

OVC FY 2022 Responding to Transgender Victims of Crime

CFDA # 16.582

Grants.gov Opportunity Number: O-OVC-2022-171286
May 11, 2022

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



Presenter



Stacy Phillips, DSW, MSW

Grants Management Specialist
Discretionary Programs 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

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.





Timeline

- ❑ Grants.gov deadline: **Wednesday, June 1, 2022**
- ❑ JustGrants deadline: **Tuesday, June 21, 2022**
- ❑ DOJ expects to award grants no later than **September 30, 2022**
- ❑ All project **START** dates should be on or after **October 1, 2022***



***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

- City or township governments
- County governments
- Native American tribal organizations (other than Federally recognized tribal governments)
- Native American tribal governments (Federally recognized)
- 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
- Public housing authorities/Indian housing authorities
- Special district governments
- State governments*
- Other

Eligibility

Criteria



For additional information on eligibility, please review the solicitation cover page.



Program Description

In June 2021, the White House Domestic Policy Council and Gender Policy Council established the Interagency Working Group on Safety, Inclusion, and Opportunity for Transgender Americans. In response to the fact that still today, many transgender Americans, especially transgender women and girls of color, face epidemic levels of violence, discrimination, and stigma.

The proposed project seeks to begin to address this issue by funding one entity to create a toolkit with updated information on how to respond to transgender victims of crime, especially for transgender women and girls of color.

The toolkit for the field will inform organizations on how to better serve transgender people, in a culturally responsive and trauma-informed way.

Goal



The goal of this project is to update and expand upon the previously released 2014 OVC guide [*Responding to Transgender Victims of Sexual Assault*](#). This will be accomplished through the development of a web-based toolkit that will provide guidance, resources, and referrals for those who provide services to victims of crime who identify as transgender, especially women and girls of color.

Objectives



1. Convene a listening session with service providers and persons of color with lived experience to learn about the concerns that are most pressing for these victims, where there are gaps in service response, and what best practices exist for addressing those gaps and victim needs.
2. Review the current document, [*Responding to Transgender Victims of Sexual Assault*](#) to determine what information needs to be updated, revised, or deleted. Identify and assess new materials and resources that can be integrated into the toolkit, to include up-to-date definitions and understandings of the issues that transgender victims face, with a special emphasis on transgender women and girls of color. Design and develop these materials.
3. Broaden awareness around the victimization of transgender individuals through the development of a dissemination plan that includes using social media, publication of articles, and participation in relevant conferences, workshops, and meetings.
4. Engage an advisory committee made up of a diverse pool of subject matter experts to review the Toolkit and ensure the information is relevant, culturally competent, and trauma-informed.

Deliverables



1. A memorandum to OVC that outlines the proposed revisions, updates, and additions for the new Toolkit based on what was learned during the document review and listening sessions.
2. A written summary of the subject matter experts' feedback.
3. A multimedia, web-based toolkit for victim service providers to be housed and maintained by the grantee.
4. A dissemination plan that includes multiple strategies for ensuring that the toolkit is promoted to the stakeholders, communities, and service providers in most need of this resource.





OJP Priority Areas

1. Priority Considerations Supporting Executive Order 13985, *Advancing Racial Equity and Support for Underserved Communities Through the Federal Government*
 - A. 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, when making award decisions.
 - B. Applicants that can 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 30% of the requested award funding, as demonstrated in the Budget Worksheet and Budget Narrative) identifies as a culturally specific organization.

For additional information, please see the solicitation.



Federal Award Information

Maximum number of awards OVC expects to make:	1 Award
Maximum dollar amount for each award:	\$750,000
Total amount to be awarded under solicitation:	\$750,000
Period of Performance start date:	10/01/2022
Period of Performance duration:	36 Months



Type of Award

The award 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.

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 or Description of the Issue (10%)
 - Project Design and Implementation (40%)
 - Capabilities and Competencies (20%)
 - Plan for Collecting the Data for this Solicitation's Performance Measures (20%)
- **Budget Worksheet and Budget Narrative (web-based form) (10%)**



Remember, if you fail to submit ANY of required documents, your application will not be considered for funding!



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

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 20 pages. Pages should be numbered “1 of 20,” “2 of 20,” etc.
- Be submitted as an attachment in JustGrants.



Proposal Narrative Format

The following sections are part of the proposal narrative:

1. Statement of the problem or 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



Outline ALL the grant requirements and make a plan to fulfill each and EVERY REQUIREMENT.

Proposal Narrative: Description of the Issue



This section must:

- describe the need for the project and provide a clear statement of how funding will support the project's value to the victims' field

Proposal Narrative: Project Design and Implementation



This **section** should include goals, objectives and activities that are aligned with 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, **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 include:

- a clear description of the applicant's management structure and, if the application is for continuation funding, must document the organization's success in implementing previous phases of the project.
- a description of the current and proposed professional staff members' unique qualifications.
- how the program will be managed and include an organizational chart or information describing the roles and responsibilities of key organizational and functional components and personnel.
- a list of personnel responsible for managing and implementing the major stages of the project, including selection criteria for those to be hired, detailed information about staff, and an organizational chart.

If the applicant is seeking priority consideration under Priority 1B, it should describe within this section how being a culturally specific organization (or funding a culturally specific subrecipient organization at a minimum of 30% of the project budget) will enhance its ability to implement the proposed project(s).

Proposal Narrative: Plan for Collecting Data



Award recipients will be required to submit quarterly performance measure data in the Performance Measurement Tool and semiannual performance reports in JustGrants. A list of resources and trainings can be found at

<https://ovc.ojp.gov/funding/performance-measures/transforming-victim-services>.

Examples of performance measure questions for this project can be found here:

<https://www.ovc.gov/grants/pdftxt/TVS-questionnaire.pdf>. Further guidance on the post-award submission process will be provided, if selected for award.



Budget Worksheet and Budget Narrative (Web-Based Form)



- 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 1B considerations, if applicable.



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 or month by month.



Applications Should Also Include

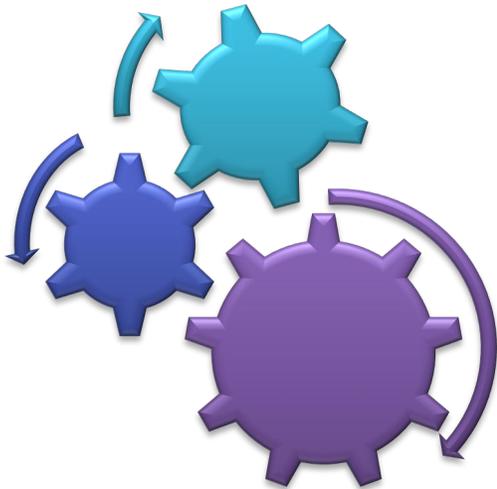
Along with the **3 required documents**, the following information should be included in the application submission:

- 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
- Tribal Authorizing Resolution (if applicable)
- Documentation of DOJ Priority Areas (if applicable)
- Research and Evaluation Independence and Integrity (if applicable)
- Request and Justification for Employee Compensation; Waiver (if applicable)
- Time-Task Plan
- Organizational Chart
- List of Personnel
- 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 (if applicable)

Hallmarks of an Outstanding Application



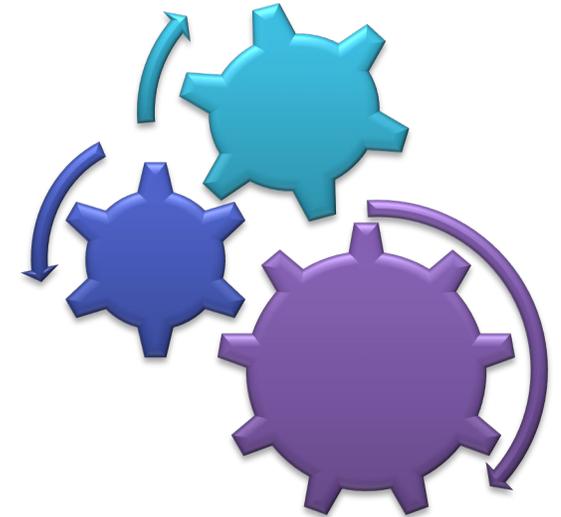
- Use simple and concise language.
- Ensure information is presentable and organized!
- Add tables, graphs, staff photos, and other images when possible while being mindful of grant guidelines.
- Be realistic about how you will achieve goals.
- Get feedback from those who may run the project!
- Make 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 are)
- Poor writing and a lot of errors



Application Process

Two Step Application Process



Submission into Grants.Gov
Due: **June 1, 2022**

Submission of the Full Application
into JustGrants and Grants.gov
Due: **June 21, 2022**

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.



Step 1: Apply in Grants.gov

DOJ applications require you to complete two things:

1

The Funding Opportunity and Application Package on Grants.gov.

- 1) Select **Apply for Grants** under the Applicants column.
- 2) Enter your email address to be notified of any changes to the opportunity package before the closing date.
- 3) Click the Workspace icon to use Grants.gov.

2

The SF-424 and SF-LLL on Grants.gov.

Within 48 hours of SF-424 and SF-LLL submission, you should receive two notifications from Grants.gov.

- 1) Confirming the receipt of the SF-424 and SF-LLL.
- 2) Stating whether the SF-424 and SF-LLL were successfully validated and submitted or were rejected due to errors—with an explanation.

Step 2: Apply in JustGrants

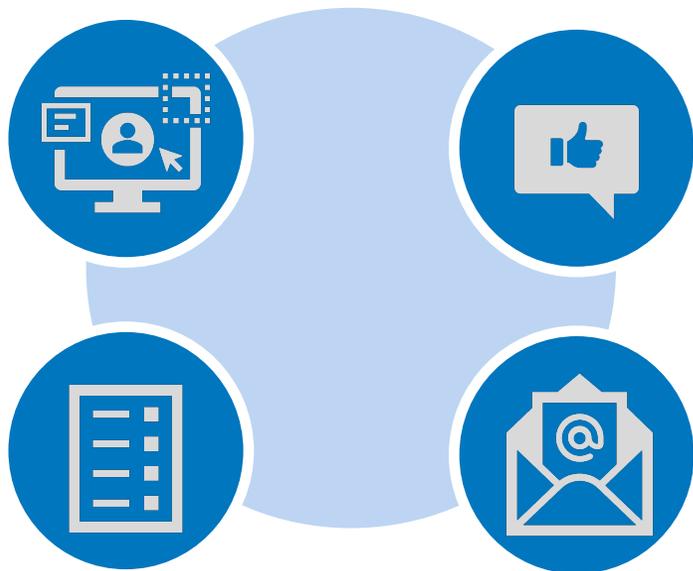


Applicants will then submit the **full application** including attachments in JustGrants at JustGrants.usdoj.gov.



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 Detail 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.

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.

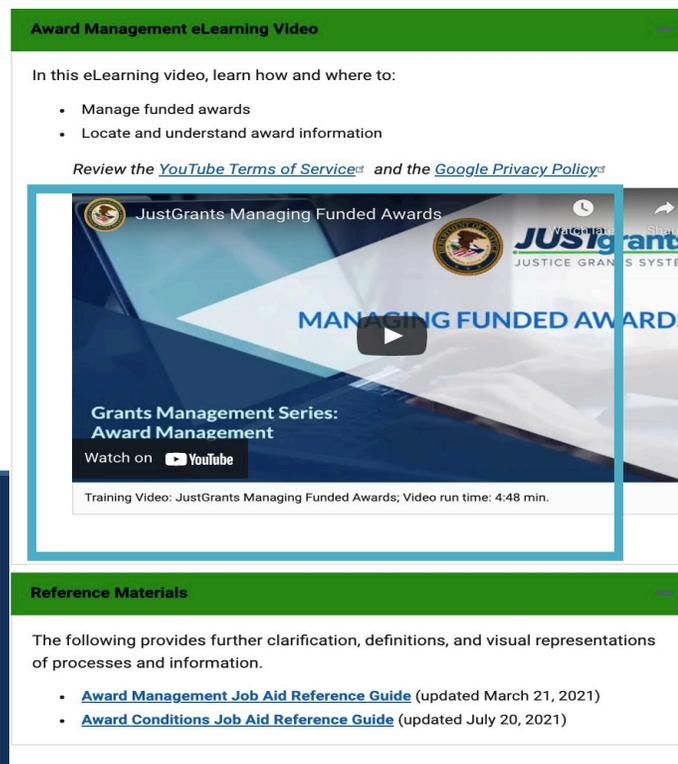


JustGrants Training Resources



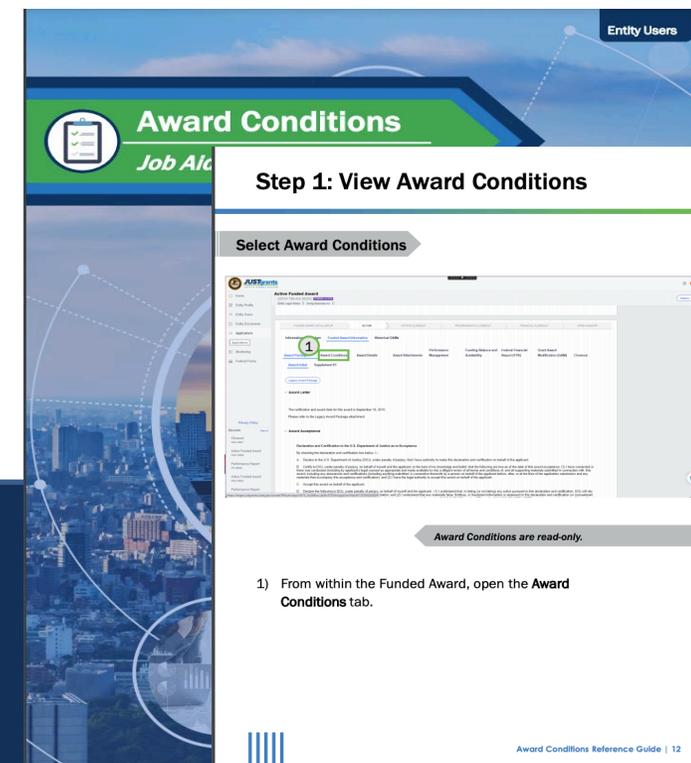
The screenshot shows the JustGrants website navigation menu. The 'Training' dropdown menu is open, listing various topics: Training, Entity Management, Entity User Experience, Application Submission, Grant Award Acceptance, Award Management, Grant Award Modifications, Financial Reporting, Performance Reporting, Monitoring, Closeout, and Virtual Q&A Sessions. Below the menu, a text block states: 'The Department of Justice (DOJ) grant making components—the Office, the Office of Justice Programs (OJP), and the Office on to serve as a resource hub for their grants management system of which launched on October 15, 2020.'

Organized by Topics



The screenshot shows the 'Award Management eLearning Video' page. It includes a list of topics: 'Manage funded awards' and 'Locate and understand award information'. Below the list, there is a link to 'Review the YouTube Terms of Service and the Google Privacy Policy'. A video player is embedded, showing a video titled 'JustGrants Managing Funded Awards' with a play button. Below the video player, it says 'Grants Management Series: Award Management' and 'Watch on YouTube'. At the bottom, it states 'Training Video: JustGrants Managing Funded Awards; Video run time: 4:48 min.' Below the video player, there is a 'Reference Materials' section with the following text: 'The following provides further clarification, definitions, and visual representations of processes and information.' and a list of links: 'Award Management Job Aid Reference Guide (updated March 21, 2021)' and 'Award Conditions Job Aid Reference Guide (updated July 20, 2021)'. The page also features a 'Entity Users' button in the top right corner.

Micro-learning videos



The screenshot shows the 'Award Conditions Job Aid Reference Guide' page. It features a 'Step 1: View Award Conditions' section with a 'Select Award Conditions' button. Below this, there is a screenshot of the JustGrants system interface showing a table of award conditions. A red circle highlights the 'Award Conditions' tab in the system interface. Below the screenshot, there is a list of instructions: '1) From within the Funded Award, open the Award Conditions tab.' The page also includes a 'Entity Users' button in the top right corner and a footer that reads 'Award Conditions Reference Guide | 12'.

Job Aid Reference Guides

JustGrants Office Hours: Application Mechanics



<p>Application Mechanics: Submitting an Application Training <i>Key Audience: Entity Administrator, Application Submitter, Authorized Representative</i></p>	<ul style="list-style-type: none">•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	<p>Every Wednesday from 2:30-4:00 p.m. ET Click the link to register for the session you wish to attend:</p> <ul style="list-style-type: none">•May 18, 2022•May 25, 2022
---	---	---

Check website for updates: <https://justicegrants.usdoj.gov/training/training-virtual-sessions>

OJP Grants Application Resource Guide



The screenshot shows the top portion of the OJP Grants Application Resource Guide webpage. At the top left is the U.S. Department of Justice logo. 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. Below the navigation menu 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>



OVC Pre-Application Webinars

- 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*
 - *Part 4: Overview of Upcoming Funding Opportunities in FY 2022*
- Review OVC's [current funding opportunities](#).
- Sign up for [News From OVC](#) to stay up-to-date with the webinars schedule.

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
- 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



Technical Assistance Submitting the FULL APPLICATION into
JustGrants: 833-872-5175 | JustGrants.Support@usdoj.gov



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

Important Dates



Part 1: **Submit SF-424, SF-LLL** in Grants.gov by



Part 2: **Submit Full Application** in JustGrants.gov by



Sign Up And Stay Connected!



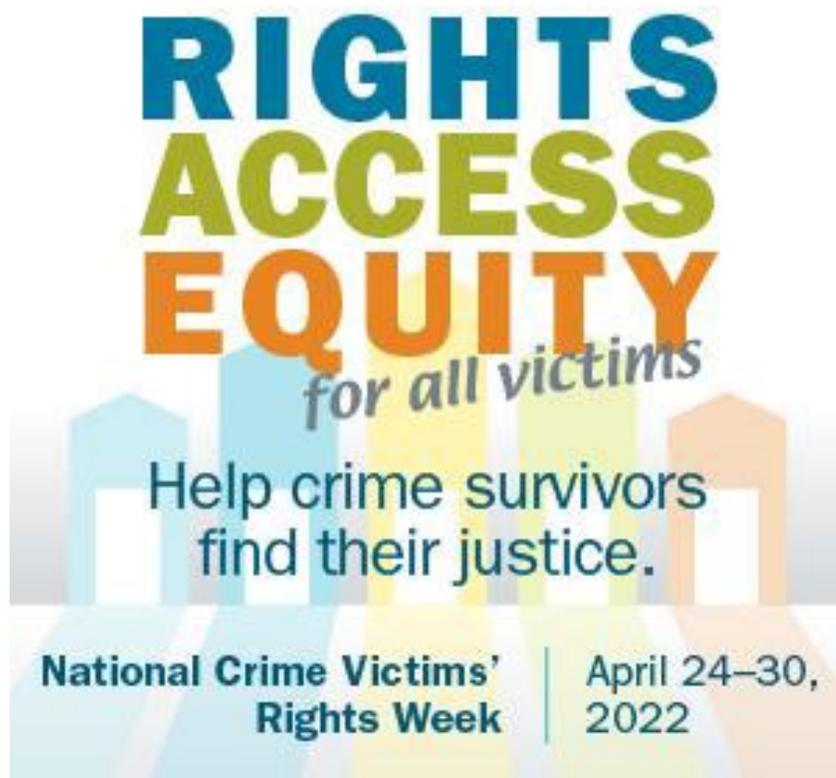
The screenshot shows the top portion of the OVC website. On the left is the OVC logo, which includes the Department of Justice seal and the text 'Office for Victims of Crime OVC'. To the right of the logo are navigation links: 'Help for Victims | About OVC | Subscribe | FAQs |' followed by a share icon. Below these is a search bar with the word 'Search' and a magnifying glass icon. A horizontal menu below the search bar contains: 'About OVC', 'News & Events', 'Library & Multimedia', 'Funding & Awards', 'Programs', and 'Topics'. The main banner features a green-tinted background image of hands clasped together, with the text 'Justice for victims. Justice for all.' and a dark blue button labeled 'Help for victims'.

© iStock.com/scyther5 (see reuse policy).

Sign up for updates on new funding opportunities and other OVC announcements at:

https://puborder.ncjrs.gov/Listservs/subscribe_newsfromovc.asp

2022 National Crime Victims' Rights Week



Use the [2022 NCVRW artwork](#) to help inspire your community and raise awareness of victims' rights. The 2022 NCVRW theme is ***Rights, access, equity for all victims.***

This year's theme underscores the importance of helping crime survivors find their justice by—

- enforcing victims' rights,
- expanding access to services, and
- ensuring equity and inclusion for all.

Go Social With OVC!



Like: <https://www.facebook.com/OJPOVC>



Follow: <https://twitter.com/OJPOVC>



Watch: www.youtube.com/user/OJPOVC

Questions?



To submit a question, use the [Q&A Box](#) and select [All Panelists](#)