

[Transcript from the [OVC Fiscal Year 2021 Services to Support Victims of Hate Crime and Strengthen Communities](https://ovc.ojp.gov/funding/funding-webinars) pre-application webinar, which was held May 24, 2021. The archived webinar can be found at: <https://ovc.ojp.gov/funding/funding-webinars>.]

DARYL FOX: Good afternoon, everyone. Welcome to today's webinar, FY 2021 Services to Support Victims of Hate Crime and Strengthen Communities, hosted by the Office for Victims of Crime. At this time, I'd like to introduce today's presenter, Silvia Torres, a Victim Justice Program Specialist, with the Office for Victims of Crime. Silvia?

SILVIA TORRES: Thank you, Daryl, and good afternoon. I am Silvia Torres with the Office for Victims of Crime. And I thank you for joining us this afternoon to learn a little bit more about the new competitive funding program.

So in this webinar, we will walk you through the overview and mission of the Office for Victims of Crime, commonly known as OVC, as well as the goal and objectives of this solicitation. I'll describe the types of organizations eligible to apply, explain the application components and required documentation, go over key deadlines in the application process. And then we will open it up for questions.

The Office for Victims of Crime administers the Crime Victims Fund, which is financed by fines and penalties paid by convicted federal offenders and not by tax dollars. OVC channels that money towards victim compensation and assistance throughout the United States, raises awareness about victims issues, promotes compliance with victim's rights laws, and provides training and technical assistance and publications and products to victim assistance professionals. Through the victims' crimes fund OVC supports victims in tribal communities, state-funded compensation and assistance programs, provides training and technical assistance and informational resources, supports victims of human trafficking, and national scope demonstration and service projects.

One of the key dates to keep in mind is the closing date of the solicitation, which is on Friday, July 2nd, at 11:59 PM, Eastern Time. I will discuss another key date, shortly. Typically DOJ use-issues awards by September 30th. And while the start date of the award is October 1st, grantees typically only have access to a small amount of money until the budget is approved. So if you are selected for funding I recommend that you go over the award conditions carefully.

Consistent with one of the priorities of this administration, OVC created this brand new program and is seeking applications for funding for the Fiscal Year 2021. And the program is designed to fund one entity to support field-generated, innovative strategies, approaches, and models to support individuals, groups, and communities impacted by hate crime. I'll go into more details briefly. In addition to this new program under OVC, other components within the Office of Justice Programs are launching other programs to address hate crimes. For example, the Bureau of Justice Assistance (BJA) has several initiatives, which may complement this one and where participants are not required to work with law enforcement to take part in these initiatives. So I encourage you to take a look at their funding opportunities as well.

In terms of eligibility, federally recognized tribal government, or tribal organizations can apply; as well as profit and nonprofit organizations; small businesses; institutions of higher education and other.

The goal of this program is two-fold. OVC will fund one organization, which will in turn competitively select at least 12 organizations throughout the country to execute subawards with those entities. The subrecipients will implement field-generated, innovative strategies, approaches, and models with the goal of supporting individuals, groups, and communities impacted by hate crimes. Please note that these organizations have to serve the proposed or targeted communities. In other words, we are looking for grassroots organizations to be those subrecipients. In addition, the award recipient will also have to provide technical assistance and capacity building support to those subrecipients.

Here are some of the details about the subawards with these organizations. As I said before, the grantee is required to execute subawards with at least 12 entities that currently work in communities in which they plan to serve. And the subaward amounts may range from \$50,000 to \$125,000 each, all subject to the size of the project. And the period of performance for each of the subawards has to be at least 1 year.

I think the objectives of this program is pretty straightforward. OVC is seeking to enhance the response of hate crime victims, groups, and/or communities, and to develop models that can be replicated in other communities.

Aside from the required progress reports and data reports, there are six main deliverables under this program. One of the major tasks is to competitively select and execute the subawards that I just discussed. And this entails issuing a request for proposals, reviewing applications, and working with OVC to select those organizations that will work with the awardee to fulfill the goals of this program. Also, staff working on this--under this award will provide oversight and manage the entire program. The third deliverable involves establishing and performing programmatic and financial monitoring of each subrecipient. This may include monitoring site visits or regular meetings to discuss the programmatic and financial aspects of each of the subawards.

Another deliverable is to provide technical assistance and capacity building to the program subrecipients to increase their knowledge of effective responses to hate crime, or any other relevant topics, such as trauma-informed services, resources for victims of crime, state compensation, victims' rights, legal remedies, etc. The capacity building may involve guidance to the subrecipients on managing pass-through funds.

Going back to the OJP priority areas, this fiscal year, OJP will give consideration in our decisions to applications that demonstrate ways in which the projects will advance one or more of the DOJ priorities. And they include promoting civil rights, increasing access to justice, supporting crime victims, protecting the public from crime and evolving threats, and building trust between law enforcement and the community. Another priority consideration will be for the applicants that demonstrate that the individuals who are intended to benefit, I'm sorry, from the

requested grant, reside in high-poverty areas or persistent county--persistent-poverty counties. And there is more illustration about those definitions in the solicitation.

As indicated earlier, there will only be one award issued under this program this fiscal year, for a total of \$2 million dollars in a 3-year project period.

The award will be issued as a cooperative agreement, which means that there will be substantial involvement between OVC and the award recipient during the performance period. As such, OVC will closely participate in the performance of the program and key programmatic decisions for this project.

Let's turn now to the Application and Submission Processes.

To meet the basic minimum requirements for an application to be peer reviewed, the application must include an abstract, a Proposal Narrative, and a Budget Worksheet and Narrative in a web-based form. It seems there might be technical difficulties with the base--web-based Budget Worksheet. We strongly recommend that applicants also attach an Excel spreadsheet for the budget to ensure its readability. The numbers in parentheses in the Proposal Narrative represent the assigned percentages for each component for peer review purposes. So as you can see the project design and implementation as well as capabilities and competencies, when combined, make up 65 percent of the peer review score. Please note that the program narrative is limited to 20 pages.

The Proposal Abstract summarizes the proposed project including primary activities, projects, and deliverables, the service area, and who will benefit from the proposed project. Again this year, this has to be completed in JustGrants in a web-based form.

For the Proposal Narrative, please adhere to this form writing requirements stated above. If the Proposal Narrative fails to comply with this length-related restrictions, OVC may consider such noncompliance in peer review and in final award decisions.

There are four key elements to be incorporated in the Proposal Narrative. They're described in greater--in greater details on pages 8 and 9 of the solicitation.

Under the statement of the problem, you would describe the needs of victims of hate crime and--supported by existing data. And as you can see, you may use qualitative and quantitative to describe that problem.

For the product design and implementation, these are some of the tips when drafting this section of your application. We recommend that you follow the SMART tip when writing your objectives. In other words, ensure that they are Specific, Measurable, Attainable, Realistic, and Time-bound.

Under capabilities and competencies, the applicant must demonstrate knowledge and understanding of the needs of victims of hate crime; have the staff and resources to develop or enhance a nationwide model to address hate crime; as well as the capacity and expertise to

provide technical assistance to the subrecipients as discussed earlier in the webinar. Please note that joint applications from partnering institutions can be proposed to meet this requirement. However, only one entity can apply as the awardee and the other entity would apply as the subawardee.

And the plan for collecting data, you are expected to describe the individual or the individuals who will be responsible for reporting the required key performance measures and the process to collect the data or any other relevant information.

Here are some things to keep in mind when drafting your budget and your budget narratives. I recommend that you review the [OJP Grant Application--Grant Application Resource Guide](#) because it contains the information about proposed subawards, procurement contract, etc. And also lists all of the additional attachments and disclosures that are part of the application package. Please note that the Budget Worksheet and the Budget Narrative is now a web-based form in JustGrants. And as I recommended earlier, I suggest attaching an Excel spreadsheet for that budget as well, since this is the first time that we are using the web-based form in JustGrants.

This is to enlist the additional attached documents that should be included with your application, as mentioned on the application checklist at the end of the solicitation. We recommend to use the checklist in your review prior to submitting your application. Again, these documents include the standard application information, SF-424. The indirect cost agreement, if it's applicable. The Financial Management and System of Internal Cost--Controls Questionnaire. Disclosure of any--Process Related to Executive Compensation. A Tribal Authorizing Resolution, if applicable. Statement regarding Research and Evaluation Independence and Integrity. Documentation of Advancing any of the DOJ priorities, as discussed earlier. Documentation of High-Poverty Areas or Persistent-Poverty Counties, as mentioned earlier. Disclose--Disclosure of Lobbying Activities. Applicant Disclosure of Duplication in Cost Items. And DOJ certified assurances. DOJ Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements. And the application--the applicant disclosure of--I'm sorry. And Justification if the applicant is a DOJ risk--high-risk grantee.

Now I will turn it over to Daryl, who is going to be going over the Application Process.

DARYL FOX: Yeah. Thanks Silvia. Yeah. As Silvia mentioned, we're going to go over some of the items relating to the Application Process.

As you may know, there's a new process this year utilizing the JustGrants website for submitting the application. To learn more about the process and what it entails, applicants are encouraged to review the [Application Mechanics eLearning Videos](#) that are located on the JustGrants websites. By viewing these videos, job aids, and the [DOJ Application Checklist](#) and other resources, applicants will have all the information they need to successfully navigate the mechanics of submitting an application. What you'll see here on the right-hand side are the six particular ones on various aspects of the application process. You know, as far as [Getting Ready to Apply](#), which is a newly released one, [Initiating the Application](#), [Locating](#), and [Submitting](#), [Information on the Budget Detail Form](#), and then even [After Submitting an Application](#), what to expect and the things to undertake there.

What we'll focus on, in particular, is going to be the [Application Mechanics: Submitting an Application](#) webinar. What this does, it explains some of the steps to take part of applying for the funding; how to locate funding opportunities, and more technical aspects within the JustGrants system; how to navigate; use it; and then where to find other training materials, job aids, and other resources. So this is a wonderful resource, it's been up for quite some time and it's got a lot of views. So it's a great starting point for those that are new to the JustGrants system, which should be most all of you.

Another resource is the highlighted [DOJ Application Submission Checklist](#). This is very important and a great reference to cover all the necessary steps to complete the two-part application process in both Grants.gov and JustGrants. Once again, how to prepare to apply, which is half the battle in doing all this. Completing the abbreviated application in Grants.gov. Just the two forms that are going to be reviewed later on in this presentation. How to certify and submit everything in JustGrants, and then use for--helpful user tips. There's FAQ section within the JustGrants site, they're going to answer a lot of things, the questions that you may have along the way.

And then this last slide, just references, once again, what we talked about. All the recordings are accessible on the JustGrants site, slide decks, there's the [Application Submission](#) page, which is going to have everything you need in navigating and applying for this grant and other grants in the JustGrants system. And then just for reference, you know, it's obviously a good thing to bookmark the [Training](#) page. You'll be referencing a lot as you progress through this in the process with applying. So it's a great resource. And just mention, anything JustGrants-specific can be referenced and referred to the JustGrants training webpage and contact information, which we'll display later on in the presentation.

Silvia, I think we'll go back to you for the--for the rest of the few slides here.

SILVIA TORRES: Thanks Daryl. As I may have mentioned, this here we have a two-step process to submit applications to OVC. The first step is through chat--Grants.gov and that is to submit the SF-424 and the SF-LLL, which is a lobbying application form--lobbying form. And to register in Grants.gov applicants will need to obtain the DUNS number, the Data Universal Numeric System, and the System of Award Management (SAM) registration or renewal. So I recommend that you take your--if you don't have a current registration with SAM or you need to renew the registration, I would do that kind of right away because it may take quite a few days for them to process that registration or renewal. That's the key to continuing with the--with the application process. The second step is the submission of the full application in JustGrants at [JustGrants.usdoj.gov](#). And we urge you to submit an application at least 72 hours prior to the due date of the application, just in case you have any validation messages or rejection notifications in--which may preclude you from submitting the application on time. And we also encourage applicants to review the "How to Apply" section in [OJP Grant Application Resource Guide](#) just to be sure that you're following everything you need to do and not waiting to that last minute when you're trying to submit the full application. So give yourself a little time.

This solicitation incorporates, as I've said before, the [OJP Grant Application Resource Guide](#) by reference. In that, OVC provides the guidance to you as applicants for the preparation and submission to OJP applications for funding. If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide you are to follow the guidelines in this solicitation as to that provision.

This is the list of important websites referenced throughout this solicitation that may be resources for you as you prepare your application. And they include our website, the [OVC website](#), the [DOJ Grants Financial Guide](#). Great, great guide, very comprehensive information about every step of the process, pre- and post-award. The [JustGrants](#), [Grants.gov](#), [OVC Training and Technical Assistance](#), the [Grant Performance Measurement Reporting](#), and the [OJP Resource Center](#).

Here is a list of the contact information that will be important to you as you prepare your application. First is Grants.gov, staff is available to provide technical assistance when you're submitting the forms, SF-424 and SF-LLL, and they can be reached by phone at 800-518-4726 or you can also email them at support@grants.gov. Next, is JustGrants, this support team provides technical assistance on submitting the full application and their phone number is 833-872-5175. The email address is JustGrants@usdoj.gov. Finally, is the OJP Response Center, which is available to provide technical assistance with programmatic requirement in question, their number is 800-851-3420 and the email is grants@ncjrs.gov. The hours of operation for each of the helpdesks are listed on the second page of the solicitation.

Finally, the key deadlines that I mentioned when we first started the webinar is for the part one, where you're submitting your SF-424 and SF-LLL in Grants.gov, is June 18th, by 11:59 PM, Eastern Time, key date. The second key date to submit your full application package, including the key components plus all the attachments is--through JustGrants.gov is July 2nd, again at 11:59 PM, Eastern Time.

Now we turn over to any questions that you may have.

DARYL FOX: Yeah. Silvia, there's currently no questions in the queue. For all those attending, if you do have anything in particular you want to get clarified, now is the time. You could go to the Q&A box, bottom right-hand side of your screen, click the three dots, and there's a Q&A section there. You can go ahead and enter anything you need Silvia to address.

I'll just say in the meantime, once again, the recording, PowerPoint, and transcript from today's webinar are going to be posted to the OVC website in about 5 to 10 business days. So anything you need to go back and reference from today will be available on that site. And also solicitation is going to have more--in detail on the program requirements and eligibility, so you may or not already have that as we were going along to day.

And then these three important numbers once again, so anything with Grants.gov related, JustGrants, or the OJP Response Center for any technical assistance, programmatic requirements, this slide will be very important.

So Silvia, nothing coming under the Q&A yet. You were very comprehensive today.

Anything else to add at this point?

SILVIA TORRES: Yes, Daryl. Thank you for reminding me. I just wanted to also mention that if for some reason you experience any technical challenges and you are not able to submit your application by the due date, which is those two key dates that we mentioned, we--you are to call the OJP Response Center to request the--a waiver in order to submit your application. And that must be done within 24 hours of the closing of the application. And obviously, it's not--The request will be considered on a case-by-case basis, but it has to be for technical assistance beyond your control.

DARYL FOX: Silvia, a couple questions did come in. And we could probably answer this one. One individual is wondering, "Where to obtain the solicitation, specifically, from the OVC webpage?"

SILVIA TORRES: If you go under OVC funding opportunities, there is a list of all the solicitations that are currently available. You just look and I think Tammy has also just sent the link to the solicitation. But--or also a simple Google search with the title of the solicitation will bring up the PDF copy of it.

DARYL FOX: Perfect, thank you. And yes, the host has put the link in the chat. So anybody that wants a direct link to that can just click on that; take you right to it.

Another question is, "When do you anticipate the subaward RFP will be out?"

SILVIA TORRES: That will be part--That will be issued by the selected applicant. And I anticipate that will be done within the first few months after the start of the--of the project.

DARYL FOX: And then similarly, "With the application, do you have to submit the SF-424 and LLL for each grant separately?"

SILVIA TORRES: Those two forms are to be submitted only by the applicant. So it's only one form. Let me clarify, perhaps I was not entirely clear on this. There will be one award issued under this solicitation to the main applicant. That main applicant in turn is the entity responsible for issuing the RF--the request for proposals and monitoring all those subawardees. We only receive the application package and everything, yes, from that applicant. So all those forms are to be submitted by one applicant only.

DARYL FOX: Okay. Thanks for that clarification.

SILVIA TORRES: You can follow-up with any questions, if something is not clear about that.

DARYL FOX: And I think that will round out everything in the queue at this point Silvia.

SILVIA TORRES: Okay. Great.

DARYL FOX: Anything in closing?

SILVIA TORRES: Well, if we don't have any more questions, again, I just wanted to thank everybody for your interest in this solicitation. And we look forward to seeing now all those applications come through and selecting--doing the peer review to select the recommended entity to be funded under this program. Thank you for your time.

DARYL FOX: So on behalf of the Office for Victims of Crime and our panelist, I want to thank you for joining today's webinar. This will end today's presentation.