

Office on Violence Against Women National Service Line for Incarcerated Survivors of Sexual Abuse Solicitation

FY 2024 Pre-Application Information Session
September 30th, 2024



U.S. Department of Justice
OVW
Office on Violence Against Women
Working Together to End the Violence

Overview (Please Make Sure to Review the Solicitation in its Entirety)

- Overview of the Office on Violence Against Women (OVW)
- Overview of the National Service Line for Incarcerated Survivors of Sexual Abuse (NSLISSA) Program
- Eligibility Information
- Registration, Application Components, and Key Submission Information



Office on Violence Against Women

- OVW is a component of the United States Department of Justice (DOJ).
- Created in 1995, OVW administers grant programs authorized by the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership on issues of domestic violence, dating violence, sexual assault, and stalking.
- OVW grants support coordinated community responses to hold offenders accountable and serve victims.



At-a-Glance

Grants.gov Number	O-OVW-2024-172228
Eligible applicants	• Victim service providers • Nonprofit, nongovernmental organizations providing training and technical assistance
Award Period	3 Years (36 months)
Funding Levels	Up to \$2 million
Registration: System for Award Management (SAM) and Grants.gov	Immediately (SAM takes average 2-3 weeks and Grants.gov 1 week)
Grants.gov Closing Date	11:59 pm ET on November 12, 2024
JustGrants Closing Date	8:59 pm ET on November 14, 2024.
Period of Performance Start Date	January 1, 2024

Program Purpose Areas

Recipients will be implementing the recommendations of the report: [Building a Service Line to Support Incarcerated Survivors of Sexual Abuse | Urban Institute](#) (but only for victim services, not reporting)

Funds under this program must be used to create and pilot test a service line for sexual abuse victims in adult correctional settings in four states using two different models:

- Model 1 will be implemented in two states. The successful applicant will partner (via subaward) with an entity in each state, such as a victim service provider or sexual assault coalition, to respond to the calls for service.
- Model 2 will be implemented in two other states. The successful applicant will operate the line and respond to calls for services directly from abuse victims in adult correctional settings in those two states.

NOTE: A single recipient will be selected to implement the service line in all 4 states and the contact information for the line will be the same across all 4 states.



Requirements for operation of the line

As outlined in the report, the service line must include the following required components:

- Providers specialized in delivering trauma-informed emotional support services to incarcerated survivors of sexual abuse.
- Multiple means of communication for using the service line, such as phone, chat, text, email, letter, or video.
- Privacy and confidentiality to the extent possible in all means of communication for using the service line.
- Accessibility for underserved populations.
- Training for system stakeholders.
- Comprehensive and frequent education for incarcerated people.
- Routine maintenance of the service line.
- Data collection and analysis, such as data on victims served in each of the pilot states, including type of facility, demographic information about the victims, and services provided.

Award Period and Amounts

- The budget cap of **\$2,000,000** includes direct and indirect costs.
- Budgets, including the total estimated funding requested on the SF-424, must reflect the requested project duration (no more than **36 months or three years**)
- All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.
- Budgets should include funding for accessibility and compensation for project partners.



Who Can Apply?



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Eligible Applicants

The following entities are eligible to apply for NSLISSA funding:

1. Victim service providers with experience providing services to victims of sexual abuse in correctional settings.
2. Nonprofit, nongovernmental organizations providing training and technical assistance regarding services for sexual abuse victims in correctional settings.

Applicants must meet one of the categories described above. Additionally, meaningful partnerships are essential to the success of this project. Therefore, applicants must partner with individuals and organizations that possess the subject matter expertise outlined in the Other Program Eligibility Requirements section in the solicitation.



Required Skillsets

- Required Skillset **of the Applicant**
- The applicant must possess the following skillsets to manage the individuals and organizations working on this project, and to implement the project successfully:
 1. Have a documented history of managing large-scale projects financially, operationally, and programmatically.
 2. Have experience providing training and technical assistance on a large scale.
 3. Possess the ability to coordinate among diverse people, perspectives, and interests seamlessly and efficiently.



Required Expertise of Partners

The applicant must partner with individuals and organizations who collectively possess the expertise listed below. **Each individual and organization does not need to have all the expertise listed, but all areas of expertise listed below must be represented through a formal partnership.**

1. Expertise in and experience working with corrections.
2. Expertise in addressing sexual abuse in correctional settings.
3. Expertise in providing direct sexual assault victim services. This expertise and experience should be extensive and beyond managing a crisis hotline.
4. Expertise in providing direct sexual assault victim services to underserved populations, such as populations that are underserved due to geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, and populations underserved because of special needs (such as language barriers, disabilities, immigration status, or age).
5. Expertise in the various forms of communication used within correctional settings (such as the specific phone systems, chat, email, letters, etc.) and communication technology that would be used to implement this project.



Ineligible Entities and Disqualifying Factors

Applications submitted by ineligible entities or that do not meet all program eligibility requirements will not be considered for funding.

An application deemed deficient in one or more of the following categories may not be considered for funding:

- Activities that compromise victim safety
- Out-of-scope activities
- Unallowable costs
- Pre-award risk assessment
- Completeness of application contents
- Timeliness



Activities that Compromise Victim Safety and Recovery or Undermine Offender Accountability

OVW does not fund activities that jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions.

Applications that propose any such activities may receive a deduction in points during the review process or may be eliminated from consideration.

Please note that OVW will support survivor-centered alternative pathways to justice and non-criminal approaches to accountability that fall within the statutory scope of this program.



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Program Requirements

- Engage in a planning period of a minimum of six months- develop a work plan, including detailed goals, objectives, and timeline, a staffing plan, an accessibility plan, and a technology plan, including identifying all equipment, platforms, software, and subscriptions to be used during the project.
- Develop a process to select the four pilot states to maximize diversity of facility types.
- Develop policies including, but not limited to, those addressing confidentiality, information-sharing, communication, and facility participation.



Program Requirements- cont.

- Maintain a close working relationship with OVW for project development and implementation, including regular coordination and meeting with OVW a minimum of once a month to discuss the project.
- Submit all products developed with grant funds for review and approval.
- Coordinate with OVW to identify consultants and advisors for the project.
- Participate in OVW-sponsored training and technical assistance.
- Collect data for and report on performance indicators (OVW will provide forms, instructions, training, and related tools on performance reporting).
- Participate in an assessment or evaluation, if OVW conducts one that requires grantee involvement.



Questions?



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Application Contents

Proposal Narrative, Budget Detail Worksheet, Memorandum of Understanding



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Letter of Intent (LOI)

Applicants intending to apply for FY 2024 funding under this program are strongly encouraged to submit a Letter of Intent stating that they are registered and current with SAM and with Grants.gov. The letter should be submitted to OVW at OVW.PREAServiceLine@usdoj.gov by October 24, 2024. This letter does not obligate the applicant to apply.

Interested applicants who do not submit a Letter of Intent are still eligible and encouraged to apply.



Application Contents- cont.

Proposal Narrative

Budget Detail Worksheet and Narrative

MOU

NOTE- if the application is missing any of these, it will be removed from consideration



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Formatting and Technical Requirements

Applications must follow the requirements below for all documents attached to the application, unless otherwise noted. Points may be deducted for applications that do not adhere to the following requirements:

- Double-spaced (charts may be single-spaced)
- 8½ x 11 inch pages
- One-inch margins
- Arial font, type no smaller than 11 point, except for footnotes, which may be 9 point
- Page numbers
- No more than 25 pages for the Proposal Narrative
- Documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt)
- Headings and sub-headings that correspond to the sections identified in the solicitation



Proposal Abstract

- The Proposal Abstract should summarize the proposed project in plain language, including the project title, purpose of the project, goals and intended outcomes, primary activities, intended beneficiaries, and subrecipient involvement (if known).
- If the application is funded, the abstract typically will become public information and may be used to describe the project.
- The abstract does not count against the page limit for the Proposal Narrative.
- The Proposal Abstract, which is to be **entered into a text box in JustGrants**, will not be scored but is used throughout the review process



Proposal Narrative

The Proposal Narrative may not exceed 25 pages, double-spaced. Reviewers will not read beyond this page limit. The Proposal Narrative must include the two sections below:

Proposed Activities (35 points)

- 1. Describe the planning process to implement the service line in the four states, including the process for selecting the states, to include diversity of facility types such as federal, state, local, and Tribal.**
- 2. Describe what will be needed to implement the mandatory components of the service line (as relevant for victim services) described in the Report, including any likely challenges and how the applicant plans to address such challenges.**
- 3. Describe how the proposed project will address the unique needs of traditionally underserved populations, particularly those who are either over-represented in correctional settings or who face additional challenges with outside communication in such settings.**
- 4. Describe how the proposed project will address the needs of immigration detainees who may be housed in local jails.**



Proposal Narrative (2)

Proposed Activities continued

4. Describe how the proposed project will address the needs of immigration detainees who may be housed in local jails.

5. Describe how the proposed project will provide accessibility for people with disabilities and people who are Deaf or hard of hearing.

6. Describe how the proposed project will provide accessibility for people with limited English proficiency.

7. Describe how survivors and other people with relevant lived experiences have helped formulate and/or will be involved in shaping and implementing the project. Involving people with lived experience is a way to ensure that an approach is informed by people who have direct experience with the issues the approach is trying to alleviate. An example of involving people with lived experience is asking survivors who have obtained protection orders to help develop a brochure explaining the steps for requesting a protection order. For more information about engaging people with lived experience, see this brief from the Department of Health and Human Services.



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Proposal Narrative (3)

Who Will Implement the Proposal (30 points)

This section must demonstrate that the applicant and its project partners have the skillset and expertise to successfully implement the activities described in the Proposed Activities section (see lists of required skillset and expertise in the Required Partnerships section of this solicitation).

This section must:

1. Describe the qualifications of the applicant and how they meet the required skillset.
2. Identify or describe key personnel of the applicant and what qualifications they have or will have relevant to the project.
3. Identify project partners and detail why each individual or organization was selected to participate in this proposal and how they meet the required expertise.

Job descriptions of all key personnel must be attached but will not count toward the page limit



Data Requested with Application

Applicants must complete three questionnaires in JustGrants:

- The Pre-Award Risk Assessment
- The Applicant Questionnaire
- The NSLISSA Summary Data Sheet. These questionnaires are not scored



Budget Worksheet and Narrative- 10 points

Applicants must upload in JustGrants a detailed budget and budget narrative for all applicable cost categories. The budget narrative must describe each line item requested in the budget and explain all costs included in the budget, including how the costs of goods and services are determined and how they will fulfill the objectives of the project. See the Budget Information and Sample Budget Narrative in Appendix A and the Creating a Budget webinar on the OVW website. Keep in mind that budgetary requirements vary among programs. Budgets should be reasonable and based on the resources needed to implement the proposed projects.



MOU

The MOU must clearly

- Identify the partners and provide a brief history of the collaborative relationship between those partners, including when and under what circumstances the collaborative relationship began and when each partner entered into the relationship.
- Describe the roles and responsibilities each partner will assume to ensure the success of the proposed project.
- Demonstrate how the proposed partnership can address the needs of the traditionally underserved population(s) identified in the Purpose of the Proposal section.
- State that each project partner has reviewed the budget, is aware of the total amount being requested, and is being equitably compensated for their work under the grant or is agreeing to be partially compensated or receive no compensation from the grant.



Other Questions?



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Submission information



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Submission Information- cont.

- The complete application package (this solicitation, including links to required forms) is available on Grants.gov and on the OVW website.
- All applications must be submitted electronically first in Grants.gov (SF-424 and SF-LLL) and then in JustGrants.
- OVW will not accept applications after the JustGrants deadline, except for severe inclement weather or natural or man-made disaster.
- The Grants.Gov deadline is two days before the JustGrants application deadline.



Submission Information

Applications will be submitted to OVW in two steps:



Step 1: Submit the required Application for Federal Assistance standard form (SF-424) and the Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov.

Step 2: The applicant must then submit the full application, including attachments, in JustGrants at justicegrants.usdoj.gov

NOTE: For the application to be on time, the full application must be submitted in JustGrants by the JustGrants application deadline. JustGrants functions better using a PC with Chrome or Edge web browser.



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Contact Information for Technical Issues

Applicants experiencing technical difficulties with SAM should go to:

https://www.fsd.gov/gsafsd_sp.

Applicants experiencing technical difficulties with Grants.gov should contact: support@grants.gov.

Applicants experiencing technical difficulties with JustGrants should contact:

OVW.JustGrantsSupport@usdoj.gov.



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Resources

FY 2024 Solicitation Companion Guide- <https://www.justice.gov/ovw/page/file/1557501/download>

Resources for Applicants– <https://www.justice.gov/ovw/resources-applicants>

OVW Conference Cost Planning- <https://www.justice.gov/ovw/conference-planning>

Program Specific Solicitations – <https://www.justice.gov/ovw/open-solicitations>

OVW Youtube Channel - <https://www.youtube.com/@OVWJustice>



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Financial Resources

Training for OVW Applicants: <https://www.justice.gov/ovw/resources-applicants>

Budget Information and Sample Budget Detail Worksheet:
<https://www.justice.gov/ovw/page/file/1107316/download>

Creating a Budget: <https://www.justice.gov/ovw/video/creating-budget>

Uniform Guidance - 2 CFR Part 200: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1>

DOJ Financial Guide: <https://www.justice.gov/ovw/page/file/1575616/dl?inline=>



Federal Awarding Agency Contact(s)

Financial questions, contact 888-514-8556 or ovw.gfmd@usdoj.gov

Technical questions: Grants.gov Applicant Support at 800-518-4726 or support@grants.gov

OVW JustGrants Support at 1-866-655-4482 or OVW.JustGrantsSupport@usdoj.gov



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