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.

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OVC Overview

Mission: OVC is committed to enhancing the Nation's capacity to assist crime victims and to providing leadership in changing attitudes, policies, and practices to promote justice and healing for all victims of crime.

OVC funding supports:

- victims in tribal communities;
- state victim compensation and assistance programs;
- training and technical assistance and information resources;
- victims of international terrorism and mass violence;
- federal agencies' provision of victim services;
- survivors of human trafficking; and
- demonstration and service projects.

Timeline

❏ Grants.gov deadline: **Wednesday, June 29, 2022**

❏ JustGrants deadline: **Wednesday, July 6, 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

- 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

Eligibility

Criteria

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

Program Description

System-related harm includes physical, sexual, financial, or emotional harm as the direct result of instances where the criminal justice system breaks down. We know very little about these victims and the types of specialized services, programs, and resources that might be most effective to meet their needs. Because the "offender" in these cases may be the system itself, or a criminal justice system actor, these events are usually not categorized as crimes in the traditional sense. Also, these cases are often misunderstood, leading to great challenges for those seeking help and preventing victims from even knowing what or if help is available. Because these individuals are not usually viewed as "real victims," or because the harm they experienced occurred many years ago, they often do not qualify for state victim compensation benefits or victim assistance services.

Specific Information

Examples of those experiencing harm by a system-related error or failure may include, but are not limited to—

- Individuals and families of persons injured or killed during an out-of-policy police encounter. (In some instances, these incidents are referred to as "sentinel events," a significant, unexpected, negative outcome that is indicative of wider systemic problems. See https://bja.ojp.gov/program/sentinel-eventsinitiative/sentinel-events.)

- Persons whose rape kits were accidentally or wrongfully destroyed or not tested.

- Original victims and survivors in cases where the person who was convicted of harming them was later exonerated and found factually innocent.

- Persons convicted of crimes who were later found to be factually innocent and were exonerated.

- Criminal justice system-involved individuals who experience victimization while in police custody or while incarcerated. Custody refers to the deprivation of freedom of action or movement and does not necessarily require arrest.

Goals

The purpose of this grant program is to better understand the service needs of persons harmed by criminal justice system error or failure; develop best practices to identify these victims; determine whether services currently exist that can meet the needs of this victim population; and offer recommendations for appropriate service delivery, resources, partnerships, and tools.

Objectives

The objectives of this grant program are to:

- Identify populations of victims and survivors who have been harmed by a criminal justice system error or failure.

- Determine the service needs of these populations and conclude whether they can be met with current victim services or if new approaches and partnerships are recommended.

Deliverables

The successful applicants are expected to produce the following deliverables:

- Conduct a series of trauma-informed listening sessions (to include those with lived experience of having experienced harm from criminal justice system error or failure, and their families), needs assessments, environmental scans, and stakeholder engagements to gather the information necessary to draw conclusions for future efforts.

- Inventory all training, technical assistance, resources, and tools currently available for this population.

- Develop a report for OVC that includes a comprehensive review of the issues identified and practices studied, and that provides recommendations for future efforts.

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: 3 Awards

Maximum dollar amount for each award: $300,000

Total amount to be awarded under solicitation: $900,000

Period of Performance start date: 10/01/2022

Period of Performance duration: 18 Months

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 (20%)

  - Project Design and Implementation (30%)

  - Capabilities and Competencies (30%)

  - Plan for Collecting the Data for this Solicitation's Performance Measures (10%)

- **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

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

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

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Proposal Narrative: Description of the Issue

- Describe why this project/ these proposed activities are necessary and/or address a need and include supporting information.

- Define the nature and scope of the problem to be addressed, including relevant equity considerations for underserved communities.

  – This description should include any available data that is verifiable and/or contained in official records and use demographic data to describe the populations that will be served.

  – It should also identify gaps in available data that it intends to address through the needs assessment process.

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 <u>solid</u> goals and <u>measurable</u> objectives:

    - Objectives should be **SMART:**

    Specific, **M**easurable, **A**ttainable, **R**ealistic, and **T**ime-bound

- Focus on the future and setting a <u>realistic timeline</u> to complete the project.

Proposal Narrative: Capabilities and Competencies

Describe the capabilities and competencies to accomplish the goals and objectives of the project.

- Submit resumes for any key personnel and an organizational chart as attachments to the application.
- Describe the qualifications, roles, and responsibilities of any new positions that will be created to staff the proposed project.
- If the project includes subawards to project partners, include the name of the individual responsible for monitoring that subaward and the qualifications of the proposed partner(s) to carry out proposed activities.

Proposal Narrative: Capabilities and Competencies (cont.)

- Describe the staffing plan for the project. Include the name, position title, and qualifications of the individual who will be the primary point of contact on the project and coordinate the day-to-day programmatic activities of the project.
- Describe previous or current experience providing services to survivors and/or assessing the service needs of a population. Applicants may specialize in one area of victimization or several as long as they can demonstrate that they have the necessary subject matter expertise, which may require having additional partners, consultants, or subrecipients.
- Describe organization experience and capacity related to managing federal grants.
- Address priority 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; and how the information will be used to guide and evaluate the project's impact.

- 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 18 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
- Disclosure of Process Related to Executive Compensation
- 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.
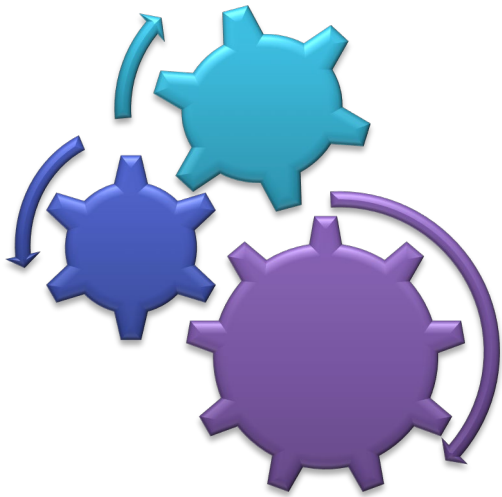
Common Reasons Cited for a Weak Application

- 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
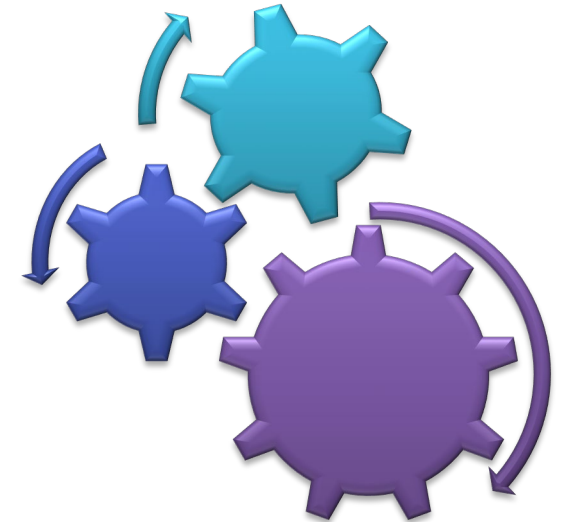
Application Process

Two Step Application Process

Submission into Grants.Gov

Due: June 29, 2022

Submission of the Full Application into JustGrants and Grants.gov

Due: July 6, 2022

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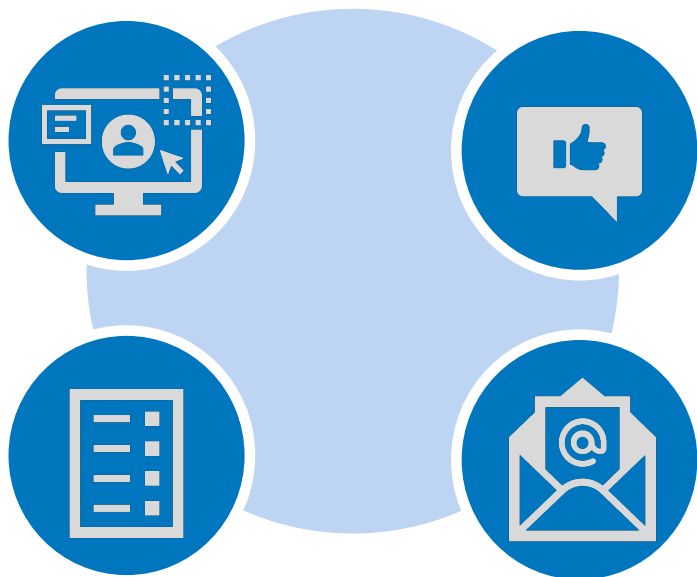
- Proposal Abstract
- Solicitation-Specific Data submitted with the Application
- Goals, Objectives, Deliverables, and Timelines
- Budget Detail Form
- Application Disclosure of Duplication Cost Items

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.
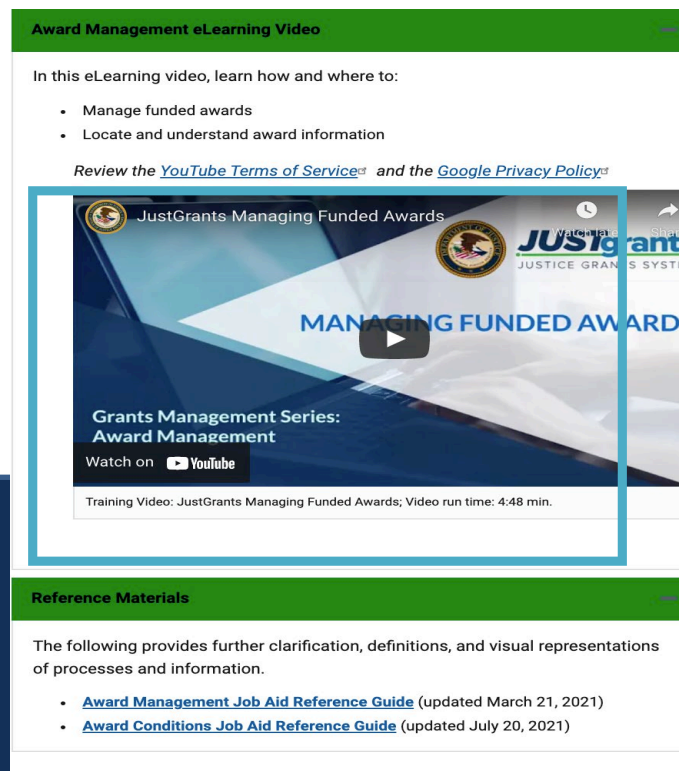
JustGrants Training Resources

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: June 8, 2022 June 15, 2022 June 22, 2022 June 29, 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

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
29
11:59 p.m. ET

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

July
6
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

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**