Office for Victims of Crime

JUSTICE FOR VICTIMS ● JUSTICE FOR ALL

**OVC FY 2022 Law Enforcement-Based
Victim Services Technical Assistance Program**
Assistance Listing Number: 16.582

**Grants.gov Opportunity Number: O-OVC-2022-171308
May 19, 2022**

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

Presenters

Sharron Fletcher

Lead Victim Justice Specialist

Discretionary Programs Division

Office for Victims of Crime

Kareem Izlar-Mathis

Grants Management 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

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: **Thursday, June 23, 2022**

❑ JustGrants deadline: **Thursday, June 30, 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

- 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,
- Other

Eligibility

Criteria

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

Program Description

OVC will use this Law Enforcement-Based Victim Services (LEV) Technical Assistance (TA) Program solicitation to select one organization to maintain a national level TA effort to develop, enhance, and sustain direct victim service programs within law enforcement-based systems to serve the needs and rights of all crime victims.

Specific Information

With this FY 2022 solicitation, OVC is taking steps to invest in the development and growth of law enforcement-based direct victim services at the state, tribal, and local levels nationwide. This program builds upon the existing [LEV program](#), initiated in 2018, and includes 73 LEV grantees funded by OVC.

Goal

The goal of this program is to maintain a national-level TA project to strengthen the capacity of law enforcement-based victim services.

Objectives

- Within the first 9 months, work with OVC to develop a competitive subaward process to add a minimum of 7 new LEV sites in state, tribal, and local law enforcement agencies in small, mid-sized, and large jurisdictions.
- Within the first 9 months, work with OVC to develop and host a pre-application solicitation webinar for subaward applicants to fully explain the purpose of the LEV subaward program, define allowable and unallowable costs, and describe financial and programmatic reporting requirements.
- Provide all program oversight and management for subawards.
- Establish and perform regular monitoring of selected subawards and agencies interested in advancing their LEV Program to help model how such agencies can develop new skills, use new tools, and embrace new strategies unique to their jurisdictions.

Objectives (cont.)

- Offer proactive TA to the LEV sites, including assistance with collecting appropriate performance data, reporting key findings, and guidance on providing digital services.
- Provide guidance to law enforcement agencies interested in replicating effective practices to build their existing capacities to assist victims.
- Participate as needed in conferences, roundtables, and other events as faculty presenters.
- Maintain sample policies, practices, and exemplary program materials, including in-service training material adaptable by the LEV grantees to their unique sites.
- Solicit feedback from LEV sites to track how they implemented new policies or practices as a result of TA.

Objectives (cont.)

- Use technology to enhance and expand virtual TA delivery and create regular opportunities for peer learning among LEV sites.
- Devise a plan to use the results of the LEV Mapping Project to develop useful products (i.e., publications, articles, etc.) that highlight the successes and challenges in law enforcement-based victim services.
- Continue efforts to promote the [Enhancing Law Enforcement Response to Victims (ELERV) Strategy](#) to interested LEV sites.
- Showcase efforts at Victims of Crime Act regional and national conferences and other relevant events.
- Coordinate with the OVC ELERV Fellow and other OVC-funded TA providers to avoid duplication of efforts through regular communication.

Deliverables

1. Develop a competitive application and review process to select a minimum of 7 new LEV sites in state, tribal, and local law enforcement agencies in small, mid-sized, and large jurisdictions. OVC will make the final approval of the subaward application, review process, and site selection.

2. Provide proactive, dedicated TA supports for the 7 subawards and additional 73 LEV sites previously funded by OVC.

3. Develop and maintain an online presence for the LEV program that includes LEV training materials, publications, and other relevant resources. This also includes the development and maintenance of an online peer learning network for all LEV sites.

4. Maintain awareness of successful policies, program materials, and strategies that can be used by LEV sites to enhance their program efforts.

Deliverables (cont.)

5. Identify existing resources that a law enforcement-based victim service program could use to assist service providers and survivors of crime, including but not limited to: specifics on victims' rights by state, an overview of the criminal justice system, training/educational programs, and tools/resources to aid citizens in their recovery following homicide, driver-impaired crashes, sexual assault, domestic violence, trafficking, assault, burglary, etc.

6. Establish detailed plans describing an innovative and comprehensive LEV Program training series, with supporting and ancillary products.

7. Establish a strategy for proactively providing TA to a growing number of LEV Program grantees.

8. Establish a timeline for making these products and services available to the LEV Programs over the 3 years of the project.

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

Types of Awards

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 (20%)

  - 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)** (10%)

- **Additional Attachments** (5%)

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

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)

- Subaward Policies and Procedures

- Tribal Authorizing Resolution (if applicable)

- Research and Evaluation Independence and Integrity

- 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)

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.
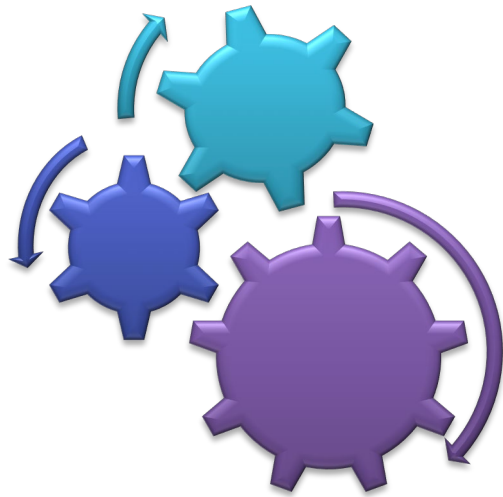
Common Reasons Cited for a Weak Application

- 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
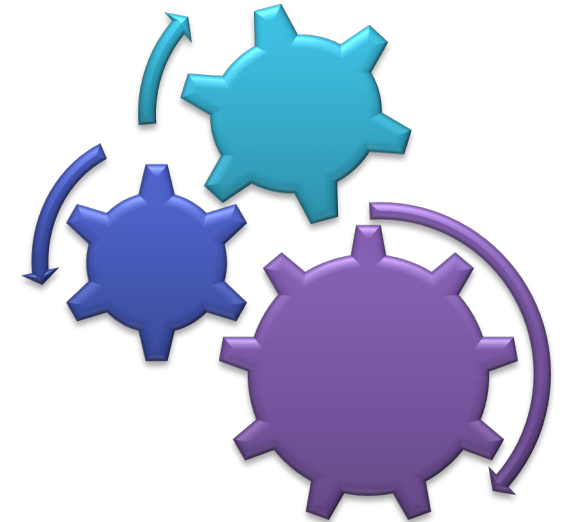
Application Process

Two Step Application Process

Submission into Grants.Gov

Due: June 23, 2022

Submission of the Full Application into JustGrants and Grants.gov

Due: June 30, 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.
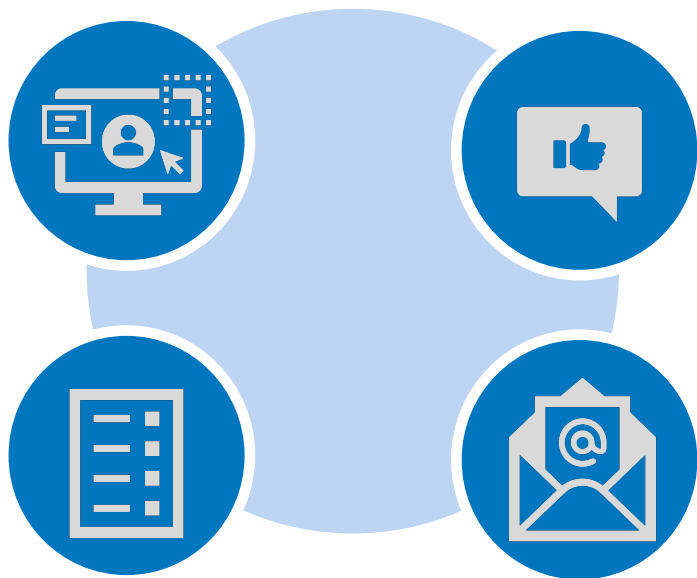
- Proposal Abstract
- Solicitation-Specific Data submitted with the Application
- Goals, Objectives, Deliverables, and Timelines
- Budget Detail Form
- Application Disclosure of Duplication Cost Items

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.
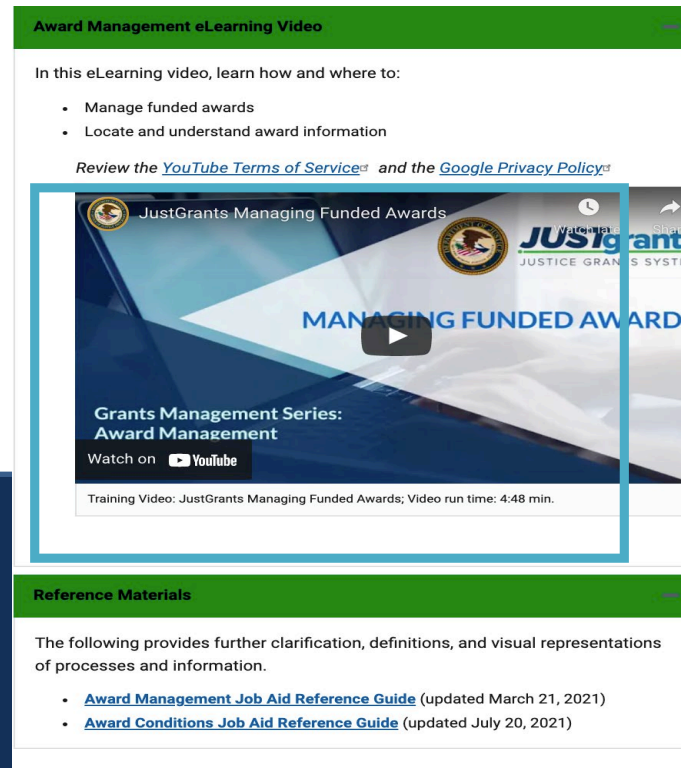
JustGrants Training Resources

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

OJP Grants Application Resource Guide

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 <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 23 11:59 p.m. ET

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

June 30 8:59 p.m. ET

Sign Up And Stay Connected!

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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

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Questions?

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

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