OVC FY 2023 Supporting Children, Youth, and Families Affected by the Drug Crisis: Recruiting and Developing Recovery Coaches

The webinar will begin shortly

Presenter

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Grants Management Specialist

Discretionary Programs Division

Office for Victims of Crime

Webinar Outline

- OVC Overview and Mission
- Solicitation Overview
  - Funding opportunity focus
  - Eligibility
  - Required documents
- Application Process & Tools
- Questions and Answers

Find funding opportunities at
https://ovc.ojp.gov/funding/current-funding-opportunities

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.

GRANTS

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Anticipated OVC FY 2023 Funding

Over $1,800,000,000
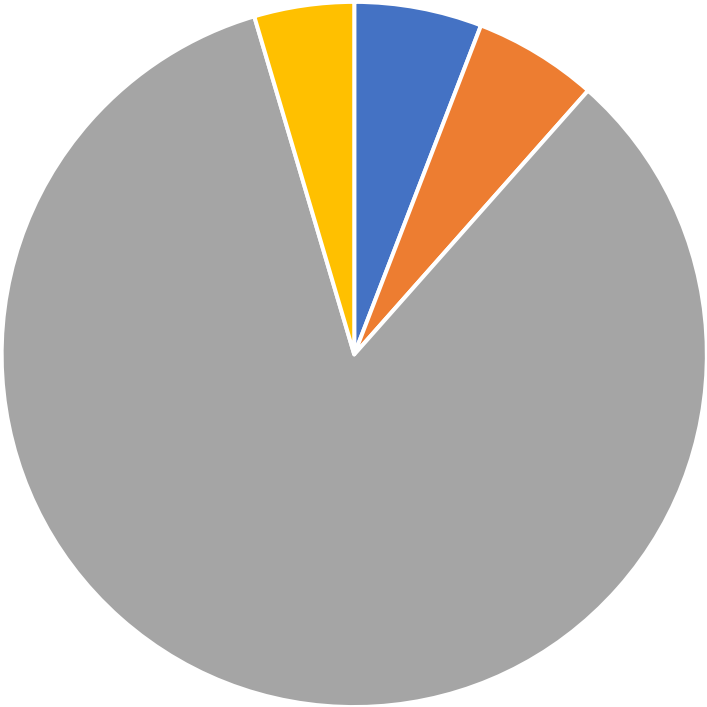
- Human Trafficking
- Tribal
- VOCA Compensation/Assistance
- Discretionary Programs

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This OVC Funding Opportunity

OVC 2023 Solicitation

Eligibility

Documents to Apply

Application Process & Resources

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Eligibility

- For profit organizations other than small businesses
- 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
- Public and State controlled institutions of higher education
- Small businesses

For additional information on eligibility, please review each solicitation's cover page.

Program Description

OVC seeks to seeks to fund one lead organization that will—

1. competitively select and fund subawards to recruit, train, and deploy paid peer recovery coaches who will assist a family member or caregiver's recovery from substance misuse in order to support the well-being of youth who have experienced victimization as a result of the drug use;
2. provide technical assistance to the selected subawardees; and
3. assist in the development of a peer recovery coach paraprofessional program.

By promoting recovery through a peer recovery coaching model, this program will support children, youth, and families including kinship families and grandfamilies, who have been victimized by neglect, abuse, or violence because of family member or caregiver's drug use.

Program Definitions

- <u>Drug or substance use or misuse</u> refers to a person misusing a legal substance in a way other than intended or prescribed or using an illegal or controlled substance.

- <u>Peer recovery coach</u> refers to a person that brings the lived experience of recovery, combined with training and supervision, to assist others in initiating and maintaining recovery, helping to enhance the quality of personal and family life in long-term recovery and reducing the amount of abuse and neglect on children, youth, and families affected by the drug crisis. Peer recovery coaches provide many different types of support, including emotional, informational, instrumental, and affiliational support. (See the Substance Abuse and Mental Health Services Administration (SAMHSA)'s webpage on Peer Support Workers and Peer Recovery Center of Excellence.)

Program Information

Under this pilot program, OVC expects to make a 3-year cooperative agreement award of up to $4 million to one lead entity to develop and manage a subaward program. In partnership with OVC, the lead entity will competitively select service providers (sites) specializing in recovery from substance use to recruit individuals with lived experience to become trained, certified peer recovery coaches. The lead entity will also provide TTA to the sites and coaches, support collaboration among the sites selected, and support an external program evaluation. The sites (subawardees to the lead entity) will select individuals in recovery to become trained, certified peer recovery coaches. The peer recovery coaches will provide coaching to family members or caregivers who have SUDs with the goal of supporting positive outcomes for children, youth, and the entire family, including grandparents, in order to reduce the cycles of abuse, neglect, and violence that can affect those impacted by substance use and misuse.

Goal

The goal of this initiative is to support children, youth, and families who have suffered victimizations as a result of a family member's or caregiver's substance use disorder by recruiting, training, and certifying peer recovery coaches who have lived experience. The program will result in a peer recovery coach paraprofessional program.

Objectives

- Develop a peer recovery coach-oriented workforce/paraprofessional program that successfully integrates recovery support services and supports individuals' efforts to initiate and sustain their recovery.
- Ensure culturally responsive service provision, equity, and justice with efforts to reach and serve marginalized and historically underserved populations.
- Enhance knowledge and build the capacity of peer recovery coaches to serve this population more effectively.
- Use the [key dimensions](#) of recovery-oriented services (health, home, purpose, and community).
- Build collaborative arrangements with other organizations or partners to guarantee program success.
- Provide services in non-treatment settings where appropriate.

Deliverables

- Create and disseminate a national request for applications, in coordination with OVC, to competitively select service providers for subawards.
- Execute, manage, and monitor subawards.
- Identify options for a robust training and certification curriculum for individuals with lived experience to become peer recovery coaches in a paraprofessional workforce.
- Establish an advisory council/steering committee/peer advisory council, with diverse expertise and including members in recovery from substance use, to assist with establishing a paraprofessional program of peer recovery coaches.
- Develop strategies that are sustainable and achieve all intended outcomes that demonstrates progress. Identify guidance for communities to start peer recovery coach programs that benefit families and children victimized by neglect, abuse, or violence related to a family member's or caregiver's drug use.

Deliverables (cont.)

- Partner with an external evaluator to support evaluation activities and assessment of subawardees' performance data to determine if the programs are meeting the stated goals and objectives.
- Provide TTA to subrecipients with the establishing their Memorandum of Understanding (MOUs) between the subawardees and the behavioral health, child welfare, and juvenile justice systems, and others (for example, substance use treatment providers, community-based organizations, recovery community organizations, local mental health and behavioral health authorities, and any other community social service agencies that may provide support services to participants). Ensure MOUs are signed by all participants within 60 days of award funding.
- Produce an annual brief to educate and inform the field on key lessons learned, including project snapshots, replicable strategies, and implementation challenges.

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Deliverables (cont.)

- Facilitate calls, webinars, or other meetings among sites and coaches to support discussion, information exchange, networking opportunities, and peer-to-peer learning.
- Budget for outreach and participation in relevant national conferences and training events to be determined in collaboration with OVC.
- Conduct a minimum of two site visits to each site over the 3-year period and provide TTA on topics such as strategic planning, workforce development, data collection, analysis strategies, etc.
- Coordinate with TTA providers from other OJP components.
- Work with the subawardees to develop the paraprofessional program including a sustainability plan to involve ongoing new relationships with behavioral health providers, among others.

PROJECT DELIVERABLE

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OJP Priority Areas

1. Priority Considerations Supporting Executive Order 13985, *Advancing Racial Equity and Support for Underserved Communities Through the Federal Government*

   A. Applications that include project(s) that will promote racial equity and the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality.

   B. Applicants that demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because the applicant (or at least one proposed subrecipient that will receive at least 40% of the requested award funding, as demonstrated in the Budget Web-Based Form) identifies as a culturally specific organization.

- Receiving priority consideration for one or more priority areas does not guarantee an award.
- For additional information, please see the solicitation.

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Federal Award Information

Maximum number of awards OVC expects to make: **1 Award**

Maximum dollar amount for each award: **$4 million**

Period of Performance start date: **10/01/2023**

Period of Performance duration: **36 Months**

Total amount to be awarded under solicitation: **$4 million**

Types of Awards
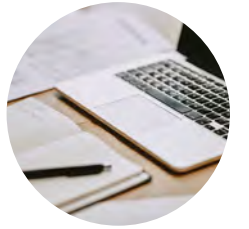
The award will be made as a **Cooperative Agreement**:
- **Substantial involvement between awarding agency and recipient** during the performance period
- Awarding agency **closely participates** in the performance of the program

See the "Administrative, National Policy, and Other Legal Requirements" section of the OJP Grant Application Resource Guide for more information.

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Application and Submission Information

Timeline

❑ Grants.gov deadline: **June 12, 2023, 11:59 p.m. ET**

❑ JustGrants deadline: **June 20, 2023, 8:59 p.m. ET**

❑ DOJ expects to award grants no later than **September 30, 2023**

❑ All project **START** dates should be on or after **October 1, 2023***

⚠️ ***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.**

Applications MUST Include

To meet the basic minimum requirements to advance to peer review and receive consideration for funding your application MUST have:

- Proposal Abstract

- Proposal Narrative

  - Description of the Issue/Statement of the Problem

  - Project Design and Implementation

  - Capabilities and Competencies

  - Plan for Collecting the Data for this Solicitation's Performance Measures

- Budget Web-Based Form (including budget details and budget narrative)

- Letters of Support

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.

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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 numbered pages
- be submitted as an attachment in JustGrants

Proposal Narrative Format

The following sections are part of the proposal narrative:

- Statement of the problem/Description of the issue
- Project design and implementation
- Capabilities and competencies
- 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/Statement of the Problem

1. Explain the problem. Describe the necessity and significance, citing supporting data and information.
2. Explain the benefits and role of peer recovery coaches.
3. Describe any barriers or challenges to the delivery and use of peer recovery coaches, including intended outcomes for the individual, families, and community.
4. Describe culturally responsive service provision and its importance.

Proposal Narrative: Project Design and Implementation

All applicants should use this section to—

1. Describe the strategy to address the needs identified in the statement of the problem.
2. Describe your project design, activities, and actions to be undertaken to fulfill the programs objectives and reach the program goals.
3. Provide a detailed description of the methods to be used to carry out each activity.
4. Provide a timetable indicating roughly when the activities or program milestones are to be accomplished.

Address priority consideration for Priority 1(A) in this section.

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Proposal Narrative: Capabilities and Competencies

1. Describe the organization and capacity of the applicant to successfully undertake this work, lead this project, and manage the subawards.
2. Determine a staffing plan that includes a project coordinator who will serve as the lead on this project.
3. Identify any anticipated challenges with system barriers, training gaps, resources, etc.
4. Identify key organizations and individuals that will help implement the project and describe the role of each. Please include resumes as attachments.

Address Priority 1(B) in this section.

Proposal Narrative:
Plan for Collecting Data

1. 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.
2. Describe the process to accurately report data.
3. Explain any additional measures you intend to collect in addition to the PMT requirements.

Budget Web-Based Form (Worksheet and Budget Narrative)

- 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.

Reflect priority 1A or 1B considerations in the budget.

Create a SMART Budget

GOAL SETTING
- S SPECIFIC
- M MEASURABLE
- A ATTAINABLE
- R RELEVANT
- T TIME-BOUND

- 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.

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Additional Documents to Apply

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)
- Poor writing and a lot of errors
- No citations or source of data
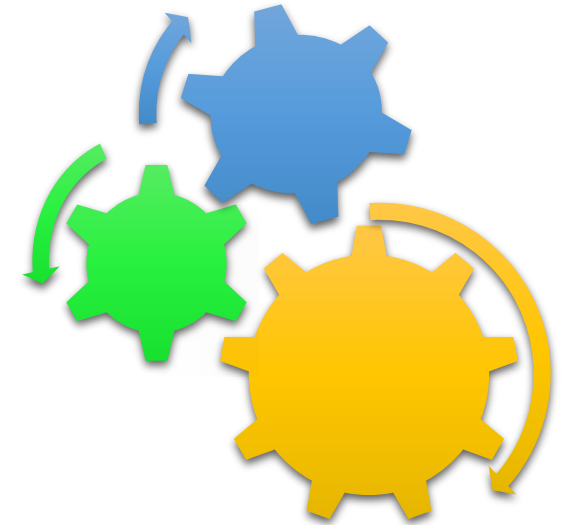
Application Process

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.

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Important Dates

Part 1: **Submit SF-424, SF-LLL** in Grants.gov by

June
12
11:59 p.m. ET
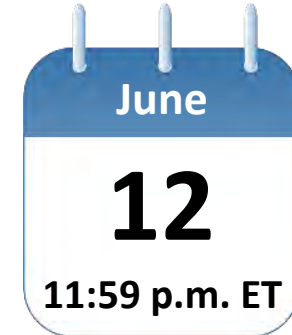
Part 2: **Submit Full Application** in JustGrants.gov by

June
20
8:59 p.m. ET

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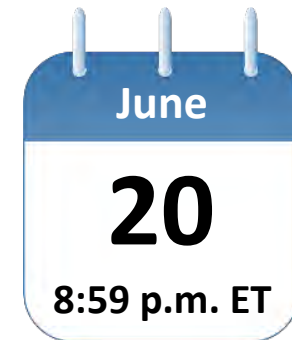
Web-Based Forms for Submission in JustGrants

There are certain web-based forms that must be submitted directly into the system.
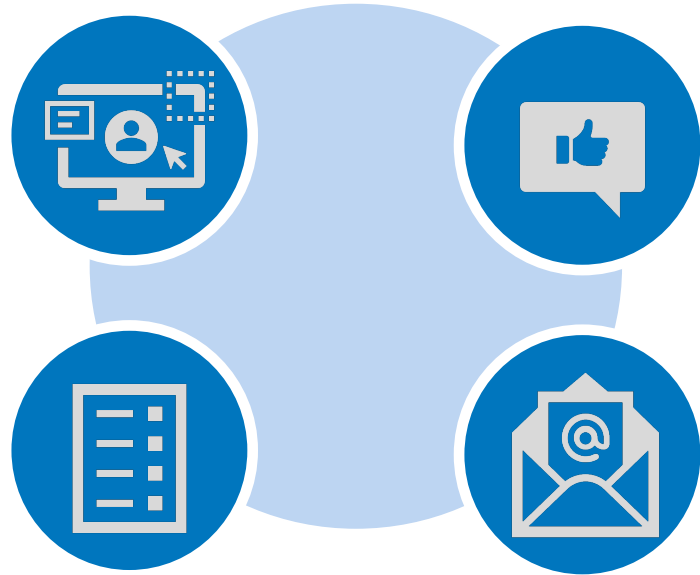
- Proposal Abstract
- Solicitation-Specific Data submitted with the Application
- Goals, Objectives, Deliverables, and Timelines
- Budget Web-Based Form
- Application Disclosure of Duplication Cost Items

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.

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Resources

Guidance Tools

Systems Tools

Personal Tools
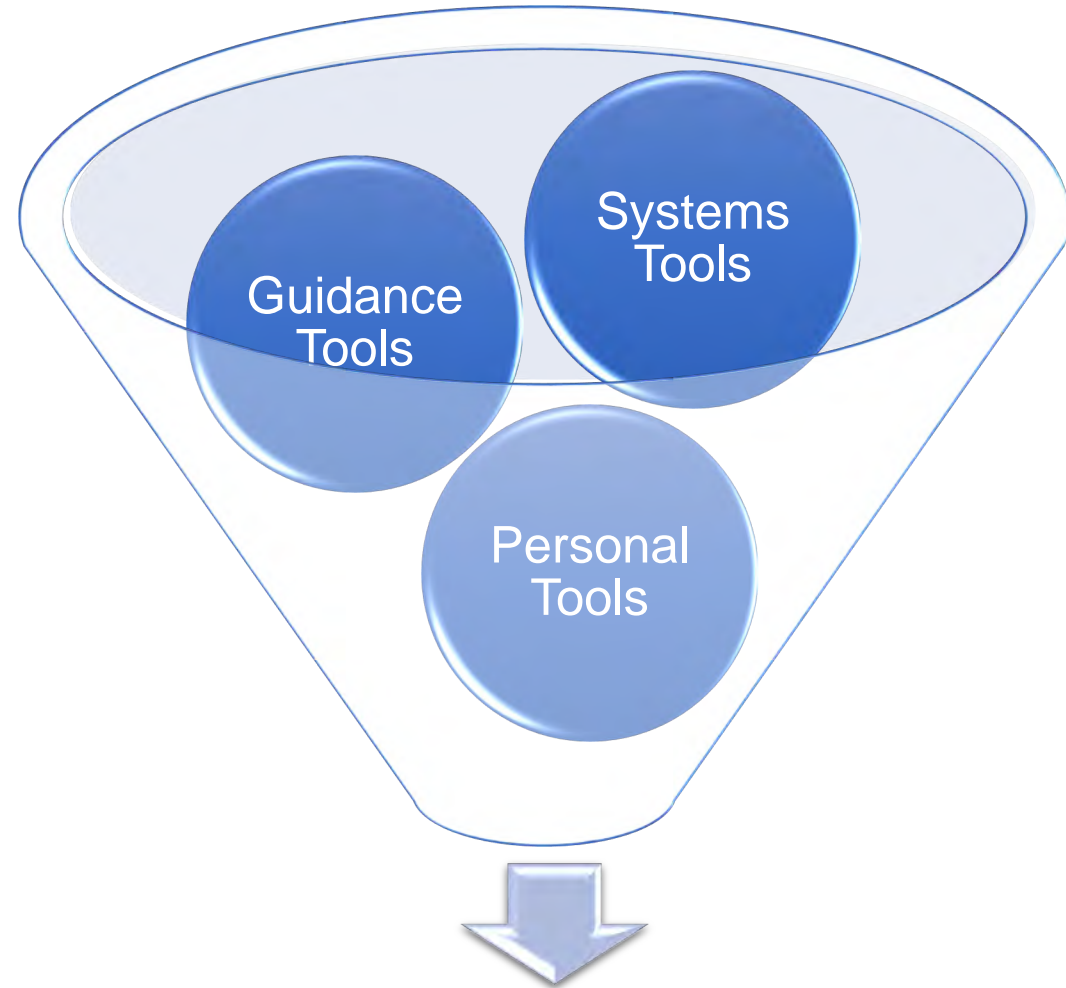
Your Application

Information About OVC

Consult the OVC website

DOJ Grants Financial Guide
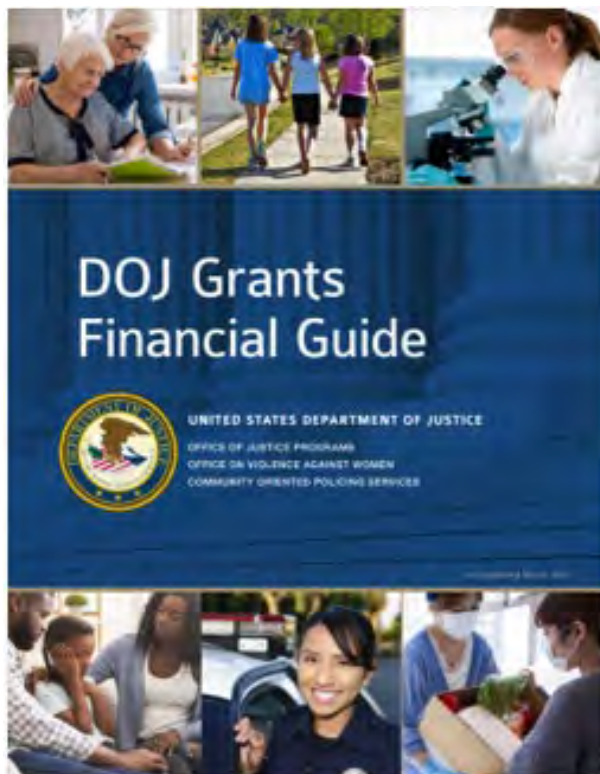
As a starting point for all recipients and subrecipients of DOJ grants and cooperative agreements in ensuring the effective day-to-day management of awards consult the DOJ Grants Financial Guide: https://ojp.gov/financialguide/DOJ/index.htm.

TOP 10 TOPICS	
1. Financial Management Systems	6. Audit Requirements
2. Allowable Costs	7. Conference Costs
3. Unallowable Costs	8. Adjustments to Awards
4. Federal Financial Reports	9. Accounting by Approved Budget Category
5. Performance Reports	10. Subrecipient Monitoring

The OJP Grant Application Resource Guide

Find it at: https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide

Information on Grant Measurement Reporting

Overview of performance measurement activities at OJP:
https://ojp.gov/performance

Applicant Resources

Grant Performance Measurement and Progress Reporting Information 🔗

Welcome to the Office of Justice Programs (OJP) Grant Performance Measurement and Progress Reporting Information Portal! This page provides OJP grant applicants and grantees with an overview of performance measurement activities at OJP.

Applicants 🔗

Applicants are encouraged to review the following information when completing their application. Each solicitation requires applicants to respond with a detailed description of how the required performance data will be collected.

Overview

Grants 101

OJP Grant Process

Frequently Asked Questons

2014 OJP Financial Guide

Other Application Requirements

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Information on SAM.gov
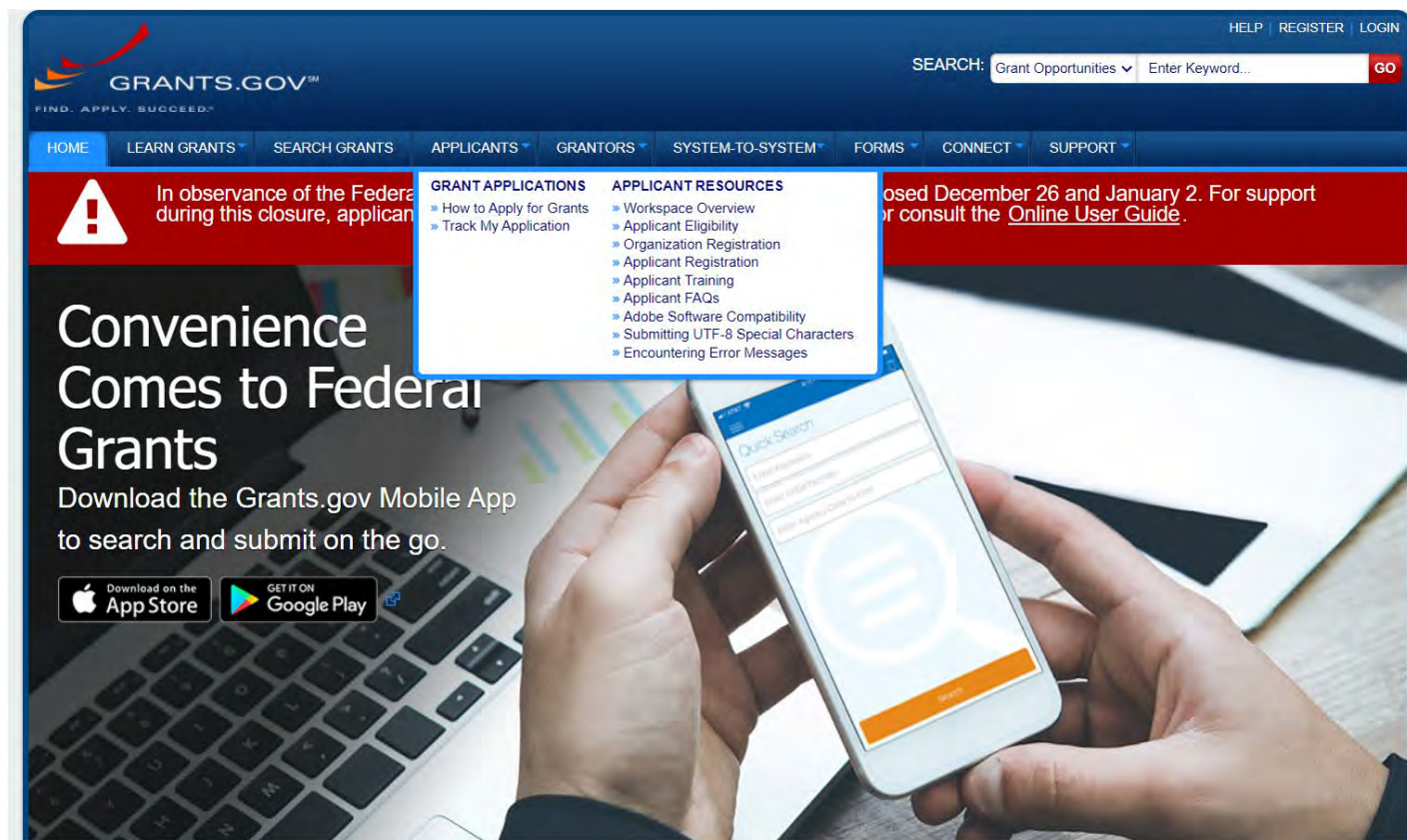
Visit [SAM.gov](SAM.gov):

This is your first stop BEFORE applying.

Information on Grants.gov

Visit Grants.gov: https://www.grants.gov.

This is your first stop in applying.

JustGrants Training Resources

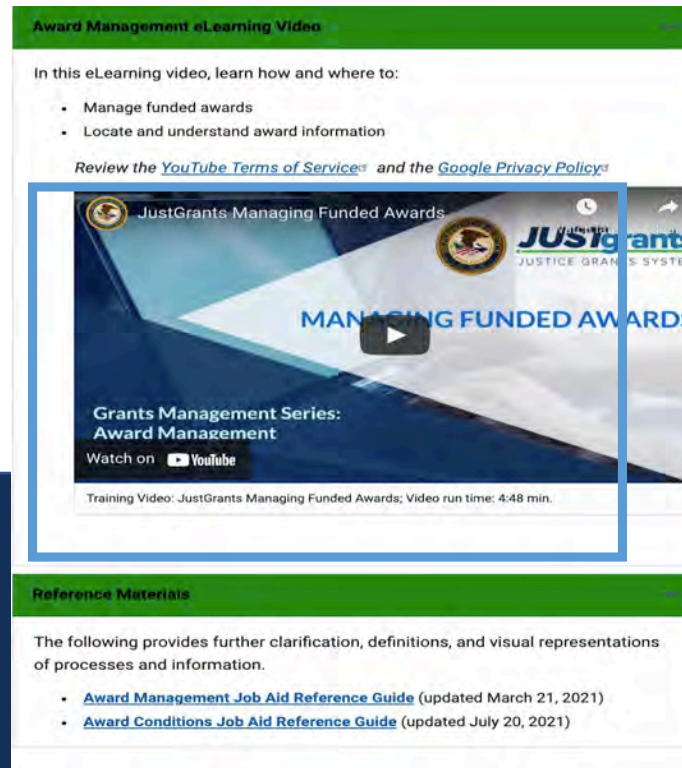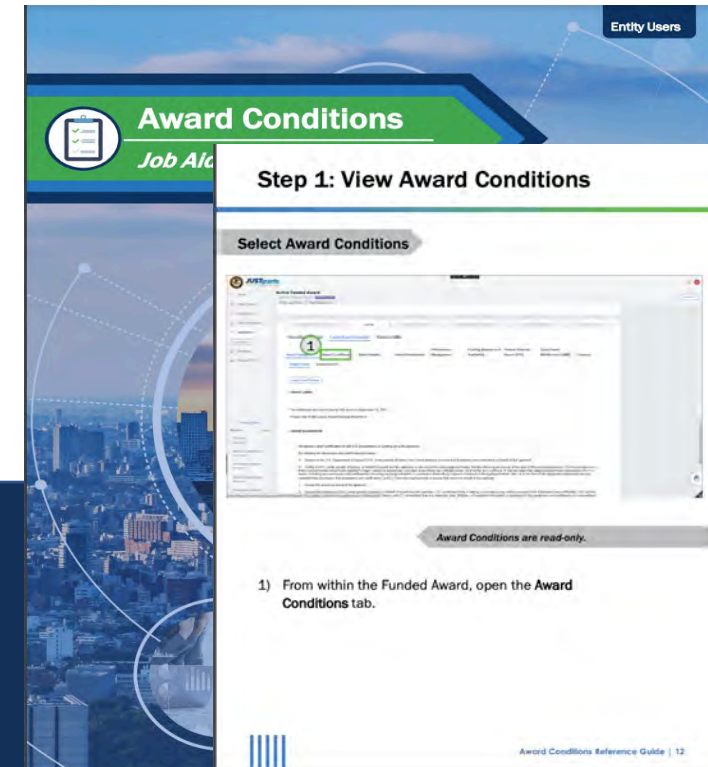Visit: https://justicegrants.usdoj.gov

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: May 10, 2023 May 17, 2023 May 24, 2023 May 31, 2023

Check website for updates: https://justicegrants.usdoj.gov/training/training-virtual-sessions

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Free Training and Technical Assistance

Explore training tools at the OVC Training and Technical Assistance Center: www.ovcttac.gov.

Multiple victim services topics are covered, including human trafficking, so that you have the skills to reach out to victims of every type of crime, from every background, in every place, and offer them what they need to rebuild their lives.

OVC TTAC
Office for Victims of Crime
Training & Technical Assistance Center

OVC
Office for Victims of Crime

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Information on OJP Resources

Obtain justice and drug-related information to support research, policy, and program development worldwide at OJP Response Center: https://www.ojp.gov/ncjrs/new-ojp-resources. Subscribe and find funding opportunities, recent publications, online resources, and upcoming events.

How to Prepare for Solicitation Season

- 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
- Find OVC's current funding opportunities.
- Sign up for News From OVC to stay up-to-date with the webinars schedule.
- Visit the DOJ Program Plan for other funding opportunities.

Important Contact Information

Technical Assistance registering or renewing your entity registration in the System for Award Management (SAM): 866-606-8220 | SAM Help Desk (Federal Service Desk)

Technical Assistance submitting the SF-424 and SF-LLL into Grants.Gov: 800-518-4726, 606-545-5035 | support@grants.gov

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Important Contact Information

Technical Assistance submitting the FULL APPLICATION into JustGrants: 833-872-5175 | JustGrants.Support@usdoj.gov

OJP Response Center

Technical Assistance with Programmatic Requirements and to report a technical issue that prevented application submission, contact the OJP Response Center: 800-851-3420 | grants@ncjrs.gov

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Go Social With OVC!

Like: https://www.facebook.com/OJPOVC

Follow: https://twitter.com/OJPOVC

Watch: www.youtube.com/user/OJPOVC

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Questions?

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