

# OVC Fiscal Year (FY) 2019 Field-Generated Solutions for Tribal & Non-Tribal Communities to Improve Services for Victims of Crime

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# Presenter

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# Outline of Webinar Presentation



- Mission of DOJ and OVC
- Scope of this program
- Breakdown of the solicitation
  - Program Scope,
  - Required Documents,
  - Application Deadline,
  - Award Amount, etc.
- Questions and Answers



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



This program furthers the Department's mission by enhancing and transforming services for victims of crime.



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

# *Purpose Areas of this Program (pgs. 4-7)*



- Purpose Area 1: Innovative Programs to Fill Gaps in Tribal Crime Victim Services - **OVC-2019-16690**
- Purpose Area 2: Innovations in Telehealth - **OVC-2019-16691**
- Purpose Area 3: Improving Responses to Victims of Burglary - **OVC-2019-16692**
- Purpose Area 4: Improving the Ordering and Collecting of Restitution for Victims - **OVC-2019-16693**
- Purpose Area 5: Other Innovative Programs to Fill Gaps in Crime Victim Services - **OVC-2019-16694**



# ***Eligibility***

# Eligibility

(p. 1)



- states,
- units of local government,
- federally recognized Indian tribal governments,
- tribal consortia,
- nonprofit organizations (including tribal nonprofits), and
- for-profit organizations (including tribal for-profit organizations).

For the purposes of this program, a unit of local government is any city, county, township, town, borough, parish, village, or other general-purpose political subdivision of a state, territory, or federally recognized Indian tribal government.

# Eligibility (cont.)

(p. 1)



- 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).
- Applicants may submit separate applications under each purpose area, but only one application per applicant is permitted for each purpose area.
- All recipients and subrecipients (including any for-profit organization), must forgo any profit or management fee.

# ***Program Requirements***

# Program Overview

(p. 4)



- Under this program, OVC will make awards to fund innovative, field-generated approaches in the purpose areas described below, to fill gaps in the availability of resources and services for crime victims.
- **Statutory Authority:** 34 U.S.C. § 20103(c)(1)(A–C). However, projects serving tribal populations may be authorized and funded under the Commerce, Justice, Science, and Related Agencies Appropriations Act, 2019, sec. 510.

# *Program Goal*

*(p. 4)*



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The overarching goal of this program is to support victims of crime and to bridge gaps in services to victims.

# Program Objectives

(p. 4)



The objectives of this program are to:

- Identify and address gaps in knowledge,
- Develop and assess innovative practices,
- Deliver much-needed victim assistance to American Indian and Alaska Native (AI/AN) communities, and other victim populations.
- Encourage evidence-based training and technical assistance, and/or
- Develop strategic approaches for leveraging resources to reach and serve more victims.

Purpose Area-specific objectives can be found in the purpose area descriptions on pages 5-7.

# Purpose Area 1-Specific Information (p. 5)



- In February 2019, for the second year, Congress authorized a tribal set-aside from the Crime Victims Fund to improve services for victims of crime in tribal communities.
  - FY 2019 Coordinated Tribal Assistance Solicitation (CTAS), which closed in March, and
  - a new stand-alone Tribal Victim Services Set-Aside solicitation has been issued by OVC and is open until August 16, 2019, **to fund local tribal programs**
- With similar funding in FY 2018, OVC was able to fund more than 150 tribes nationwide to enhance victim services for American Indian and Alaska Native victims of crime (including local domestic violence and sexual assault programs, children advocacy centers, elder abuse initiatives, services for human trafficking survivors, comprehensive victim services, etc.). ***To request funding to establish or enhance a local victim assistance program for a tribe, applying through the new stand-alone Tribal Victim Services Set-Aside solicitation is best.***

# Purpose Area 1- Specific Information – (cont)

## (p. 5)



- However, this solicitation and Purpose Area 1 related to “Innovative Programs to Fill Gaps in Tribal Crime Victim Services” is intended to create broader programs that have the potential to impact victim services for many tribes (beyond even what a consortium might propose). Proposals must focus on providing victim services to American Indian/Alaska Native crime victims.
- Activities that are centered on crime prevention, investigation, prosecution, offender services or corrections are **NOT allowable**.
- There are countless ideas that could be considered, including unique specialized training and technical assistance proposals, civil legal assistance for victims, outreach initiatives that could transform victim services for remote tribes, and/or other innovative and expansive proposals.

# *Purpose Area 2-Specific Information (pgs. 5-6)*



- According to the American Telemedicine Association, telehealth technology has been around for nearly 50 years, and has grown in popularity and usage.
- Telehealth programs can reduce costs, expand the reach for healthcare providers, and in many cases, improve the quality of interactions with patients/clients.
- Telemedicine also offers a creative solution for delivering services to hard-to-reach victim populations and possibilities for filling critical gaps in victim services.
- In recent years, OVC has utilized telehealth approaches to serve victims of sexual assault and enhance forensic exams and evidence collection by connecting healthcare professionals with trained Sexual Assault Nurse Examiners (SANEs) in another location.

# *Purpose Area 2- Specific Information (cont.)*

## *(pgs. 5-6)*



- OVC welcomes proposals that can meet critical needs of those affected by violence.
- Proposals under this purpose area must relate to healthcare, counseling, mental health programs and/or assistance delivered to crime victims from a distance via technology, yet the applicant must assure the client's confidentiality and privacy is protected.
- Telehealth proposals related to Sexual Assault Forensic Examinations should apply under the [relevant solicitation](#), open until July 17, 2019.
- To learn more about telehealth programs, visit [www.telehealthresourcecenter.org](http://www.telehealthresourcecenter.org).

# Purpose Area 3-Specific Information

(p. 6)



- The objective of this purpose area is to support the design and implementation of programs targeted at increasing the quality, quantity, and accessibility of services for burglary victims.
- According to the Bureau of Justice Statistics, more than 2 million household burglaries occur each year.
  - an estimated 7% of burglaries involve some **form of violence**
  - most burglary victims **suffer** in many ways, particularly if the burglary occurs at their home
  - **loss of property**, which may include treasured family heirlooms and/or other prized possessions
  - victims often report tremendous **emotional consequences**, such as a sense of violation, anger, frustration, increased fears and a loss of control, and possibly decreased trust in others.

# Purpose Area 3-Specific Information

(p. 6)



- Unfortunately, there are **few resources** for burglary victims to cope with the long-term impact of their victimization, or tools available to assist as they interact with law enforcement and/or an insurance adjuster following the burglary, or to regain a sense of security.
- This purpose area will add to the knowledge base about the challenges in providing services to burglary victims and increase the number of victims who access services.
- Further, proposals should be designed to create programs, best practices, and protocols that can be replicated to multiple jurisdictions.

# *Purpose Area 4-Specific Information (pgs. 6-7)*



- The objective of this purpose area is to encourage the development and fulfillment of policies and procedures to assist with the ordering, collection, and recovery of restitution in state courts.
- Victim restitution is among the most basic rights enumerated in the many state statutes that exist protecting the rights of crime victims, and the right to full and timely restitution is also included in the federal Crime Victims' Rights Act (18 U.S.C. § 3771(a)(6)).
- OVC is seeking proposals to enhance the training and technical assistance around restitution collection and recovery in state courts on behalf of victims.

# Purpose Area 4-Specific Information (pgs. 6-7)



- Victim restitution can be a critically important element of a crime victim's recovery – emotionally and financially.
- The purpose of this project is to **identify best practices**, and **provide training and technical assistance** to states and/or local jurisdictions to improve the ordering, collection, and enforcement of restitution across the country.
- One approach could be the creation of a restitution resource center that states, victim service providers, court officials, other allied professionals, and victims may access to assist with the ordering of restitution and collection. Such a center could include a state-by-state database of state laws, rules, regulations, policies and possibly case law concerning restitution. Once best practices are identified, sharing these procedures and knowledge via online webinars and presentations at conferences could prove beneficial.

# *Purpose Area 5-Specific Information*

(p. 7)



- Under this purpose area, OVC will consider nearly any field-generated proposal to fill a gap in the type and amount of assistance available to crime victims.
- Applicants must make a strong case for a significant and widespread victim services need that is currently not being met and that is having a detrimental effect on victims because of the lack of services.
- Proposals submitted under this purpose area should be different from the objectives of Purpose Areas 1–4 described above, and the proposal should serve a large portion of a particular victim population in a unique way (as opposed to serving victims in a specific town, region or state).

# Federal Award Information

(Pg. 8)



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Maximum number of awards OVC expects to make:	Approx. 12, across PAs
Maximum dollar amount for each award:	up to \$800,000
Total amount anticipated to be awarded under solicitation:	up to \$8 million
Period of Performance start date:	October 1, 2019
Period of Performance end date:	September 30, 2022
Period of Performance duration:	36 months, or shorter

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

Actual project start date could be delayed due to DOJ approvals.



- This 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

# Part 200 Uniform Requirements (pgs. 8-9)



General information about Part 200 Uniform Requirements that apply to the award recipient and any subrecipients/subawards.

- a) Establish and maintain effective internal control ...
- b) Comply with Federal statutes, regulations, and terms and conditions of the Federal awards.
- c) Evaluate and monitor [the recipient's (and any subrecipient's)] compliance with statutes, regulations, and the terms and conditions of Federal awards.
- d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- e) Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or [the recipient (or any subrecipient)] considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.



***Your Application***

# Applications **MUST** Include (pgs. 11, 13-16)



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** (40% of the application score)
- **Capabilities and Competencies** (20% of the application score)
- **Plan for Collecting Performance Measurement Data** (5% of the application score)

– **Budget Detail Worksheet and Narrative\*** (15% 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. 37)



## More that must be included in the application submission:

- Application for Federal Assistance (SF-424) – Pg. 12
- Project Abstract – Pg. 12
- Proposed Subawards/Subcontracts – Pg. 16
- Indirect Cost Rate Agreement – Pg. 18
- Tribal Authorizing Resolution – Pg. 19
- Financial Management Questionnaire – Pg. 19
- Disclosure of Lobbying Activities (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. 22
  - Disclosure of Process Related to Executive Compensation – Pg. 23
  - MOUs, Letters of Intent, and/or Subcontracts/Subgrants – Pg. 24
  - Privacy Certificate – Pg. 25
- Request and Justification for Employee Compensation; Waiver – Pg. 10

# *Program Narrative Format*

*(p. 13)*



- Double-spaced, using a standard 12-point font (Times New Roman preferred)
- 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.

# Data Collection

(pgs. 13-14)



- Report key performance measures and required client data in OVC's Performance Measurement Tool (PMT), <https://ovcpmt.ojp.gov>.
- Applicants should review the applicable performance measures at <https://www.ovc.gov/grants/pdftxt/TVS-questionnaire.pdf>.
- Application should demonstrate the applicant's understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data if funded.



- 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.
- Adhere to travel costs and consultant rates for project staff.



- 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: July 24 by 11:59 p.m. ET**



## IMPORTANT SAM.gov ALERT

- If you are a new entity registering in the System for Award Management (SAM) (or updating or renewing 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.

# *Federal Award Administration Information (p.32)*



- Award notifications 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.
- Lots of legal requirements! Read carefully!

# 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 regs.
- Ask for help! Read everything and ask others to discuss with you.
- Apply under the correct funding opportunity number: **OVC-2019-15624.**
- **Select the correct competition ID: see page 29.**

# *Technical Problems/ Request for Late Submission*

*(p. 30)*



- 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:** Budget Detail Worksheet

**File Name:** Letters of Support

## Bad Examples:



**File Name:** Other Attachments

**File Name:** File 4



- 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.
- Applicants must use the **Add Attachment** button to attach a file to their 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. 26)



- 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)
- Apply under the correct competition ID: **OVC-2019-15624.**
- Use the Budget Detail Worksheet template.
- Ask for the amount of funding needed.

# *Submission Deadline*

(p. 1)



11:59 p.m. ET  
July 24, 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

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- OVC's website: [www.ovc.gov](http://www.ovc.gov)
- DOJ Grants Financial Management Online Training: <https://onlinegfmt.training.ojp.gov>
- 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/>

# *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) 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* (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
- Links to all current OJP funding opportunities