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: **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

- City or township governments
- County governments
- For profit organizations other than small businesses
- Independent school districts
- Individuals
- Native American tribal organizations (other than Federally recognized tribal governments)
- Native American tribal governments (Federally recognized)
- 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
- Public housing authorities/Indian housing authorities
- Small businesses
- Special district governments
- State governments*
- Unrestricted (open to any type of entity above), subject to any clarification in text field entitled as Additional Information on Eligibility
- Other

Eligibility Criteria

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

Program Description

This solicitation seeks to fund one entity to implement, manage, and sustain the Measures for Providers Responding to Victimization Experiences (iMPRoVE) project for victim service providers. The iMPRoVE project provides an assessment survey tool for victim service providers to use to measure outcomes and assess the effectiveness and quality of services provided to their clients. OVC is working to help drive the victim service field from a focus on effort to a focus on results and effectiveness by creating a standardized approach to measuring the outcomes and quality of services across the field.

Specific Information

The iMPRoVE tool uses best practices in survey research and accounts for the fact that different types of service providers have different intended outcomes for their services. This extensively tested and validated instrument with a user-friendly software platform enables service providers to readily collect and analyze outcome and satisfaction measures. It provides victim service providers with a systematic way of listening to the clients' voices to ensure their needs are being met to the greatest extent possible and it allows providers to quantify the extent to which their services meaningfully affect victims' lives.

Goals

The goal of this solicitation is for the award recipient to implement, manage, and sustain the Measures for Providers Responding to Victimization Experiences (iMPRoVE) project for victim service providers.

Objectives

- Education/Training: Responsible for bringing awareness and communication about the iMPRoVE tool and its benefits for victim service providers, along with training victim service providers with the user guide and tool kit.

- iMPRoVE Survey Implementation and Management: Responsible for distributing the iMPRoVE tool to victim service providers, managing and overseeing participating providers, and sustaining the tool across new and existing participants.

- Data Collection and Analysis: Responsible for proper data collection and sharing agreements, cleaning and managing data from respondents, analyzing survey responses, and providing feedback to victim service providers.

- System Upkeep: Works with OVC to determine appropriate servers for storing the data in addition to providing management and technical assistance for the data collection platform.

Deliverables

1. Strategic planning that should include, but is not limited to:
   - Outreach/Communication Plan
   - Education/Training/Technical Assistance Plan
   - iMPRoVE Assessment Survey Tool Distribution and Oversight Plan
   - Sustainability Plan
   - Data Collection Plan (to include data sharing agreements and data management)
   - Data Analysis Plan
2. Implementation of the iMPRoVE Assessment Survey Tool Distribution, Education/Trainings, and System Technical Assistance
3. Annual Distribution of the iMPRoVE Tool Report
4. Mid-Year and Annual Analysis of Outcomes Report
5. Mid-Year and Annual Systems Report (to include an assessment of the data servers and data collection technologies, highlighting successes, challenges, and strategies for sustainability)
6. Comprehensive Final Report (to include, but not limited to, project goals, challenges, successes, and strategies for sustainability)
7. Other Deliverables (as determined by OVC)

Federal Award Information

Maximum number of awards OVC expects to make: 1 Award

Maximum dollar amount for each award: $1.5 million

Total amount to be awarded under solicitation: $1.5 million

Period of Performance start date: 10/01/2022

Period of Performance duration: 36 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**

  - Description of the Issue (15%)

  - 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)** (15%)

⚠️ **Remember, if you fail to submit <u>ANY</u> of required documents, your application <u>will not</u> 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.**

Proposal Narrative: Description of the Issue

This section must describe the need for, and use of, outcome measures to assess the effectiveness and quality of services provided to victims of crime; how the project provides value to the victim services field; the key challenges of survey implementation and sustainment that could be encountered; and how funding will support reaching the goals of the project.

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.

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Proposal Narrative: Capabilities and Competencies

- Describe the capabilities and competencies needed to accomplish the goals and objectives of the project.
- Provide examples of prior experience with survey implementation and sustainment, with examples of successful outreach to, or proper identification of, organizations working with underserved communities.

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 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.

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.
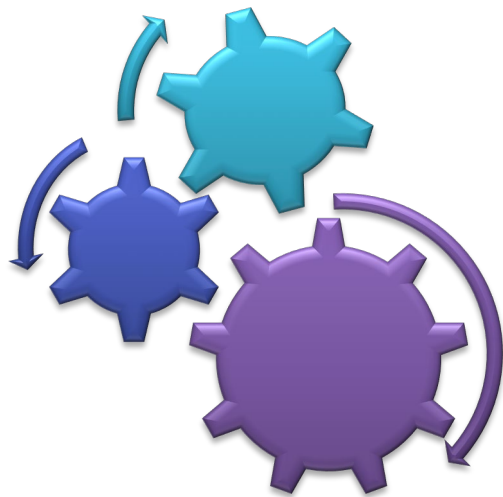
Common Reasons Cited for a Weak Application

- 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
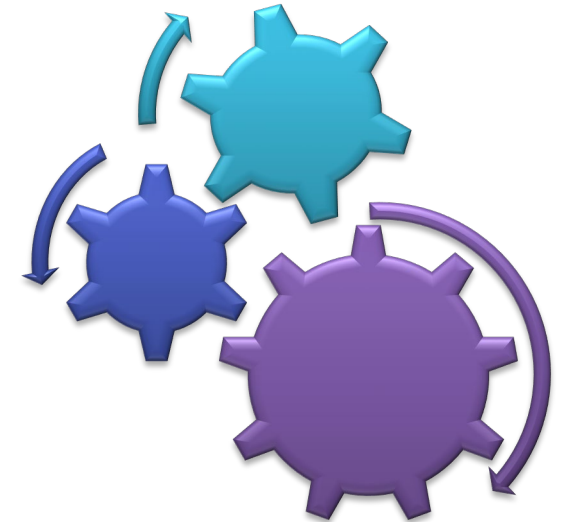
Application Process

Two Step Application Process

Submission into Grants.Gov

Due: 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.

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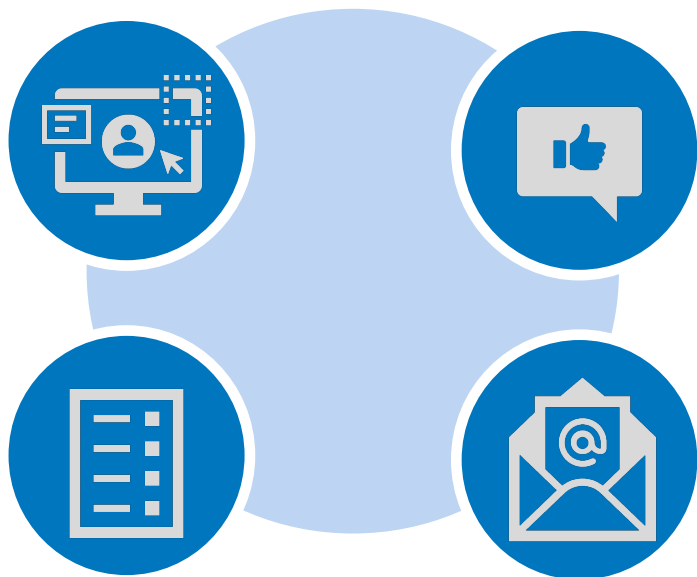
- Proposal Abstract
- Solicitation-Specific Data submitted with the Application
- Goals, Objectives, Deliverables, and Timelines
- Budget Detail Form
- Application Disclosure of Duplication Cost Items

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.

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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.
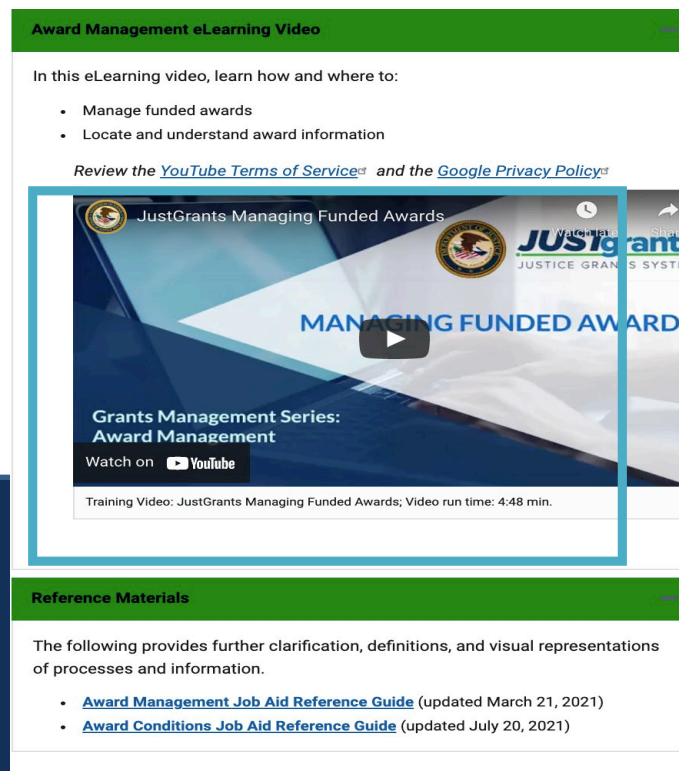
JustGrants Training Resources

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

July
5
11:59 p.m. ET

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

July
12
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