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OVC Fiscal Year 2020
Crime Victims' Rights Legal Clinics

March 16, 2020

Presenter

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Office for Victims of Crime

Webinar Outline

1. OVC Overview and Mission

2. Breakdown of the **Crime Victims' Rights Legal Clinics** solicitation

   - Project Purpose, Goal, and Objectives

   - Eligibility

   - Application and Award Timelines

   - Required Documents

3. How to Apply

4. Questions and Answers

OVC Mission Statement

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.

Project Purpose

This solicitation will provide funding to support or expand on federal, state, local, and tribal efforts to enforce crime victims' rights. It will do so through two purposes areas:

1. victims' rights legal clinics that will provide the enforcement of crime victims' rights in the criminal justice process; and

2. a training and technical assistance (TTA) provider to support the selected legal clinics.

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Goal   (Pg. 4)

The overarching goals of this Initiative are to:

- provide victims with crime victims' rights enforcement;
- raise awareness about crime victims' rights among prosecutors, criminal justice professionals, attorneys, the local bar, law students, advocates, and other allied professionals working with victims; and
- expand the body of professionals who will advocate for the enforcement of crime victims' rights.

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The selected clinics will:

- enforce crime victims' rights at the federal, state, local and tribal levels, and will provide legal assistance in the enforcement of those rights;

- demonstrate how attorneys will have standing in legal proceedings to enforce crime victims' rights; and

- develop a plan to provide training and education on crime victims' rights enforcement to allied professionals.

Purpose Area 1 Deliverables   (Pgs. 4-5)

The selected clinics will:

- provide pro bono legal representation to victims of crime for the enforcement of crime victims' rights;

- represent crime victims at the appellate level;

- develop a plan to educate and provide training on crime victims' rights to legal and criminal justice professionals that work with victims;

- provide a time-task plan and implementation plan; and

- work with the TTA provider to assess project effectiveness and evaluate accomplishment of project goals and objectives.

The selected TTA provider will support the eight clinics as they launch or expand their crime victims' rights clinics and train allied professionals.

Purpose Area 2 Deliverables   (Pg. 5)

The selected TTA provider will:

- assist each clinic with developing, expanding, or enhancing its crime victims' rights clinic;

- incorporate survivor experiences into the TTA program;

- provide intensive legal training and technical assistance to legal clinics;

- assist the legal clinics with compiling policies, resources, training materials, and other resources developed under this Initiative;

- conduct monthly calls, webinars, or other "meetings" between sites to facilitate discussion and exchange of information between the clinics;

Purpose Area 2 Deliverables (cont'd)   (Pg. 5)

- assist the legal clinics with the development of training materials and the delivery of trainings to allied professionals;

- host at least one in-person meeting with designees from legal clinics;

- facilitate routine peer-to-peer consultation and networking opportunities among the sites;

- coordinate with federal agencies and associations to present at gatherings of prosecutors and DAs on crime victims' rights enforcement; and

- work with OVC to develop data and performance measures; establish baseline data for performance metrics and a data collection process; report on performance measures.

Eligibility to Apply

The following entities are eligible to apply:

- nonprofit organizations (including tribal nonprofit organizations),

- faith-based and community-based organizations,

- institutions of higher education (including tribal institutions of higher education),

- state or unit of local government, and

- federally recognized Indian tribal governments or tribal organizations.

- All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

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

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Application Timeline (Pg. 1)

- Solicitation Opened: **February 27, 2020**

- Solicitation Closes: **April 27, 2020 at 11:59 pm**

OVC recommends you submit applications
at least 72 hours prior to the application due date.

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Award Amount and Project Period (Pg. 6)

- **Award Amount (1):** up to 8 awards of up to $1 million per award for a total not to exceed $8 million

- **Award Amount (2):** 1 award of up to $1 million

- **Period of Performance Start Date:** October 1, 2020

- **Period of Performance Duration:** 36 months

Grant vs. Cooperative Agreement   (Pg. 6)

- Grant:

    - Legal instrument of financial assistance

    - Awarding agency maintains an oversight and monitoring role

    - Without substantial involvement with awarding agency

- Cooperative Agreement:

    - Substantial involvement between awarding agency and recipient during the performance period

    - Awarding agency closely participates in the performance of the program

    Awards will be made as a **Cooperative Agreement**.

Part 200 Uniform Requirements (Pg. 6)

- All award recipients and any subrecipients/subawards are subject to Part 200 Uniform Requirements.
  - See the OJP Grant Application Resource Guide: https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide#financialManagement.)

- Applicants may also review DOJ Grants Financial Guide at https://ojp.gov/financialguide/DOJ/index.htm

Applications **MUST** Include   (Pgs. 7; 11-12)

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:

- Program Narrative
    - Description of the Issue (20%)
    - Project Design and Implementation (45%)
    - Capabilities and Competencies (20%)
    - Plan for Collecting Performance Measurement Data (5%)
- Budget Detail Worksheet including the Budget Narrative (10%)

Program Narrative Format   (Pg. 8)

The program narrative should be:

– Double-spaced, using a standard 12-point Times New Roman font

– No less than 1-inch margins

– Not exceed 25 pages, double-spaced

– Pages should be numbered

If the Program Narrative fails to comply with these length-related restrictions, OVC may negatively consider such noncompliance in peer review and in final award decisions.

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Data Collection

- Award recipients will be required to provide the relevant data by submitting semiannual performance metrics through OVC's online Performance Measurement Tool (PMT):

  - https://ovcpmt.ojp.gov/.

- Applicants should examine the data collection requirements and key performance indicators at https://www.ovc.gov/grants/pdftxt/TVS-questionnaire.pdf. Award recipients will be required to complete the following sections, including any relevant shared measures.

IV. Data Gathering

VI. Strategic Planning

- Reports generated from OVC's PMT system must be uploaded to the Grants Management System every 6 months.

Budget Detail Worksheet and Budget Narrative   (Pgs. 9-10)

See the **OJP Grant Application Resource Guide** for information on the **Budget Information and Associated Documentation** in the Budget Preparation and Submission Information section.

- Use the DOJ standard form; Excel version preferred.
- Budget detail and budget narrative combined in one document.
- 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 program narrative and aligned with the project design.
- Available at: https://www.ojp.gov/funding/apply/forms/ojp-budget-detail-worksheet

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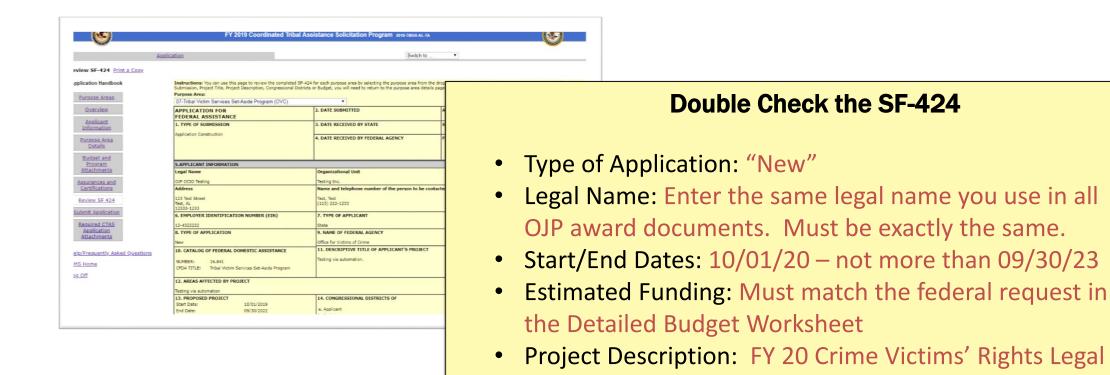# Applications also MUST Include (Pgs. 15-16)

- SF-424 – see [OJP Grant Application Resource Guide](#)
- Project Abstract – Pg. 7
- Indirect Cost Rate Agreement (if applicable) – see [OJP Grant Application Resource Guide](#)
- Financial Management Questionnaire – see [OJP Grant Application Resource Guide](#)
- SF-LLL – see [OJP Grant Application Resource Guide](#)
- Disclosure of Pending Applications – see [OJP Grant Application Resource](#)
- Disclosure and Justification – DOJ High Risk Grantees – see [OJP Grant Application Resource Guide](#)

- Tribal Authorizing Resolution (if applicable) – see [OJP Grant Application Resource Guide](#)
- Disclosure of Process Related to Executive Compensation – see [OJP Grant Application Resource Guide](#)
- MOUs or Letters of Intent – Pg. 10
- Position Descriptions and Resumes – Pg. 11
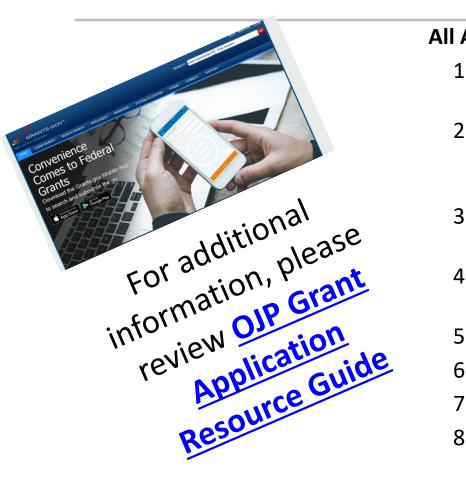- Request and Justification for Employee Compensation – see [OJP Grant Application Resource Guide](#)

Double Check the SF-424

- Type of Application: "New"
- Legal Name: Enter the same legal name you use in all OJP award documents. Must be exactly the same.
- Start/End Dates: 10/01/20 – not more than 09/30/23
- Estimated Funding: Must match the federal request in the Detailed Budget Worksheet
- Project Description: FY 20 Crime Victims' Rights Legal Clinics

All Applicants should complete the following steps:

1. Acquire a unique entity identifier (a Data Universal Numbering System (DUNS) number)

2. Register or maintain registration with the System for Award Management (SAM) database well in advance of applying (replaces CCR).

3. Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.

4. Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).

5. Search for the funding opportunity on Grants.gov

6. Select the correct Competition ID.

7. Access Funding Opportunity and Application Package from Grants.gov.

8. Submit a valid application consistent with the solicitation by following the directions at Grants.gov.

For additional information, please review **OJP Grant Application Resource Guide**

How to Apply (cont'd)   (Pg. 11)

As noted in the OJP Grant Application Resource Guide.

IMPORTANT SAM.gov ALERT

- If you are a new entity registering in the System for Award Management (SAM) **or an existing entity that needs to update or renew your SAM registration**, you must submit an original, signed notarized letter appointing the authorized Entity Administrator within sixty (60) days of the registration activation. **Notarized letters must be submitted via U.S. Postal Service Mail.**

Technical Problems /
Request for Late Submission   (Pg. 2)

The following conditions generally are insufficient to justify late submissions:

- Failure to register in SAM or Grants.gov in sufficient time (SAM registration and renewal can take as long as 10 business days to complete. The information transfer from SAM to Grants.gov can take up to 48 hours.)

- Failure to follow Grants.gov instructions on how to register and apply as posted on its website.

- Failure to follow each instruction in the OJP solicitation.

- Technical issues with the applicant's computer or information technology environment, such as issues with firewalls or browser incompatibility.

Attachment Tips

- **OVC strongly recommends that applicants use descriptive names when labeling attachments.**

Good Example:

File Name: File 4 Budget Detailed Worksheet
File Name: File 6 Information on Proposed Subawards.

Bad Examples:

File Name: Budget
File Name: File 4

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Tips

- Start the application process early!
  - Registrations (DUNS, SAM, Grants.gov)
  - Identify Service Partner(s)
  - Schedule planning meetings with proposed partner(s)
  - Begin drafting MOUs, Letters of Intent, and Subcontracts/Subgrants
- Apply under the correct competition ID: **OVC-2020-17893**.
- Submit your application 72 hours prior to the due date.
- Using the Budget Detail Worksheet template is required.
  - Applicants must follow the same format (headings, subsections, etc.) if not using the template for this critical element.
- Ask for the amount of funding needed.

Stay Connected to OVC

Subscribe to receive notices about OVC's programs and initiatives in one of two ways.

- **Text to Subscribe:** Text **OJP OVC [your email address]** to **468-311** to subscribe. *Message and data rates may apply.*

- **Online:** Visit https://puborder.ncjrs.gov/Listservs/subscribe_newsfromovc.asp and enter your email address.

Follow us on social media.

- **Facebook:** https://www.facebook.com/OJPOVC
- **Twitter:** https://twitter.com/OJPOVC
- **YouTube:** www.youtube.com/ojpovc

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Solicitation Assistance and Support (Pg. 2)

National Criminal Justice Reference Service (NCJRS) Response Center

https://www.ncjrs.gov

- Provides programmatic and general assistance with solicitation requirements.
- Links to all current OJP funding opportunities
- Subscribe to receive email notifications of new opportunities
    - Sign up to receive the biweekly **JUSTINFO** newsletter and the weekly **Funding News From NCJRS** email.
    - Be sure to select "Grants/funding" as an area of interest in your NCJRS registration profile when you subscribe.

- **Phone:** 800–851–3420
- **Email**: grants@ncjrs.gov
- **Web chat:** https://webcontact.ncjrs.gov/ncjchat/chat.jsp
- **TTY** at 301–240–6310 (hearing impaired only)
- **Hours of operation:** 10:00 a.m. to 6:00 p.m. eastern time, Monday through Friday.

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For technical assistance with submitting an application,

contact **Grants.gov Customer Service Support Hotline**

- Phone: 800–518–4726 or 606–545–5035
  - The Grants.gov Customer Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.
- Email: support@grants.gov or https://grants.gov/web/grants/support.html

- Provides information on available federal funding opportunities for various federal agencies.

Important Websites

- OVC's website: www.ovc.gov

- OJP Grant Application Resource Guide:
  https://ojp.gov/funding/Apply/Resources/Grant-App-Resource-Guide.htm

- DOJ Grants Financial Guide: https://ojp.gov/financialguide/DOJ/index.htm

- Budget Detail Worksheet:
  https://ojp.gov/funding/Apply/Forms/BudgetDetailWorksheet.htm

- OVC Training and Technical Assistance Center: www.ovcttac.gov

- Grants Management System: https://grants.ojp.usdoj.gov/

- Grants Payment Request System: https://grants.ojp.usdoj.gov/gprs

- Grant Performance Measurement Reporting: https://ojp.gov/performance/

Question Time

To submit a question, use the Q&A Box and select all panelists.

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