



Helping Crime Survivors Find Their Justice

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

Current Funding Opportunities

© Number1417 / Shutterstock.com (get image code)

⚠️ SAM.gov Entity Validation Update

GSA implemented a new process to validate an entity's legal business name and physical address when requesting a Unique Entity Identifier (UEI) and for completing a SAM.gov entity registration. Due to a high volume of requests, entity validations are taking longer than expected to process. This validation process is now taking 7-10 business days, and in some cases longer.

OJP strongly recommends **starting your SAM.gov registration process as soon as possible** to allow the time necessary to process entity validations well in advance of the Grants.gov due date posted in the solicitation. Read [this FAQ](#) for more information.

When available, OVC funding opportunities will be listed on this page.

[Subscribe to News From OVC](#) for updates regarding OVC funding opportunities and other OVC resources and initiatives.

Visit our [How to Apply for Funding](#) page for tips and answers to frequently asked questions about applying for OVC funding.

Current Funding Opportunities

Funding Webinars

How to Apply for Funding

OVC Awards List

Performance Measures

Managing Grants

Types of Funding

Apply to be a Peer Reviewer

Expired Funding Opportunities



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.

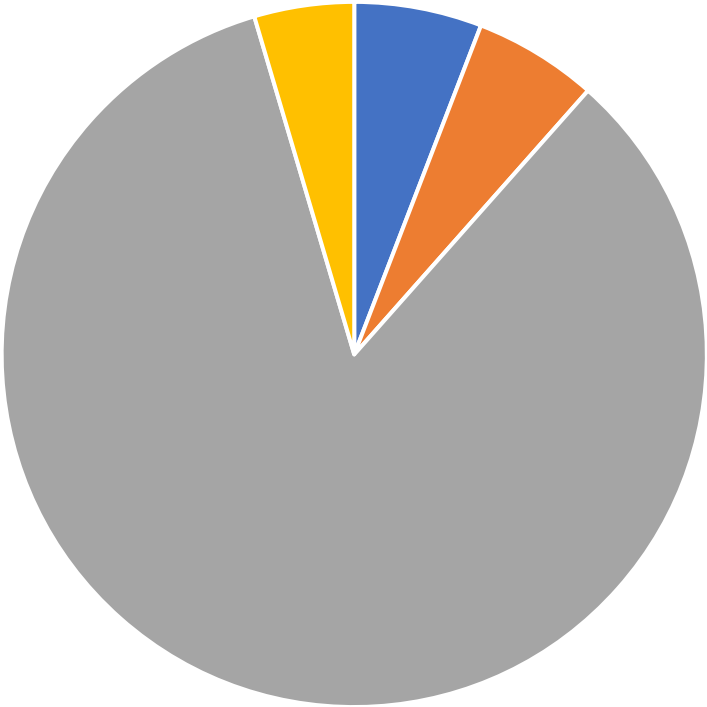
OVC funding supports:

- 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.



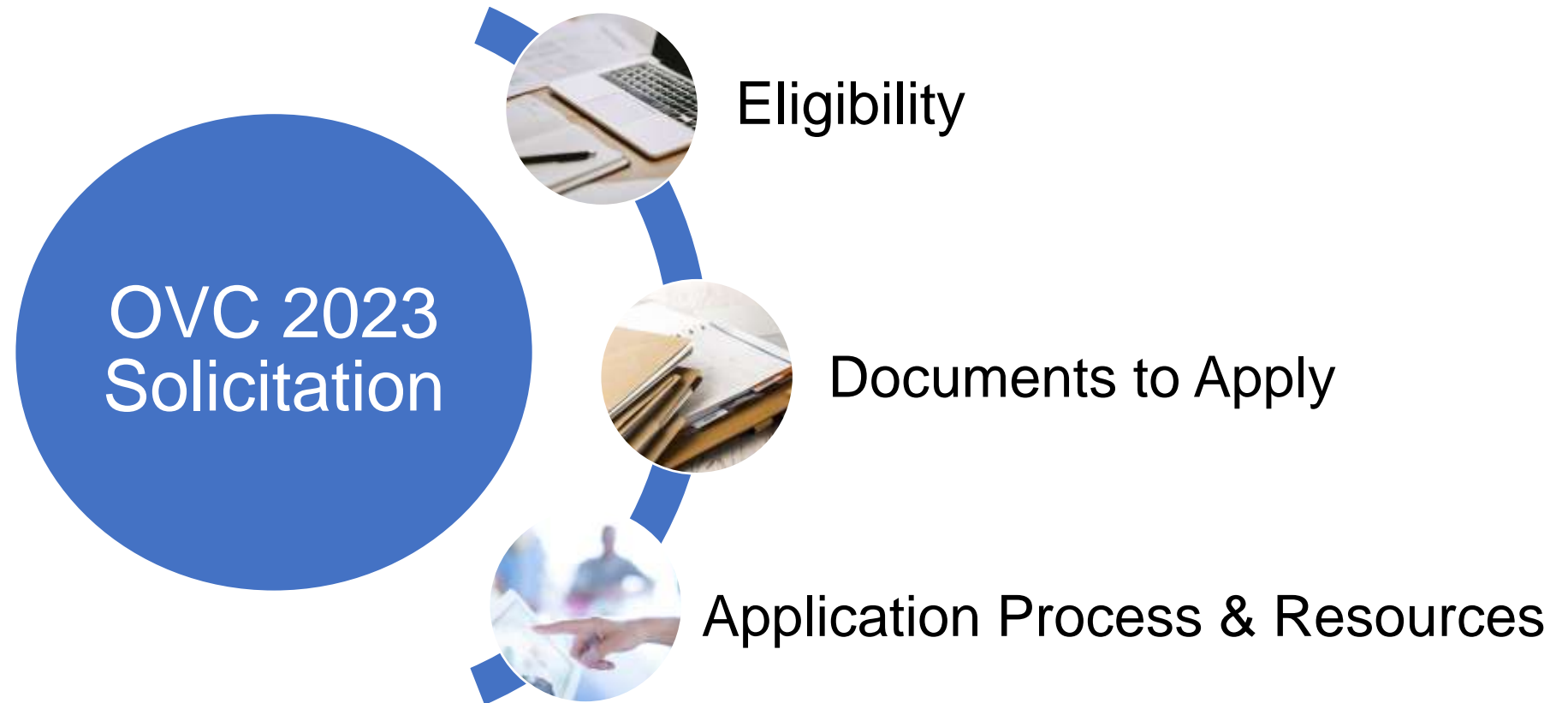
Anticipated OVC FY 2023 Funding

Over \$1,800,000,000



■ Human Trafficking ■ Tribal ■ VOCA Compensation/Assistance ■ Discretionary Programs

This OVC Funding Opportunity





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.

Application and Submission Information



Helping Crime Survivors Find Their Justice

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 ANY of required documents, your application will not 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 (if known).

This will be completed in the JustGrants Web-based form.



Helping Crime Survivors Find Their Justice

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



Helping Crime Survivors Find Their Justice

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.

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

DOJ Application Submission Checklist

Submitting an application to DOJ is a two-part process. An applicant first submits an abbreviated application in Grants.gov. The full application is then completed in JustGrants, DOJ's grants management system. The following steps and tips will assist potential applicants in completing DOJ applications.



Step 1: Confirm your Entity's System for Award Management (SAM) registration information:

- Register with SAM or confirm that your SAM registration is active and up-to-date. You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. **Registration and renewal can take up to 90 business days to complete.**
- On April 4, 2022, the federal government will stop using Data Universal Numbering System (DUNS) numbers and start using the [new SAM Unique Entity Identifier \(UEI\)](#).
- Entities new to JustGrants: Confirm that the contact information email address for your Entity's Electronic Business Point-of-Contact (E-Biz POC) in SAM is accurate and up-to-date. The E-Biz POC is onboarded in JustGrants as the Entity's first Entity Administrator and will receive notifications from JustGrants. The Entity Administrator is responsible for completing Entity User onboarding in JustGrants. Once the Entity Administrator is onboarded, that role can be reassigned to another Entity User.
- Technical issues with SAM registration or renewal must be reported to the [SAM Help Desk \(Federal Search in Detail\)](#).

Step 2: Apply in Grants.gov:

- Effective February 21, 2022, all Grants.gov users and applicants will need to use [Login.gov credentials](#).
- Search for an open DOJ funding opportunity in Grants.gov or on the agency website and review the solicitation requirements.
- Complete and submit the required documents in Grants.gov at least 48-72 hours prior to the Grants.gov deadline to allow for time to correct any problems or errors. The Grants.gov portion of your application includes the SF-424 and SF-LLL. (Note: The user and email identified in Section EF of the SF-424 will be identified as the Application Submitter in JustGrants and will receive future notifications from JustGrants.)



Version 4.0 (2022)

Application Attachments



Attachment Tips

Log in to JustGrants using either Chrome or Microsoft Edge as your browser. Internet Explorer is not a compatible browser for JustGrants.

Open the application and use the menu options on the right to navigate. File attachments associated with a section are displayed in the section.



May 11, 2021

Application Attachments | 1



December 2022
Version 3.0

Award Attachments

Entity Administrators and Authorized Representatives can attach these items to awards



Attach the following items as required to award deliverables for DOJ review.

Attachments

Additional Application Components Other	Additional Project Title Information
Application Attachments	Areas Affect by Project
Bibliography/References	Budget Consultant Rate Justification
Budget Financial Management Questionnaire	Budget Indirect Cost Rate Agreement
Budget Non-competitive Justification	Budget Other
Budget Pre-Agreement Cost	Budget Sole Source Justification
Budget Worksheet	Confidentiality Notice Forms
Correspondence	Curriculum Vitae or Resumes
Delinquent Debt Explanation	Disclosure of Process related to Executive Compensation
Disclosures and Assurances	File
Human Subjects Protection	Letter of Non-supplanting
Letters of Support	List of individuals in the Application
Lobbying Activities Disclosure	MOU Document
Opportunity Zone	Other Attachment
Other Project Period GAM Attachment	Privacy Certificate
Program/Project Congressional Districts	Project Timeline
Proof 501 (c) Status (Nonprofits only)	Proposal Narrative
Request to Use Incentives or Stipends	Tool, Instruments, Questionnaires, Tables, Maps
Tribal Authorizing Resolution	

Application Submission | 126

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



Helping Crime Survivors Find Their Justice

Application Submission Overview



Applicants have two application submission deadlines:

1. Grants.gov (submitting the SF-424 and SF-LLL)
2. JustGrants



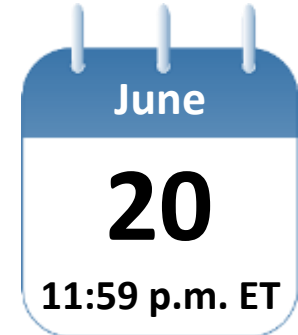
It's OK to enter preliminary budget or programmatic data in Grants.gov and update later in JustGrants.



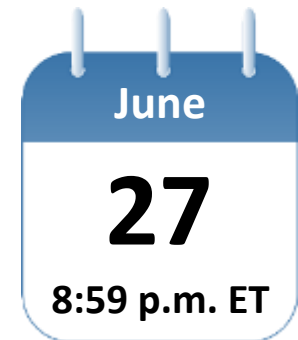
A JustGrants submission should include all items as defined in the solicitation.

Important Dates

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

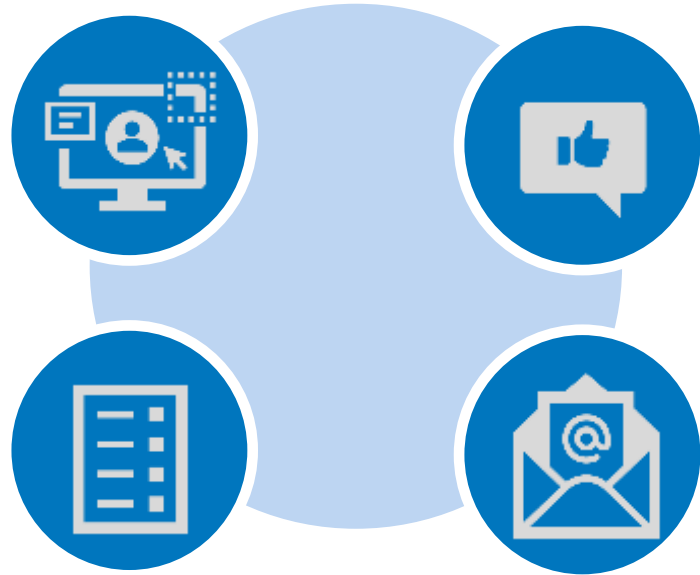


Part 2: **Submit Full Application** in JustGrants.gov by



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.

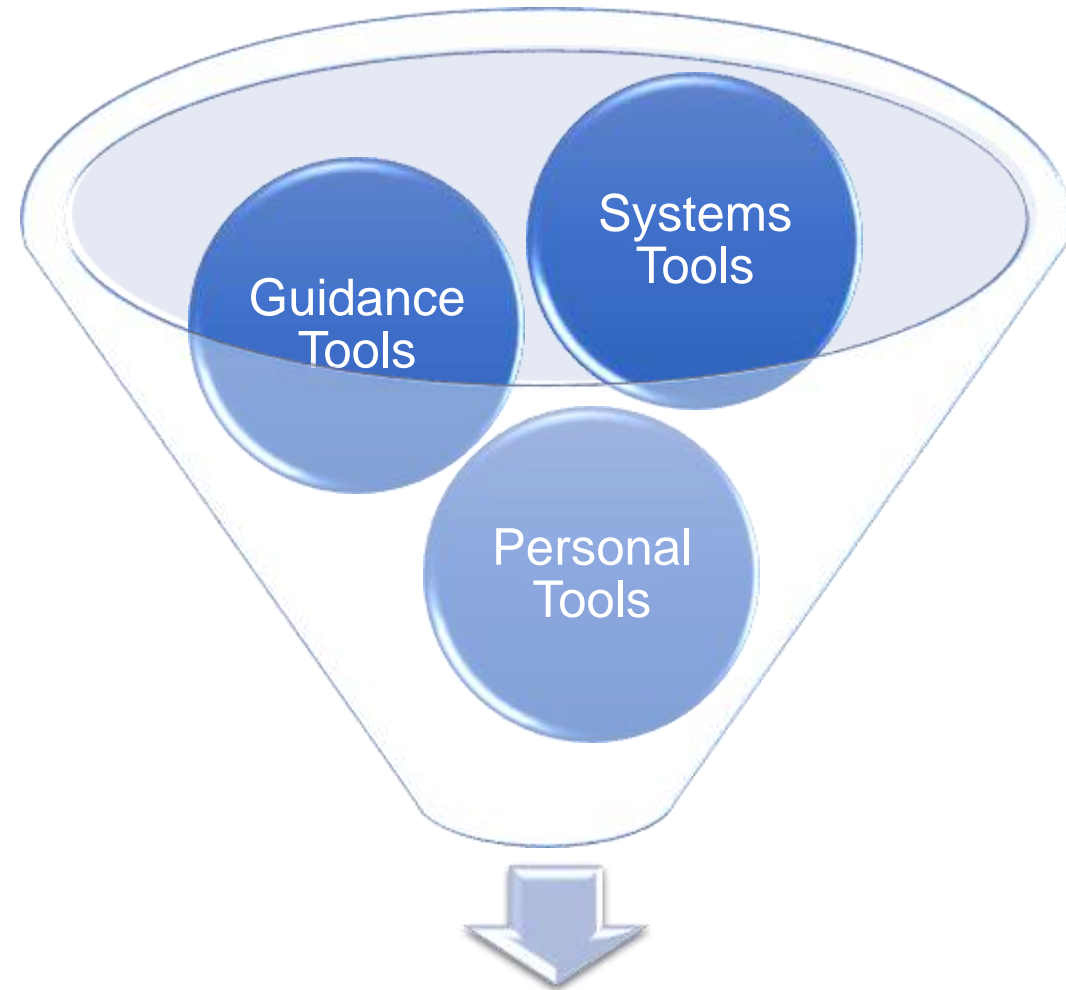
Once the application deadline passes in JustGrants, you may see a banner that says it is past due. If your status is "Submitted," your application has been received by DOJ and you can ignore the past due banner.



Helping Crime Survivors Find Their Justice



Resources



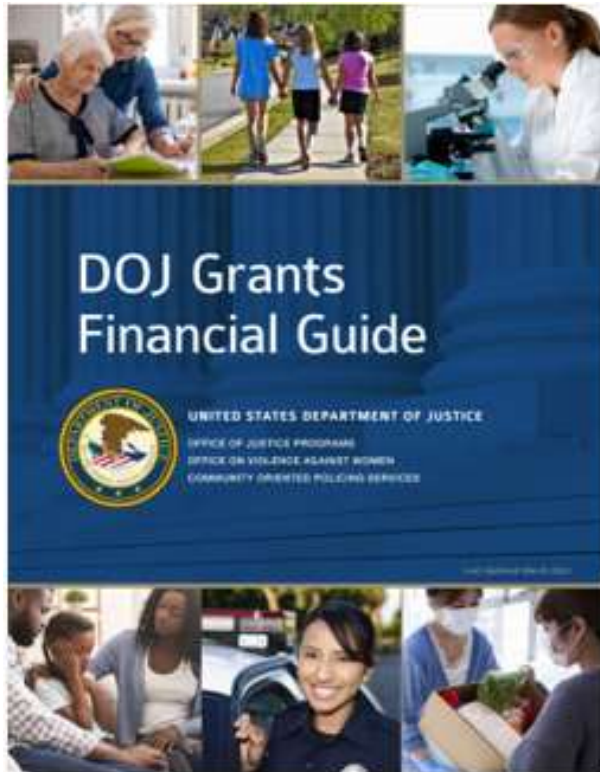
Your Application

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 Questions](#)

[2014 OJP Financial Guide](#)

[Other Application Requirements](#)



Helping Crime Survivors Find Their Justice

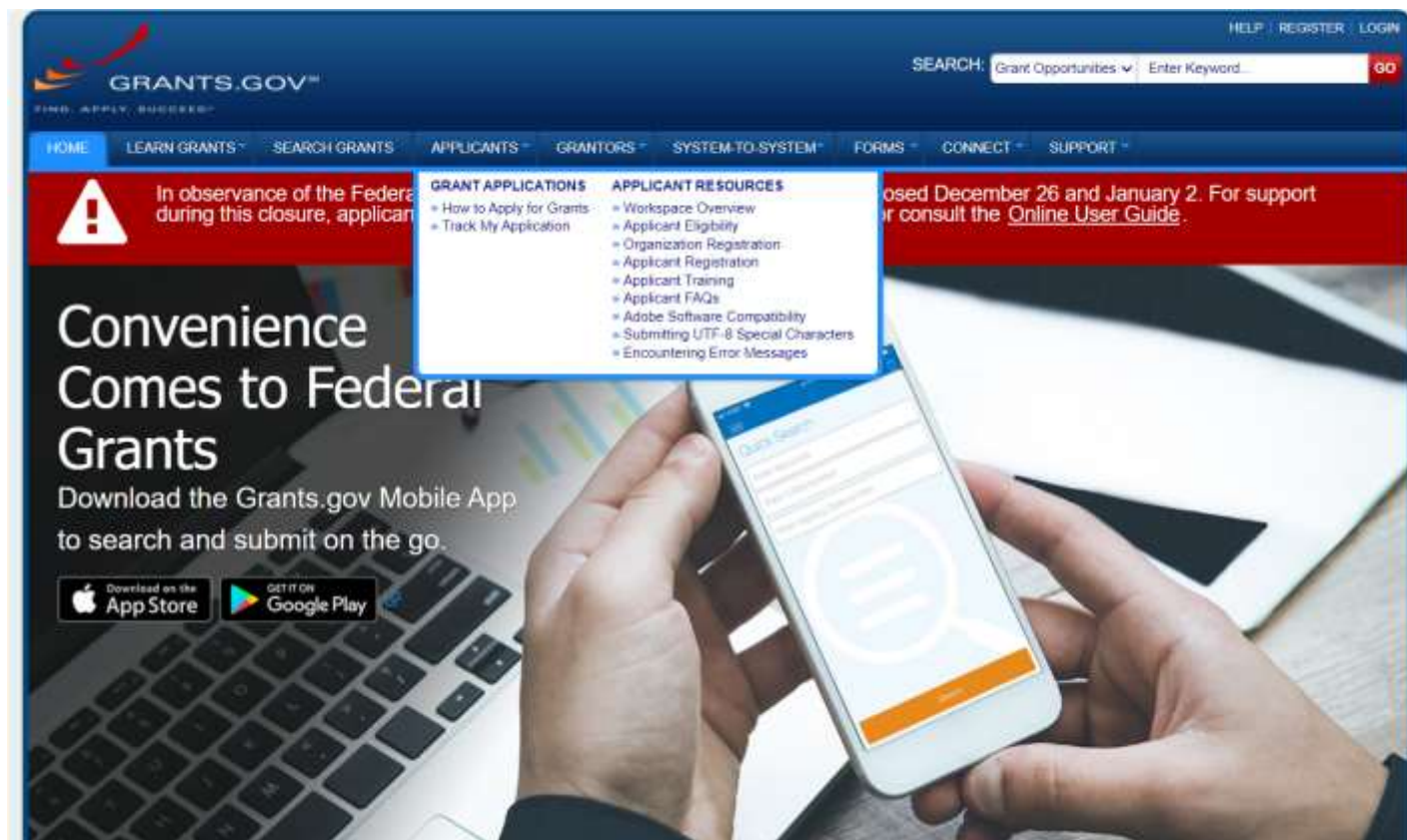
Information on SAM.gov

Visit [SAM.gov](https://sam.gov):

This is your first stop
BEFORE applying.



Information on Grants.gov



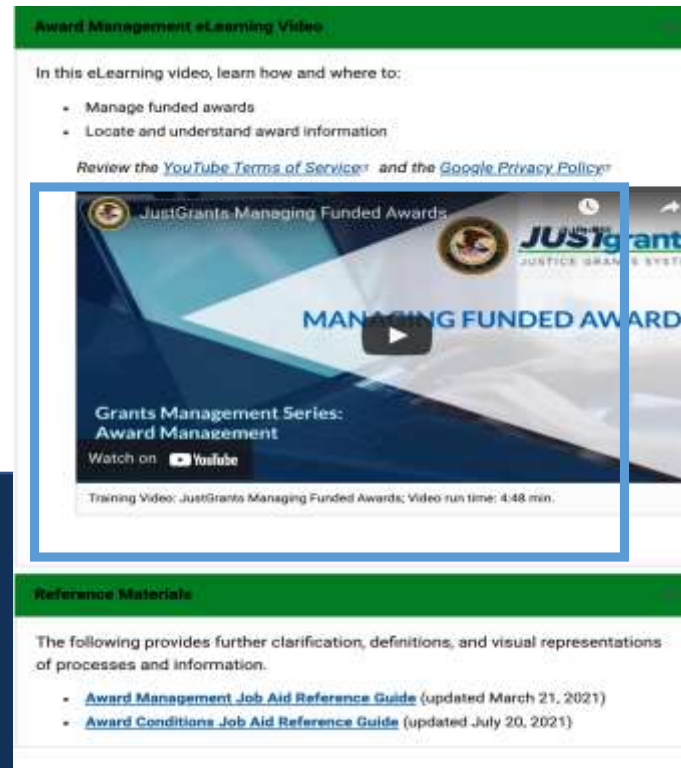
Visit Grants.gov:
<https://www.grants.gov>.
This is your first stop in
applying.

JustGrants Training Resources

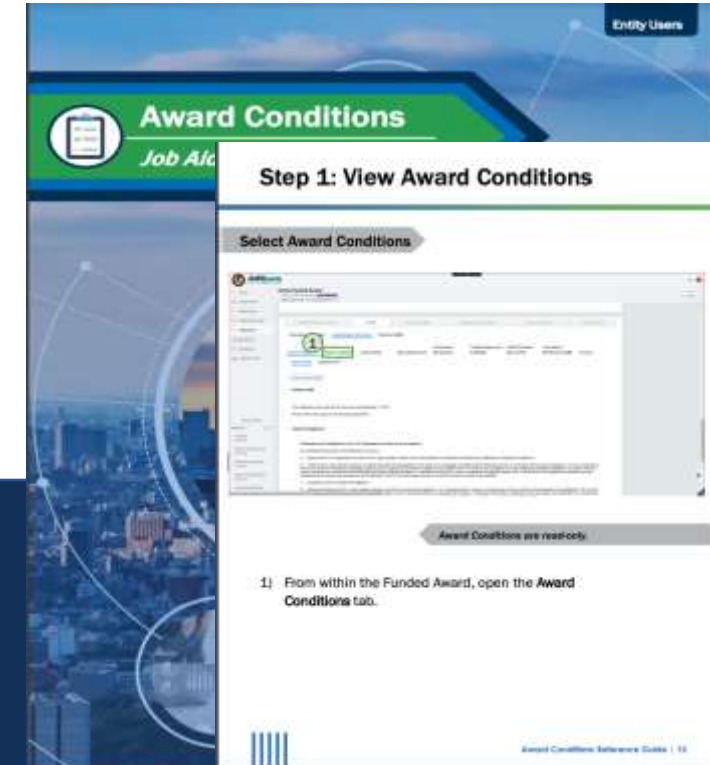
Visit: <https://justicegrants.usdoj.gov>



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>



Helping Crime Survivors Find Their Justice

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



Helping Crime Survivors Find Their Justice

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



Helping Crime Survivors Find Their Justice

Go Social With OVC!



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



Follow: <https://twitter.com/OJPOVC>



Watch: www.youtube.com/user/OJPOVC

Questions?



To submit a question, use the [Q&A Box](#) and select [All Panelists](#)