

OVW Electronic Service Protection Order Court Pilot (ESPOC)

FY 2024 Pre-Application Information Session



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

FY 2024 ESPOC Solicitation

- Posted on April 24, 2024
- Application submissions are due by **8:59PM Eastern Time on June 12, 2024.**
- Application submitted through a two-step process:
 - 1) Submission of SF-424 and SF-LLL in Grants.gov by June 10, 2024 at 11:59PM ET.
 - 2) Submission of the full application including attachments in JustGrants by June 12, 2024 at 8:59PM ET.



Electronic Service Protection Order Court Pilot (ESPOC)

- New initiative authorized by 34 U.S.C. § 10462a
- **Purpose:** Supports efforts to develop and implement programs for properly and legally serving protection orders through electronic communication methods.
- **Eligible applicants:** State or tribal courts that are a part of a multidisciplinary partnership.
 - The term “state” includes the District of Columbia, Puerto Rico, Guam, American Samoa, the Virgin Islands, and the Northern Mariana Islands.
- **Award Length:** 60 months (5 years), including a 24-month planning period.



Required Partnerships

- At the time of application, Letters of Commitment with the following entities are required:
 - 1) A state, tribal, or local law enforcement agency
 - 2) A victim service provider or a state or tribal domestic violence coalition
 - 3) At least one state or tribal court judge with expertise in domestic violence and issuing protective orders
 - 4) The department(s) with at least 2 individuals responsible for purchasing, designing, and/or court case management technology and integration infrastructure
- Formal partnerships must be in the Letter of Commitment provided by each of the required partners and submitted with the application



Additional Partnerships

In the first year of the award, applicants will be required to make substantial efforts to, when possible, develop partnerships with:

- A state, tribal, or local prosecutor's office
- A provider of culturally specific services
- A nonprofit or government agency with experience providing legal assistance or legal advice to victims of domestic violence and sexual assault
- A bar association of the applicable state or tribe
- The state or tribal association of court clerks
- A state, tribal, or local association of criminal defense attorneys
- A judge assigned to the criminal docket of the state or tribal court
- An additional state or tribal court judge with expertise in domestic violence and issuing protective orders



OVW Priority Area: Advance Equity & Tribal Sovereignty

- Advance equity and tribal sovereignty as an essential components of ending sexual assault, domestic violence, dating violence, and stalking.
- Tribal courts and courts that primarily serve a culturally specific and underserved population are encouraged to apply under this solicitation.



Program Activities

ESPOC funds shall be used to:

- Develop and implement a program for serving protection orders through electronic means to:
 - Modernize the service process and make the process more effective & efficient
 - Provide improved safety for victims
 - Make protection orders enforceable as quickly as possible
- Develop best practices related to electronic service of protection orders
- Ensure that the program developed complies with due process requirements and other procedures required by law or by a court
- Implement any technology necessary to carry out the program developed (e.g. technology to verify and track the receipt of a protection order by the intended party)



Program Requirements

Applicants that receive funding will be required to:

- Engage in a planning period of up to 24 months in collaboration with OVW-sponsored TA providers
- Meet regularly with multidisciplinary partnership members to discuss the design and implementation of project
- Make substantial efforts to expand partnerships
- Submit semi-annual performance reports
- Collaborate with OVW-sponsored TA providers to develop two reports:
 - 1) Within the first two years, a report that details the grantee's implementation plan
 - 2) After the first two years, a report that documents the viability, cost, service statistics, challenges, and other analyses outlined in the solicitation
- Attend New Grantee Orientation



Out of Scope Activities

ESPOC funds cannot be used for:

- Research projects
- Direct victim assistance (advocacy services, legal assistance, housing, transportation, etc.)
- The development of a program for electronic service of orders other than orders of protection
- The development or improvement of a process to serve orders of protection that is not relevant to electronic service
- Activities solely related to compliance, monitoring, and the enforcement of protection orders that are not served electronically



Budgets and Award Periods

- Grant award period is 60 months.
- OVW anticipates the award period will start on October 1, 2024.
- Awards under this program will be made for up to \$1,500,000.



Eligible Applicants

- State or tribal courts that are a part of a multidisciplinary partnership with the required partners:
 - Law enforcement
 - Victim service provider
 - Judge with expertise in domestic violence and issuing protective orders
 - Department responsible for court case management technology



Eligible Applicants

- Pursuant to 34 U.S.C. § 10462a(d), funding shall be awarded to a diverse group of applicants when possible:
 - A state court that serves a population of at least 1,000,000 individuals
 - A state court that serves a state that is among the 7 states with the **lowest** population density in the United States and has a relatively low rate of successful service with respect to protection orders
 - A state court that serves a state that is among the 7 states with the **highest** population density in the United States and has a relatively low rate of successful service with respect to protection orders
 - A court that uses an integrated, statewide case management system
 - A court that uses a standalone case management system
 - A tribal court
 - A court that primarily serves a culturally specific and underserved population



Application Requirements

1. Proposal Narrative
 - 20 page limit
2. Budget Detail Worksheet and Narrative
 - Budgets must include funds to attend OVW-sponsored training and technical assistance in the amount of \$30,000 (\$35,000 for applicants in the territories, Hawaii, and Alaska)
3. Letters of Commitment (LOCs) from required partners



Proposal Abstract

- The Proposal Abstract must be entered into a text box in JustGrants and will not be scored, but is used throughout the review process.
- Applicants are **strongly** encouraged to use the template provided in the solicitation for the abstract (page 14).



Data Requested with Application

- The following are required components and must be completed in JustGrants:
 - Pre-Award Risk Assessment (page 42 of solicitation)
 - Applicant Questionnaire (page 45 of solicitation)
 - Summary Data Sheet (page 47 of solicitation)



Proposal Narrative

- All questions require responses, unless clearly marked “if applicable.”
- The Proposal Narrative must be limited to 20 pages.
- Please ensure that each sections contains a header and responses to the questions asked in that section of the solicitation. (page 14)



Budget Worksheet and Narrative

- This will be attached in JustGrants.
- Compensate all project partners unless otherwise stated in the LOC.
- Include sufficient funds for language access, individuals with disabilities, and those who are deaf or hard of hearing.
 - If no funds are requested, include a statement in the budget of other resources available to ensure meaningful access for persons who are limited in their English proficiency, those with disabilities, and/or deaf/hard of hearing.
- Budgets should be for the entire 60-month period and **not** divided by year.
- Applicants are encouraged to use the budget template outlined in the solicitation. (page 32)



Letters of Commitment (LOCs)

- Applicants are required to submit an LOC from each of the four required partners.
 - LOCs must be signed and dated by the Authorized Representative of the proposed partner organization
 - LOCs missing signatures may result in a point deduction or removal from consideration
- The solicitation provides detailed guidance on what an LOC should contain.
- If you have any questions about LOCs, you may contact OVW at OVW.ElectronicService@usdoj.gov.



GFMD

- Pre-Award Risk Assessment (Online Submission)
 - Eleven questions; Multiple parts to each question
 - Most Common issues:
 - Brief list of policies and procedures not provided
 - Budgeted vs. Actual process not provided
 - Record Retention policy not provided
 - Knowledge of rules and regulations
- Applicant Questionnaire (Online Submission)
- Summary Data Sheet (Online Questionnaire)
- Single Audit (threshold and fiscal year)
 - IRS three-step safe-harbor procedure– Executive Compensation –
 - Sample Disclosure Letter
 - Address all four parts



GFMD

- Training for OVW Applicants:
 - <https://www.justice.gov/ovw/resources-applicants>
- Budget Information and Sample Budget Detail Worksheet:
 - <https://www.justice.gov/d9/2023-11/Sample-Budget-Narrative-2024.pdf>
- Creating a Budget: <https://www.justice.gov/ovw/video/creating-budget>
- Uniform Guidance - 2 CFR Part 200
- DOJ Financial Guide:
 - <https://www.justice.gov/ovw/page/file/1507156/download>
- Program Specific Solicitation:
 - <https://www.justice.gov/ovw/open-solicitations>



GFMD

OVW GFMD Helpdesk:

1-888-514-8556

OVW.GFMD@usdoj.gov



How to Apply

- Applicants may find this funding opportunity on Grants.gov by using one of the following:
 - 1) the Assistance Listing number (16.062)
 - 2) the Grants.gov opportunity number (O-OVW-2024-172055)
 - 3) the title of the solicitation
- The FY 2024 application submission process is a two-step process.
 - Application materials will be started in Grants.gov and fully submitted in JustGrants



How to Apply

- Read the solicitation carefully to understand all steps required to submit an application and the time to complete those steps.
- Some steps, such as obtaining a Unique Entity Identifier (UEI) number or registering with the System for Award Management (SAM) or Grants.gov may take several days to complete.
- We recommend applicants begin these processes as soon as possible but not later than dates suggested in the solicitation.



Grants.gov

- Applicants must complete the Application for Federal Assistance (SF-424) in **Grants.gov**.
- Applicants must complete and submit the Disclosure of Lobbying Activities (SF-LLL) in **Grants.gov**.
- **After submitting these forms**, the applicant will receive an email notification from **JustGrants** to **complete the rest of the application in JustGrants**.
 - If the applicant is a new user in JustGrants, the email will include instructions on registering with JustGrants



JustGrants

- Applicants will submit the full application, including attachments, in JustGrants.
 - Proposal Abstract: Entered into a textbox in JustGrants
 - Summary Data Sheet: Completed as a survey in JustGrants
 - Applicant Questionnaire: Completed as a survey in JustGrants
 - Proposal Narrative: Uploaded as an attachment
 - Budget Detail Worksheet and Budget Narrative: Uploaded as an attachment
 - Letters of Commitment (LOCs): Uploaded as attachments
- Read the solicitation carefully for other required documentation.



JustGrants

- In JustGrants, each applying entity will have an assigned Entity Administrator who is responsible for managing entity-level information and assigning roles in the system.
 - The Entity Administrator is also the E-Biz Point of Contact (POC) designated in SAM.gov.
- Within 24 hours of JustGrants receiving your application from Grants.gov, the user submitting the application in Grants.gov and the SAM E-Biz POC will receive an email to register for a JustGrants account
 - The email is from DOJ's secure user management system (DIAMD) and will include instructions on how to create an account
 - To ensure these emails are not flagged as spam, we recommend adding the email address DIAMD-NOREPLY@usdoj.gov to your trusted sender list in your email settings.



JustGrants

- The E-Biz POC at the applicant organization serves as the Entity Administrator and must log in to JustGrants to confirm the entity's profile and add users. The user submitting the application in Grants.gov serves as the Application Submitter.
 - Within minutes of completing your JustGrants account registration, the Application Submitter and the E-Biz POC (Entity Administrator) users will receive an email from JustGrants with a link to the application started in Grants.gov.
- Alternately, the Application Submitter can log in to JustGrants and locate your pending application's numeric digits, excluding "GRANT", of the Grants.gov tracking number, in your task list on the home page.



JustGrants

- The Entity Administrator will need to log in to JustGrants to review the Authorized Representatives associated with the Entity. If an Authorized Representative needs to be invited, the Entity Administrator will need to invite the individual to receive a JustGrants account.
 - An organization can have more than one Authorized Representative, as long as those individuals have documented authority to sign an agreement with the federal government. These actions are required before an application can be submitted.
- Within minutes of being invited to be an Authorized Representative, the individual will receive an email from DIAMD-NoReply@usdoj.gov with instructions on how to create an account in DOJ's secure user management system.



JustGrants

- The Application Submitter will need to complete the application by entering data into web-based forms, uploading attachments, and accepting assurances. The Application Submitter will also need to select the Authorized Representative(s).
- Once all sections are completed, the application submitter will submit the application.
- Upon successful submission of an application, the Application Submitter, Entity Administrator, and Authorized Representative will receive an email from JustGrants confirming submission of the application.



JustGrants

- The Department of Justice has made a collection of self-guided training resources, including training and a Virtual Q&A session on Application Submission, available at <https://justicegrants.usdoj.gov/training-resources/justgrants-training/grants-management-lifecycle>.



Federal Civil Rights Law

- Comply with applicable federal civil rights laws, which among other things prohibit recipients from discriminating on the basis of national origin and disability.
- Applicants must include funds or other resources in their budget to ensure access for individuals with disabilities, Deaf/hard of hearing, and persons with limited English proficiency.



Application Deadline

- Applications are due by 8:59PM ET on June 12, 2024
 - Applications submitted after 8:59PM ET on June 12, 2024 will not be considered for funding.
- Carefully review the “How to Apply” and “Submission Dates and Time” sections (pages 21-23 of the solicitation) for applicant actions with required deadlines and OVW’s policy on late submissions
- Submitting the applications components at least 48 hours before each deadline will enable applicants to receive notice of a failed submission and correct any errors.



Questions?

- Programmatic Questions:
 - Email OVW.ElectronicService@usdoj.gov or call 202-307-6026
- Financial Questions:
 - Email OVW.GFMD@usdoj.gov or call 202-307-6026
- Technical Questions:
 - Grants.gov Applicant Support: Email support@grants.gov or call 800-518-4726
 - OVW JustGrants Support: Email OVW.JustGrantsSupport@usdoj.gov or call 866-655-4482

