OVW FY 2021 Training and Technical Assistance Initiative Pre-Application Webinar Transcript

Slide (1): Hello, my name is Neelam Patel, and I am the OVW Team Lead for Training and Technical Assistance. This pre-application recorded webinar is for the FY 2021 Training and Technical Assistance Initiative Solicitation. It is not the intent, nor is there sufficient time, to go over every aspect of the solicitation. Therefore, this webinar will go over specific sections of the solicitation. All applicants are responsible for reviewing the solicitation in its entirety and following the instructions for all due dates for the submission of your application. It will be useful for you to have a copy of the solicitation either printed or downloaded as you view this webinar as I will be referring to specific sections of the solicitation and page numbers. Please note that during the course of the application process, OVW staff cannot provide any feedback pertaining the quality of your application or provide feedback on proposed project deliverables. OVW staff is available throughout the open period to address any questions about the solicitation's application requirements. Please feel free to send all questions to OVW.TechAssistance@usdoj.gov.

Slide (2): The first item I will go over are the due dates. Application submissions in response to this solicitation will be done through a new two-step process. Applicants will submit the SF-424 and SF-LLL in Grants.gov

and submit a full application in the new Justice Grants System, referred to as JustGrants. Applicants must submit the SF-424 and SF-LLL in Grants.gov no later than 11:59 pm Eastern time on Thursday, May 27, 2021. Submit the SF-424 and SF-LLL as early as possible, but not later than 24-48 hours before the Grants.gov deadline. The full application package is due in JustGrants by 11:59 PM Eastern time on Wednesday, June 2, 2021. You cannot submit in JustGrants until your Grants.Gov submission is complete so please do not wait until the last few days to submit your SF-424 and SF-LLL in Grants.Gov. Likewise, please do not wait until the last day or two to submit your application in JustGrants.

Slide (3): There are additional dates that are important to note for the submission of your applications. To submit an application, all applicants must obtain a Data Universal Number System number, also called DUNS number, they must also register online with the System for Award Management (also called SAM), and register with Grants.Gov. To ensure sufficient time to complete the registration process, applicants must obtain a DUNS number and register online with SAM and with Grants.Gov immediately, but no later than May 10, 2021. If your organization is already registered with SAM and with Grants.Gov, please double check your registration and make sure it is up to date. Lack of registration, or not

renewing registration on SAM and Grants.Gov, was the reason some past applicants were unable to submit their applications before the deadline. Failure to register in a timely manner, or verify that your organization's registrations are active well before submission of the application, are not situations of experiencing unforeseeable technical issues to request a late submission.

Slide (4): Next I will move onto the Letter of Intent. Information on the letter of intent is located on page 18 of the solicitation. Although not required, it is encouraged that applicants are submit a Letter of Intent to ovw.techassistance@usdoj.gov by May 3, 2021. This will ensure that applicants are well positioned to successfully submit their applications by the deadline. Letters should state that the organization is registered and current with their SAM and Grants.Gov registration. Applicants should also list all the purpose areas their organization anticipates applying for – include the number of the purpose area and purpose area title. If your organization is applying for multiple purpose areas, you only need to submit one letter with all the purpose areas listed in the letter. This letter will not obligate potential applicants to submit an application. Applicants that did not submit a letter of intent are still eligible to apply.

Slide (5): This slide provides general information and resources for submitting your application and for both the Grants.Gov and the Just Grants process. Minimally, you should watch the Application Submission Training Video and download the Application Submission job aid from the JustGrants website to familiarize yourself with the new application process. Please plan your submission accordingly so you do not miss the due dates and time.

Slide (6): The next few slides are for potential applicants that are not familiar with the OVW Training and Technical Assistance Initiative – which I will refer to as the TA Initiative. The primary purpose of the OVW TA Initiative is to provide direct Training and TA to existing and potential grantees and sub-grantees to enhance and support their efforts to implement projects supported by OVW grant funds. OVW's TA Initiative is designed to build the national capacity of justice system professionals and victim service organizations to respond effectively and efficiently to domestic violence, sexual assault, dating violence and stalking. It is also to foster partnerships among organizations that have traditionally or not traditionally worked together to address violence against women.

Slide (7): Please note that proposed activities must serve one of more of the OVW grant programs and eligible entities and individuals to receive OVW grant funds. Please visit the OVW website to learn more about the OVW grant programs and to determine which programs you propose as the target audiences for your project. OVW TA Initiative is not intended for applicants seeking funding to attend a training or host training and technical assistance events for their organization and community.

For example, if you are looking specifically for funding to bring a training or a TA provider to your organization, this is not allowable under this solicitation.

Slide (8): Page 17 lists the eligible applicants for the program – also listed on the cover of the solicitation. Please note that all applicants must have the capacity and expertise to provide training and technical assistance at the national level.

Slide (9): We are now going to move to the Purpose areas, covered on pages 6 through 14. OVW has three distinct categories of training and technical assistance: Targeted, Competitive Comprehensive, and Non-Competitive Comprehensive. OVW will support only the Targeted and Comprehensive purpose areas identified in the solicitation. Applicants

requesting to develop Targeted or Comprehensive projects for issues other than those listed in the solicitation will be removed from consideration. Applications that modify or expand an OVW purpose area, including combining two or more purpose areas, will also be removed from consideration. To avoid confusion, OVW also requests that applicants applying for a Targeted purpose area to refrain from using the word "comprehensive" in their project titles. Most of the purpose areas for FY 2021 are targeted purpose areas and as explained in the solicitation, targeted purpose areas are intended to provide in-depth TA and training on a narrow topic within one or more of the crime areas. As stated in the solicitation, OVW may make multiple awards for a targeted purpose area, or may determine not to make an award for a targeted purpose area if there are no applications that effectively address the purpose area or if there are not sufficient funds to fully support the purpose area. Comprehensive purpose areas are projects that promote the consistent delivery of technical assistance and training for certain grant programs, professions, and core/critical areas. Comprehensives are competed every 5 years. Applications proposing a competitive comprehensive area not listed in the solicitation will be removed from consideration. OVW will make only one award for each competitive comprehensive purpose area or, OVW may

determine not to make an award for a purpose area if there are no applications that effectively address the purpose area or if there are not sufficient funds to fully support the purpose area. Current recipients of a Comprehensive TA award that are eligible for non-competitive comprehensive funding in FY 2021 to continue one of the non-competitive comprehensive projects listed in the solicitation on page 14 will be contacted directly by OVW. Applications for a non- competitive comprehensive purpose area that are not from the current OVW TA provider already funded for these non-competitive comprehensive purpose areas list, which is in the solicitation will be removed from consideration.

Slide (10):   Applicants that propose a purpose area other than those listed in the solicitation will be removed from consideration. Applicants must respond to the purpose area description content for which they are applying for as stated for each purpose area. It is the responsibility of the applicant to list the purpose area for which they are applying in the Data Requested with Application sheet, which I will cover later in this webinar. Please note that there is not a limit to how many purpose areas an organization can apply for. However, applicants must submit separate and distinct applications for each purpose area for which they would like to submit an application and clearly distinguish which purpose area they are applying for

in each application and in the Data Requested with Application sheet.

OVW will not match submitted applications to the purpose area.

Slide (11): If you are applying for multiple purpose areas and you

mistakenly upload the wrong documents to an application, OVW will not

match the right document to the right application. The project period and

amount of funds for each purpose area is listed in the solicitation and we

request you do not exceed this amount or project period. Finally, OVW

cannot provide input regarding what you would like to propose for a

purpose area.

Slide (12): Page 14 states the OVW priority area. OVW is committed to

advancing the Department of Justice priorities to promote civil rights,

increase access to justice, support crime victims, protect the public from

crime and evolving threats, and build trust between law enforcement and

the community. These values are also inherent to the OVW grant

programs and in OVW's TA Initiative, as reflected through the purpose

areas identified in the FY 2021 TA Initiative solicitation. OVW will prioritize

applications that document how the proposed TA project will assist OVW

grantees and potential grantees in addressing the needs of underserved

and marginalized survivors, improving access to justice, enhancing survivor

safety, holding offenders accountable, and/or developing or enhancing coordinated community responses to violence against women.

Slide (13): Out of Scope activities are listed on pages 15. Please review this carefully. An application that does not sufficiently address one of the enumerated purpose areas in the solicitation will be deemed as out of scope. Also, I do want to mention that one of the out of scope activities is that direct victim services which is unallowable under the OVW TA initiative. Also, training and TA focused on a single state, region, or geographic community, unless specified in the purpose areas, is considered out of scope.

Slide (14): Page 15 lists activities requiring prior approval. If you include any of these activities, such as surveys and in person events, please make sure you clearly understand that you must seek OVW approval of these activities if you are funded for the purpose area.

Slide (15): Page 16 explains the availability of funds and that funding is not guaranteed in the future, including for purpose areas (new and continuation of purpose ares) and all awards are subject to the availability of appropriated funds.

Slide (16): I will now move onto the Award Periods and Amounts, which is listed for each competitive purpose area. And I have already stated before,

applicants should not exceed the amounts stated for each of the purpose area or exceed the project period. Applicants should also be realistic of how much funding will be needed to accomplish their proposed project for the purpose area. So for example, if the applicant determines that a project will need $400,000 to accomplish the project under a purpose area, and the cap of the purpose area is $500,000, then the applicant should really apply for the amount they need and not increase the amount to meet the $500,000 cap even if they don't need that full amount. Non –Competitive Comprehensive applicants will be contacted directly by their program specialist to determine the amount of their application. All FY 2021 TA Initaitive awards will be made as a cooperative agreements, which will require an active participation with OVW in the development and implementation of the project.

Slide (17): I'll now move on to types of applicants which is explained on page 16. Continuation applicants have an existing or recently expired (after June 2, 2020) award under the TA Initiative for a purpose area included in the FY 2021 TA Initiative solicitation for which they will be submitting a Targeted, Competitive, and Non-Competitive Comprehensive application. Continuation funding is not guaranteed. New applicants are either: 1) applicants that have never received funding under the TA

Initiative; 2) current and former recipients of a TA Initiative award that propose to address a purpose area included in the FY 2021 TA Initiative solicitation for which they have not previously received funding; or 3) former award recipients for the purpose area whose previous funding for that purpose area expired on or before June 2, 2020. I also want to mention that all current TA grantees with a substantial amount of funding remaining in a project for a purpose area they are seeking continuation funding and has enough funding remaining as of April 12, 2021 without adequate justification, may not be considered for funding or may receive a reduced award amount if selected for funding for that purpose area in FY 2021.

Slide (18): Page 16 & 17 lists the mandatory program requirements for the TA Initiative. The first one is to make sure your application's budget includes the amount required for attending OVW sponsored trainings – Minimum of $7,500. This amount is to allow proposed project staff to attend OVW trainings for skill building and development. See the Budget section for more information on the scoring criteria for this requirement. Second, all applicants must include a planning period for their proposed project. Please see the scoring criteria in the "What Will Be Done" section on addressing the project period and timeline. The proposed period of time

for the planning the project is the applicant's discretion and it will be reviewed accordingly based on the activities the applicant is proposing for the project. Third, funded projects may be asked to participate in an OVW –sponsored assessment or program evaluation, if applicable.

Slide (19): As a reminder, applicants are limited to one application per purpose area. If an applicant submits multiple applications for the same purpose area, OVW will review the most recent system-validated version submitted before the deadline. Applicants submitting applications for multiple purpose areas must apply separately for each purpose area and have different and distinct project titles.

Slide (20): Moving on to the application requirements as stated on page 18. A complete application includes the project narrative, budget detail worksheet and narrative, data requested with application document, the Memorandum of Understanding (MOU for short), and one Letter of Support. Applications that do not include all of the following documents will be deemed as incomplete and not considered for funding. Also, please follow the formatting and technical requirements as stated on in the solicitation. Points may be deducted for applications that do not adhere to the formatting requirements. The formatting and technical requirements are listed on page 18.

Slide (21): For the Application for Federal Assistance – known as the SF-424, please review page 18 on how to complete the SF-424. Please note that the SF-424 is generated when you begin the application process in Grants.Gov and must be submitted in Grants.Gov. The amount requested in the SF-424 must match the budget submitted in JustGrants. Please note that match funds are not required for this solicitation.

Slide (22): Additionally, on page 18 is information on submitting the Disclosure of Lobbying Activities (the SF-LLL) in Grants.Gov.

Slide (23): On page 19 is information on the Standard Applicant Information (JustGrants 424 and General Agency Information). Applicants must complete this web-based form in JustGrants which is pre-populated with the SF-424 data submitted in Grants.Gov.

Slide (24): Applicants are required to submit a brief Abstract of the project in the JustGrants text box. The abstract is not scored but used throughout the review process. Please review the abstract section carefully on page 19. Please only submit the Abstract in the text box; do not attach a separate abstract in JustGrants. Applicants are highly encouraged to follow the template on page 19 on how to write the abstract in the text box in JustGrants. Please do not summarize past accomplishments in the Abstract.

Slide (25): So now to the Project Narrative section of the solicitation. The Project Narrative is worth a total of 65 points and consists of three sections: 1) the "Purpose of the Proposal", which is worth 20 points; 2) "What Will Be Done", worth 30 points; and 3) "Who Will Implement", worth 15 points. Please note that applicants applying for a targeted purpose area are limited to 20 pages double spaced for the Project Narrative and competitive comprehensive and non-competitive comprehensives are limited to 25 pages double spaced.

Slide (26): For each section of the Project Narrative, applicants must respond to the criteria for each section and projects should be responsive to the purpose area description and the specific target audience(s) and/or grant program(s) identified in the purpose area, if applicable. Please do not include attachments that are not required for the application and do not include photos and images in your Project Narrative. Also, please follow the font and spacing requirements if you are using a chart in your project narrative. For the "What Will Be Done" section, you must provide a clear link between the proposed activities and the need that you identified in the "Purpose of the Proposal" section. One question that we receive frequently is what types of delivery methods should an applicant propose in their project. The delivery methods applicants choose for the proposed project

should be best suited for the goals and objectives stated in the application. As stated in the criteria in the "What Will Be Done" section, applicants must explain why a particular delivery method is appropriate for the target audience or profession and for that proposed purpose area, as well as what is the applicant's and project partners' experience with the proposed delivery methods. I also want to draw your attention to the criteria in the "what will be done" section regarding accessibility– all TA and training must be responsive to individuals with disabilities, individuals that are hard of hearing or Deaf, or are limited English proficient. Finally, as stated previously in this presentation, a planning period is required in the project narrative. The timeline, which must be included in the "What Will Be Done" section, must be included in the body of the Project Narrative and must not be attached as a separate attachment.

Slide (27): Moving onto the Budget worth 15 points, as stated previously, each purpose area has a budget cap and project period. Please note that the Budget is not part of the 20 or 25 pages for the Project Narrative. Please make sure you've carefully considered the resources needed to successfully implement the proposed project. As I explained earlier in the webinar, please determine how much funding you will need to successfully implement the proposed project and if you don't need the full cap then don't

apply for the full cap. As a reminder, OVW has the discretion to make awards for greater or lesser amounts than requested and to negotiate the scope of the work and budget prior to the award. Keep in mind that the costs in the budget should correlate with what the applicant is proposing in the Project Narrative and there must be a clear link in the Budget and Project Narrative. For example, if your budget includes expenses for an in-person training in the budget, then the in-person training should be listed in the Project Narrative. Also, for staffing, if you listed a position in the budget, you should be discussing that position in the Project Narrative and that the first that position and/or individual is mentioned should not be in the budget. As I mentioned earlier in the webinar, there is a requirement for OVW training for TA providers, so keep that in mind that all applicants need to include funds to attend OVW sponsored events and trainings. That funding is also to attend any required OVW meeting that a grantee is required to attend as a TA provider. This funding allocation is required for all applicants, even if you are located in the District of Columbia or in the greater DMV area. Additionally, please be mindful that all applicants must make their training and TA accessible, which may include translation of materials, the use of interpreters, captioning, etc. You must include those expenses in your budget and should be reasonable to what is being

proposed in the application. Finally, please refer to the conference planning and expenditure limits in the solicitation if you are proposing in person meetings and trainings and please review this section very carefully if you are allocating costs to these activities.

Slide (28): Applicants must complete and submit the web-based form in JustGrants for the Budget Worksheet and Budget Narrative. It is also highly encouraged that applicants also attach the Budget Worksheet and Budget Narrative in JustGrants. If you do attach a Budget Worksheet and Budget Narrative in JustGrants, please make sure the budget matches the web-based budget form you submitted in JustGrants.

Slide (29): The next couple of slides are going to focus on aspects of your application that relate to the documents that our OVW financial team, the Grants Financial Management Division (GFMD for short), reviews. I will be presenting this information on behalf of GFMD. More specifically, we'll discuss some items that GFMD has identified from prior year applications that could help with expediting the review process.

So for today, we're going to highlight certain aspects of the pre-award risk assessment and provide you with a link to a detailed webinar on how to develop the budget that will be included in your application.

The first things we'll 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.

So another item we'd 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'd 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'd 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've 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've encountered have been, for example, question #2, where the applicant indicates that they do indeed have internal policies, but they don't 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 (30): This next slide will quickly highlight some resources that are available that should be used as you're 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 for further information. 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 (31): We know this can be a lot of information to process, so if you have any 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.

Slide (32): Moving on to other documents to be submitted with your application, please review pages 22-24 as well as 25-26. This includes the non supplanting letter and the indirect cost rate agreement, if applicable. Also, applicants must disclose all current and recent OVW awards as

stated on page 26, which includes any current grant or cooperative agreement under any OVW grant program or an award that has been closed within the last 12 months from the date this solicitation closes. Applicants must provide this information in a table using the sample format found on the OVW website, the link provided in the solicitation. Applicants must also provide the same information regarding any current OVW awards, as well as any pending applications, on which the applicant is a subrecipient.

Additionally, applicants also must disclose all other federal grant programs from which the applicant currently receives funding or for which it has applied for funding in FY 2021 to do similar work. Applicants must provide this information in a table using the sample format found on the OVW website; again, the link is provided in the solicitation. Both tables, if applicable, should be uploaded as attachments in JustGrants. Please note that this year continuation applicants for a purpose area are not required to submit a status of current project and please do not submit a status of current project as it will not be reviewed.

Slide (33): I will now move to the Data Requested with Application, which for those of you that have applied for OVW funding in the past, this used to be called the Summary Data Sheet. I already covered some items

applicants will need to address in the Data Requested with Application when I went over the OVW grant financial management information. The Data Requested with Application is not scored but is required. The Data Requested with Application information is on page 24 of the solicitation and is important that applicants review this section very carefully and include the information requested for this section. The Data Requested with Application is very important as it lists important information about the applicant. Specifically, you should list the purpose area for the application in the Data Requested with Application sheet– list the number and purpose area title. Applicants should also include the title of their proposed project and we also request you use simple and clear project titles. Also please list all your project partners and include the amount of funding that each partner will receive on the project. The Data Requested with Application sheet is not included in the page limit for the project narrative.

Slide (34): Moving onto the Memorandum of Understanding (MOU for short) explained on page 25 in the solicitation. The MOU is worth 15 points and is not part of the 20 or 25 pages of the Project Narrative. Please read this section very carefully and begin working on this section as soon as possible. OVW requires all potential technical assistance providers to enter into a collaborative relationship with organization(s) and/or key

consultant(s) who will bring the necessary substantive expertise to the project. The MOU should connect to the Project Narrative activities and the budget. Applicants should start developing their MOU as soon as possible because of the signatures involved. OVW requires all applicants to enter into an MOU and with key project partners may include any organization and/or individual that will have a significant role in the development and/or implementation of the proposed project, regardless of receiving financial compensation for their partnership. Any partner that receives funds is considered a key partner. Letters of support or letters of commitment from a partner or potential partner in lieu of signing an MOU will not be considered in place of an MOU.

MOU's should be signed and dated during the course of the development of the MOU and it should be signed by the authorized representative of each proposed project partner agency or the individual contractor or consultant. A question we received in the past is does an organization need to get the signature of an outside accountant that they will be paying for under "consultants" category that works on their organization's books – the answer is no, the accountants are not an MOU partner. Also, applicants must only submit one MOU with ALL the partners signatures. Please do not submit multiple MOUs for each partner. All partners must

sign this one MOU. However, applicants may submit multiple signature pages. For example if you have 8 partners, it might be very difficult to get all 8 signatures on one page. So you may want to have one signature per page, but make sure all the names are listed so everyone knows who is signing the MOU. Electronic signatures will be accepted. But make sure all electronic signatures are legible, especially if scanning or printing the signature pages. There is no page limit for the MOU but we do recommend that you do not go excessive with the MOU pages and do not include information not requested in the solicitation. For example, in the past we have seen MOUs with excessive lengths of 15 to 30 pages, which did not even include the signature pages and the applicant still didn't respond to the criteria in the solicitation for MOUs. So please remember, respond to the criteria requested.

Slide (35): The Letter of Support is worth 5 points. Only one letter of support is required and if you submit multiple letters, only one of the letters will be reviewed and scored and it will be up to the discretion of the OVW peer reviewers and OVW staff to determine which letter will be reviewed and scored. The Letter of Support must be from a previous recipient of the applicant's training and/or technical assistance. For an applicant that has never had an OVW TA award before, those applicants should include a

Letter of Support from a recipient of any training and TA they have in the past. Please make sure to provide the scoring criteria stated in the solicitation for Letter of Support section to whomever you're going to have write your Letter of Support. That individual or organization or individual providing the Letter of Support must write the letter, not the applicant. Please note that applicants will not receive additional points for additional letters.

Slide (36): I will now move on to late submission requests, which is explained on pages 28-29. As I said before, you want to make sure you register well in advance and also upload your application as soon as possible and not so close to the due date and due time because you want to anticipate any technology issues with uploading your application. There are limited circumstances for requesting a late submission; please read this section to fully understand the circumstances and steps for requesting a late submission. Any applicant requesting a late submission must follow the instructions listed in the solicitation, which includes requests due to severe weather or natural disaster and technical difficulties beyond the applicant's reasonable control. Missing the Grants.Gov deadline is not a technical issue for late submission. If you have technical issues to submit the application online, you may request to submit a hard

copy. All requests for hard copy submission must be sent to OVW no later than May 28, 2021.

Slide (37): Again, please note failure to begin the registration and application submission in sufficient time or having the correct version of Adobe Acrobat is not an acceptable reason for a late submission. We have seen this many times where applicants in the past were not able to submit their application by the due date because they did not have the correct version of Adobe on the computer they were going to use to upload their application.

Slide (38): As a reminder, to make sure you complete the steps required in Grants.Gov and that your application is successfully submitted in JustGrants, it is recommended that applicants begin the submission process at least 48 hours prior to the deadline, not later than 24 hours from the due date. Again, as I explained earlier, you don't know what technical issues that might occur with uploading your application. And it also gives you enough time to address any errors in uploading your application. Also, as I explained previously, if your organization is submitting applications for multiple purpose areas, please make sure the correct attachments are uploaded with each application. Make sure you are uploading the correct documents to the correct application by labeling them

correctly for each application and for each of the documents you are uploading. In the past, we have seen applicants submit multiple applications for different purpose areas and then they've uploaded the wrong attachments to each of the applications; for example, they've uploaded the wrong MOU to the wrong application. OVW will not and cannot move incorrect documents to the correct application. So again, this is a reason why to make sure you upload well in advance so that you can catch those errors prior to the close of the solicitation. Also, do not combine applications when uploading in Just Grants.

Slide (39): As a reminder, organizations can submit applications to multiple purpose areas; however they must submit a separate application for each purpose area for which they are apply to and only one application per purpose area. Also, do not submit "test" applications to see if Grants.Gov and JustGrants actually "works". All applications submitted, even if incomplete, will be considered an application submission and will be reviewed accordingly. Finally, please avoid submitting an application multiple times.

Slide (40): When submitting your application in JustGrants, you will either be entering specific components directly into JustGrants (such as the budget and the abstract) or you will be required to upload attached

documents. As stated previously, all applicants must submit their budget in web-form directly in the JustGrants; however we also highly recommend you upload the budget as well as an attachment. Because of the new two – step process using both Grants.Gov and JustGrants, it is important that all applicants complete the Grants.Gov portion as soon as possible so that you have enough time to submit each component of the application in JustGrants.

Slide (41): When submitting your application in JustGrants, applicants may save their progress in the system and revise the application as needed prior to hitting the Submit button at the end of the application in JustGrants. Do not hit the "Submit" button until you are done with your application and ready to submit the full application. The Application Submitter, Entity Administrator, and Authorized Representative(s) will receive an email from JustGrants confirming submission of the application. Please make sure that these individuals are continuously checking their email for the confirmation of submission. OVW will not provide confirmation that applications were received.

Slide (42): A final reminder to read the solicitation thoroughly. This webinar was an overview of the solicitation and we recommend that you

clearly and carefully read the solicitation. Please also respond to the purpose area description for which you are applying for and address the scoring criteria for each section. Do not combine purpose areas and do not create your own purpose area. Double check all your attachments before uploading and label them accordingly. Do not submit multiple versions of the same application and start your uploading at least 48 hours from due date and time.

Slide (43): As a reminder, there are multiple due dates that you must keep in mind during the course of the application development and submission. Letter of Intent is due no later than May 3, 2021.

SAM, DUNS, and Grants.Gov registration should be completed no later than May 10, 2021. Grants.Gov deadline is no later than 11:59 pm on May 27, 2021. Please start the Grants.Gov submission as soon as possible!! And finally the JustGrants deadline is 11:59 pm on June 2, 2021. Applicants can begin the submission of their application in JustGrants once their submission in Grants.Gov is completed. So it is very important to complete the Grants.Gov submission as soon as possible to give your organization enough time to submit in JustGrants. With JustGrants being a new system to submit applications, please allow yourself ample amount of time to submit the application in case you encounter any technical issues.

Slide (44): Finally, please contact JustGrants, Grants.Gov, the OVW Grant Financial Management Division, and OVW Training and Technical Assistance Initiative if you have specific questions or issues pertaining to the solicitation and the submission of your application. For programmatic, please at email OVW.TechAssistance@usdoj.gov or call our main line at 202-307-6026. For Grants.Gov issues contact support@grants.gov 1-800-518-4726; for JustGrants contact OVW.JustGrantsSupport@usdoj.gov or call 1-866-655-4482; and for Grant Financial Management Division questions contact OVW.GFMD@usdoj.gov or call 1-888-514-8556.

Thank you very much for listening to this recorded webinar of the FY 2021 Training and Technical Assistance Initiative solicitation.