



JUSTICE FOR VICTIMS • JUSTICE FOR ALL

# OVC FY 2021 Emergency and Transitional Pet Shelter and Housing Assistance Grant Program

CFDA # 16.582

Grants.gov Solicitation Number: O-OVC-2021-96005

May 20, 2021

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





# Presenters

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Discretionary Programs Division  
Office for Victims of Crime



**Lori Gardner**

Grants Management Specialist  
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# 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

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

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- Solicitation Closes: Tuesday, June 29, 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

- States and territories
- Units of local government
- Indian tribes
- 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; and
  - Any other nonprofit, nongovernmental organization
- Any organization that works directly with pets, service animals, emotional support animals, or horses and collaborates with any organization referred to in 1–4 above, including—
  - An animal shelter; and
  - An animal welfare organization

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



# Program Description

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This program will 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.



# 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(b)(9):

- Domestic violence victim
- Emotional support animal
- Pet
- Service Animal



# Purpose

Per 34 U.S.C. 20127(b)(3), this program supports projects that provide:

- A. emergency and transitional shelter and housing assistance for domestic violence victims with companion animals
- B. short-term shelter and housing assistance for domestic violence victims with companion animals
- C. support services designed to enable persons who are fleeing a situation of domestic violence to locate and secure safe housing with the victim's companion animal; safe accommodations for the victim's companion animal; or provide the victim with companion animal-related services, such as transportation, care services, and other assistance
- D. training for relevant stakeholders

Note: Minor modifications or renovations to existing structures are permissible under this program. Construction involving the breaking of new ground is not permissible.



# Prohibited Activities

Applicants shall not propose—

- a. any activities that may compromise the safety of a domestic violence victim, including:
  - i. background checks of domestic violence victims; or
  - ii. clinical evaluations to determine the eligibility of such a victim for support services.
- b. to require mandatory services for victims or that a victim obtain a protective order to receive proposed services.



# Goal

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



# Objectives

- 1) 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 them and their companion animals.
- 2) Provide 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) best practices for providing, or referring, support services to such victims; and (4) best practices in designing and delivering services that protect victims' confidentiality.





# Deliverables

Program deliverables include the following services for victims of domestic violence with companion animals:

1. Emergency, short-term, and transitional shelter and housing assistance.
2. Assistance with expenses incurred for the relocation or temporary shelter, housing, boarding, or fostering of the companion animals that are incidental to securing the safety of the companion animal.
3. Support services designed to enable a victim who is fleeing a situation of domestic violence to locate and secure safe housing for the victim and the victim's companion animal(s).
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; best practices for providing support services to such victims; best practices for providing such victims with referrals to victim services; and the importance of confidentiality.





# 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:	5 Awards
Maximum dollar amount for each award:	\$500,000
Total amount anticipated to be awarded under solicitation:	\$2.5 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 **Grants**:

- Legal instrument of financial assistance
- **Awarding agency** maintains an **oversight and monitoring** role
- **Without substantial involvement** with awarding agency

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**
  - Statement of the Problem/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
- NOT exceed 15 pages. Pages should be numbered “1 of 15,” “2 of 15,” 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. Statement of the problem/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: Statement of the Problem/Description of the Issue

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This section must:

1. Reflect the eligible entity'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

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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

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This section must:

1. Demonstrate the institutional experience and expertise of the applicant and any project partners to effectively implement 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.

# Proposal Narrative: Capabilities and Competencies (cont.)



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 implement the proposed project activities.
5. Document plans and position descriptions for any staff to be hired.
6. Demonstrate that the project design and staffing plan ensures that animals will be safely and adequately cared for.
7. Describe the applicant's administrative and financial capacity to manage federal grants.

# 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)

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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
- Financial Management and System of Internal Controls Questionnaire
- Disclosure of Process Related to Executive Compensation
- Tribal Authorizing Resolution (if applicable)
- Research and Evaluation Independence and Integrity (if applicable)
- Documentation of 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 \(NEW\)](#)

# 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



# 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



# 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





# 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.

**NEW**

## **Step 2: JustGrants**

- Submit the **full application** including attachments at: [JustGrants.usdoj.gov](http://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 homepage of the OJP Grants Application Resource Guide. At the top left is the U.S. Department of Justice Office of Justice Programs logo. To its right is the text "U.S. DEPARTMENT OF JUSTICE" and "OFFICE OF JUSTICE PROGRAMS". On the far right of the header are links for "Contact Us", "Careers", "Subscribe", and a search icon. Below the header is a navigation bar with links for "Home", "About Us", "News Center", "Grants/Funding" (which is highlighted with a yellow underline), "For Congress", "Resources", "Topics", "Training", and "Data". Underneath the navigation bar is a breadcrumb trail: "Home / Grants/Funding / Applicant Resources". The main content area features a large blue banner 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

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## 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](#).