

OVC Fiscal Year 2020 VOCA Victim Compensation Fellow

March 31, 2020



Presenter



Brian Sass-Hurst
Grants Management Specialist
Office for Victims of Crime



Agenda



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



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



This program furthers the Department's mission by improving the capacity of the victim service field to address the needs of crime victims.

OVC Mission Statement

(Pg. 4)



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.

Overview

(Pg. 4)



The OVC Victims of Crime Act (VOCA) Victim Compensation Fellow Program supports grantee fellows at OVC.

The individual awarded funding under this program will enhance the efforts of OVC to meet the needs of the crime victim services field by advising OVC on the development and oversight of programs for crime victims, specifically the VOCA Victim Compensation Program.

Purpose

(Pg. 4)



This program will support one fellow at OVC housed within the State Compensation and Assistance Division (SCAD).

The SCAD Fellow will work with Compensation Administrators to identify what OVC can do to better support states in the administration of state victim compensation programs.

Goal

(Pg. 4)



The goal of this fellowship program is to assist OVC in meeting the needs of the crime victim services field.

The selected fellow will have a demonstrated expertise in working with VOCA Victim Compensation programs, and OVC.

Objectives

(Pg. 4)



The fellow's background will enable them to successfully meet the following 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 model best-practices across compensation programs; share these best-practices with OVC and other state programs; and develop trainings/public outreach efforts to raise awareness about these practices.

The fellow will also make recommendations to OVC about how to institutionalize communication and collaboration innovations that will improve coordination with the Administrators on issues such as improving the Victim Compensation Certification form.

Deliverables

(Pgs. 4-5)



- 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. This will include recommendations to OVC to institutionalize improved communication and collaboration with State Administrators, including recommendations to improve standard forms such as the Victim Compensation Certification form.
- A report on recommendations to improve OVC/OJP's support of state compensation systems, policies, and structures.
- Trainings, outreach, public awareness efforts, and public resources, which are developed and conducted to raise awareness about OVC's efforts to increase support to state compensation programs.
- Focus groups facilitated with compensation administrators and OVC staff to gain a better understanding of the needs of the compensation programs at the state level.
- Monthly reports submitted to the program manager outlining the activities completed.

Federal Award Information

(Pgs. 5-6)



Maximum number of awards OVC expects to make:	1
Estimated maximum dollar amount for each award:	up to \$400,000
Total amount anticipated to be awarded under solicitation:	up to \$400,000
Period of Performance start date:	October 1, 2020
Period of Performance duration:	24 months

Federal Award Information (cont.) (Pg. 6)



OVC may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and progress of award-funded work, when making continuation award decisions.

OVC may elect to fund applications submitted under this FY 2020 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

Type of Award

(Pg. 6)



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.

Part 200 Uniform Requirements (Pg. 6)



Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must comply with standards for financial and program management. See [OJP Grant Application Resource Guide](#) for additional information.

Applicants may also review DOJ Grants Financial Guide at <https://ojp.gov/financialguide/DOJ/index.htm>.

Allowable Costs (Pgs. 7-8)



The following are the only allowable expenses under this solicitation:

- **Personnel (salary)**, section A of the Budget Detail Worksheet
- **Fringe benefits**, section B of the Budget Detail Worksheet
- **Travel expenses**, section C of the Budget Detail Worksheet
- **Supplies**, section E of the Budget Detail Worksheet
- Expenses associated with **professional development and training** relating to the OVC fellowship project.

Pay attention to stipulations around each on pages 7-8.

Unallowable Costs (Pg. 7)



The following expenses are not allowable under this solicitation:

- Equipment (section D of the Budget Detail Worksheet), such as costs for laptops or other equipment that will be supplied by OJP.
- Moving expenses.
- International travel.
- Indirect costs.

Eligibility

(Pg. 1)



The following entities are eligible to apply:

- individuals who have documented experience in the funding, administration, and implementation of compensation programs and the major challenges, developments, and needs in the victim service field.

Eligibility (cont.)

(Pg. 1)



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 two weeks per month throughout a 24-month project period. Organizations are not eligible to apply.

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.



11:59 p.m. ET
May 18, 2020

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

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:

- **Project Abstract***
- **Program Narrative***
 - **Description of the Issue** (20% of the application score)
 - **Project Design and Implementation** (20% of the application score)
 - **Capabilities and Competencies** (45% 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.

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



- SF-424 – see [OJP Grant Application Resource Guide](#)
- Indirect Cost Rate Agreement (if applicable) – see [OJP Grant Application Resource Guide](#)
- Financial Management Questionnaire – see [OJP Grant Application Resource Guide](#)
- SF-LLL – see [OJP Grant Application Resource Guide](#)
- Disclosure of Pending Applications – see [OJP Grant Application Resource Guide](#)
- Disclosure and Justification – DOJ High Risk Grantees – see [OJP Grant Application Resource Guide](#)
- Disclosure of Process Related to Executive Compensation – see [OJP Grant Application Resource Guide](#)
- Request and Justification for Employee Compensation; Waiver (if applicable) – see [OJP Grant Application Resource Guide](#)
- Time-Task Plan – Pg. 9
- Resume or Curriculum Vitae – Pg. 9



FY 2019 Coordinated Tribal Assistance Solicitation Program 2019-10856-AL-1A

Application Switch to ...

Review SF-424 Print a Copy

Application Handbook

- Purpose Areas
- Overview
- Applicant Information
- Purpose Area Details
- Budget and Program Attachments
- Assurances and Certifications
- Review SF-424
- Submit Application
- Required CTAS Application Attachments

Instructions: You can use this page to review the completed SF-424 for each purpose area by selecting the purpose area from the drop-down menu. Project Title, Project Description, Congressional Districts or Budget, you will need to return to the purpose area details page.

Purpose Area: 07-Tribal Victim Services Set-Aside Program (OVC)

APPLICATION FOR FEDERAL ASSISTANCE	
1. TYPE OF SUBMISSION Application Construction	2. DATE SUBMITTED
	3. DATE RECEIVED BY STATE
	4. DATE RECEIVED BY FEDERAL AGENCY
5. APPLICANT INFORMATION	
Legal Name OJP OCIO Testing	Organizational Unit Testing Inc.
Address 123 Test Street Test, AL 12333-1233	
6. EMPLOYER IDENTIFICATION NUMBER (EIN) 12-4322222	7. TYPE OF APPLICANT State
8. TYPE OF APPLICATION New	9. NAME OF FEDERAL AGENCY Office for Victims of Crime
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 16,841 CFDA TITLE: Tribal Victim Services Set-Aside Program	11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT Testing via automation.
12. AREAS AFFECTED BY PROJECT Testing via automation	
13. PROPOSED PROJECT Start Date: 10/01/2019 End Date: 09/30/2022	14. CONGRESSIONAL DISTRICTS OF a. Applicant

[Home](#)
[Off](#)

Double Check the SF-424

- Type of Application: **“New”**
- Legal Name: **Enter the same legal name you use in all OJP award documents. Must be exactly the same.**
- Start/End Dates: **10/01/20 – not more than 09/30/22**
- Estimated Funding: **Must match the federal request in the Detailed Budget Worksheet**
- Project Description: **FY 20 VOCA Victim Compensation Fellow**

Project Abstract

(Pg. 8)



Summarizes the proposed project in 400 words or less.

Project abstracts should be —

- Written for a general public audience.
- Submitted as a separate attachment with “Project Abstract” as part of its file name.
- Single-spaced, using 12-point Times New Roman font with 1-inch margins.

Program Narrative Format

(Pg. 8)



- Double-spaced
- 12-point Times New Roman font
- 1-inch margins
- Not exceed 20 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.

Description of the Issue (Pg. 8)



Provide 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.
- Problems related to disseminating information to the field and integration of information into practice.

Project Design and Implementation

(Pgs. 8-9)



- Specify the goals and objectives of this fellowship.
- Outline the process of completing fellowship activities and deliverables described in this solicitation.
- Include a time-task plan that clearly identifies objectives, major activities, phases of work and project deliverables. (not subject to the 20-page narrative limitation)
- Fellows must plan to take the DOJ Grants Financial Management Training Seminar online or in-person within 120 days of receipt of the award. Specific information about the dates and locations of upcoming OJP's Office of the Chief Financial Officer (OCFO) events and information about the DOJ Grants Financial Management Online Training can be found at <https://ojp.gov/training/training.htm>.

Capabilities and Competencies (Pg. 9)



- 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.

Data Collection

(Pgs. 9-10)



Award recipients will be required to provide the relevant data by submitting quarterly performance data through the Transforming Victim Services module in OVC's online Performance Measurement Tool (PMT) located at <https://ovcpmt.ojp.gov/>. Applicants should review the applicable performance measures at <https://www.ovc.gov/grants/pdf/txt/TVS-questionnaire.pdf>.

Data Collection (cont.)

(Pgs. 9-10)



Fellows will be required to submit a narrative within their semiannual performance report describing:

- The details of any training activity, report, presentation, recommendation, or other material developed or enhanced including the location, content, and audience;
- The value of the product to OVC, grantees, and the field;
- Feedback received from OVC, grantees, and the field detailing the impact of the product;
- Any challenges faced during the past 6 months; and
- Planned activities for the next 6 months.

Budget Information and Associated Documentation



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

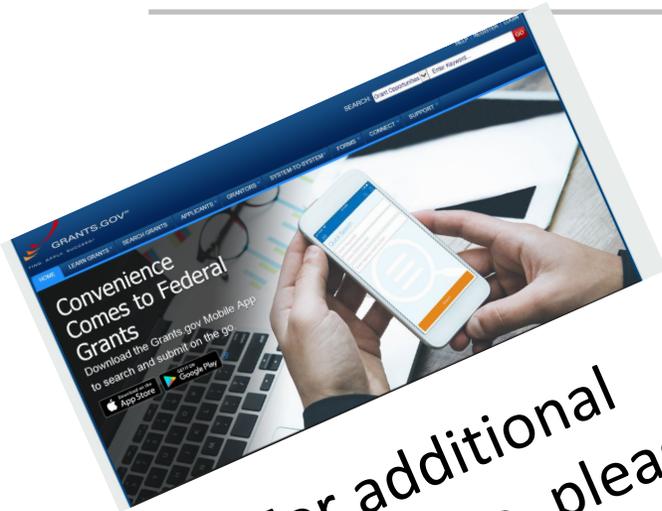
- [Budget Information and Associated Documentation](#) in the “Budget Preparation and Submission Information” section.
- Use the DOJ standard Budget Details Worksheet form; Excel version preferred.
- Budget detail and budget narrative combined in one document.
- Personnel costs should relate to the key personnel for the project.
- The budget should include adequate funding to fully implement the project, broken out by year, reflecting 24 months.
- The budget narrative should be mathematically sound and correspond with information in the Budget Detail Worksheet.
- Available at: <https://www.ojp.gov/funding/apply/forms/ojp-budget-detail-worksheet>

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
- **Applications Are Due: May 18 by 11:59 p.m. ET**



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.)



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.**

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 (SAM registration and renewal can take as long as 10 business days to complete. The information transfer from SAM to Grants.gov can take up to 48 hours.)
 - Failure to follow Grants.gov instructions on how to register and apply as posted on its website.
 - Failure to follow each instruction in the OJP solicitation.
 - Technical issues with the applicant's computer or information technology environment, such as issues with firewalls or browser incompatibility.

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. 11)



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](#)

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 alert on page 2 for details 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](#).



Remember.....

- This application is only the FIRST step of a very involved relationship with the federal government.
- There are lots of federal regulations associated with execution and management of a federal grant.
- You must be willing and able to abide by all these.
 - Serious consequences associated with not following the regulations.
- Ask for help! Read everything and ask others to read and discuss with you.
- Apply under the correct competition ID: **OVC-2020-17573**.
- **Applications Are Due: May 18 by 11:59 p.m. ET.**

Tips



- **There are lots of steps. START EARLY!!! DON'T WAIT UNTIL THE LAST MINUTE!!!**
 - Registrations (DUNS, SAM, Grants.gov)
 - Identify Partner(s)
 - Schedule planning meetings with proposed partner(s)
- Submit application **at least 72 hours prior** to the due date.
- Use the Budget Detail Worksheet template.
- Ask for the amount of funding needed.
- Call the Grants.gov Customer Support Hotline at 800–518–4726 or 606–545–5035 (24/7) for technical difficulties.

Stay Connected to OVC



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 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

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
- **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
- Provides information on available federal funding opportunities for various federal agencies.



Important Websites

- OVC's website: 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
- 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.