

# OVC FY 2022 Emergency and Transitional Pet Shelter and Housing Assistance Grant

Assistance Listing Number: 16.582

Grants.gov Opportunity Number: O-OVC-2022-171309

May 26, 2022

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



# Presenters

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## **Victoria Jolicoeur**

Program Manager

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: **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



- State Governments
- Other
  - Units of local government
  - Indian Tribes

*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-2022-00020-PROD	Category 1: Large Awards	5	\$400,000	10/1/2022 12:00 AM	36
C-OVC-2022-00021-PROD	Category 2: Mini Awards	10	\$100,000	10/1/2022 12:00 AM	36

# Program Description

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This program will provide funding for shelter and transitional housing and other assistance to victims of domestic violence and their companion animals, which under this program means pets, service animals, emotional support animals, and horses.





# Definitions

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The term “domestic violence victim” means a victim of domestic violence, dating violence, sexual assault, or stalking, as established in Public Law 115-334.

Definitions, set out in 34 U.S.C. 20127(b)(9):

- Domestic violence victim
- Emotional support animal
- Pet
- Service Animal

# Goal



The goal of this program is to provide shelter and transitional housing to victims of domestic violence and their companion animals.

# Objectives



1. Increase the number of shelter beds and transitional housing options to meet the needs of victims of domestic violence who need shelter or housing for them and their companion animals.
2. Provide training on (1) the link between domestic violence and the abuse and neglect of companion animals; (2) the needs of victims of domestic violence; (3) best practices for providing, or referring, support services to such victims; and (4) best practices in designing and delivering services that protect victims' confidentiality.



# Deliverables



Deliverables include the following services for victims of domestic violence with companion animals:

1. Provision of emergency, short-term, and transitional shelter and housing assistance for victims of domestic violence and their companion animals.
2. Assistance with expenses incurred for the relocation or temporary shelter, housing, boarding, or fostering of the companion animals that are incidental to securing the safety of the companion animal.
3. Provision of support services designed to enable a victim who is fleeing a situation of domestic violence to locate and secure safe housing for the victim and the victim's companion animal(s).
4. Delivery of training for relevant stakeholders on the link between domestic violence and the abuse and neglect of animals; the needs of victims of domestic violence; best practices for providing support services to such victims; best practices for providing such victims with referrals to victim services; and the importance of confidentiality.





# 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)
C-OVC-2022-00020-PROD	Category 1: Large Awards	5	\$400,000	10/1/2022 12:00 AM	36
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# Types of Awards

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Awards will be made as **Grants**:

- Legal instrument of financial assistance
- **Awarding agency** maintains an **oversight** and **monitoring** role
- **Without substantial involvement** with awarding agency

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 (45%)
  - Capabilities and Competencies (20%)
  - Plan for Collecting the Data for this Solicitation's Performance Measures (5%)
- **Budget Worksheet and Budget Narrative (web-based form) (10%)**



**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 15 pages. Pages should be numbered “1 of 15,” “2 of 15,” 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:

1. Clearly state the goals and objectives of this project, in alignment with those stated in this solicitation.
2. Provide a description of the victim services that will be provided through the proposed project, such as emergency and transitional housing assistance; assistance with expenses incurred for the relocation or temporary shelter, housing, boarding, or fostering of the companion animals that are incidental to securing the safety of the animal(s); and support services designed to enable a victim who is fleeing a situation of domestic violence to locate and secure safe housing. Describe how and where the services will be provided.
3. Describe planned training for relevant stakeholders on the link between domestic violence and the abuse and neglect of animals; the needs of victims of domestic violence; best practices for providing support services to such victims; best practices for providing such victims with referrals to victim services; and the importance of confidentiality.

Address Priority 1(A) considerations as needed.

# 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: Capabilities and Competencies



This section must:

1. Demonstrate the institutional experience and expertise of the applicant and any project partners to effectively implement the requirements of this solicitation.
2. Identify the key individuals and organizations, if applicable, involved in the proposed project.
3. Describe specific roles and responsibilities of all project partners and key staff.
4. Demonstrate that the individuals who will staff the project are qualified to provide services to victims of domestic violence, dating violence, sexual assault, and stalking and can successfully implement the proposed project activities.
5. Document plans and position descriptions for any staff to be hired.
6. Demonstrate that the project design and staffing plan ensures that animals will be safely and adequately cared for.
7. Describe the applicant's administrative and financial capacity to manage federal grants.

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



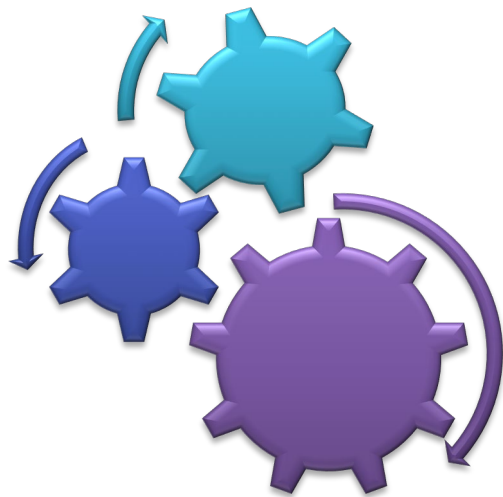
Along with the **3 required documents**, the following information should be included in the application submission:

- 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)
- Resumes for all Proposed Key Staff and Consultants
- Timeline
- 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



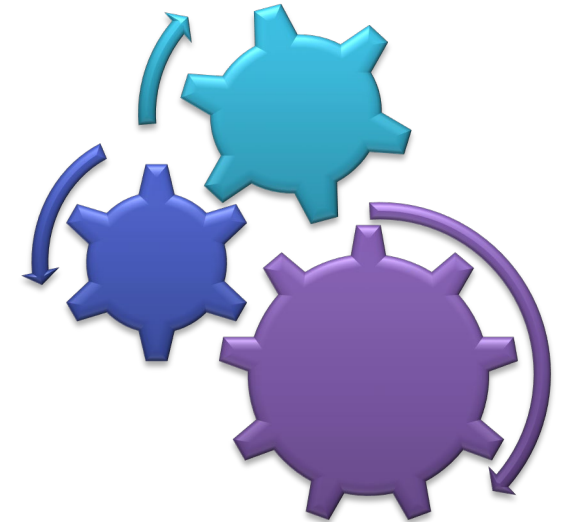
- Use simple and concise language.
- Ensure information is presentable and organized!
- Add tables, graphs, staff photos, and other images when possible while being mindful of grant guidelines.
- Be realistic about how you will achieve goals.
- Get feedback from those who may run the project!
- Make 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 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

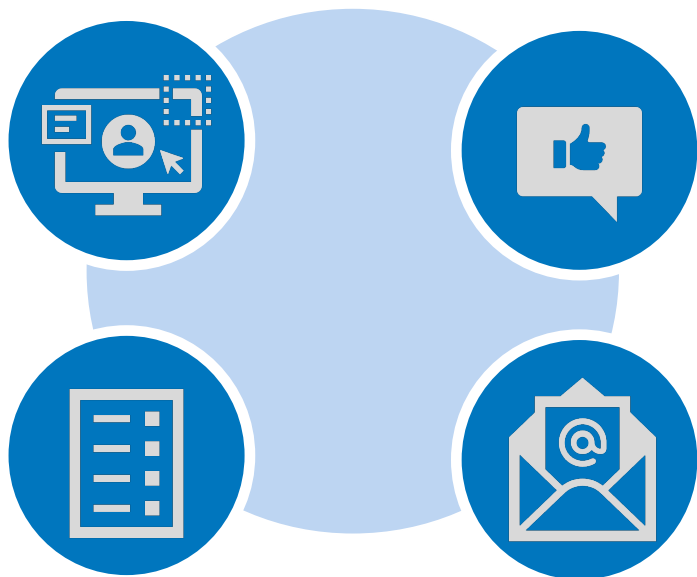


Applicants will then submit the **full application** including attachments in JustGrants at [JustGrants.usdoj.gov](https://JustGrants.usdoj.gov).



# 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.

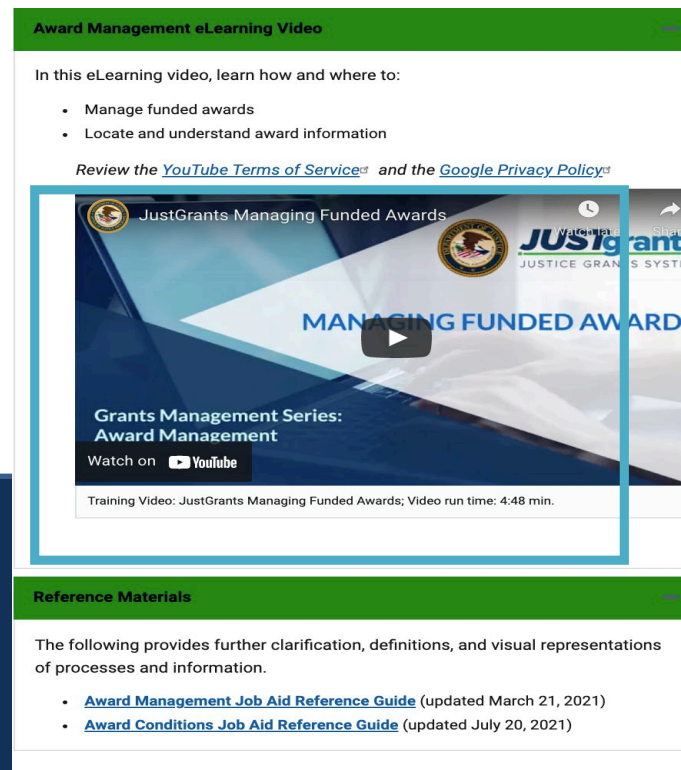


# JustGrants Training Resources



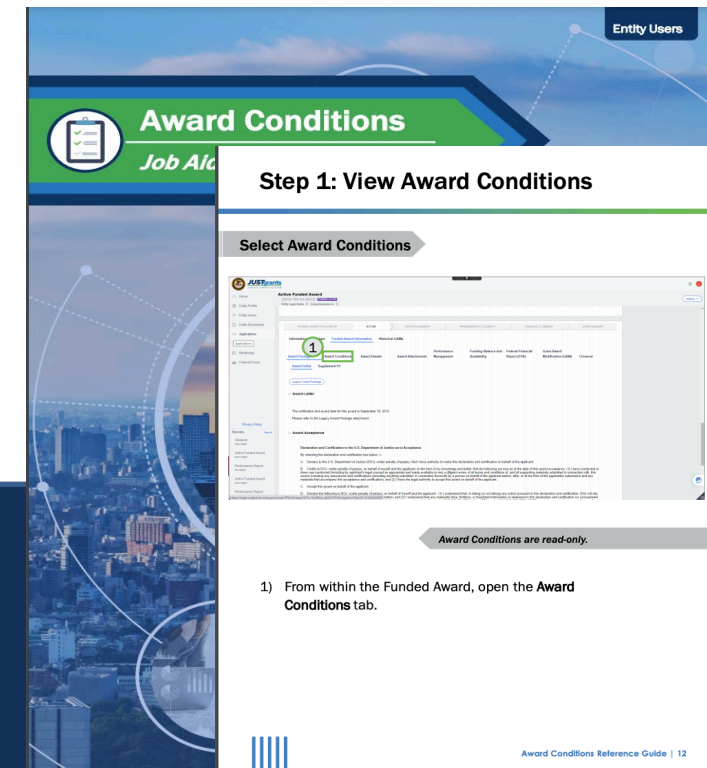
The screenshot shows the JustGrants website navigation menu. The 'Training' dropdown menu is open, listing various topics: Training, Entity Management, Entity User Experience, Application Submission, Grant Award Acceptance, Award Management, Grant Award Modifications, Financial Reporting, Performance Reporting, Monitoring, Closeout, and Virtual Q&A Sessions. Below the menu, a 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 the 'Award Management eLearning Video' page. It includes a list of topics: 'Manage funded awards' and 'Locate and understand award information'. Below the list, there is a video player for 'JustGrants Managing Funded Awards' with a play button and the text 'Grants Management Series: Award Management'. A note indicates the video run time is 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)'. The page also includes links to 'YouTube Terms of Service' and 'Google Privacy Policy'.

Micro-learning videos



The screenshot shows the 'Award Conditions Job Aid Reference Guide' page. It features a 'Step 1: View Award Conditions' section with a 'Select Award Conditions' button. 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 in the system interface. Below the screenshot, there is a list of instructions: '1) From within the Funded Award, open the Award Conditions tab.' The page also includes a 'Watch on YouTube' button and a footer with the text 'Award Conditions Reference Guide | 12'.

Job Aid Reference Guides

# JustGrants Office Hours: Application Mechanics



<p><b>Application Mechanics: Submitting an Application Training</b> <i>Key Audience: Entity Administrator, Application Submitter, Authorized Representative</i></p>	<ul style="list-style-type: none"><li>•Preparing to apply</li><li>•Completing the abbreviated application in Grants.gov</li><li>•Entity onboarding and JustGrants access</li><li>•JustGrants roles and responsibilities</li><li>•Assigning users' roles to applications</li><li>•Completing, reviewing, certifying and submitting a JustGrants application</li><li>•Attendee questions about application submission</li></ul>	<p><b>Every Wednesday</b> from 2:30-4:00 p.m. ET</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 navigation bar of the OJP website. On the left is the OJP logo. In the center, it reads "U.S. DEPARTMENT OF JUSTICE" and "OFFICE OF JUSTICE PROGRAMS". On the right, there are links for "Contact Us", "Careers", "Subscribe", and a social media icon. Below these is a search bar with the text "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'.

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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](https://puborder.ncjrs.gov/Listservs/subscribe_newsfromovc.asp)

# 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](#)