

# OVC Fiscal Year (FY) 2019 Enhancing Language and Other Access to Services Program

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# Presenter



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# Agenda

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- OVC Mission
- Overview
- Eligibility
- Goal and Objectives
- Federal Award Information – Cooperative Agreement
- Critical Application Elements
- How To Apply
- Q & A

# *OVC Mission Statement (Pg. 4)*

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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.



# Program Overview (Pg. 4)



## *2019 Enhancing Language and Other Access to Services Program*

- To enhance language access services for crime victims to break down barriers that prevent many individuals from reporting crimes and accessing the services they need after crime victimization.
- By supporting the provision of direct services, the development of language access plans, and the expansion of community-based organizations within linguistically specific communities, OVC expects to improve the accessibility of victim-centered and trauma-informed services for victims of crime who are Deaf, hard-of-hearing, limited English proficient (LEP), blind, and/or visually impaired.



## *Overview (continued) (Pg. 4)*

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- This program was offered for the first time in FY 2018.
- 10 organizations and a training and technical assistance provider were funded.
- Organizations selected for funding in FY 2019 will join the original cohort of grantees and will also receive support through the program's technical assistance provider.



# *Eligibility (Pg. 1)*

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- Eligible applicants are limited to public agencies; federally recognized Indian tribal governments; nonprofit organizations (including tribal nonprofits); faith- and community-based organizations; and colleges or universities (including tribal institutions of higher education).
- Organizations funded under this solicitation in FY 2018 are not eligible to apply.

## Goal (Pg. 4)

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To increase the capacity of community-based organizations and programs to break down the barriers that victims face in accessing services.





## *Objectives (Pgs. 4-5)*

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1. Develop and implement language access plans to address the needs of crime victims, with a particular focus on victims who are blind, visually impaired, LEP, Deaf and/or hard-of-hearing;
2. Deliver direct services to crime victims within linguistically specific communities using a victim-centered and trauma-informed approach;
3. Work with OVC's existing training and technical assistance provider to identify promising practices and helpful resources that may be disseminated to service providers and allied professionals;



## *Objectives (Pgs. 4-5)*

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4. Provide training to staff and community partners to implement language access plans and improve the community response to crime victims in linguistically specific communities; and

5. Collect data and evaluation and/or action research to measure grant performance and improve the delivery of direct services.



## *Data Collection (Pg. 13)*

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Grantees funded under this program will be required to report key performance measures and required client data in OVC's online Performance Measurement Tool (PMT) – <https://ovcpmt.ojp.gov>

See Sections:

- Training
- Collaborative Partnerships
- Victim Services



# *Federal Award Information (Pg. 7)*



- OVC Will make up to 10 awards.
- Award amounts of up to \$200,000 each.
- The anticipated period of performance for these grants will be 24 months, October 1, 2019, through September 30, 2021.



## *Priority Consideration (Pg. 6 and 25)*

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OJP may give priority consideration to applications that propose projects that directly benefit federally designated “Qualified Opportunity Zones (QOZ).”

For a current list of designated QOZs and more information, see the U.S. Department of the Treasury’s resource webpage, accessible at <https://www.cdfifund.gov/pages/opportunity-zones.aspx>.

# *Type of Award (Pg. 7)*

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- This award will be made as a **Cooperative Agreement**.
- Cooperative Agreement:
  - Substantial involvement between awarding agency and recipient during the performance period
  - Awarding agency closely participates in the performance of the program

# *Federal Award Administration Info (Pg. 31)*



The webpages accessible through the **“[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements -FY 2018 Awards](#)”** are intended to give applicants for OJP awards a general overview of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants and cooperative agreements awarded in FY 2019.



# *Part 200 Uniform Requirements (Pg. 7)*

Award recipients and subrecipients must adhere to requirements for financial management and establishing a system of internal controls as per 2 C.F.R. 200.303

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

- **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
- **Budget Detail Worksheet and Budget Narrative\*** (Pgs. 14-15)

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



# *Program Narrative Format*

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- Double-spaced, using a standard 12-point font (Times New Roman preferred)
- No less than 1-inch margins
- Not exceed 22 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.

(See page 11 of the solicitation.)



# Budget Detail Worksheet (Pg. 14)



- Budget narrative relates directly to the project design.
  - All budgeted expenses should be referenced in the Program Narrative.
- 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.

# *Budget Detail Worksheet (Pg. 15)*

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The Budget must include funding to support

- Direct services for crime victims.
- Language Access planning and implementation.
- Evaluation/Action Research
- Travel for 2 to 4 people to attend grantee meeting TBD.

# *Use the Application Checklist as a Guide!*

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- An application checklist is included on pages 35-36 of the solicitation for your review prior to submitting your application.



# *Other Elements (Pgs. 34-35)*

- SF-424 – Pg. 10
- Information about proposed subawards/procurement contracts – Pg. 16
- Indirect Cost Rate Agreement (if applicable) – Pg. 18
- Tribal Authorizing Resolution (if applicable) – Pg. 18
- Financial Management Questionnaire – Pg. 19
- SF-LLL – Pg. 20
- Disclosure of Pending Applications – Pg. 20
- Disclosure and Justification – DOJ High Risk Grantees – Pg. 21
- Research and Evaluation Independence and Integrity – Pg. 21
- Disclosure of Process Related to Executive Compensation – Pg. 23
- Letters of Support or MOUs with Key Collaborative Partners – Pg. 24
- Resumes of Key Personnel – Pg. 24
- Time-Task Plan or Timeline – Pg. 24
- Documentation of Anticipated Benefit to Qualified Opportunity Zones – Pg. 24

# *How to Apply*

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Find information on how to apply in response to this solicitation in the [OJP Grant Application Resource Guide](#).

(See the OJP Grant Application Resource Guide <https://ojp.gov/funding/Apply/Resources/Grant-App-Resource-Guide.htm>.)



# How to Apply

(Pg. 25)



- Applicants **must register** in, and submit applications through, **Grants.gov**
- **Start NOW in acquiring DUNS # SAM registration or renewal. This step may take weeks to process.**
- 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: June 26, 2019 by 11:59 p.m. ET**





# *Registration and Submission Steps (Pg. 25- 29)*



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.



# *Submission Deadline (Pg.1)*

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11:59 p.m. ET  
June 26, 2019



# *Technical Problems/ Request for Late Submission (Pgs. 28-29)*



- 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.

# Attachment Tips



**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 (Pg. 25)

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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 (Pg. 25)



- 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.

# Tips



- Start the application process early!
  - Registrations (DUNS, SAM, Grants.gov)
  - Identify Partner(s)
  - Schedule planning meetings with proposed partner(s)
  - Begin drafting MOUs
- Apply under the correct competition ID: **OVC-2019-15654.**
- Using the Budget Detail Worksheet template is recommended for this critical element.
- Ask for the amount of funding needed.



# Resources



- OVC's website: [www.ovc.gov](http://www.ovc.gov)
- OJP Funding Resource Center: <https://ojp.gov/funding/index.htm>
- 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>



# Application Assistance and Support (Pg. 2)



## National Criminal Justice Reference Service (NCJRS) Response Center

<https://www.ncjrs.gov>

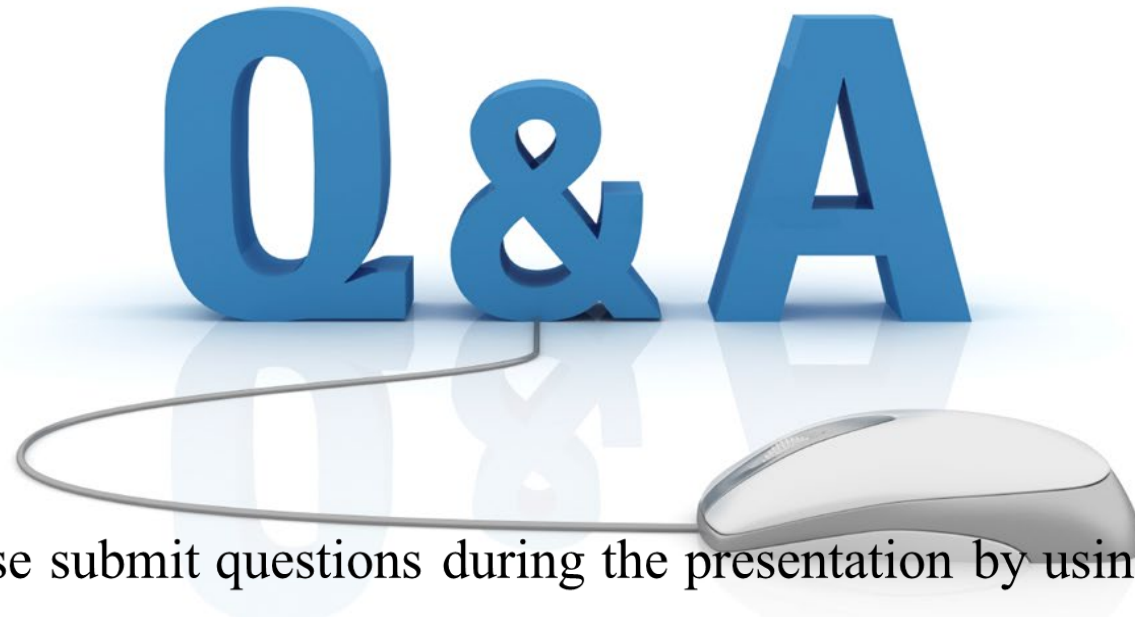
- Provides programmatic and general assistance with solicitation requirements.
- Links to all current OJP funding opportunities
- Subscribe to receive email notifications of new opportunities
  - Sign-up to receive the bi-weekly JUSTINFO newsletter as well as the weekly Funding News From NCJRS email.
  - 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.



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

# Contact Information

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