

# OVC FY 2021 VOCA Victim Compensation Fellow

CFDA # 16.582

Grants.gov Solicitation Number: O-OVC-2021-19001

June 2, 2021

The webinar will begin shortly.  
Please have a copy of the solicitation available  
to follow along and take notes.



# Presenter

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## **Jalila Sebbata**

Grants Management Specialist  
State Victim Resource Division  
Office for Victims of Crime

# Webinar Outline



1. OVC Overview and Mission
2. Breakdown of the solicitation
  - Project Purpose, Goal, and Objectives
  - Eligibility
  - Application and Award Timelines
  - Required Documents
3. Application Process
4. Questions and Answers



**Have a copy of the solicitation available to follow along and take notes.**



# OVC Overview

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Mission: 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 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.



# Timeline

- ❑ Solicitation Closes: **Monday, July 19, 2021**
- ❑ DOJ expects to award grants no later than **September 30, 2021**
- ❑ All project **START** dates should be on or after **October 1, 2021\***



**\*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.**



# Eligibility

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The following entities are eligible to apply:

- Individuals

The successful candidate must demonstrate substantial knowledge of data and research related to victimization and victim services, and have the skills to communicate orally and in writing with a broad audience of stakeholders. Applicants must be able to be onsite at OVC in Washington, D.C., for a minimum of 1 week per 6 months throughout a 36-month project period, unless there are unique circumstances that would prevent the grantee Fellow from being onsite. The grantee Fellow will work with OVC to determine unique circumstances and make adjustments, as necessary. Organizations are not eligible to apply.

**For additional information on eligibility, please review the title page of the solicitation.**

# Program Description

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This program will support a grantee fellow at OVC. The individual awarded funding under this program will work collaboratively with OVC and the crime victim services field to improve support and resources for state victim compensation programs.

# Specific Information



Review the solicitation details around:

- Schedule
- Time Sheets
- Equipment/Supplies
- Security Clearance
- Relationship to OVC
- Federal Debt
- Lobbying
- Financial Management Training



# Goal

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The goal of this fellowship program is to improve support and resources for state compensation programs to more efficiently and effectively administer their programs and VOCA Victim Compensation Program funding, including increasing access to compensation for victims of color, who have historically had challenges with accessing or receiving compensation in comparison to other eligible victim populations.

# Objectives



- Assist OVC/OJP work with State Administrators to support compensation programs;
- Assess individual state compensation programs, and applicable laws, rules, regulations, polices, and other guidance or programs impacting the operations and execution of state compensation programs;
- Identify barriers that prevent all victims of crime from accessing and receiving compensation, and provide recommendations at the national and state levels to overcome those barriers;
- Advance OVC/OJP's support of compensation programs to promote equity in access to and receipt of compensation funding;
- Identify model best practices across compensation programs; share the best practices with OVC and state programs; and develop trainings/public outreach efforts to raise awareness; and
- Make recommendations to OVC.



# Deliverables



The project will produce the following deliverables:

- A nationwide assessment of state compensation programs.
- A report on recommendations to improve OVC/OJP's efforts to enhance communication with states regarding compensation programs.
- A report on recommendations to improve OVC/OJP's support of state compensation systems, policies, and structures, to include:
  - identified barriers that prevent all victims of crime, including victims of color, from accessing and receiving compensation;
  - recommendations at the national and state level to overcome those barriers; and
  - recommendations to advance OVC/OJP efforts to promote equity in access to and receipt of compensation funding.
- Trainings, outreach, public awareness efforts, and public resources.
- Focus groups facilitated with Compensation Administrators and OVC staff.
- Monthly reports.





# OJP Priority Areas

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In FY 2021 and in addition to executing any statutory prioritization that may be applicable, OJP will give priority consideration to applications as follows:

- Applications that will advance the promotion of civil rights, access to justice, support to crime victims, protecting the public from crime and evolving threats, or building trust between law enforcement and the community.
- Applications that demonstrate that the individuals who are intended to benefit from the requested grant reside in high-poverty areas or persistent-poverty counties.

**For additional information, please see the solicitation.**



# Federal Award Information

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Maximum number of awards OVC expects to make:	1 Award
Maximum dollar amount for each award:	\$400,000
Total amount anticipated to be awarded under solicitation:	\$400,000
Period of Performance start date:	10/1/2021
Period of Performance duration:	36 Months



# Type of Award

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Award will be made as a **Cooperative Agreement**:

- **Substantial involvement between OVC 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



# Applications **MUST** Include

These elements **MUST** be included in the application submission to meet the basic minimum requirements to advance to peer review and receive consideration for funding:

- **Proposal Abstract**
- **Proposal Narrative**
  - Description of the Issue (20%)
  - Project Design and Implementation (20%)
  - Capabilities and Competencies (45%)
  - Plan for Collecting the Data for this Solicitation's Performance Measures (5%)
- **Budget Worksheet and Budget Narrative (web-based form) (10%)**





# Proposal Abstract

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An abstract is a **clear and simple summary statement** about your proposal.

This statement should be no more than 400 words and should include:

- Name of the applicant,
- geographic area to be served,
- project activities,
- products and deliverables,
- the service area, and who will benefit from the proposed project

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



# Proposal Narrative Format

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## The proposal narrative must:

- Be double-spaced
- Use a standard 12-point font (Times New Roman is preferred)
- Have no less than 1-inch margins
- NOT exceed 20 pages. Pages should be numbered “1 of 02,” “2 of 20,” etc.
- Be submitted as an attachment in JustGrants.



# Proposal Narrative Format

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**The following sections are part of the proposal narrative:**

1. Description of the issue
2. Project design and implementation
3. Capabilities and competencies
4. Plan for collecting the data required for this solicitation's performance measures

# Proposal Narrative: Description of the Issue



The applicant must clearly articulate an understanding of the problem that this project plans to address by providing information about—

- Current practices in state compensation programs.
- How data can be used by victim compensation administrators and other providers in the field to improve services for victims.
- Gaps in information and knowledge by practitioners within the field.
- Gaps in accessing compensation, focusing on victims of color.
- Problems related to disseminating information to the field and integration of information into practice.

# Proposal Narrative: Project Design and Implementation



This **section** should include goals, objectives and activities that are aligned with 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**:  
**S**pecific, **M**easurable, **A**ttainable, **R**ealistic, and **T**ime-bound
- Focus on the future and setting a realistic timeline to complete the project.

# Proposal Narrative: Capabilities and Competencies



This section must—

- Provide a clear description of academic and professional expertise in the fellowship specialization subject matter area(s), including but not limited to, experience with administration or management of victim compensation programs.
- Document experience in providing oral presentations and developing written publications or technical assistance products for broad audiences of stakeholders.
- Describe other relevant competencies. Resumes or curriculum vitae must be included as a separate attachment.

# Proposal Narrative: Plan for Collecting Data

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- Who will be responsible for reporting the required performance measures?
- How will data be collected?
- Any additional performance metrics?
- What data sources will be used? – Any legal, policy, or other barriers to gaining access?

# Budget Worksheet and Budget Narrative (Web-Based Form)



See the [OJP Grant Application Resource Guide](#) for additional information.

- 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.





# Applications Should Also Include

Along with the **3 required documents**, the following information should be included in the application submission:

- Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov
- Standard Application Information (SF-424 info from Grants.gov)
- Financial Management and System of Internal Controls Questionnaire
- Documentation on Advancing DOJ Priorities (if applicable)
- Documentation of High-Poverty Areas or Persistent-Poverty Counties (if applicable)
- Disclosure of Lobbying Activities (SF-LLL)
- Applicant Disclosure of Duplication in Cost Items
- DOJ Certified Standard Assurance
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
- Applicant Disclosure and Justification—DOJ High-Risk Grantees
- Request and Justification for Employee Compensation; Waiver (if applicable)



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# Application Process

# JustGrants: Application Submission Resources

## [Application Mechanics eLearning Videos](#)

By viewing the eLearning videos, job aids, DOJ Application Checklist and other resources, applicants will have all of the information needed to successfully navigate the mechanics of submitting an application.

- ✓ [Application Mechanics: Getting Ready to Apply \(NEW\)](#)
- ✓ [Application Mechanics: Initiating Application Submission in Grants.gov \(NEW\)](#)
- ✓ [Application Submission: Locating an Application](#)
- ✓ [Application Submission: Submitting an Application](#)
- ✓ [Application Submission: Completing a Budget Detail Form](#)
- ✓ [Application Mechanics: After Submitting an Application \(NEW\)](#)



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JUSTICE GRANTS SYSTEM

# Review the Application Submission Webinar

Recording available: [\*Application Mechanics: Submitting an Application\*](#)

## What you'll learn:

- ✓ Steps to take prior to applying for funding
- ✓ How to find open DOJ funding opportunities in Grants.gov
- ✓ How to apply for funding using JustGrants
- ✓ The JustGrants roles and their responsibilities and required actions
- ✓ How to navigate and use the system
- ✓ Where to find training materials, job aids, and other resources



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JUSTICE GRANTS SYSTEM

# DOJ Application Submission Checklist

Review the [\*DOJ Application Submission Checklist\*](#)

The checklist covers all necessary steps to complete the two-part application process in Grants.gov and JustGrants.

## The checklist includes:

- ✓ how to prepare to apply
- ✓ completing the abbreviated application in Grants.gov
- ✓ Entity Onboarding and JustGrants Access
- ✓ completing, reviewing, certifying and submitting your application in JustGrants, and
- ✓ helpful user tips



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# JustGrants Training and Resources

- Access [recording](#) and [slide deck](#) from previous webinars
- Refer to the [JustGrants Training Application Submission](#) page for additional information and training on the application submission process
- Bookmark the [JustGrants Training](#) page for updates



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JUSTICE GRANTS SYSTEM



# Submission Information

## Step 1: **Grants.gov**

- Submit the **SF-424** and an **SF-LLL** at:  
<https://www.grants.gov/web/grants/register.html>
- To register in Grants.gov, applicants need to obtain a Data Universal Numeric System (DUNS) and System of Award Management (SAM) registration or renewal.



## Step 2: **JustGrants**

- Submit the **full application** including attachments at: [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov)



Refer to the Registration and Submission section of the OJP Grant Application Resource Guide at <https://ojp.gov/funding/Apply/Resources/Grant-App-Resource-Guide.htm> for instructions on How to Apply (<https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide#apply>)

# OJP Grants Application Resource Guide



The screenshot shows the top portion of the OJP website. The header is dark blue with the OJP logo on the left, the text "U.S. DEPARTMENT OF JUSTICE OFFICE OF JUSTICE PROGRAMS" in the center, and navigation links "Contact Us | Careers | Subscribe" on the right. Below the header is a search bar with a yellow search button. A light blue navigation bar contains links for "Home", "About Us", "News Center", "Grants/Funding" (which is underlined), "For Congress", "Resources", "Topics", "Training", and "Data". Below the navigation bar is a breadcrumb trail: "Home / Grants/Funding / Applicant Resources". The main content area is a large dark blue rectangle with the text "OJP Grant Application Resource Guide" in white.

Visit: <https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide>



# Important Web Resources



- Office for Victims of Crime: <https://ovc.ojp.gov>
- DOJ Grants Financial Guide: <https://ojp.gov/financialguide/DOJ/index.htm>
- JustGrants: <https://justicegrants.usdoj.gov/>
- Grants.gov: <https://www.grants.gov>
- OJP Grant Application Resource Guide: <https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide>
- OVC Training and Technical Assistance Center: [www.ovcttac.gov](http://www.ovcttac.gov)
- Grant Performance Measurement Reporting: <https://ojp.gov/performance/>
- OJP Resource Center: <https://www.ojp.gov/ncjrs/new-ojp-resources>

# Important Contact Information



Technical Assistance Submitting the SF-424 and SF-LLL into  
Grants.Gov: 800-518-4726, 606-545-5035 | [support@grants.gov](mailto:support@grants.gov)



Technical Assistance Submitting the FULL APPLICATION into  
JustGrants: 833-872-5175 | [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov)



Technical Assistance with Programmatic Requirements contact the  
OJP Response Center: 800-851-3420 | [grants@ncjrs.gov](mailto:grants@ncjrs.gov)

# Important Dates



## Part 1: **Grants.gov**

- Submit **SF-424 & SF-LLL** in Grants.gov by



## Part 2: **JustGrants**

- Submit **Full Application** in JustGrants.usdoj.gov by



# Questions

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Submit questions in the [Q&A Box](#).