OVW Enhanced Training and Services to End Abuse in Later Life Program

FY 2021 Pre-Application Information Session

FY 2020 Abuse in Later Life Solicitation

▶ Posted on or about January 15, 2021

▶ Application submissions are due **11:59 Eastern Time on March 23, 2021**

▶ Application submitted through a **NEW** two-step process

1. Submission of SF-424 and SF-LLL in Grants.gov

2. Submission of the full application including attachments in the Justice Grants System (JustGrants)

Enhanced Training and Services to End Abuse in Later Life Program (Abuse in Later Life)

▸ The Abuse in Later Life Program is authorized by 34 U.S.C. § 12421. The Abuse in Later Life Program supports a comprehensive approach to addressing abuse in later life, including domestic violence, dating violence, sexual assault, stalking, neglect, and exploitation committed against victims who are 50 years of age or older.

Mandatory Purpose Areas

▸ **Purpose Area 1:** Provide training programs to assist law enforcement agencies, prosecutors, agencies of states or units of local government, population specific organizations, victim service providers, victim advocates, and relevant officers in federal, tribal, state, territorial, and local courts in recognizing and addressing instances of elder abuse.

▸ **Purpose Area 2:** Provide or enhance services for victims of abuse in later life, including domestic violence, dating violence, sexual assault, stalking, exploitation, and neglect.

Mandatory Purpose Areas

▸ **Purpose Area 3:** Establish or support a multidisciplinary collaborative community response to victims of abuse in later life, including domestic violence, dating violence, sexual assault, stalking, exploitation, and neglect.

▸ **Purpose Area 4:** Conduct cross-training for law enforcement agencies, prosecutors, agencies of states or units of local government, attorneys, health care providers, population specific organizations, faith-based advocates, victim service providers, and courts to better serve victims of abuse in later life, including domestic violence, dating violence, sexual assault, stalking, exploitation, and neglect.

Permissible Purpose Areas

▸ **Purpose Area 1:** Provide training programs to assist attorneys, health care providers, faith-based leaders, or other community-based organizations in recognizing and addressing instances of abuse in later life, including domestic violence, dating violence, sexual assault, stalking, exploitation, and neglect.

▸ **Purpose Area 2:** Conduct outreach activities and awareness campaigns to ensure that victims of abuse in later life, including domestic violence, dating violence, sexual assault, stalking, exploitation, and neglect, receive appropriate assistance. (not more than 10 percent of the total grant funds)

Statutory Priority Area

▸ The Abuse in Later Life Program statute requires that priority be given to proposals providing services to culturally specific and underserved populations. 34 U.S.C. § 12421(b)(4). Applications proposing to meaningfully increase access to OVW programming for these populations will be given special consideration.

OVW Priority Areas

▶ In FY 2021, OVW is interested in supporting the priority area identified below. Applications proposing activities in the following area will be given special consideration:

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

OVW Priority Areas

▸ Recipients will received specialized training and technical assistance in the following three priority areas:

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

▸ **Increase resources for courts and tribes to register protection orders in NCIC and give access to tribes to crime information systems.**

▸ **Increase efforts to combat stalking.**

Out of Scope Activities

▸ The solicitation lists specific activities that are outside the scope of the Abuse in Later Life Program and will not be supported by the program's funding.

▸ Applications that propose activities that are deemed to be substantially out-of-scope may receive a deduction in points during the review process or may be eliminated from consideration entirely.

Budgets and Award Period

▸ New applicants

  ▸ Requests for funding may not exceed $400,000 for the 36-month project period. A minimum of **25%** of the proposed budget funds must be allocated for outreach and direct services for older victims.

▸ Continuation applicants

  ▸ Requests for funding may not exceed $300,000 for the 24-month project period. A minimum of **33%** of the proposed budget funds for outreach and direct services for older victims.

▸ Generally, the award period will start on October 1, 2021.

Applicant Types

▸ New

  ▸ Applicants that have never received funding under this program or whose previous funding expired more than 12 months ago.

▸ Continuation

  ▸ Applicants that have an existing or recently closed (within the last 12 months) award under the Abuse in Later Life Program.

Applicant Types

▸ Recipients of an FY 2019 or FY 2020 award under the Abuse in Later Life Program in are NOT eligible to apply as the lead applicant or as a partner/subrecipient on an FY 2021 proposal.

▸ Likewise, an organization that is a partner/subrecipient on an FY 2019 or FY 2020 award is not eligible to apply as the lead applicant or as a partner/subrecipient on an FY 2021 proposal.

Note

▸ Current grantees with a substantial amount of unobligated funds remaining (50 percent or more of the previous award) as of March 31, 2021 without adequate justification may not be considered for funding, or may receive a reduced award amount if selected for funding in FY 2021.

Mandatory Program Requirements

▸ Training/Cross-Training - New applicants

    ▸ Grantee Orientation

    ▸ Law Enforcement "Training of Trainers" (TOT) Training

    ▸ Law Enforcement Trainings

    ▸ Advanced Law Enforcement Training

    ▸ Prosecutors' Institute

    ▸ Judicial Institute

    ▸ Direct Services TOT Training

    ▸ Direct Services Cross-Training

    ▸ Kickoff/Coordinated Community Response Events

Mandatory Program Requirements

- Training/Cross-Training - Continuation applicants
  - Grantee Orientation
  - Continuation grantees will be permitted to engage in other training activities based on the needs of their continuation projects. Applicants should clearly identify which trainings their projects will include and detail why the additional training is needed. Funds should be included in the budget to cover the costs associated with participating in the chosen trainings.

Mandatory Program Requirements

▸ Collaborative Community Responses (CCR)

 - New and continuation applicants

  ▸ Each partner must agree to establish or support a multidisciplinary collaborative community response to abuse in later life, including domestic violence, dating violence, sexual assault, stalking.

Mandatory Program Requirements

▸ **Providing or Enhancing Services for Older Victims**

   - New applicants

   ▸ Planning Phase (12-18 months)

      ▸ The planning phase must include, but is not limited to, the following activities:

      ▸ conducting a community needs assessment

      ▸ reviewing agency policies and protocols to ensure that they are inclusive of older victims

      ▸ providing training to staff

      ▸ developing a strategic plan for outreach and service delivery that will be submitted to OVW for review and approval prior to release of funds for the implementation phase

Mandatory Program Requirements

▶ Providing or Enhancing Services for Older Victims – New applicants

  ▶ Implementation Phase

    ▶ Upon OVW approval of the strategic plan for outreach and service delivery, grantees will begin outreach and the delivery of services to older victims.

    ▶ Funds included in the budget for the implementation phase will be placed on hold through a special condition of the award.

Mandatory Program Requirements

▶ **Providing or Enhancing Services for Older Victims**
  – Continuation applicants

  ▶ Critical Assessment (6 months)
    Continuation grantees will be required to reexamine the outreach and services funded under the initial Abuse in Later Life award to ensure that they continue to meet the needs of older victims and address challenges in service provision that occurred during the previous project.

Eligible Applicants

▸ States

▸ Units of local government

▸ Tribal governments or tribal organizations

▸ Population specific organizations with demonstrated experience in assisting individuals over 50 years of age

▸ Victim service providers with demonstrated experience in addressing domestic violence, dating violence, sexual assault, and stalking

▸ State, tribal, or territorial domestic violence or sexual assault coalitions

Non-eligible Applicants

▸ Police departments

▸ Pre-trial service agencies

▸ District or city attorneys' offices

▸ Sheriffs' departments

▸ Probation and parole departments

▸ Universities

Required Partnerships

▸ Each applicant must demonstrate that it is part of a multidisciplinary partnership. This required partnership must include, at a minimum, the following four required partners:

  ▸ At least one law enforcement agency

  ▸ At least one prosecutor's office

  ▸ At least one victim service provider

  ▸ At least one nonprofit program or government agency with demonstrated experience in assisting individuals in later life

Required Partnerships

▸ This required partnership must be detailed in a Memorandum of Understanding (MOU) that is signed by the Authorized Representative of, at a minimum, the four required partners.

▸ Applications that do not meet this requirement will not be eligible for Abuse in Later Life Program funding and will be removed from consideration.

Limit on the Number of Applications

▸ OVW will consider only one application per organization for the same service area. In addition, if an applicant submits multiple versions of the same application, OVW will review only the most recent system-validated version submitted before the deadline.

Application Requirements

▸ New

  ▸ 20 page limit

▸ Continuation

  ▸ 25 page limit

  ▸ Double spaced (Data Requested with Application, Pre-Award Risk Assessment, and charts may be single spaced)

  ▸ 8½ x 11 inch paper

  ▸ One-inch margins

  ▸ Type no smaller than 12 point, Times New Roman or Arial font

  ▸ Page numbers

Application Contents

▸ Data Requested with Application

▸ Project Narrative

▸ Budget Detail Worksheet and Narrative

▸ Memorandum of Understanding (MOU)

▸ Letters of Commitment (LOC) (if applicable)

▸ OVW will not contact applicants for missing items on the list above. Applications that do not include all of the above documents will be considered substantially incomplete and will not be considered for funding.

Application Contents

▸ In addition, the Proposal Abstract is required, but failure to submit it will not result in removal from consideration.

Memorandum of Understanding (MOU) and Letters of Commitment (LOC)

▸ All new applicants and continuation applicants proposing to provide training must submit a Memorandum of Understanding (MOU) and Letter(s) of Commitment (LOC).

▸ Continuation applicants that are not proposing to provide training with this award must submit an MOU.

MOU

▸ Clearly identify each of the four required MOU partners:

  ▸ At least one law enforcement agency;

  ▸ At least one prosecutor's office;

  ▸ At least one victim service provider; and

  ▸ At least one nonprofit program or government agency with demonstrated experience in assisting individuals in later life.

MOU

▸ The victim service provider must provide services to victims of sexual assault, domestic violence, dating violence, or stalking as one of its primary purposes.

▸ The nonprofit program or government agency with demonstrated experience in assisting individuals in later life must provide services to victims of elder abuse, neglect or exploitation as one of its primary purposes.

Letters of Commitment (LOC)

New and Continuation (if applicable)

▶ The local one-day law enforcement training

▶ The local advanced law enforcement training

▶ The national prosecutors' institute

▶ The local direct services cross-training

LOC

- Number/Percentage of personnel committed to attend training

- LOCs that do not clearly specify the number of personnel who will attend trainings will not be considered during the review process.

- Letters of support may not be submitted in lieu of the LOCs.

Pre-Award Risk Assessments

▸ **Data Requested with Application**

    ▸ Proof of 501(c)(3) Status (if applicable)

    ▸ Single Audit (threshold and fiscal year)

    ▸ IRS three-step safe-harbor procedure: Executive Compensation

        ▸ Sample Disclosure Letter

        ▸ Address all four parts

Financial Accounting Practices

▸ Eleven questions; Multiple parts to each question

▸ Most Common issues:

  ▸ Brief list of policies and procedures not provided

  ▸ Budgeted vs. Actual process not provided

  ▸ Record Retention policy not provided

  ▸ Knowledge of rules and regulations

Resources

- Creating a Budget: Training for OVW Applicants
  - https://www.justice.gov/ovw/resources-applicants

- Uniform Guidance - 2 CFR Part 200
  - https://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1

- DOJ Financial Guide
  - https://www.justice.gov/ovw/page/file/1298396/download

- Program Specific Solicitation
  - https://www.justice.gov/ovw/open-solicitations

Contact Information – Financial Questions

OVW GFMD Helpdesk

1-888-514-8556

Fax: 202-514-7045

OVW.GFMD@usdoj.gov

How to Apply

▸ Applicants may find this funding opportunity on Grants.gov by using the CFDA number, Grants.gov opportunity number, or the title of this solicitation, all of which can be found on the cover page.

▸ 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.

How to Apply (cont.)

▸ Read the solicitation carefully to understand all steps required to submit an application and the time to complete those steps.

▸ Some steps, such as obtaining a Data Universal Number System (or DUNS) number or registering with the System for Award Management (SAM) or Grants.gov may take several days to complete.

▸ We recommend applicants begin these processes as soon as possible but no later than dates suggested in the solicitation.

Grants.gov

▸ Applicants must complete the Application for Federal Assistance (SF-424) in Grants.gov.

  ▸ Read the "Information to Complete the Application for Federal Assistance (SF-424)" section in the solicitation carefully for all requirements.

▸ Applicants must complete and submit the Disclosure of Lobbying Activities (SF-LLL) in Grants.gov.

▸ After submitting these forms, the applicant will receive an email notification from JustGrants to complete the rest of the application in JustGrants. If the applicant is a new user in JustGrants, the email will include instructions on registering with JustGrants.

JustGrants

- New for FY 2021: applicants will submit the full application, including attachments, in JustGrants.
  - Proposal Abstract- will be entered in a text box
  - Data Requested with Application- responses to posed questions will be uploaded as an attachment
  - Proposal Narrative- will be uploaded as an attachment
  - Budget Worksheet and Budget Narrative- web-based form
  - Memoranda of Understanding (MOU) and/or Letters of Commitment (LOC)- will be uploaded as an attachment(s)
- Read the solicitation carefully for other documentation required for all applications or when applicable.

JustGrants (cont.)

- In JustGrants, each applying entity will have an assigned Entity Administrator who is responsible for managing entity-level information and assigning roles in the system. The Entity Administrator is also the E-Biz POC designated in SAM.gov. For more information on registering with JustGrants, see https://justicegrants.usdoj.gov.

- Within 24 hours of JustGrants receiving your application from Grants.gov, the user submitting the application in Grants.gov and SAM E-Biz POC will receive an email to register for a JustGrants account. The email is from DOJ's secure user management system (DIAMD) and will include instructions on how to create an account.

- To ensure that you receive these emails and that they are not flagged as spam, we recommend adding "DIAMD-NoReply@usdoj.gov" to the trusted sender list in your email settings.

JustGrants (cont.)

▸ The E-Biz POC at the applicant organization serves as the Entity Administrator and must log-in to JustGrants to confirm the entity's profile and add users. The user submitting the application in Grants.gov serves as the Application Submitter. Within minutes of completing your JustGrants account registration, the Application Submitter and the E-Biz POC (Entity Administrator) users will receive and email from JustGrants with a link to the application started in Grants.gov. Registration.

▸ Alternately, the Applicant Submitter can log-in to JustGrants and locate your pending application, numeric digits, excluding "GRANT", of the Grants.gov Tracking Number, in your Task list on the Home/Landing Page. (Example Grants.gov format: GRANT99999999 and JustGrants format: 99999999.)

JustGrants (cont.)

▸ The Entity Administrator will need to log-in to JustGrants to review the Authorized Representatives associated with the Entity. If an Authorized Representative needs to be invited, the Entity Administrator will need to invite the individual to receive a JustGrants account. Note that an organization can have more than one Authorized Representative, as long as those individuals have documented authority to sign an agreement with the federal government. These actions are required before an application can be submitted.

JustGrants (cont.)

▸ Within minutes of being invited to be an Authorized Representative, the individual will receive an email from DIAMD-NoReply@usdoj.gov with instructions on how to create an account in DOJ's secure user management system.

▸ Once the Authorize Representative, receives the email and completes the steps to create an account, the Authorize Representative will be available in JustGrants.

JustGrants (cont.)

- The Application Submitter will need to complete the application by entering data into web-based forms, uploading attachments, and accepting assurances and certifications. The Application Submitter will also need to select the Authorized Representative(s).

- Once all sections are completed, the application submitter will submit the application.

JustGrants (cont.)

▸ Upon successful submission of an application, the Application Submitter, Entity Administrator, and Authorized Representative will receive an email from JustGrants confirming submission of the application.

▸ The Department of Justice has made a collection of self-guided training resources, including training and a Virtual Q&A session on Application Submission, available at https://justicegrants.usdoj.gov/training-resources/justgrants-training/grants-management-lifecycle.

Federal Civil Rights Law

▸ Comply with applicable federal civil rights laws, which among other things prohibit recipients from discriminating on the basis of national origin and disability.

▸ Applicants must include funds or other resources in their budget to ensure access for individuals with disabilities, Deaf/hard of hearing individuals, and persons with limited English proficiency.

Application Deadline

▸ Applications are due by **11:59 Eastern Time on March 23, 2021**

▸ Applications submitted after **11:59 p.m. E.T. 11:59 Eastern Time on March 23, 2021** will <u>not</u> be considered for funding.

▸ Carefully review the "How to Apply" and "Submission Dates and Time" sections (pages 24-27 of the solicitation) for applicant actions with required deadlines and OVW's policy on late submissions.

▸ Submitting the application components at least 48 hours before each deadline (Grants.gov or JustGrants, as applicable) will enable applicants to receive notice of a failed submission and provide an opportunity to correct the error before the applicable deadline.

Common Application Errors

▸ Not answering the questions asked

▸ Not an eligible applicant – Pages 15 & 16

▸ Submitting applications that are substantially incomplete – Pages 19 and 45 & 46 (checklist)

▸ Missing required partners - Page 18

Common Application Errors

▸ Incorrect type of partner – Page 32

▸ Unsigned MOU – Page 32

▸ LOCs– Number of people to be trained not included – Page 34

▸ Providing information in the wrong section – Page 41

Have Questions?

▶ Programmatic Questions:

  ▶ Email: OVW.Elder@USDOJ.GOV or call (202) 307-6026

▶ Financial Questions:

  ▶ Email OVW.GFMD@usdoj.gov or call 202-307-6026

▶ Technical Questions:

  ▶ Grants.gov Applicant Support: email support@grants.gov or call 800-518-4726

  ▶ OVW JustGrants Support: email OVW.JustGrantsSupport@usdoj.gov or call 866-655-4482