

DOJ Grant Programs to Support Victim Services & Public Safety in Tribal Communities

The webinar will begin shortly

Overview of OVC FY 2019 Tribal Victim Services Set Aside Program



Presenter



Federal, International, and Tribal
Division Office for Victims of Crime
U.S. Department of Justice

Agenda



- 1) OVC Mission
- 2) Overview of the Solicitation and How to Apply
- 3) Questions and Answers



OVC Mission Statement



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.

Section 2:

Taking a Closer Look at the FY 2019 Tribal Victim Services Set-Aside (VSSA) Solicitation

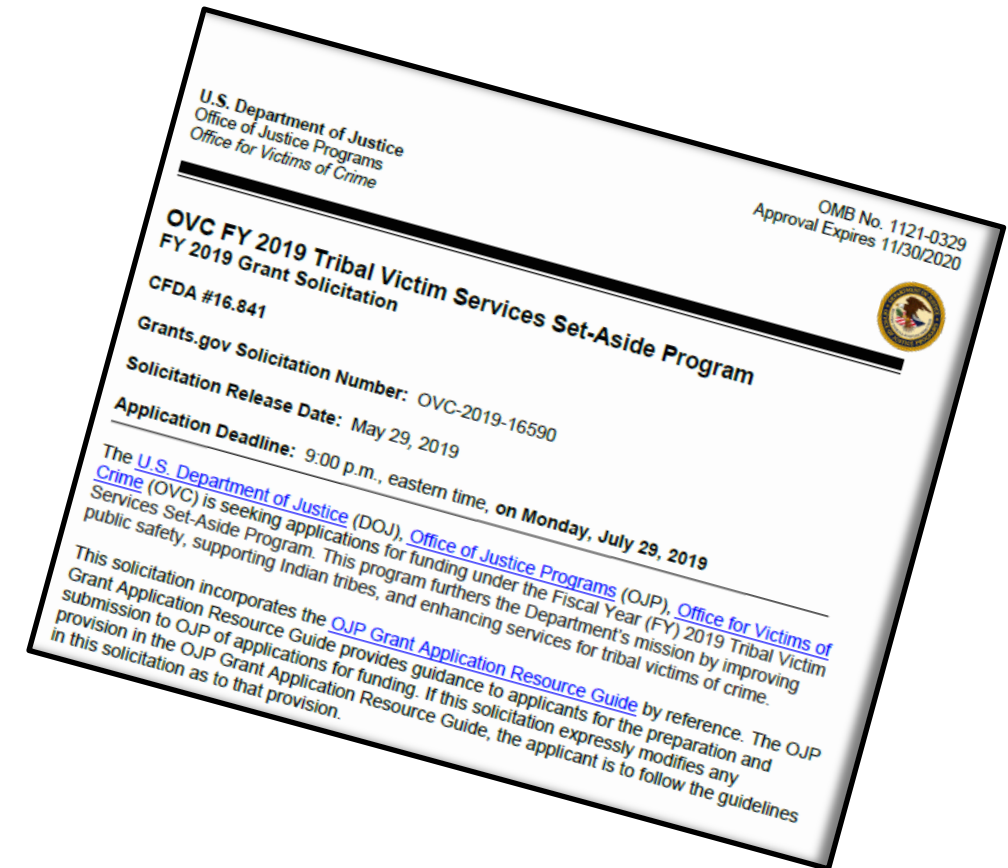




Where to find the Solicitation

Three Great Places to Look:

1. Grants.Gov at:
<https://www.grants.gov/web/grants/search-grants.html>
2. OVC Website:
<https://www.ovc.gov/grants/pdf/FY19-Tribal-VSSA-Solicitation.pdf>
3. Office of Justice Programs Website:
<https://ojp.gov/funding/Explore/CurrentFundingOpportunities.htm>





Eligibility (who may apply)

The following applicants are eligible to apply:

1. Federally Recognized Indian Tribal Governments
2. An organization acting as an Authorized Designee of a Federally Recognized Indian Tribe
3. Tribal Consortia consisting of two or more Federally Recognized Indian Tribes



All applicants must submit a tribal resolution or other satisfactory evidence of legal authority from the Tribe to apply .



Eligibility (Cont.)



Each tribe may submit only one application.

Please Note: a tribe may submit their own application and ALSO be among the members of a consortium submitting a **DIFFERENT** application for a **DIFFERENT** proposal!



Eligibility (Cont.)

All Federally Recognized Tribes Including

Applicants who:

- Received funding under the **FY 2018 Tribal Victim Services Set-Aside Program** or **CTAS FY 2016-2018 (PA 5, 6, and/or 7)** ; **ARE ELIGIBLE to apply for funding** or
- Applied for FY 2019 CTAS funding (PA 5, 6, or 7) **ARE ELIGIBLE to apply for funding**

The request for funding must be **different and distinct** from the activities and expenses currently being funded.



Eligibility Summary

Eligible applicants must be one of the following:

1. Federally Recognized Indian Tribal Governments
2. Authorized Designee of a Federally Recognized Indian Tribe
3. Tribal Consortia

Additional Eligibility Requirements:

1. Each tribe may submit only **one** application and can also be a member of a Tribal Consortium submitting an application.
2. The request for funding must be **different and distinct** from the activities and expenses currently being funded.
3. Proposals must supplement existing victim services (if any), and may not include costs that supplant (or replace) existing funding for victim services. **No Duplication or Supplanting.**
4. **All APPLICANTS** **must submit** a current tribal authorizing resolution or other satisfactory evidence of legal authority from the Tribe to apply for funding.

Deadline Details



Solicitation Opened:

Wednesday, May 29, 2019

Solicitation Closes:

Friday August 16, 2019

at 11:59 pm ET



Program Description

This solicitation is intended to support the ability of a tribal community to address the comprehensive needs of all crime victims and can support a comprehensive range of activities including—

- needs assessment;
- strategic planning;
- program development and implementation;
- program expansion; and
- other activities needed to address the needs of a wide variety of crime victims in tribal communities.



Program Description



Apply under one of the following purpose areas:

Purpose Area 1:
Establishment of a New
Victim Service Program
(OVC-2019-16610)

Purpose Area 2:
Coordination and
Expansion of Existing
Victim Service Program
(OVC-2019-16611)



Applicants should select ONE Purpose Area, not both!

Purpose Area 1: Establishment of a New Victim Service Program)



Who Should Apply under Purpose Area 1?

1. Applicants that have no existing victim services program should apply under this purpose area; and
2. New applicants for OVC funding are strongly encouraged to apply under this purpose area.

Purpose Area 2: Coordination and Expansion of Existing Victim Service Program



Who Should Apply under Purpose Area 2?

Applicants wanting to enhance or expand their Victim Service Program – including:

- expanding *types of services* provided to victims
- expanding *populations served* and/or
- expanding the *types of crime* addressed
- **MUST BE SPECIFIC**

Purpose Area 2: Coordination and Expansion of Existing Victim Service Program



The goal of Purpose Area 2 is for **existing victim service programs** to **expand and enhance** their victim services to:

- Become more victim-centered and culturally competent;
- Provide more services, better services, serve more victims;
- Enhance professionalism and support and training of staff;
- Improve coordination with partners; and
- Provide services to crime victims for whom there were no or limited services previously available.
- Must be specific



Focus Areas under the VSSA Program

OVC funds must be used to support victims of crime.

Examples of allowable focus areas to serve victims of crime include (but are not limited to):

Sexual Assault Program

Domestic Violence Program

Assisting Victims of Financial Abuse and Exploitation

Serving Male Survivors of Crime

Vulnerable Adults and Elder Abuse Program

Child Abuse Programs including Child Advocacy Center

Comprehensive Victim Assistance Program

Law Enforcement Based Victim Advocacy

Civil Legal Assistance for Crime Victims

Examples of Allowable and Unallowable Activities



OVC has created a chart (Appendix A page 20-33 of the solicitation) that highlights what is allowable and unallowable under this solicitation.

When thinking about what is allowable, use these two questions as a guide:

1. Is this cost related to supporting or assisting crime victims?

2. How does this expense directly help crime victims?

If you can answer those two questions in support of victims, it is most likely allowable.



Unallowable Costs



While these funds can be used to provide a wide range of services for victims of crime, there are some **statutory limitations** on how the funds can be used.

These funds cannot be used to pay for costs associated with:

- ❌ Services for criminal offenders;
- ❌ Primary crime prevention activities;
- ❌ Costs associated with law enforcement or prosecution personnel or activities; and
- ❌ Construction.



Federal Award Information

Estimated Total Program Funding: \$90 million...plus

Award Amount Guidelines*: \$500,000 or less up to- \$720,000: Applicants can request MORE THAN \$720,000 with a **STRONG JUSTIFICATION** that includes details of any exceptional need, large population, significant emergent victimization, other unique factors.

Number of Awards to be Made: As many as possible

Award Period: Starts on January 1, 2020 and ends on December 31, 2022

Applicants can only apply to ONE Purpose Area, not both

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

Section 3:

Now, let's look at the Required Documents



Critical Documents



Program Narrative (80%)

1. Description of the Issue (25%)
2. Project Design and Implementation (30%)
3. Capabilities and Competencies (20%)
4. Plan for Collecting Performance Measurement Data (5%)

Budget Detail Worksheet and Narrative (20%)

Disclosure of Pending Applications (not scored)



Without these critical documents, the application will not proceed to peer review.

The following documents should be included in the application submission:

- SF-424
- Project Abstract
- Program Narrative*
- Budget Detail Worksheet (and Budget Narrative)*
- Indirect Cost Rate Agreement (if applicable)
- Tribal Authority to Apply Documentation/ Tribal Resolution
- Application Disclosure of High Risk Status
- Disclosure of Pending Applications*
- Disclosure of Lobbying Activities
- Financial Management and System of Internal Controls Questionnaire
- Other Attachments (as needed)
 1. Prior OVC Approved Strategic Plan or Logic Model
 2. Resumes of Key Personnel

 **Without these (*) documents, the application will not proceed to peer review.**



Program Narrative

Double-spaced, using a standard 12-point font (Times New Roman preferred) and **no less** than 1-inch margins **(Strongly recommended)**

Should **not exceed 25 pages** (pages should be numbered) and include:

- ✓ Description of the Issue (25%)
- ✓ Project Description and Implementation (30%)
- ✓ Capabilities and Competencies (20%)
- ✓ Plan for Collecting Data (5%)

Program Narrative

Description of the Issue



Describe the specific victim services/assistance issue(s) (that is, need, crime problems, or other conditions), that this funding will help you address.

For example: you might describe gaps in service, populations of victims that are underserved or not being served, or conditions caused by continuing or emergent crime problems that the tribe(s) is currently not able to adequately address.



What is the problem funding will help solve?

Program Narrative

Program Design and Implementation



The **Program Design and Implementation section is the most important section!** This should include goals, objectives and activities that are aligned with serving victims of crime.

- What are you proposing to do, how will you utilize the funding to achieve your goals and objectives.
- Make sure the information is consistent throughout your proposal.
- Create solid goals and measurable objectives that are **S**pecific, **M**easurable, **A**ttainable, **R**ealistic, and **T**ime-bound
- Focus on a realistic timeline to complete your project.

Program Narrative Capabilities and Competencies



Must include:

1. Description of the applicant's management structure;
2. Current and proposed professional staff members' qualifications that will enable them to fulfill the program's objectives.
3. Description on how the program will be managed and include an organizational chart or information describing the roles of key personnel responsible for managing and implementing the major stages of the project.



Program Narrative Plan to Collect Data



The Data Collection Plan should be a roadmap detailing how to collect each piece of the data such as:

- Quarterly Performance Measurement Tool Requirements
- Semiannual Progress Report
- Deliverables
- Collecting Subgrantee Data (as applicable)



Applicants should visit OJP's performance measurement page at www.ojp.gov/performance for more information.



Program Narrative Tips



1. Stay within the 25 page limit.
2. Use simple and concise language. Try not to use jargon or acronyms.
3. Make sure the proposal is consistent with the Purpose Area goals and objectives and serving victims of crime.
4. Be realistic about how you will achieve goals.
 - Remember: you have 36 months to complete your project.



Budget Detail Worksheet

The proposed budget must be consistent with the program narrative and a 3 year project period.

The budget should not exceed **\$720,000**

- Applicants can request MORE THAN \$720,000 with a **STRONG JUSTIFICATION** that includes details of any exceptional need, large population, significant emergent victimization, other unique factors.



Budget Detail Worksheet

1. The Budget Narrative must relate directly to the project design.
 - **All budgeted expenses should be referenced in the Program Narrative.**
2. Personnel costs should be limited to the key personnel for the project.
3. The budget must cover 36 months of award activities.
4. The narrative parts of the Budget Detail Worksheet must be clear and relate to the Program Narrative and the amounts detailed in the spreadsheet.



Need More Help? Check out the recording of the *FY 2018 Tribal Victim Services Set-Aside Phase 2: Budget Detail Worksheet Overview Webinar* at: <https://www.youtube.com/watch?v=x2Zbhl0S4Lc#action=share>

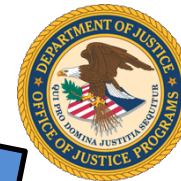
Where to find the Budget Detail Worksheet



The screenshot shows the Office of Justice Programs website. At the top, there is a navigation bar with links: ABOUT US | NEWS CENTER | GRANTS/FUNDING | PARTNERSHIPS | RESOURCES | FOR CONGRESS | TRAINING & TA. Below this, there is a search bar and a 'SEARCH OJP' button. The main content area is titled 'OJP Budget Detail Worksheet'. It contains a paragraph explaining that the Budget Detail Worksheet and the Budget Narrative are now combined in a single document. Below this, there are two links: 'Budget Detail Worksheet (Excel - 561 KB)' and 'Budget Detail Worksheet (PDF - 3.68 MB)'. On the left side of the page, there is a sidebar with a 'Funding Resource Center' section, which includes 'Explore' and 'Apply' buttons. Below these, there are links for 'Grants 101', 'OJP Grant Process', and 'Frequently Asked Questions'. At the bottom of the sidebar, there is an 'Implement' button.

Visit the Office of Justice Programs (OJP) Funding Resource Center to download the OJP Budget Detail Worksheet:

<https://ojp.gov/funding/Apply/Forms/BudgetDetailWorksheet.htm>



Budget Detail Worksheet (continued)

- ❑ **Do the Math**— Provide calculations and total cost for each expense
- ❑ **Support your Request**— Clearly link the expenses to the Program Narrative
- ❑ **Stay within Budget**— Do not exceed **\$720K (unless justified in the Program Narrative)**
- ❑ **Know the Timeline**— All awards are for three year projects! (**extensions are not allowed**)
- ❑ Remember that you must budget for each year

Still not sure if
a cost is
allowable?

Remember to use the **DOJ Financial Guide** and **FY 2019 Tribal Victim Services Comprehensive List of Allowable and Unallowable Activities Chart**.

Remember: All costs must be....

Reasonable

Allowable

Consistent

Allocable

Disclosure of Pending Applications



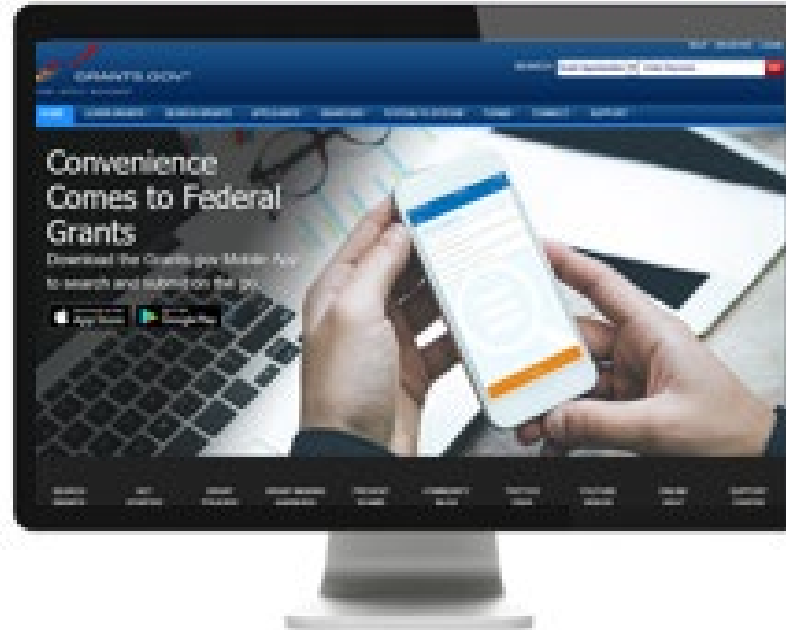
The **disclosure** (written statement) should include both **direct applications** for federal funding (e.g., applications to federal agencies) and **indirect applications** for such funding (e.g., applications to state agencies that will subgrants federal funds).

This written statement should include:

- Federal or state funding agency name
- Solicitation name, project name, and description of the project
- Point of contact information at the applicable funding agency

Section 4:

How to Apply





How to Apply

- Applicants **must register** in, and submit applications through, **Grants.gov**
- Registration steps are outlined in the [OJP Grant Application Resource Guide](#)
- **Applications Are Due: August 16 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

Grants.gov: Grants Learning Center



Grants Learning Center – The Grants Learning Center is your gateway to the federal grants world.

- <https://www.grants.gov/learn-grants.html>

Grants.gov YouTube Channel – Subscribe!

- <https://www.youtube.com/channel/UCc7tRM0vKkTMpxucO7iYPzQ>

The Official Grants.gov Mobile App – Download in Apple App Store or Get it On Google Play

- <https://www.youtube.com/watch?v=Gme2RMKaU2c>



Important Web Resources



- OVC Tribal Website: <https://www.ovc.gov/news/tribal-set-aside.html>
- DOJ Grants Financial Guide: <https://ojp.gov/financialguide/DOJ/index.htm>
- Grants Management System: <https://grants.ojp.usdoj.gov/>
- OVC's online Performance Measurement Tool (PMT): <https://ovcpmt.ojp.gov>



Important Contact Information

Technical Assistance for Submitting an Application:

For technical assistance with submitting an application, contact the **Grants.Gov Customer Support Hotline:**

- Phone: 800–518–4726 or 606–545–5035
- Email: support@grants.gov or <https://grants.gov/web/grants/support.html>
- See next slide for more information...

Important Contact Information

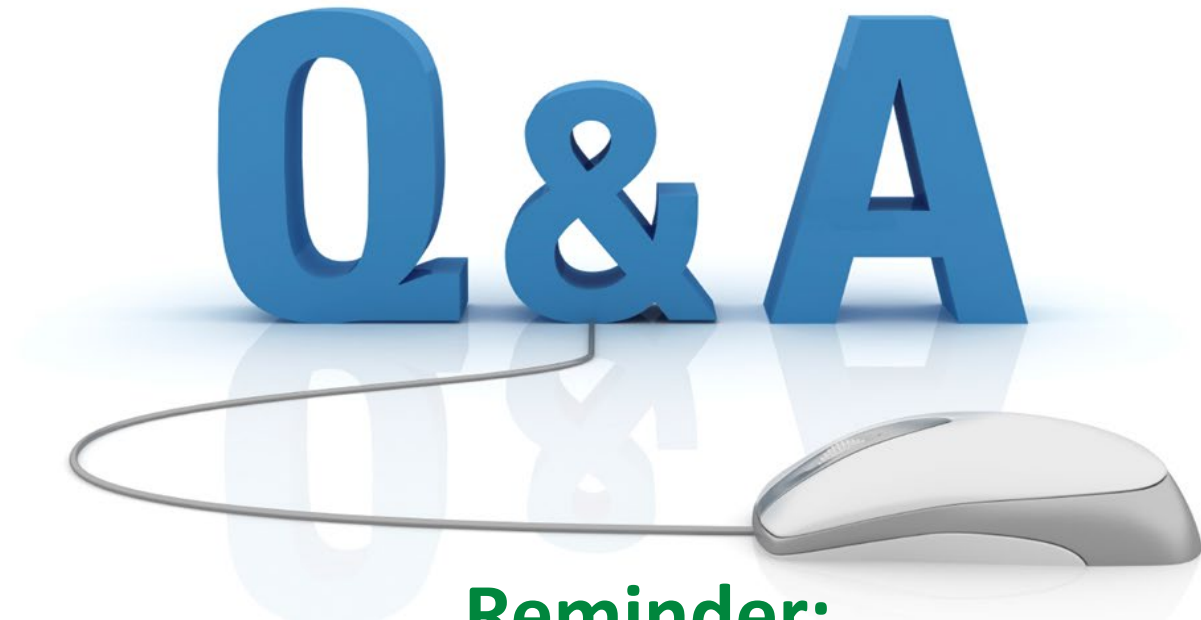


Solicitation Requirements, Programmatic and General Assistance:

For programmatic and general assistance with the solicitation requirements, contact the **National Criminal Justice Reference Service (NCJRS) Response Center:**

- Phone: 800–851–3420
- Email: at grants@ncjrs.gov
- web chat at <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>.
- Hours of operation: 10:00 a.m.– 6:00 p.m., eastern time, Monday–Friday, and 10:00 a.m.–8:00 p.m., eastern time, on the solicitation closing date.

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



Reminder:
The Deadline to Apply is August 16, 2019 at 11:59 pm ET