

# OVC FY 2021 Advancing the Use of Technology to Assist Victims of Crime

CFDA # 16.582

Grants.gov Solicitation Number: O-OVC-2021-91005

May 12, 2021

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



# Presenter

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## **Ivette Estrada**

Grant Program 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



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



# OVC Overview

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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

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- ❑ Solicitation Closes: **Monday, June 28, 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

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- State governments
- City or township governments
- Public and State controlled institutions of higher education
- County governments
- 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 additional information on eligibility, please review the title page of the solicitation.**

# Program Description

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OVC seeks to provide funding to organizations that demonstrate innovative strategies to create, expand, or enhance the use of technology in innovative ways to interact directly with crime victims and/or to provide information, referrals, crisis assistance, and longer-term help.

# Goal

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Purpose Area 1: To develop innovative strategies to create, expand, or enhance the use of technology to improve response, services, and access for victims of crime.

C-OVC-2021-00016-PROD



# Objective



Purpose Area 1: The objective of this program is to identify gaps in technology that can be enhanced by building the organization's technological capacity to increase access and provide timely victim services that are sustainable, safe, and align with [OVC Model Standards](#).



# Deliverables



Purpose Area 1: Successful applicants will:

- direct service provision to crime victims, using trauma-informed approaches that protect the safety and confidentiality of victims;
- development of culturally and linguistically appropriate community outreach events and/or materials and resources for service providers and criminal justice stakeholders; and,
- a final report describing project activities, promising practices, challenges encountered, and solutions to address those challenges in order to improve outcomes for crime victims.



# Goal

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Purpose Area 2: To enhance or expand capacity of a national victim service hotline (excluding the National Elder Justice Hotline).

C-OVC-2021-00017-PROD

# Objective



Purpose Area 2: The objective is to expand a national hotline to interact directly with crime victims and/or to provide information, referrals, crisis assistance, and longer-term help. The hotline should be staffed by experienced case managers who provide direct service provision and personalized support to crime victims, using trauma-informed approaches that protect the safety and confidentiality of victims. The hotline should incorporate the following approaches:

- Use skilled case managers who can assess the needs of the victim and identify relevant next steps.
- Identify appropriate reporting agencies, and provide information to callers to assist them in reporting, or connect callers directly (as a warm hand-off) with the appropriate agency.
- Provide resources and referrals to other applicable services as needed.
- Provide contact information to national or local level resources per the specific needs of the caller.



# Deliverables



Purpose Area 2: Successful applicants will:

- Develop culturally and linguistically appropriate community outreach events and/or materials and resources for service providers and criminal justice stakeholders.
- Engage in public awareness campaigns and easily accessible webinars to increase awareness of the assistance available.





# OJP Policy Priority Areas

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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

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Maximum number of awards OVC expects to make:	4 Awards (total)
Purpose Area 1:                      3 awards	of up to \$1 million
Purpose Area 2:                      1 award	of up to \$1.5 million
Total amount anticipated to be awarded under solicitation:	\$4.5 million
Period of Performance start date:	10/01/2021
Period of Performance duration:	36 Months



# Type of Award

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The 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.





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# 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 (40%)
  - Capabilities and Competencies (20%)
  - Plan for Collecting the Data for this Solicitation's Performance Measures (10%)
- **Budget Worksheet including the Budget Narrative (10%)**



# Proposal Abstract

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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

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## 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

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**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



This section must:

- Describe why this project and proposed activities are necessary (significance/value) and/or address a need and include supporting information.
- Describe how funding will support the project's value to the victims' field by meeting the stated goals.
  - Use data to provide evidence that the need for the effort exists and demonstrate the scope and size of the need.
  - Make a convincing case that the project addresses a gap in existing resources and does not duplicate an existing program.

# 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**:  
**S**pecific, **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



- Describe the applicant's capabilities and competencies to accomplish the goals and objectives of the project.
  - Include a clear description of the applicant's management structure and current and proposed professional staff members' unique qualifications that will enable them to fulfill their grant responsibilities.
  - Describe how the program will be managed and include an organizational chart or information describing personnel.
- Include a list of personnel responsible for managing and implementing the major stages of the project.
  - If additional staff will be hired, the applicant should identify the selection criteria.
  - The project director must have both the substantive expertise and experience to perform crucial leadership functions, and sufficient time to devote to the project to provide the needed guidance and supervision. Include job descriptions and copies of resumes for proposed key staff positions.



# Proposal Narrative: Plan for Collecting Data

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- Describe the process for measuring project performance.
- Identify who will collect the data and who is responsible for performance measurements.
- Describe how the information will be used to guide and evaluate the impact of the project.
- Describe the process to accurately report data.

# 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
- 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 High-Poverty or Persistent Poverty Counties (if applicable)
- Documentation of Advancing DOJ Priorities (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)



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# Application Process

# Review Application Submission Webinar Materials



**Webinar:**  
***Application Mechanics:  
Submitting an Application***

Learn more about how to apply for DOJ funding opportunities by reviewing one of the [previous webinar sessions](#).

# 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



**JUSTgrants**  
JUSTICE GRANTS SYSTEM





# Submission Information

**Step 1:** Applicants will submit an **SF-424** and an **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>. To register in Grants.gov, applicants will need to obtain a Data Universal Numeric System (DUNS) and System of Award Management (SAM) registration or renewal.



**Step 2:** Applicants will submit the **full application** including attachments in JustGrants 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-applicationresource-guide#howToApply>)

# 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 items: "Home", "About Us", "News Center" (with a dropdown arrow), "Grants/Funding" (with a dropdown arrow and a yellow underline), "For Congress", "Resources" (with a dropdown arrow), "Topics" (with a dropdown arrow), "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](http://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](mailto:support@grants.gov)



Technical Assistance Submitting the FULL APPLICATION into  
JustGrants: 833-872-5175 | [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov)



Technical Assistance with Programmatic Requirements contact the  
OJP Response Center: 800-851-3420 | [grants@ncjrs.gov](mailto:grants@ncjrs.gov)

# Important Dates



## Application Mechanics Webinars

(recordings available [Training: Application Submission | JUSTICEGRANTS \(usdoj.gov\)](https://www.justicegrants.gov/Training/Application-Submission))

Part 1: Submit SF-424, SF-LLL in Grants.gov by



Part 2: Submit Full Application in JustGrants.gov by



# Question Time

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To submit a question, use the [Q&A Box](#) and select [all panelists](#).