OVC FY 2023 Targeted Training and Technical Assistance for VOCA Victim Assistance and Compensation Administrators

The webinar will begin shortly

Presenter

Kathrina Peterson

Division Director

State Victim Resources 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.

Helping Crime Survivors Find Their Justice

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.

Anticipated OVC FY 2023 Funding

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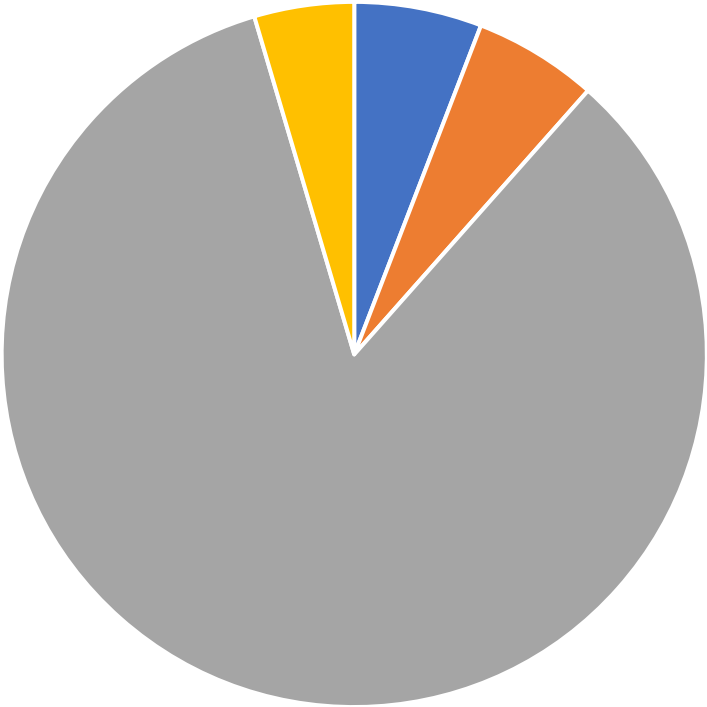
■ Human Trafficking ■ Tribal ■ VOCA Compensation/Assistance ■ Discretionary Programs

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This OVC Funding Opportunity

OVC 2023 Solicitation

Eligibility

Documents to Apply

Application Process & Resources

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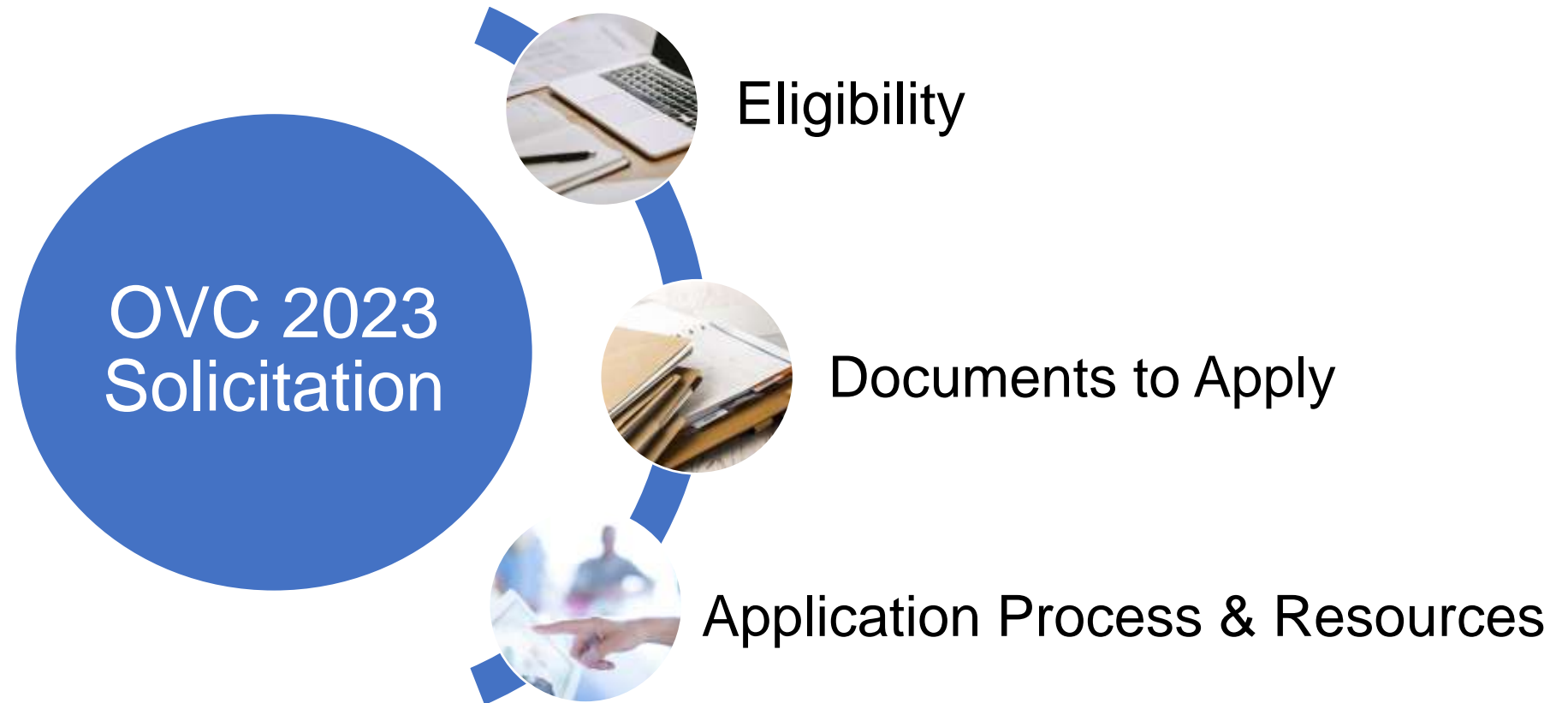
Eligibility

- 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

Eligibility Criteria

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

Program Description

With this solicitation, OVC seeks to provide funding for peer-to-peer and subject matter expert training and technical assistance (TTA) for VOCA Victim Assistance and Compensation Administrators and subrecipients.

Recognizing the need for specialized, targeted support for VOCA Victim Assistance and Compensation Administrators, OVC seeks qualified applicants to provide a wide variety of TTA support to the VOCA Administrators and their subrecipients.

Goal

The goal of this project is to provide peer-to-peer subject matter expert training, technical assistance, and support on federal grants management and administration for VOCA Victim Assistance and Compensation Administrators (found on the U.S. Resource Map) and VOCA Victim Assistance subrecipients.

Objective

The objective of this project is to provide VOCA Victim Assistance Administrators (and their subrecipients) and Compensation Administrators, through specialized training and technical assistance, the tools and resources to effectively administer their programs and services.

Deliverables

1. Develop peer-to-peer and subject matter expert TTA on managing and administering VOCA Victim Assistance and Compensation grantees and VOCA Victim Assistance subrecipients. (See listed examples.)
2. Support to subrecipients with administering federal VOCA Victim Assistance funding.
3. Build a strong support system, enhanced communication, and learning across all SAAs and OVC, including regular meetings, briefs on promising practices, and cross-collaboration.
4. Annual and final reports that identify promising practices, model programs, innovative practices, and other lessons learned. This includes working with an independent evaluator to obtain input from stakeholders about the TTA offered.

Federal Award Information

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

Maximum dollar amount for each award: **$6 million**

Period of Performance start date: **10/1/2023**

Period of Performance duration: **36 Months**

Total amount to be awarded under solicitation: **$6 million**

Types 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.

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Application and Submission Information

Timeline

❑ Grants.gov deadline: **June 20, 2023, 11:59 p.m. ET**

❑ JustGrants deadline: **June 27, 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)

Remember, if you fail to submit <u>ANY</u> of required documents, your application <u>will not</u> be considered for funding!

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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 (if known).

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 numbered pages
- be submitted as an attachment in JustGrants

Proposal Narrative Format

The following sections are part of the proposal narrative:

- Description of the Issue (10%)
- Project Design and Implementation (30%)
- Capabilities and Competencies (30%)
- Plan for collecting the data required for this solicitation's performance measures (15%)

Outline ALL the grant requirements and make a plan to fulfill each and EVERY REQUIREMENT.

Proposal Narrative: Description of the Issue

1. Describe the peer-to-peer and subject matter expert training needs for the intended grantees and subrecipients.

2. Describe any current TTA available to VOCA Victim Assistance and compensation grantees and VOCA Victim Assistance subrecipients; the availability of existing resources; and current gaps in these services. Applicants may use qualitative and quantitative data to describe the problem. Cite your data sources.

Proposal Narrative: Project Design and Implementation

- Address all the objectives listed in the Goals, Objectives, Deliverables section of the 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, Measurable, Attainable, Realistic, and Time-bound

- Focus on the future and set a realistic timeline to complete the project.

Proposal Narrative: Capabilities and Competencies

1. Identify the key individuals and organizations involved in the proposed project.
2. Describe specific roles and responsibilities of all project partners and key staff, and their expertise with VOCA funding.
3. Demonstrate that the key individuals and consultants delivering TTA have direct experience and expertise in peer-to-peer training for state administering agencies, local government agencies, and nonprofit service providers on federal grants management, administration, and planning.
4. Provide the qualifications and experience of the key individuals and consultants, including their experience providing national technical assistance and/or training to the identified audience.
5. Demonstrate that the individuals and organizations identified have the capacity to address the stated issue and can successfully implement the proposed project activities.
6. Describe the applicant's organizational structure.

Proposal Narrative: Capabilities and Competencies (cont.)

7. Describe the applicant's experience working at the intersection of VOCA Victim Assistance Administrators and/or VOCA Compensation Administrators, and the victim assistance field.
8. Describe the applicant's experience working on large-scale planning projects.
9. Include information about establishing goals, objectives, and timelines, and meeting deadlines.
10. Demonstrate the applicant's capacity to conduct a comprehensive assessment of the needs of VOCA Victim Assistance and/or Compensation Administrators, and their subrecipients.
11. Describe the applicant's expertise and experience providing TTA to VOCA Victim Assistance and Compensation Administrators and subrecipients.
12. Demonstrate that the applicant has at least 3 years of experience providing support to grantees in expending federal funding.

Proposal Narrative: Plan for Collecting Data

This section must include the following information:

- 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 project's impact.

- Describe the process for accurately reporting data.

- Explain any measures you intend to collect in addition to the Performance Measurement Tool 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.

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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.

Additional Documents to Apply

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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.

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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 20
11:59 p.m. ET
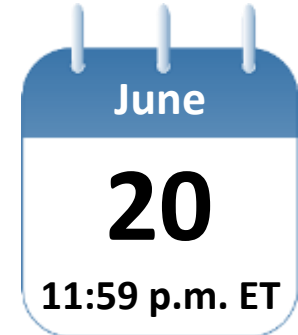
Part 2: **Submit Full Application** in JustGrants.gov by

June 27
8:59 p.m. ET

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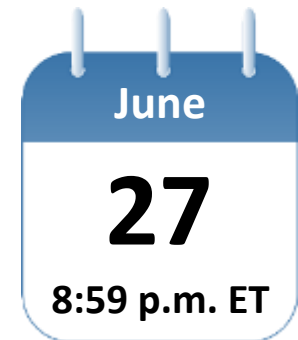
Web-Based Forms for Submission in JustGrants

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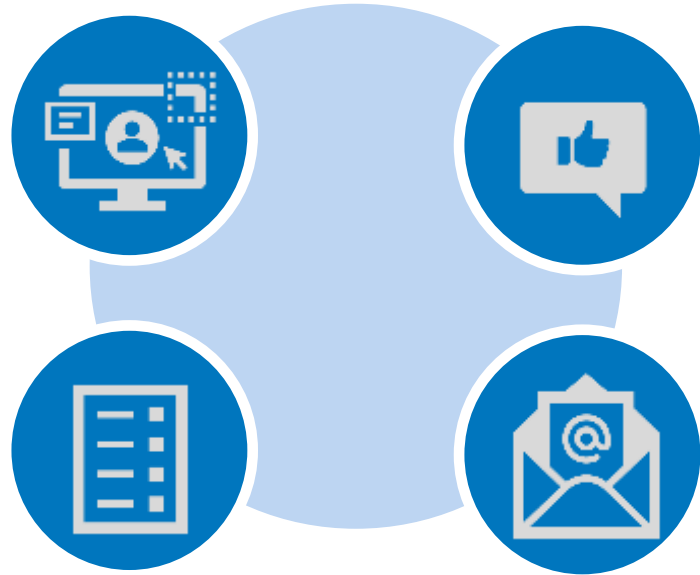
- Proposal Abstract
- Solicitation-Specific Data submitted with the Application
- Goals, Objectives, Deliverables, and Timelines
- Budget Web-Based Form
- Application Disclosure of Duplication Cost Items

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.

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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.

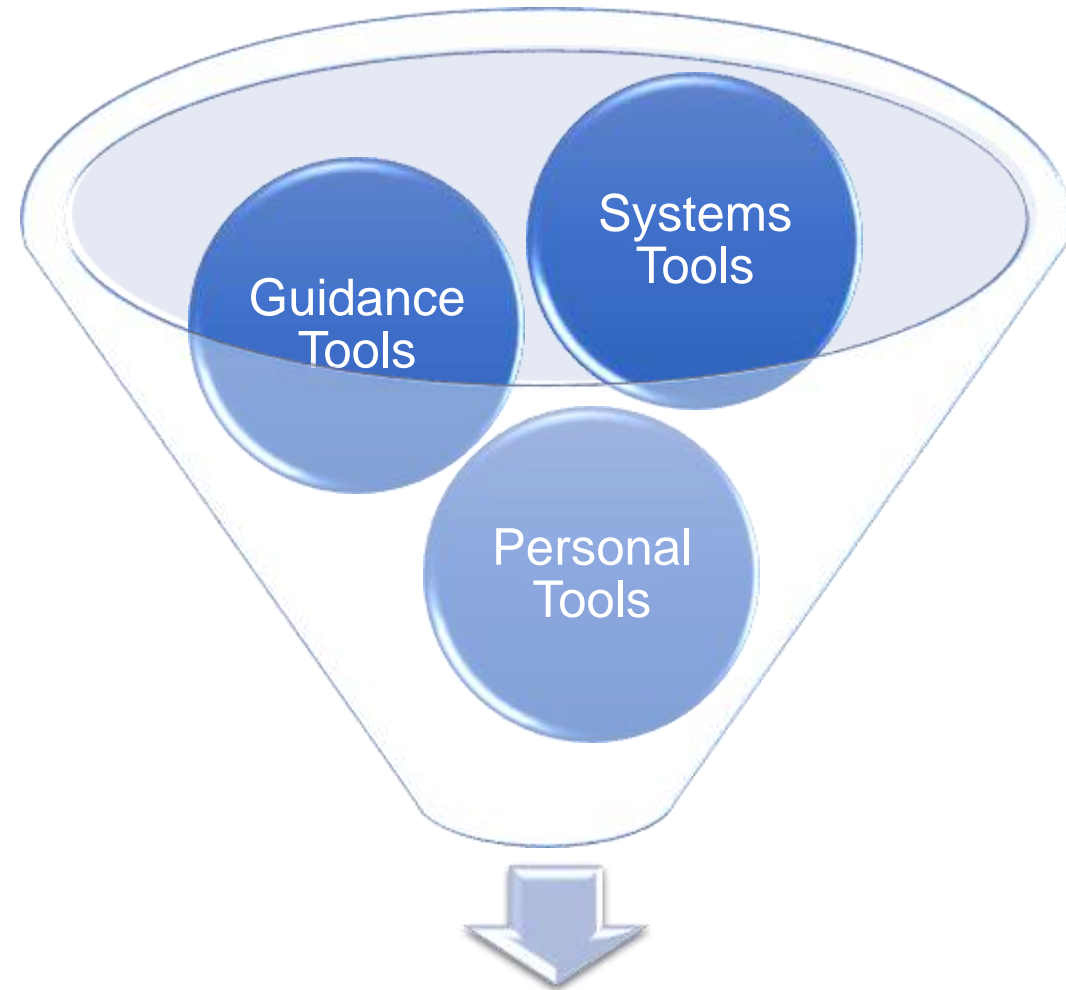**Once the application deadline passes in JustGrants, you may see a banner that says it is past due. If your status is "Submitted," your application has been received by DOJ and you can ignore the past due banner.**

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Resources

Guidance
Tools

Systems
Tools

Personal
Tools

Your Application

Information About OVC

Consult the [OVC website](#).

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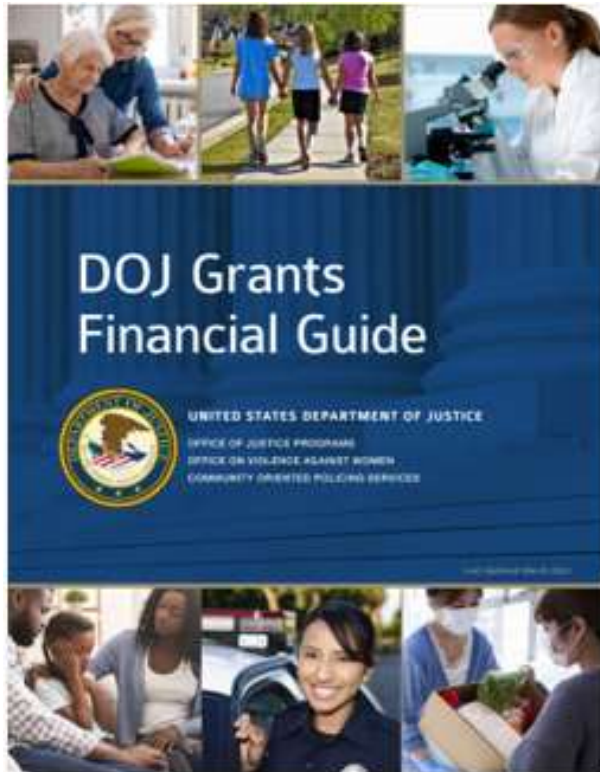
As a starting point for all recipients and subrecipients of DOJ grants and cooperative agreements in ensuring the effective day-to-day management of awards consult the DOJ Grants Financial Guide: https://ojp.gov/financialguide/DOJ/index.htm.

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

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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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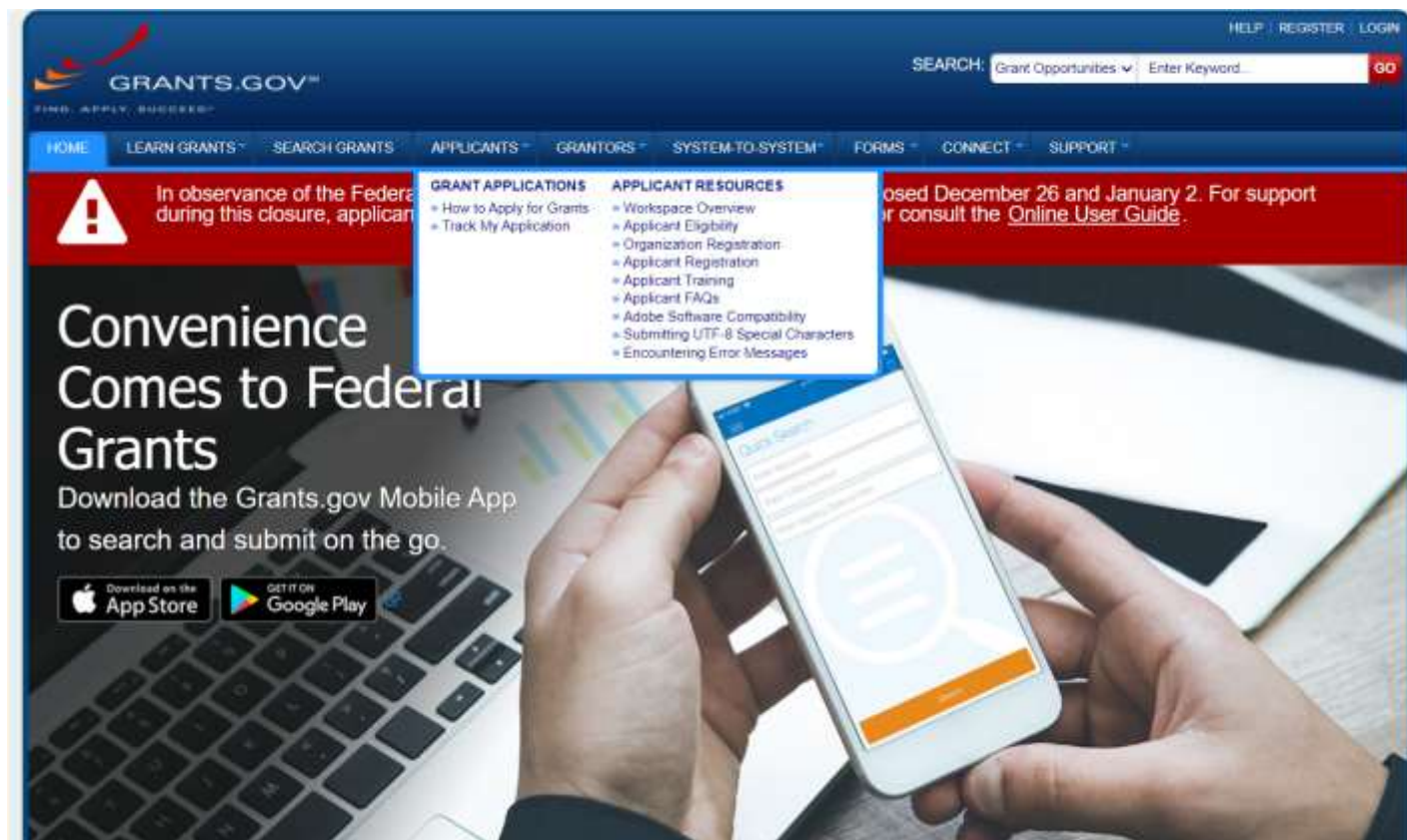# Information on SAM.gov

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

This is your first stop BEFORE applying.

Information on Grants.gov

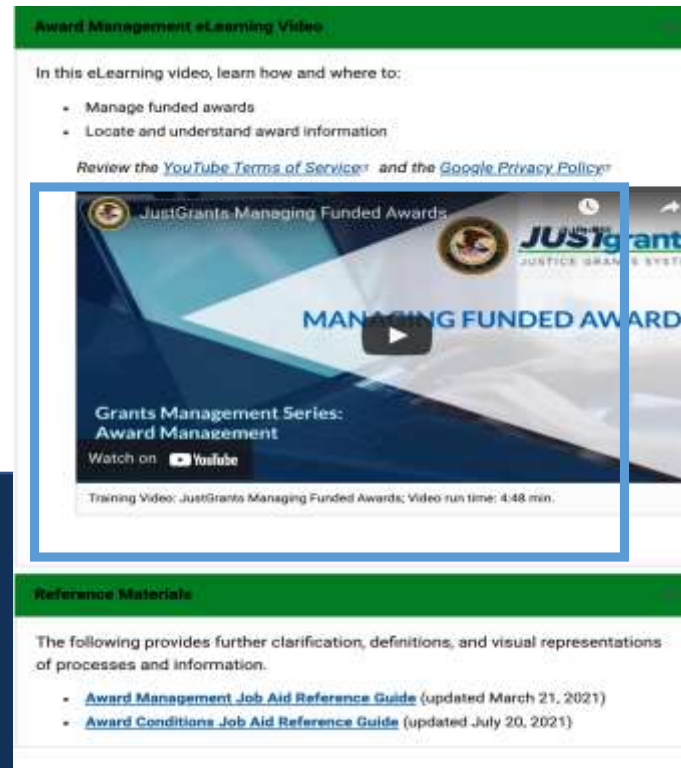Visit Grants.gov: https://www.grants.gov.

This is your first stop in applying.

JustGrants Training Resources
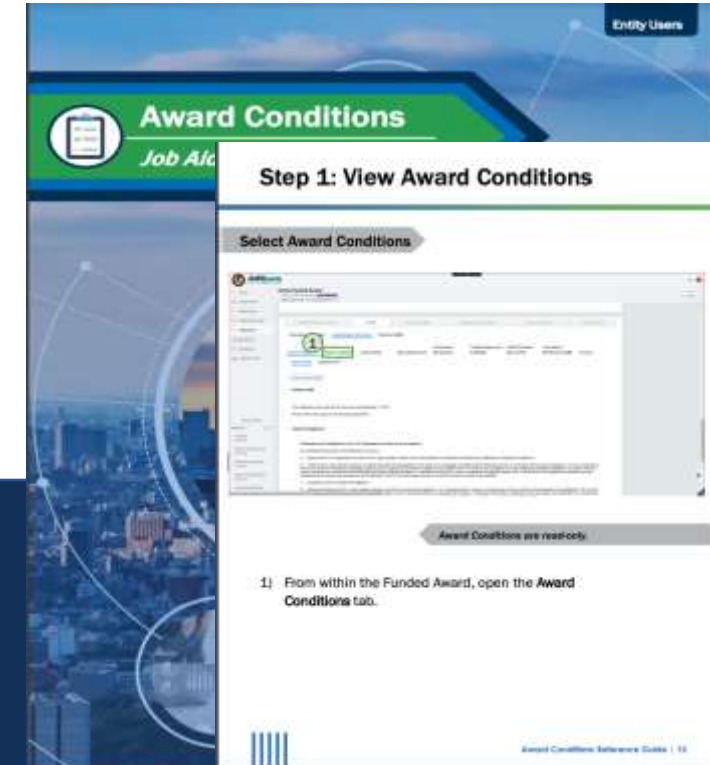
Visit: https://justicegrants.usdoj.gov

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 24, 2023
May 31, 2023

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

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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.

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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

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

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