

OVC FY 2022 Transforming America's Response to Older Victims-Developing and Supporting Statewide Elder Justice Coalitions and Training and Technical Assistance Program

Assistance Listing Number: 16.582

Grants.gov Opportunity Number: O-OVC-2022-171303

May 20, 2022

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



Presenter



Laura Ivkovich

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Discretionary Programs Division

Office for Victims of Crime

U.S. Department of Justice

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: **Monday, June 13, 2022**
- ❑ JustGrants deadline: **Monday, June 27, 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

- For profit organizations other than small businesses
- 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
- Other (E.O. 13929)

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

Eligibility

Criteria



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

Program Description



This program will fund a program to develop or expand statewide Elder Justice Coalitions. The funded applicant will make and monitor subgrants to seven Coalitions and support them and other established coalitions across the United States, by providing national-scope technical assistance.

Goals



The goals of this program are to:

- (1) support statewide efforts to develop or expand Elder Justice Coalitions;
- (2) provide evidence-based, trauma-informed TTA to existing coalitions across the Nation;
- (3) make and monitor subawards to seven Coalitions to support their growth and expansion; and
- (4) contribute to the growth of Elder Justice Coalitions as a field of practice.

Objectives



- Make seven competitive subawards to new or expanding Elder Justice Coalitions.
- Monitor and support the seven subaward Coalitions by providing assistance with collecting appropriate performance data, reporting out key findings, conducting subaward monitoring, and providing online meetings and trainings.
- Develop and provide TTA to Elder Justice Coalitions to:
 - Promote partnership and effective coalition-building efforts.
 - Provide guidance on replicating practices to build capacity to assist older victims.
 - Support coordination at the federal, state, and local level with judicial or local law enforcement agencies to develop or enhance strategies to address identified problems.
- Solicit feedback from Elder Justice Coalitions to track how they implemented new policies or practices as a result of TTA.



Objectives (cont.)



- Identify existing resources, including: training/educational programs, tools/resources to aid older citizens in their recovery following financial fraud, exploitation, physical and sexual abuse, hate crime, burglary, etc.
- Maintain sample policies, practices, and exemplary program materials, including in-service training material adaptable by the Coalitions to their unique state-based issues.
- Document the core competencies for Coalitions addressing traumatic stress interventions based upon both elder abuse and financial exploitation/frauds/scams (including access and language issues).



Objectives (cont.)



- Develop or enhance standards of services for member programs, including culturally and developmentally appropriate assessments and services. Document effective stakeholder partnership strategies (finding, sustaining, growing, etc.) for Coalitions and successful strategies for Coalition membership expansion. Coordinate with other OVC-funded Elder Justice TTA providers to avoid duplication of efforts through regular communication.
- Participate in conferences, roundtables, and other events as faculty presenters.
- Use technology to enhance and expand virtual TTA delivery and create regular opportunities for peer learning among Elder Justice Coalitions.



Deliverables



1. Competitive solicitation document, and process, for the selection of seven Elder Justice Coalition subawards. [to be completed within the first 9 months of the award]
2. Pre-application webinar for subaward applicants, to explain the purpose of the Elder Justice Coalition subaward program, define allowable and unallowable costs, and describe financial and programmatic reporting requirements. [to be completed within the first 9 months]
3. Monitoring plan for financial and programmatic monitoring of the funded Coalitions, and TTA to address challenges identified while monitoring the seven subawards to enhance and sustain Coalitions' direct service activities.



Deliverables (cont.)



4. Online presence for the Elder Justice Coalition sites that includes skills-based training materials, coalition- building publications, and other relevant resources including an online peer learning network for the funded Coalitions. A repository of successful policies, program materials, and strategies that can be used by Coalition sites to enhance their program efforts. Elder Justice Coalition Program training series, with supporting and ancillary resources (including use of existing or relevant TTA materials available from other federal sources, such as the Office on Violence Against Women, the Federal Trade Commission, the U.S. Department of Health and Human Services, etc.).
5. Elder Justice Coalition Program training series, with supporting and ancillary resources (including use of existing or relevant TTA materials available from other federal sources).
6. Statewide and community-based meetings or workshops conducted for elder justice advocates, legal aid professionals, and victim service providers (virtual or in-person).
7. Guidelines/resource toolkit for effective use of Coalitions to help implement virtual meetings and training, awareness building, policy/protocol changes, education, outreach, and other community engagement efforts.



Deliverables (cont.)



8. Guide for States interested in developing an Elder Justice Coalition.
9. Sustainability plan for Coalitions to continue beyond initial subaward funding.
10. Required reports, including regular financial and programmatic reports, and a final report outlining challenges, successes, strategic planning for TTA and a guide that can be shared with other states interested in developing an Elder Justice Coalition to ensure older victims of crime have access to trauma-informed, evidence-based services.





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.

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:	\$3.75 Million
Total amount to be awarded under solicitation:	\$3.75 Million
Period of Performance start date:	10/01/2022
Period of Performance duration:	36 Months

Subject to the availability of appropriated funds



Type of Award

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 or Description of the Issue (15%)
 - Project Design and Implementation (30%)
 - Capabilities and Competencies (30%)
 - Plan for Collecting the Data for this Solicitation's Performance Measures (5%)
- **Budget Worksheet and Budget Narrative (web-based form) (15%)**
- **Other (additional attachments) (5%)**



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



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:

- 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

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. 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



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

Proposal Narrative: Description of the Issue



This section must:

- describe the unique and underserved needs of older (60+) victims of abuse and financial exploitation;
- describe any data or research about older crime victims in the United States, the availability of existing resources, and current gaps in responses to any and all forms of elder abuse and financial exploitation.
- briefly describe any previous or current attempts to build the capacity of organizations/coalitions to address the needs and rights of older victims of crime.
- describe the technical assistance issues they expect to address and the relevance of the issues to elder justice services, and any related research or evaluation studies that contribute to the applicants' understanding of potential solutions.

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**:
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



Applicants must also include the following:

- A descriptive statement about the applicant's (1) knowledge and understanding of the unique needs and rights of older (60+) victims of elder abuse and financial exploitation; (2) staff resources and capability to carry out all required activities; (3); and of the project's organizational structure and operations. The applicant's organizational chart must be submitted.
- An explanation of the organization's experience providing technical assistance supports to elder justice organizations, agencies and/or coalitions.
- The project director must have both the substantive expertise and experience to perform crucial leadership functions and sufficient time to devote to the project.
- Resumes for all key personnel and staff.
- A description of the applicant's capabilities to administer a subaward program including, but not limited to, pre-award activities including solicitation development and posting, stakeholder outreach, receipt and processing of applications, programmatic and financial review of applications, scoring criteria and application evaluation, and award notification. This should include the ability to administer subawards including providing ongoing training and technical assistance to subrecipients, reviewing financial and performance reports, collecting and reporting performance reports by the grantee, and maintaining adequate records management. The requirements for subrecipient monitoring are described in 31 U.S.C. § 7502 and in Title 2 C.F.R. § 200 and the OJP Financial Guide.
- Address Priority 1B considerations, as needed.

Proposal Narrative: Plan for Collecting Data



- Describe the process for measuring project performance.
- Identify who will collect the data; 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)



- 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.
- 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 (if applicable)
- Financial Management and System of Internal Controls Questionnaire
- Documentation of DOJ Priority Areas (if applicable)
- Time Task Plan
- Resumes for all Key Personnel and Staff
- Organizational Chart
- Request and Justification for Employee Compensation; Waiver (if applicable)
- Disclosure of Lobbying Activities (SF-LLL)
- Applicant Disclosure of Duplication in Cost Items
- DOJ Certified Standard Assurances
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
- Applicant Disclosure and Justification—DOJ High-Risk Grantees (if applicable)

Application Process

Two Step Application Process



Submission into Grants.Gov
Due: **June 13, 2022**

Submission of the Full Application
into JustGrants and Grants.gov
Due: **June 27, 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

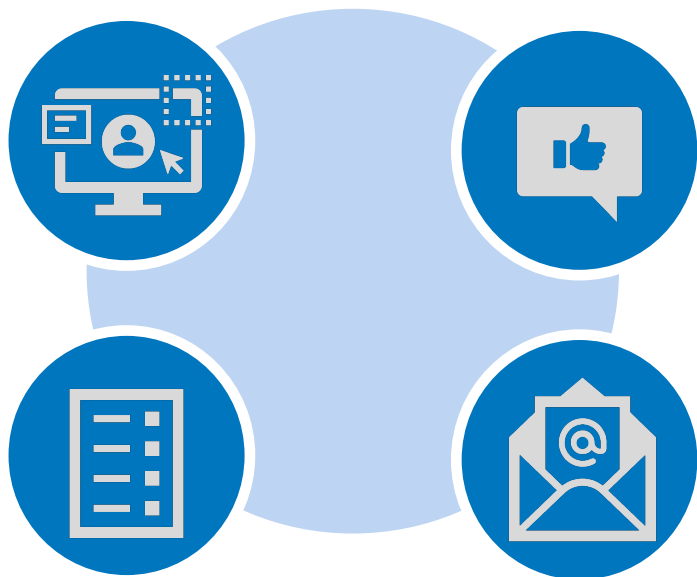


Applicants will then submit the **full application** including attachments in JustGrants at JustGrants.usdoj.gov.



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.

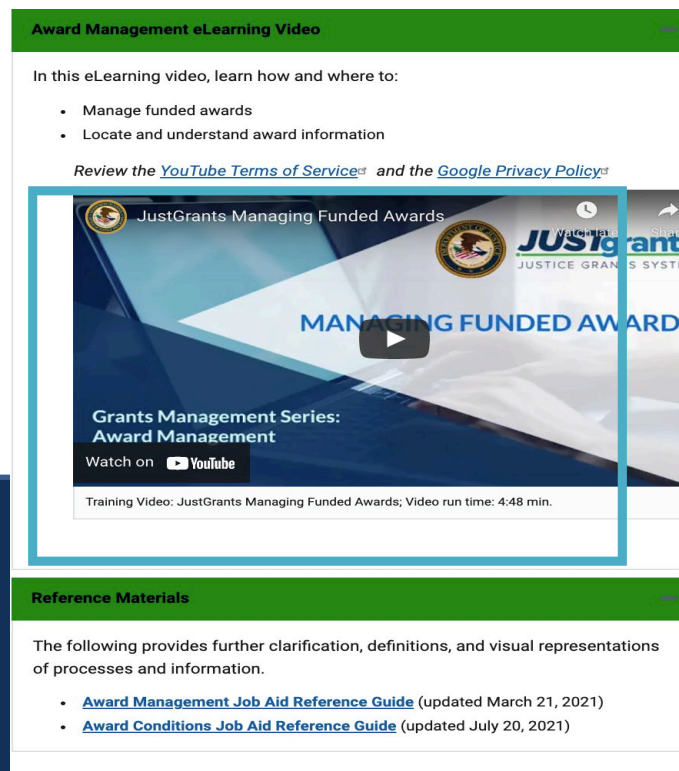


JustGrants Training Resources



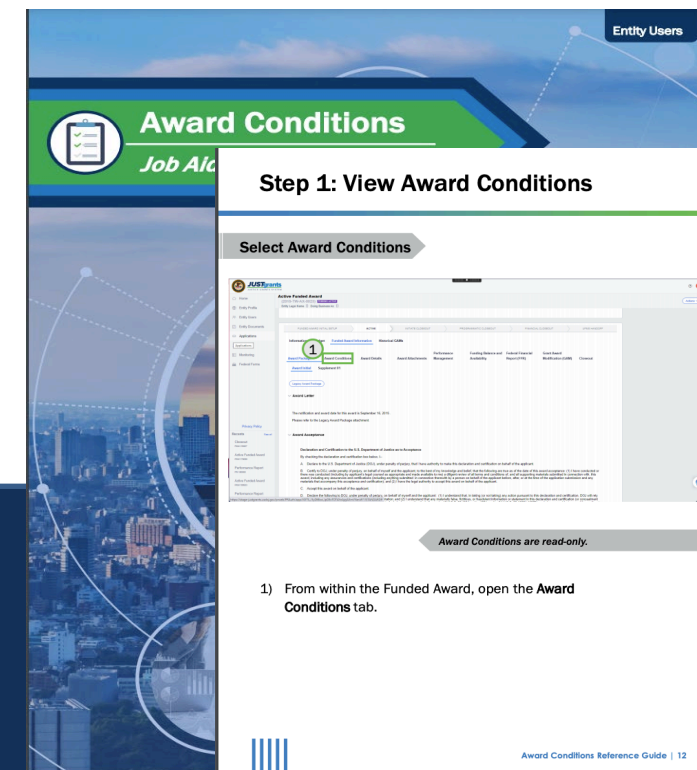
The screenshot shows the JustGrants website navigation menu. The 'Training' dropdown menu is open, listing various topics: Training, Entity Management, Entity User Experience, Application Submission, Grant Award Acceptance, Award Management, Grant Award Modifications, Financial Reporting, Performance Reporting, Monitoring, Closeout, and Virtual Q&A Sessions. Below the menu, a text block 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 video titled 'JustGrants Managing Funded Awards' with a play button. Below the video, it says 'Grants Management Series: Award Management' and 'Watch on YouTube'. At the bottom, 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 the following text: 'The following provides further clarification, definitions, and visual representations of processes and information.' and a list of two reference guides: '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 titled 'Step 1: View Award Conditions' and a sub-section titled 'Select Award Conditions'. Below this, there is a screenshot of the JustGrants system interface showing a table of award conditions. A red circle highlights the 'Award Conditions' tab. Below the screenshot, there is a list of instructions: '1) From within the Funded Award, open the Award Conditions tab.' At the bottom right, it says 'Award Conditions Reference Guide | 12'.

Job Aid Reference Guides

JustGrants Office Hours: Application Mechanics



<p>Application Mechanics: Submitting an Application Training <i>Key Audience: Entity Administrator, Application Submitter, Authorized Representative</i></p>	<ul style="list-style-type: none">•Preparing to apply•Completing the abbreviated application in Grants.gov•Entity onboarding and JustGrants access•JustGrants roles and responsibilities•Assigning users' roles to applications•Completing, reviewing, certifying and submitting a JustGrants application•Attendee questions about application submission	<p>Every Wednesday from 2:30-4:00 p.m. ET Click the link to register for the session you wish to attend: •May 25, 2022</p>
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Check website for updates: <https://justicegrants.usdoj.gov/training/training-virtual-sessions>

OJP Grants Application Resource Guide



The screenshot shows the top portion of a website. At the top left is the U.S. Department of Justice Office of Justice Programs logo. To its right, the text "U.S. DEPARTMENT OF JUSTICE" and "OFFICE OF JUSTICE PROGRAMS" is displayed. On the right side of the header, there are links for "Contact Us", "Careers", "Subscribe", and a share icon. Below these links is a search bar with the word "Search" and a magnifying glass icon. A navigation menu is located below the header, with "Grants/Funding" highlighted. 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>



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
- 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

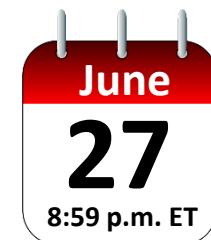
Important Dates



Part 1: **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'.

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

https://puborder.ncjrs.gov/Listservs/subscribe_newsfromovc.asp

Go Social With OVC!



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



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



Watch: www.youtube.com/user/OJPOVC

Questions?



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