

[Transcript from the Webinar titled, OVC Fiscal Year (FY) 2019 Reducing Child Fatalities and Recurring Child Injuries Caused by Crime Victimization, which was held April 10, 2019. The archived webinar can be found at: <https://www.ovc.gov/grants/webinars.html>.]

MARY JO GIOVACCHINI: Good afternoon, everybody, and welcome to today's webinar, Reducing Child Fatalities and Recurring Child Injuries Caused by Crime Victimization, hosted by the Office for Victims of Crime. At this time, I would like to turn it over to today's presenter.

STACY PHILLIPS: Hi. Thank you for participating in this webinar to discuss the competitive funding opportunity that is currently available under the OVC FY 2019 Reducing Child Fatalities and Recurring Child Injuries Caused by Crime Victimization competitive grant solicitation. My name is Stacy Phillips and I'm a Grants Management Specialist with the Office for Victims of Crime. And I will be the program officer for this demonstration initiative.

So, just kind of quickly running through what we will do during this application webinar, this is the agenda. We're going to go through the mission, the purpose of the solicitation, eligibility, partnerships and collaboration, goals and objectives, Federal Award Information, cooperative agreement, critical application elements, how to apply, and then we'll finish up with some Q&A at the end. So please don't hesitate to ask questions as we go through.

So, 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.

The purpose of the Reducing Child Fatalities and Recurring Child Injuries Caused by Crime Victimization demonstration initiative is several: to enable the field to examine current responses and approaches to child fatalities; expand partnerships; transform the overall response to more strategically and effectively to address serious child injuries, near fatalities, and deaths due to victimization; share those findings and lessons learned; harness collective efforts to move the field forward to the goal of reducing child fatalities and recurring child injuries. And you can see page--these on page 4 of your solicitation.

There will be two Purpose Areas. Purpose Area 1 is for Demonstration Sites. Purpose Area 2 is (for) Technical Assistance Provider. Applicants can apply to either Purpose Area but not to both. Under both Purpose Areas, OVC welcomes applications under which two or more entities would carry out the award. However, only one can be the

applicant. An entity may, however, be proposed as a subrecipient (subgrantee) in more than one application. And you can see details in the solicitation on pages 1, 5, and 12-13 for eligibility, which we will discuss in coming slides.

So, for Purpose Area 1 in the Demonstration Sites for eligibility, you can see these on pages 12-13 of this solicitation. These can be state and local agencies; federally recognized tribal governments; nonprofit organizations including tribal; faith- and community-based organizations including tribal; colleges and universities including tribal. All applicants must demonstrate an understanding of the area of victimization and comprehensive responses and services described in this solicitation, and also have the staff resources, organizational capacity, partnerships, and authority to develop or enhance programs.

Under Purpose Area 2 eligibility for Technical Assistance Providers, these are nonprofit agencies also including tribal, as well as colleges and universities. Again, these can be found on page 13 in your solicitation.

In addition, under Purpose Area 2 for eligibility, all Technical Assistance applicants must have demonstrated experience and understanding associated with child injuries and fatalities and the response to those crimes; demonstrated experience working with families, communities, and professionals; demonstrated history of providing effective national-scope technical assistance; demonstrated experience in carrying out communication strategies; the ability to forge partnerships, manage projects of this scale; and the ability to bring diverse and multifaceted groups together to work towards a common goal.

Talking about partnerships and collaboration, you can find this information on page 6 of your solicitation. Lead applicants must partner with a collaborative body that includes, but is not limited to: representatives of government agencies with jurisdiction over these issues; victim advocates; law enforcement; child protective services; families and community members; community, cultural, and faith-based groups; (and) other state, tribal, and local entities. In addition to that, there should also be collaboration among the Demonstration Sites with National Assistance Providers, as well as OVC.

Talking about the demonstration initiative goals and objectives--these can be found on pages 1, as well as 5-9--to establish a most robust, data-driven, and community-oriented approach to address and eliminate serious child injuries, near fatalities, and deaths due to victimization; (and) develop models for coordinated responses to effectively identify and address recurring child injuries and fatalities using collaborative partnerships.

Under Purpose Area 1 for the Demonstrations Sites, objectives during Phase I, which is the planning year, is to establish formal partnerships; conduct a data-driven needs assessment; develop and carry out a communication strategy; work with all key stakeholders to create a strategic plan of action; develop a sustainability plan; establish an evaluation plan; and actively participate in efforts to develop practical tools and communicate findings and lessons learned.

During Phase II, which is Implementation--which will cover the following two years--to execute the strategic plan of action; maintain engagement with all key stakeholders; continue to grow the knowledge base established in Phase I; carry out a communication strategy that engages a broader community; carry out the evaluation plan and integrate lessons learned; continue to participate in efforts to develop practical tools; and implement sustainability plan. These all can be found on page 7 of the solicitation.

Looking at the Technical Assistance Provider objectives under Purpose Area 2, during the planning phase, of Phase I, establish formal partnerships and MOUs; establish learning exchange teams with the sites and provide technical assistance; provide robust technical assistance to the sites as they conduct their needs assessments; develop and carry out a national-scope communication strategy; support the sites as they develop and carry out a communication strategy; work intricately with the sites to support them as they develop their strategic plans; establish an evaluation plan and participate in the ongoing evaluation plan; develop practical tools; actively participate in efforts to communicate tools, findings, themes, etc.

During Phase II which, again, is the following two years, maintain engagement with all key stakeholders, support sites in their efforts to sustain partnerships, support sites as they continue to grow their knowledge based from the Needs Assessments, carry out the national-scope communication strategy, support the sites as they execute their communication strategy, support the sites to carry out their strategic plans, carry out the evaluation plan, continue to participate in efforts to communicate findings and lessons learned, publish practical tools and provide guidance to outside communities, and determine how to sustain approaches.

Looking at Federal Award Information, this information can be found on page 10 of this solicitation. These are cooperative agreements. Purpose Area 1 is for Demonstration Sites, up to 5 awards for up to \$750,000 each with an estimated total amount awarded of up to \$3.75 million for a 36-month period of performance. Under Purpose Area 2, for Technical Assistance Provider, 1 award will be made for up to \$1.5 million, for a 36-month period of performance. Again, these are cooperative agreements. All awards are

subject to the availability of appropriated funds, and to any modifications or additional requirements that may be imposed by law. In addition, for this solicitation, a match is not required. Information can be found on page 11 of this solicitation. Overmatching is not recommended but is allowed. It becomes mandatory and subject to audit. Matching funds are restricted to the same use of funds as allowed for the federal funds. If it is not allowable under the federal award, it is not allowable as a match.

In terms of Grant versus Cooperative Agreement, a Grant is a legal instrument of financial assistance. Awarding agency maintains an oversight and monitoring role without substantial involvement with the awarding agency. A cooperative agreement is quite different. It has substantial involvement between awarding agency and recipients during the performance period. The awarding agency closely participates in the performance of the program. This award will be made as a cooperative agreement and you can see information regarding this on page 10.

Part 200 Uniform Requirements. General information about Part 200 Uniform Requirements that apply to the award recipient and any subrecipients and subawards can be found in the OJP Grant Application Resource Guide, which is provided. And applicants may also review the DOJ's Grants Financial Guide.

Critical Application Elements. The Program Narrative is pages 15-20, it includes the Statement of the Problem, the Project Design and Implementation, and Capabilities and Competencies. The Program Narrative should be double-spaced using a standard 12-point font, (Times New Roman preferred), have no less than one-inch margins, and should not exceed 25 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.

Budget Detail Worksheet and Budget Narrative can be found on page 21. The Budget Detail Worksheet and the Budget Narrative are now combined in a single document referred to as the Budget Detail Worksheet. Applicants should use the Excel version. Break out costs by year, reflecting 36 months total of project activity. Applicants can also see the budget preparation and submission information section of the OJP Grant Application Resource Guide for details on the Budget Detail Worksheet and on budget information and associated documentation such as information on proposed subawards, proposed procurement contracts under awards and pre-agreement costs. For questions pertaining to budget and examples of allowable and unallowable costs, see the DOJ Grants Financial Guide.

Plan for Data Collection, see pages 17, 20, and Appendix A for information on the plan for collecting the data required for this solicitation's performance measures.

And MOUs. See page 6 of the solicitation, for the types of partners that should be included in MOUs. See page 24 for details about information to provide in the MOU.

An application checklist is included on pages 40-41 of the solicitation for your review prior to submitting your application. Without these critical documents, the award will not proceed to peer review. A breakdown for the scoring during the review can be found on page 35.

Program Narrative Format, we just spoke about. Program Narrative Details, you can see for Purpose Area 1 are pages 15-18. Purpose Area 2, pages 18-20. Parts for each include: Statement of the Problem, Project Design and Implementation, Capabilities and Competencies, and Plan for Data Collection. There are more specific information regarding each part located in this solicitation.

In terms of data collection, applicants should examine the key performance measures and required client data in Appendix A. Award recipients will be required to report data regularly to OVC's Performance Management Tool, the PMT.

This screen lists other documents to be included, as mentioned on the application checklist on pages 40-41 of this solicitation. Use the checklist in your review prior to submitting your application.

How to Apply, page 30. Applicants must register in and submit applications through Grants.gov, a primary source to find federal funding opportunities and apply for funding. Find information on how to apply in response to this solicitation in the OJP Grant Application Resource Guide. There are many steps. As this slide says, start early and don't wait until the last minute. I will tell you that we have seen there be technical issues--and caused--delays in submitting applications. So, please submit applications at least 72 hours prior to the due date. If you have any issues, please call the Grants.gov Customer Support Hotline.

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 30 days of the registration activation. Notarized letters must be submitted via U.S. Postal Service Mail. Read the alert at www.sam.gov to learn more about what is required in the

notarized letter, and read the Frequently Asked Questions at www.gsa.gov/samupdate to learn more about this process change.

Submission deadline is 11:59 p.m. eastern time on May 30, 2019. OJP urges applicants to submit applications at least 72 hours prior to the application due date to allow time for the applicant to receive validation messages or rejection notification from Grants.gov. And to correct in a timely fashion any problems that may have caused a rejection notification.

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline, must email the OVC contact identified below within 24 hours after the application deadline to request approval to submit its application after the deadline. You can see this on page 2 and the OJP Grant Application Resource Guide. The applicant's email must describe the technical difficulties and must include a timeline of the applicants' submission effort, the complete grant applications, the applicant's DUNS number, and any Grants.gov Helpdesk or SAM tracking numbers. The applicant should include the name of the solicitation in the subject line or body of the email and include a copy of the dated notarized letter providing to sam.gov for registration, as well as any communications regarding this issue with SAM.gov and/or Grants.gov. To be considered for a waiver to apply, the date of the notarized letter must be before the close date of the solicitation. OJP does not automatically approve requests to submit a late application.

Attachment Tips. OVC strongly recommends that applicants use descriptive names when labeling attachments. This slide shows you good examples and bad examples.

Adding Attachments. 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 with 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.

In terms of checking for errors, as we indicated, 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 workplace--or excuse me, workspace not just those required in the application package. If you receive a "Cross-Form Errors" message after the clicking the "Check Application" button, refer to the "Cross-Form Errors" help article for more detailed information about this validation error.

Important Contact Information can be found on page 2. As we indicated, all applications are submitted through the GMS system. If you experience technical issues when submitting your application, please contact the GMS helpline. Their contact information is on the screen and on page 2 of the solicitation. If you have gotten questions about this solicitation, or need general assistance with the document, please contact the DOJ NCJRS Response Center. Their contact information is also listed on the screen and on page 2 of the solicitation.

Tips. Start the application process early. Registrations, DUNS, SAM, Grants.gov. Identify partners. Schedule planning meetings with proposed partners, and begin drafting MOUs. Apply under the correct competition ID, which is OVC-2019-15653. Ask for the amount of funding needed.

The last slide gives you several important websites to assist you with this process. Now for question and answers.

MARY JO GIOVACCHINI: Give us one second before we start the questions and answers. We do have a couple here. We'll give you a minute to see if there's anything else that you can think of.

Okay. Hello, all. I just wanted to bring to your attention, applications are submitted through Grants.gov, not GMS. The information on this slide is correct, that is the customer service number for Grants.gov as well as their email address. Grants.gov is open 7 days a week, Mondays through Sundays, except for federal holidays. So at this time, we can go ahead and we can start the questions and answers.

Our first question, we have two questions, "Is the budget listed for Purpose Area 2 for 3 years total, or for 1 of each of 3 years? Is the budget listed for Purpose Area 2 for 3 years total or 1 of each of 3 years?"

STACY PHILLIPS: Is this on?

MARY JO GIOVACCHINI: Uh-hmm.

STACY PHILLIPS: Okay. So the award is a 3-year award. Typically, what we find is your budget is typically broken down into year by year, but then with this, you know, a total on the 3 years. So, I would follow the Excel sheet that's provided and most applicants typically break it down year one, year two, year three that coincides with their timeline and then, you know, the final budget obviously is for all 3 years.

MARY JO GIOVACCHINI: "For Purpose Area 2, can one of the two key staff required be with a partner organization or do both need to be with the applicant agency?"

STACY PHILLIPS: That's a good question. I just--I just want to locate it. There it is. I think that as long as your lead--there's--when you apply, there should be one lead agency. And there should be someone from that lead agency that is the point of contact. And then however you bring in your partners is up to you, whether they're subrecipients or whether they are contractors, or what have you. And you can find that information in the DOJ Financial Guide to help you differentiate between the two. But you can be the lead applicant and then have partners as part of your application and things like that. Does that answer the question?

MARY JO GIOVACCHINI: If you feel that that doesn't answer the question, you can submit a follow up.

"Can tables be included in the Program Narrative and can the font be smaller? Also, can the work plan be submitted as an attachment?"

STACY PHILLIPS: Yeah. So the font cannot be smaller and it has to be--if you use tables, it does have to be within that--I think we said 20 or 25 pages, whatever is listed on here. I think we said 25 pages. Whatever the page limit is, which is also on the solicitation, any tables that you put in the application need to be included in that range of page--pages. And also you have to use the same font. And it's really specific, like, I'm serious. They will--they have very strict guidelines to follow and if you don't follow those guidelines or you go over the page limit, you will automatically get dropped out of the peer review process. It won't even come to us because there's technical guidelines that are--that are followed and that's one of them.

MARY JO GIOVACCHINI: And just to follow up a little bit, what she's referring to is the basic minimum requirements or BMR. So, they're going to look for those simple things like your font and your page count, and if one of those things you're not meeting that criteria, you're out. You could have the best application out there and you're not going to make it to a review process.

STACY PHILLIPS: Yeah, and that won't be an eligible, like, waiver in addition to that. So, like, where it said on the--on the page to be specific with your attachments and making sure that you label them properly, that's super important, too. Especially in terms of, like, your MOUs because that is something that we're looking for in this

particular solicitation because of the partnerships. So, if we don't know that they're there, your application could, you know, get pushed out. What was the other one?

MARY JO GIOVACCHINI: "How long until applicants find out that they were accepted or not?"

STACY PHILLIPS: When they say accepted, you mean through--when they're applying?

MARY JO GIOVACCHINI: Yeah, Are you--are you referring to accepted as in it has gone through successful--successfully through Grants.gov or do you mean has a decision been made on the funding possibility if you're funded or not funded? So the person that asked that question, if you could follow up to indicate what you mean by accepted.

"Is it a requirement to include near death in the proposed project?"

STACY PHILLIPS: So I think when we're looking at crime victimization, near death and serious injuries is something that Fatality Review Teams across the country look at when they are reviewing. Many times, states and other entities will look at serious injuries, so that is important in the solicitation. When you look in the Program Narrative, it's going to give you different bullets and ideas as to what to include in your Program Narrative. It's up to you what you determine you're going to include.

MARY JO GIOVACCHINI: I'm going to answer this next question. The presentation will not be sent to anybody personally. We will be posting it, though, to the OVC website. So, it will be a copy of the PowerPoint, a transcription, as well as the live recording.

Somebody wants to know "where they can download the guidebook." So, I'm not sure which guidebook you're referring to. There's a couple references made such as the DO Finance--DOJ Financial Guide, the OJP Research Guide. So, could you please clarify specifically which guidebooks that you are interested in locating?

And the person that wanted to know about the award, they wanted to know, "when will they find notice if the--their proposal has been awarded or..."

STACY PHILLIPS: So I don't have exact dates on that. I will tell you that most of the time, it--it's done sometime in September because the award is set to begin October 1st. So it'll really depend on funding recommendation memos and things like that. But I would say as a last case scenario, it would be at some point in September.

MARY JO GIOVACCHINI: "What type of geographic spaces are eligible, county or state?" So I think they are looking for the eligible entities.

STACY PHILLIPS: All of that. They are all eligible. If you have a lead applicant and in--its county and you pull in what's necessary for this solicitation, you're completely welcome to apply. Just look under the eligibility guidelines.

MARY JO GIOVACCHINI: I still don't have follow up to the guidebook question, but if you are looking for the OJP Grant Application Resource Guide, that information is located on the OJP website and it's probably listed in here. So you'll see the second bullet, the OJP Grant Application Resource Guide is showing right now on the slide, that URL, along with the Financial Guide, the Budget Detail Worksheet, and a lot of other information that you might find helpful. I will leave this slide up here and that'll give you all an opportunity to look at those URLs. If the guidebook that you're looking for is not addressed on this slide, please send a follow up so that we could definitely address your question.

STACY PHILLIPS: I think the other one I want to go back to is the award one, too. This solicitation came out a little bit earlier than what is--typically happens. And so it is feasible that awards can be--people can be of--informed of being granted an award a lot sooner. It's going to just honestly depend on the process and OCFO, and all those things that come into play with it. So because this solicitation is going to close a lot earlier than what a typical--some typical solicitations close, it is feasible that you could find out sooner than September.

MARY JO GIOVACCHINI: All right. And one other thing I want to remind everybody right now looking on your screen, there's the information for the NCJRS, the National Criminal Justice Reference Service. If you do have questions after today's webinar about this solicitation, you can submit your question to them, grants@ncjrs.gov and they will work with Stacy to get an answer to you, if necessary. You also have the information there for the Grants.gov website if you do have any technical problems. So, give us a second here and we're going to see if there's any questions that we have overlooked.

STACY PHILLIPS: ...your application, but I can discuss information regarding the solicitation itself.

MARY JO GIOVACCHINI: At this time, it does not appear as--oh, we do have another question, it just popped up.

"For applicants without federally approved indirect rates, is it an expectation that the applicant will be applying for one within the project period?"

STACY PHILLIPS: If you don't have an indirect cost rate, you can--if you've never had one before, you can get one. So, that should definitely not be something that deters you from applying.

MARY JO GIOVACCHINI: All right. And that is our last question as of now. I'm going to check the chat box just to see if anybody submitted anything via the chat. It does not look like it. All right. At the--at this time then we are going to end the webinar. Thank you so much for attending. We wish you luck in your application.

STACY PHILLIPS: Thank you. Have a great day.