providing legal assistance is optional. I am not going to go over this section in detail as you can refer to the solicitation to determine what is necessary to meet the requirements if you choose to incorporate this service into your project. In addition, you must certify in writing that you meet or will meet certain the requirements listed on page 8.

Slide 16 - ACTIVITIES THAT COMPROMISE VICTIM SAFETY and RECOVERY
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. The Solicitation Companion Guide contains a list of these activities. You can find the Solicitation Companion Guide on the OVW website under Resources for Applicants.

I am not going to review the list verbatim; instead, to assist you with submitting a strong application I am going to go over some of the ones that have caused applicants to receive point deductions during peer review.

- Procedures or policies that fail to include conducting safety planning with victims. It is not enough to say that you will conduct safety planning with victims. A strong application will provide details of how safety planning is incorporated into procedures and policies; how safety planning is conducted with victims; what is discussed during the safety planning process; and the purpose of the safety planning.

- Project designs and budgets that fail to account for the access needs of individuals with disabilities, with limited English proficiency, or who are Deaf or hard of hearing. Peer reviewers usually deduct points off the budget and budget narrative for applications that do not designate funding for how applicants will make their services and/or products accessible to individuals with disabilities. Please give this serious consideration when completing your application.

- Failing to develop policies regarding confidentiality, parental involvement/consent, mandatory reporting, and working with other ancillary service providers. This is another one that peer reviewers routinely deduct points for during the peer review process. Having these policies in place not only protects the safety of the victim, but also enhances the working relationship between service providers, and increases delivery of services to victims. Do not assume that peer reviewers will know that these policies exist because you are a victim service provider. They are looking for proof that they do exist or will be developed and the only way for them to know this is if they read it in your project narrative.

Slide 17 - OUT-OF-SCOPE ACTIVITIES and UNALLOWABLE ACTIVITIES
OVW and the CY program have specific out-of-scope activities that cannot be supported with grant funds. To assist with submitting a strong application, I am going to go over some of the ones that have caused past applicants to receive point deductions during the peer review process. Please review the full list of out-of-scope activities on page 3 of the solicitation prior to writing your application to ensure you do not include any of the listed activities in your project.

5 – Sexual Harassment, Bullying, and Gender Norms: Grant funds may not be used to develop and/or provide training, products, or policies that focus <u>primarily</u> on sexual harassment, bullying, or gender norms. OVW recognizes that these issues are serious and can be traumatic experiences for children and youth or cause discomfort. OVW also understands the intersection of the VAWA crimes and sexual harassment, bullying, and gender norms. However, OVW grant funds must be used to primarily address the crimes listed in the Violence Against Women Act, which are domestic violence, dating violence, sexual assault, and stalking. To avoid possible point deductions, applicants should refrain from including activities and/or strategies that address sexual harassment, bullying, and gender norms without a clear linkage to the VAWA crimes in your project narrative

#8 – Athletics: Grant funds may not be used to pay the salaries for coaches. Grant funds may be used to support a portion of a coach's salary, specific to the time spent on project activities. For example, coaches may receive training to prevent sexual assault or dating violence on the team or by team members. This could be supported with grant funds. Another example is a coach may provide prevention education to the team members. The time spent delivering this education to the team members could be supported with grant funds.

Grant funds may not be used to support an individual's participation on an athletic team or event. Grant funds may not be used to buy uniforms or pay for transportation to and from games. Grant funds may be used to transport a team to a prevention education training.

12 – Service Area: Grant funds may not be used to conduct or support regional or statewide activities. All applicants must ensure that proposed projects support community-specific activities and strategies only. In the past there have been applications removed for further review because the proposed project was a statewide initiative. To avoid having this happen to your application, please ensure your project is focused to a specific community.

Some examples of activities that <u>are not</u> community-based and could result in point deductions include national or statewide podcasts; organizing or presenting at regional, statewide, or national conferences; and educational or awareness campaigns that have been developed for regional or statewide distribution.

<u>Slide 18 - OVW PRIORITY AREAS</u>
Each year, OVW identifies specific topics or issues related to domestic violence, dating violence, sexual assault, and stalking.

Applications proposing projects to address one or more of the priority areas will be given special consideration during the recommendation process.<u> Please note applicants are not required to address a priority area. It is optional</u>. However, if you do choose to include one or more of the priority areas in your proposed project, be certain you have reviewed the requirements for each and that your project narrative and budget include activities and strategies to address the specific priority area.

Slide 19 - OVW PRIORITY AREAS (cont'd)

This year, the OVW priority areas are:

- Increase efforts to combat stalking.

Applicants proposing to address this priority area must propose projects where at least 50% of the activities address stalking and/or cyberstalking, including the intersection of these crimes with dating violence.

For example, many children and youth spend a good deal of their time on mobile devices and the internet, which makes them vulnerable to cyberstalking. Developing programming that focuses on educating children and youth and their parents on safe use of mobile devices and the internet, identifying and reporting instances of possible cyberstalking, and providing support services to victims of cyberstalking.

- Address the specific challenges that rural communities face in responding to domestic violence, dating violence, sexual assault, and stalking.

To qualify for this priority area, applicants must describe what makes the service area rural and how they will address specific challenges in rural communities.

For example, accessing services is often a challenge for victims in rural communities. What services or programs could you develop or offer that would make it easier for victims to access services or participate in programming?

- Empower victims to become survivors by growing them past their vulnerabilities to a place of self-sufficiency.

Applicants should propose activities that go beyond immediate victim services such as victim advocacy, counseling, accompaniment, etc. Some examples of ways applicants might address this priority include involving youth in the development and implementation of project activities or partnering with workforce development or job training to assist survivors in enhancing their skills for employment or better employment.

To close out this section, do not state you will address a priority area thinking it will give you additional consideration for funding unless your proposed project meaningfully supports the priority area. It can actually hurt your overall score by causing you to lose valuable points. Remember, points may be deducted during peer review and/or during programmatic review if the applicant states on the data summary sheet that a specific priority area will be addressed and the project narrative does not include sufficient activities and/or information to support the priority area.

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Slide 20 – PURPOSE AREAS
The purpose areas for the CY program can be found on page 2 of the solicitation. Please note that applicants may select **only one** purpose area. Selecting more than one purpose area may result in a lower scored application. The activities described in the Project Narrative and the Budget should be reflective of the selected purpose area. In addition, each purpose area includes a range of ages for the children and youth to be served through the proposed project. Applicants should identify the specific ages that the proposal will address. For example, Purpose Area 1 can serve children ages 0 – 10. Because of the distinct differences in child development, the type of skills necessary to serve a 2 year old are very different from serving a 10 year old. Therefore, applicants are encouraged to focus on a specific age group within the listed range. So, an applicant may select Purpose Area 1 and choose to serve children 6 – 10.

Slide 21 – PURPOSE AREAS (cont'd)
Funds under this program may be used to address one of the purpose areas, which are:

- Purpose Area 1 – Services and Training to Address Children Exposed to Domestic Violence, Dating Violence, Sexual Assault, and/or Stalking (within ages 0-10).

- Purpose Area 2 – Creating Safer Communities for Youth: Prevention, Intervention, Treatment, and Response Services for Youth Impacted by Domestic Violence, Dating Violence, Sexual Assault, and/or Stalking (within ages 11–24).

- Purpose Area 3 – Providing School-Based Services: Prevention, Intervention, and Response to Dating Violence, Sexual Assault, and/or Stalking (within ages 5-19).

Slide 22 – PURPOSE AREAS – HELPFUL HINTS

Before moving on, I want to reiterate a few important points and provide you with a few helpful hints to assist you in submitting a strong application.

First, applicants are limited to applying for only one Purpose Area. Selecting more than one purpose area may lead to point deductions during the peer review or programmatic review process.

Next, be sure to identify the age group your project will serve. I mentioned this previously, but cannot stress how important it is do this. Every year applicants lose points during peer review because they have stated they will serve the entire age range for the specific purpose area, but then the project narrative only supports a specific age group. Whichever age range or specific ages you state will be served, the proposed project must include staff and activities to demonstrate the proper education and skill set to serve the designated ages.

Be sure your application addresses victim services, prevention education, and training. Each of the purpose areas requires activities to support these services. Applicants cannot do just prevention work without also providing victim services and training and vice versa.

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Lastly, while each Purpose Area is focused on a specific age range, they are also focused on specific types of services. Purpose Area 1 is focused on children in the community that have been exposed to violence. Purpose Area 2 is focused on youth in the community and community-based services. Purpose Area 3 is focused on assisting schools and school districts with developing policies and practices to address dating violence, sexual assault, and stalking in a school setting. When deciding on which Purpose Area to apply, think about the focus of the activities. For example, if you provide prevention education to students in schools, but do not want to assist in policy development at the school or within the school district addressing the VAWA crimes, then you should apply for Purpose Area 2. Another example is if you want to provide services to school aged children and youth that have been exposed to domestic violence within their homes, but will not be developing policies with a school or school district, you should apply for Purpose Area 1 or 2, depending on the ages of the children you will serve.

Slide 23 - MANDATORY PROGRAM REQUIREMENTS FOR ALL APPLICATIONS

Applicants that receive funding under the CY program are required to engage in and provide certain activities throughout the award period. I am going to highlight just a few. The full list of mandatory program requirements is on pages 5 to 7 of the solicitation. Please read these carefully and make sure your proposed project includes each of the mandatory requirements. Failure to address to each of the mandatory requirements in the project narrative may result in a deduction of points during the peer review and/or programmatic review process.

Regardless of the purpose area, all applicants that receive funding will be required to do the following:

Participate in OVW-sponsored training and technical assistance, including new grantee orientation. All grantees must participate in the technical assistance events and activities that are organized and supported by the CY program designated technical assistance providers. This includes, but is not limited to, monthly and/or quarterly conference and telephone calls, site visits, in-person training institutes, peer-to-peer learning opportunities, and web-based trainings. Applicants are required to set aside $40,000 to $45,000 of their total budgets for this requirement. I will go over this in more detail in the budget section.

Next, create or expand a coordinated community response (CCR) to develop and guide the proposed project. The CCR team must meet regularly and be representative of the community to be served through the project.

All projects must provide crisis intervention for participants at all educational, outreach, and training events. The person that provides the crisis intervention must not be the facilitator. This person must be available to participants if they are triggered or wish to speak with someone during the event, not just after the event. The person providing this service must be trained in crisis intervention per the organization or state licensing or training requirements.

All grants have an initial planning phase prior to implementing the full scope of the proposed project. The planning phase is approximately six months for new grantees and three months for continuation grantees. During the planning phase, grantees will be conducting a community needs and strengths assessment specific to the proposed project and design a strategic plan for implementation of the project.

All three purpose areas must provide direct victim services to children and youth and support services to non-offending parents or caregivers. I encourage you to review the mandatory requirements on pages 5 to 7 for the specific purpose area, which you are submitting an application in order to ensure you are being responsive to this requirement.

In addition to the mandatory program requirements for all applications, each purpose area also has a set of mandatory program requirements. Please be sure to read pages 5 to 7 of the solicitation for detailed information regarding the additional requirements for the specific purpose are you are applying.

Slide 24 - MANDATORY PROGRAM REQUIREMENTS FOR PURPOSE AREA 1
I am not going to go over each one, but will highlight a few.

The first is develop and deliver training to assist law enforcement and other allied professionals to appropriately respond to and support children exposed to domestic violence, dating violence, sexual assault, and/or stalking. This is most common in incidents of domestic violence. It is important to identify when a child, or children, are in a home or environment where domestic violence is taking place. These young people require services just as much as the direct victim.

The next is, develop processes and training for organizations and/or programs that serve children such as head start, after school programs, teachers, foster care, and child care to identify children and/or families that are experiencing domestic violence, dating violence, sexual assault, or stalking. It is important for these types of organizations and programs to recognize the signs of violence and to be able to intervene in a healthy, safe, and appropriate manner in order for the child and/or family to receive support services.

Last, projects are required to include prevention programming for children, including those who are at high risk for victimization or perpetration.

Slide 25 - MANDATORY PROGRAM REQUIREMENTS FOR PURPOSE AREA 2
As in the previous purpose area, I am not going to go over each one, but will highlight a few.

Develop and deliver training to assist law enforcement and other allied professionals respond to and support youth victims of domestic violence, dating violence, sexual assault, and/or stalking. It is important for law enforcement, prosecutors, courts, health care providers and others to understand the needs of youth who have experienced these crimes.

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Develop and deliver prevention programming for youth, that is inclusive of youth-led strategies, to assist youth in understanding and recognizing domestic violence, dating violence, sexual assault, and/or stalking. It is important to include youth in the development and implementation of prevention programming and by-stander intervention strategies to ensure the programming resonates with the needs of the youth to be served.

Slide 26 - MANDATORY PROGRAM REQUIREMENTS FOR PURPOSE AREA 3
As in the previous purpose area, I am not going to go over each one, but will highlight a few.

Applicants funded under this purpose area are required to develop and implement school-based policies, practices, and programs to prevent and respond to dating violence, sexual assault, and/or stalking of students. This includes addressing safety planning, referrals for support services, protection orders, and interim school-based accommodations. If you will not be developing or revising school based policies, practices, or programs, you **should not** apply under this purpose area.

Develop and deliver prevention programming and by-stander intervention training for students.

Develop and deliver training for school-based staff and faculty such as school resource officers, teachers, coaches, nurses, counselors, and administrators on creating trauma informed educational environments and programming for students.

Provide training for law enforcement and other allied professionals to assist in investigating and/or prosecuting incidents of dating violence, sexual assault, and/or stalking of students.

Lastly, implement programming within the school or school district to change the attitudes and behaviors of the students and school staff and faculty related to dating violence, sexual assault, and stalking.

Before moving to the next section, it is important to note that **all** of the activities listed under **each** purpose area **are required**. However, applicants may add additional activities beyond what is required. For example, a community non-profit proposes a project that addresses Purpose Area 2. This non-profit enjoys a great relationship with their local high school. They would like to develop a prevention education curriculum for the students as well as a curriculum on trauma informed classrooms for the teachers. These two activities would be additional activities for Purpose Area 2.

Slide 27 - APPLICATION INFORMATION
Please refer to the solicitation beginning on page 9 for specific information related to the content and form of application submission. All applications must include the following three components: a project narrative; a budget and budget narrative; and a memorandum of understanding. Applications that do not include these three components will be considered substantially incomplete and will not be considered for funding.

Summary Data Sheet (5 points)
Every application must include a summary data sheet. This document is scored during the review process and should be no more than four pages. The best way to avoid having points deducted is to answer each of the 19 questions in the order they are listed in the solicitation. Some applicants find it helpful to cut and paste the questions into a new document and provide a response below each question. This also makes it easy for the reviewers to see if all of the information requested in this section have been answered.

Question 5 is specifically asking for current or pending OVW grants and/or cooperative agreements, including those that have ended within the last 12 months from March 30, 2020, whether you are the lead grantee or a subgrantee (project partner).

Question 6 is asking for other federal grants from which the applicant is currently receiving funding or has applied for funding in FY20 **to do similar work to this program**. Please do not list every federal grant you currently have or have applied to unless it is similar to the work you will be doing under this specific solicitation. Again, this is inclusive of whether you are the lead grantee or a subgrantee (project partner).

Question 9 is asking you to identify the percentage of activities that will focus on the specific crimes listed. Applicants **do not** receive special consideration or extra points for addressing every crime listed, so applicants should not feel obligated to address each one. Applicants should mark only those crimes that the project will address. For example, if you submit an application under purpose area 3, your breakdown may look like this: 80% dating violence, 10% sexual assault, and 10% stalking. Alternatively, if you are submitting an application under purpose area 1, your breakdown may look like this: 100% domestic violence. On the other hand, if you are submitting an application under purpose area 2, your breakdown may look like this: 60% sexual assault, 20% dating violence, 20% sex trafficking. Remember, the project narrative must clearly demonstrate that you are addressing the crimes that you have identified on the Summary Data Sheet. If it does not, the application may lose points in the project narrative section.

In addition, before moving on, I want to talk just a bit about sex trafficking. CY funds may be used to address sex trafficking, but only in the context of sexual assault.

Question 10 is asking if you are a current grantee or subgrantee (project partner) for a CYEM grant.

Question 11 is asking if any of the proposed partners are current grantees or subgrantees (project partner) for a CYEM grant.

The next section is the project narrative.

PROPOSAL ABSTRACT (Not scored, but used throughout review process)
The proposal abstract is not scored, but is used throughout the review process so it is important to include a well-written abstract. See page 12 of the solicitation for the information that should be included in this section.

Project Narrative (60 points)

The project narrative consists of three sections: purpose of application, what will be done, and who will implement. All combined, the project narrative is worth a total of 60 points and is the bulk of the application. This is where applicants provide detailed information related to the proposed project. Before I get into each section of the project narrative, it is important to discuss the page limit. It is imperative that you are mindful of the formatting (see page 12 for specifics) and the number of allowable pages. Peer reviewers are instructed to stop reading and scoring this section at the page number cut off. You do not want to lose valuable points due to going over the page limit. With that said, the project narrative should be no more than 20 pages, double-spaced.

Purpose of the Application (15 points)

This section describes the need for the project and helps reviewers understand your specific community needs. Common mistakes include providing too much information, information that is not relevant to the proposed project, or not enough information to be responsive to what is being asked. Follow the guidance on pages 12 and 13 of the solicitation to ensure you are providing the required information. Also, keep in mind that this section counts toward the page limit. You want to be sure that you are being responsive to the questions in this section while at the same time ensuring you have enough pages remaining to provide detailed information on the proposed project. I have seen applications where the applicant used more pages to describe the need for the project than the number of pages to describe the project activities to address the problem. Strong applications find the balance between justifying the need and providing detailed information on how the need will be addressed.

What Will Be Done (30 points)

This is the section where you will describe what you are going to do with the grant funds. You should provide detailed information that clearly describes the activities and strategies to support your proposed project. The goals and objectives should be clear and detailed so that reviewers understand how the proposed activities will meet the needs identified and the program requirements listed. For example, there is a difference between stating, "We will conduct trainings for teachers" and "We will conduct annual training for all teachers on how to identify and refer students who have been victims of dating violence."

Additionally, it is important to note that there are different requirements for the different Purpose Areas, so please be sure to follow the guidance provided on pages 13 to 15 of the solicitation to ensure you are being responsive to what is being asked.

Some common mistakes to avoid in this section are:

- Not providing a description of products to be developed or purchased with grant funds. If products such as brochures, videos, billboards, or curriculums are mentioned in this section, there should be a line item for them included in the budget, and vice versa.

- Not describing how products and/or services will be tailored to meet the needs of a specific population to be served (i.e., ages, developmental stages, different audiences for the training and education).

- Not including activities and strategies that will be developed and implemented to meet the OVW priority areas that the applicant has chosen to address and identified on the summary data sheet.

- Not addressing each of the program and purpose area requirements.

Who Will Implement the Project (15 points)
In this section, the applicant should identify whom the key individuals and organizations will be that are involved in the proposed project. This section must demonstrate that the individuals and organizations identified have the capacity to address the stated need and can successfully implement the proposed project activities.

As a friendly reminder, this section is also part of the page limit. You will want to keep this section focused on who is involved in the major project activities and who is most responsible for ensuring the goals and objectives of the proposed project are met. Please refer to page 15 to ensure you include all of the required information for this section.

Budget Detail Worksheet and Narrative (15 points)
During the peer review process the peer review panels will be reviewing and scoring the budgets to ensure they meet the program requirements and do not include any unallowable activities and/or expenses. It is the applicant's responsibility to read this section thoroughly in order to submit a proper budget. Pages 15 through 16 provide detailed information on how to develop and submit your budget for your proposed project.

All applicants, regardless of Purpose Area, must include funds specifically for OVW mandated technical assistance and travel costs. The CY program has a dedicated team of technical assistance providers specifically for the purpose of providing comprehensive technical assistance programming to CY grantees. All CY grantees are required to attend and participate in the technical assistance events. Projects located in the contiguous US must allocate $40,000 and projects located in the US territories, Hawaii, or Alaska must allocate $45,000. Applicants should plan to send at least four (4) individuals involved in their project to three (3) OVW mandated technical assistance training events each year of the award for a total of nine (9) training events. In addition to the training events, grantees are required to send a minimum of three individuals to the New Grantee Orientation. This funding may not be used for any other travel and/or training and any remaining funds in this section will be returned to OVW at the end

of the award period. If applicants are interested in attending conferences or other trainings to increase their team's skills and knowledge, additional funding outside of the $40,000 or $45,000 should be set aside for that specific purpose.

The budget should also include funds to ensure project activities and materials are accessible to individuals with disabilities. For example, videos could be close-caption and translated into other languages; written materials could be translated into different languages; interpreters could be made available at events and/or in the process of providing direct victim services for those who are deaf, hard of hearing, or speak a language other than English.

Next, the budget should include funds to compensate all project partners for their contribution to the project, including attendance at the CY TA events. The exception to this is if a project partner is a state, local, tribal, or territorial agency and the activities they would be responsible for in the project are within their regular scope of work. An example of this would be a victim-witness liaison in the prosecutor's office who would be responsible for accompanying a victim to a court proceeding. Because this is within the normal scope of work of the victim-witness liaison and the prosecutor's office, this grant could not compensate them for that activity. However, you could designate grant funds to compensate them for mileage to and from the Coordinated Community Response meetings; travel costs associated with attending the OVW mandated TA trainings, and participating in after-hour community events.

New to the solicitation this year are spending limits on certain activities. They are:
- No more than 10% of the total funding may be designated for supportive services such as childcare, transportation assistance, clothing, or hygiene products.
- No more than 10% of the total funding may be used to for media buys such as billboards, radio/TV public service announcements, bus/subway advertisements).

Also new this year to the budget section, is that applicants must include funds to conduct the community strengths and needs assessment and development of the strategic plan. During the planning phase grantees have access to $100,000 of the total funding for the project. These funds can be used to compensate a subgrantee or consultant to assist with the needs assessment and strategic planning.

In some circumstances, the budget is reviewed independently of the full application. Therefore, it is important that the budget narrative be as comprehensive as possible and describe in detail each line item in the budget. A strong budget and budget narrative should provide enough information to understand the proposed project without having to refer back to the project narrative.

Lastly, a friendly word of advice, and one that our peer reviewers will appreciate that you heed. Please do not use anything less than 12-point font when developing your budget. Reviewers are looking over numerous budgets. It is very hard and frustrating to read a budget that is 10 point font or smaller. There is no page limit for the budget section, so there is no need to try to squeeze it onto two or three pages. In addition, the budget should be one document that is inclusive of all three years. Please do not submit three one-year budgets. It is best to follow the format of the sample budget that is provided in the Solicitation Companion Guide that is provided for applicants on the OVW website at justice.gov/ovw/resources-applicants.

Memorandum of Understanding (MOU) (20 points)

Pages 16 - 17 provide detailed information on what is required to be included in the MOU. I encourage you to review this carefully when creating your MOU to ensure you are meeting all of the requirements. In the past, I have seen applications miss the cut-off score by a point because information was missing from the MOU.

I am not going to go over everything that must be included in the MOU; instead, I am going to provide you with some examples of common mistakes and some helpful hints.

Common mistakes that result in point deductions:

- Submitting multiple MOUs. The MOU for this program should be one document. You can have multiple signature pages so long as all of the names and titles of everyone signing the MOU are included on each signature page.

- Not addressing each of the requirements in the MOU. There is no page limit for the MOU so there really is no excuse for not providing the information requested. Like the budget, the MOU may be reviewed separately from the full application, so it is important to include all of the requested information even if you have addressed it elsewhere in the application.

- Missing signatures, especially the signatures of the required partners. Every person and/or organization listed in the MOU must sign the MOU.

- Submitting an outdated or irrelevant MOU. The MOU must be current and must be responsive to the solicitation requirements. In almost every circumstance, the MOU will be a new document that is drafted specifically for the proposed project.

Slide 28 and 29 – TIPS TO ASSIST WITH SUBMITTING A STRONG AND RESPONSIVE APPLICATION

To close out the webinar, I have some tips that may improve your chances on becoming a CY grant recipient. Please note that the following list is not a guarantee that your project will be funded, but is intended to assist you with submitting a strong and responsive application.

- Think of your application like a blueprint. It contains all of the necessary elements that are necessary to build something, along with obtaining the required permits required to begin the project. Your application is very similar to this in that it contains all of the elements necessary to successfully receive permission (aka funding) to begin the project as well as the steps necessary to successfully execute and complete your project.

- Read the solicitation. I have not reviewed every section of the solicitation so please read the solicitation. As I have mentioned previously, it is the applicant's responsibility to read the solicitation in its entirety. Everything that needs to be included in or with your application is mentioned in the solicitation and supporting resources that are linked or referenced in the solicitation.

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- For an application to be considered complete and move to the review process it must include the following three components: a Project Narrative; a Budget Detail Worksheet and Narrative; and a Memorandum of Understanding (MOU). MOUs that do not contain signatures may receive point deductions or be removed from consideration.

- Be sure that your project strategies and activities address the areas you have identified on the summary data sheet. It is okay for projects to focus on one crime or on one age group. It does not increase your chances of being awarded a grant by stating that you will address every crime if your project narrative only provides information on how you will address sexual assault. A strong application is focused on the crimes, age group, and single purpose area that will be served.

- If you are submitting a continuation application, be sure that your project is building upon what you have already accomplished with the last award. A continuation project should not simply be a continuation of the same activities. You must be able to demonstrate growth or expansion or be able to articulate well the reason or reasons why you are proposing the same activities.

- Use the Application Checklist on page 28 the solicitation. This checklist will help you ensure that all required documents are included in your application when you begin the submission process.

- Pages 17 to 20 of the solicitation includes information on all of the additional required documents that must be submitted with your application. Should you be funded, failure to submit this additional information does cause delays in final approval of your project and budget.

- Allow plenty of time to gather required information.

- To avoid any possibility of missing the submission deadline, submit your application as far in advance of the deadline as possible. Technical issues may arise and the number of individuals seeking assistance from grants.gov increases on and near the submission date.

- Make the application easy to read and follow for all of the reviewers. Use the heading and sub-heading titles that are in the solicitation for each section. Be sure the application and responses to the program requirements and expectations are complete and clearly written. Avoid or limit the use of acronyms. Remember that the reviewers are not familiar with your community and will not be familiar with the acronyms that your organization and project partners may use.

- Print out the application before submitting it to ensure appropriate formatting and adherence to page limit requirements. Also, number your pages in your application.

- If your name and contact information is listed as the POC, please monitor your inbox. There are times that the system may reject your application and you will need to make sure you are getting those alerts.

Slide 31 – GRANTS FINANCIAL MANAGEMENT DIVISION

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 if your application is recommended for funding. More specifically, we will discuss some items that GFMD has identified from prior year applications that could help with expediting their review process.

Today, we are 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 will 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 question number four, the Single Audit response, and question number 8, the IRS three-step safe harbor procedure.

In Question number four on the Summary Data Sheet, 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 specify the end date of their last fiscal year. However, OVW 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. Failure to answer this question in its entirety may result in point deductions during the peer review process.

Another item we would like to highlight is question number 8 on the Summary Data Sheet, the IRS three-step safe harbor procedure to determine your executives' compensation. You must provide a response to this question regardless if you use this procedure or not. If you do not, then you need to provide a statement that you do not use this procedure. If you are a nonprofit and use the safe-harbor procedure, you must provide OVW with a disclosure letter that consists of four parts. The sample letter outlining all four parts of the disclosure can be found by clicking the "additional required information" link that is included in this question in the solicitation. Additional information related to this can be found on page 18 of the solicitation.

Next is the Pre-Award Risk Assessment. Each applicant must prepare a response to ALL TEN QUESTIONS and each question has MULTIPLE PARTS. The Pre-Award Risk Assessment questions can be found on pages 19 and 20 of the solicitation. Please be sure that you are responsive to each question.

OVW has noticed from prior years that applicants do not always fully answer all parts of the questions, which in turn, requires GFMD to reach out to the applicant. Some of the most common issues that we have encountered have been, for example, question #2, where the applicant indicates that they do indeed have internal policies, but they do not provide a brief list of topics covered in the policies and procedures. Another example of incomplete responses is 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.

So these are just a few examples, but please make sure you read each piece of each question and provide a full and comprehensive response. Should your application be funded, failure to provide all of the requested information for the Pre-Award Risk Assessment may cause delays in final approval of your project and budget.

Slide 31 – RESOURCES
This next slide will quickly highlight some resources that are available that should be used as you are creating the budget to be submitted with the application.

Over the last year, GFMD has worked to develop a detailed webinar presentation on how to assist applicants in developing a budget to be submitted with their OVW applications. They want to help reduce any challenges you may face with the budget and make it clear what they look for when they review your budget. This webinar provides some insight as to what OVW financial staff considers during their review. Use the following link: https://www.justice.gov/ovw/resources-applicants. The webinar can be found under the Budget information section on this page.

Next is the uniform guidance, 2 CFR Part 200, and another resource is the DOJ Financial Guide. If you need assistance finding these resources, please contact GFMD.

Slide 32 – OVW CONTACTS
If you have questions that were not addressed during this call, please feel free to send an email to ovw.consolyouth@ usdoj.gov. If you have questions about the GFMD information discussed, you may send an email to ovw.gfmd@usdoj.gov or view the grants financial management division video on the OVW website.

Thank you so much for your time today and thank you for your interest in the OVW Children and Youth Program.