

**OVC Fiscal Year 2020  
Improving Community  
Preparedness to Assist Victims of  
Mass Violence or Domestic  
Terrorism: Training and Technical  
Assistance Project**

**April 22, 2020**



# Presenters



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# Agenda



- OVC Mission
- Solicitation Purpose
  - Eligibility
  - Goals and Objectives
  - Award Information
  - Critical Application Elements
- How To Apply
- Q & A



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

# *OVC Mission Statement*

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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.

# Where to Find the Solicitation



## Places to Look:

### 1. OVC Website:

<https://ovc.ncjrs.gov/Solicitation.aspx>

### 2. Office of Justice Programs Website:

<https://ojp.gov/funding/Explore/CurrentFundingOpportunities.htm>

### 3. Grants.Gov at:

<https://www.grants.gov/web/grants/search-grants.html>

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U.S. Department of Justice  
Office of Justice Programs  
Office for Victims of Crime



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**Improving Community Preparedness to Assist Victims of Mass Violence or Domestic Terrorism: Training and Technical Assistance Project**

FY 2020 Competitive Grant Solicitation

CFDA # 16.321

Grants.gov Solicitation Number: OVC-2020-18613

Solicitation Release Date: April 9, 2020

Application Deadline: 11:59 p.m. eastern time on May 26, 2020

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office for Victims of Crime (OVC) is seeking applications for funding for the Fiscal Year (FY) 2020 Improving Community Preparedness to Assist Victims of Mass Violence or Domestic Terrorism: Training and Technical Assistance Project. This program furthers the Department's mission by enhancing the community response to victims of crime in criminal mass violence or domestic terrorism incidents. It aligns directly with the Department's mission and Attorney General's priorities for reducing violent crime and providing vital support to crime victims.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants on how to prepare and submit applications for funding to OJP. If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.

**Eligibility (Who may apply):**

Eligible applicants are limited to

# Overview

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This project will provide training, technical assistance, and support to enable communities to augment their existing emergency response plans to ensure that they include effective protocols and strategies to address the immediate and long-term needs of victims, families, first responders, and communities after criminal mass violence or domestic terrorism incidents. TTA for:

- law enforcement and other first responders;
- state, local, or tribal units of government;
- and victim service providers who are central in coordinating responses to criminal mass violence incidents.

# Eligibility

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Eligible applicants are limited to:

- public agencies (including state or local units of government);
- private for-profit and nonprofit organizations (including tribal for-profit and nonprofit organizations); and
- institutions of higher education (including tribal institutions of higher education).



**11:59 p.m. ET**  
**May 26, 2020**

OJP urges applicants to submit applications **at least 72 hours prior** to the application due date.

# *Program Description & Purpose (Pg. 5)*



- Incidents of criminal mass violence and domestic terrorism present unique challenges to the communities in which they occur and are traumatizing to the victims and families impacted as well as to the responding law enforcement and other emergency personnel.
- Ideally, a community's response to a mass violence incident will include a carefully planned and coordinated mobilization of law enforcement, other first responders, healthcare and mental health professionals, victim service providers, and multiple levels of governmental agencies.
- Planning must focus on strategies that are timely, compassionate, evidence-based, and comprehensive (addressing the impact of trauma on both victims and first responders).

# Goal

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The overall goal of this program is to assist state, local, and tribal law enforcement; units of government; emergency managers; prosecutors; victim service providers; and other stakeholders in augmenting their **community emergency management response plans** to ensure that the needs of victims, families, and first responders are addressed after incidents of criminal mass violence or domestic terrorism.

# Objectives & Deliverables

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1. Provide individualized TTA to law enforcement and first responders; units of state, local and tribal government; and other community stakeholders and victim service providers to assist in developing partnerships, policies, and procedures to address the needs of victims of crime after incidents of criminal mass violence and domestic terrorism. The provider will assist with a range of activities, including those outlined in OVC's [Helping Victims of Mass Violence & Terrorism: Planning, Response, Recovery and Resources Toolkit. Partnerships and Planning Checklist](#).
  - Deliverables include complete performance measure data that accurately quantifies and describes TTA provided, brief reports to OVC summarizing the range of TTA requested, and status of TTA provided.



2. Expand the capacity of agencies and local governments by providing supplemental resources to those seeking to augment their existing emergency response plans. Strategies to expand capacity may include access to onsite consultants, small subawards, or other resources to jurisdictions who do not currently have adequate staff or funding to engage in the development of a comprehensive victim assistance plan.
  - Deliverables include a plan for assessing the level of need in each jurisdiction requesting support, recommended selection criteria for receiving TTA, and a plan for the provision of supplemental resources. The TTA provider will work in coordination with OVC regarding the selection of TTA sites and prior approval from the grant manager is required for any subaward to an organization or entity that would receive TTA under this award.



3. Assemble a cadre of expert consultants to provide evidence-based TTA.
  - Deliverables include a list of recommended TTA consultants along with their qualifications.
  
4. Design and implement outreach and public awareness strategies targeting law enforcement, first responder, state, local, and tribal agencies involved in emergency planning/response efforts to raise awareness about available TTA.
  - Deliverables include the submission of a detailed outreach plan.



5. Deliver presentations and TTA workshops at national, regional, or state conferences attended by emergency managers to raise awareness of TTA resources and engage emergency response planners.
  - Deliverables include submission of a detailed plan for presentations to target groups and performance measurement data related to these efforts.
  
6. Conduct ongoing data collection and evaluation activities for the purpose of performance measurement and improvement of TTA delivery.
  - Deliverables include the development of a system for receiving, tracking and responding to TTA requests and a process that assesses user satisfaction with TTA services.

# Federal Award Information

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Maximum number of awards:	1
Estimated maximum dollar amount for each award:	\$3 million
Total amount anticipated to be awarded under solicitation:	\$3 million
Period of Performance start date:	October 1, 2020
Period of Performance duration:	36 months
Type of Award:	Cooperative Agreement

# Applications **MUST** Include (Pgs. 8-11; 12)



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

- **Program Narrative\***
  - **Description of the Issue** (20% of the application score)
  - **Project Design and Implementation** (40% 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)
  - 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.**

# *Program Narrative Format*

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- Double-spaced
- 12-point Times New Roman font
- 1-inch margins
- Not exceed 20 pages
- Pages should be numbered

If the Program Narrative fails to comply with these length-related restrictions, OVC may negatively consider such noncompliance in peer review and in final award decisions.

# Data Collection

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Your response to this section must include the following information:

- A plan for collecting all of the performance measures data required by this solicitation. Award recipients will be required to provide the relevant data by submitting quarterly performance data through the Transforming Victim Services module in OVC's online Performance Measurement Tool (PMT) located at <https://ovcpmt.ojp.gov/>. Applicants should review the applicable performance measures at <https://www.ovc.gov/grants/pdftxt/TVS-questionnaire.pdf>. Complete the following sections, including any relevant shared measures:

I. Training

II. Technical Assistance

V. Collaborative Partnerships

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.

# Budget Information and Associated Documentation



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 Budget Detail Worksheet form.
- Excel version preferred.
- Budget detail and budget narrative combined in one document.
- Available at: <https://www.ojp.gov/funding/apply/forms/ojp-budget-detail-worksheet>

A screenshot of the U.S. Department of Justice Office of Justice Programs website. The page title is "OJP Budget Detail Worksheet". The main content area contains a paragraph explaining that the Budget Detail Worksheet and the Budget Narrative are now combined in a single document. It also provides two links: "Budget Detail Worksheet (Excel - 561 KB)" and "Budget Detail Worksheet (PDF - 3.68 MB)". On the right side, there is a sidebar with links for "Applicant Resources", "Opportunities &amp; Awards", and "Recipient Resources". The top navigation bar includes "Home", "About Us", "News Center", "Grants/Funding", "For Congress", "Resources", "Topics", and "Training". A search bar is also present in the top right corner.

# Applications also **MUST** Include (Pg. 16)



- SF-424
- Project Abstract
- Indirect Cost Rate Agreement (if applicable)
- Financial Management Questionnaire
- SF-LLL
- Disclosure of Pending Applications
- Disclosure and Justification – DOJ High Risk Grantees
- Tribal Authorizing Resolution (if applicable)
- Research and Evaluation Independence and Integrity
- Disclosure of Process Related to Executive Compensation
- Project Timeline
- Resumes/Curriculum Vitae of Key Personnel
- Letters of Support
- Request and Justification for Employee Compensation; Waiver (if applicable)

Review the solicitation checklist and see [OJP Grant Application Resource Guide](#) to review the details for submitting many of these elements.

# How to Apply

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- 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
- Apply under the correct competition ID: **OVC-2020-18613**.

# Review Process

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- Peer reviewers (internal, external, or a combination) will review the applications to ensure they meet basic minimum requirements, such as:
  - The application was submitted by an eligible type of applicant
  - The application requested funding within programmatic funding constraints (if applicable)
  - The application was responsive to the scope of the solicitation
- Before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant.

# *Federal Award Administration Information (Pg. 13)*



See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

- Award notifications made by September 30, 2020 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!

Also see:

[Administrative, National Policy, and Other Legal Requirements](#)

[Information Technology \(IT\) Security Clauses](#)

General Information About [Post-Federal Award Reporting Requirements](#)

# *Solicitation Assistance and Support (Pg. 2)*



## **National Criminal Justice Reference Service (NCJRS) Response Center**

<https://www.ncjrs.gov>

- Provides programmatic and general assistance with solicitation requirements.
- Links to all current OJP funding opportunities
- Subscribe to receive email notifications of new opportunities
  - Sign up to receive the biweekly **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.
- **Phone:** 800–851–3420
- **Email:** [grants@ncjrs.gov](mailto:grants@ncjrs.gov)
- **Web chat:** <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>
- **TTY** at 301–240–6310 (hearing impaired only)
- **Hours of operation:** 10:00 a.m. to 6:00 p.m., eastern time, Monday through Friday.

# Technical Application Assistance (Pg. 2)



## Grants.gov

- Provides technical assistance with submitting an application
  - **Customer Support Hotline** – 800-518-4726 or 606-545-5035
    - The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.
  - **Email**
    - <https://www.grants.gov/web/grants/support.html>
    - [support@grants.gov](mailto:support@grants.gov)
- Provides information on available federal funding opportunities for various federal agencies.

# Last Minute Technical Difficulties?



1. **Contact** the Grants.gov Customer Support Hotline at <https://www.grants.gov/web/grants/support.html> or the SAM Help Desk (Federal Service Desk) at <https://www.fsd.gov/fsd-gov/home.do> to report the technical issue and **receive a tracking number**.
2. **Call or Email** the NCJRS Response Center at toll free at 800-851-3420; via TTY at 301-240-6310 (hearing impaired only) or email to [grants@ncjrs.gov](mailto:grants@ncjrs.gov) **within 24 hours after the application deadline**.

## The email must:

1. describe the technical difficulties;
2. include a timeline of the submission efforts;
3. the complete grant application;
4. DUNS number; and
5. Grants.gov Help Desk or SAM tracking number(s).



**Note: DOJ *DOES NOT* automatically approve requests for a late submission**

# Technical Problems/Request for Late Submission



The following conditions generally are insufficient to justify late submissions:



- Failure to register in SAM or Grants.gov in sufficient time
- Failure to follow Grants.gov instructions
- Failure to follow each instruction in the OJP solicitation.
- Technical issues with the applicant's computer

# Applications Due by:



# Stay Connected to OVC

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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](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](http://www.youtube.com/ojpovc)



# Important Websites

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- 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/>



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