Presenter

Stacy Phillips, DSW, MSW

Grants Management Specialist

Discretionary Programs Division

Office for Victims of Crime

Webinar Outline

1. OVC Overview and Mission

2. Breakdown of the solicitation

   - Project Purpose, Goal, and Objectives

   - Eligibility

   - Application and Award Timelines

   - Required Documents

3. Application Process
4. Questions and Answers

QUICK TIP

Have a copy of the solicitation available to follow along and take notes.

OVC Overview

Mission: OVC is committed to enhancing the Nation's capacity to assist crime victims and to providing leadership in changing policies and practices to promote justice and healing for all victims of crime.

OVC funding supports:

- victims in tribal communities;

- state victim compensation and assistance programs;

- training and technical assistance and information resources;

- victims of international terrorism and mass violence;

- federal agencies' provision of victim services;

- survivors of human trafficking; and

- demonstration and service projects.

Timeline

❑ Solicitation Closes: **Monday, July 19, 2021**

❑ DOJ expects to award grants no later than **September 30, 2021**

❑ All project **START** dates should be on or after **October 1, 2021***

Please Note: Successful applicants MAY NOT begin work until the budget has been reviewed and officially approved by OJP. Additional information and or restrictions may be outlined in the award package.

Eligibility

Purpose Area 1: Demonstration site applicants:
- State governments
- City or township governments
- County governments
- Native American tribal governments (Federally recognized)

Purpose Area 1 applicants must be public law enforcement agencies, to include Native American tribal governments with arrest powers and that perform law enforcement functions.

Purpose Area 2: Technical Assistance (TA) applicants:
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- Public and State controlled institutions of higher education
- Private institutions of higher education

For additional information on eligibility, please review the title page of the solicitation.

Program Description

OVC seeks applications to support the development, implementation, and dissemination of a train-the-trainer trauma-informed, hope-centered framework to assist law enforcement officers with addressing trauma and adversity in order to repair and rebuild relationships within the community.

Goal

The primary goal of this initiative is to develop a train-the trainer-curriculum to foster inclusion of a culture rooted in Hope Theory into law enforcement agencies.

Objectives

1. Develop a training curriculum to foster a law enforcement culture rooted in Hope Theory.

2. Develop a detailed plan for implementation and dissemination throughout the entire agency.

3. Develop a strategic plan for the agency that incorporates tangible goals and objectives for implementing a hope-centered agency framework and practice that responds to the needs of officers.

Objectives − cont.

4. Develop new or expand existing policies and best practices that operationalize a common language of hope tailored for law enforcement that promote safety, well-being, and community oriented policing practices.
5. Create and implement a cohesive and actionable plan, using the hope-centered practices and policies, to respond and transform traumatic stress and burnout throughout the agency.
6. Develop a hope-centered community advisory council
7. Document and disseminate best practices and lessons learned through local analysis, and in coordination with national research conducted by the technical assistance provider.

Deliverables

Purpose Area 1: Successful demonstration site applicants will:

- work with the TA provider and other sites to implement a hope-centered framework throughout the law enforcement agency.
- work with the TA provider and other demonstration sites to develop a train-the-trainer toolkit uniquely designed for use by law enforcement agencies that includes a certification program for trainers/navigators within each agency for sustainability.
- hire FTE project coordinator
- hire FTE community/hope navigator
- plan and deliver 1 Community and Law Enforcement Hope Summit a year
- Partner with a research entity to collect data and conduct a project process evaluation
- produce a final report

Deliverables

Purpose Area 2: The successful TA provider applicant will:
- develop, pilot, and implement a train-the-trainer curriculum and toolkit.
- plan and execute regular site meetings.
- develop and implement a sustainability plan to start from project inception with each site.
- create a train-the-trainer model to build capacity.
- develop a cadre of certified trainers.
- Develop and implement a marketing plan.
- partner with a research entity to conduct a national evaluation.
- share findings to advance knowledge and practice in the field.
- deliver a robust program evaluation report for dissemination to the field

OJP Priority Areas

In FY 2021 and in addition to executing any statutory prioritization that may be applicable, OJP will give priority consideration to applications as follows:

- Applications that will advance the promotion of civil rights, access to justice, support to crime victims, protecting the public from crime and evolving threats, or building trust between law enforcement and the community.
- Applications that demonstrate that the individuals who are intended to benefit from the requested grant reside in high-poverty areas or persistent-poverty counties.

For additional information, please see the solicitation.

Federal Award Information

Maximum number of awards OVC expects to make: 5 Awards (total)

     Purpose Area 1:   4 awards   of up to $750,000

     Purpose Area 2:   1 award   of up to $1 million

Total amount anticipated to be awarded under solicitation: $4 million

Period of Performance start date: 10/01/2021

Period of Performance duration: 36 Months

Type of Award

Awards will be made as **Cooperative Agreements**:

- **Substantial involvement between awarding agency and recipient** during the performance period
- Awarding agency **closely participates** in the performance of the program

See the "Administrative, National Policy, and Other Legal Requirements" section of the OJP Grant Application Resource Guide for more information.

Application and Submission Information

Applications **MUST** Include

These elements **MUST** be included in the application submission to meet the basic minimum requirements to advance to peer review and receive consideration for funding:

- **Proposal Abstract**

- **Proposal Narrative**

  - Statement of the Problem (20%)

  - Project Design and Implementation (45%)

  - Capabilities and Competencies (20%)

  - Plan for Collecting the Data for this Solicitation's Performance Measures (5%)

- **Budget Worksheet and Budget Narrative (web-based form)** (10%)

Proposal Abstract

An abstract is a **clear and simple summary statement** about your proposal.

This statement should be no more than 400 words and should include:
- Name of the applicant,
- primary activities,
- products and deliverables,
- the service area, and who will benefit from the proposed project

This will be completed in the JustGrants Web-based form.

Proposal Narrative Format

The proposal narrative must:

- Be double-spaced

- Use a standard 12-point font (Times New Roman is preferred)

- Have no less than 1-inch margins

- NOT exceed 25 pages. Pages should be numbered "1 of 25," "2 of 25," etc.

- Be submitted as an attachment in JustGrants.

Proposal Narrative Format

The following sections are part of the proposal narrative:

1. Statement of the problem

2. Project design and implementation

3. Capabilities and competencies

4. Plan for collecting the data required for this solicitation's performance measures

Proposal Narrative: Statement of the Problem

For Purpose Area 1, this section must:

- Describe an understanding that law enforcement officers experience primary and secondary trauma and how that trauma impacts their ability to perform their duties and the impact on the department.

- Describe any ongoing challenges with the community.

- Describe your law enforcement departments' interest in participating in this initiative and what you hope to gain from it.

- Describe the benefit to the officer, the organization, and the community.

Proposal Narrative: Statement of the Problem

For Purpose Area 2, this section must:

- Describe an understanding of primary, secondary, and vicarious trauma and its impact on law enforcement officers individually and on the agency as a whole.

- Describe an understanding of Hope Theory and resilience, and their benefits to individuals, organizations, and communities.

- Describe the unique considerations, issues, or challenges in creating a hope-centered organization and how will you address them through TTA.

Proposal Narrative: Project Design and Implementation

This **section** should include goals, objectives and activities that are aligned with solicitation

- Be brief, concise, and clear.

- Make sure the information is consistent throughout your proposal.

- Create <u>solid</u> goals and <u>measurable</u> objectives:

  - Objectives should be **SMART:**

  Specific, **M**easurable, **A**ttainable, **R**ealistic, and **T**ime-bound

- Focus on the future and setting a <u>realistic timeline</u> to complete the project.

Proposal Narrative: Capabilities and Competencies

For Purpose Area 1, applicants should:

- Demonstrate that your agency has the organizational capacity to successfully undertake an initiative that involves significant collaboration with a technical assistance provider and other partners supporting the effort.

- Indicate whether there have been any planning meetings or other discussions among staff, or staff and leadership, about the need to address victimizations and trauma on an individual or organizational level.

- Describe the strengths and challenges of your organization (e.g., resources, policy and system barriers, training gaps, facility space, buy-in).

- Identify any staffing, resource, and capacity needs that your organization foresees in leading this project.

Proposal Narrative: Capabilities and Competencies

For Purpose Area 2, applicants should:

- Demonstrate organizational expertise and capacity to successfully undertake an initiative that involves significant collaboration with law enforcement agencies and partners.
- State the mission of the applicant organization.
- Describe the current or past experiences of the applicant organization in providing TTA to law enforcement or victim-centered organizations and multidisciplinary audiences.
- Describe the capacity of the applicant organization to undertake the project, including the anticipated number of staff, consultants, and project partners that will be devoted to the project.
- Describe the qualifications and experience of the proposed staff and consultants dedicated to the project.

Proposal Narrative: Plan for Collecting Data

- Who will be responsible for reporting the required performance measures?

- How will data be collected?

- Any additional performance metrics?

- What data sources will be used? – Any legal, policy, or other barriers to gaining access?

Budget Worksheet and Budget Narrative (Web-Based Form)

See the [OJP Grant Application Resource Guide](#) for additional information.

❑ Use the JustGrants web-based form.

❑ Personnel costs should relate to the key personnel for the project.

❑ The budget should include adequate funding to fully implement the project, broken out by year, reflecting 36 months.

❑ The budget should be mathematically sound and correspond with information described in the Proposal Narrative and aligned with the project design.

Office for Victims of Crime

JUSTICE FOR VICTIMS ● JUSTICE FOR ALL

Applications Should Also Include

Along with the 3 required documents, the following information should be included in the application submission:

- Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov

- Standard Application Information (SF-424 info from Grants.gov)

- Indirect Cost Rate Agreement (if applicable)

- Financial Management and System of Internal Controls Questionnaire

- Disclosure of Process Related to Executive Compensation

- Research and Evaluation Independence and Integrity Statement

- Documentation of Advancing DOJ Priorities (if applicable)

- Documentation of High-Poverty Areas or Persistent-Poverty Counties (if applicable)

- Disclosure of Lobbying Activities (SF-LLL)

- Applicant Disclosure of Duplication in Cost Items

- DOJ Certified Standard Assurances

- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

- Applicant Disclosure and Justification—DOJ High-Risk Grantees

- Request and Justification for Employee Compensation; Waiver (if applicable)

- MOUs and Letters of Intent

Application Process

JustGrants: Application Submission Resources

[Application Mechanics eLearning Videos](#)

By viewing the eLearning videos, job aids, DOJ Application Checklist and other resources, applicants will have all of the information

needed to successfully navigate the mechanics of submitting an application.

- ✓ [Application Mechanics: Getting Ready to Apply (NEW)](#)

- ✓ [Application Mechanics: Initiating Application Submission in Grants.gov (NEW)](#)

- ✓ [Application Submission: Locating an Application](#)

- ✓ [Application Submission: Submitting an Application](#)

- ✓ [Application Submission: Completing a Budget Detail Form](#)

- ✓ [Application Mechanics: After Submitting an Application (NEW)](#)

Review the Application Submission Webinar

Recording available: *Application Mechanics: Submitting an Application*

What you'll learn:

✓ Steps to take prior to applying for funding

✓ How to find open DOJ funding opportunities in Grants.gov

✓ How to apply for funding using JustGrants

✓ The JustGrants roles and their responsibilities and required actions

✓ How to navigate and use the system

✓ Where to find training materials, job aids, and other resources

JUSTgrants
JUSTICE GRANTS SYSTEM

DOJ Application Submission Checklist

Review the *DOJ Application Submission Checklist*

The checklist covers all necessary steps to complete the two-part application process in Grants.gov and JustGrants.

The checklist includes:

- ✓ how to prepare to apply

- ✓ completing the abbreviated application in Grants.gov

- ✓ Entity Onboarding and JustGrants Access

- ✓ completing, reviewing, certifying and submitting your application in JustGrants, and

- ✓ helpful user tips

JUSTgrants
JUSTICE GRANTS SYSTEM

JustGrants Training and Resources

➤ Access [recording](#) and [slide deck](#) from previous webinars

➤ Refer to the [JustGrants Training Application Submission](#) page for additional information and training on the application submission process

➤ Bookmark the [JustGrants Training](#) page for updates

Submission Information

Step 1: **Grants.gov**

- Submit the **SF-424 and an SF-LLL** at:
  https://www.grants.gov/web/grants/register.html
- To register in Grants.gov, applicants need to obtain a Data Universal Numeric System (DUNS) and System of Award Management (SAM) registration or renewal.

Step 2: **JustGrants**

- Submit the **full application** including attachments at: JustGrants.usdoj.gov

Refer to the Registration and Submission section of the OJP Grant Application Resource Guide at *https://ojp.gov/funding/Apply/Resources/Grant-App-Resource-Guide.htm* for instructions on How to Apply (https://www.ojp.gov/funding/apply/ojp-grant-applicationresource-guide#howToApply)

OJP Grants Application Resource Guide

Visit: https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide

Important Web Resources

- Office for Victims of Crime: https://ovc.ojp.gov

- DOJ Grants Financial Guide: https://ojp.gov/financialguide/DOJ/index.htm

- JustGrants: https://justicegrants.usdoj.gov/

- Grants.gov: https://www.grants.gov

- OJP Grant Application Resource Guide: https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide

- OVC Training and Technical Assistance Center: www.ovcttac.gov

- Grant Performance Measurement Reporting: https://ojp.gov/performance/

- OJP Resource Center: https://www.ojp.gov/ncjrs/new-ojp-resources

Important Contact Information

Technical Assistance Submitting the <u>SF-424 and SF-LLL</u> into Grants.Gov: 800–518–4726, 606–545–5035 | support@grants.gov

Technical Assistance Submitting the <u>FULL APPLICATION</u> into JustGrants: 833–872–5175 | JustGrants.Support@usdoj.gov

Technical Assistance with Programmatic Requirements contact the OJP Response Center: 800–851–3420 | grants@ncjrs.gov

Important Dates

Part 1: **Grants.gov**

- Submit **SF-424** & **SF-LLL** in Grants.gov by

July
6
11:59 p.m. e.t.

Part 2: **JustGrants**

- Submit **Full Application** in JustGrants.usdoj.gov by

July
19
11:59 p.m. e.t.

Questions

Submit questions in the **Q&A Box**.