

# OVC FY 2021 VOCA Assistance and VOCA Compensation Formula Programs

CFDA # 16.575/16.576

Grants.gov Solicitation Number: O-OVC-2021-19002/O-OVC-2021-11005

June 3, 2021

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



# Presenter

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## 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

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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: **Monday, July 19, 2021**
- ❑ DOJ expects to award grants no later than **September 30, 2021**
- ❑ All project **START** dates should be on or after **October 1, 2020\***



**\*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



The following entities are eligible to apply:

- State governments
- Territories and possessions of the United States

All states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, American Samoa, Guam, and the Northern Mariana Islands are eligible to receive an annual VOCA Victim Assistance grants. Applicants must meet the eligibility requirements specified in VOCA, 34 U.S.C. § 20103(b).

Applicants must be State victim compensation programs that are eligible to administer VOCA Victim Compensation grants. Note: For purposes of this program, the term “state” includes the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, and any other possession or territory of the United States. 34 U.S.C. § 20102(d)(4).

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

# Program Description

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## **Victim Assistance and Victim Compensation:**

The Department of Justice is committed to advancing work that promotes civil rights, increases access to justice, supports crime victims, protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

# Program Description



## Victim Assistance:

Under this solicitation, the Office for Victims of Crime (OVC) will award each eligible state and territory victim assistance program an annual grant to support eligible crime victim assistance programs in that state or territory. Eligible crime victim assistance programs are those that are “operated by a public agency or nonprofit organization, or a combination of such agencies or organizations or of both such agencies and organizations, and provide services to victims of crime,” and that meet the other requirements set out in 34 U.S.C. § 20103(b)(1).



# Program Description

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## **Victim Compensation:**

Under this solicitation, the Office for Victims of Crime (OVC) will award each eligible state victim compensation program an annual grant equal to 60 percent of the amount the program awarded in state-funded victim compensation payments during the fiscal year 2 years prior to the present fiscal year, other than amounts awarded for property damage. Statutory Authority: This grant program is authorized and funded by the Victims of Crime Act (VOCA) of 1984 (34 U.S.C. § 20102).

# Goal, Objectives and Deliverables

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## Victim Assistance:

States and territories shall use funds to support eligible crime victim assistance programs that provide direct services to crime victims; retaining up to 5 percent of their total grant for administrative and training purposes.

# Goal, Objectives, and Deliverables

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## **Victim Compensation:**

The primary purpose of these grants is to supplement state efforts to provide financial compensation to crime victims throughout the nation for costs resulting from crime, and to encourage victim cooperation and participation in the criminal justice system.

# Federal Award Information

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## Victim Assistance:

Maximum number of awards OVC expects to make:	56 Awards
Total amount anticipated to be awarded under solicitation:	\$1.093 B
Period of Performance start date:	10/1/2020
Period of Performance duration:	48 Months

# Federal Award Information

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## Victim Compensation:

Maximum number of awards OVC expects to make:	53 Awards
Total amount anticipated to be awarded under solicitation:	\$134.624 M
Period of Performance start date:	10/1/2020
Period of Performance duration:	48 Months



# Type of Award

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Awards will be made as **Grants**:

- Legal instrument of financial assistance
- **Awarding agency** maintains an **oversight** and **monitoring** role
- **Without substantial involvement** with awarding agency

See the “Administrative, National Policy, and Other Legal Requirements” section of the [OJP Grant Application Resource Guide](#) for more information.



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# Application and Submission Information

# Victim Assistance Applications **MUST** Include



These elements **MUST** be included in the VOCA Formula application submission:

- A Statement Regarding Use of Administrative and Training Funds
- Civil Rights Compliance Reporting
- Monitoring of Subawards
- Statement Regarding Plan to Subgrant Funds
- OJP Financial Management and Grant Administration Training Certificates



# Victim Assistance Applications **MUST** Include



- Statement Regarding Plan to Subgrant Funds

How the state or territory will use its funding to affirmatively advance equity, civil rights, racial justice, and equal opportunity, including by incorporating any of the practices described below and any others that your jurisdiction uses or plans to use.

- For this item, please refer to the definitions used in the January 20, 2021 “Executive Order on Advancing Racial Equity and Support for Underserved Communities Through the Federal Government.” The term ‘equity’ means the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; and persons with disabilities. The term ‘underserved communities’ refers to populations sharing a particular characteristic, and geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life, including isolated rural areas, particularly tribal communities and Alaska Native villages; communities affected by persistent poverty or inequality; and communities exemplified by the list in the preceding definition of ‘equity.’

# Victim Compensation Applications **MUST** Include



These elements **MUST** be included in the VOCA Formula application submission:

- A Statement Regarding Use of Administrative and Training Funds\*
- State Law Governing the Crime Victim Compensation Programs
- OJP Financial Management and Grant Administration Training Certificates
- **Note – VCC Forms will not be submitted with the VOCA formula applications this year. OVC will provide a new version of the form to be uploaded into JustGrants at a later date.**



# Applications Should Also Include

Along with the **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
- Financial Management and System of Internal Controls
- Disclosure of Lobbying Activities (SF-LLL)
- Applicant Disclosure of Duplication in Cost Items
- DOJ Certified Standard Assurance
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
- Applicant Disclosure and Justification—DOJ High-Risk Grantees

# Application for Federal Assistance (Standard Form (SF)-424)

## 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:** 10/01/2020– not more than 09/30/24
- Estimated Funding:** Must match the federal request in the Detailed Budget Worksheet
- Project Description:** OVC FY 2021 VOCA Assistance or VOCA Compensation Program

The SF-424 will be submitted in Grants.gov. See the [OJP Grant Application Resource Guide](#) for additional information.

U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS

Approved: OMB No. 1121-0329  
Expires 11/30/2020

**Background**  
Recipients' financial management systems and internal controls must meet certain requirements, including those set out in the "Part 200 Uniform Requirements" (2.C.F.R. Part 2800).  
Including at a minimum, the financial management system of each OJP award recipient must provide for the following:

- (1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, and the name of the Federal agency.
- (2) Accurate, current, and complete disclosure of the financial results of each Federal award or program.
- (3) Records that identify adequately the source and application of funds for Federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income, and interest, and be supported by source documentation.
- (4) Effective control over, and accountability for, all funds, property, and other assets. The recipient must adequately safeguard all assets and assure that they are used solely for authorized purposes.
- (5) Comparison of expenditures with budget amounts for each Federal award.
- (6) Written procedures to document the receipt and disbursement of Federal funds including procedures to minimize the time elapsing between the transfer of funds from the United States Treasury and the disbursement by the OJP recipient.
- (7) Written procedures for determining the allowability of costs in accordance with both the terms and conditions of the Federal award and the cost principles to apply to the Federal award.
- (8) Other important requirements related to retention requirements for records, use of open and machine readable formats in records, and certain Federal rights of access to award-related records and recipient personnel.

1. Name of Organization and Address:  
Organization Name:   
Street1:   
Street2:   
City:   
State:   
Zip Code:

2. Authorized Representative's Name and Title:  
Prefix:  First Name:  Middle Name:   
Last Name:  Suffix:   
Title:

3. Phone:  4. Fax:   
5. Email:

6. Year Established:  7. Employer Identification Number (EIN):  8. DUNS Number:

9. a) Is the applicant entity a nonprofit organization (including a nonprofit institution of higher education) as described in 26 U.S.C. 501(c)(3) and exempt from taxation under 26 U.S.C. 501(a)?  Yes  No  
If "No" skip to Question 10.  
If "Yes", complete Questions 9. b) and 9. c).

# Lobbying Form (SF-LLL)



All applicants must disclose the existence or nonexistence of lobbying activities by completing and submitting Form SF-LLL.

The SF-LLL will be submitted in Grants.gov.

**DISCLOSURE OF LOBBYING ACTIVITIES**  
Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352 (See reverse for public burden disclosure.)

Approved by OMB 0348-0048

1. Type of Federal Action:  
 a. contract  
 b. grant  
 c. cooperative agreement  
 d. loan  
 e. loan guarantee  
 f. loan insurance

2. Status of Federal Action:  
 a. bid/offer/application  
 b. initial award  
 c. post-award

3. Report Type:  
 a. initial filing  
 b. material change  
For Material Change Only:  
year \_\_\_\_\_ quarter \_\_\_\_\_  
date of last report \_\_\_\_\_

4. Name and Address of Reporting Entity:  
 Prime  
 subawardee  
Tier \_\_\_\_\_, if known:  
\_\_\_\_\_

5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:  
\_\_\_\_\_

6. Federal Department/Agency:  
\_\_\_\_\_

7. Federal Program Name/Description:  
\_\_\_\_\_

8. Federal Action Number, if known:  
\_\_\_\_\_

9. Award Amount, if known:  
\$ \_\_\_\_\_

10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):  
\_\_\_\_\_

b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):  
\_\_\_\_\_

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Federal Use Only:  
Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
Date: \_\_\_\_\_

Authorized for Local Reproduction  
Standard Form LLL (Rev. 7-97)

To download the Disclosure for Lobbying Activities form, visit:

<https://ojp.gov/funding/Apply/Resources/Disclosure.pdf>

# Disclosure of Duplication in Costs Items



The **disclosure** (written statement) should include both **direct applications** for federal funding (e.g., applications to federal agencies) and **indirect applications** for such funding (e.g., applications to state agencies that will subgrants federal funds).

## This written statement should include:

- The federal or state funding agency name
- The solicitation name, project name, and description of the project
- The point of contact information at the applicable funding agency

# Applicant Disclosure of High-Risk Status



If an applicant is currently designated as high risk by a federal grant-making agency, then the applicant must include the following information in its application:

- 1) NAME AND CONTACT INFO OF THE DESIGNATING AGENCY**
- 2) DATE OF DESIGNATION**
- 3) REASON FOR DESIGNATION**



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# 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 \(NEW\)](#)



**JUSTgrants**  
JUSTICE GRANTS SYSTEM

# 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



**JUSTgrants**  
JUSTICE GRANTS SYSTEM



# 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>)

# Step 1: Apply in Grants.gov



Applicants will submit the **SF-424** and an **SF-LLL** in Grants.gov

## 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.

# Step 2: Apply in JustGrants



Applicants will then submit the **full application** including attachments in JustGrants at [JustGrants.usdoj.gov](https://JustGrants.usdoj.gov).

# OJP Grants Application Resource Guide



The screenshot shows the top portion of a website. On the left is the U.S. Department of Justice seal. To its right, the text "U.S. DEPARTMENT OF JUSTICE" and "OFFICE OF JUSTICE PROGRAMS" is displayed. In the top right corner, there are links for "Contact Us", "Careers", "Subscribe", and a share icon. Below these is a search bar with the word "Search" and a magnifying glass icon. A navigation menu is located below the search bar, with "Grants/Funding" highlighted in blue. 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](http://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](mailto:support@grants.gov)



Technical Assistance Submitting the FULL APPLICATION into  
JustGrants: 833-872-5175 | [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov)



Technical Assistance with Programmatic Requirements contact the  
OJP Response Center: 800-851-3420 | [grants@ncjrs.gov](mailto: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

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