

# OVC Fiscal Year 2020 Law Enforcement-Based Victim Specialist Program (LEV Program)

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# Presenters



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# Outline of Webinar Presentation

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1. Mission of DOJ and OVC
2. Breakdown of the solicitation (*Helpful hint: Have a copy with you to follow along and reference!!!*)
  - a) Program Focus
  - b) Required Documents
  - c) Application Deadline, Award Amount, and Timelines
3. Application Evaluation
4. How to Apply
5. Questions and Answers



This program furthers the Department's mission by assisting law enforcement to better support victims through the criminal justice process.

# *OVC Mission Statement*

*(Pg. 4)*



OVC is committed to enhancing the Nation's capacity to assist crime victims and to providing leadership in changing policies and practices to promote justice and healing for all victims of crime.



- OVC will provide grants to state, tribal, and/or local law enforcement agencies to hire victim service specialists to improve the overall response to victims of crime—with a strong focus on reaching and serving victims in high-crime areas and communities particularly affected by violence.
- Grantees will use program funds to hire victim service specialists, and successful applicants will ensure the development and training of these specialists.

# Scope of this Program

(Pgs. 4, 6)



- Assist state, tribal, and local law enforcement agencies in developing or enhancing victim specialist programs that connect victims and families to much-needed services.
- Up to 25 grants (across 4 purpose areas):
  - Small (<100 full-time sworn officers)
  - Medium (101–999 full-time sworn officers)
  - Large (>1,000 full-time sworn officers)
  - Tribal Agencies (Federally recognized tribal governments with law enforcement functions)

# Objective

(Pg. 4)



To support law enforcement agencies in identifying victims, providing victims' rights information, and more quickly ensuring that victim services are provided to meet the emotional, psychological, and/or physical needs of crime victims.



# Program Deliverables

(Pgs. 4-5)



- Provision of, or referrals to, support services, such as:
  - crisis intervention services,
  - emergency transportation to court,
  - short-term child or elder care services,
  - temporary housing/shelter, and
  - security measures.
- Assistance in participating in criminal justice proceedings.
- Assistance obtaining state compensation and/or state-issued federal assistance for forensic medical examinations.
- Provision of other allowable victim assistance services identified by the grantee.
- A plan for how victim specialist program will be developed or enhanced, implemented, and sustained at the conclusion of 36-month project period.

# Eligibility

(Pg. 1)



- Public law enforcement agencies (state, local, and tribal agencies)
- Priority consideration will be given to applicants who have not received funding under the *OVC FY 2018 Law Enforcement-Based Direct Victim Services Program*.
- Recipients awarded funding under the *2019 Law Enforcement-Based Victim Specialist Program* are not eligible under this 2020 solicitation.
- All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.



- Under this solicitation, only one application by any particular applicant entity will be considered. An entity may, however, be proposed as a subrecipient (subgrantee) in more than one application.
- OVC may elect to fund applications submitted under this FY 2020 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.
- All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.



In FY 2020 OJP will give priority consideration to:

- applications that address specific challenges that **rural communities** face.
- applications that demonstrate that the individuals who are intended to benefit from this grant reside in **high-poverty areas** or **persistent poverty counties**.
- applications that offer enhancements to public safety in economically distressed communities (**Qualified Opportunity Zones**).



- Applicants under the **rural priority** must describe what makes the geographic service area rural, using U.S. Census or other appropriate government data; how isolated the area is from needed services; and how they will address specific challenges in rural communities.
- Applicants under the **poverty priority** must demonstrate that individuals who are intended to benefit reside in high-poverty areas or persistent poverty counties.
- Applicants under the **QOZ priority** must specify how the project will enhance public safety in the QOZs.



## Award Amount:

- **Small:** Awards of up to **\$90,000 per year** over 3 years (with a maximum of up to \$270,000).
- **Medium:** Awards of up to **\$150,000 per year** over 3 years (with a maximum of up to \$450,000).
- **Large:** Awards of up to **\$275,000 per year** over 3 years (with the maximum of up to \$825,000).
- **Tribal:** Awards of up to **\$150,000 per year** over 3 years (with the maximum of up to \$450,000).

## Project Period: 36 months

**Period of performance:** to begin on October 1, 2020 and end on September 30, 2023

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

# Grant vs. Cooperative Agreement (Pg. 6)



- Grant:
  - Legal instrument of financial assistance
  - Awarding agency maintains an oversight and monitoring role
  - Without substantial involvement with awarding agency
- Cooperative Agreement:
  - Substantial involvement between awarding agency and recipient during the performance period
  - Awarding agency closely participates in the performance of the program

Awards will be made as a **Grant**.

# Applications **MUST** Include (Pgs. 7-10)



The following application elements **must be included** in the application submission:

– **Project Narrative\***

- **Description of the Issue** (20% of the application score)
- **Project Design and Implementation** (40% of the application score)
- **Capabilities and Competencies** (20% of the application score)
- **Plan for Collecting Performance Measurement Data** (10% of the application score)

– **Budget Detail Worksheet and Narrative\*** (10% of the application score)

**If you do not submit documents noted with an asterisk (\*),  
the application will not be considered for funding.**



# Applications also **MUST** Include (Pgs. 16-17)



- SF-424 – see [OJP Grant Application Resource Guide](#)
- Project Abstract – Pg. 7
- Indirect Cost Rate Agreement (if applicable) – see [OJP Grant Application Resource Guide](#)
- Financial Management Questionnaire – see [OJP Grant Application Resource Guide](#)
- SF-LLL – see [OJP Grant Application Resource Guide](#)
- Disclosure of Pending Applications – see [OJP Grant Application Resource Guide](#)
- Disclosure and Justification – DOJ High Risk Grantees – see [OJP Grant Application Resource Guide](#)
- Tribal Authorizing Resolution (if applicable) –see [OJP Grant Application Resource Guide](#)
- Disclosure of Process Related to Executive Compensation – see [OJP Grant Application Resource Guide](#)
- Documentation of Rural Challenges (if applicable) – Pg. 10
- Documentation of High-Poverty or Persistent Poverty Counties (if applicable) – Pg. 10
- Documentation of Federally Designated Qualified Opportunity Zones (if applicable) – Pg. 10



The program narrative should be:

- Double-spaced, using a standard 12-point Times New Roman font;
- 1-inch margins
- Not to exceed 15 pages
- Pages should be numbered

If the Program Narrative fails to comply with these length-related restrictions, OVC may negatively consider such noncompliance in peer review and in final award decisions.



# *Budget Detail Worksheet*

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- Use the DOJ standard form; Excel and PDF versions online.
- Combines budget detail and budget narrative into one single document.
- 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 narrative should be mathematically sound and correspond with information in the Budget Detail Worksheet.

# Data Collection

(Pgs. 9-10)



- Submit quarterly performance data through the Transforming Victim Services module in OVC's Performance Measurement Tool (PMT), <https://ovcpmt.ojp.gov>.
- Applicants should review the applicable performance measures at <https://www.ovc.gov/grants/pdftxt/TVS-questionnaire.pdf>.
- Application should demonstrate the applicant's understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data if funded.

# Review Process

(Pgs. 11-13)



- Peer reviewers (internal, external, or a combination) will review the applications to ensure they meet basic minimum requirements, such as:
  - The application was submitted by an eligible type of applicant
  - The application requested funding within programmatic funding constraints (if applicable)
  - The application was responsive to the scope of the solicitation
- Before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant.

# How to Apply

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- Applicants **must register** in, and submit applications through, **Grants.gov**
- Registration steps are outlined in the [OJP Grant Application Resource Guide](#)
- **There are lots of steps. START EARLY!!!**
- **DON'T WAIT UNTIL THE LAST MINUTE!!!**
- **Applications Are Due: April 20 by 11:59 p.m. ET**
- Submit application **at least 72 hours prior** to the due date
- Call the Grants.gov Customer Support Hotline at 800–518–4726 or 606–545–5035 (24/7) for technical difficulties

# How to Apply (cont'd.)



As noted in the [OJP Grant Application Resource Guide](#).

## **IMPORTANT SAM.gov ALERT**

- If you are a new entity registering in the System for Award Management (SAM) or an **existing entity that needs to update or renew your SAM registration**, you must submit an original, signed notarized letter appointing the authorized Entity Administrator within 60 days of the registration activation. **Notarized letters must be submitted via U.S. Postal Service Mail.**

# *Federal Award Administration Information*

## *(Pgs. 11-19)*



See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

- Award notifications made by September 30, 2020 via email through GMS to the individuals listed in the application as the point of contact and the authorizing official.
- Detailed instructions on how to access and view the award documents, and steps to take in GMS to start the award acceptance process.
- Lots of legal requirements! Read carefully!



# Technical Problems/Request for Late Submission (Pg. 2)



- See “Experiencing Unforeseen Grants.gov Technical Issues” in the How To Apply (Grants.gov) section in the [OJP Grant Application Resource Guide](#).
- The following conditions generally are insufficient to justify late submissions:
  - Failure to register in SAM or Grants.gov in sufficient time (SAM registration and renewal can take as long as 10 business days to complete. The information transfer from SAM to Grants.gov can take up to 48 hours.)
  - Failure to follow Grants.gov instructions on how to register and apply as posted on its website.
  - Failure to follow each instruction in the OJP solicitation.
  - Technical issues with the applicant’s computer or information technology environment, such as issues with firewalls or browser incompatibility.

# Attachment Tips



**OVC strongly recommends that applicants use descriptive names when labeling attachments.**

**Good Examples:**



**File Name:** Budget Detail Worksheet  
**File Name:** Letters of Support

**Bad Examples:**



**File Name:** Budget  
**File Name:** File 4

# Adding Attachments

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- Grants.gov has two categories of files for attachments: "mandatory" and "optional."
  - OJP receives all files attached in both categories.
  - Do not embed "mandatory" attachments within another file.
- Applicants must use the Add Attachment button to attach a file to their application.
  - Do not click the paperclip icon to attach files. This action will not attach the files to the application.
  - After adding an attachment, select the View Attachment button to confirm you attached the correct file.
  - To remove the file, select the Delete Attachment button.

# Attachments: Checking for Errors



- See “Registration and Submission Steps (Grants.gov)” of the [OJP Grant Application Resource Guide](#).
- Applicants can check for errors in their application via the Check Application button on the Forms tab of the Manage Workspace page.
  - The button is active if the set of forms in the workspace matches those required in the application package.
  - If you receive a Cross-Form Errors message after clicking the Check Application button, refer to the Cross-Form Errors help article for more detailed information about this validation error.

# *Submission Deadline*

*(Pg. 1)*



11:59 p.m. ET  
April 20, 2020

OJP urges applicants to submit applications **at least 72 hours prior** to the application due date.



# Remember.....

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- This application is only the FIRST step of a very involved relationship with the federal government.
- There are lots of federal regulations associated with execution and management of a federal grant.
- You must be willing and able to abide by all these.
  - Serious consequences associated with not following regulations.
- Ask for help! Read everything and ask others to read and discuss with you.

# Tips



- Start the application process early!
  - Registrations (DUNS, SAM, Grants.gov)
  - Identify Partner(s)
  - Schedule planning meetings with proposed partner(s)
- Apply under the correct competition ID: **OVC-2020-17556**. (page 1 & 11)
  - Purpose Area 1: Small Agencies - **OVC-2020-17557**
  - Purpose Area 2: Mid-Sized Agencies - **OVC-2020-17558**
  - Purpose Area 3: Large Agencies - **OVC-2020-17559**
  - Purpose Area 4: Tribal Agencies - **OVC-2020-17560**
- Using the Budget Detail Worksheet templates is required.
  - Applicants must follow the same format (headings, subsections, etc.) if not using the template for this critical element.
- Ask for the amount of funding needed.

# Stay Connected to OVC



Subscribe to receive notices about OVC's programs and initiatives in one of two ways.

- **Text to Subscribe:** Text **OJP OVC [your email address]** to **468-311** to subscribe. *Message and data rates may apply.*
- **Online:** Visit [https://puborder.ncjrs.gov/Listservs/subscribe\\_newsfromovc.asp](https://puborder.ncjrs.gov/Listservs/subscribe_newsfromovc.asp) and enter your email address.

Follow us on social media.

- **Facebook:** <https://www.facebook.com/OJPOVC>
- **Twitter:** <https://twitter.com/OJPOVC>
- **YouTube:** [www.youtube.com/ojpovc](http://www.youtube.com/ojpovc)



# Solicitation Assistance and Support (Pg. 2)



## National Criminal Justice Reference Service (NCJRS) Response Center

<https://www.ncjrs.gov>

- Provides programmatic and general assistance with solicitation requirements.
- Links to all current OJP funding opportunities
- Subscribe to receive email notifications of new opportunities
  - Sign-up to receive the bi-weekly **JUSTINFO** newsletter as well as the weekly **Funding News From NCJRS** email.
  - Be sure to select “Grants/funding” as an area of interest in your NCJRS registration profile when you subscribe.
- **Phone:** 800–851–3420
- **Email:** [grants@ncjrs.gov](mailto:grants@ncjrs.gov)
- **Web chat:** <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>
- **TTY** at 301–240–6310 (hearing impaired only)
- **Hours of operation:** 10:00 a.m. to 6:00 p.m. eastern time, Monday through Friday.

# Technical Application Assistance (Pg. 2)



## Grants.gov

- Provides technical assistance with submitting an application
  - **Customer Support Hotline** – 800-518-4726 or 606—545-5035
    - The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.
  - **Email**
    - <https://www.grants.gov/web/grants/support.html>
    - [support@grants.gov](mailto:support@grants.gov)
- Provides information on available federal funding opportunities for various federal agencies.

# Important Websites



- OVC's website: [www.ovc.gov](http://www.ovc.gov)
- OJP Grant Application Resource Guide: <https://ojp.gov/funding/Apply/Resources/Grant-App-Resource-Guide.htm>
- DOJ Grants Financial Guide: <https://ojp.gov/financialguide/DOJ/index.htm>
- Budget Detail Worksheet: <https://ojp.gov/funding/Apply/Forms/BudgetDetailWorksheet.htm>
- OVC Training and Technical Assistance Center: [www.ovcttac.gov](http://www.ovcttac.gov)
- Grants Management System: <https://grants.ojp.usdoj.gov/>
- Grants Payment Request System: <https://grants.ojp.usdoj.gov/gprs>
- Grant Performance Measurement Reporting: <https://ojp.gov/performance/>



Please submit questions during the presentation by using the  
Q&A box and selecting all presenters.