OVC FY 2023 Emergency and Transitional Pet Shelter and Housing Assistance Grant Program

The webinar will begin shortly

Presenter

Victoria Jolicoeur

Program Manager

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.

Anticipated OVC FY 2023 Funding

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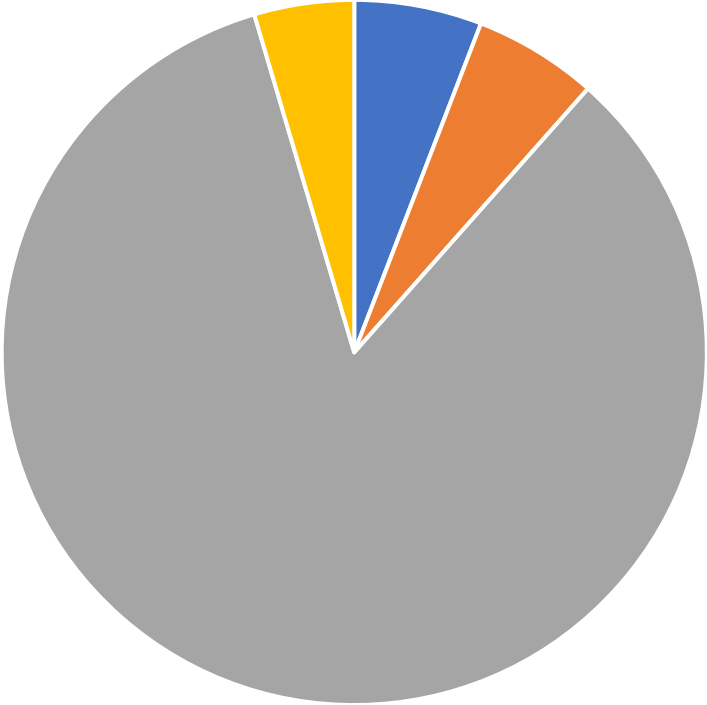
■ Human Trafficking ■ Tribal ■ VOCA Compensation/Assistance ■ Discretionary Programs

Helping Crime Survivors Find Their Justice

This OVC Funding Opportunity

OVC 2023 Solicitation

- Eligibility
- Documents to Apply
- Application Process & Resources

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Eligibility

- States and territories *
- City or township governments
- Native American tribal governments (Federally recognized)
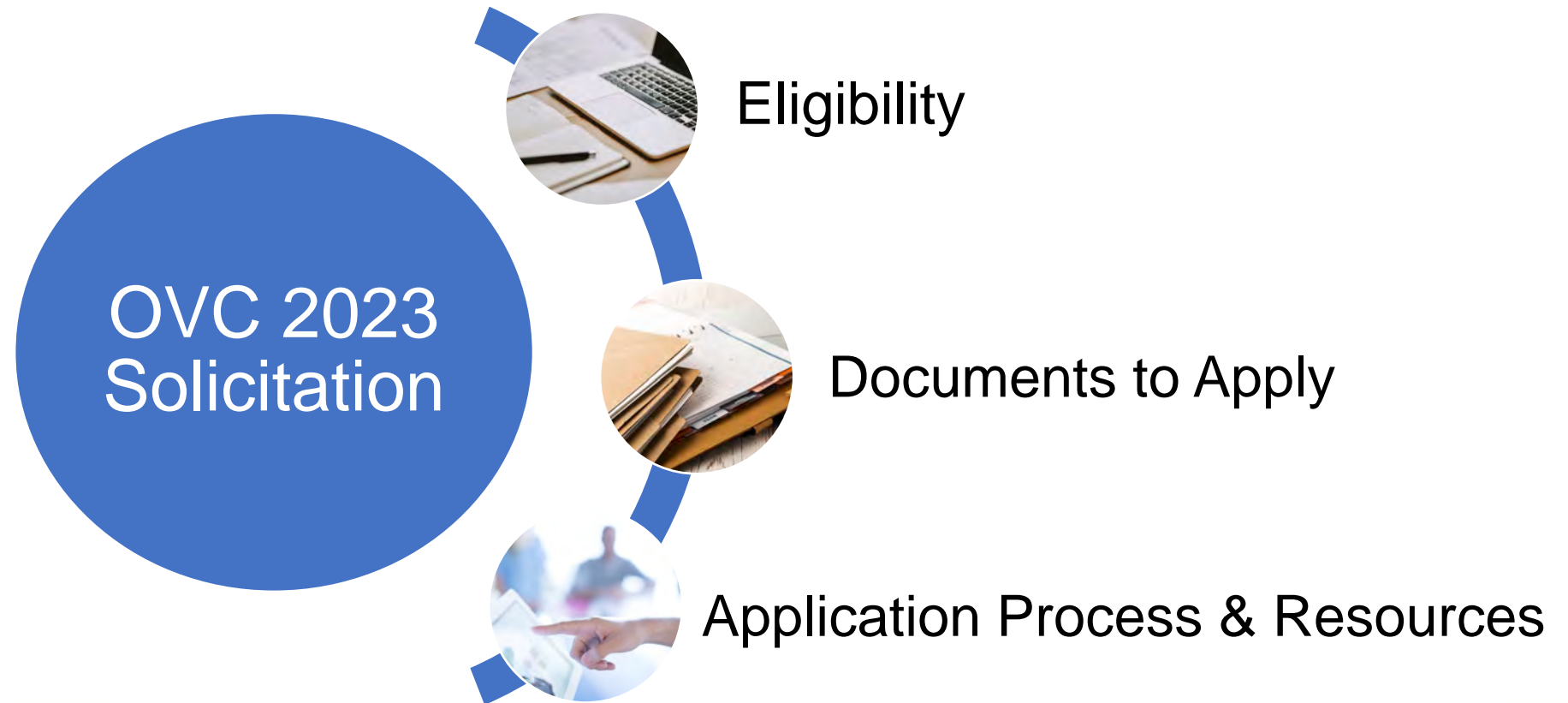- Other
  - Any other organization that has a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking, including—
    - a domestic violence and sexual assault victim service provider.
    - domestic violence and sexual assault coalition.
    - a community-based and culturally specific organization.
    - any other nonprofit, nongovernmental organization.
  - Any organization that works directly with pets, service animals, emotional support animals, or horses and collaborates with any organization listed above, including—
    - an animal shelter.
    - an animal welfare organization.

Eligibility
Criteria

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

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Program Description

OVC seeks to provide funding for shelter and transitional housing and other assistance to victims of domestic violence and their companion animals, which under this program means pets, service animals, emotional support animals, and horses. This program will support three purpose areas:

- Purpose Area 1: Training and Technical Assistance (TTA) Provider to support 23 existing and future potential grantees in meeting their grant objectives;
- Purpose Area 2: Large Awards up to $400,000; and
- Purpose Area 3: Small Awards up to $100,000.

Definitions

The term "domestic violence victim" means a victim of domestic violence, dating violence, sexual assault, or stalking, as established in Public Law 115-334.

Definitions, set out in 34 U.S.C. 20127(9):

- Emotional Support Animal
- Pet
- Service Animal
- Other terms

Program Details

OVC intends to fund 3 separate purpose areas under this solicitation in FY 2023:

Competition ID	Category	Number of Awards	Dollar Amount for Awards	Performance Start Date	Performance Duration (Months)
C-OVC-2023-00004-PROD	Purpose Area 1: Training and Technical Assistance	1	$500,000	10/1/2023 12:00 AM	36
C-OVC-2023-00005-PROD	Purpose Area 2: Large Awards	Up to 5	$400,000	10/1/2023 12:00 AM	36
C-OVC-2023-00006-PROD	Purpose Area 3: Small Awards	Up to 8	$100,000	10/1/2023 12:00 AM	36

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Goal

The goal of this program is to provide shelter and transitional housing to victims of domestic violence and their companion animals and to provide TTA to program grantees.

Purpose Area 1 Objectives

The primary program objectives for Purpose Area 1 are:

1. Increasing collaboration between and among OVC grantees, other federally funded service providers and programs, community partners, and other stakeholders to enhance victim identification, referrals, service delivery, and assistance.

2. Supporting OVC Emergency and Transitional Pet Shelter and Housing Assistance grantees in meeting their award goals and objectives.

3. Improving the quality and availability of services provided to domestic violence victims and their companion animals.

Purpose Areas 2 & 3 Objectives

The primary program objectives for Purpose Area 2 and 3 are:

1. To provide shelter and transitional housing to victims of domestic violence and their companion animals.

2. To increase the number of shelter beds and transitional housing options to meet the needs of victims of domestic violence who need shelter or housing for themselves and their companion animals.

3. To conduct training on (1) the link between domestic violence and the abuse and neglect of companion animals; (2) the needs of victims of domestic violence; (3) promising practices for providing, or referring, support services to such victims; and (4) promising practices in designing and delivering services that protect victim confidentiality.

Purpose Area 1 Deliverables

Include convening OVC grantees annually for the purposes of sharing knowledge and facilitating peer support among OVC grantees, and providing training and technical assistance, which will be measured by:

- TTA requests received.
- TTA requests delivered.
- Type of TTA provided.
- Number of organizations and/or persons trained.
- Number of domestic violence victims with companion animals who were served.
- The purpose, amount, type, and duration of assistance.

Purpose Area 2 & 3 Deliverables

Include the following services for victims of domestic violence with companion animals:

1. Providing emergency, short-term, and transitional shelter and housing assistance for victims of domestic violence and their companion animals.

2. Assisting with expenses for the relocation or temporary shelter, housing, boarding, or fostering of the companion animals that are related to securing the safety of the companion animal.

3. Providing support services designed to assist a victim who is fleeing a situation of domestic violence to locate and secure safe housing for the victim and the victim's companion animals.

4. Delivery of training for relevant stakeholders on the link between domestic violence and the abuse and neglect of animals; the needs of victims of domestic violence; promising practices for providing support services to such victims; promising practices for providing such victims with referrals to victim services; and the importance of confidentiality.

OJP Priority Areas

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

  - 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.
  - 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.

Federal Award Information

Competition ID	Category	Number of Awards	Dollar Amount for Awards	Performance Start Date	Performance Duration (Months)
C-OVC-2023-00004-PROD	Purpose Area 1: Training and Technical Assistance	1	$500,000	10/1/2023 12:00 AM	36
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C-OVC-2023-00006-PROD	Purpose Area 3: Small Awards	Up to 8	$100,000	10/1/2023 12:00 AM	36

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Types of Awards

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

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

Application and Submission Information

Timeline

❑ Grants.gov deadline: **April 10 2023, 11:59 PM ET**

❑ JustGrants deadline: **April 17 2023, 8:59 PM 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!**

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.

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 15 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.

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Proposal Narrative:
Description of the Issue/Statement of the Problem

For Purpose Area 1—Applicants must:

1. Describe TTA and resource needs relevant to OVC-funded grantees and other stakeholders assisting domestic violence victims and their companion animals. Applicants should use qualitative (i.e., things that can be observed but not measured, such as victim needs) and quantitative data (i.e., things that can be counted or measured), such as number of victims with companion animals) to describe the problem, identifying the source of any data or evidence cited.
2. Identify challenges and opportunities relevant to the program.
3. Identify gaps and ongoing challenges related to TTA delivery for this program.

For Purpose Areas 2 & 3—Applicants must:

1. Address the applicant's understanding of the dynamics of domestic violence, dating violence, sexual assault, and stalking.
2. Specify how the proposed project will address any identified gaps in available emergency or transitional shelter or housing services.

Proposal Narrative: Project Design and Implementation

For Purpose Area 1, this section must:

1. State the goals and objectives of this project. The goals and objectives must relate to those stated in the Goals, Objectives, and Deliverables section.
2. Provide a detailed description of the proposed activities necessary to conduct the project and meet the stated goals and objectives.
3. Provide a description of how the applicant will collaborate with OVC Emergency and Transitional Pet Shelter and Housing Assistance grantees..
4. Include a timeline for all the tasks and activities to be completed.
5. Describe the role of the project partners.
6. Address how the proposed project will assist OVC Emergency and Transitional Pet Shelter and Housing Assistance grantees and other service providers with addressing the needs of domestic violence victims and their companion animals.

Address Priority 1(A) consideration in this section.

Proposal Narrative: Project Design and Implementation (cont.)

For Purpose Areas 2 & 3, this section must include the following:

1. State the project's goals and objectives. Goals and objectives must relate to those stated in this solicitation.
2. Provide a description of the victim services that will be provided through the proposed project, such as emergency and transitional housing assistance; assistance with expenses for the relocation or temporary shelter, housing, boarding, or fostering of the companion animals that are related to securing the safety of the animals; and support services designed to enable a victim who is fleeing a situation of domestic violence to locate and secure safe housing, among other assistance. Describe how and where the services will be provided.
3. Describe planned training for relevant stakeholders on the link between domestic violence and the abuse and neglect of animals; the needs of victims of domestic violence; promising practices for providing support services to such victims; promising practices for providing such victims with referrals to victim services; and the importance of confidentiality.

   If the applicant is seeking priority consideration for Priority 1(A), it should address that in this section.

Proposal Narrative: Capabilities and Competencies

This section must:

1. Demonstrate the experience and expertise of the applicant and any project partners to effectively fulfill the requirements of this solicitation.
2. Identify the key individuals and organizations, if applicable, involved in the proposed project.
3. Describe specific roles and responsibilities of all project partners and key staff.
4. Demonstrate that the individuals who will staff the project are qualified to provide services to victims of domestic violence, dating violence, sexual assault, and stalking and can successfully conduct the proposed project activities.
5. Document plans and provide position descriptions for any staff to be hired.
6. Demonstrate that the project and staffing plan provides for the safe and adequate care of the animals.
7. Describe the applicant's administrative and financial capacity to manage federal grants.

- Address Priority 1(B) in this section.

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.

- Describe how the information will be used to guide and evaluate the project's impact.

- Describe the process to accurately report data.

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 or month by month.

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
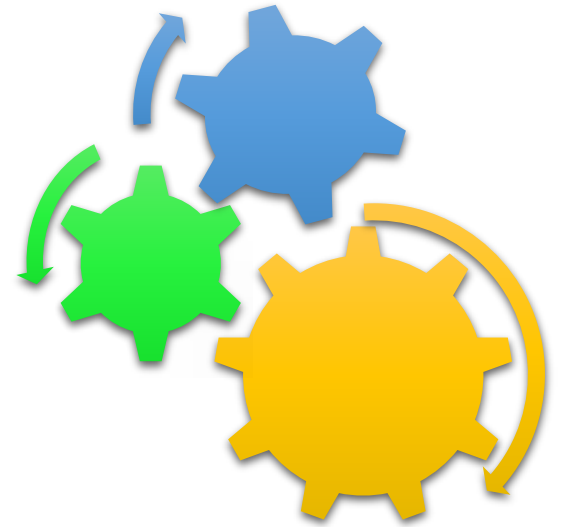
Application Process

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

April
10
11:59 p.m. ET
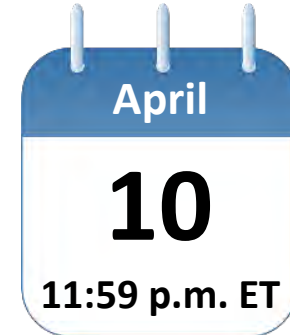
Part 2: **Submit Full Application** in JustGrants.gov by

April
17
8:59 p.m. ET
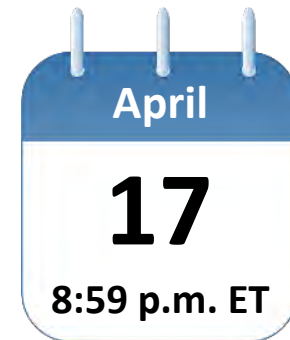
Web-Based Forms for Submission in JustGrants

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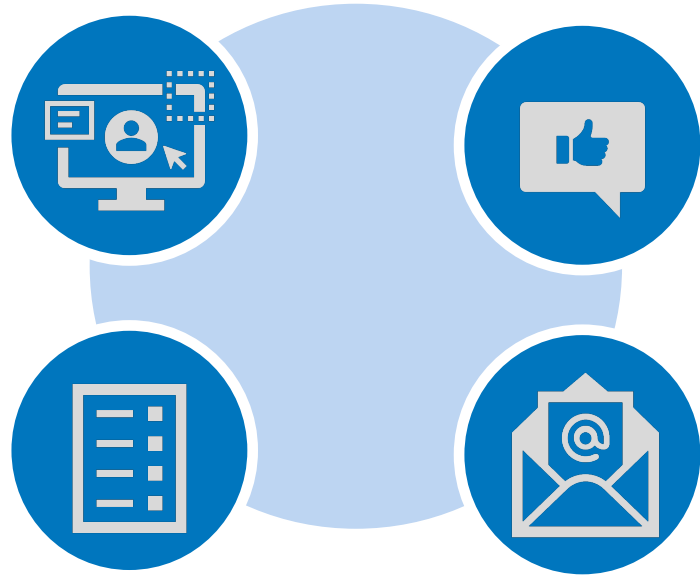
- Proposal Abstract
- Solicitation-Specific Data submitted with the Application
- Goals, Objectives, Deliverables, and Timelines
- Budget Web-Based Form
- Application Disclosure of Duplication Cost Items

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.

Resources

Guidance Tools

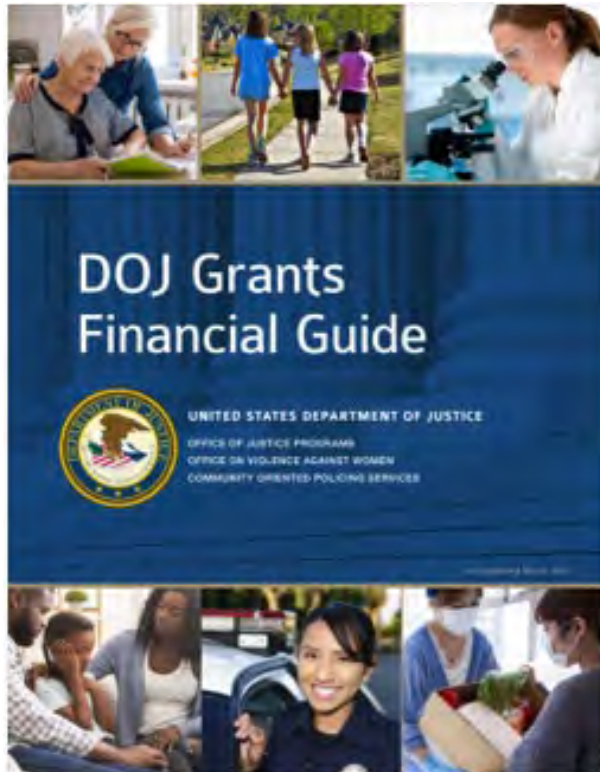Systems Tools

Personal Tools
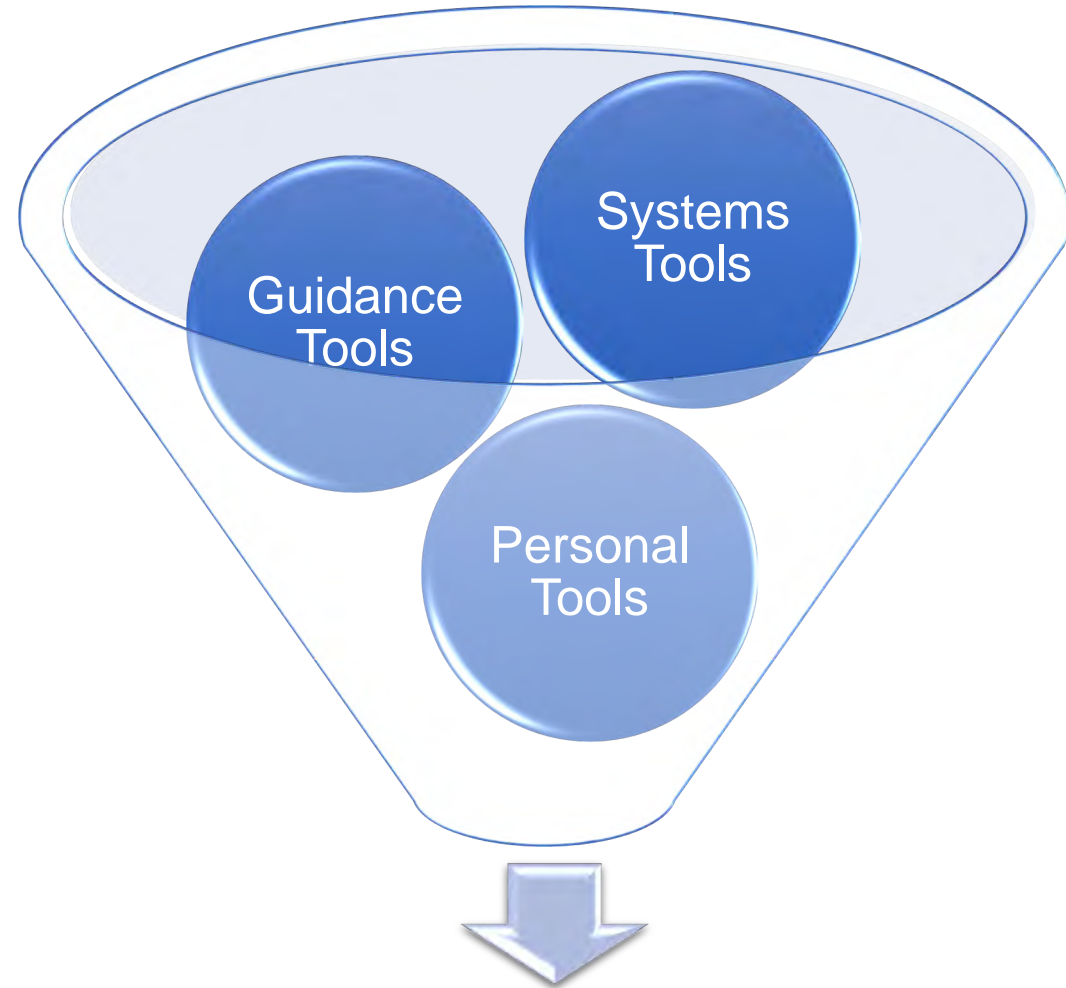
Your Application

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

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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:

This is your first stop BEFORE applying.

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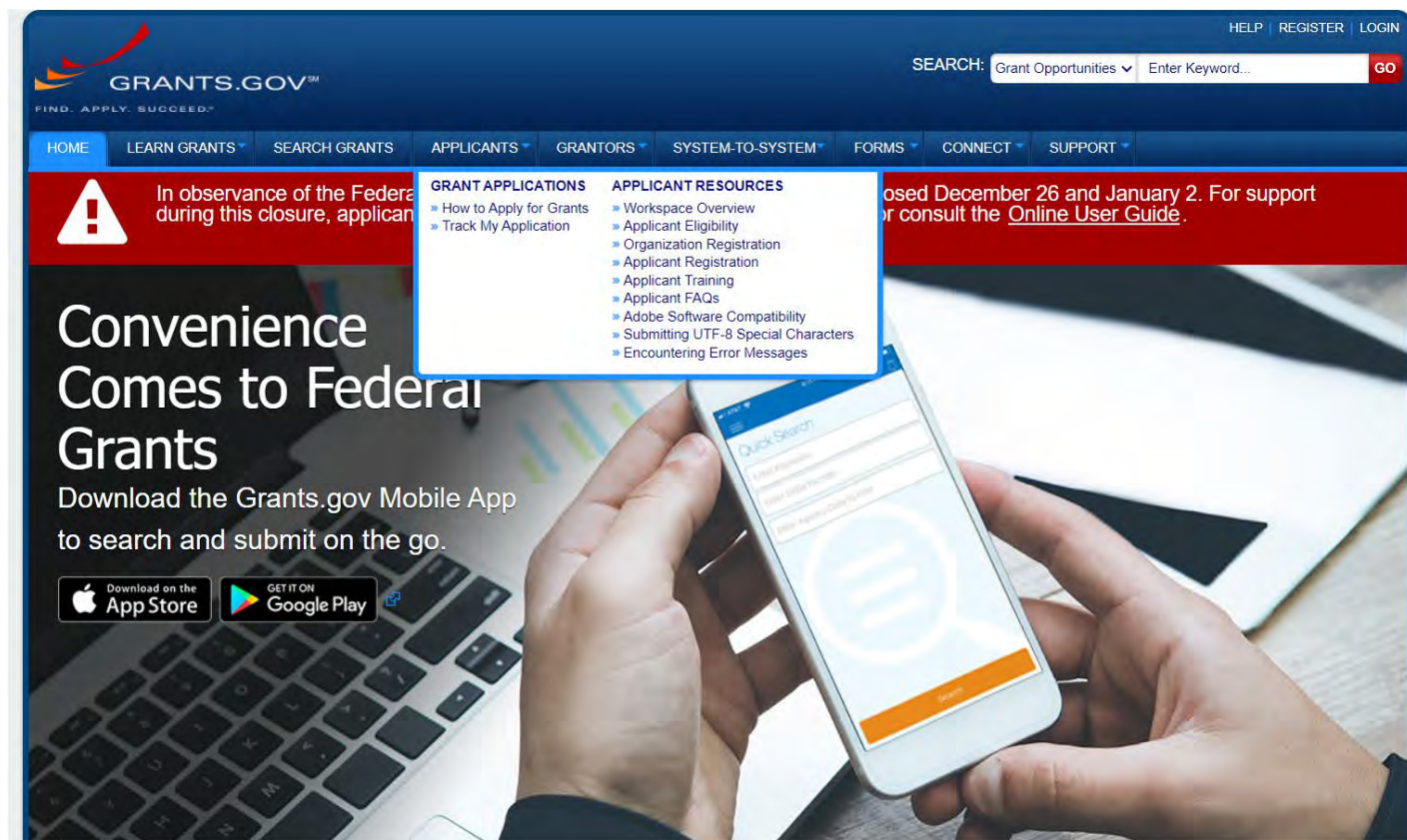
Visit Grants.gov: https://www.grants.gov.

This is your first stop in applying.

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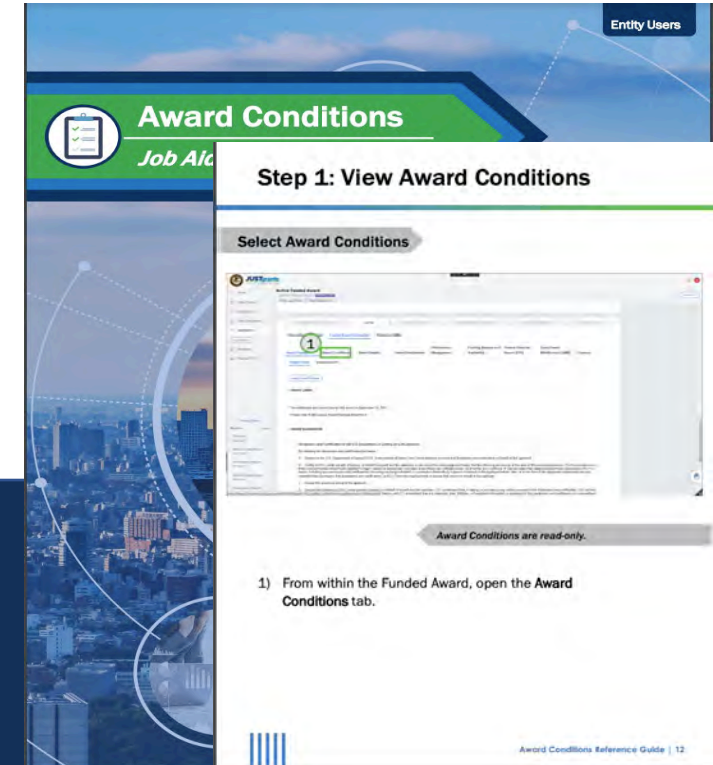
Visit: https://justicegrants.usdoj.gov

Organized by Topics
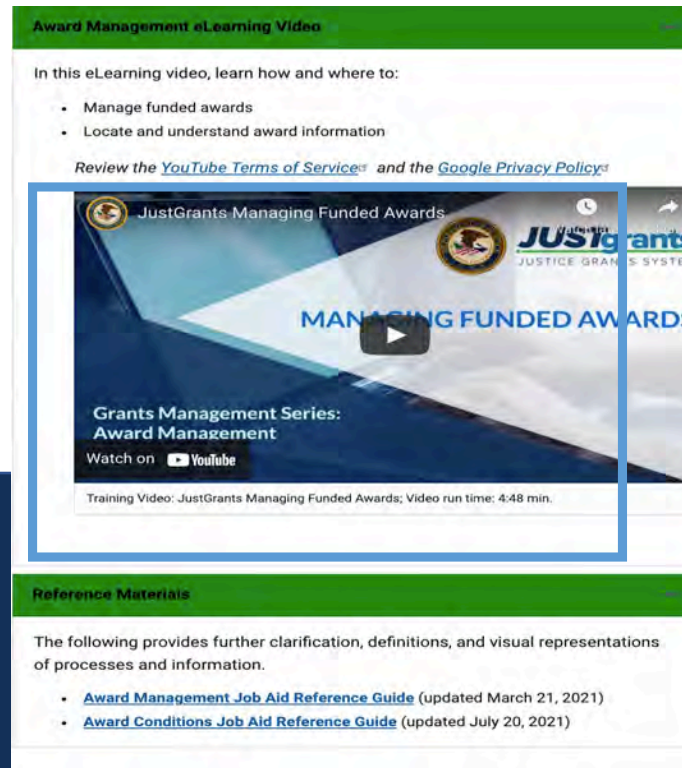
Micro-learning videos

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:
March 8, 2023
March 15, 2023
March 22, 2023
March 29, 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

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
    - Part 4: Overview of Upcoming Funding Opportunities in FY 2023
- 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

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

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