



FY 2020 Grants to Engage Men and Boys as Allies in the Prevention of Violence Against Women and Girls Program

Slide 1 – WELCOME and INTRODUCTIONS

Welcome to the pre-application information session for the Fiscal Year 2020 Grants to Engage Men and Boys as Allies in the Prevention of Violence Against Women and Girls Program (also referred to as the EM 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 EM program.

Slide 2

My name is Kellie Greene and I am the program specialist assigned to the EM 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 EM 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, EM 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 EM point of contact at 202.514.0390.

Before we get started, you may find it helpful to have the EM 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 Engaging Men solicitation. If you are interested in submitting an application for Children and Youth, please watch the information session specifically for that grant program.

Slide 3 – OVERVIEW OF THE FY20 EM PROGRAM

The EM program supports projects that create educational programming and community organizing to encourage men and boys to work as allies with women and girls to prevent domestic violence, dating violence, sexual assault, and/or 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 19 - 21 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 17 - 27 of the solicitation.

Slide 5 - SUBMISSION and NOTIFICATION INFORMATION

All applications for the EM 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 23 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 \$350,000.

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 - ELIGIBILITY

Eligibility is mentioned on the cover of the solicitation, as well as on pages 5 - 7. Eligible applicants are nonprofits, nongovernmental entities, tribal organizations, Indian tribes, units of local government, and agencies of a unit of local government. Foreign entities and programs are not eligible for funding under the EM 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 EM program. The first three are nonprofits, nongovernmental entities, and tribal organizations. These entities must meet one of the three listed requirements on page 6 in order to be eligible as the lead applicant.

They must be able to demonstrate:

- a history of developing or providing mentorship programs to train men and boys as leaders and role models for youth and /or other men; or
- a history of creating public education or awareness programs; or
- the organization or program's primary purpose is to provide support and/or enrichment programming for men or boys.

Some examples of entities that meet the above-mentioned requirements are Big Brothers/Big Sisters, Fatherhood programs, local chapters of 100 Black Men of America, the YMCA or YWCA, workforce programs, and faith-based organizations or programs.

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; the department of children and families within the city or county government; or the department of recreation and parks.

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. 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 to develop a program for men in the community to become leaders in their neighborhoods by teaching young boys by-stander intervention skills. Their required partners for the project will be a community-based organization that provides support, enrichment, or leadership development programming for men or boys. The community-based organization is not a victim service provider, but they possess the expertise and access necessary for the victim service provider to engage with the men and boys that will be participating in the project.

The second example is a community-based organization that provides a Fatherhood program for the local men. The proposed project will integrate training and education on domestic violence, dating violence, sexual assault, and stalking into the existing program to empower men to be allies in preventing violence against women. Because the community-based organization does not have the same expertise that a victim service provider would have related to the aforementioned crimes, they must partner with a victim service provider.

Slide 10 – DEFINITION OF A VICTIM SERVICE PROVIDER

Refer to page 6 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 11 - ADDITIONAL PARTNERSHIPS

Before moving onto the next sections, I want to discuss the importance of partnerships. First, one of the requirements of the EM program is the development of a multidisciplinary team. 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 domestic violence, dating violence, sexual assault, or stalking. This is why a victim service provider is a required partner, 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 any specific populations you will be working with, gaining access to men and boys, establishing credible messengers for the programming, and any specific skills or resources that may be required. You want to establish a strong multidisciplinary team 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 12 - 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.

Slide 13 - OUT-OF-SCOPE ACTIVITIES and UNALLOWABLE ACTIVITIES

OVW and the EM 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.

#2 – Direct Victim Services: This specific grant program is a prevention-based program. It does not allow for the delivery of victim services. If you are interested in providing direct victim services, you should consider applying for the Children and Youth program instead.

5 – Sexual Harassment, Bullying, and Gender Norms: Grant funds may not be used to develop and/or provide training, products, or policies that focus primarily 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

#7 – Ceremonies, Celebrations, and Entertainment. Grant funds may not be used to support award ceremonies or other celebratory events, or the purchase of tickets for entertainment activities such as sporting events, movies, concerts, or museums. For example, grant funds may not be used to fund a graduation celebration for the participants of an 8-week mentoring program. Another example is grant funds may not be used to pay for the transportation and lunches for a group of boys to visit a local art center.

#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.

11 – 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 are not 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.

Slide 14 - OVW PRIORITY AREAS

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. Please note applicants are not required to address a priority area. It is optional. 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 15 - 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.

- 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.

Slide 16 – PURPOSE AREAS

The purpose areas for the EM program can be found on page 2 of the solicitation. Applicants may select one or more of the purpose areas to address in the proposed project. The activities described in the Project Narrative and the Budget should be reflective of the selected purpose areas.

Slide 17 – PURPOSE AREAS (cont'd)

Funds under this program may be used to address one of the purpose areas, which are:

- Purpose Area 1 – Develop and/or implement programming to recruit and train men and boys to serve as role models, positive influencers, change agents, and/or mentors to address and prevent domestic violence, dating violence, sexual assault, and/or stalking.
- Purpose Area 2 – Integrate education on domestic violence, dating violence, sexual assault, and/or stalking into established support and/or enrichment programs to assist men and/or boys in developing healthy relationships, challenging social norms that support violence against women and girls, becoming active bystanders, and understanding the intersection of the four VAWA crimes and other types of violence.
- Purpose Area 3 – Develop and implement a train-the-trainer program for community organizations or programs and/or governmental agencies or programs to incorporate education and/or training into their existing work with male clients to prevent violence against women and girls.

Slide 18 - MANDATORY PROGRAM REQUIREMENTS FOR ALL APPLICATIONS

Applicants that receive funding under the EM 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 4 to 5 of the solicitation. Please read these carefully and make sure your proposed project includes each of the mandatory requirements. Failure to address 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.

Grantees are required to 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 EM 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 multidisciplinary team (MDT) to develop and guide the proposed project. The MDT 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 projects must cross train project staff, project partners, and MDT members. This means that victim service providers will be providing training and education on the VAWA crimes and the impact on survivors to other members of the project and vice versa. Community organizations and/or other programs will be providing training and education to the victim service providers on working and engaging with men and boys.

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.

Before moving to the next section, it is important to note that **all** of the activities listed on pages 4 to 5 **are required**. However, applicants may and are encouraged to add additional activities beyond what is required.

Slide 19 - APPLICATION INFORMATION

Please refer to the solicitation beginning on page 7 for specific information related to the content and format of the application and submission process. 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. In addition, the EM program is a very competitive program, often coming down to a fraction of a point between being funded and not being funded. Points may be deducted during the peer review process or the programmatic review process for applications that do not adhere to the formatting requirements. For example, I have seen applications lose one point for not including the headings and sub-headings for the corresponding sections, which resulted in that application falling below the cut-off score, ultimately eliminating that application from consideration 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 16 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 has been addressed.

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. On the other hand, if you are submitting an application under purpose area 1, your breakdown may look like this: 100% domestic violence. Alternatively, 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 you have identified on the Summary Data Sheet. If it does not, the application may lose points in the project narrative section.

Also, before moving on, I want to talk just a bit about sex trafficking. EM 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 whether any of the proposed partners for this proposed project are current grantees or subgrantees (project partners) for a CYEM grant.

Questions 10 and 11 are similar to question 5. However, 10 and 11 are specific to the CYEM program. Please be sure to answer these questions as 10 and 11, and not assume that providing a response to question 5 also answers 10 and 11. Peer reviewers will deduct points if you do not answer questions 10 and 11.

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 9 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 7 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 15 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 page 10 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 reviewers understand how the proposed activities meet the needs identified and the program requirements. For example, there is a difference between stating, “We will train men” and “We will train 15 men to serve as trainers in bystander intervention for the boys at the local community youth center.”

In addition to the 11 items that must be addressed in this section, each purpose area also has specific criteria that also needs to be addressed. Be certain to include the information requested for the specific purpose area or areas that you stated on the Data Summary Sheet that your application will be addressing in the proposed project.

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., age groups, different types of 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 identified on the summary data sheet. Remember, the priority areas are optional and no points are deducted for not addressing a priority area. However, points are deducted if a priority area is identified and there is no supporting activities provided in the What Will Be Done section.
- For continuation applications, not providing details on how the newly proposed project expands or enhances the current or last project.

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 pages 11 and 12 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 reviewers 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 12 and 13 provide detailed information on how to develop and submit your budget for your proposed project. There is also a link to a sample budget. I encourage you to use the format in the sample budget when creating and submitting your budget for this program.

All applicants must include funds specifically for OVW mandated technical assistance and travel costs. The EM program has a dedicated team of technical assistance providers specifically for providing comprehensive technical assistance programming to EM grantees. All EM 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 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 EM 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 program manager at the Department of Parks and Recreation who runs an afterschool program for youth. Because this is within the normal scope of work of the project manager and the Department of Parks and Recreation, this grant could not compensate them for that activity. However, you could designate grant funds to compensate them for mileage to and from the MDT meetings; travel costs associated with attending the OVW mandated TA trainings, and participating in after-hour 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 used to for media buys such as billboards, radio/TV public service announcements, bus/subway advertisements).

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 sample budget that is accessible by clicking the link in the solicitation. It can also be found 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 13 - 14 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. There should not be a separate MOU for each partner. We know it is challenging to get signatures on the MOU; therefore, you may have multiple signature pages so long as all of the names and titles of everyone signing the MOU are included on each signature page. In other words, you can create a signature page that includes all of the signature lines for each partner on the MOU. You can then make copies of this page and have each person sign their name. For example, say you have four project partners. The signature page would have space for all four signatures. However, because it is difficult to get everyone to sign one page, you would make four copies of the signature page and have each person sign one page on their designated line. You would then collect and submit the four signature pages, which show that all four partners have signed the MOU and are aware of the other partners.
- Not addressing each of the requirements in the MOU. There is no page limit for the MOU so there is no excuse for not providing all of the information requested, even if it seems repetitive. 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 20 and 21 – TIPS TO ASSIST WITH SUBMITTING A STRONG AND RESPONSIVE APPLICATION

Next, I am going to go over some tips that may improve your chances on becoming an EM 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 are linked or referenced in the solicitation.
- 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 just men. 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, population, and purpose area or areas 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 27 the solicitation. This checklist will help you ensure that all required documents are included in your application when you begin the submission process.
- Pages 14 to 17 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 22 – GRANTS FINANCIAL MANAGEMENT DIVISION

For the next couple of slides we are going to focus on aspects of your application that relate to the documents 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.

So for 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, 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.

The next item 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 16 and 17 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 23 – 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 last is the DOJ Financial Guide. If you need assistance finding these resources, please contact GFMD.

Slide 24 – 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 Engaging Men and Boys Program.