

# OVC FY 2022 Advancing Hospital-Based Victim Services

CFDA # 16.582

Grants.gov Opportunity Number: O-OVC-2022-171238

April 28, 2022

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



# Presenter

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## **Sharron Fletcher**

Lead Victim Justice 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

Mission: OVC is committed to enhancing the Nation's capacity to assist crime victims and to providing leadership in changing attitudes, 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

- ❑ Grants.gov deadline: **Wednesday, June 8, 2022**
- ❑ JustGrants deadline: **Wednesday, June 15, 2022**
- ❑ DOJ expects to award grants no later than **September 30, 2022**
- ❑ All project **START** dates should be on or after **October 1, 2022\***



**\*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



- State governments
- City or township governments
- Public and State controlled institutions of higher education
- County governments
- Public housing authorities/Indian housing authorities
- 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
- For-profit organizations (including Tribal for-profit organizations) that agree to forgo any profit or management fees

*Eligibility*

*Criteria*



**For additional information on eligibility, please review the solicitation cover page.**

# Goal



The goal of this solicitation is to:

- support evidence-based models, practices, and policies that improve partnerships between the victim services field and hospitals to increase support for crime victims.

# Objective

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The objective of these partnerships is to provide comprehensive, coordinated, culturally relevant, trauma-informed services and support that address the full range of victim needs.





# Solicitation Requirements

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- Projects focused on responding to **community violence and victims of gun violence** are encouraged, but potential sites may consider using hospital-based/affiliated services and other related approaches to support multiple types of victimization in their proposed projects.

# Solicitation Requirements



- Applicants should include detailed descriptions of the specific approach they will use to reach the specified type of victims and explain how the approach will improve victim outcomes.
- Applicants should also include a detailed explanation of how their program partners will assist in meeting the complex needs of the victims served.
- These details should cover how referral networks and collaboration between the hospital-based programs, community-based organizations, law enforcement, and other public agencies will be strengthened for the purpose of improving the response to victims of gun and community violence.



# Solicitation Requirements

- All projects supported **must** respect the decision-making independence of crime victims, support self-sufficiency; and promote victims' feelings of increased safety and well-being.
- Services and support included in the project **do not** have to be offered at the hospital/medical facilities.
- Applicants are encouraged to establish a network of support services available to survivors in the surrounding community that are easily accessible for survivors.



# Solicitation Requirements

- Applicants **are required** to work with a local research partner to track and evaluate efforts and use this data to make program improvements.
- At least \$25,000 per year can be used to support the local evaluation.
- The research partner **must** be independent and not connected, directly or indirectly, to the applicant agency.
- MOU or letter of intent with/from local research partner **must** be included with application.

# Project Activities



- Creating trauma-informed services and support for survivors identified by program advocates, case managers, and other staff when entering hospital emergency departments and similar medical settings (e.g., urgent care facilities, clinics).
- Funding positions and training for hospital and program staff on the use of screening tools and other methods used to identify victimization and trauma.
- Conducting training for medical staff on the use of victim-centered, culturally relevant, trauma-informed approaches when working with survivors in hospital settings.
- Funding partnerships to expand the network of support services available to survivors in the surrounding community that are easily accessible for survivors.
- Use of multidisciplinary teams linked to hospitals to identify and address service gaps and barriers that improve participating agency responses to victims and create a seamless network of services for survivors.



# Deliverables



- Submission of quarterly financial reports and semiannual progress reports in compliance with DOJ grant requirements.
- Participation in conferences and meetings hosted by the [Health Alliance for Violence Intervention](#), OVC, and other partners.
- A final report, describing how the grantee implemented its project, including identification of project partners, areas of success, and lessons learned from program data collection and evaluation efforts or action research activities.



# OVC's Coordination Role



- Reviewing and approving major plans, including changes to such plans, and key decisions pertaining to project operations.
- Reviewing and approving major project-generated documents.
- Providing guidance on significant project plans and participating in project-related training events or meetings. (OVC will make final decision on the occurrence of any events, and review and approve meeting agendas).
- Selecting the participating demonstration project sites.

# OJP Priority Areas



1. Priority Considerations Supporting Executive Order 13985, *Advancing Racial Equity and Support for Underserved Communities Through the Federal Government*
  - A. Applications that include project(s) that will promote racial equity and the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality, when making award decisions.
  - B. Applicants that can demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because the applicant (or at least one proposed subrecipient that will receive at least 30% of the requested award funding, as demonstrated in the Budget Worksheet and Budget Narrative) identifies as a culturally specific organization.
  
2. Priority Considerations Supporting [White House Community Violence Intervention Collaborative](#)

**For additional information, please see the solicitation.**





# Federal Award Information

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Maximum number of awards OVC expects to make:	3 Awards (total)
Maximum dollar amount for each award:	\$500,000
Total amount to be awarded under solicitation:	\$1.5 million
Period of Performance start date:	10/01/2022
Period of Performance duration:	24 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.

# 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 (15%)
  - Project Design and Implementation (40%)
  - Capabilities and Competencies (25%)
  - Plan for Collecting the Data for this Solicitation's Performance Measures (5%)
- **Budget Worksheet and Budget Narrative (web-based form) (10%)**
- **Other Attachments (5%)**



**Remember, if you fail to submit ANY of required documents, your application will not be considered for funding!**



# 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:

- purpose of the project,
- primary activities,
- expected outcomes,
- the service area, and
- intended beneficiaries and subrecipients

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
- 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



**Outline ALL the grant requirements and make a plan to fulfill each and EVERY REQUIREMENT.**

# Proposal Narrative: Statement of the Problem

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This section must:

- Describe how funding will support the project's value to the victim field by meeting the stated goals.
- 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.
  - If receiving funding from other sources, describe how OVC funding will leverage such.



# Proposal Narrative: Project Design and Implementation



This **section** should include goals, objectives and activities that are aligned with the 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: Project Design and Implementation



- Applicants seeking priority consideration for Priority 1(A), should address in this section how the proposed project(s) will promote racial equity and/or the removal of barriers to access and opportunity, and/or contribute to greater access to services, for communities that have been historically underserved, marginalized, and adversely affected by inequality.
- Applicants seeking priority consideration for connections to the CVIC, should explain how the program is connected to efforts in their jurisdiction to strengthen the local community violence intervention infrastructure and provide services to communities impacted by gun and community violence.

# Proposal Narrative: Capabilities and Competencies



- Explain the roles and responsibilities of the lead agency along with a plan for communicating with the multidisciplinary team, other agencies, and community partners. Describe the project's organizational structure and operations. A copy of the applicant's organizational chart must be submitted.
- Identify a coordinator within the lead agency responsible for the operation and expansion of program efforts. This individual must be empowered to lead a multidisciplinary effort within a well-designed, staff-supported organizational structure that includes capacity to oversee programmatic and financial responsibilities.
- Discuss any previous or current experience providing victim services, using multidisciplinary partnerships, balanced public health approaches, and data-driven strategies.
- List personnel, in addition to the identified coordinator, responsible for managing and implementing the major stages of the project, and provide a description of the current and proposed professional staff members' unique qualifications that enable them to fulfill their responsibilities.

# Proposal Narrative: Capabilities and Competencies (cont.)



- Applicants seeking priority consideration under Priority 1(B), should describe within this section how being a culturally specific organization (or funding a culturally specific subrecipient organization at a minimum of 30% of the project budget) will enhance its ability to implement the proposed project(s) and should also specify which culturally specific populations are intended or expected to be served or have their needs addressed under the proposed project(s).

# Proposal Narrative: Plan for Collecting Data



When developing a data collection plan, you should begin with a thorough understanding of the questions on which OVC will ask you to report. Performance measures for OVC programs and other resources can be found on our website.

## **This section should include:**

1. A plan for collecting all of the performance measures data required by this solicitation.
2. A description of the qualifications of the key staff who will be responsible collecting data and reporting performance measures in JustGrants.



# Budget Worksheet and Budget Narrative (Web-Based Form)



- 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 24 months.
- The budget should be mathematically sound and correspond with information described in the Proposal Narrative and aligned with the project design.
- Address Priority 1B considerations, if applicable.



# Create a SMART Budget



Be **SPECIFIC** when listing all your expenses

Under the computation column of the budget, make sure your costs are **MEASURABLE**

Ensure that your budget items are **ATTAINABLE**

If you put your timeline next to your budget, make sure each item is accounted for, then your budget should be **RELEVANT**.

Make sure your budget is **TIME-BOUND** and broken down year by year or month by month.



# Applications Should Also Include

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

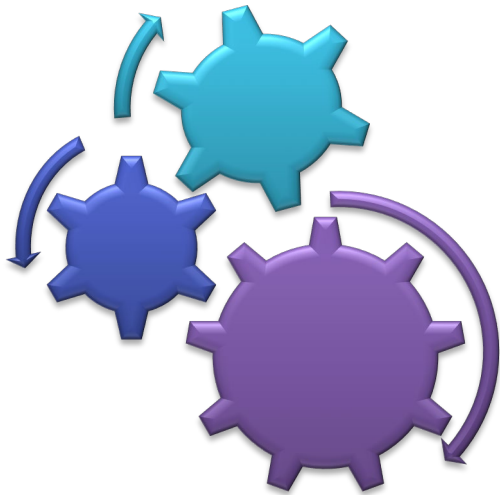
- Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov
- Standard Application Information (SF-424 info from Grants.gov)
- Indirect Cost Rate Agreement
- Financial Management and System of Internal Controls Questionnaire
- MOUs/Letters of Intent
- Organizational Chart
- Resumes of Key Personnel
- Logic Model
- Tribal Authorizing Resolution (if applicable)
- Documentation of Priority 1A, 1B or 2 Considerations (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 (if applicable)



# Hallmarks of an Outstanding Application



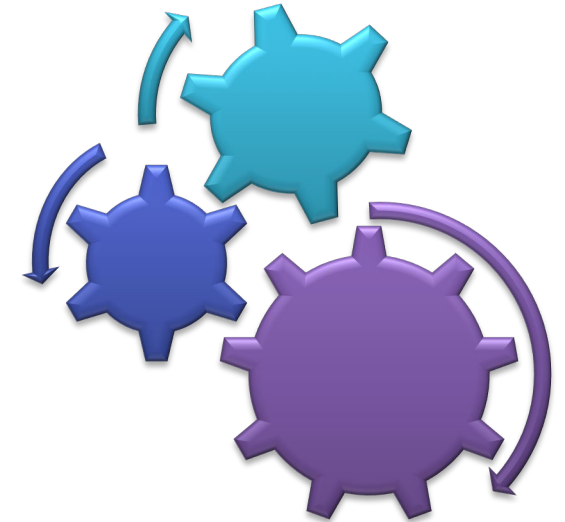
- Use simple and concise language.
- Ensure information is presentable and organized!
- Add tables, graphs, staff photos, and other images when possible while being mindful of grant guidelines.
- Be realistic about how you will achieve goals.
- Get feedback from those who may run the project!
- Make sure the proposal is consistent with the solicitation.
- Check, recheck, and check again—budget, grant requirements, references, and other grant details.



# Common Reasons Cited for a Weak Application



- Too ambitious or lacks focus
- Applicant lacks appropriate expertise to carry out the proposed project
- No evidence of feasibility (do not assume reviewers are as familiar with the project as you are)
- Poor writing and a lot of errors



# Application Process

# Two Step Application Process



Submission into Grants.Gov  
Due: **June 8, 2022**

Submission of the Full Application  
into JustGrants and Grants.gov  
Due: **June 15, 2022**

# Application Submission Overview



Applicants have two application submission deadlines:

1. Grants.gov (submitting the SF-424 and SF-LLL)
2. JustGrants



It's OK to enter preliminary budget or programmatic data in Grants.gov and update later in JustGrants.



A JustGrants submission should include all items as defined in the solicitation.



# Step 1: Apply in Grants.gov

DOJ applications require you to complete two things:

1

The Funding Opportunity and Application Package on Grants.gov.

- 1) Select **Apply for Grants** under the Applicants column.
- 2) Enter your email address to be notified of any changes to the opportunity package before the closing date.
- 3) Click the Workspace icon to use Grants.gov.

2

The SF-424 and SF-LLL on Grants.gov.

Within 48 hours of SF-424 and SF-LLL submission, you should receive two notifications from Grants.gov.

- 1) Confirming the receipt of the SF-424 and SF-LLL.
- 2) Stating whether the SF-424 and SF-LLL were successfully validated and submitted or were rejected due to errors—with an explanation.

# Step 2: Apply in JustGrants

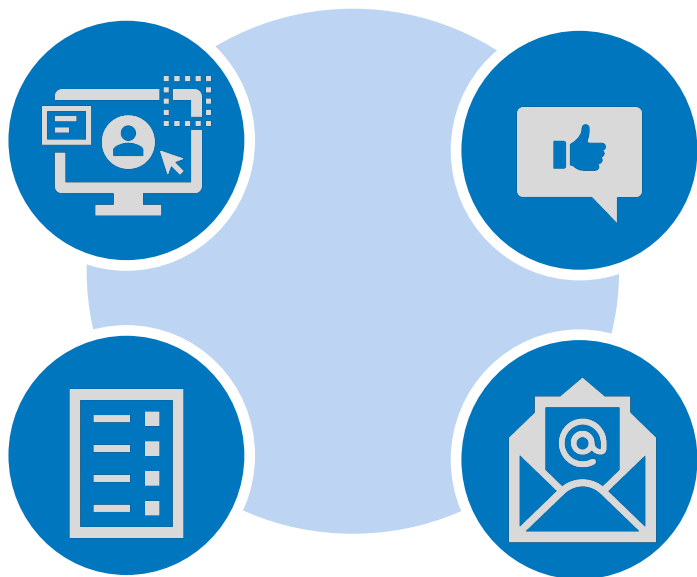


Applicants will then submit the **full application** including attachments in JustGrants at [JustGrants.usdoj.gov](https://JustGrants.usdoj.gov).



# Web-based Forms for Submission in JustGrants

There are certain web-based forms that must be submitted directly into the system.



- Proposal Abstract
- Solicitation-Specific Data submitted with the Application
- Goals, Objectives, Deliverables, and Timelines
- Budget Detail Form
- Application Disclosure of Duplication Cost Items

**Pay attention to required sections.** If a section is required and presents you with web-based entries, you cannot upload a document instead. You must use the format required in the application.



# What to Expect After Submitting an Application

The entity will be notified that they have received an award when all applications for the solicitation have been reviewed before September 30.

The system will notify:

- The Entity Administrator and Authorized Representative when the deadline for applications has changed.
- The Application Submitter, Entity Administrator, and Authorized Representative when the application is received in JustGrants from Grants.gov.
- The Entity Administrator when the award notification has been sent.

The entity should check the system regularly so that any upcoming deadlines for submitting applications and documentation are addressed in a timely manner.

Once the application deadline passes in JustGrants, you may see a banner that says it is past due. If your status is “Submitted,” your application has been received by DOJ and you can ignore the past due banner.

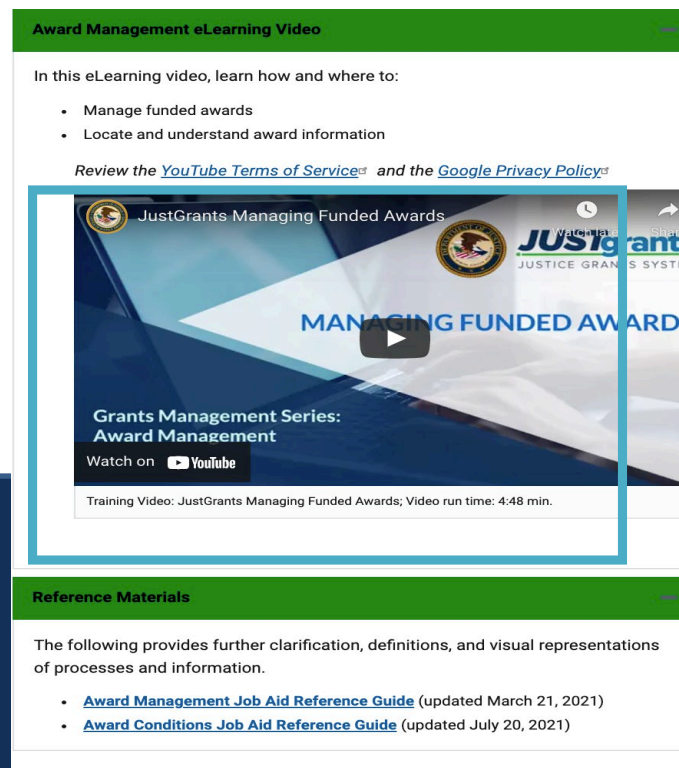


# JustGrants Training Resources



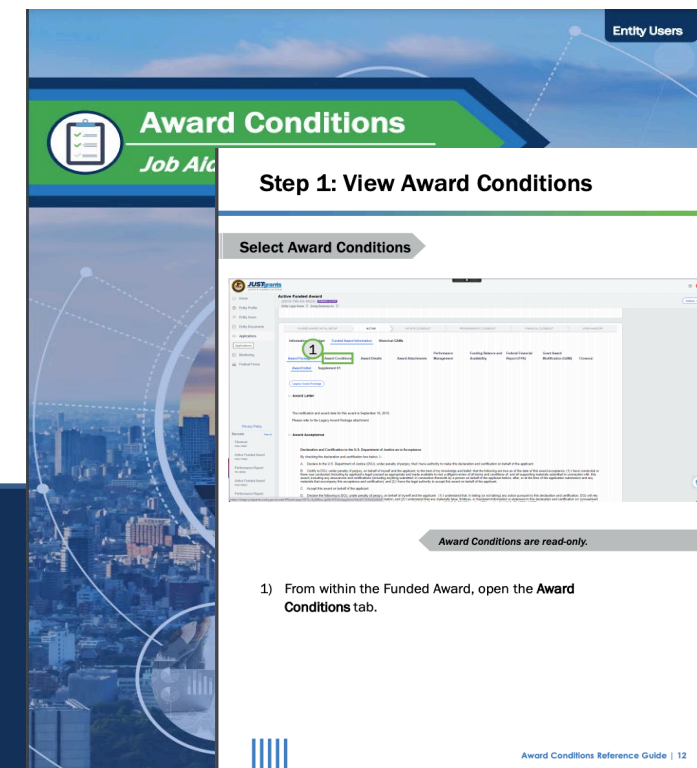
The screenshot shows the JustGrants website navigation menu. The 'Training' dropdown menu is open, listing various topics: Training, Entity Management, Entity User Experience, Application Submission, Grant Award Acceptance, Award Management, Grant Award Modifications, Financial Reporting, Performance Reporting, Monitoring, Closeout, and Virtual Q&A Sessions. Below the menu, a paragraph states: 'The Department of Justice (DOJ) grant making components—the Office, the Office of Justice Programs (OJP), and the Office on to serve as a resource hub for their grants management system of which launched on October 15, 2020.'

Organized by Topics



The screenshot shows an eLearning video player titled 'Award Management eLearning Video'. It includes a list of topics: 'Manage funded awards' and 'Locate and understand award information'. Below the list, it says 'Review the [YouTube Terms of Service](#) and the [Google Privacy Policy](#)'. The video player shows a thumbnail for 'JustGrants Managing Funded Awards' with a play button. Below the video, it says 'Training Video: JustGrants Managing Funded Awards; Video run time: 4:48 min.' Below the video player, there is a 'Reference Materials' section with two links: '[Award Management Job Aid Reference Guide](#) (updated March 21, 2021)' and '[Award Conditions Job Aid Reference Guide](#) (updated July 20, 2021)'.

Micro-learning videos



The screenshot shows a Job Aid Reference Guide titled 'Award Conditions Job Aid Reference Guide'. It includes a section for 'Step 1: View Award Conditions' and a 'Select Award Conditions' section. Below this, there is a screenshot of the JustGrants system interface showing a table of award conditions. Below the screenshot, it says 'Award Conditions are read-only.' and '1) From within the Funded Award, open the Award Conditions tab.' The page number 'Award Conditions Reference Guide | 12' is visible at the bottom right.

Job Aid Reference Guides

# OJP Grants Application Resource Guide



The screenshot shows the top navigation bar of the OJP website. On the left is the OJP seal, followed by the text "U.S. DEPARTMENT OF JUSTICE" and "OFFICE OF JUSTICE PROGRAMS". On the right are links for "Contact Us", "Careers", "Subscribe", and a share icon. Below this is a search bar with the word "Search" and a magnifying glass icon. A secondary navigation bar contains 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 bar 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>



# OVC Pre-Application Webinars

- Review OVC's previously held [webinars](#):
  - *Part 1: Getting Ready to Apply*
  - *Part 2: Considerations When Building Your OVC Budget*
  - *Part 3: Preparing Your Proposal and What to Expect Next*
  - *Part 4: Overview of Upcoming Funding Opportunities in FY 2022*
- Review OVC's [current funding opportunities](#).
- Sign up for [News From OVC](#) to stay up-to-date with the webinars schedule.

# 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

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



Part 2: **Submit Full Application** in JustGrants.gov by



# Sign Up And Stay Connected!



The screenshot shows the top portion of the OVC website. On the left is the OVC logo, which includes the Department of Justice seal and the text 'Office for Victims of Crime OVC'. To the right of the logo are navigation links: 'Help for Victims | About OVC | Subscribe | FAQs |' followed by a share icon. Below these is a search bar with the word 'Search' and a magnifying glass icon. A horizontal menu below the search bar contains: 'About OVC', 'News & Events', 'Library & Multimedia', 'Funding & Awards', 'Programs', and 'Topics'. The main banner features a green-tinted background image of hands clasped together, with the text 'Justice for victims. Justice for all.' and a dark blue button labeled 'Help for victims'.

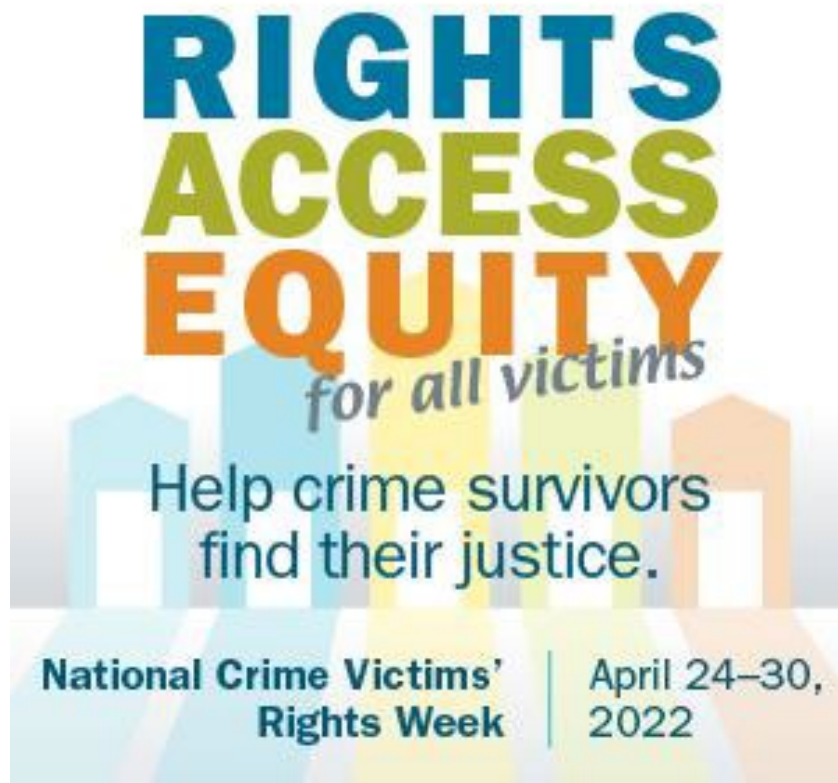
© iStock.com/scyther5 (see reuse policy).

Sign up for updates on new funding opportunities and other OVC announcements at:

[https://puborder.ncjrs.gov/Listservs/subscribe\\_newsfromovc.asp](https://puborder.ncjrs.gov/Listservs/subscribe_newsfromovc.asp)



# 2022 National Crime Victims' Rights Week



Use the [2022 NCVRW artwork](#) to help inspire your community and raise awareness of victims' rights. The 2022 NCVRW theme is ***Rights, access, equity for all victims.***

This year's theme underscores the importance of helping crime survivors find their justice by—

- enforcing victims' rights,
- expanding access to services, and
- ensuring equity and inclusion for all.

# Go Social With OVC!

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**Like:** <https://www.facebook.com/OJPOVC>



**Follow:** <https://twitter.com/OJPOVC>



**Watch:** [www.youtube.com/user/OJPOVC](http://www.youtube.com/user/OJPOVC)

# Questions?

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To submit a question, use the [Q&A Box](#) and select [All Panelists](#)