Office for Victims of Crime

JUSTICE FOR VICTIMS • JUSTICE FOR ALL

OVC FY 2022 VOCA Victim Compensation Fellow

Assistance Listing Number: 16.582

Grants.gov Opportunity Number: O-OVC-2022-171333

June 6, 2022

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

Presenter

Jalila Sebbata

Grants Management Specialist

State Victim Resource 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: **Tuesday, July 5, 2022**
- JustGrants deadline: **Tuesday, July 12, 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

- Individuals

The successful candidate must demonstrate substantial knowledge of data and research related to victimization and victim services and have the skills to communicate orally and in writing with a broad audience of stakeholders. Applicants must be able to be onsite at OVC in Washington, D.C., for a minimum of 1 week per 6 months throughout a 36-month project period, unless there are unique circumstances that would prevent the grantee Fellow from being onsite. The grantee Fellow will work with OVC to determine unique circumstances and make adjustments, as necessary. Organizations are not eligible to apply.

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

Program Description

The OVC Victims of Crime Act (VOCA) Victim Compensation Fellow Program supports a grantee Fellow at OVC. The individual who is awarded funding under this program will work collaboratively with OVC and the crime victim services' field to identify barriers that prevent all victims of crime, including victims of color, from accessing and receiving compensation, improve support and resources for state victim compensation programs, and promote equity in access to and receipt of compensation funding.

Specific Information

This program will support one Fellow assigned to OVC's State Victim Resource Division (SVRD). The compensation Fellow will work with OVC staff, compensation administrators, and relevant stakeholders in the victim services field to identify ways to increase awareness of and access to state victim compensation programs. The compensation Fellow would focus on those communities that historically have not accessed or received compensation funding at the same rate as other eligible victim populations. The selected Fellow will have demonstrated expertise in working with VOCA Victim Compensation programs and OVC.

Goal

The goal of this fellowship program is to strengthen and enhance compensation programs with a focus on collaborating with the crime victim services' field to identify barriers that prevent all victims of crime, including victims of color, from accessing and receiving compensation, improving support and resources for state victim compensation programs, and promoting equity in access to and receipt of compensation funding.

Objectives

- Assist OVC/OJP work with compensation administrators to support compensation programs.
- Assess individual state compensation programs and applicable laws, rules, regulations, policies, and other guidance or programs impacting the operations and execution of state compensation programs.
- Identify barriers that prevent all victims of crime, including victims of color, from accessing and receiving compensation, and provide recommendations at the national and state levels to overcome those barriers.

Objectives (cont.)

- Advance OVC/OJP's support of compensation programs to promote equity in access to and receipt of compensation funding.
- Identify model best practices across victim compensation programs, share these best practices with OVC and other state programs, and develop trainings/public outreach efforts to raise awareness about these practices.
- Make recommendations to OVC about how to institutionalize communication and collaboration innovations that will improve coordination with the compensation administrators.

Deliverables

- A nationwide assessment of state victim compensation programs, incorporating previous OVC/OJP and other field-generated work in this area.
- A report on recommendations to improve OVC/OJP's efforts to enhance communication with states regarding victim compensation programs. This will include recommendations for OVC to institutionalize improved communication and collaboration with compensation administrators.
- A report on recommendations to improve OVC/OJP's support of state victim compensation systems, policies, and structures, to include: (a) identified barriers that prevent all victims of crime, including victims of color, from accessing and receiving compensation; (b) recommendations at the national and state levels to overcome those barriers; and (c) recommendations to advance OVC/OJP efforts to promote equity in access to and receipt of compensation funding.

Deliverables (cont.)

- Trainings, outreach, public awareness efforts, and public resources, which are developed and conducted to raise awareness about OVC's efforts to increase support to state compensation programs.
- Work with OVC's training and technical assistance partners to hold listening sessions with organizations representing marginalized communities, survivors, and compensation administrators to gain a better understanding of improvements that need to be made to the victim compensation program.
- Monthly reports submitted to the Program Manager outlining the activities completed.

Federal Award Information

Maximum number of award*s* OVC expects to make:	1 Award
Maximum dollar amount for each award:	$400,000
Total amount to be awarded under solicitation:	$400,000
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 (20%)
  - Project Design and Implementation (20%)
  - Capabilities and Competencies (45%)
  - Plan for Collecting the Data for this Solicitation's Performance Measures (5%)
- **Budget Worksheet and Budget Narrative (web-based form)** (10%)
- **Resume or Curriculum Vitae**

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 20 pages. Pages should be numbered “1 of 20,” “2 of 20,” 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

The applicant must clearly articulate an understanding of the problem that this project plans to address by providing information about—

- Current practices in state victim compensation programs.
- How data can be used by compensation administrators and other providers in the field to improve services for victims.
- Gaps in information and knowledge by practitioners in the field.
- Gaps in accessing compensation, focusing on victims of color.
- Problems related to disseminating information to the field and integration of information into practice.

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

This section must—

- Provide a clear description of academic and professional expertise in the fellowship specialization subject matter area(s), including but not limited to:
  - Experience working with state victim compensation programs and/or the administration or management of state victim compensation programs.
  - Experience working with victims of color and/or designing programs or initiatives that engage victims of color.
- Document experience in providing oral presentations and developing written publications or technical assistance products for broad audiences of stakeholders.
- Describe other relevant competencies. Resumes or curriculum vitae must be included as a separate attachment.

Proposal Narrative: Plan for Collecting Data

This section must—

- State the applicant's understanding of the performance data reporting requirements for this grant program and describe a plan for collecting all of the performance measures data required by this solicitation.
- Outline a plan for conducting evaluation activities to determine if the project is meeting goals and objectives.

Budget Worksheet and Budget Narrative (Web-Based Form)

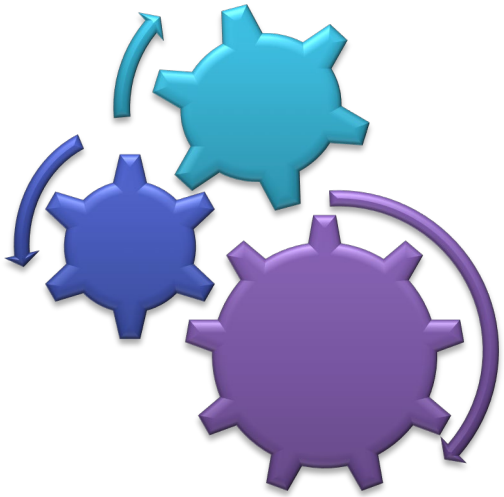
- Use the JustGrants web-based form.
- Personnel costs should relate to the key personnel for the project.
- The budget should include adequate funding to fully implement the project, broken out by year, reflecting 36 months.
- The budget should be mathematically sound and correspond with information described in the Proposal Narrative and aligned with the project design.

Applications Should Also Include

Along with the 4 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)
- Financial Management and System of Internal Controls Questionnaire
- Timeline Form
- Disclosure of Lobbying Activities (SF-LLL)
- Applicant Disclosure of Duplication in Cost Items
- Request and Justification for Employee Compensation; Waiver (if applicable)
- 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)

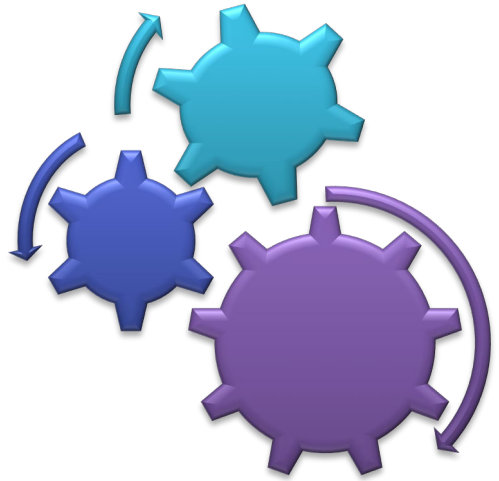
Hallmarks of an Outstanding Application



- Use simple and concise language.
- Ensure information is presentable and organized.
- Be realistic about how you will achieve goals.
- 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

- 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: July 5, 2022

Submission of the Full Application into JustGrants and Grants.gov

Due: July 12, 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.

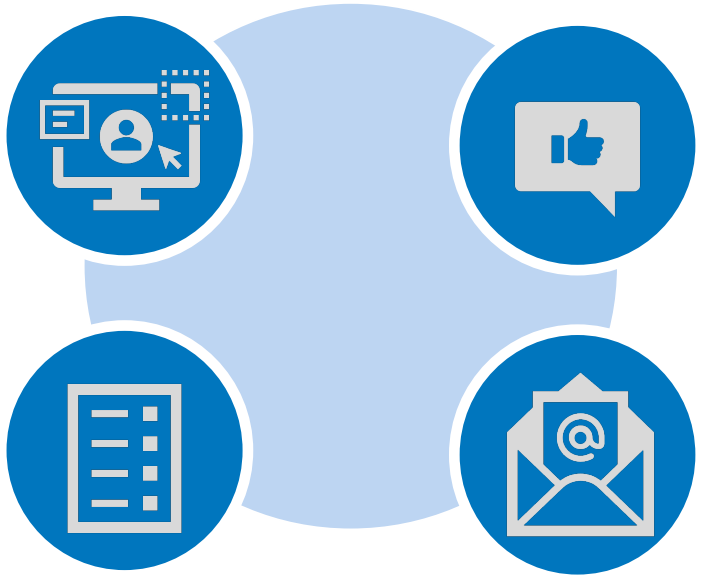
Within 48 hours of SF-424 and SF-LLL submission, you should receive two notifications from Grants.gov.

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:

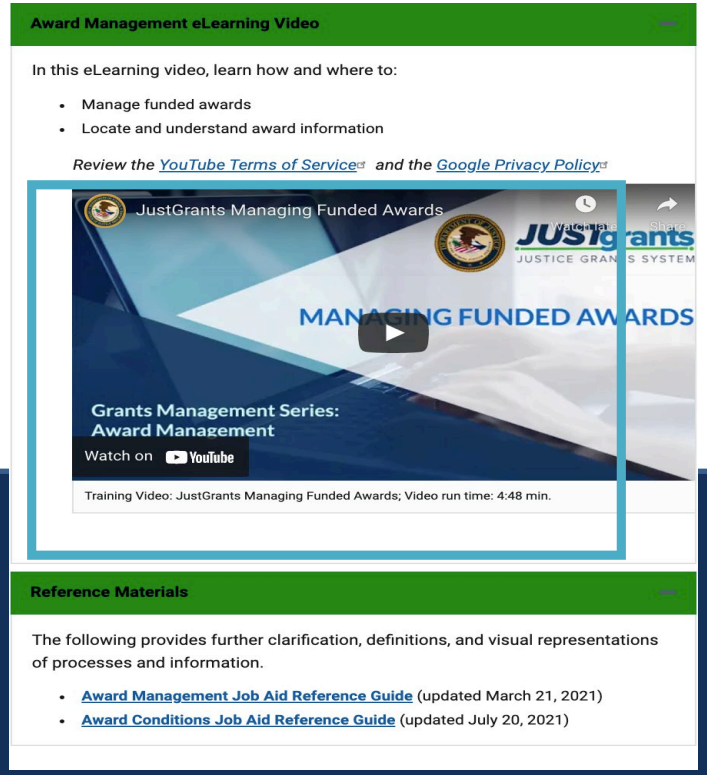
- The Entity Administrator and Authorized Representative when the deadline for applications has changed.
- The Application Submitter, Entity Administrator, and Authorized Representative when the application is received in JustGrants from Grants.gov.
- The Entity Administrator when the award notification 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.

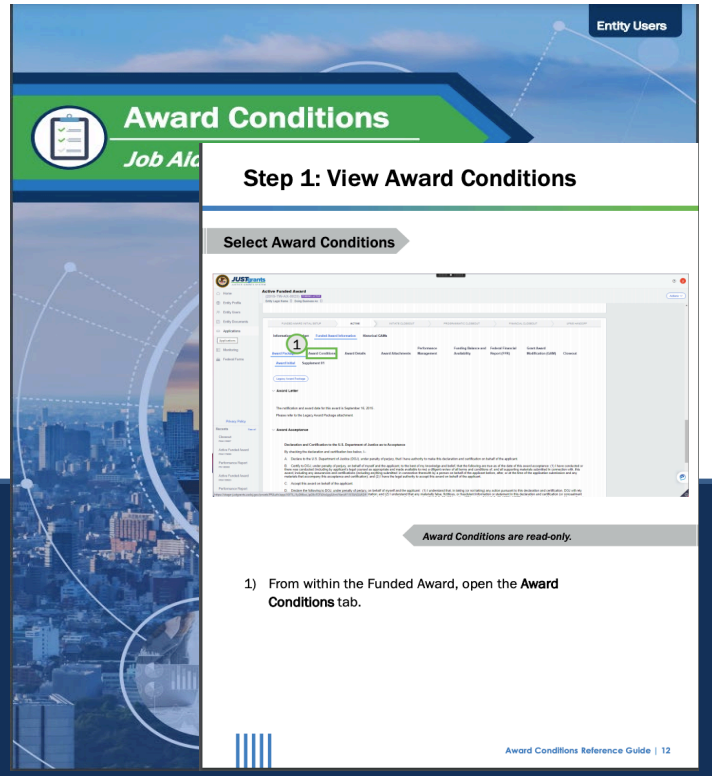
Once the application deadline passes in JustGrants, you may see a banner that says it is past due. If your status is "Submitted," your application has been received by DOJ and you can ignore the past due banner.

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

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 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!

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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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Watch: www.youtube.com/user/OJPOVC

Questions?

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