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## **FY 2021 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**

Welcome to the pre-application information session for the Fiscal Year 2021 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 FY21 solicitation for the CY program.

### **Slide 2 - INTRODUCTIONS**

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 FY21 CY solicitation and the OVW Solicitation Companion Guide to ensure a complete application is submitted.

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 the CY solicitation is one of two solicitations issued under the Consolidated Youth and Engaging Men Grant Program. The other solicitation is focused on engaging men and boys as allies in the prevention of violence against women and girls. This information session focuses solely on the Children and Youth solicitation. If you are interested in submitting an application for Engaging Men and Boys, please view the information session specifically for that solicitation.

### **Slide 3 – REGISTRATION and SUBMISSION INFORMATION**

Applications are due by 11:59 pm Eastern Time on Tuesday, March 23, 2021. OVW will not accept late submissions except under limited circumstances as described on pages 35 and 36 of the solicitation.

In addition to the application due date, there are other important steps and deadlines that affect your ability to submit an application. First, every applicant must obtain a Data Universal Number System number (DUNS) and register online with the System for Award Management (SAM) and Grants.gov. Obtaining a DUNS number and the registration process can take several

days and must be completed before applicants are eligible to submit an application. For that reason, OVW strongly encourages applicants to start this process as early as possible. We have provided some dates to assist you with planning:

Apply for a DUNS number by March 1, 2021.

Register with SAM by March 1, 2021.

Register with grants.gov by March 9, 2021.

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 within those systems to ensure they are current and have not expired.

#### **Slide 4 – NEW SUBMISSION PROCESS FOR FY 2021**

This year there is a new process for submitting applications. It is highly recommended that you read over the submission process beginning on page 32 of the solicitation.

When ready to apply, applicants may find this funding opportunity on Grants.gov using the CFDA number (16.888), the Grants.gov opportunity number (O-OVW-2021-38007), or the title of this solicitation, all of which can be found on the cover page of the solicitation. The FY 2021 application submission process is a new, two-step process this year with significant differences from the application process in previous years. Application materials will be submitted in Grants.gov **and** JustGrants. We strongly encourage starting the application process as early as possible to allow time to learn the new system and process.

To begin the submission process, applicants will first submit the Application for Federal Assistance (SF-424) and the Disclosure of Lobbying Activities (SF-LLL) forms in Grants.gov. After submitting these forms in Grants.gov, the applicant will receive an email notification from the Justice Grants System (JustGrants), which is our new grant management system, to complete the remainder of the application in JustGrants. If the applicant is a new user in JustGrants, the email will include instructions on registering with JustGrants.

Remember, you will not be able to submit an application until you have obtained a DUNS number, are registered with SAM and Grants.gov, and have submitted the SF-424 and SF-LLL in Grants.gov. These steps must be done before the new system, JustGrants, will generate an email for you to complete and submit your CY application in JustGrants.

#### **Slide 5 – JUSTGRANTS SUBMISSION PROCESS**

If you have applied for OVW funding in prior years, you will notice significant changes in the application process. In the new JustGrants system, applicants will directly enter some portions of the application in text boxes, fill out web-based forms for other portions of the application, and upload documents as attachments, all in JustGrants.

The following major elements of the application are examples of how applicants will submit information in JustGrants:

- The Proposal Abstract will be entered in a text box.
- The Data Requested with Application (formerly known as the Summary Data Sheet) will be uploaded as an attachment.
- The Proposal Narrative will be uploaded as an attachment.
- The Budget Worksheet and Budget Narrative will be entered into a web-based form **and** uploaded as an attachment.
- The Memoranda of Understanding (MOU) will be uploaded as an attachment.

In addition to these major elements, other documentation will be required for all applications or when applicable. Read the CY solicitation carefully for a full description of all required items for the CY program.

Additional information related to the submission process can be found on pages 32 through 36 of the solicitation.

### **Slide 6 – JUSTGRANTS WEBINARS**

Also, JustGrants will be hosting a webinar to provide applicants with information on how to submit an application. They anticipate scheduling about nine sessions to ensure everyone has the opportunity to participate. The webinar will be approximately 1.5 hours, with 30–40 minutes focusing on application submission and mechanics content and the remainder for questions and answers. Sessions will be limited to 350 participants so that the JustGrants Team can respond to the questions about application submission.

The webinar will cover the process of how to submit an application in Grants.gov through submitting an application package in JustGrants. The sessions will ensure that applicants know how to navigate and use JustGrants, including:

- how to access and utilize DOJ's new grants management system to apply for funding;
- how to search for and find open DOJ funding opportunities in Grants.gov;
- the steps and actions that applicants need to take prior to applying for funding (e.g., SAM.gov);
- the JustGrants roles (e.g., Entity Administrator, Application Submitter) needed to ensure users are prepared to take the necessary actions to submit an application; and
- how to navigate and use the system (e.g., save your work) and find resources, including training materials and job aids to help troubleshoot technical issues.

<b>Week</b>	<b>Proposed Date</b>	<b>Proposed Time</b>
Week of 2/7	Thursday, 2/11	10:00 AM
Week of 2/14	Friday, 2/19	1:00 PM
Week of 2/21	Monday, 2/22	11:30 AM
	Friday, 2/26	1:00 PM
Week of 2/28	Monday, 3/1	11:00 AM
	Thursday, 3/4	10:00 AM
Week of 3/7	Monday, 3/8	1:00 PM
	Tuesday, 3/9	2:30 PM
Week of 3/14	Monday, 3/15	1:00 PM
Week of 3/21	Monday, 3/22	1:00 PM

Each of the sessions will include live captioning and will be recorded. At least one session will be posted with a transcript and captioning on the [JustGrants](https://justicegrants.usdoj.gov/) (<https://justicegrants.usdoj.gov/>) website.

**Slide 7 - AWARD PERIOD, AMOUNT, and AWARD NOTIFICATION**

The grant award period is for 36 months, tentatively beginning on October 1, 2021 and ending on September 30, 2024. Applicants should submit applications with project activities and budgets that reflect this period.

Applicants may request up to \$500,000.

OVW anticipates notifying all applicants of funding decisions by October 1, 2021.

See page 9 for more information.

**Slide 8 – TYPES OF APPLICATIONS**

Both new and continuation applications are 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.

Applicants may apply to both the CY and EM solicitations.

See page 9 for more information.

**Slide 9 - ELIGIBILITY**

Eligibility is mentioned on the cover of the solicitation, as well as on pages 9 and 12 to 13.

Eligible applicants are nonprofits, nongovernmental entities, tribal organizations, Indian tribal governments, 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 submitted by ineligible entities or that do not meet the program requirements may not be considered for funding.

Grantees that were awarded a CYEM grant in FY 2019 or FY 2020 are **not** eligible to apply for funding in FY 2021 either as the applicant or as a partner/subrecipient. Likewise, an entity that is a partner or subrecipient on an FY 2019 or FY 2020 CYEM award is **not** eligible to apply as the lead applicant or serve as a partner/subrecipient on an FY 2021 CY proposal.

Now that we have covered the process for submitting an application and reviewed the types of applications that can be submitted and eligibility requirements, let us jump into developing your proposed project.

### **Slide 10 - OVW PRIORITY AREAS**

Each year, OVW identifies specific topics or issues related to domestic violence, dating violence, sexual assault, and stalking that the office will focus attention. Applicants may choose to incorporate one or more of the priority areas into their proposal. Applicants proposing projects to address a priority area may be given special consideration during the recommendation process. What that means is that OVW has the discretion to recommend a lower scoring application for funding if it meaningfully addresses one or more of the priority areas.

Please note applicants are not required to address a priority area. It is optional. A common mistake I see in applications that claim to address a priority area, is they do not include all of the requirements of the priority area in the proposal narrative, which results in a lower score during peer review. So, 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 proposal narrative and budget include activities and strategies to fully address the specific priority area you identify as addressing.

### **Slide 11 - OVW PRIORITY AREAS (cont'd)**

This year, the OVW priority areas are:

- Reduce violent crime against women and promote victim safety through investing in law enforcement, increasing prosecution, and promoting effective prevention.

To qualify for this purpose area, applicants must propose projects that promote pro-child/child-first programs to enhance the safety and well-being of children and youth who are victims of, or exposed to, domestic violence, dating violence, sexual assault, and stalking. Applicants proposing to address this priority area must partner with law enforcement. Applicants may have additional partners, but in order to meet the requirements of this priority area, a law enforcement agency must be a signed partner on the MOU.

- Empower victims to become survivors by focusing on long-term safety and sustainable economic independence.

To qualify for this purpose area, applicants must propose project activities that go beyond immediate victim services such as crisis counseling, short/long term counseling, medical or court accompaniment, etc. Examples of ways applicants might address this priority area include youth engagement through the development of youth action committees, or developing strong partnerships with workforce development, job training, or educational programs to provide additional supportive opportunities for victims.

- 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.

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 if you do not include enough information in your proposal narrative to convey to the reviewers exactly how you will address a priority area. Remember, points may be deducted during peer review and/or during programmatic review if the applicant states on the Data Requested with Application sheet that a specific priority area will be addressed and the proposal narrative does not include sufficient activities and/or information to support the priority area.

Now let us shift our focus to the CY Program.

### **Slide 12 – ABOUT THE CHILDREN AND YOUTH 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. The CY Program serves children and youth ages 0-24 and their non-offending caretaker. Within the CY program are three purpose areas which applicants must choose one to focus their work.

### **Slide 13 – PURPOSE AREAS**

The purpose areas for the CY program can be found on page 6 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 Proposal 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.

#### **Slide 14 – 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 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 Stalking (within ages 11–24).
- **Purpose Area 3** – Providing School-Based Services: Prevention, Intervention, and Response to Dating Violence, Sexual Assault, and Stalking (within ages 5-19).

#### **Slide 15 – 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, as I have mentioned previously, 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. Because each purpose area has distinct requirements it is difficult for peer reviewers to determine exactly what an applicant is proposing when they identify more than one purpose area. The strongest applications follow this requirement and select only one purpose area. Now this does not mean that you cannot add activities to your project, so long as you fully address all the requirements for the purpose area you are choosing to address. In fact, applicants should feel free to add activities in addition to the program requirements so long as they are allowable, within the scope of this program, and do not undermine victim safety.

Next, be sure to identify the specific ages within the age group your project will serve. I cannot stress how important it is to 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. For example, Purpose Area 2 can serve youth ages 11 – 24. Because of the distinct differences in youth development, the type of skills necessary to serve and engage with an 11 year old are very different from serving and engaging with a 17 or 20 year old. Therefore, applicants are encouraged to focus on a specific age group within the listed range. So, an applicant may select Purpose Area 2 and choose to focus their proposed project on serving and engaging youth within the ages of 15 to 18.

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.

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 16 - 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.

#### **Slide 17 - REQUIRED PARTNERSHIPS (Purpose Area 1)**

Purpose Area 1 must partner with:

- a victim service provider, if not the applicant; with:
  - a demonstrated primary purpose of providing direct victim services for children who are victims of and/or exposed to domestic violence, dating violence, sexual assault, and/or stalking; **or**
  - a demonstrated primary purpose of serving adult victims of domestic violence, dating violence, sexual assault, and/or stalking, but has a designated program that provides direct victim services to children who are victims of and/or exposed to the aforementioned crimes; **and**
- a community-based organization with demonstrated expertise in developing or providing specialized programming or services to children, if not the applicant.

#### **Slide 18 - REQUIRED PARTNERSHIPS (Purpose Area 2)**

Purpose Area 2 must partner with:

- a victim service provider, if not the applicant; with:
  - a demonstrated primary purpose of providing direct victim services for youth



- who are victims of and/or exposed to domestic violence, dating violence, sexual assault, and/or stalking; **or**
  - a demonstrated primary purpose of serving adult victims of domestic violence, dating violence, sexual assault, and/or stalking, but has a designated program that provides direct victim services to youth who are victims of and/or exposed to the aforementioned crimes; **and**
- a community-based organization with demonstrated expertise in developing or providing specialized programming or services to youth, if not the applicant.

### **Slide 19 - REQUIRED PARTNERSHIPS (Purpose Area 3)**

Purpose Area 3 must partner with:

- a victim service provider, if not the applicant; with:
  - a demonstrated primary purpose of providing direct victim services for children and/or youth who are victims of and/or exposed to domestic violence, dating violence, sexual assault, and/or stalking; **or**
  - a demonstrated primary purpose of serving adult victims of domestic violence, dating violence, sexual assault, and/or stalking, but has a designated program that provides direct victim services to children and/or youth who are victims of and/or exposed to the aforementioned crimes; **and**
  - **and**
- a school or school district.

### **Slide 20 – DEFINITION OF A VICTIM SERVICE PROVIDER**

Refer to page 15 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 21 - ADDITIONAL PARTNERSHIPS**

Before moving to 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, also known as a CCR. Because of this, applicants are encouraged to have more than the required partnerships that I just went over. 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 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.

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 runaway youth ages 13 to 18. The required partners for this 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 that provides direct victim services to children either as a stand-alone organization or as an adult victim services provider with a specific program that serves children.

Next, I am going to review some of the mandatory program requirements for all applications.

### **Slide 22 - 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 10 to 12 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.

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 \$30,000 to \$35,000 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 funded projects 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 proposed projects must include the provision of 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 10 to 12 for the specific purpose area your project will address.

### **Slide 23 - MANDATORY PROGRAM REQUIREMENTS FOR PURPOSE AREA 1**

In addition to the mandatory program requirements for all applications regardless of the purpose area, each purpose area also has a set of mandatory program requirements. I am not going to go over each one, but will highlight a few. Please be sure to read pages 10 to 12 of the solicitation to ensure your application is fully responsive to the program requirements.

For Purpose Area 1, proposed projects must include 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.

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 24 - 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.

First, for Purpose Area 2, is training to assist law enforcement and other allied professionals in

responding to and supporting 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.

Another one I'd like to highlight is 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 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 25 - 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 purpose area 3 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. It is important to note, that if you will not be developing or revising school based policies, practices, or programs, you **should not** apply under this purpose area. Last year several applicants lost significant points for applying under this purpose area and not including any information about the development or revision of school-based policies addressing the VAWA crimes.

Another requirement for this purpose area is to provide 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.

In addition, the proposed project should also include training for law enforcement and other allied professionals to assist in investigating and prosecuting incidents of dating violence, sexual assault, and 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.

### **Slide 26 – DETERMINING WHICH PURPOSE AREA TO ADDRESS**

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, which is focused on the community at large. 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. Should they state in their application that they are addressing Purpose Area 2 and 3? NO! Why? First, applicants to the CY program may only address one purpose area. Second, the

proposed project does not meet all of the requirements for purpose area 3, which includes the development or revision of school-based policies addressing the VAWA crimes. So, these two activities would be additional activities for Purpose Area 2.

### **Slide 27 - APPLICATION INFORMATION**

Please refer to the solicitation beginning on page 15 for specific information related to the content and form of application submission. All applications must include the following four components: a proposal narrative; a budget detail worksheet and narrative; the Data Requested with Application (formerly known as the Data Summary Sheet), and a memorandum of understanding. Applications that do not include these four components will be considered substantially incomplete and will not be considered for funding. Each of these components is scored during peer review. In addition, this year the Proposal Abstract is also being scored by the peer reviewers.

### **Slide 28 - PROPOSAL ABSTRACT (5 points)**

As I just mentioned, new this year, the Proposal Abstract will be scored by the peer reviewers. The proposal abstract should provide a short summary of the proposed project. This specific document will be used by OVW when creating our recommendation memos. In fact, with the new grant management system, JustGrants, the recommendation memos will be automatically generated for us by the system. Because of this, we have provided you with a template to follow on page 18 of the solicitation. It is recommended that you follow this template by creating a word document, then cut and paste the proposal abstract into the text box in JustGrants. When using the template from the solicitation, there are prompts within brackets for you to fill in information.

### **Slide 29 - DATA REQUESTED with APPLICATION (5 points)**

Every application must include a response to the data requested on page 27 through page 29. 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 have been answered.

Question 6 is specifically asking if the applicant has a current grant under this program or if they are a project partner on a current grant or a pending application for this program.

Question 7 is specifically asking if any of the proposed project partners are a current grantee under this program or a project partner for a current grant or pending application for this program.

Question 16 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 in the Data Requested with Application section. This is an area where I see applicants lose points during peer review. The most common scenario is applicants will mark that they will address each crime, even as little as 1%. When peer reviewers are scoring an application, they are looking to ensure that the proposed project has activities to address the crimes noted by the applicant. A strong application will include activities for each of the crimes marked; even it is just 1%.

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.

### **Slide 30 - PROPOSAL NARRATIVE (55 points)**

The proposal narrative consists of three sections: purpose of proposal, what will be done, and who will implement. All combined, the proposal narrative is worth a total of 55 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 proposal narrative, it is important to discuss the page limit. It is imperative that you are mindful of the formatting (see page 16 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 or not following the formatting requirements. Each year I have seen excellent applications fall below the funding cut-off score for not adhering to the format requirements. With that said, the project narrative should be no more than 20 pages, double-spaced, the type should be no smaller than 12 point, Times New Roman or Arial font, and include page numbers.

### **Slide 31 – THREE PARTS OF THE PROPOSAL NARRATIVE**

First is the Purpose of the Proposal, which is worth 10 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 18 and 19 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 strike a balance between justifying the need and providing detailed information on how the need will be addressed.

Next is WHAT WILL BE DONE, which is worth 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. 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 19 to 21 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 Data Requested with Application sheet.
- Not addressing each of the program and purpose area requirements.

The last part of the Proposal Narrative is the WHO WILL IMPLEMENT, which is worth 5 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 21 to ensure you include all of the required information for this section.

### **Slide 32 - 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 22 through 27 provide detailed information on how to develop and submit your budget for your proposed project.

Please note, there is a new process for submitting budgets this year. Applicants will complete a web-based form in JustGrants for the budget worksheet and budget narrative. AND applicants are required to upload the applicable associated documentation that is described on pages 22 through 27 of the solicitation.

Now let us go over some of the budget requirements specific to the CY program.

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 \$30,000 and projects located in the US territories, Hawaii, or Alaska must allocate \$35,000. When in-person TA events resume, 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 \$30,000 or \$35,000 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 can be close-captioned and translated into other languages; written materials can be translated into different languages; interpreters can 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.



Next, I want to highlight 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 for media buys such as billboards, radio/TV public service announcements, or 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.

Last for this section is some helpful advice that our peer reviewers will appreciate that you heed. Please do not use anything less than 12-point type when developing your budget. Reviewers are looking over numerous budgets. It is very hard and frustrating to read a budget that is 10 point type 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](http://justice.gov/ovw/resources-applicants).

### **Slide 33 - Memorandum of Understanding (MOU) (20 points)**

Pages 29 - 30 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.

As with previous sections, 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 must 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 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, it must be responsive to the solicitation requirements, and include only those activities that are listed in the proposal narrative. For this program, the MOU will be a new document drafted specifically for the proposed project by the applicant in coordination with the proposed project partners.

### **Slide 34 - 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 past 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. If you will not need to allocate funds to address this requirement because there is another organization or program in your community that provides this service, it is important for you to state that in the project narrative as well as in the budget and budget narrative.
- Failing to mention that you already have or will be developing policies regarding confidentiality, parental involvement/consent, mandatory reporting, information sharing, and background checks. 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. Do not assume peer reviewers will know 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 35 - 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 touch on 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 7 of the solicitation prior to writing your application to ensure you do not include any of the listed activities in your project.

# 5 – Perpetrator Services: Grant funds may not be used to provide support services for perpetrators of domestic violence, dating violence, sexual assault, or stalking such as counseling, batterer intervention, or anger management.

# 6 – Sexual Harassment, Bullying, and Gender Norms: Grant funds may not be used to develop or provide training, products, or policies that focus primarily on sexual harassment, bullying, or gender norms. OVW recognizes these issues are serious and can be traumatic experiences for children and youth. 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 – 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.

#9 – Athletics: Grant funds may not be used to support an individual or group of individuals' participation on athletic teams or events, including full-time salaries for individuals who serve as coaches or leaders of athletic teams. 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. However, grant funds may be used to transport a team to a prevention education training.

#10 – Technical Assistance (TA): Grant funds may not be used for the provision of TA to other entities. This includes project partners. The distinction here is that the CY program requires grantees to engage in cross-training activities where the grantee, project partners, and member organizations of the larger coordinated community response are providing training to one

another. It is best to refrain from using the term “technical assistance” when referencing this training in the project narrative and budget and instead refer to it as “training” or “education.”

# 12 – Service Area: Grant funds may not be used to conduct or support regional or statewide activities or projects. Applicants must ensure that proposed projects support local, community-specific 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.

In addition, the applicant and its project partners must be based in the project’s service area.

### **Slides 36 and 37 – 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 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, a complete plan that explains how to do or develop something. Before a contractor can break ground on a new project, they must submit their blueprint to the local officials for review and approval. 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. So, be as detailed and succinct as possible when writing your application.
- 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.
- For an application to be considered complete and move to the review process it must include the following four components: a Proposal Narrative; a Budget Worksheet and Budget Narrative; a Data Requested with Application sheet, and a Memorandum of Understanding (MOU). MOUs that do not contain signatures may receive point deductions or be removed from consideration.
- Be sure your project strategies and activities address the areas you have identified on the Data Requested with Application sheet. It is perfectly 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 proposal 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 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 pages 40 and 41 of the solicitation. This checklist will help you ensure all required documents are included in your application when you begin the submission process.
- Pages 30 to 31 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.

<click to next slide>

- Allow plenty of time to gather required information, especially the signatures on the MOU. Remember, for the MOU you can have multiple signature pages so long as every individual that will be signing the MOU is listed on each signature page. This usually speeds the process, as you are not having to wait for one signature before acquiring the next.
- 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 and JustGrants increases on and near the submission date. Also, with JustGrants being a new system for everyone, there is a learning curve so the more time you allow for the submission of your application, the better.
- 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, the reviewers are not familiar with your community and will not be familiar with the acronyms your organization and project partners may use. It is very frustrating to have to keep going back and forth in an application to understand acronyms so it is best to spell them out.
- 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 38 - TECHNICAL CHALLENGES AND LATE SUBMISSIONS**

Pages 32 to 35 contain important information related to technical challenges and late submission requests. As I mentioned at the beginning of this session, the process for submitting an application is new this year. I cannot stress strong enough the importance of allowing yourself significant time to prepare and submit your application.

Applicants experiencing technical issues with JustGrants should contact the OVW JustGrants support line as soon as possible at [OVW.JustGrantsSupport@usdoj.gov](mailto:OVW.JustGrantsSupport@usdoj.gov). Also, OVW will take the necessary steps to ensure that applicants are able to submit their applications on time. Applicants experiencing JustGrants technical issues should ensure that they are continuing to develop their proposals while they are working to address any issues. Applicants should follow the solicitation guidance regarding technical difficulties. This will enable applicants to submit a full proposal by the deadline using an alternate method if necessary. OVW will update the submission guidance as necessary and will post this information on the OVW website under “open solicitations.”

### **Slide 39 – GRANTS FINANCIAL MANAGEMENT DIVISION**

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. More specifically, we will discuss some items that GFMD has identified from prior year applications that could help with expediting the 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 data requested with application sheet, which is completed by all applicants.

Specifically, two items we would like to discuss are the Single Audit response and the IRS three-step safe harbor procedure.

OVW requests that all applicants provide a statement as to whether they have expended \$750,000 or more in federal funds during their last fiscal year. If they have, then they indicate that and also specify the end date of their last fiscal year. However, GFMD 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 Data Requested with Application sheet.

Another item we would like to highlight from the solicitation is specifically for non-profit organizations. If you use the IRS three-step safe harbor procedure to determine your executives' compensation, you must reference the additional information section that provides the required disclosure letter. We would like to highlight that there are 4 parts of this disclosure letter that must be provided to OVW in order to comply with this requirement. The sample letter that outlines all 4 parts of the disclosure, so please be sure to follow the sample and provide a response to each of the four pieces.

The next item we would like to discuss are the financial accounting practices, which assists GFMD during their pre award risk assessment review for all applications. Each applicant must prepare a response to ALL ELEVEN QUESTIONS, and each question has MULTIPLE PARTS.

We have 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, which may delay recommendations. 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 include 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 basically, please make sure you read each piece of each question and provide a full and comprehensive response.

#### **Slide 40 – GFMD 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 of your budget. 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 up is the uniform guidance, which can be found at 2 CFR 200, then another resource is the DOJ Financial Guide, as well as the program specific solicitation. If you need assistance finding these resources, please contact the GFMD helpdesk.

#### **Slide 41 - Contact Information**

So, with that, we are finally at the end of this presentation. We know this is a lot of information to process, so if you have any questions related to this solicitation, please reach out to the

CYEM program either by calling 202.514.0390 or send an email to [ovw.consolyouth@usdoj.gov](mailto:ovw.consolyouth@usdoj.gov). If you have questions about the GFMD information discussed, please feel free to contact the GFMD helpdesk at 888-514-8556 or by email at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov).

Please note that OVW staff cannot comment on the quality of an applicant's proposed project or proposed activities.

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