

OVC Fiscal Year 2020 State Victim Liaison Project

February 20, 2020



Presenter



Joel Hall

Victim Justice Program Specialist

State Compensation and Assistance Division

Office for Victims of Crime



Webinar Outline



1. OVC Overview and Mission
2. Breakdown of the **State Victim Liaison Project** solicitation
 - Project Purpose, Focus Areas, Goal, and Objectives
 - Eligibility
 - Application and Award Timelines
 - Required Documents
3. How to Apply
4. Questions and Answers



This program furthers the Department's mission by serving crime victims in rural/tribal areas; older victims of crime (aged 60 years or older) of any crime; and victims of violent crime.

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.

VOCA-Authorized Activities



Crime Victim Compensation (formula)

- Direct payments for crime victims
- Reimbursement for crime-related expenses (e.g., medical, mental health counseling, funeral and burial, lost wages, loss of support)

Victim Assistance Services (formula)

- Community-based victim service programs
- Supports the delivery of direct services (e.g., counseling, shelter, advocacy, legal services)

OVC Discretionary Activities

- National-scope training and technical assistance
- Demonstration and services programs
- Victim legal assistance
- Program evaluations
- Fellowships
- Services for victims of federal crimes (e.g., tribal victim assistance)

Project Purpose

(Pg. 1)



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC), is seeking applications for funding for a State Victim Liaison Project that will place at least one experienced crime victim advocate within selected VOCA State Administrating Agencies (SAAs) to help states enhance services to:

1. victims in rural/tribal areas; and/or
2. older victims of crime; and/or
3. victims of violent crime.

Goal



Liaisons will act as a bridge between the state and other state-based non-governmental organizations to identify gaps in victim services and improve and increase access to resources for crime victims in rural/tribal areas, older victims, and victims of violent crime.. Liaisons should possess statewide networking connections for effective interaction with community leaders, allied professionals, and community stakeholders to achieve the objectives of this project.

Project Objectives

(Pgs. 4-5)



Successful applicants will achieve this goal through the following objectives:

1. Identify existing statewide, local, and federal resources for victims within one or more of the three identified target areas;
2. Identify how those services are currently not meeting the demand for services in one or more of the three specified areas;
3. Identify how state, local, NGOs, and other allied professionals can improve collaboration to enhance services to crime victims in one or more of the three specified areas;

Project Objectives

(Pgs. 4-5)



4. Meet with community stakeholders to identify the needs in the target areas and strategies to address those needs;
5. Develop concrete recommendations and an implementation plan to enhance services in the target areas;
6. Implement the strategies and recommendations;
7. Assess the effectiveness of the implementation;

Project Objectives

(Pgs. 4-5)



8. Develop a plan to sustain these staff position(s) after the VOCA funding period has ended;
9. Conduct a series of comprehensive strategic planning sessions, as appropriate, with state and community stakeholders.
10. Complete all reporting requirements; and
11. Complete other deliverables as determined by OVC.

Applicants are encouraged to develop additional objectives to advance the purpose of this project.

Eligibility to Apply

(Pg. 1)



State Administering Agency(s) for VOCA Victim Assistance and Compensation grant programs.

The following entities are eligible to apply:

- SAA's, District of Columbia, Puerto Rico, the U.S. Virgin Islands, American Samoa, Guam, and the Northern Mariana Islands.

For additional information on Eligibility, please review the title page of the solicitation.



- Solicitation Opened: **February 4, 2020**
- Solicitation Closes: **April 9, 2020**

OVC recommends you submit applications
at least 72 hours prior to the application due date.

Award Amount and Project Period (Pg. 5)



Maximum number of awards OVC expects to make:	20 Awards
Estimated maximum dollar amount for each award:	\$500,000
Total amount anticipated to be awarded under solicitation:	\$10 million
Period of Performance start date:	10/01/2020
Period of Performance duration:	36 Months

Type of Award

(Pg. 6)



- This award will be made as a **Grant**:
 - Legal instrument of financial assistance
 - **Awarding agency** maintains an **oversight** and **monitoring** role
 - **Without substantial involvement** with awarding agency

See the “Administrative, National Policy, and Other Legal Requirements” section of the [OJP Grant Application Resource Guide](#) for more information.

Part 200 Uniform Requirements (Pg. 6)



All award recipients and any subrecipients/subawards are subject to Part 200 Uniform Requirements. (See the OJP Grant Application Resource Guide

[https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide#financialManagement.](https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide#financialManagement))

Applicants may also review DOJ Grants Financial Guide at

<https://ojp.gov/financialguide/DOJ/index.htm>

Applications **MUST** Include (Pgs. 6; 14)



These elements **MUST** be included in the application submission to meet the basic minimum requirements to advance to peer review and receive consideration for funding:

- Program Narrative
 - Description of the Issue (20%)
 - Project Design and Implementation (40%)
 - Capabilities and Competencies (20%)
 - Plan for Collecting the Data Required for this Solicitation's Performance Measures (10%)
- Budget Detail Worksheet including the Budget Narrative (10%)

Program Narrative Format (Pg. 7)



- Double-spaced, using a standard 12-point Times New Roman font
- No less than 1-inch margins
- Not exceed 15 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

- Applicants should examine the data collection requirements and key performance measures (Pg. 12 & Appendix A).
- Describe plan to collect this data.
- Award recipients will be required to provide the relevant data by submitting quarterly performance metrics through OVC's online Performance Measurement Tool (PMT):
 - <https://ovcpmt.ojp.gov/>.

Budget Detail Worksheet and Budget Narrative (Pg. 8)



See the [OJP Grant Application Resource Guide](#) for information on the:

- [Budget Information and Associated Documentation](#) in the Budget Preparation and Submission Information section.
- Use the DOJ standard form; Excel version preferred.
- Budget detail and budget narrative combined in one 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 should be mathematically sound and correspond with information described in the program narrative and aligned with the project design.
- Available at: <https://www.ojp.gov/funding/apply/forms/ojp-budget-detail-worksheet>

Applications also **MUST** Include (Pgs. 7-9)



The following information must be included in the application submission:

- Application for Federal Assistance (SF-424)
- Project Abstract
- Information on Proposed Subawards or Procurement Contracts (if applicable)
- Indirect Cost Rate Agreement (if applicable)
- Financial Management and System of Internal Controls Questionnaire
- Disclosure of Lobbying Activities (SF-LLL)
- Applicant Disclosure of Pending Applications
- Applicant Disclosure and Justification—DOJ High-Risk Grantees
- Tribal Authorizing Resolution (if applicable)
- Disclosure of Process Related to Executive Compensation
- Other Attachments (as needed)
 - Request and Justification for Employee Compensation; Waiver (if applicable)
 - Time-Task Plan
 - Job Descriptions and Resumes



FY 2019 Coordinated Tribal Assistance Solicitation Program 2019-10856-AL-1A

Application

Review SF-424 Print a Copy

Application Handbook

- Purpose Areas
- Overview
- Applicant Information
- Purpose Area Details
- Budget and Program Attachments
- Assurances and Certifications
- Review SF-424
- Submit Application
- Required CTAS Application Attachments

Instructions: You can use this page to review the completed SF-424 for each purpose area by selecting the purpose area from the drop-down menu. Project Title, Project Description, Congressional Districts or Budget, you will need to return to the purpose area details page.

Purpose Area: 07-Tribal Victim Services Set-Aside Program (OVC)

APPLICATION FOR FEDERAL ASSISTANCE	
1. TYPE OF SUBMISSION Application Construction	2. DATE SUBMITTED
	3. DATE RECEIVED BY STATE
	4. DATE RECEIVED BY FEDERAL AGENCY
5. APPLICANT INFORMATION	
Legal Name OJP OCIO Testing	Organizational Unit Testing Inc.
Address 123 Test Street Test, AL 12333-1233	
6. EMPLOYER IDENTIFICATION NUMBER (EIN) 12-4322222	7. TYPE OF APPLICANT State
8. TYPE OF APPLICATION New	9. NAME OF FEDERAL AGENCY Office for Victims of Crime
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 16,841 CFDA TITLE: Tribal Victim Services Set-Aside Program	
11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT Testing via automation.	
12. AREAS AFFECTED BY PROJECT Testing via automation	
13. PROPOSED PROJECT Start Date: 10/01/2019 End Date: 09/30/2022	
14. CONGRESSIONAL DISTRICTS OF a. Applicant	

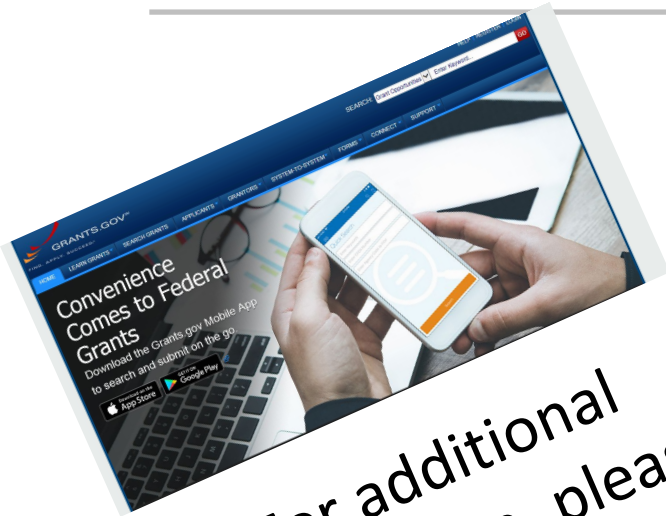
[Home](#)
[Off](#)

Double Check the SF-424

- Type of Application: **“New”**
- Legal Name: **Enter the same legal name you use in all OJP award documents. Must be exactly the same.**
- Start/End Dates: **10/01/20 – not more than 09/30/23**
- Estimated Funding: **Must match the federal request in the Detailed Budget Worksheet**
- Project Description: **FY 20 State Liaison Project**

How to Apply in Grants.gov

(Pg. 9)



For additional information, please review [OJP Grant Application Resource Guide](#)

All Applicants should complete the following steps:

1. Acquire a unique entity identifier (a Data Universal Numbering System (DUNS) number)
2. Register or maintain registration with the System for Award Management (SAM) database well in advance of applying (replaces CCR).
3. Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.
4. Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).
5. Search for the funding opportunity on Grants.gov
6. Select the correct Competition ID.
7. Access Funding Opportunity and Application Package from Grants.gov.
8. Submit a valid application consistent with the solicitation by following the directions at Grants.gov.



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 sixty (60) days of the registration activation. **Notarized letters must be submitted via U.S. Postal Service Mail.**

Technical Problems / Request for Late Submission (Pgs. 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

(Pg. 2)



- **OVC strongly recommends that applicants use descriptive names when labeling attachments.**

Good Example:



File Name: File 4: Budget Detailed Worksheet

File Name: File 6: Information on Proposed Subawards.

Bad Examples:



File Name: Budget

File Name: File 4



Review Criteria (Pgs. 6; 9; 14)

These elements **MUST** be included in the application submission to meet the basic minimum requirements to advance to peer review and receive consideration for funding:

- **Program Narrative**
 - Description of the Issue (20%)
 - Project Design and Implementation (40%)
 - Capabilities and Competencies (20%)
 - Plan for Collecting the Data Required for this Solicitation's Performance Measures (10%)
- **Budget Detail Worksheet including the Budget Narrative (10%)**

Tips



- Start the application process early!
 - Registrations (DUNS, SAM, Grants.gov)
 - Identify Service Partner(s)
 - Schedule planning meetings with proposed partner(s)
 - Begin drafting MOUs, Letters of Intent, and Subcontracts/Subgrants
- Apply under the correct competition ID: **OVC-2020-17571**.
- Submit your application 72 hours prior to the due date.
- Using the Budget Detail Worksheet template is required.
 - Applicants must follow the same format (headings, subsections, etc.) if not using the template for this critical element.
- Ask for the amount of funding needed.

Stay Connected to OVC



Subscribe to receive notices about OVC's programs and initiatives in one of two ways.

- **Text to Subscribe:** Text **OJP OVC [your email address]** to **468-311** to subscribe. *Message and data rates may apply.*
- **Online:** Visit https://puborder.ncjrs.gov/Listservs/subscribe_newsfromovc.asp and enter your email address.

Follow us on social media.

- **Facebook:** <https://www.facebook.com/OJPOVC>
- **Twitter:** <https://twitter.com/OJPOVC>
- **YouTube:** www.youtube.com/ojpovc

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
- 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.

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 or <https://grants.gov/web/grants/support.html>
- Provides information on available federal funding opportunities for various federal agencies.

Important Web Resources



- Office for Victims of Crime: www.ovc.gov
- DOJ Grants Financial Guide: <https://ojp.gov/financialguide/DOJ/index.htm>
- OJP Grant Application Resource Guide: <https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide>
- OVC Training and Technical Assistance Center: www.ovcttac.gov
- Grants Grants Management System Help Desk: GMSHelpDesk@usdoj.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/>
- National Criminal Justice Reference Service: www.ncjrs.gov

Question Time



To submit a question, use the [Q&A Box](#) and select [all panelists](#).