Leidos: Good afternoon and welcome to the OVW FY '23 Children and Youth Program Pre-Application Webinar hosted by the Office on Violence Against Women and Leidos. At this time, I'd like to introduce Derek O'Leary, Program Grant Specialist with the Office on Violence Against Women.

DEREK O'LEARY: Thanks so much. And thank you to you all for being here. We're delighted to see such a large group joining our webinar. So, welcome everyone again to the Pre-Application Information Session for the Fiscal Year 2023 Grants to Prevent and Respond to Domestic Violence, Dating Violence, Sexual Assault, and Stalking against Children and Youth Program solicitation. This is also referred to as the CY Program. The Office on Violence Against Women, which you'll hear us refer to as OVW, is hosting this webinar to go over the fiscal 2023 solicitation for the CY Program.

My name is Derek O'Leary, and I am one of the now three Program Specialists assigned to the CY Program alongside my two excellent colleagues, Traci Rollins, and Elaina Roberts. We thank everyone for joining today and for your interest in applying to this program, especially for first time applicants. We recognize that reading the solicitation and preparing an application can be a challenging process. Our goal in this session is to clarify several important aspects of the solicitation and application process, in order to help you write a successful application. It is not our goal today, nor would it be possible, to go over every aspect of the solicitation. All prospective applicants are responsible for closely reading the Fiscal Year '23 CY Solicitation and the OVW Solicitation Companion Guide to ensure that your application is complete and competitive.

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. You can open and download this from the OVW website. Please note, 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, the webinar will take place at 2:00 PM Eastern Standard Time today, and be posted separately on the OVW website, once it is edited. You may apply to both programs this year, but you can only receive a grant from one of them. You will notice that we are reading from a script in these presentations. This is intended to make the information as clear as possible and to facilitate interpretation and translation of the webinars. But we've reserved ample time for questions at the end of the presentation. In the meantime, please keep track of questions that you have so that you can raise lingering questions at the end of the presentation when we will be happy to respond.

To give a brief overview of this 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 zero to twenty-four years of age, and their non-offending caretaker. Within the CY Program are three purpose areas, and an applicant must choose one to focus on in their project, which I will discuss more in a few moments. Additionally, we would like to highlight a few important updates about this program for this year for you to keep in mind. One, special consideration will be given to projects that address online harm and abuse in their proposed activities. And you can reference more on this on page eight. Two, eligibility for Urban Indian and Native Hawaiian Organizations, though historically these groups have been eligible to apply is emphasized this year. And three, CY commits to prioritizing training and technical assistance to applicants, particularly those from culturally-specific organizations or who represent underserved populations, and who propose to address one or more of the OVW priority areas, but who do not receive funding in Fiscal Year 2023.

So, applications are due by 9:00 PM Eastern Time on Tuesday, March 28th, 2023, on JustGrants, which is the system that OVW uses to receive applications and manage grant awards. OVW will not accept late submissions, except under limited circumstances, as described on page 29 of the solicitation. In general, it is highly recommended that both first time and experienced applicants closely read the submission process on pages 38 and 39 of the solicitation. There are three important steps and dates to understand as you prepare to submit an application. First, you should register with the System for Award Management or SAM, S-A-M, by March 1st, 2023. Every applicant must register online with SAM, where you will request a Unique Entity Identifier or UEI. OVW strongly encourages applicants to start this process as early as possible. Please note for any new registrants in SAM, the average registration completion time is two to three weeks. Please do not let a late start on this step prevent you from submitting an application for an important project. Applicants that currently have a UEI number and are registered with SAM should check their status within SAM to ensure that their registration is current and has not expired. Please note, as of April 4th of last year, 2022, any registrants with SAM, whether active in SAM or not, no longer have a Data Universal Number or DUNS. Those have been transitioned to UEIs, Unique Entity Identifiers, and this is what will be used going forward. Second, you should register with Grants.gov if you have not already done so. Average registration completion time for Grants.gov is one week. These are only estimated times. This step must also be completed before you can upload your applicaiion in JustGrants. Again, OVW strongly encourages applicants to start the registration process as early as

possible. And third, you will register with JustGrants itself, which will be explained in more detail in a moment.

Every year, applications are rejected during the submission process because the applicant did not begin the registration process early enough, or because the applicant's UEI number and registration with SAM were expired. So, at the conclusion of this webinar, it is recommended that you start this process right away if you have not already done so. Please see the Solicitation Companion Guide for additional details regarding SAM, Grants.gov, and JustGrants registration. You can find the guide on the OVW site under resources for applicants or in the chat right now. Please also see pages 36 to 39 in the solicitation for guidance on what to do if you encounter technical difficulties. 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 due date 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."

This slide depicts visually the three steps of the registration process, including screenshots of the SAM, Grants.gov, and JustGrants web pages. When you are on the SAM.gov website, you will see a box to the right titled "Register Your Entity" or "Get a Unique Entity ID." You can click "Get Started," "Renew Entity," or "Check Entity Status." There are also several helpful resources. My colleagues will drop the SAM.gov and Grants.gov links into the chat for you along with the resource from the SAM.gov site called "DOJ Application Submission Checklist," which walks you through the SAM and Grants.gov registration process and explains what needs to be done or uploaded under each one. One of those instructions is regarding an email notification from Grants.gov, prompting you to log into JustGrants. Again, at the end of the session, we will provide helpful contact information, should you experience any issues with the registration process. Please take the time as soon as possible to familiarize yourself with the registration process, so that you are able to successfully submit your application.

When you are ready to apply, applicants may find this funding opportunity on Grants.gov using the CFDA number, the Grants.gov Opportunity Number, or the title of this solicitation. All of this can be found on the cover page of the solicitation. Application materials will be submitted in Grants.gov and JustGrants. Again, 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, the SF-424, and the Disclosure of Lobbying Activities, the SF-LLL forms within Grants.gov. After submitting these forms in Grants.gov, the

applicant will receive an email notification from the Justice Grants 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 are registered with SAM, and Grants.gov, have obtained a Unique Identity Identifier, and have submitted the SF-424 and SF-LLL in Grants.gov. These steps must be done before JustGrants will generate an email for you to complete and submit your CY application in JustGrants.

If you have applied for OVW funding in prior years, you will notice significant changes in the application process within JustGrants. In the new JustGrants system, applicants will directly enter some portion 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, specifically, the Proposal Abstract, Proposal Narrative, Budget Worksheet, and Budget Narrative, the Memorandum of Understanding or MOU, the Summary Data Sheet, and the Pre-Award Risk Assessment will each be drafted by the applicant and uploaded as attachments. In addition to these major elements, other documentation will be required for all applications, or when applicable. Please read the CY solicitation carefully for a full description of all required items for the CY Program. Also, JustGrants has provided applicants a series of very helpful videos with clear instructions on how to submit an application. To access these, visit the JustGrants website and click the "Trainings" tab. These cover the entire process, including how to submit an application package in JustGrants. We encourage you to use these resources as you undertake the application process.

Now, we can focus on the program itself. The grant award period is for 36 months, tentatively beginning on October 1st, 2023, and ending on September 30th, 2026. Applicants should submit applications with project activities and budgets that reflect this full period. Applicants may request up to $500,000. We anticipate awarding up to 19 awards this year, a substantial increase over last year. OVW anticipates notifying all applicants of funding decisions by October 1, 2023. And you can see pages 10 through 11 of the solicitation for more information.

Eligibility is mentioned on the cover of the solicitation as well as on page 16. Eligible applicants are limited to the following: non-profit, non-governmental entities, including community-based organizations and culturally-specific organizations such as urban Indian organizations and native Hawaiian organizations, to Tribal organizations, Indian Tribal governments, and units of local government or agencies of units of local government in the United States or U.S. territories. Foreign entities and programs and institutions of higher education, regardless of non-profit status, are not eligible for funding under the CY Program. Recipients and partners or sub-recipients of CY or EM

funding for Fiscal Year 2021 or Fiscal Year 2022 are also not eligible to apply as the lead applicant or as a partner or sub-recipient on a Fiscal Year 2023 CY application. Applications submitted by ineligible entities or that do not meet the program requirements may not be considered for funding. 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 Assaults and Engage Men and Boys as Allies, the CYEM Program, or who's funding under the CYEM Program expired more than 12 months ago. By contrast, continuation applications are those that have an existing CYEM grant or whose CYEM grant closed within the past 12 months. Applicants again may apply to both the CY and EM solicitations but can only receive funding under one program this year. And you can see more details about this on page 11 of the solicitation. We would like to emphasize one other aspect of eligibility. As you prepare your proposal, please remember that any proposed project must support only local, community specific strategies. Additionally, the applicant and its required project partners must be based in the project's service area. Grant funds may not be used to conduct or support regional or state-wide activities or projects.

So, now that we have covered the process for submitting an application and reviewed the types of applications that can be submitted and the eligibility requirements, let us jump into how you develop your proposed project. The purpose areas for the CY Program can be found on pages 13 and 14 of the solicitation. Please note that applicants may select only one purpose area. Selecting more than one purpose area may result in a lower score on your application. The activities described in the proposal narrative and the budget should reflect this one 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 within that range that the proposal will address.

The three purpose areas are the following, Purpose Area 1 -- services and training to address children exposed to domestic violence, dating violence, sexual assault, stalking, and sex trafficking within the ages of zero to ten. Purpose Area 2 is creating safer communities for youth, prevention, intervention, treatment, and response services for youth impacted by domestic violence, dating violence, sexual assault, stalking, and sex trafficking within the age range of 11 to 24. And Purpose Area 3 -- providing school-based services, prevention, intervention, and response to dating violence, sexual assault, stalking, and sex trafficking within ages five to nineteen. Please closely read the mandatory program requirements for each of these three purpose areas, which are detailed on pages 13 to 14 in the solicitation. 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 that addresses one of these three purpose areas. First, 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 that go beyond the required activities for your chosen purpose area, so long as you meet 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's safety.

Next, be sure to identify the specific ages within the age group that your project will serve. I want to stress how important it is to do this. Every year, applicants lose points during peer review because they have stated that they will serve the entire age range for the specific purpose area, but then the project narrative only supports a specific age range. Whichever age range or specific ages you state that you will serve the proposed project must include staff and activities to demonstrate the proper education and skillset to serve the designated ages. For example, Purpose Area 2 can serve youth ages 11 to 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 a 20-year-old. Therefore, applicants are encouraged to focus on a specific age group within the listed range. So, for example, 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. Additionally, 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're also focused on specific types of services. When deciding which purpose area to apply to, think about the focus of the activities so that you can select the purpose area that best captures the project that you propose to implement.

Moving on to priority areas, in addition to these three purpose areas for the CY program, OVW has identified specific topics or issues related to domestic violence, dating violence, sexual assault, and stalking that the office will focus on. These are called priority areas. Applicants may, but are not required to 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 that application meaningfully addresses one or more of the priority areas. Please note, applicants are not required to address a priority area. It is optional. If you do elect to address a priority area, or more than one in your application, it is essential that you explain how you will meaningfully do so. A common shortcoming in applications that claim to address a priority area is that they do not include all of the requirements of the priority area in the proposal narrative. This 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 the priority area and that your proposal narrative, your budget, and your MOU partnership clearly includes strategies, activities, and the capacity to meaningfully address that specific priority area or areas.

This year, as you'll see on the next slide, the OVW priority areas that CY applicants may address are the following: Priority Area 1 -- advanced racial equity as an essential component of ending sexual assault, domestic violence, dating violence, stalking, and sex trafficking. Priority Area 2 -- advance economic justice and financial advocacy for survivors of sexual assault, domestic violence, dating violence, stalking, and sex trafficking, including as a tool for violence prevention. And Priority Area 3 -- improve outreach services, civil and criminal justice responses, prevention, and support for survivors of sexual assault, domestic violence, dating violence, stalking, and sex trafficking from underserved communities, particularly LGBTQ+ and immigrant communities. You can read about the specific requirements for addressing these priority areas on pages 14 and 15 in the solicitation. Please note, again, the CY program is committed to prioritizing training and technical assistance to applicants, particularly those from culturally-specific organizations or who represent underserved populations and who propose to address one or more priority area, but who do not receive funding in Fiscal Year 2023.

Next, I am going to discuss the required partnerships that all applicants must include in their application. Applicants and partners are limited to meeting or fulfilling only one partnership category or role. Let me repeat this because it's 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 your project. Applications that fail to include the required partnerships will be removed from the review process.

So, here are the required partnerships for the three purpose areas. Purpose Area 1 must have a partnership between a victim service provider, if not the applicant itself, with either 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 itself. For Purpose Area 2, there must be a partnership between a victim service provider, if not the applicant, with again, 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 with 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 or providing specialized programming or services to youth, if not the applicant itself. And finally, for Purpose Area 3, the required partnerships must include 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 or exposed to the aforementioned crimes, and a school or school district. So, for full details of this, consult the solicitation. And for the specific definition of a victim service provider, please see pages 18 and 19 in the solicitation.

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 applicants or the partners have experienced 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 itself. 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 who 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.

So, two examples of what the required partnerships may look like. First example -- 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 do possess the expertise necessary in understanding and meeting the needs of homeless youth. A second example is a community-based organization that provides afterschool programming for children, which is submitting an application to address Purpose Area 1. The proposed project will serve children ages five to ten. 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 standalone organization or as an adult victim services provider that has a specific program that serves children. I'm going to review some of the mandatory program requirements that apply to 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 of these. The full list of mandatory program requirements can be found on pages 11 and 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.

So, regardless of the purpose area, all applicants that receive funding will be required to do the following. One, 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 $40,000 of their total budgets for this requirement. And I will go over this in more detail in the budget section. Next, applicants are required to create or expand a coordinated community response 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. Next, all projects must provide crisis intervention for participants at all educational outreach and training events. The person who 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 this planning phase, grantees will be conducting a community needs and strengths assessment that is specific to the proposed project as well as designing a strategic plan or logic model for implementation of the project. And finally, 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 11 to 12 for the specific purpose area that your project will address.

So, some application information, please refer to the solicitation beginning on page 19 to 20 for specific information related to the content and form of application submissions. All applications must include the following four components, a proposal narrative, a budget worksheet and narrative, the data requested with application, which was formerly called the data summary sheet, and finally, 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. As for the proposal narrative itself, this consists of three sections, the purpose of the proposal, what will be done, and who will implement it. All combined, the proposal narrative is worth a total of 70 points out of 100, making it 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 essential that you are mindful of the formatting and the number of allowable pages. Peer reviewers are instructed to stop reading and scoring this section at the page number cutoff. You don't want to lose valuable points due to going over the page limit, or not following the formatting requirements. Each year, excellent applications fall below the funding cutoff score for not adhering to the format requirements. The project narrative itself should be no more than 20 pages, double spaced. And the type should be no smaller than 12-point font, either Times New Roman or Arial. And it should also include page numbers.

So, the first of these three components, is the Purpose of the Proposal which is worth 10 points. This section describes the needs for the project and helps reviewers understand your specific community needs. Common mistakes in this section include providing too much information, information that is not relevant to the specific proposed project, or not enough information to be responsive to what is being asked. Please follow the guidance in the solicitation to ensure that you are providing the required information. Also, please 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. Strong applications strike a balance between justifying the need and providing detailed information on how the need will be addressed.

The next section of the proposal narrative is What Will be Done, which is worth 40 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 training 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 in the solicitation to ensure that you are being responsive to what is being asked for each purpose area.

Just to highlight a few common mistakes that you can avoid in this section. One mistake is not providing a description of products to be developed or purchased with grant funds. If products such as, brochures, videos, billboards, or curricula are mentioned in this section, there should be a line item for those products included in the budget, and vice versa. Another common mistake is not describing how products and or services will be tailored to meet the needs of a specific population to be served, in terms of their ages, developmental stages, and the different training and educational levels of those populations. Another mistake to avoid is not including activities and strategies that will be developed and implemented to meet the OVW priority area that the applicant has chosen to address, and that you identify on the data requested with the application sheet. I'll remind you again, you are not required to address a priority area, but if you do, it's essential to include the specific activities and strategies that will meet it. A final mistake to avoid is not addressing each of the program and purpose area requirements.

Moving on to the last section of the proposal narrative, Who Will Implement. This is worth 20 points. In this section, the applicant should identify the key individuals and organizations who will be 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 activities. 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. This section, like the previous two, is also part of the page limit. Please

refer in your solicitation to pages 27 to 29 to be sure that you include all of the required information for this important section.

Moving on to the Budget Detail Worksheet and the Budget Narrative, which is worth 20 points total, during the peer review process, the peer review panels will be reviewing and scoring the budgets to ensure that they meet the program requirements and do not include any unallowable activities or expenses. It is the responsibility of the applicant to read this section thoroughly in order to submit a proper budget. In your solicitation, pages 29 through 34 provide detailed information on how to develop and submit your budget for your proposed project. Let's go over some of the budget requirement that are specific to the CY program. All applicants, regardless of their chosen 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 programing to CY grantees. All CY grantees are required to attend and to 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 $40,000 for this. When in-person TA events resume, applicants should plan to send at least four individuals involved in their project to three OVW mandated technical assistance training events each year of the award, making for a total of nine training events throughout the course of the grant award. 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 which to increase their skills and knowledge, additional funding outside of the $30,000 or $40,000 should be set aside for that specific purpose. Additionally, the budget should also include funds to ensure that project activities and materials are accessible to individuals with disabilities. For instance, accommodations can be made available at events or in the process of providing direct victim services for those who are Deaf or hard of hearing. In addition to this, project activities should be accessible to people with limited proficiency in English. For example, videos can be closed captioned and translated into other languages, written materials can be translated into different languages, or languages other than English can be spoken at events. Next, the budget should include funds to compensate all project partners for their contribution to the project, including attendance at the CY technical assistance events. The exception to this is if a project partner is a state, local, Tribal, or territorial agency, and the activities that 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 a 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 meetings of the coordinated community response. Travel costs associated with attending OVW mandated technical assistance trainings or participating in after our community events.

Next, I want to highlight spending limits on certain activities. These include -- one, no more than 10% of the total funding may be designated for supportive services such as childcare, transportation assistance, clothing, or hygienic products. And two, no more than 10% of the total funding may be used for media buys, such as billboards, radio, or TV, public service announcements, or bus and 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 in the budget. A strong budget, and a strong budget narrative, should provide enough information to understand the proposed project without the reader having to refer back to the project narrative. And the last point to mention for this section is some helpful advice that our peer reviewers will appreciate that you follow. Please do not use anything less than 12-point type when developing your budget. Reviewers are looking over numerous budgets. It is 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 all 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 companion guide that is available for all applicants on the OVW website, as well as in the chat.

Concerning the last of the scored items, which is worth 10 points, this is the Memorandum of Understanding. There's a typo on the slide. It should be 10 points total, for clarity. Pages 34 to 35 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 that you are meeting all of the requirements. In the past, unfortunately, we have seen applications miss the cutoff 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, but I am going to provide you with some examples of common mistakes and some helpful hints. So, common mistakes that can result in point reductions. One, 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. Another common mistake -- 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. Another common mistake to avoid -- missing signatures, especially the signatures of the required partners. Every person or organization listed in the MOU must sign the MOU. And the final mistake to avoid -- submitting an outdated or an 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 project narrative. For this program, the MOU will be a new document drafted specifically for the proposed project by the applicants in coordination with the proposed project partners.

In addition to this, every application must include responses to the data requested on pages 23 through page 27 of the solicitation. This document is not scored during the review process, and it should not be more than four pages. Please fully answer each of the questions in the order that they are listed in the solicitation. Some applicants find it helpful to cut and paste the questions into a new document and provide a response below each question. This also makes it easy for the reviewers to see if all of the information requested in this section has been answered.

An important note on 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 full list of these activities. I am not going to review the list verbatim. Instead, to assist you with submitting a strong application, I will go over some of the ones that have caused past applicants to receive point deductions during peer review. One issue to avoid is 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. Another issue to avoid -- 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 from the budget and budget narratives for applications that do not designate funding for how applicants will make their services and products accessible to individuals with disabilities or who have limited proficiency in English. 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. A final issue to avoid -- failing to mention that you already have or will be developing policies regarding confidentiality, parental involvement and 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 that peer reviewers will know that these policies exist because you are a victim service provider. The peer reviewers are looking for proof that they do exist or that they will be developed. And the only way for them to know this is if they read it in your project narrative.

A few items regarding out-of-scope activities and unallowable activities. OVW and the CYEM, CY Program have specific out-of-scope activities that cannot be supported with grant funds. To assist with submitting a strong application, I'm 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 nine of the solicitation prior to writing your application so that you ensure that you do not include any of the listed activities in your project. One of these has to do with 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's intervention, or anger management. Another unallowable activity is related to 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 interception of the Violence Against Women Act 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 assaults, 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 Violence Against Women Act crimes in your project narrative. Another unallowable or out-of-scope activity is 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. Another item that falls under out-of-scope or unallowable activities is athletics. Grant funds may not be used to support an individual or group of individuals' participation on

athletic teams or events, including the 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 that a coach may provide prevention education to the team members. The time is spent delivering this education to the team members could be supported with grant funds. But grant funds may not be used to support an individual's participation on an athletic team or athletic event. Grant funds may not be used to buy uniforms or to pay for transportation to and from games. However, grant funds may be used to transport a team to a prevention education training.

Another item that falls under this category is technical assistance. Grant funds may not be used for the provision of technical assistance to other entities. This includes the 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. Instead, refer to it as training or education. A final item to note under this category is the service area. Grant funds may not be used to conduct or to 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 on 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.

Now, I'd like to go over a few tips that may improve your chances of becoming a CY grant recipient. Please note that the following list is not a guarantee that your project will be funded, but it is intended to assist you with submitting a strong application. Point one, read the solicitation. I have not reviewed every section of the solicitation, so please read it in depth. As I mentioned previously, it is the applicant's responsibility to read it 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. Point two, for an application to be considered complete and moved to the peer review process, it must include the following four components, a project narrative,

a budget worksheet and budget narrative, a data requested with application sheets, and a memorandum of understanding. MOUs that do not contain signatures may receive point deductions or be removed from consideration, as I've stressed before. Point three, be sure your project strategies and activities address the areas that 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 in your proposal narrative if in your proposal narrative you only provide information on how you will address one crime, such as sexual assault. A strong application is focused on the crimes, age groups, and single purpose area that will be served by the project.

Next point, if you are submitting a continuation application, please be sure that your project is building upon what you have already accomplished with your previous 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 reasons or reasons why you are proposing the same activities. Next suggestion, please use the application checklist on the last page of the solicitation. This checklist will help you ensure that all required documents are included in your application when you begin the submission process. Next point, 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. Another suggestion is to allow plenty of time to gather required information, especially those signatures on the MOU. Remember, for the MOU, you can have multiple signature pages, so long as every individual who will be signing the MOU is listed on the signature page. This usually speeds up the process, as you are not having to wait for one signature before acquiring the next.

Another suggestion, 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 as we near the submission date. Also, with JustGrants being a relatively new system for everyone, there is a learning curve, so the more time you allow for the submission of your application the better. A suggestion regarding style -- make the application easy to read and follow for all the reviewers. Use the heading and sub-heading titles that are in the solicitation for each section. Be sure the application responses to the program requirements and expectations are complete and clearly written. Avoid or limit the use of acronyms and jargon. 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 frustrating for them to have to keep going back and forth in an application to understand acronyms, so it is best to just spell

these out. Another suggestion -- print out the application before submitting it to ensure appropriate formatting and adherence to the page limit requirements. Also, remember to number your pages in the application. Another small suggestion -- if your name and contact information is listed as the point of contact, 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 by email. And the final general piece of advice -- please think of your application like a blueprint, like a complete plan that explains how to do or develop something. To take an example from the world outside of grant applications, before a contractor can break ground on a new project, they submit their blueprint to the local officials for review and approval. Your application is similar to this and that it contains all of the elements necessary to successfully receive permission or, on our case, funding to begin the project, as well as the steps necessary to successfully execute and complete your project. So, please be as detailed and as succinct as possible when writing your application.

The next slide, please. A few additional points regarding our Grants Financial Management Division before we get to questions. This slide focuses on aspects of your application that relate to the documents that our financial team, Grants Financial Management Division, or GFMD, reviews. Specifically, we'll go over some items that GFMD has identified from prior year application that could help with expediting the review process this year. We'll highlight certain aspects of the pre-award risk assessments and provide a link to a detailed webinar on how to develop the budget that will be included in your application. The first of these are items identified in the data requested with application sheet, which is completed by all applicants. Specifically, two items that we should identify 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, leaving out whether or not they have met the threshold, or the end date of the last fiscal year. Please ensure this question is answered in its entirety on the data requested with application sheet.

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

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 11 questions, and each of these questions has multiple parts. We have noticed from prior years that applicants do not always fully answer all parts of the questions. This, in turn, requires GFMD to reach out to the applicant, which may delay recommendations for funding. Some of the most common issues that we have encountered have been, for example, question two, 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. Another example of incomplete responses includes question three, 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. 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.

This slide provides some very helpful resources that are available and should be used as you are creating the budget to be submitted with the application. Additionally, GFMD has developed a detailed webinar presentation on how to assist applicants in developing a budget to be submitted with their OVW application. They want to help reduce any challenges you may face with the budget and make it clear what they are looking for when they review your budget. This webinar, which will be dropped in the chat, provides some insight as to what OVW financial staff considers during their review of the budget. Next up on this list of resources is the Uniform Guidance, which can be found at 2 CFR 200. Another resource listed here is the DOJ Financial Guide, as well as the Program Specific Solicitation. If you do need assistance finding these resources, please reach out to the GFMD helpdesk.

One final slide, just to give you a sense of what this looks like within JustGrants. This is a screenshot of where you will upload the Pre-Award Risk Assessment, the Summary Data Sheet, and your Proposal Narrative. You will see that all of these are uploaded under the Narrative Proposal section. And last but not least, are contact information as well as the contact information for GFMD and for technical assistance know that this is a lot of information to process. So, if you do have questions related to the solicitation, please reach out to the CYEM program, to GFMD at its helpdesk, or for technical assistance to Grants.gov or JustGrants. So, I do appreciate everyone's patience and stamina in listening to a long presentation. We would love to reserve the next few minutes for questions that anyone would like to raise now.

So, Traci and Elaina, are there any questions that you'd like to bring to the surface or otherwise, we can just open it up for folks to raise their hands?

PARTICIPANT: Okay. We just had people raise their hands.
DEREK O'LEARY: Okay. I see one raised hand from Malaya. Sorry if I'm saying your name incorrectly. Would you like to unmute and raise your question or type it into the chat?
PARTICIPANT: Derek, I'm giving them that ability right now.
DEREK O'LEARY: Okay.
MALAYA: Hi there. Can you guys hear me?
DEREK O'LEARY: Yeah. Loud and clear. Thanks.
MALAYA: Okay, great. So, I had a few questions in the chat, but I thought I would just go ahead and unmute myself, and then you can disregard some of mine in the chat. The main question I do have is in relation to the MOUs. So, if we have an MOU, if we want to go for Purpose Area 3, and we already have an MOU with the school and we received all those signatures, is it okay to still allocate MOUs after we've already applied? So, during our implementation, getting MOUs in the next five weeks with some of the schools might be challenging. And so, we're just wondering if we're able to continue MOUs throughout -- but if we have one secured and we put that in, are we eligible to apply?
DEREK O'LEARY: It's a good question. I'll just answer before you move on to the others.
MALAYA: Yeah.
DEREK O'LEARY: The standard we should have -- is that the partners listed on the Memorandum of Understanding are adequate to implement the project that you're proposing. So, when we look at it, and peer reviewers look at it, we should be able to see that the MOU partners have the skills, the abilities, and the training to implement the project you're proposing. However, things change, of course. People lose MOU partners and projects change within their scope. And yes, if you are awarded a grant during that planning phase, it can be possible to incorporate new partners onto the MOU, or at different points in the implementation of the grant. So, again, it should be adequate to implement the project that you're proposing in the narrative in order to have a strong application, but it is not set in stone for the duration of the grant. So, it can be adjusted.
MALAYA: Okay. Great. And that already went into my second question -- with the requirements for all applicants, a lot of those, you don't have to meet in order to apply because they take place in that first six months, correct? Which was like the technical assistance, the orientation?
DEREK O'LEARY: Yes. We mentioned those at this point because they're requirements for participation in the program. And so, in applying, you are demonstrating your

agreement that you will participate in those. But those are not activities that you need to do now or at any point before the start of the grant.

MALAYA: Okay. Great. And then my other question is, if we want to implement activities, say we go for Purpose Area 3, and we are doing school-based prevention, and we're looking to address seventh graders. So, that would be what? Thirteen through possibly high school ages, so 18. And you mentioned that we can address other activities as long as we meet all the requirements. So, if we are meeting the age requirement through proposed activities, but we also want to incorporate some activities that reach ages in another purpose area. I'm sorry, I might have the purpose area wrong in terms of numbering -- but the ages, 19 or whatever it was to 24 -- what was that age range again?

DEREK O'LEARY: Yeah, 11 to 24. So...

MALAYA: Eleven to twenty-four. So, do we have to address older ages as well in another purpose area or if we're still meeting the requirement in our purpose area in terms of age range?

DEREK O'LEARY: It's a good question. Please keep in mind for this project and any other applicants who are asking this, you're applying to one specific purpose area and your project will be evaluated based upon how well you're proposing to meet those requirements for that purpose area. It's not unallowable that you would have activities that reach across some of those lines, but we're really looking for projects that exist primarily within one of those purpose areas. So, ideally, the ages are staying within that band. It can be separate age groups. It could be 11 to 14-year-olds, and then 17 to 20-year-olds, but it should be specified within that purpose area.

MALAYA: Okay. Great. And then my last...

DEREK O'LEARY: I'm sorry. I apologize for cutting you off. I just want to say, because we're running somewhat late, and I see hands, I know there are important questions. We will pool all of your questions and any additional questions that we receive, and we will provide answers in writing and post those in an accessible place so that information is available to anyone. So, please know that your questions will be received and responded to in an accessible way, even if you can't ask them now.

MALAYA: Perfect. I do have a couple of mine in the chat, so I'm going to go ahead and end there then, and then they'll be addressed.

DEREK O'LEARY: Sure. Yeah, but thanks so much for raising those great questions.

MALAYA: Thank you.

DEREK O'LEARY: I think maybe, Leidos, please tell us if we need to close up shop, but perhaps we could take another question.

PARTICIPANT: We can take a few more questions.

DEREK O'LEARY: Okay. Thank you.

PARTICIPANT: Okay.

DEREK O'LEARY: Karen, I see your name at the top of the list. Karen Smith.

KAREN SMITH: Thank you. So, one question was kind of already answered about younger siblings and family engagement stuff, so I'm going to say that's acceptable. The other question that I have is one of our projects takes kids from this age group, 11 to 17, to residential camp for a week in the summer. I want to make sure that that's okay, and not considered one of the entertainment [category], not okay things.

DEREK O'LEARY: If the camp were primarily focused on activities, training, education that is directed at the VAWA crimes and is part of your project activities? Yes. But I guess it would depend on the specifics of that camp that the people would be attending.

KAREN SMITH: Perfect. Thank you.

DEREK O'LEARY: When in doubt, make sure that you can connect the activities being proposed back to the VAWA crimes and locate them within the specific purpose area that you're planning to address in the proposal. Thanks for the question. I see Leah Haynes, your hand is at the top of the list.

LEAH HAYNES: Hi. Thanks.

DEREK O'LEARY: Thank you.

LEAH HAYNES: A couple people asked this question in the chat, but they're looking for a better definition of what OVW considers regional. Specifically, if we were to work with two different school districts in the same county, but they're not necessarily contiguous. They're, let's say, 30 miles apart. Is that allowable, or do you want it to be more concentrated in one community?

DEREK O'LEARY: The motivation behind that is that is it's more feasible to lead projects in a more focused community and to build a coordinated community response within a more concentrated community. If you're able to demonstrate in the Proposal Narrative that you're meeting those requirements of this community-specific project, even if they're not geographically contiguous with each other, that they share qualities, or that your coordinated community response is able to address the needs of those two school districts at the same time in a unified way, then I think that's okay. But again, that's kind of dependent on the specifics of what holds these two school districts together for you.

LEAH HAYNES: Okay. Great. And also, it was unclear in the solicitation -- do all proposed members of the CCR team need to be in the MOU with signatures?

DEREK O'LEARY: Yes. Anyone who's been included in the CCR should be on the MOU. Yes.

LEAH HAYNES: Okay. And they would all review the budget, et cetera, et cetera, too?

DEREK O'LEARY: They would all review the budget? I think that would be dependent on your organization and your approach to that relationship.

LEAH HAYNES: Okay. Thank you.

DEREK O'LEARY: Yeah. Thank you for the questions. Bill Stone, I see you at the top of the list. Feel welcome to unmute or put your question in the chat, Bill.

BILL STONE: Okay. Can you hear me now?

DEREK O'LEARY: Yeah, I can.

PARTICIPANT: Yes, we can.

BILL STONE: Just that the $500,000 in funding is the total amount for the three years, it's not per year.

DEREK O'LEARY: That's correct. That is over the course of three years. And so, your budget should account for a maximum of $500,000 spread over the course of three years.

BILL STONE: Right. Thank you.

DEREK O'LEARY: Yup. Thanks for clarifying. Helen Atkinson Barnes.

HELEN ATKINSON BARNES: Thank you. I was wondering about the requirement for a crisis counselor to be present at all events, workshops, and trainings. And I wondered if there were requirements for licensure or training for that crisis response person.

DEREK O'LEARY: That's a good question. That should be dependent on your state and your organization -- what those requirements are, I believe.

HELEN ATKINSON BARNES: Okay. And then just a follow-up -- for the crisis services being accessible for youth, if we offer those services and we do have licensed staff to provide counseling, but require parental consent due to state restrictions, is that something that fits in within your parameters?

DEREK O'LEARY: I think so. You'll note that one of the policies that will require to either exist or to be developed if you're awarded the grant is a parental consent policy, and that's, again, something that will emerge from your organization rather than a blueprint from us.

HELEN ATKINSON BARNES: Okay. So, it would be acceptable. It just needs to be explicit in the policy?

DEREK O'LEARY: Yes. Yes. And for grantees who are successfully awarded awards, there's support at that stage in developing these policies as needed.

HELEN ATKINSON BARNES: Thank you.

DEREK O'LEARY: Yeah. Thanks for the question, Helen. So, we, as mentioned, will pool lingering questions, items that have come up that we haven't given an adequate response to, as well as questions that we received by email that we think have responses that should be shared with everybody, and we'll make those responses available. For now, I thank you all again for tuning in for your interest in our program. And we're excited to read your excellent applications for those of you who do submit one. So, thank you again, everybody. If you are planning to attend the Engaging Men and Boys as Allies webinar, that will begin in a couple of minutes. So, to everyone else, have a wonderful day. Thank you.