

DARYL FOX: Good afternoon, everyone, and welcome to today's webinar, "FY 2022 Field-Generated Solicitation: Increasing Options and Expanding Access for Victims of Crime," hosted by the Office for Victims of Crime.

At this time, it's my pleasure to introduce Silvia Torres, Grants Management Specialist with the Office for Victims of Crime, for some welcoming remarks and to begin the presentation. Silvia?

SILVIA TORRES: Thank you, Daryl, and good afternoon. I am Silvia Torres, and I am overseeing this solicitation. I thank you for taking time to join this webinar, and I hope you find the information helpful.

During this webinar, we'll walk you through the overview and mission of the Office for Victims of Crime, for those of you that may not be familiar with it, and also discuss the goal and objectives of this solicitation. We will describe the types of organizations that are eligible to apply, explain the application components and required documentation for your full application package. We will also go over the key deadlines in the application process, and then we'll open it up for questions.

The Office for Victims of Crime--as OVC, more commonly known--administers the Crime Victims Fund, which is financed by fines and penalties paid by convicted federal offenders and not from tax dollars. And in that way, OVC channels the money towards victim compensation and assistance for victims of crime throughout the United States. It raises awareness about victims' issues, promotes compliance with victims' rights and its laws, and provides training and technical assistance, and also disseminates publications and products to victim assistance professionals.

Through the Crime Victims Fund, we support programs for victims in tribal communities, state and compensation assistance programs, provide technical assistance and training and informational resources. Also it support victims in many ways, direct assistance aid, including victims of human trafficking and also national-scope demonstrations, projects, and as well as service projects.

In other eligibility for this particular solicitation, this is the list of organizations that are eligible to apply under this funding opportunities. As you can see, it includes for-profit organizations; tribal governments, those Federally recognized; Native American tribal organizations; nonprofits having a 501(c)(3) status, and those who do not have it as well; private institutions of higher education; Public- and State-controlled institutions of higher education; and small businesses. Please note that eligible applicants must demonstrate knowledge and understanding of crime victimization and have the capacity and experience to implement the proposed project activities, including the expertise necessary to address/identify challenges related to equity in underserved communities. Applicants may include partner organizations as subgrantees to complement the level of experience and expertise necessary to carry out the project.

In terms of the timeline, the application is a two-step process. The first step is to submit the required application for Federal assistance--that's the standard form SF-424--as soon as the Disclosure of Lobbying Activities, which is known as SF-LLL form, and that's going to be through Grants.gov. And the deadline is Tuesday, June 28th, before 11:59 p.m., Eastern time. The second step is to submit a full application with all the attachments in JustGrants, and that's through [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov). That application package has to be submitted no later than Tuesday, July 5th before 8:59 p.m., Eastern time. I recommend that you review the "How to

Apply" section in the [OJP Grant Application and Resource Guide](#) in the JustGrants website for more information, resources, and training.

I jumped myself a little bit too much. Heh! OK. Let's talk about--a little bit about the program description for this funding solicitation. So, this program supports activities proposed by the field, which are related to expanding accessibility and increasing service options for victims of crime who are underserved or who are part of an underserved community. In Fiscal Year 2022, OVC will prioritize applications that document how the proposed project will address the needs of underserved victims, thereby improving access to justice.

For--We're going to talk a little bit about more specifics. The overarching goal of this program is to generate proposals that reflect the authentic needs and challenges of the victim services field in responding to the current realities of crime victimization in the United States and its territories. Since this is a field-generated opportunity, the applicant is the one to tell OVC, us, what the needs are and how, in their view or your view, the proposed projects will help to address those needs. So, this solicitation provides a vehicle for funding innovative approaches that do not exactly fit within the criteria of other OVC solicitations.

The--There are some--This slide shows some examples of the topics or areas that applicants may consider. Let's say service interventions that address victims of crime, who are often overlooked when it comes to specialized services; for example, victims of robbery, assault, carjacking, or burglary. Another possibility is innovative approach to providing culturally relevant and culturally specific services. You may also consider subaward programs that aim to fund smaller community-based programs that specialize in culturally specific services, or you can also do a demonstration program that tests approaches to increasing service options or expanding access borrowed from other disciplines, such as public health, psychology, social work, forensic science, or it could also be about technical--training and technical assistance models that can potentially reach unprecedented numbers of service providers, or innovative methods of information delivery and notification services for victims of crime. It could also include, like, co-response approaches that partner service providers and public safety personnel in response to the particular crimes, disturbances, or calls for service. As you can see, it's pretty diverse and pretty open.

So, as I mentioned earlier under the goals of this solicitation, it requires that applicants identify and address challenges or gaps in victim service provision and access and propose to remedy those challenges and gaps through innovative, cost-effective, and pragmatic solutions.

So, what are the objectives under this solicitation? And OVC deems successful applicants, those that include plans to: 1. conduct a wide-ranging survey or needs assessment unless the proposal already includes supporting data and research to demonstrate the need to be addressed; 2. is to perform a review of all existing services or programs for the problem intended to be addressed; 3. enter into a subrecipient agreement with an entity or a consultant to provide evaluation support; 4. is to appoint an advisory group, which includes persons with lived experience in the victimization or communities at risk by the project to review and comment on all program materials to be developed through the project; and fifth, create a program, practice, or tool that will be implemented during the timeframe of the award; 6. it will be to submit a final report that documents the development strategy, implementation process, and the impact or the outcome of the project. So, those are the 6 key main objectives.

This year, this fiscal year, OJP is committed--I'm sorry. OJP, the Office of Justice Programs, is committed to advancing work that promotes civil rights and racial equity, increases access to

justice, supports crime victims and individuals impacted by the justice system, strengthens community safety, and protects the public from crime and evolving threat, and builds trust between law enforcement and the community. And there are two priority considerations, A and B. Under A, you can see that is giving priority consideration to applications that include project(s) that will promote racial equity and the removal of barriers to access, and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality when making award decisions. So, to receive consideration, the applicant must describe how the proposed project will address potential inequities and barriers to equal opportunity and/or to contribute to creating access to services for underserved and historically marginalized communities. The second one is giving priority consideration to applicants that can demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because the applicant (or at least one proposed subrecipient that will receive at least 30 percent of the requested award funding, as demonstrated in their proposed budget) and identifies as a culturally specific organization. To receive this additional priority consideration, applicants have to describe how being a culturally specific organization for funding--the culturally specific subrecipient organizations will enhance their ability to implement the proposed budget. It should also specify which culturally specific populations are intended or expected to be served or to have their needs addressed under the proposed projects. And for additional information, you can read the section in the solicitation that it--has more information about it as well.

In terms of award information, we expect to issue up to three awards under this new program this fiscal year. Each award may be up to \$750,000 for a 3-year period. Typically, the start date is October 1st. However, if selected for funding, the proposed budget has to receive financial approval, and that process may take a couple of months. So the selected applicant for an award will not be able to use those funds until that financial approval process is completed. And once-- A reminder is that the applicants have to budget for the action research evaluation. That is a requirement under this solicitation.

And this award will be issued as a Cooperative Agreement. As such, OVC staff will work closely with the grantee on the implementation of the project. This means maintaining regular communication, reviewing and inputting--giving input on any materials to be developed through the project, and obviously, also include on any changes in the implementation of the work or any other needed changes as the project is implemented.

Let's switch a little bit now and talk about the Application and Submission Information.

So, this is what an application package, as we say, must include. On your screen are the elements that must be included in that package to meet the basic minimum requirements--excuse me--to advance to peer review and receive consideration for funding. Peer review is a process, the external or internal process applied, where experts in the field read your applications and discuss them in scope. So, one of the required components is the Abstract, and that has to be completed in JustGrants in the web-based form. The Proposal Narrative is another major component of the application package, and I recommend that you look at the solicitation in that section because it contains very detailed information about each of these components, including what font sizes need to be used, the number of pages for the Program Narrative. And it is really important to adhere to the formatting requirements as well. So I encourage you to take a look at that in detail. The numbers or the percentages listed under each of the components of the Proposal Narrative are--they represent the weight assigned for peer review. So it's pretty important to be concise, to be clear, and to provide a link between the proposed activities and the need identified in the description of the issue or the statement of the

problem. So, they have to kind of co-relate and as I said, they have to describe in detail the specific activities necessary for accomplishing each goal and objective of the proposed project. So, it's important to include a timeline that identifies a timeframe for all the tasks and activities to be completed. It's also essential to identify which underserved communities will be targeted through the proposed project, and as well as describe the eligibility requirements and process for selecting subrecipients under this award, if the application includes subrecipients. And also, it's important to describe how the applicant will work with key partners, stakeholders, and any supportees who will assist in implementing the proposal project.

And this, let me see, will be more into the Proposal Narrative, being that it's the key component or the main component of your application package. So--the... We recommend that your proposal use objectives that are--should be SMART, and that is for Specific, Measurable, Attainable, Realistic, and Time-bound. If the applicant also is seeking priority conservation under any of the priorities that we discussed earlier, it's important to state how they will address, either of those two priorities.

In terms of your budget and the Budget Narrative, we obviously, would require that you submit the web-based form, and that is used through JustGrants. Break out costs per year to reflect each of the 3 years of the proposed project period. And these are some tips listed here. Obviously, the personnel costs should relate to the key personnel for the project. And again, allow for the action research component, required component of this project. The budget should be, obviously, mathematical--not only mathematically sound, but correspond to the goals and objectives of the proposed project. And lastly, address Priority 1B considerations, if applicable; that is, the subaward being 30 percent, at least 30 percent of the total proposed funding for these projects.

We also, just like your objective needs, that we say to use the SMART, so as you budget in it too be Specific, Measurable, Achievable, Relevant, and Time-bound. In terms of--make sure that the costs are measurable, that the budget items are attainable, and that each item--make sure that each item, which is related to your timeline, is accounted for in your budget so that it's relevant. And make sure that--how it is time-bound and broken by year, or month by month; it depends on your proposed timeline.

And what should applications also include and--along with the three required documents that we just talked about? The list in this slide also includes other documents that have to be included, and that's mentioned in the application checklist of this solicitation. So, we recommend that you use the checklist prior to submitting your application, just to make sure that all the required documentation is included in your application. And that's also another resource to help you as you are developing your application.

So, let's talk about it a little bit about the Application Process.

As I mentioned earlier, in way, the application's a two-step process.

The first step is to submit the SF-424 and the Disclosure of Lobbying Activities that's known as SF-LLL in Grants.gov by June 28th, before 11:59 p.m., Eastern time. The second step is to submit your full application, including all the attachments, and that's done through JustGrants, no later than Tuesday, July 5th before 8:59 p.m., Eastern time. It's critical not to wait until the last minute to submit the required documentation, just to allow yourself a little bit of time, just in case you run into any issues, so that you can submit your application on time. And as an important reminder, if you are subscribed to the news or any other format of communications,

you may know that the Federal Government changed the DUNS number to the unique entity ID, and that's generated through SAM.gov. And there is a backlog issue now with that new entity validation service. The process that was implemented in SAM they continue to see very, very high demand for that entity validation support, and what used to take about 48 hours is now taking 7 to 10 business days. So, it's very important that you start that process--entity validation process--as soon as possible because without that, you will not be able to even submit part 1 of the application process.

And I keep mentioning the web-based forms for the submission in JustGrants. This year, there are more forms available through the web-based. If you prepared--If you submitted package last year, there has been some enhancement. And so, as a result, we have now the proposal abstract; the solicitation-specific data submitted with the application; your goals, objectives, deliverables, and timelines; your budget detail form; and the application disclosure and duplication of cost items are all web-based forms. So, if a document is required to be submitted web-based, you cannot attach a document instead. So, just something to be mindful of.

So, what happens after you submit your application? What happens and what to expect? So, once the application has been reviewed, the entity will be notified before--normally before September 30th. And it's important to keep the Entity Administrator and Authorized Representative very current, as they will be the ones notified when the deadline for applications will be--if it's changed, that's one notification. They all--the system will also notify the Application Submitter, the Entity Administrator, and the Authorized Representative when the application has been received in JustGrants from Grants.gov. And the Entity Administrator will be the one receiving the notification, if the application is selected for funding and when the award notification has been sent. If you submitted your application, the status will be "submitted" in JustGrants. You will also see a banner that indicates that it's past due. This banner indicates that the submission deadline has passed, not that your application is past due.

These are some of the training resources available for JustGrants training. In the--for instance, the Job Aid Reference Guides provides step-by-step instructions with screenshots to help people work through any task. You can print or just view the guidance online, depending on, you know, your preference, how you like to work. And these are resources available as you walk through a task, pre-award and post-award as well. There are also videos and help organized by topics. It's pretty comprehensive, so, if you need any assistance in JustGrants, I'd recommend that you do check those resources out.

The solicitation also incorporates the [OJP Grants Application Resource Guide](#) by reference. And it provides applicants for the preparation in a submission to OJP of applications for funding. If there were any modifications to any part of the solicitation, it will be shown in there, and the applicant is to follow the guidelines in this solicitation as to that provision. So, it's pretty important also to keep current on there.

To help applicants, and particularly those that may be new to OVC, we have developed a series of [webinars](#) that describe--there were 4--a 4-part webinar, describing how to apply for funding, how to build your budget, how to prepare your proposal, and one even discuss the funding opportunities this fiscal year. So, it's a great resource for those of you that may be new to OVC. We also recommend that you review the website for [current funding opportunities](#). And if you want to stay connected after today with any webinars and any [News From OVC](#), the news--you can sign up for that on our website.

This slide just shows important web resources on, not only the OVC, but it talks about the [Grants Financial Guide](#), which is what governs many of the financial policies to manage your budget and your award from pre- to, all the way through closeout. And it also has the [Training and Technical Assistance Center](#) as well as the [Performance Measurement Reporting](#). And last but not least, also, the [OJP Resource Center](#). This is an important website. And, again, anything to help you as you put together your application, and even if you are--the application is selected for award, even post-award assistance.

This is important contact information. The technical assistance for Grants.gov is listed here as well as technical assistance submitting the full application into JustGrants. And the last resource listed is the technical assistance for any questions with programmatic requirements. It's called the OJP Response Center. So, if you have a question after this webinar, or as you walk through the application or what have you, this is the best number to call, the last one, the last resource sited here on this slide.

And like I said before, if you'd like to sign up and stay connected, this is the website where you can [sign up](#) to receive regular news from OVC.

We are also on social media, in [Facebook](#), [Twitter](#), [YouTube](#), whatever your preference may be.

So, with that, I conclude my presentation for this solicitation. And now I turn it over to Daryl, who will handle any questions that you may have.

DARYL FOX: Great.

SILVIA TORRES: Daryl, over to you.

DARYL FOX: Thanks so much, Silvia. All right. Thanks so much. Just a reminder...

SILVIA TORRES: Thank you.

DARYL FOX: ...for those on today's webinar, the PowerPoint, recording, and transcript will be posted to the OVC website, so, if you do need to go back and reference anything, you'll have a chance to do so. That notice will be sent to your email that you registered with today, when those are posted.

If you have a question, enter it in the Q&A box, send to all panelists, we'll be happy to get through them with the time remaining today.

The first one, Silvia, "If the funds are delayed for 1 or 2 months, do they reflect that in the budget?"

SILVIA TORRES: So, no. On some, I say--I would say most of our awards include an award condition that gives you the opportunity or the--yeah, the opportunity to spend up to \$25,000 of the award for limited costs, just to get the project going. But, those costs are limited to personnel and operations. They are restricted in terms of engaging in any--[indistinct] accepting any subawards or doing any major purchases, etc. And that--For that reason, you should budget for the full 36 months of the--of the project period, if that's what you are applying for. A 36-month period.

DARYL FOX: And a good follow-up is the next question. "Can one shorten the grant time frame, for example, 2 years?"

SILVIA TORRES: It's totally up to the applicant to request any time period that they believe that they can accomplish the goals that they set out to do in the proposed project. It can be up to 36 months.

DARYL FOX: "How is OVC defining the role of researcher/evaluator for the purposes of this grant? Can you just elaborate a little more on that requirement?"

SILVIA TORRES: Yes, sure. Action research is a type of evaluation. It is not research in terms of scientific or research involving human subjects. So, for instance, an example of action research is one that starts with problem that they want to address. Let's say, the project wants to find out what are the needs or, yeah, of, let's say, human trafficking victims in a given area. So, through action research, they would probably conduct a needs assessment, do a complete survey, maybe focus groups, and that will allow them to arrive at an outcome. And that outcome will answer the first question, the problem that they wanted to be--they wanted to know about. So, it's a little bit different than your typical project evaluation. And I believe we have some information or, you know, just in a regular search on the--online, you can go a little deeper as to what action research as--is in potential resources as to who or what organizations can assist in that--conducting that action research.

DARYL FOX: A couple questions on MOUs. "Since no MOU is required, how should applicants include collaborative partners they will be engaging with for their proposal, especially if they are going to be offering subawardee--there will be subawardees on the project?"

SILVIA TORRES: So, MOUs are not required; and that is right for this solicitation. So, it can either--The applicant may include a letter of support, letter of intent from that potential partner. If--MOU, if they want to include an MOU, it's thoroughly up to--up to the applicant. And they--If the applicant is applying for that priority area under 1(B), where they have to issue a subaward for at least 30 percent of the full amount of the award, or the proposed funding, yeah, that would be ideal to demonstrate the willingness of that potential partner to be demonstrated through an MOU. But it's not required.

DARYL FOX: And once again regarding that research partner, "Does this person have to be a professional researcher or a research organization?"

SILVIA TORRES: Typically, typically, it does have to be a professional organization with experience in action research. So, some of the current partners of some of our grantees include universities or consultants with experience in action research.

DARYL FOX: "Can the SF-424 be edited after submission? For example, if someone wants to change to their short project description?"

SILVIA TORRES: SF-424, typically, no, it is not editable. But if you want to edit the abstract that you will be submitting through JustGrants, that's an opportunity to do so; but not the SF-424. And the SF-424, may only ask for the title of the project, if I am not mistaken. But again, if you need more technical assistance, I do recommend that you contact the JustGrants technical assistance, where they can, you know, confirm the answer to this question as well.

DARYL FOX: And, "Are there a list of previously awarded entities for this particular grant?"

SILVIA TORRES: This is a brand-new program this fiscal year. So, we don't have any previous awardees under this funding solicitation.

DARYL FOX: And then, "Can you elaborate a little bit about the \$25,000 available during the initial period? What that entails?"

SILVIA TORRES: Sure. Again, this is under special conditions that you will have to meet. It, for the most part, most of our awards, I'm not sure if all of the awards have that condition. It depends on the program. That--in order not to create--or in order to facilitate the startup implementation of these projects, OJP gives the grantee the authority to spend up to \$25,000 of the total award. But that's just basic personnel costs, for instance, or operational costs. It is--So, if the applicant proposes to execute an award--a subaward, it has to wait until the approval of their budget through the Office of the Chief Financial Officer. They cannot engage in any obligations past that--past that 25,000 or obligations of that nature. Or, for instance, if they propose to hold a conference that is going to be, let's say 75,000, they cannot work on any contract for the site of conference, etc. So, it's pretty basic, and the original intent was, at the time that we used to have some grantee meetings in person, back then, that we would facilitate the access to those funds so that grantees could travel to attend the grantee meeting. That was the original purpose of that allowing. Now it's just for basic operational funding. Yes. Startup funds.

DARYL FOX: OK, that's the end of the questions in the queue at this time. We'll hang on a few more moments. If somebody does have a question, please go ahead and enter that in. We'll have some time remaining today.

And just this slide here is just contact information. If you do, once we adjourn today, if you have any questions regarding Grants.gov, JustGrants, or anything programmatic with the solicitation itself, the OJ--OJP Response Center is a resource for you.

And then, Silvia, just kind of following up on that last \$25,000 question, "Then those funds would be reimbursed when the budget is approved? Is that correct?"

SILVIA TORRES: Yes, but again, keep in mind that is not automatic group of--or...it was done in the past. I do not know if that's going to be an award condition on the awards for this fiscal year. In the past, yes, once the person--the organization upfronted those costs, let's say for payroll purposes, once they had the--by clearance, as we call it, and--by the clearance process was completed, they were able to submit the request for a drawdown for the reimbursement of those costs.

DARYL FOX: OK. Thanks for that, Silvia.

SILVIA TORRES: Sure.

DARYL FOX: That's the end of the questions again in the queue. We'll just go ahead and wait a few more moments, if anybody does have anything.

"Is there a maximum percentage allowable for personnel in the budget?"

SILVIA TORRES: This is a decision related, like I said, so, it depends on the project that the applicant wants to conduct. So, if it's a project that involves a lot of personnel and nothing else,

that is your budget. And you tell us how you want to do it. And you tell us again, as a remind--as a reminder, we talk about the narrative and the budget, they kind of have too much. So, if you're saying you will have a lot of staff requirements to implement the project, your budget should correlate to the needs--the staff needs. So, it all depends, it's just what you propose to do and how you propose to do it.

DARYL FOX: OK, so, that seems to be the end of the questions at this time. I'll leave this slide up just for a few more moments, if you do need to jot anything down.

And, actually, Silvia, another question came in. "Is there the ability to use this grant for incentives?" I'm not sure if that's clear.

SILVIA TORRES: Hmm. Could the person asking the question elaborate a little bit more about what they mean by incentives?

DARYL FOX: Yeah, we'll go ahead and ask that. Yeah, if you could just go ahead and enter anything as an example for that question, it would be great.

And then while we're waiting, definitely put this slide up again. Just be mindful of the due dates for both Grants.gov and JustGrants for the full application. You'll see for JustGrants it's 8:59 p.m. Eastern, rather than the normal 11:59, so, just be mindful. But obviously, as in past years, definitely get them in early.

And then I--you know, Silvia, the clarification is, "For the survey panelists, are we allowed to incentivize?" And I'm just not sure if that's clear enough.

SILVIA TORRES: Hmm.

DARYL FOX: Yeah, see--if you...

SILVIA TORRES: If I understand it correctly, that would be part of the action research if they conduct the survey. And I think the question is, "if they can pay the individuals to participate in that survey?" If that is the question, again, there are no clear guidelines as to how you want--you make--for various reasons, have to pay those participant costs, and you would have to elaborate on the reasons why. If it's, for instance, you're talking about a rural area, where participants may have to pay for transportation costs or whatever, you just have to provide justification why participant costs would need to be included in your project and include them in your budget as well.

DARYL FOX: Great. Yeah, and I think that does clarify it for that person. Silvia, thanks so much. So, with that, we are at time today.

Just want to remind everybody that the recording, PowerPoint, and transcript will be posted. So, keep an eye out for that, if you do need to reference anything.

And on behalf of the Office of Victims of Crime and our panelist, thank you for joining today's webinar. This will conclude today's presentation.