

OVC FY 2021 National Joint Training Conference for VOCA Victim Assistance and Victim Compensation Administrators (2022-2024)

CFDA # 16.582

Grants.gov Solicitation Number: O-OVC-2021-92008

June 1, 2021

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



Presenter



Joel Hall

Associate Director
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 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

- ❑ Solicitation Closes: **Thursday, July 1, 2021**
- ❑ DOJ expects to award grants no later than **September 30, 2021**
- ❑ All project **START** dates should be on or after **October 1, 2021***



***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
- Independent school districts
- 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
- Public housing authorities/Indian housing authorities
- State governments
- Other: National Associations

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

Program Description



OVC will make an award to an eligible organization to support the 2022, 2023, and 2024 VOCA National Training Conferences for State VOCA Victim Assistance and Compensation Administrators and their staff. The conferences will provide training and technical assistance and facilitate an opportunity for the presentation of state issues and practices through lectures, panels, workshops, and forums.

Goal



The goal of this program is to improve the delivery of victim services and compensation by VOCA-funded victim assistance and victim compensation programs.

Objective



To hold national training conferences for State VOCA Victim Assistance and Victim Compensation Administrators in

- 2022,
- 2023, and
- 2024



Deliverables



To achieve the goal, applicants will be required to complete the following:

1. National Training Conferences to be held annually in 2022, 2023, and 2024 with an overall emphasis on
 - VOCA formula subject matters;
 - issues raised by the Office of the Inspector General;
 - fundamental grants and financial management trainings;
 - programmatic and innovative trainings;
 - and criminal justice topics.
2. Regular planning meetings with OVC.
3. Posting of conference materials to the recipient's website and OVC's website.
4. A Final Conference Report.
5. Any other related activities as identified by OVC.



Federal Award Information



Maximum number of awards OVC expects to make:	1 Award
Maximum dollar amount for each award:	\$600,000
Total amount anticipated to be awarded under solicitation:	\$600,000
Period of Performance start date:	10/1/2021
Period of Performance duration:	36 Months



Type of Award

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**

- 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%)**



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:

- Name of the applicant,
- primary activities,
- products and deliverables,
- the service area, and who will benefit from the proposed project

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 (Times New Roman is preferred)
- 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

Proposal Narrative: Description of the Issue



- Describe the problem to be addressed through this project, and why it is necessary for the field.
- Describe current services, training, and technical assistance available to State Administrated Agencies, and gaps.
- Describe how the funding will alleviate the problem.

Proposal Narrative: Project Design and Implementation



This **section** should include goals, objectives and activities that are aligned with 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—

1. Identify the key individuals and organizations involved in the proposed project.
2. Provide a clear description of the applicant's management structure.
3. Demonstrate that the individuals and organizations identified have the capacity to address the stated need, including the expertise necessary to coordinate and execute three national conferences and coordinate with federal entities in delivering national conferences; experience with coordinating virtual trainings; and the ability to implement the proposed project activities.
4. Describe specific roles and responsibilities of all project partners and key staff.
5. Clearly describe who will implement activities as described in the Project Design and Implementation section.

Proposal Narrative: Capabilities and Competencies – cont.



6. Describe their experience managing federal grants that support training and technical assistance, coordination and implementation of national conferences, and victim services.
7. Include a clear description of the applicant's management structure. Attach **Resumes and Position Descriptions of Key Personnel** as a separate attachment.
8. Describe how the program will be managed and include an **organizational chart**.
9. Include a **list of personnel** responsible for managing and implementing the major stages of the project.
10. Provide detailed information about staff members who have committed to work on the project contingent upon receipt of funding.

Proposal Narrative: Plan for Collecting Data



- Who will be responsible for reporting the required performance measures?
- How will data be collected?
- Any additional performance metrics?
- What data sources will be used? – Any legal, policy, or other barriers to gaining access?

Budget Worksheet and Budget Narrative (Web-Based Form)



See the [OJP Grant Application Resource Guide](#) for additional information.

- 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 **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 Statement
- Time-Task Plan
- Resumes and Position Descriptions of Key Personnel
- Organizational Chart
- List of Personnel
- 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



Application Process

JustGrants: Application Submission Resources

[Application Mechanics eLearning Videos](#)

By viewing the eLearning videos, job aids, DOJ Application Checklist and other resources, applicants will have all of the information needed to successfully navigate the mechanics of submitting an application.

- ✓ [Application Mechanics: Getting Ready to Apply \(NEW\)](#)
- ✓ [Application Mechanics: Initiating Application Submission in Grants.gov \(NEW\)](#)
- ✓ [Application Submission: Locating an Application](#)
- ✓ [Application Submission: Submitting an Application](#)
- ✓ [Application Submission: Completing a Budget Detail Form](#)
- ✓ [Application Mechanics: After Submitting an Application \(NEW\)](#)



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Review the Application Submission Webinar

Recording available: [*Application Mechanics: Submitting an Application*](#)

What you'll learn:

- ✓ Steps to take prior to applying for funding
- ✓ How to find open DOJ funding opportunities in Grants.gov
- ✓ How to apply for funding using JustGrants
- ✓ The JustGrants roles and their responsibilities and required actions
- ✓ How to navigate and use the system
- ✓ Where to find training materials, job aids, and other resources



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DOJ Application Submission Checklist

Review the [*DOJ Application Submission Checklist*](#)

The checklist covers all necessary steps to complete the two-part application process in Grants.gov and JustGrants.

The checklist includes:

- ✓ how to prepare to apply
- ✓ completing the abbreviated application in Grants.gov
- ✓ Entity Onboarding and JustGrants Access
- ✓ completing, reviewing, certifying and submitting your application in JustGrants, and
- ✓ helpful user tips



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JustGrants Training and Resources

- Access [recording](#) and [slide deck](#) from previous webinars
- Refer to the [JustGrants Training Application Submission](#) page for additional information and training on the application submission process
- Bookmark the [JustGrants Training](#) page for updates



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Submission Information

Step 1: **Grants.gov**

- Submit the **SF-424** and an **SF-LLL** at:
<https://www.grants.gov/web/grants/register.html>
- To register in Grants.gov, applicants need to obtain a Data Universal Numeric System (DUNS) and System of Award Management (SAM) registration or renewal.



Step 2: **JustGrants**

- Submit the **full application** including attachments at: [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov)



Refer to the Registration and Submission section of the OJP Grant Application Resource Guide at <https://ojp.gov/funding/Apply/Resources/Grant-App-Resource-Guide.htm> for instructions on How to Apply (<https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide#apply>)

OJP Grants Application Resource Guide



The screenshot shows the top portion of the OJP website. On the left is the OJP seal. To its right is the text "U.S. DEPARTMENT OF JUSTICE" and "OFFICE OF JUSTICE PROGRAMS". On the far right of the header are links for "Contact Us", "Careers", "Subscribe", and a share icon. Below this is a search bar with the word "Search" and a magnifying glass icon. A navigation menu follows with links for "Home", "About Us", "News Center", "Grants/Funding" (which is underlined), "For Congress", "Resources", "Topics", "Training", and "Data". Below the navigation menu 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>

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: **Grants.gov**

- Submit **SF-424 & SF-LLL** in Grants.gov by



Part 2: **JustGrants**

- Submit **Full Application** in JustGrants.usdoj.gov by



Questions



Submit questions in the [Q&A Box](#).