Presenter

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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 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

- City or township governments,
- County governments,
- Native American tribal governments (Federally recognized),
- Native American tribal organizations (other than Federally recognized tribal governments),
- 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,
- Public and State controlled institutions of higher education,
- Special district governments,
- State governments
- Other

Eligibility

Criteria

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

Categories

Competition ID	Category	Number of Awards	Dollar Amount for Awards	Performance Start Date	Performance Duration (Months)
C-OVC-2022-00018-PROD	Purpose Area 1: Establish and/or Expand SANE Programs	6	$500,000	10/1/2022 12:00 AM	36
C-OVC-2022-00019-PROD	Purpose Area 2: Training and Technical Assistance Provider	1	$1,0000,000	10/1/2022 12:00 AM	36

Program Description

Establish or expand sexual assault examination programs, including sexual assault nurse examiner (SANE) programs and sexual assault forensic examiner (SAFE) programs, that focus on:

(1) increasing the number and availability of SANEs/SAFEs,

(2) expanding access to sexual assault forensic examinations, and

(3) improving the quality of post-sexual assault care using a hospital-based or community-based approach.

This solicitation will also fund one applicant to provide technical assistance (TA) to all awarded recipients under Purpose Area 1.

Purpose Area 1: Goal

Establish and/or expand hospital-based or community-based [SANE/SAFE programs](#) that offer sexual assault medical forensic exams and victim services using coordinated community response strategies.

Applicants may propose innovative ways of bringing experienced medical forensic examiners to rural, tribal, and underserved communities, such as using a mobile or telehealth model.

Purpose Area 1: Objectives

1. Provide high-quality, comprehensive medical forensic exams and post-sexual assault care that promotes healing and reduces trauma.
2. Establish or increase the use of victim advocates for the delivery of high-quality advocacy services for during a medical forensic exam.
3. Improve the availability of SANEs/SAFEs by establishing a support network of SANE leaders who can develop and grow a cadre of SANE/SAFEs in the target area(s) that lack a comprehensive SANE response.
4. Improve access to training and education that supports ongoing training, peer networking, mentoring, and retention of SANEs/SAFEs.

Purpose Area 1: Objectives (cont.)

5. Develop or enhance policies and procedures to ensure there are standards of care that address critical issues, including patient consent, confidentiality/privacy, and trauma-informed care.

6. Collaborate with community advocacy and public safety agencies to ensure a collaborative community response to sexual assault (e.g., Sexual Assault Response Teams or Multidisciplinary Teams, also known as SARTs or MDTs).

7. Participate in technical assistance and collaboration activities led by the funded Technical Assistance Provider to bolster project success, share resources and solutions, and develop best practices related to SANE/SAFE services, training, practice, and retention.

Purpose Area 1: Deliverables

Development/enhancement of:

- Policies and procedures that address the standardization of care (Year 1).

- Security policies and procedures for telehealth systems to ensure Health Insurance Portability and Accountability Act (HIPAA) compliance of patient information (by end of Year 1 – telehealth programs only).

- Training plan for SANE/SAFE support and professional development (Year 1).

- Sustainability plan to ensure that programs can continue in an effective way beyond grant funding (Year 2).

- Establish memoranda of understanding, subcontracts, or other agreements from community advocacy and public safety agencies to strengthen community engagement (Year 1).

PROJECT DELIVERABLE

Purpose Area 2: Goal

OVC will provide funding for a technical assistance (TA) provider that is proactive, action-driven, flexible, and ensures ongoing communication and collaboration with the selected Purpose Area 1 awardees, OVC, and other relevant federal agencies and partners.

Purpose Area 2: Objectives

- Provide ongoing, customized technical assistance to each Purpose Area 1 award recipient that will support them in successfully implementing their program strategy, based on the needs of the program and community.

- Establish a highly capable, diverse project team that can provide technical assistance to strengthen the awarded recipients' response to underserved populations, including communities of color, individuals with disabilities, the LGBTQ community, and victims with limited English proficiency.

- Integrate innovative models and ensure flexible options for training, learning, practice, and networking among selected awardees and their partners.

Purpose Area 2: Objectives (cont.)

- Facilitate collaboration among awarded recipients through regular virtual grantee check-ins to identify technical assistance needs.

- Provide support to grantees in the development/enhancement of training plans, sustainability plans, policies and procedures, multidisciplinary partnerships, SARTs, advocacy, outreach/marketing efforts, quality improvement, etc.

- Work to identify and/or engage partners and strengthen relationships and coordination.

- Identify and provide TA that is coordinated, appropriate, trauma informed, and data driven to reach and assist sexual assault victims.

Purpose Area 2: Deliverables

- Develop a technical assistance plan to support awarded recipients in achieving the goals and objectives of this program (within 6 months of award acceptance).

- Issue a final summary report pertaining to the achieved outcomes (Year 3).

PROJECT DELIVERABLE

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

Competition ID	Category	Number of Awards	Dollar Amount for Awards	Performance Start Date	Performance Duration (Months)
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Types of Awards

The award will be made as **Cooperative Agreements**:

- **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 (25%)

  - Plan for Collecting the Data for this Solicitation's Performance Measures (15%)

- **Budget Worksheet and Budget Narrative (web-based form)** (15%)

⚠️ **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

- **If you are requesting priority consideration, please indicate the priority area you are applying under (A - underserved communities and/or B - culturally specific populations).**

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

QUICK TIP

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

Proposal Narrative: Description of the Issue

This section must:

- State whether the project is local, statewide, or regional in scope.

- Identify and describe the community or communities the project will serve, including the geographic location, demographic population, and, if any, tribal communities in the service area(s).

- State whether the proposed project will establish new programming, expand existing programming, or both.

- Describe the need for, and challenges to providing, medical forensic exams and advocacy to victims of sexual assault in the targeted area(s) supported with local/state data.

- Describe gaps in training and SANE/SAFE coverage.

- Describe why these project/proposed activities are necessary (significance/value) and/or address a need and include supporting information.

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

- Describe the capabilities and competencies.
  - Include a description of the applicant's management structure and the current and proposed professional staff members' unique qualifications.
  - Describe the expertise of the organization (and any subrecipients) in providing SANE services.
  - Discuss any previous or current experience providing victim services using multidisciplinary partnerships.
  - Describe the criteria for individuals hired as SANEs.
  - Describe how the program will be managed and include information describing the roles and responsibilities of key personnel.
- Demonstrate that the individuals and organizations have the capacity to address the challenges and needs described in the Description of the Issue section.
- Demonstrate coordination with victim service providers, advocacy organizations, law enforcement (including a crime laboratory), and prosecutors.
- If there is an existing SART, or the project involves creating or supporting a SART (or another multidisciplinary team), describe how it will help facilitate the project's success.
- **Address Priority 1(B) considerations, as needed.**

Proposal Narrative: Plan for Collecting Data

- 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)

- 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)
- Tribal Authorizing Resolution (if applicable)
- Research and Evaluation Independence and Integrity
- Request and Justification for Employee Compensation; Waiver (if applicable)
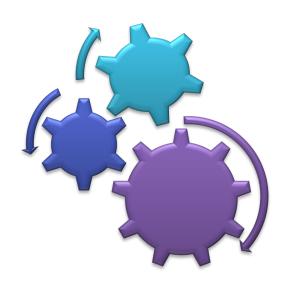
- Logic Model
- Organizational Chart
- Resumes for all proposed key staff and consultants
- Letters of Commitment (Purpose Area 1)
- Disclosure of Lobbying Activities (SF-LLL)
- Applicant Disclosure of Duplication in Cost Items
- DOJ Certified Standard Assurances
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
- Applicant Disclosure and Justification—DOJ High-Risk Grantees (if applicable)
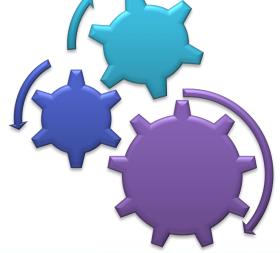
Hallmarks of an Outstanding Application

- 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

- No citations or source of data

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.

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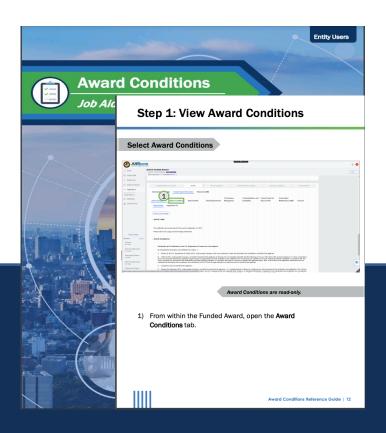
Once the application deadline passes in JustGrants, you may see a banner that says it is past due. If your status is "Submitted," your application has been received by DOJ and you can ignore the past due banner.

JustGrants Training Resources

Organized by Topics

Micro-learning videos

Job Aid Reference Guides

JustGrants Office Hours: Application Mechanics

Application Mechanics: Submitting an Application Training ***Key Audience:*** *Entity Administrator, Application Submitter, Authorized Representative*	•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	**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

Check website for updates: https://justicegrants.usdoj.gov/training/training-virtual-sessions

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OJP Grants Application Resource Guide

Visit: https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide

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

June 13 11:59 p.m. ET

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

June 27 8:59 p.m. ET

Sign Up And Stay Connected!

Sign up for updates on new funding opportunities and other OVC announcements at:
https://puborder.ncjrs.gov/Listservs/subscribe_newsfromovc.asp

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Questions?

To submit a question, use the **Q&A Box** and select **All Panelists**