

# OVC Fiscal Year 2020 Targeted Training and Technical Assistance for VOCA Victim Assistance and Compensation Administrators

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# Presenters



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# Agenda



- OVC Mission
- Solicitation Purpose
  - Eligibility
  - Goals and Objectives
  - Award Information
  - Critical Application Elements
- How To Apply
- Q & A



*Note:* Have a copy of the solicitation available to follow along.

# *OVC Mission Statement*

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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.

# Where to Find the Solicitation



## Places to Look:

### 1. OVC Website:

<https://ovc.ncjrs.gov/Solicitation.aspx>

### 2. Office of Justice Programs Website:

<https://ojp.gov/funding/Explore/CurrentFundingOpportunities.htm>

### 3. Grants.Gov at:

<https://www.grants.gov/web/grants/search-grants.html>

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U.S. Department of Justice  
Office of Justice Programs  
Office for Victims of Crime



#### Targeted Training and Technical Assistance for VOCA Victim Assistance and Compensation Administrators FY 2020 Competitive Grant Solicitation

CFDA #16.582

Grants.gov Solicitation Number: OVC-2020-17892

Solicitation Release Date: April 16, 2020

Application Deadline: 11:59 p.m. eastern time on June 1, 2020

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office for Victims of Crime (OVC) is seeking applications to support training and technical assistance (TTA) to the Victims of Crime Act (VOCA) Victim Assistance and Compensation Administrators.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The Resource Guide provides guidance to applicants on how to prepare and submit applications for funding to OJP. If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.

#### Eligibility

Nonprofit organizations (including tribal nonprofits) are eligible to apply.

All recipients and subrecipients must forgo any profit or management fee.

#### Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at <https://www.grants.gov/web/grants/support.html>, or at [support@grants.gov](mailto:support@grants.gov). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

# Overview

(Pg. 4)



This program will provide funding for training and technical assistance (TTA) for VOCA Victim Assistance and Compensation Administrators, specifically providing peer-to-peer training on federal grants management and administration for Victims of Crime Act (VOCA) victim assistance grantees and subgrantees.

# *Eligibility*

*(Pg. 1)*



Nonprofit organizations (including tribal nonprofits) are eligible to apply.

All recipients and subrecipients must forgo any profit or management fee.



**11:59 p.m. ET**  
**June 1, 2020**

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

# Goal

(Pg. 4)



The goal of this project is to provide peer-to-peer training and support on federal grants management and administration for VOCA Victim Assistance and Compensation Administrators and VOCA victim assistance subgrantees.

# Objective

(Pg. 4)



The objective of this peer-to-peer training is to enhance support to VOCA Victim Assistance Administrators (and their subgrantees) and Compensation Administrators to more closely align these training and assistance services with the needs and demands of VOCA administrators.

# Deliverables

(Pgs. 4-5)



1. Peer-to-peer training on managing and administering VOCA victim assistance and compensation grantees and VOCA victim assistance subgrantees. (Examples on pg. 4)
2. Build a strong support system, enhanced communication, and learning across all SAAs and OVC, including regular meetings, briefs on promising practices, and cross-collaboration.
3. A final report that identifies promising practices, model programs, innovative practices, and other lessons learned.

# Federal Award Information

(Pg. 5)



Maximum number of awards:	1
Estimated maximum dollar amount for each award:	up to \$5 million
Total amount anticipated to be awarded under solicitation:	up to \$5 million
Period of Performance start date:	October 1, 2020
Period of Performance duration:	36 months
Type of Award:	Cooperative Agreement

# Applications **MUST** Include (Pgs. 7-10; 11)



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

- **Program Narrative\***
  - **Statement of the Problem**
  - **Project Design and Implementation** (50% of the application score)
  - **Capabilities and Competencies** (35% of the application score)
  - **Plan for Collecting Performance Measurement Data** (5% of the application score)
- **Budget Detail Worksheet and Narrative\*** (10% of the application score)
  - complete, cost effective, allowable (e.g., reasonable, allocable, necessary for project)

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

# *Program Narrative Format*

*(Pg. 7)*



- Double-spaced
- 12-point Times New Roman font
- 1-inch margins
- Not exceed 25 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.

# Data Collection

(Pg. 9)



- Applicants should visit OJP's performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities.
- The 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.
- Applicants are **not** required to submit performance data with the application. Performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the award reporting requirements.

# Budget Information and Associated Documentation (Pgs. 9-10)



See the [OJP Grant Application Resource Guide](#) for information on the:

- [Budget Information and Associated Documentation](#) in the “Budget Preparation and Submission Information” section.
- Use the DOJ standard Budget Detail Worksheet form.
- Excel version preferred.
- Budget detail and budget narrative combined in one document.
- Available at: <https://www.ojp.gov/funding/apply/forms/ojp-budget-detail-worksheet>

The screenshot shows the U.S. Department of Justice Office of Justice Programs website. The page title is "OJP Budget Detail Worksheet". The main content area explains that the Budget Detail Worksheet and the Budget Narrative are now combined in a single document. It describes the worksheet as a user-friendly, fillable, Microsoft Excel-based document designed to calculate totals. It also mentions that the Excel workbook contains worksheets for multiple budget years. The page provides two links: "Budget Detail Worksheet (Excel - 561 KB)" and "Budget Detail Worksheet (PDF - 3.68 MB)". A sidebar on the right contains links for "Applicant Resources", "Opportunities & Awards", and "Recipient Resources". The footer of the page indicates "Date Created: February 3, 2020".

# Applications also **MUST** Include (Pg. 14)



- SF-424
- Project Abstract
- Indirect Cost Rate Agreement (if applicable)
- Financial Management Questionnaire
- SF-LLL
- Disclosure of Pending Applications
- Disclosure and Justification – DOJ High Risk Grantees
- Tribal Authorizing Resolution (if applicable)
- Research and Evaluation Independence and Integrity
- MOUs or Letters of Intent
- Position Descriptions and Resumes
- Request and Justification for Employee Compensation; Waiver (if applicable)

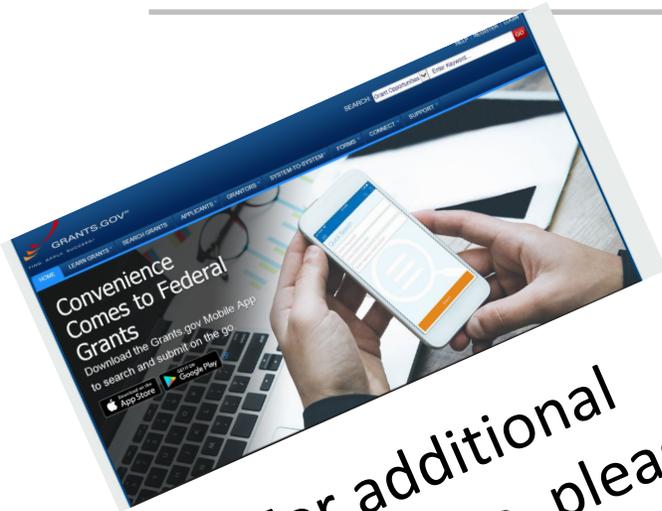
Review the solicitation checklist and see [OJP Grant Application Resource Guide](#) to review the details for submitting many of these elements.

# How to Apply

(Pg. 10)



- Applicants **must register** in, and submit applications through, **Grants.gov**
- Submit application **at least 72 hours prior** to the application due date
- Call the Grants.gov Customer Support Hotline at 800–518–4726 or 606–545–5035 (24/7) for technical difficulties
- Apply under the correct competition ID: **OVC-2020-17892.**



For additional information, please review [OJP Grant Application Resource Guide](#)

## All Applicants should complete the following steps:

1. Acquire a unique entity identifier (a Data Universal Numbering System (DUNS) number)
2. Register or maintain registration with the System for Award Management (SAM) database well in advance of applying (replaces CCR).
3. Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.
4. Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).
5. Search for the funding opportunity on Grants.gov
6. Select the correct Competition ID.
7. Access Funding Opportunity and Application Package from Grants.gov.
8. Submit a valid application consistent with the solicitation by following the directions at Grants.gov.



## *How to Apply (cont.)*

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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.**

# Review Process

(Pg. 11)



- 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.

# Federal Award Administration Information (Pg. 12)



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!

Also see:

[Administrative, National Policy, and Other Legal Requirements](#)

[Information Technology \(IT\) Security Clauses](#)

**General Information About [Post-Federal Award Reporting Requirements](#)**

# Last Minute Technical Difficulties?



1. **Contact** the Grants.gov Customer Support Hotline at <https://www.grants.gov/web/grants/support.html> or the SAM Help Desk (Federal Service Desk) at <https://www.fsd.gov/fsd-gov/home.do> to report the technical issue and **receive a tracking number**.
2. **Call or Email** the NCJRS Response Center at toll free at 800-851-3420; via TTY at 301-240-6310 (hearing impaired only) or email to [grants@ncjrs.gov](mailto:grants@ncjrs.gov) **within 24 hours after the application deadline**.

## The email must:

1. describe the technical difficulties;
2. include a timeline of the submission efforts;
3. the complete grant application;
4. DUNS number; and
5. Grants.gov Help Desk or SAM tracking number(s).



**Note: DOJ *DOES NOT* automatically approve requests for a late submission**

# Technical Problems/Request for Late Submission



The following conditions generally are insufficient to justify late submissions:



- Failure to register in SAM or Grants.gov in sufficient time
- Failure to follow Grants.gov instructions
- Failure to follow each instruction in the OJP solicitation.
- Technical issues with the applicant's computer

# Applications Due by:



# 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:** Other Attachments

**File Name:** File 4

# Adding Attachments (Pg. 2)



- 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.
- Pay attention to the alerts on how to add, view, and delete attachments.
- Also see the alert on Checking for Errors with attachments in the “Registration and Submission Steps (Grants.gov)” of the [OJP Grant Application Resource Guide](#).

# Stay Connected to OVC

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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 biweekly **JUSTINFO** newsletter and 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

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- 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.