

OVC Fiscal Year 2019

Transforming America's Response to Elder Abuse: Mobilizing Attorneys for Older Victims of Abuse & Financial Exploitation

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Outline of Webinar Presentation



1. Mission of DOJ and OVC

2. Breakdown of the solicitation

1. Program Focus

2. Required Documents

3. Application Deadline, Award Amount, and Timelines

3. How to Apply

4. Questions and Answers



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



This program furthers the Department's mission to provide a comprehensive response to older victims of crime.

OVC Mission Statement

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OVC's mission is to enhance the Nation's capacity to assist crime victims and to provide leadership in developing policies and practices to promote justice and healing for all victims of crime.

Scope of this Program

(pgs. 5, 6)



- The entity awarded funding under this solicitation will undertake activities related to expanding access to legal assistance for older victims of crime.
- The cooperative agreement for this program is awarded under 34 U.S.C. § 20103(c)(1)(A), which authorizes funding for victim services, training, technical assistance, demonstration projects, and fellowships.

Scope of this Program (cont.)

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- The President of the United States signed the Elder Protection and Prosecution Act (EAPPA), demonstrating the Nation's understanding of the devastating impact of crimes against our older members of society.
- Through EAAPA, the President affirmed the Nation's commitment to supporting older victims of crime by requiring the Department to:
 - enhance the investigation and prosecution of crimes against older victims,
 - improve trainings for federal prosecutors, law enforcement, and other allied professionals, and
 - identify and respond to gaps in services for older victims of crime.

Program-Specific Information

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- Building on the success of the previous legal service awards, this program will
 - provide increased legal services for older victims of crime (particularly in rural areas),
 - educate attorneys and allied professionals about the needs of older victims, and
 - increase coordinated multidisciplinary responses in supporting older victims of crime.

Program Goals

(pgs. 6-8)



1. Place attorneys in host site organizations to provide direct legal services to older victims of crime, (see examples on p. 6).
2. Provide training and technical assistance to attorneys, host sites, and other allied professionals.
3. Enhance and/or increase multidisciplinary, coordinated community responses to supporting older victims of crime.
4. Conduct an assessment of the program.

Program Objectives

(pgs. 6-8)



- Select qualified attorneys to deliver legal services to older victims of crime.
- Collaborate with OVC, EJI, ACL and other federal agencies and other organizations in support of the program goals.
- Select a training and technical assistance provider to support attorneys, hosts sites, and other allied professionals.
- Attorneys educate professionals across disciplines about elder abuse and encourage multidisciplinary and coordinated community response.
- Determine appropriate criteria to assess the program.

Program Deliverables

(pgs. 6-8)



- Competitive selection process of qualified attorneys.
- Partner with a TTA provider.
- Conduct one in-person training for attorneys.
- Training plan for the duration of the program.
- Attorneys conducting trainings for allied professionals on multidisciplinary responses to elder abuse.
- Written report providing an assessment of the program.

Eligibility

(pgs. 1, 6)



- nonprofit organizations (including tribal nonprofits), faith- and community-based organizations, institutions of higher education (including tribal institutions of higher education), public agencies, and federally recognized Indian tribal governments, that can demonstrate:
 - knowledge and understanding of civil legal representation for older crime victims;
 - enforcement of crime victims' rights;
 - management of subaward organizations; and
 - experience with training and technical assistance.

Eligibility (cont.)

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- OVC welcomes applications under which two or more entities would carry out the federal award; however, **only one entity** may be the applicant. Any others must be proposed as subrecipients (subgrantees).
- The applicant must be the entity that would have primary responsibility for carrying out the award, including administering the funding and managing the entire project.
- A nonprofit organization does not have to have 501(c)(3) status to apply for grant funding under this solicitation.

Federal Award Information

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Maximum number of awards OVC expects to make	1
Estimated maximum dollar amount for each award	\$3.5 million
Total amount anticipated to be awarded under solicitation	\$3.5 million
Period of Performance start date	October 1, 2019
Period of Performance end date	September 30, 2022
Period of Performance duration	3 years

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

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- 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



General information about Part 200 Uniform Requirements that apply to the award recipient and any subrecipients/subawards. (See the OJP Grant Application Resource Guide

<https://ojp.gov/funding/Apply/Resources/Grant-App-Resource-Guide.htm>.)

Applicants may also review DOJ Grants Financial Guide at

<https://ojp.gov/financialguide/DOJ/index.htm>

Critical Application Elements

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- Program Narrative* (Pgs. 11-14) including:
 - Description of the Issue,
 - Project Design and Implementation,
 - Capabilities and Competencies, and
 - Plan for Collecting Data Required for Performance Measures
- Program Timeline* (P. 16)
- Proposed position description for site attorneys* (P. 17)
- Budget Detail Worksheet including the Narrative* (Pgs. 14-15)

*Without these critical documents, the award will not proceed to peer review. (See page 10.)

A **breakdown for the scoring during the review** can be found on **page 17**.

Program Narrative Format

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- Double-spaced, using a standard 12-point font (Times New Roman preferred)
- 1-inch margins
- Not exceed 15 pages
- Pages should be numbered

If the Program Narrative fails to comply with these length-related restrictions, OVC may consider such noncompliance in peer review and in final award decisions.

Memorandum of Understanding/Letter of Intent (pgs. 12, 16)



- For services to be provided by project partners, applicants must include, for each named partner, a **Memorandum of Understanding (MOU) or Letter of Intent** that confirms the partner's agreement to provide the service and describes the cost agreement between the agencies.
 - separate attachment to the application - describing the commitment from that organization to perform a specific service.
 - project partner name, specific service they will provide, and a description of the fee for the service or cost to the grant for each service.

Data Collection

(pgs. 13-14)



- Report key performance measures and required client data in OVC's online Performance Measurement Tool (PMT) – <https://ovcpmt.ojp.gov>
- Award recipients under this solicitation will be required to complete the following sections, including any relevant shared measures.
 - I. Training
 - II. Technical Assistance
 - V. Collaborative Partnerships
 - VI. Strategic Planning
 - VII. Victim Services

Budget Detail Worksheet

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- Use the DOJ standard form; Excel and PDF versions online.
- Combines budget detail and budget narrative into one single 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 36 months.
- The budget narrative should be mathematically sound and correspond with information in the Budget Detail Worksheet.

Applications also *MUST* Include

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- Application for Federal Assistance (SF-424) – Pg. 11
- Project Abstract – Pg. 11
- Indirect Cost Rate Agreement – Pg. 15
- Tribal Authorizing Resolution – Pg. 15
- Financial Management Questionnaire – Pg. 15
- Disclosure of Lobbying Activities (SF-LLL) – Pg. 16
- Disclosure of Pending Applications – Pg. 16
- Disclosure and Justification – DOJ High Risk Grantees – Pg. 16
- Research and Evaluation Independence and Integrity – Pg. 16
 - Service Partner MOU and Letter of Intent – Pg. 18
 - Program Timeline – Pg. 16
 - Proposed Position Description – Pg. 17
 - Names, Position Titles, Resumes – Pg. 17
- Request and Justification for Employee Compensation; Waiver – Pg. 10

How to Apply

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- Applicants **must register** in, and submit applications through, **Grants.gov**
- Registration and Submission Steps outlined in the [OJP Grant Application Resource Guide](#)
- Submit application **at least 72 hours prior** to the application due date
- **Applications Are Due: July 15, by 11:59 p.m. ET**
- Call the Grants.gov Customer Support Hotline at 800–518–4726 or 606–545–5035 (24/7) for technical difficulties
- There are lots of steps, start early, do not wait until the last minute

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 thirty (30) days of the registration activation. **Notarized letters must be submitted via U.S. Postal Service Mail.** Read the Alert at <https://www.sam.gov> to learn more about what is required in the notarized letter, and read the Frequently Asked Questions (FAQs) at <https://www.gsa.gov/samupdate> to learn more about this process change.

Remember: Applications **MUST** Include (p. 17)



The following application elements **must be included** in the application submission:

– **Project Narrative***

- **Description of the Issue** (5% of the application score)
- **Project Design and Implementation** (35% of the application score)
- **Capabilities and Competencies** (25% of the application score)
- **Plan for Collecting Performance Measurement Data** (5% of the application score)

– **Budget Detail Worksheet and Narrative*** (20% of the application score)

– **Others*** (10% of the application score)

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

Federal Award Administration Information (p. 20)



See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

- Award notifications will be made by September 30, 2019 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 are available in the Guide.
- There are lots of legal requirements! Read carefully!

Tips



- Start the application process early!
 - Registrations (DUNS, SAM, Grants.gov)
 - Identify Partner(s)
 - Schedule planning meetings with proposed partner(s)
- Apply under the correct competition ID: **OVC-2019-15640.**
- Use the Budget Detail Worksheet template for this critical element.
- Ask for the amount of funding needed.

Technical Problems/ Request for Late Submission

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Examples from the OJP Grant Application Resource Guide –

- 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.



OVC strongly recommends that applicants use descriptive names when labeling attachments.

Good Examples:



File Name: File 4: Budget Detailed Worksheet

File Name: File 6: Information on Proposed Subawards.

Bad Examples:



File Name: Budget

File Name: File 4

Adding Attachments

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- 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.
- An applicant must use the Add Attachment button to attach a file to its application.
 - Do not click the paperclip icon to attach files. This action will not attach the files to the application.
 - After adding an attachment, select the View Attachment button to confirm you attached the correct file.
 - To remove the file, select the Delete Attachment button.

Attachments: Checking for Errors (p. 20)



Examples from the OJP Grant Application Resource Guide –

- An application can be checked for errors via the Check Application button on the Forms tab of the Manage Workspace page.
 - The button is active if the set of forms in the workspace matches those required in the application package.
 - If you receive a Cross-Form Errors message after clicking the Check Application button, refer to the Cross-Form Errors help article for more detailed information about this validation error.

Submission Deadline

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11:59 p.m. ET
July 15, 2019

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



Please submit questions during the presentation by using the Q&A box and selecting all presenters.



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 Payment Request System: <https://grants.ojp.usdoj.gov/gprs>
- Grant Performance Measurement Reporting: <https://ojp.gov/performance/>



Technical Application Assistance (p. 2)

For technical assistance with submitting an application, contact **Grants.gov Customer Service Support Hotline**

- Phone: 800–518–4726 or 606–545–5035
 - The Grants.gov Customer Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.
- Email: support@grants.gov or <https://grants.gov/web/grants/support.html>
- Provides information on available federal funding opportunities for various federal agencies.

Solicitation Requirements and General Application Assistance

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For programmatic and general assistance with the solicitation requirements, contact the **National Criminal Justice Reference Service (NCJRS) Response Center** at <https://www.ncjrs.gov>

- Phone: 800–851–3420
 - Email: grants@ncjrs.gov
 - web chat: <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>.
 - Hours of operation: 10:00 a.m.– 6:00 p.m., eastern time, Monday through Friday, and from 10:00 a.m.–8:00 p.m., eastern time on the solicitation closing date.
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- Provides solicitation support and general assistance
 - Links to all current OJP funding opportunities
 - Subscribe to receive email notifications of new funding opportunities
 - Sign up to receive the bi-weekly 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.