

**OVC Fiscal Year 2019**  
**Transforming the Delivery of Family**  
**Justice Center Services: Creating New**  
**Pathways of Hope and Healing for**  
**Polyvictims**

**May 20, 2019**



# Presenter

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# Agenda



- OVC Mission
- Breakdown of the solicitation
  - Purpose
  - Eligibility
  - Goals and Objectives
  - Federal Award Information
  - Application deadline, Award Amount, and Timelines
- How To Apply
- Questions and Answers



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



## *OVC Mission Statement (pg. 5)*

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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.



## *Purpose (pgs. 5-6)*

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- Enable the field to expand the work and lessons learned from the *OVC FY 2016 Demonstration Initiative A Pathway to Justice, Healing, and Hope: Addressing Polyvictimization in a Family Justice Center*
- Up to 6 FJCs or co-located service model agencies will be selected to:
  - implement the validated assessment tool;
  - increase partnerships;
  - expand case management services to include a thorough understanding of the specific needs of the survivors; and
  - build capacity within their communities to leverage existing and new crime victim resources

# Definitions

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- Polyvictimization — defined on pg. 5
- Hope Theory— defined on pg. 6



## *Two Purpose Areas (pgs. 1-2)*

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- Purpose Area 1: FJC Polyvictimization Implementation Sites
- Purpose Area 2: Polyvictimization Technical Assistance Provider

# Eligibility - Purpose Area 1: Implementation Sites (pg. 1)



- Governmental agencies that serve as the lead agency of an FJC.
- Governmental agencies with an FJC established as a separate department or program within a city or county agency (including tribal).
- Nonprofit, nongovernmental, community-based domestic violence or sexual assault agencies that serve as the lead agency of an FJC.
- Nonprofit organizations created expressly for leadership and management of an FJC.
- Governmental and nonprofit organizations that serve as the lead of a co-located service center primarily serving victims of domestic violence and sexual assault, (with victim services, civil legal services, law enforcement, and prosecution).
- Federally recognized Indian tribal governments that operate a comprehensive co-located service center primarily serving victims of domestic violence and sexual assault, which involves victim services, civil legal services, law enforcement, and prosecution. (Must be federally recognized as determined by the Secretary of the Interior.)



# *Eligibility - Purpose Area 1: Implementation Sites*

*(pg. 1)*

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- Applicants **must demonstrate** an understanding of the area of victimization and comprehensive responses and services described in the solicitation and have the staff resources, organizational capacity, partnerships, and authority to develop or enhance programs.

# *Eligibility - Purpose Area 2: Technical Assistance Provider (pg. 2)*

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- Nonprofit organizations (including tribal)

# *Eligibility- Purpose Area 2: Technical Assistance Provider (cont.) (pgs. 1, 14)*



- TA Applicants **should have:**
  - Demonstrated history of providing national scope training and technical assistance and
  - Demonstrated expertise in working with FJCs, other similar co-located victim service collaboratives, and multidisciplinary audiences.
  - Ability to manage project of this scale
  - The ability to bring diverse and multifaceted groups together to work towards a common goal

# Goal (pg. 6)

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- To support Family Justice Centers or similar co-located service model agencies as they redefine service delivery to more effectively meet the needs of polyvictims of crime.
- An initial planning phase for up to 6 months will be required for any site selected which was not part of the original FJC Polyvictimization Initiative.
- All grantee sites will be required to partner with a local researcher to conduct a site-specific project evaluation using an action research model.



# *Objectives and Deliverables*

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- Purpose Area 1 – pg. 7
- Purpose Area 2 – pg. 8
  
- All of the objectives and activities will be completed in close coordination with OVC's grant monitor and other partners identified by OVC.

# *Purpose Area 1: Implementation Sites Objectives*

*(pg. 7)*



- Within first 6 months, ensure appropriate implementation of the assessment tool
- Hope-centered framework
- Strategic planning process
- Identify new partnerships (traditional and non-traditional)
- Develop new or expand existing MOUs
- Partner with a research entity
- Develop a Learning Exchange Team (LET)
- Coordinate with OVC and designated TA provider

# *Purpose Area 1: Implementation Sites Deliverables*

*(pg. 7)*

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- Developing or expanding existing MOUs.
- A final report regarding the expansion of services and partners and how their polyvictim survivors benefitted from the changes as a result of this project.
- A strategic plan for the implementation of the assessment tool and for the delivery of services specific to the site designed to work in collaboration with the TA provider throughout the life of the grant to carry out the strategic plan.
- Implementation of the polyvictimization assessment tool.

# *Purpose Area 2: Technical Assistance Provider Objectives (pgs. 7-8)*



- Work in conjunction with the demonstration sites funded in FY 2016 to ensure appropriate implementation of the assessment tool.
- Work in conjunction with the new sites funded in FY 2019 as they prepare for tool implementation and ensure appropriate implementation.
- Conduct a comprehensive review with new sites to assist with identification of the population they are serving, their needs, and what services they are providing.
- Conduct a comprehensive client mapping review for new sites.
- Develop a plan for the comprehensive delivery of TTA to the new sites using a variety of delivery methods.
- Connect initial demonstration sites with the LETs at new sites for TA exchange (if applicable).
- Provide TTA to the sites in support of the site-specific strategic planning process.
- Provide customized TTA for the sites via phone, email, web-based communication, and in-person.



# *Purpose Area 2: Technical Assistance Provider*

## *Deliverables (pg. 8)*

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- Share emerging information about the project with the field through webinars, conference workshops, blogs, and other communication methods.
- Plan and deliver at least one all-sites meeting each year of the project.
- Other deliverables as defined by the applicant.

# Federal Award Information (Pgs. 8-9)



## Purpose Area 1: Implementation Sites

- Up to 6 awards for up to \$850,000 each for a 36-month period of performance (beginning October 1, 2019 and ending September 30, 2022).

## Purpose Area 2: Technical Assistance Provider

- One award of up to \$1 million for a 36-month period of performance (beginning October 1, 2019 and ending September 30, 2022).

Total amount anticipated to be awarded under this solicitation: \$6.1 million

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

# Cooperative Agreement (pg. 9)

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



# *Part 200 Uniform Requirements (pg. 9)*

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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. 11-15) including:
  - Statement of the Problem,
  - Project Design and Implementation,
  - Capabilities and Competencies, and
  - Plan for Collecting Data Required for Performance Measures
- Budget Detail Worksheet including the Narrative\* (Pg. 15)
- MOUs and Letters of Support\* (Pg. 13) (Purpose Area 1 only)

\*Without these critical documents, the award will not proceed to peer review. (See page 11.) A **breakdown for the scoring during the review** is on **pages 19-20**.



# *Program Narrative Format (pg. 11)*

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- Double-spaced, using a standard 12-point font (Times New Roman preferred)
- 1-inch margins
- Not exceed 20 pages

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.

# Program Narrative Details

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- Purpose Area 1 – pgs. 11-13
- Purpose Area 2 – pgs. 14-15
- Parts for each:
  - Statement of the Problem;
  - Project Design and Implementation;
  - Capabilities and Competencies; and
  - Plan for Data Collection
- Purpose Area 1 only:
  - MOUs and Letters of Intent

# Budget Detail Worksheet (pg. 15)



- 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 36 months.
- The budget narrative should be mathematically sound and correspond with information in the Budget Detail Worksheet.



# Data Collection (pg. 13)



- Report key performance measures and required client data in OVC's online Performance Measurement Tool (PMT) – <https://ovcpmt.ojp.gov>

# Applications also **MUST** Include (Pg. 24)



## The following information must be included in the application submission:

- Application for Federal Assistance (SF-424)
- Project Abstract
- Indirect Cost Rate Agreement (if applicable)
- Tribal Authorizing Resolution (if applicable)
- Financial Management and System of Internal Controls Questionnaire
- Application Disclosure of High Risk Status
- Disclosure of Lobbying Activities (SF-LLL)
- Applicant Disclosure of Pending Applications
- Other Attachments (as needed)
  - Research and Evaluation Independence and Integrity
  - Disclosure of Process Related to Executive Compensation
  - Strategic Plan
  - Logic Model
  - Position Descriptions and Resumes
  - Time-Task Plan
  - Request and Justification for Employee Compensation; Waiver



# *Submission Deadline (pg. 1)*

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11:59 p.m. ET  
July 8, 2019



## *How to Apply (pg. 19)*

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- Applicants **must register** in, and submit applications through, **Grants.gov**
- Registration steps are outlined in the [OJP Grant Application Resource Guide](#)
- **There are lots of steps. START EARLY!!!**
- **DON'T WAIT UNTIL THE LAST MINUTE!!!**
- **Applications Are Due: July 8 by 11:59 p.m. ET**
- Submit application **at least 72 hours prior** to the due date
- Call the Grants.gov Customer Support Hotline at 800–518–4726 or 606–545–5035 (24/7) for technical difficulties

# How to Apply (cont.) (pg. 19)



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.

# Purpose Area 1: Implementation Sites Application Review Information (pg. 19)



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

- **Project Narrative\***
  - **Statement of the Problem** (20% of the application score)
  - **Project Design and Implementation** (25% of the application score)
  - **Capabilities and Competencies** (20% of the application score)
  - **Plan for Collecting Performance Measurement Data** (5% of the application score)
- **MOU(s) and Letters of Support\*** (20% of the application score)
- **Budget Detail Worksheet and Narrative\*** (10% of the application score)

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

# *Purpose Area 2: Technical Assistance Provider Application Review Information (pgs. 19-20)*



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

- **Project Narrative\***
  - **Statement of the Problem** (25% 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\*** (10% of the application score)

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

# *Technical Problems/Request for Late Submission (pg. 2)*



- 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. 3)



- 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



- 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/gathering MOUs
- Apply under the correct competition ID: **OVC-2019-15643.**
- Ask for the amount of funding needed.



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

# Important Websites



- 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/>

# *Solicitation Requirements and General Application Assistance (pg. 2)*



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](mailto: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.
- Provides solicitation support and general assistance
    - 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.

# Technical Application Assistance (pg. 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](mailto:support@grants.gov)
- Web: <https://grants.gov/web/grants/support.html>
- Provides information on available federal funding opportunities for various federal agencies.





# Contact Information

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