OFFICE FOR VICTIMS OF CRIME

JUSTICE FOR VICTIMS ● JUSTICE FOR ALL

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

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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

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 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 <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

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 <u>should be included</u> 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)
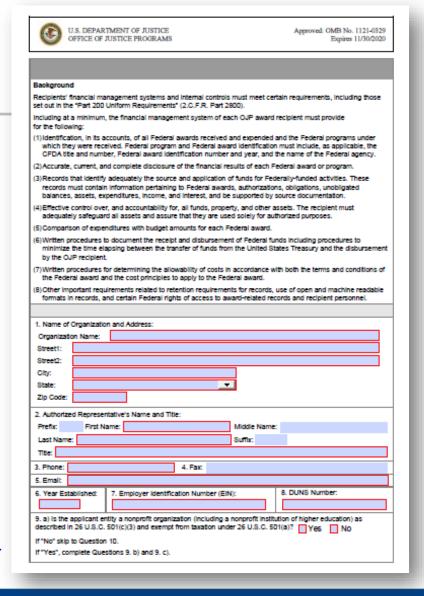
Application for Federal Assistance (Standard Form (SF)-424)

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.

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.

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 <u>is currently designated as high risk</u> 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)

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

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 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
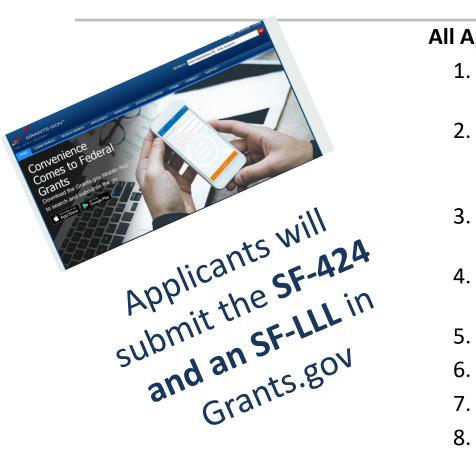
QUICK TIP

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

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 12 11:59 p.m. e.t.

Part 2: **JustGrants**

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

July 26 11:59 p.m. e.t.

Questions

Submit questions in the Q&A Box.