Office for Victims of Crime

Helping Crime Survivors Find Their Justice

OVC FY 2023 Building Capacity of National Crisis Hotlines

The webinar will begin shortly

Presenter

Ivette Estrada

Grant Program 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.

Anticipated OVC FY 2023 Funding

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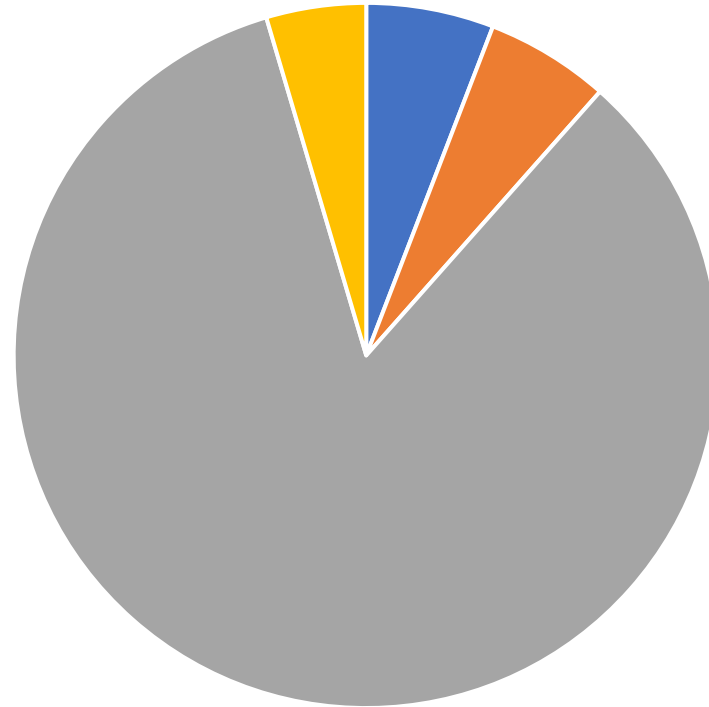
■ Human Trafficking ■ Tribal ■ VOCA Compensation/Assistance ■ Discretionary Programs

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This OVC Funding Opportunity

OVC 2023 Solicitation

Eligibility

Documents to Apply

Application Process & Resources

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Eligibility

- City or township governments
- County governments
- 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
- Private institutions of higher education
- Public and State controlled institutions of higher education
- State governments

Eligibility

Criteria

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

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Program Description

- Support the enhancement or expansion of national hotlines that are essential for providing crisis intervention services, safety planning, information, referrals, and resources for victims of crime.

- Support participation in the National Hotline Consortium, a group of leading national victim service and crisis intervention hotlines that share technology service delivery and promising practices to provide high-quality support for victims and survivors.

Goal

The goal of this program is to enhance or expand the capacity and infrastructure of national hotline providers to provide crisis intervention support using trauma-informed, culturally and linguistically appropriate, survivor-centered approaches that protect the safety and confidentiality of victims and survivors.

Objectives

1. Provide high-quality, trauma-informed services to crime victims and survivors by expanding hotline staffing to improve the ability to provide services and reduce wait times.
2. Enhance training for hotline personnel on how to respond to complex crisis situations and provide support to minimize their risk and the effects of vicarious trauma and burnout.
3. Engage in public awareness campaigns and outreach efforts to increase visibility and awareness of national hotline services, including trainings or webinars for service providers and criminal justice stakeholders.
4. Improve access of services and resources by developing culturally and linguistically appropriate materials and resources or improving website accessibility.

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Objectives (cont.)

5. Increase focus on quality assurance and quality improvement by implementing a data-driven improvement process that enhances service provision, technology processes, reporting, and data analysis capacity.

6. Collaborate with the National Hotline Consortium to share technology service delivery and promising practices, improve operations, and support accessible, quality victim services and crisis response.

7. Work with the National Hotline Consortium to identify the specific needs of victims of cyber- or technology-facilitated crime (gender-based and other harassment and abuse, elder-fraud, etc.) and what services are most effective to support recovery and healing.

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Deliverables

The deliverables of this program are:

- Development or enhancement of a training curriculum for hotline personnel to enhance knowledge and service delivery (Year 1).
- Development or enhancement of an automated system for tracking calls and analyzing trends to enhance reporting and data analysis capacity (Years 1–2).
- Development of a quality assurance and improvement plan (Years 1–2).
- Development of a public outreach/marketing plan to increase visibility and awareness of hotline services (Years 1–2).

Deliverables (cont.)

- Development and delivery of a series of listening sessions, in coordination with OVC, the National Hotline Consortium, and/or other OVC-funded National Hotline awardees, to better understand victim service needs that are most urgent for survivors of cyber- or technology-facilitated crimes that results in a public-facing report with results and recommendations for how the national hotlines might respond to these needs.
- Development of a public-facing annual report that highlights data collected (e.g., services provided, challenges, trends, gaps in services, National Hotline Consortium efforts).
- Signed Memorandum of Understanding with the National Hotline Consortium (Year 1).

PROJECT DELIVERABLE

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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

Maximum number of awards OVC expects to make: 2 Awards

Maximum dollar amount for each award: $2 million

Period of Performance start date: 10/1/2023

Period of Performance duration: 36 Months

Total amount to be awarded under solicitation: $4 million

Types of Awards

The awards 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

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Timeline

❏ Grants.gov deadline: **April 24, 2023, 11:59 p.m. ET**

❏ JustGrants deadline: **May 1, 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.
- priority consideration 1A and/or 1B selected, if applicable.

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 (20%)
- Project Design and Implementation (35%)
- Capabilities and Competencies (20%)
- Plan for collecting the data required for this solicitation's performance measures (10%)

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

- Describe why this project and proposed activities are necessary or address a need.

    - Include supporting information.

- Describe how funding will support the project's value to the victims' field.
    - Use data to provide evidence that the need for the effort exists and demonstrate the scope and size of the need.
    - Make a convincing case that the project addresses a gap in existing resources and does not duplicate an existing program.

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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.

- Address Priority 1A considerations in this section.

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Proposal Narrative: Capabilities and Competencies

- Describe the capabilities and competencies to accomplish the project's goals and objectives.

- Include a list of personnel responsible for managing and implementing the major stages of the project and their unique qualifications that will enable them to meet the project's goals and objectives.

  - If staff will be hired to complete the project, identify the selection criteria.

  - The project director must have the expertise and experience to perform crucial leadership functions, and sufficient time to devote to the project to provide the needed guidance and supervision.

- Address Priority 1B considerations in this section.

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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 and 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.

- Address Priority 1A or 1B considerations, if applicable.

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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.

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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 10 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 Service Desk).

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 8.F of the SF-424 will be identified as the Application Submitter in JustGrants and will receive future notifications from JustGrants.)
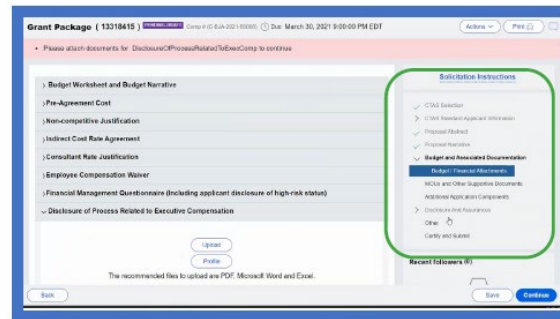
Updated 2/15/22

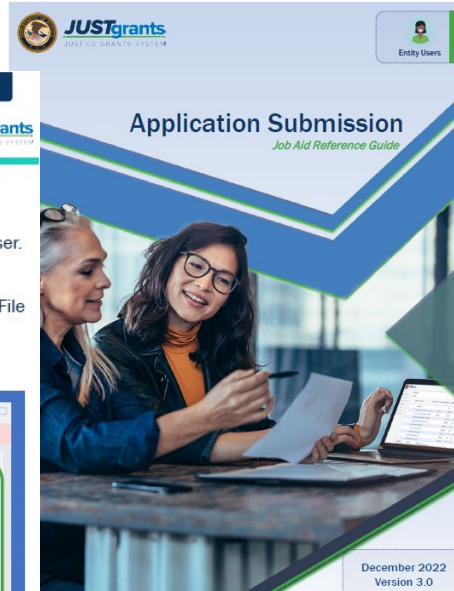**Application Attachments**

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 12, 2021   Application Attachments | 1

Application Submission
Job Aid Reference Guide

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

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Hallmarks of an Outstanding Application
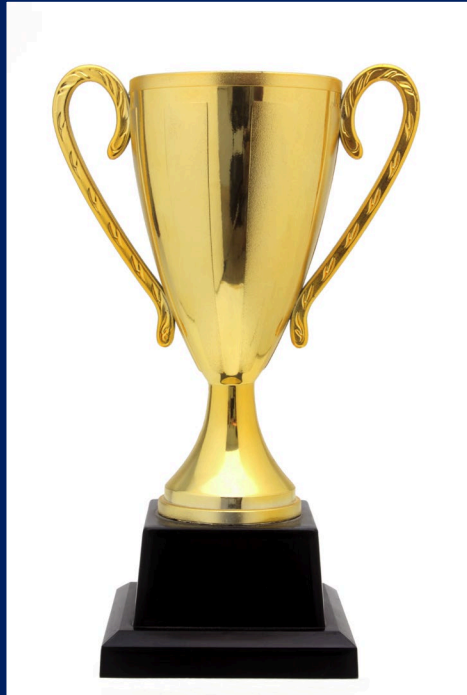
- Use simple and concise language.
- Ensure information is presentable and organized!
- Add tables, graphs, staff photos, and other images when possible while being mindful of grant guidelines.
- Be realistic about how you will achieve goals.
- Get feedback from those who may run the project!
- Make sure the proposal is consistent with the solicitation.
- Check, recheck, and check again—budget, grant requirements, references, and other grant details.

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

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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

April
24
11:59 p.m. ET
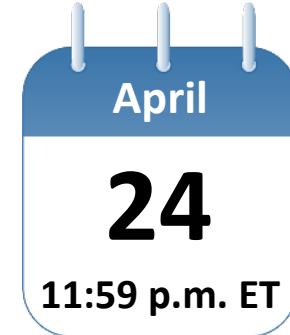
Part 2: **Submit Full Application** in JustGrants.gov by

May
1
8:59 p.m. ET

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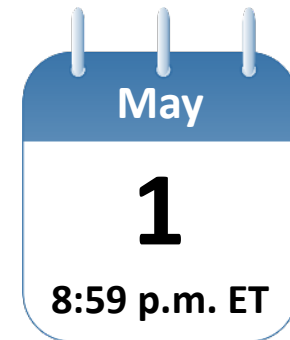
Web-Based Forms for Submission in JustGrants

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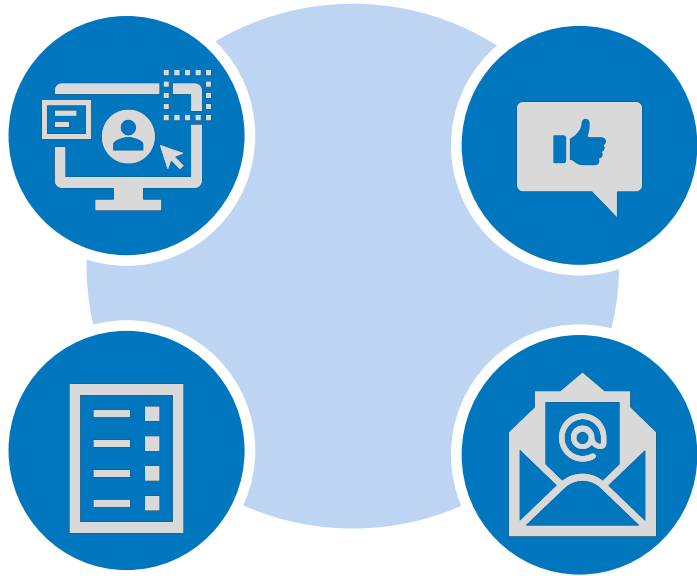
- Proposal Abstract
- Solicitation-Specific Data submitted with the Application
- Goals, Objectives, Deliverables, and Timelines
- Budget Web-Based Form
- Application Disclosure of Duplication Cost Items

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

Helping Crime Survivors Find Their Justice
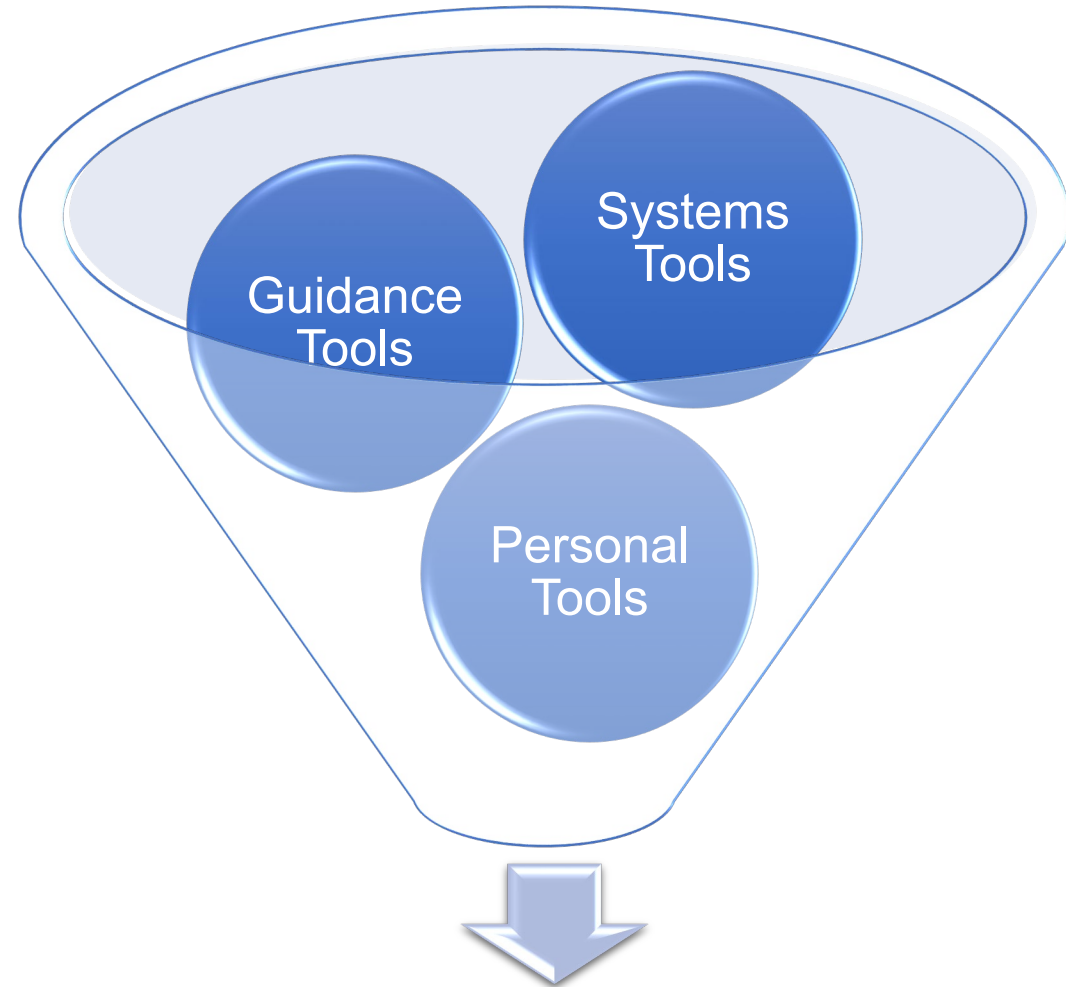
Information About OVC

Consult the OVC website.

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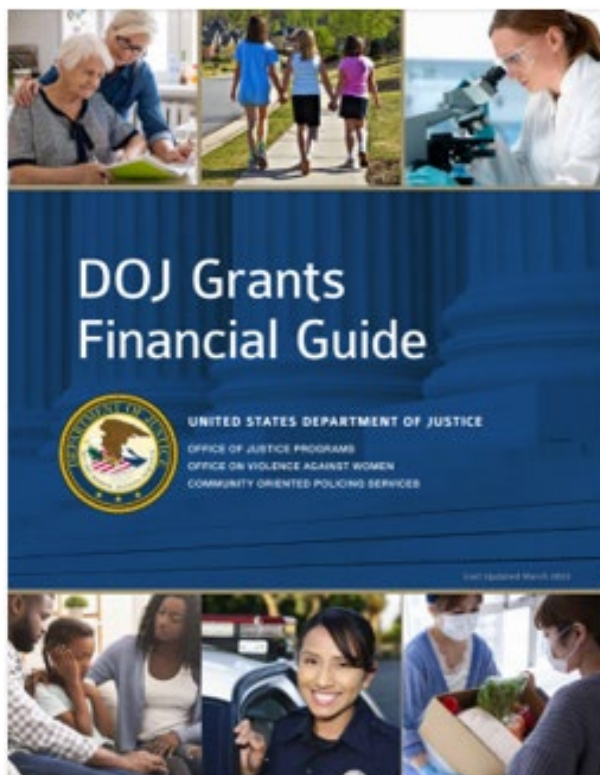
As a starting point for all recipients and subrecipients of DOJ grants and cooperative agreements in ensuring the effective day-to-day management of awards consult the DOJ Grants Financial Guide: https://ojp.gov/financialguide/DOJ/index.htm.

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.

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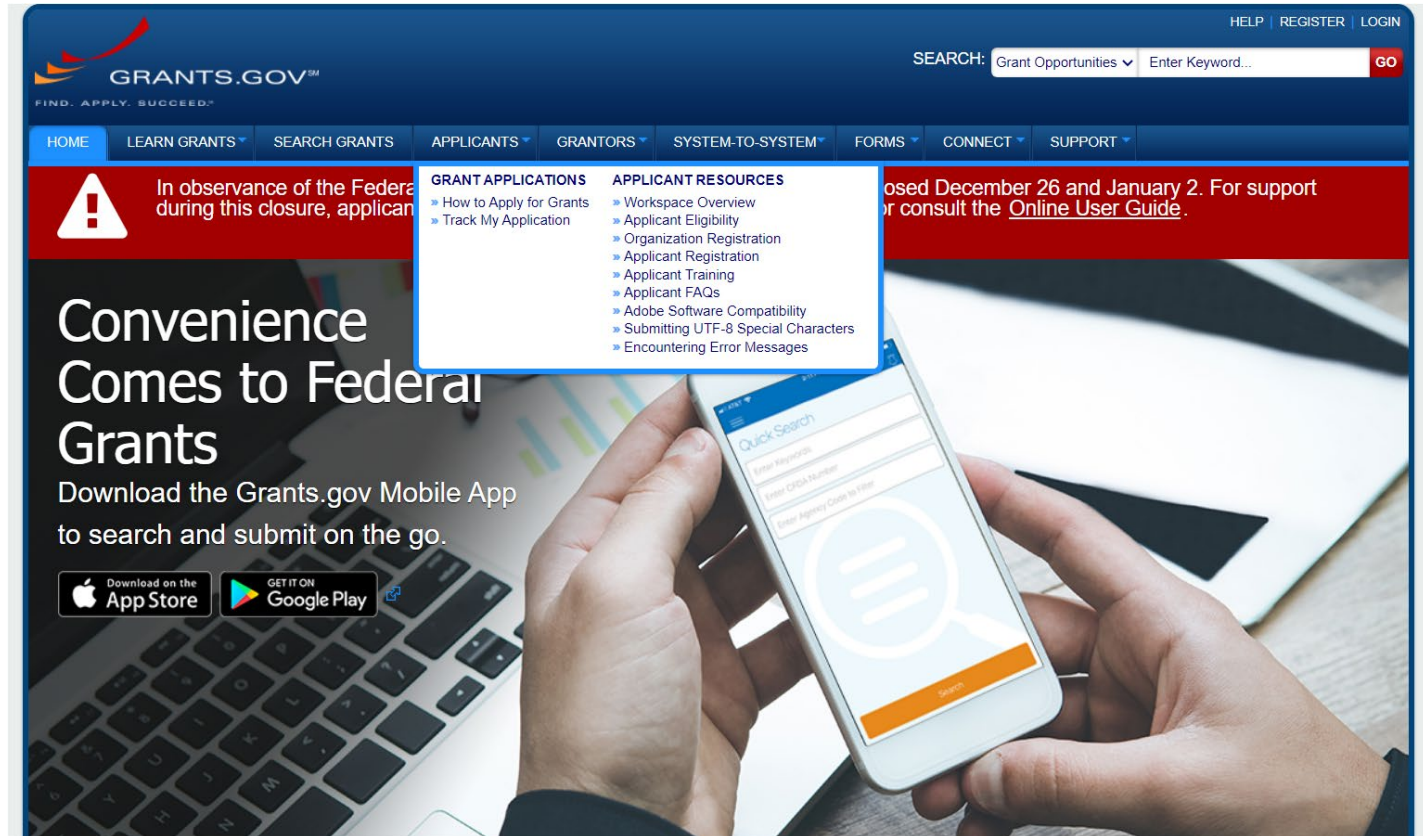
Visit Grants.gov: https://www.grants.gov.

This is your first stop in applying.

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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 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
- 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

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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