

# OVC FY 2021 Building State Technology Capacity

CFDA # 16.582

Grants.gov Solicitation Number: O-OVC-2021-92006

May 27, 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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## Joel Hall

Associate Director  
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: **Thursday, July 1, 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:

- State governments
- Territories and possessions of the United States

Other organizations are also eligible to apply for funding when such an application is in partnership with the SAA for the applicant's state.

For purposes of this solicitation, “state” means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

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

# Program Description

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This solicitation is seeking applications from Victims of Crime Act (VOCA) Formula Assistance and Compensation Program State Administering Agencies (SAA) to implement statewide technology programs to enhance victims' access to services, foster innovation and efficiency in the provision of services, improve the quality of services, and improve the accessibility and responsiveness of victim service organizations.

# Goal

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The goal of this program is to implement statewide technology programs to enhance victims' access to services, foster innovation and efficiency in the provision of services, improve the quality of services, and improve the accessibility and responsiveness of victim service organizations.

# Objectives



**Successful applicants will achieve the goal through the following objectives:**

1. Conduct strategic planning to identify gaps in technology and implement the strategic plan to enhance statewide technological capacities.
2. Implement technological enhancements to improve the state's technological capacity as relevant to victim services.



# Objectives – cont.

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3. Collaborate with community stakeholders, victim service providers, subrecipient organizations, and other allied professionals on the technology needs of the state.
4. Conduct a comprehensive assessment to evaluate the effectiveness of the program.
5. Perform data collection and participate in evaluation activities to determine if the program is meeting stated goals and objectives.
6. Other objectives as identified by OVC.



# Deliverables



**To achieve the goal, applicants will be required to complete the following:**

1. Strategic planning
2. A final implementation plan based on the strategic planning process.
3. Execution of the implementation plan, including technological innovations that will improve administration of VOCA programs and victim access to services.
4. Comprehensive assessment of the project, including an analysis of outputs.
5. Detailed final report that: (1) describes the project goals, challenges, successes, and strategies; (2) includes the implementation plan, any needs assessments, surveys, or other assessment devices completed during the project; and (3) discusses the comprehensive assessment of the project, including output analysis.
6. Other deliverables as identified by OVC.





# OJP Priority Areas

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:              | 6 Awards      |
| Maximum dollar amount for each award:                      | \$600,000     |
| Total amount anticipated to be awarded under solicitation: | \$3.6 million |
| Period of Performance start date:                          | 10/1/2021     |
| Period of Performance duration:                            | 36 Months     |



# Type of Award

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Awards will be made as **Cooperative Agreements**:

- **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



# 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 (45%)
  - Capabilities and Competencies (20%)
  - 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,
- primary 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
- DO NOT exceed 20 pages. Pages should be numbered “1 of 20,” “2 of 20,” etc.
- Should 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

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- Describe the problem to be addressed.
- Describe the current services and gaps.
- Describe how funding will alleviate the problem.
- Describe the technological innovations to be implemented that will address the problem.

# 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—

1. Identify the key individuals and organizations involved in the proposed project;
2. Demonstrate that the individuals and organizations identified have the capacity to address the stated need, including the expertise necessary to conduct the strategic planning process, collaboration with stakeholders, develop and execute an implementation plan, and successfully implement the proposed project activities;
3. Describe specific roles and responsibilities of all project partners and key staff;
4. Demonstrate the capacity and expertise of the lead applicant and all project partners to implement the project and launch technology innovations;
5. Demonstrate the applicant's and partners' expertise using technology to implement the project;
6. Describe who will implement activities described in the Project Design and Implementation section; and
7. Include descriptions and copies of resumes for proposed key staff positions.

# 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)
- Indirect Cost Rate Agreement (if applicable)
- Financial Management and System of Internal Controls Questionnaire
- Disclosure of Process Related to Executive Compensation
- Tribal Authorizing Resolution
- Research and Evaluation Independence and Integrity Statement
- Documentation of Advancing DOJ Priorities (if applicable)
- Documentation of High-Poverty Areas or Persistent-Poverty Counties (if applicable)
- Time-Task Plan
- Disclosure of Lobbying Activities (SF-LLL)
- Applicant Disclosure of Duplication in Cost Items
- DOJ Certified Standard Assurances
- 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-applicationresource-guide#howToApply>)

# OJP Grants Application Resource Guide



The screenshot shows the top portion of a website. At the top left is the U.S. Department of Justice seal. To its right, the text "U.S. DEPARTMENT OF JUSTICE" and "OFFICE OF JUSTICE PROGRAMS" is displayed. On the right side of the header, there are links for "Contact Us", "Careers", "Subscribe", and a share icon. Below these links is a search bar with the word "Search" and a magnifying glass icon. A navigation menu is located below the header, with "Grants/Funding" highlighted in orange. Below the navigation menu is a breadcrumb trail: "Home / Grants/Funding / Applicant Resources". The main content area is a large 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](#).