

OVC FY 2021 National Center for Culturally Responsive Victim Services

CFDA # 16.582

Grants.gov Solicitation Number: O-OVC-2021-32002

June 9, 2021

The webinar will begin shortly.
Please have a copy of the solicitation available
to follow along and take notes.



Presenter



Deserea Jackson

Grants Management Specialist

Tribal 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



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 26, 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

The following are eligible to apply:

- Public and State controlled institutions of higher education
- Native American tribal organizations (other than Federally recognized tribal governments)
- Native American tribal governments (Federally recognized)
- 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
- Private institutions of higher education
- For profit organizations other than small businesses
- Small Businesses

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

Program Description



The program provides for the development, operation, and management of the OVC's National Center for Culturally Responsive Victim Services. The Center will—

- facilitate the delivery of national-scale, high-quality training and technical assistance to increase access to victim services and victim compensation for victims of crime in areas that have been historically underserved, marginalized, and adversely affected by inequality, including communities of color.
- increase the capacity of community-based organizations to address the critical need for culturally relevant, trauma-informed, victim-centered services.
- align efforts with the Federal Government's goal in advancing equity for all, as outlined in Executive Order 13985, *Advancing Racial Equity and Support for Underserved Communities Through the Federal Government* ([January 20, 2021](#)).

Goals



The goals of this program are to:

- 1) promote racial equity in victim services and compensation by enhancing the organizational and programmatic capacity of victim service organizations run by and for historically underserved communities, including communities of color;
- 2) provide comprehensive, training and technical assistance to advance services to victims of crime; and
- 3) build the capacity and infrastructure of organizations that provide victim services in underserved communities as all or part of their mission.

Objectives



1. Identify and reach out to organizations that serve victims in communities that have been historically underserved, marginalized, and adversely affected by persistent inequality, including communities of color, where there are few or no state or federally funded grantees or subgrantees that serve victims.
2. Conduct a needs assessment in those communities to: identify barriers that are inhibiting victims' awareness, access, and utilization of victim services and victim compensation; identify gaps in victim services to better understand the capacity of community-based organizations to provide culturally specific services to crime victims; and raise the awareness of those community-based organizations about state and federal programs, resources, and funding opportunities.



Objectives – cont.



3. Develop and deliver culturally competent training and technical assistance to victim service providers, community and faith-based organizations, and other stakeholders in historically underserved communities, including communities of color, that provide direct assistance to victims as all or part of their mission.
4. Enhance knowledge of and access to state and federal grant opportunities for organizations that serve victims of crime in underserved communities and provide training and technical assistance on programmatic and fiscal management of state and federal grant funds.



Deliverables



Successful applicants will:

1. Develop an outreach plan to obtain insight from historically underserved communities.
2. Complete a needs assessment identifying underlying causes of violence and victimization; barriers that inhibit victims in communities of color from accessing services and victim compensation; and gaps in victim services.
3. Develop and implement a training and technical assistance capacity building strategy that addresses three key priority areas:
 - outreach to culturally specific community-based organizations in historically underserved communities, including communities of color, where there are few or no VOCA-funded programs;
 - culturally competent training and technical assistance to victim service providers, community- and faith-based organizations, and other stakeholders in underserved communities who may provide services to crime victims as all or part of their mission; and
 - increase knowledge of, and access to, state and federal victim service grant opportunities to strengthen and sustain organizations in the identified communities.



Deliverables – cont.



4. Work collaboratively with OVC and other OVC technical assistance providers, particularly those working with VOCA State Administrators, to advance access to victim services and compensation in historically underserved communities, including communities of color.
5. Develop a report on the success of the project in meeting OVC goals and objectives.
6. Complete and submit financial, progress, and other reports as required by the cooperative agreement.





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:	1 Award
Maximum dollar amount for each award:	\$3 million
Total amount anticipated to be awarded under solicitation:	\$3 million
Period of Performance start date:	10/1/2021
Period of Performance duration:	36 Months



Type of Award

This award will be made as a **Cooperative Agreement**:

- 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/Description of the Issue (10%)
 - Project Design and Implementation (45%)
 - Capabilities and Competencies (30%)
 - 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 20 pages. Pages should be numbered “1 of 20,” “2 of 20,” 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/Description of the issue
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/Description of the Issue



This section must:

1. Describe the problem to be addressed.
2. Describe the communities to be served.
3. Describe current services available to victims and gaps in services.
4. Describe the process for facilitating intentional, coordinated, and mission-driven efforts to strengthen organizations to improve services in underserved communities, including communities of color.
5. Describe the challenge in filling these gaps.
6. Describe how the funding will alleviate the problem.



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 solid goals and measurable objectives:
 - Objectives should be **SMART**:
Specific, **M**easurable, **A**ttainable, **R**ealistic, and **T**ime-bound
- Focus on the future and setting a realistic timeline to complete the project.

Proposal Narrative: Capabilities and Competencies



This section must:

1. Include a list of key personnel.
2. Describe the applicant's substantive expertise and experience in performing the duties of this project and the ability to perform this work on a National scale.
3. Include job descriptions and copies of resumes for proposed key staff positions who will manage or otherwise be involved in the project.
4. Show the applicant's capability to conduct needs assessments and analyses describing the successful activities undertaken by the Center.
5. Describe demonstrable ties to the communities to be served and experience in providing culturally competent services.

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.

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
- Resumes for Key Staff
- Tribal Authorizing Resolution (if applicable)
- Research and Evaluation Independence and Integrity (if applicable)
- Documentation of Advancing DOJ Priorities (if applicable)
- Documentation of High-Poverty or Persistent Poverty Counties (if applicable)
- Disclosure of Lobbying Activities (SF-LLL)
- Applicant Disclosure of Duplication in Cost Items
- DOJ Certified Standard Assurance
- 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)

Application for Federal Assistance (Standard Form (SF)-424)

Double Check the SF-424

- Type of Application:** “New”
- Legal Name:** Enter the same legal name you use in all OJP award documents. Must be exactly the same.
- Start/End Dates:** 10/01/2021– not more than 09/30/24
- Estimated Funding:** Must match the federal request in the Budget Worksheet
- Project Description:** OVC FY 2021 National Center for Culturally Responsive Victim Services

The SF-424 will be submitted in Grants.gov. See the [OJP Grant Application Resource Guide](#) for additional information.

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

Approved: OMB No. 1121-0329
Expires 11/30/2020

Background
Recipients' financial management systems and internal controls must meet certain requirements, including those set out in the "Part 200 Uniform Requirements" (2.C.F.R. Part 2800).
Including at a minimum, the financial management system of each OJP award recipient must provide for the following:

- (1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, and the name of the Federal agency.
- (2) Accurate, current, and complete disclosure of the financial results of each Federal award or program.
- (3) Records that identify adequately the source and application of funds for Federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income, and interest, and be supported by source documentation.
- (4) Effective control over, and accountability for, all funds, property, and other assets. The recipient must adequately safeguard all assets and assure that they are used solely for authorized purposes.
- (5) Comparison of expenditures with budget amounts for each Federal award.
- (6) Written procedures to document the receipt and disbursement of Federal funds including procedures to minimize the time elapsing between the transfer of funds from the United States Treasury and the disbursement by the OJP recipient.
- (7) Written procedures for determining the allowability of costs in accordance with both the terms and conditions of the Federal award and the cost principles to apply to the Federal award.
- (8) Other important requirements related to retention requirements for records, use of open and machine readable formats in records, and certain Federal rights of access to award-related records and recipient personnel.

1. Name of Organization and Address:
Organization Name:
Street1:
Street2:
City:
State:
Zip Code:

2. Authorized Representative's Name and Title:
Prefix: First Name: Middle Name:
Last Name: Suffix:
Title:

3. Phone: 4. Fax:
5. Email:

6. Year Established: 7. Employer Identification Number (EIN): 8. DUNS Number:

9. a) Is the applicant entity a nonprofit organization (including a nonprofit institution of higher education) as described in 26 U.S.C. 501(c)(3) and exempt from taxation under 26 U.S.C. 501(a)? Yes No
If "No" skip to Question 10.
If "Yes", complete Questions 9. b) and 9. c).

Lobbying Form (SF-LLL)



All applicants must disclose the existence or nonexistence of lobbying activities by completing and submitting Form SF-LLL.

The SF-LLL will be submitted in Grants.gov.

DISCLOSURE OF LOBBYING ACTIVITIES
Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352 (See reverse for public burden disclosure.)

Approved by OMB 0348-0046

1. Type of Federal Action:
 a. contract
 b. grant
 c. cooperative agreement
 d. loan
 e. loan guarantee
 f. loan insurance

2. Status of Federal Action:
 a. bid/offer/application
 b. initial award
 c. post-award

3. Report Type:
 a. initial filing
 b. material change
For Material Change Only:
year _____ quarter _____
date of last report _____

4. Name and Address of Reporting Entity:
 Prime
 subawardee
Tier _____, if known:
Congressional District, if known: _____
6. Federal Department/Agency: _____

5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:
Congressional District, if known: _____
7. Federal Program Name/Description: _____
CFDA Number, if applicable: _____

8. Federal Action Number, if known: _____

9. Award Amount, if known: \$ _____

10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): _____
b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): _____

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature: _____
Print Name: _____
Title: _____
Telephone No.: _____
Date: _____

Federal Use Only:
Authorized for Local Reproduction
Standard Form LLL (Rev. 7-97)

To download the Disclosure for Lobbying Activities form, visit:

<https://ojp.gov/funding/Apply/Resources/Disclosure.pdf>

Disclosure of Duplication in Cost Items



The **disclosure** (written statement) should include both **direct applications** for federal funding (e.g., applications to federal agencies) and **indirect applications** for such funding (e.g., applications to state agencies that will subgrants federal funds).

This written statement should include:

- The federal or state funding agency name
- The solicitation name, project name, and description of the project
- The point of contact information at the applicable funding agency



Applicant Disclosure of High-Risk Status



If an applicant is currently designated as high risk by a federal grant-making agency, then the applicant must include the following information in its application:

- 1) NAME AND CONTACT INFO OF THE DESIGNATING AGENCY**
- 2) DATE OF DESIGNATION**
- 3) REASON FOR DESIGNATION**



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 \(NEW\)](#)



JUSTgrants
JUSTICE GRANTS SYSTEM

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



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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



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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



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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](https://www.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-application-resource-guide#apply>)



Step 1: Apply in Grants.gov



Applicants will submit the **SF-424** and an **SF-LLL** in Grants.gov

All Applicants should complete the following steps:

1. Acquire a unique entity identifier (a Data Universal Numbering System (DUNS) number)
2. Register or maintain registration with the System for Award Management (SAM) database well in advance of applying (replaces CCR).
3. Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.
4. Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).
5. Search for the funding opportunity on Grants.gov
6. Select the correct Competition ID.
7. Access Funding Opportunity and Application Package from Grants.gov.
8. Submit a valid application consistent with the solicitation by following the directions at Grants.gov.

Step 2: Apply in JustGrants



Applicants will then submit the **full application** including attachments in JustGrants at JustGrants.usdoj.gov.

OJP Grants Application Resource Guide



The screenshot shows the top portion of a website. On the left is the U.S. Department of Justice seal. To its right, the text "U.S. DEPARTMENT OF JUSTICE" and "OFFICE OF JUSTICE PROGRAMS" is displayed. Further right are links for "Contact Us", "Careers", "Subscribe", and a share icon. Below these is a search bar with the word "Search" and a magnifying glass icon. A navigation menu follows with links for "Home", "About Us", "News Center", "Grants/Funding" (which is highlighted with a yellow underline), "For Congress", "Resources", "Topics", "Training", and "Data". Below the navigation menu is a breadcrumb trail: "Home / Grants/Funding / Applicant Resources". The main content area is a large blue rectangle with the text "OJP Grant Application Resource Guide" in white.

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 SF-424 and SF-LLL into
Grants.Gov: 800-518-4726, 606-545-5035 | support@grants.gov



Technical Assistance Submitting the FULL APPLICATION 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



Part 2: **JustGrants**

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



Questions



Submit questions in the [Q&A Box](#).