

DARYL FOX: Good afternoon, everyone. And welcome to today's webinar, "FY 2022 Building State Technology Capacity and Jabara-Heyer No HATE Act State-Run Hate Crime Reporting Hotlines Program," hosted by the Office for Victims of Crime.

At this time, it's my pleasure to introduce Joel Hall, Associate Director with the Office for Victims of Crime for some welcoming remarks and to begin the presentation.

JOEL HALL: Thank you very much, Daryl. Excuse me for a second. Welcome everybody to the Building State Technology webinar. I'll go over the long title here, it's actually Building State Technology Capacity and Jabara-Heyer No HATE Act Hate Crimes Reporting Hotlines. So welcome, I'm the Associate Director with the Office for Victims of Crime, specifically the State Victim Resource Division where we work with a lot of formula grants related to the VOCA Act and providing funding to states, who then provide funding throughout our Nation and territories to help facilitate the many different objectives. And basically, to help as many victims as we can Nationwide. Next slide, Daryl.

All right. So the webinar outline. We're going to go over the OVC overview and mission. We're going to break down the solicitation in terms of the project purpose, goal, and objectives. We will look at eligibility, application and award timelines, and required documentation. We will then go over--Daryl will then go over the application process. And please save any questions or answers that you have to the end. I'll be presenting and then I will take a look at them and respond to them accordingly. Next slide.

Overview of OVC. OVC is committed to enhancing the Nation's capacity to assist crime victims and to provide leadership in changing attitudes, policies and practices to promote justice and healing for all victims. We serve many different crime victims from victims in tribal communities, state victim compensation and assistance programs. That would be the formal grants that we mentioned earlier. Training and technical assistance, victims of international terrorism and mass violence, federal agencies' provisions of victim services, survivors of human trafficking, and demonstration and service projects that we tend to create. The subjects change year per year. Next slide, please.

So these are important dates to remember. The Grants.gov deadline, if there's new applicants who've never applied too on this webinar, just to know that you actually have to kind of apply twice. You only have to fill out a few key points in Grants.gov, but then you would complete the bulk of the application in JustGrants. So you make sure that you apply in Grants.gov before you start your application in JustGrants. The due date, or the Grants.gov deadline, is Tuesday, July 12, 2022. Now, I want to put important notice for new applicants who are not State Administrating Agencies who have not already registered in SAM.gov before and do not have an existing UEI number, which is the new--basically, DUNS is no longer active. And SAM has a new number called Unique Identifying--Unique Entity Identifier number. And so it's important if you have never registered in Grants.gov before, you need to be registered in SAM.gov before you can apply. And unfortunately, because of this universal change from DUNS to the UEI number, there's been a backlog that has slowed the process to get this registration number. So my advice is, if you do intend and do not have an existing UEI number, that you register today in SAM.gov to get that number because there is a backlog. A lot of agencies, there's, you know, tens of thousands of agencies throughout OJP as well as throughout the United States Government, because all grantees have to get this number. And there's kind of a backlog. So start now, that's my advice. And in case there's issues, it's very important to be proactive.

The JustGrants deadline, that is Tuesday, July 19, 2022. Now the important thing to remember is that deadline closes actually at 8:59 p.m. A lot of times in the past, the closing date was always 11:59. So it's very important to remember not to wait to last minute, which is always important in any kind of online application. But the helpdesk actually no longer stays open until 12:00. It closes around 9:00. So please submit your application by 8:59 p.m., Eastern Standard [Daylight] Time.

DOJ expects to award grants no later than September 30, 2022. We are almost--statutorily obligated to get those grants out before October 1st. And all projects will start on the date of October 1, 2022.

Important--oh, Daryl, go back one--go back. Important thing to remember is successful applicants, because this is a discretionary grant, cannot start work until their budget has been approved. So, when you're doing your application, you will be submitting a budget, and that has to be approved by our Chief Financial Officer's Office and their representative. And so just put that in your head, if you are going to apply, work cannot continue until that budget is cleared. And that can take a month or two. Okay, Daryl.

Eligibility. Now, this is important to remember. This is going to be a little confusing. This particular webinar is kind of a hybrid webinar--I mean, not webinar. This particular solicitation is kind of a hybrid. There's actually two purpose areas and actually two separate funding streams. So the eligibility is slightly different. This Jabara-Heyer Hate Crimes Act, we finally got funding for that at the end--when they finally did the continuing resolution--or actually when they passed the budget 2 months ago. So we, kind of--we had to kind of be creative. And, kind of, put this hotline into this existing solicitation. Since we had already gone so far in the solicitation process and couldn't really start a new one. So it's very important to understand there's two kinds of eligibility.

The first one, which is in terms of the Building State Technology Capacity, this is a discretionary award, it's been around for a long time. I think this is the seventh year that we've done it and probably the fourth year in a row. And so this is specifically for VOCA, Victims of Crime Act, State Administration Agencies, those who receive federal funding, they can apply for that Building State Technology Award only. And so it's specifically for them. However, for the Purpose Area 2, which is the state-run crime hot--state-run hotlines to report hate crimes, that is actually eligible to any state agency. It doesn't have to be a VOCA SAA. It can be really any state agency. It is needing to be a state. Individuals can't apply for this grant. General nonprofits that do not have the state blessing cannot apply for this grant. The state must apply for this grant. They can always sub-grant it out. But you have to be, kind of, the designated state agency that the governor or whoever the state says can run this hotline, the state-run hotline. So I'm sure I'm going to get questions about that at the end. But I just want to let you know that this is not for individuals to apply for, this is really considered to be a state-run hotline. But it does not have to be specifically a VOCA, Victims of Crime Act grantee. Next one.

So we have two categories. The first one is Purpose Area 1, which is Building State Technology Capacity. I'll go over more details of the different things you're trying to do with that. We expect to make four awards at around--at--the maximum is \$500,000 each, and that will be for 36 months. There's always potential for a no-cost extension if need be for that award. Purpose Area 2, which is for the State-Run Hate Crimes Reporting Hotlines. Now I put TBD down for a number of awards and you--the solicitation can be kind of confusing. Because to do this, you know, we basically want states to be able to put in whatever they anticipate they're going to need. So it's--if you look at the solicitation, I'll say there's \$2.1 million available. So if you're a

very large state and you may need that, you can probably ask for that cap, which is the total funding amount. We left it open because we're not sure how many people are going to apply. It could be several smaller states who apply and they may only need \$300,000 or \$400,000, but a large state may need more. So the trick is we're not sure how much. We would like to, you know, award as many awards as we can, obviously. We estimate the average is going to be about \$1.1 million, but it might be a little more. So my advice is if you are a larger state, ask as much as you want to in regards to what you need up to that \$2.1 million. Because that's all we have available. But we're trying to be creative. We're trying to give as much as we can. We hope, because this is the first year, in subsequent years, we'll be able to get more money from Congress and we'll be able to expand this throughout the Nation more and more. We're really only just been one, maybe two and maybe even three awards, but we're really leaving it open. It's unclear in the solicitation simply because the matrix of how you put the information into the JustGrants system will only allow you to do--to be so creative. So that can be confusing. So I just want to let you know that be creative in terms of how much money you need, for other states don't always put the maximum amount of reward that you need. When you--when the peer review people, peer review processes are looking, they're going to look at your award and determine, you know, how much money you need or how well you justify that amount. So it's always good to be as close to the amount that you will need to make this happen. And hopefully in subsequent years, there will be additional funding. Next slide.

Oh, just one other thing. Sorry. If you can see that bottom one, you can only apply under one solicitation--or under one purpose area. So for example, if you're a state that's interested in the state hotline, the hotlines aspect Purpose Area 2 and Purpose Area 1, you'll have to do two separate applications. The system, which is JustGrants, will not allow that kind of--because there's separate funding statutory authorities and the funding comes from different areas, we wouldn't--you can't kind of combine the two awards. So we--if you want to actually apply to both of those purpose areas, you're going to have to do one application for Purpose Area 1 and then one application for Purpose Area 2. Okay, Daryl, go ahead.

All right, for Purpose area 1, OVC is seeking applications for Victims of Crime Act (VOCA) Formula Assistance Compensation Program State Administering Agencies, what we call SAAs to implement statewide technology programs to enhance victims' access to services, foster innovation and efficiency in crime services, improve the quality of services, and improve the accessibility and responsiveness of victim service organizations. Basically we--you know, there's many different categories that states have applied for this in the past. It could be something very creative in terms of helping victims such as telemedicine, but it could be simply updating your databases in terms of victim compensation programs, which have been doing this using a lot to update their databases. Some are still using paper, some have an old, antiquated system that they want to upgrade. So this is what this system is designed to do. It's supposed to meet those needs of the State Administering Agencies, so they can better serve victims or collect the data so that we, as we as OVC, can see what kind of victims you're serving. Or work with your databases in regards to making them talk faster so that services or our money gets to victims quicker. A great example is several states have actually asked for small amounts of money, like \$50,000 or \$60,000 to create, kind of, between their compensation databases and their state payment payroll or pay--payer systems, you know, a link like the special software to talk between the two. So that way they can, instead of having to do paper to request that state issue a check for their state treasury, their computer systems can talk. And that makes it, you know, it can shorten the compensation claim payments much quicker. So that's one example. There's so many examples of people working with things. One state was to do elder abuse hotlines. Again, we try to keep that open whatever the state can, kind of, think of related to technology. You know, we love to hear it. You know, we're about innovation and new ideas. So

if you can think of something that can really help state--the state VOCA, SAAs really reach out to victims or really make an impact within your state, be creative. We're looking forward to it.

Purpose Area 2 is basically designed, again, for state agencies, OVC is seeking applications to establish one or more Jabara-Heyer No HATE State-Run Hate Crime Reporting Hotlines under provision of 2021 to establish state-run, hot--hate crime hotline to assist victims who might otherwise be reluctant to report these crimes. So this is a new purpose area. This is a new initiative by Congress. And we are very excited to be part of this. We're very excited to help states foster this reporting hotline. We're not exactly sure what it would look like, how the state would necessarily do that. States have different reporting hotlines, it could be domestic violence or it could be elder abuse reporting hotlines. The state needs to be creative in terms of how they want to do this, so that we can get these--we can have victims of, you know, hate crimes be able to report this without feeling that they have to report to law enforcement, you know, and that they can report these externally. And that's really up to the state to be creative as well to make it happen. They may use existing hotlines. For example, we ran elder abuse hotlines, a few years ago, where we did similar thing. And some states created their own independent elder abuse hotline, but then they may have--and other states may have actually attached it to a preexisting hotline, like a general hotline and created a separate subcategory to help do that. I'm not exactly sure. Every state is different, they're unique in how they do things. And so we're looking for creative ideas from the states to meet this requirement to help, you know, basically reach out to victims of hate crimes, so that they can report stuff. It's very important, and Congress is very interested in making sure that this meet--this need is met. And as long as you can be creative and come up with a great solid plan, we're really looking forward to seeing those innovative ideas. Since it's the first year, I'm not sure what it's going to look like, but I'm going to leave that to you to make that reality a possibility. All right, next slide.

Purpose Area 1, specific information. As I talked about before, it's use technologies to effect--you know, you can use it for many different reasons for outreach or technology to implement your state assistance and comp programs, like databases for grants management system for state victim assistance programs. Social media presence, that's another or actually a really good one; using social media to help reach out to victims, as well as helping them report as well. So it's very important. Next slide.

And again, this is just more ideas of what this--the Purpose Area 1 is, you know. You know, another one is actually very important is also to help promote security, confidentiality, and efficiency regarding victims' database store. This is another really good one, when you're working with crime victims, specifically compensation and a lot of the data. I can remember a few years ago, one state asked for this very detailed, kind of, privacy wall to help keep victims' data. That way they could share it between computers a lot better, but had better firewall. It was a smaller grant, but it was an interesting idea. So whatever you like to do. Next slide.

All right, the building state ticket... So for this particular one, the state applicant is required by law and under this solicitation to ensure the following, the hotline will direct victims of hate crime to law enforcement, if appropriate. Again, that's if appropriate, and local support services. Next one, any personally identified information, which we call PII that an individual provides to an agency of the state through the hotlines not directly or indirectly disclosed without the consent of the individual, to any other agency of the state, any other state, the Federal Government, or any other person. The purpose here is to keep confidentiality. We want to make sure victims of hate crimes can report and not feel obligated to necessarily have to report to law enforcement that their information is not going to be shared. Confidentiality it's very important, and we want to be as open and responsive to those individuals as we can. Next slide.

Staff members who operate the hotline must be trained to be knowledgeable about applicable federal and state and local hate crime laws, local law enforcement resources, and applicable local support services for hate crimes. The hotline is a--this needs to be accessible with individuals with limited English proficiency and individuals with disabilities. So that's a very important one, and we're really looking forward to that. So if you are going to establish hotline, and this is a competitive process, and you can really define how you're going to reach LEP individuals, we're really looking forward to innovative ideas. Because we're all about inclusivity. We're all about outreach. We're all about accessibility. And so we really want a well-established plan to help--to reach out to individuals who have--may have different barriers, whether it be the English language, or other disabilities. So be creative. And I would be serious when doing your application, if you are doing it for the state hotlines to really take that--put a lot of good thought into that statement and how you intend to address it. Next slide, please.

So successful Purpose Area 1 applicants will achieve the goal through the following, conduct strategic planning to identify gaps. In terms of Purpose Area 1, this is--this is for the technology. You may identify gaps and implement a strategic plan to enhance statewide technology. So strategic planning is always good, implement technology enhancements, how you're going to collaborate with community stakeholders, how you're going to collect data. Other objectives as identified by DOJ that's within solicitation. So you'll see those areas in terms of what you will need to do. It's very important as you take that seriously, and do a real good job of, you know, what your strategic plan is related to Purpose Area 1. So this is a very competitive solicitation, and not all will be funded. So we get more SAAs saying, why didn't I get funded this year? And, you know, because they're not used to always having to compete with some of these solicitations. So the trick is to write a very good effective solicitation, which we'll go over a little later as we go down in the webinar, but also to be very specific and intentional in terms of how you plan to create and implement this program. Next slide, Daryl.

Again, very similar in terms of the objectives, you want to conduct strategic planning to identify gaps in regards to the hate--state-run hate crimes hotline. You know, what's the issue? What gaps is there? What's the state missing? Doing this is very important. What kind of--the number two, collaborating with community stakeholders is very--especially when it comes to the hate crimes hotline, it's very important that you very clearly put the objectives in terms of who you intend to communicate, who you intend to partner with? How are you going to reach all aspects and areas of the state? How are you going to reach the survivors and victims of hate crimes? Another one that we had in there is also very important for the hate crimes hotline. How are you going to do outreach and marketing? You know, this would be a new service in your state, a new system, be intent for--in terms of how you want to reach out and create a marketing plan. And that would be great if you can do that within the application, so that we can have a good idea what your plan is. I'm sure that's going to change as the hotlines are developed and you work and do strategic planning with your partners, but still do your best to try to put that in there. Data collection and participation in evaluation activities, again, very important to talk about. We want to know, this is our first year and if we're lucky, we'll have continued funding from Congress as the years move on and we'll expand this opportunity. And so we want to get a good idea from the initial and first year health of this funding opportunity. You know, how well it's doing? What areas that we can improve it? Differently areas. Next slide, Daryl.

For time's sake, I'm going to go over these pretty quickly. I can see I'm talking a lot here and I know we still have a lot in regards to some of the application process. So strategic planning, prepare--for Purpose Area 1, prepare a statewide needs assessment, which includes stakeholders collaboration, develop criteria to determine best strategies, prepare an

assessment to plan, creating letters of intent or MOUs from many community stakeholders. That's all in the solicitation. So I want you to take a good look at that when you're developing your application. Next slide, Daryl.

Again, execution of implementation plan; a comprehensive assessment of the project, which includes but not limited to analysis outputs; and a final report. So this is important to remember in the final report, it's a deliverable will be required at the end of the grant life. So your final progress report, or actually we call them performance report now, would probably have a detailed final report. How large that will be, that'll be up to you. But it will be more than just a standard performance report. We're really looking something we can share within the field. So, it's very important to do that. Next slide, Daryl.

Purpose Area 2, very similar to the one before: strategic planning, developing criteria to best determine strategies and effective collaborative models, preparing an outreach and marketing plan that is a deliverable we want to see that you should be submitting to us during the life of the grant award, if you are awarded that. It's important to put that in your application, but then you will need to send us the actual plan that you're going to work on. Creating letters of intent, memorandums of understanding, developing a summary report of all strategic planning committee meetings and strategic planning sessions. So this is a little bit different than the first purpose area. So we want to see a summary report of your strategic planning committee meetings, some point during probably the first year of the award. You can work with the grant--if you are awarded, you can work with the grant manager in terms of timelines when you should do that. It's really open to when you're ready to do that, depending on how long it takes to do strategic planning. There's no set date with any of these things. When you do a timeline, you're going to want to be creative in terms of when you feel that you can get it done. And we always understand that timelines change. And you can always move things around to best meet the needs of your plan. And then, the final implementation plan needs to be done as well. Next slide, Daryl.

And as I said before, so comprehensive assessment of the project. You know, that's also something, you know, that's basically part of the final report. We're looking for a comprehensive final report that needs to be done. For more details on that, you'll work with a grant manager. But we really need a good idea of what is going on, especially with this one. This is a new project, and we are looking forward to seeing, you know, ways that we can improve upon it. Next slide, Daryl.

All right, so this won't really apply to many SAAs and probably state agencies, but it might, I'm not entirely sure. So that's always a possibility. Priority consideration supporting Executive Order 13985, Advancing Racial Equity and Support of Underserved Communities Through the Federal Government. Applications that include projects 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 inequity when making award decisions. Inequality, sorry, not inequity, sorry about that. So there are two purpose areas. If, for example, it does apply in terms of particularly, state agencies that's applying, maybe you might be partnering with a nonprofit, or some other thing, they might be able to put the priority areas down. So this would help increase your priority considerations. So read that area carefully. If it is, I think there's a box to check, in the application to put that if you do--if it's one of these two areas, so that can help promote your application. So take--So read it carefully. It's in the solicitation. You can always ask additional questions to NCJA--not NCJA, to NCJRS, if you need to. Related to that, there's a lot of information on the OJP website about priority areas. And, again, we're really looking forward to trying to reach underserved areas marginally and

adversely affected applicants. You know, we're trying to really be as inclusive and reach out to areas of--different areas that we haven't in the past. Next slide, Daryl.

This award will be made as a cooperative agreement. Instead of a grant, this is a grant mechanism called a cooperative agreement. It means there'll be substantial involvement between the award agency and the recipient during the performance period. Basically, it'd be a partnership. For Purpose Area 1, you know, we obviously will allow the state to, you know, work independently. And basically, when it comes to some technology stuff, we'll have to make sure that technology complies with some of federal statutes as well as OJP guidelines and or policy. For the state-run, for the hotlines, it's very important that we actively partner with you on that. Obviously, you will be working independently in regards to how your state runs things. But we want to be an active participant. And it's very important that we work closely with you on that. Next slide.

Application and Submission Information.

All right. The elements must be included in the application submission to meet basic the minimum requirements or what we call BMR, to advance to peer review and receive consideration for funding. Just a heads up is that we do plan to have outside peer reviewers for all of these applications related to Purpose Area 1 and Purpose Area 2. So it's very important that, you know, we find subject matter experts in the areas. And there will be different subject matter experts for each individual purpose area. In fact, there'll be separate peer review panels because it requires different SMEs related to those two different topics. So the first one will be, of course, working with state administrators, technology people, victim advocates. The second one will be working with victim advocates, crime victim--or hate crime victim advocates, people who understand hotline work. I'm not entirely sure. But definitely people who have experience creating these kinds of systems in the state network, definitely be done. I know we're in the process of vetting some of those peer reviewers now to make sure that we're both inclusive and as well as have technical capabilities to, you know, properly assess the applications that come in.

Again, you'll have to turn in a proposal abstract, that's important. And you'll have to do a proposal narrative. And then you'll have to do a budget worksheet and budget narrative, web-based form. So we don't--in the past, if you've done OJP applications, there used to be this green Excel spreadsheet. Now, you need to do it within JustGrants and make sure you fill out that information correctly. And if you fail to submit any of these three documents, your application will be not considered. So of all the things you got to do, make sure these three documents are the most important things you fill out. Next.

Proposal Abstract. An abstract is a clear and simple summary statement about your proposal. The statement should be no more than 400 words and should include the purpose of the project, primary activities, expected outcomes, the service area, and intended beneficiaries and subrecipients. This will be completed in the JustGrants web-based. Next.

The proposal narrative must be double spaced. Use the standard of 12-point font. Use no less than 1-inch margins, etc., and will be actually attached in the JustGrants. So in this one you can write, you know, as much as you want to not to exceed 20 pages though. Yeah, not as much as you want to, but up to 20 pages. You can be creative and use charts and graphs or whatever you want to do, because this will be an external attachment. Next slide.

Proposal Narrative Format. The following sections are part of the proposal narrative: statement of the problem, description of the issue, project design and implementation, capabilities and capacities, plan for collecting the data. So with this one, I tell all applicants and I always say this, having reviewed grants were probably going on 30 years--no, 20--some years now. I'm not--I'm not even sure myself. But for a very long time. Even starting way back before I was ever with the Federal Government, in terms of local applications. It's important to write what the problem is, but don't spend 10 of your 20 pages on the problem. I'd rather you spend more time being specific in terms of how you want to design and implement your program. Give a summary of the problem. Obviously, we identify--understand the problem. That's why we're creating this funding opportunity. But be as specific and as detailed as you can in terms of how you plan to design this, whatever your project is, the hotline or building state technology capacity. Be intentful in that way. It's very important. And then also promote your capabilities. You know, how well will you be able to do it? Do you have the resources? Do you have the staff and experience? Spend the bulk of your time in those areas, as well as talking about how you're going to collect data, that's very important. Next slide, Daryl.

So proposal narrative: description of the problem to be addressed, description of the current service activities, description of how funding will alleviate, etc. Next slide.

I'm going to speed up a little bit because I see we're running out of time. Sorry. This will be available online, these PowerPoints if you need to. But Proposal Narrative, Project Design and Implementation, this section should include goals and objectives and activities that are aligned with the solicitation. Be brief, concise, and clear. Make sure the information is consistent through the proposal. Create solid goals and measurable objectives. Objectives should be SMART, Specific, Measurable, Attainable, Realistic, and Time-bound. Focus on the future and setting a realistic timeline. Next slide, Daryl.

Proposal Narrative: Capabilities and Competencies. We're going to pass this one. You can look at this online, if you need to look at it. This is actually within the solicitation as well.

Make sure if the applicant--just a reminder, at the bottom of the Priority 1B consideration. It's very important. Next slide.

Plan for Collecting Data. This section must include the following information, a plan for collecting all the performance measures data required by the solicitation. That will be given to you by your grant manager for either one of the purpose areas, in time. We developed those performance collection tools, that kind of says that through the solicitation, but we'll actually come up and you'll have to do a reporting in what we call a PMT, the performance measurement tool, where you will then report on a performance measurement. It's very--you know, those are--will vary depending on the project that you're going to do in Performance Area 1. And of course, with the hotline will be about how many calls you'll receive. Purpose Area 2, how many calls you receive, outcomes, and stuff related to those calls. All right, next slide.

Budget Worksheet and Budget Narrative, this web-based form. So make sure that your budget is very clear that you clearly state because the--it--the web-based form is very complicated sometimes, in terms of--not complicated. Let's just say, it's small boxes you've got to fill in. So that doesn't mean you shouldn't have information in there. Make sure you put all the personnel costs. Make sure you include how, you know, everything broken down and per year, whether it'd be 36 or 46 months. The budget should be mathematically sound and correspond with the information described in the Proposal Narrative and aligned with the project design. Sometimes the budget sheet on JustGrants doesn't always calculate your dollar amounts, exactly correctly.

I think this year, it's actually working well. But, I haven't seen it. So, make sure that you do, that you check your math. That is important. It doesn't necessarily mean that you won't receive the award but it will be an issue when you have to get budget clearance later on, so. All right, next one.

All right. Create a SMART Budget, be Specific, Measurable, Attainable, Relevant, and Time-bound. Next slide.

Applications with the three required documents--Along with the three required documents, the following information should also be included in the application submission. You'll have to fill out, when you do Grants.gov, the SF-424 form, which will be a lot of your information related to you and your UEI number, your agency's address, and other relevant information. If you have an indirect cost rate, you'll need to put that in there and attach that. Financial management and system of internal controls questionnaire, research and evaluation, disclosure of lobbying activities that actually happens in Grants.gov, that's the SF-LLL. Don't leave any box blank on that one, make sure you put N/A if there are no lobbying. Make sure you fill in every box. And that's my advice to you on that one. Application disclosure of duplication in cost items, aka duplication in funding. So if you--I don't think there's any other opportunities related to the hotlines, but if there was, you would put down that you are--also applied to a different funding opportunity. This one's actually a good one, if you applied to one OVC's other technology capacity grants. There was one run through the discretionary grant program, and they're very similar. So you might want to--if you applied to both, you may want to put that down. And you want to disclose your cost items. That way, we don't award the same kind of grants to the same person twice. And disclosure of high-risk--grantees of the high-risk, make sure you read that. This is all in the solicitation. So please be careful and read through that. All right, next.

Hallmarks of an Outstanding Application. Use simple and concise language. Ensure information is presentable and organized. Add timetables, graphs, staff photos, and other images when possible while being mindful of grant guidelines. Be realistic about how you will achieve your goals. Get feedback from those who may run the project. Make sure the proposal is consistent with the solicitation. That's actually very important. Sometimes applicants will come in and they'll see--they might see that this opportunity and think they can, you know, kind of spin it in a way that's not exactly related to what's in the solicitation. I can remember one from last year. It was for a crime victim advocate and a small police jurisdiction, but they were trying to somehow tweak it to--for building state technology capacity with the VOCA State Administering Agency. So make sure you look at the purpose and who's the eligible--the eligibility requirements, it'd be very important. Check, recheck, and check again. Again, this is being reviewed by outside peer reviewers and they will notice misspellings or poor grammar and those things of that nature. So they might lower your score. Next.

Common Reasons Cited for a Weak Application. Too ambitious or lack of focus, applicant lacks appropriate expertise, no evidence of feasibility, poor writing, a lot of errors, as I mentioned before. Next slide.

Application Process. All right, thank you, everybody. I'm going to turn this over to Daryl and I'm going to start looking through the Q&A to prepare to answer questions at the end of this presentation.

DARYL FOX: Great. Thanks so much, Joel. So whereas we discussed the programmatic side of the solicitation, some of the elements required. We're going to delve, change gears a little bit, into the application process portion.

So as mentioned, to reiterate earlier, there's two specific--two-step application process. One is both Grants.gov that deadline is going to be July 12, 2022. And then the Grants--JustGrants deadline is going to be July 19, 2022. Each have their own due date. And if you miss the Grants.gov deadline, then you would not be able to proceed with your application. So be mindful of those and as Joel mentioned earlier, 24, 48, 72 hours in advance try to get those applications in.

This part of the grants lifecycle involves completing web-based forms, as well as attachments, Joel mentioned this as well. The process begins with Grants.gov. That's going to be your SF-424 and the SF-LLL, which is the lobbying activities form. This is essentially the extent of the application requirements in Grants.gov. Once the application has been submitted and validated in Grants.gov, it will be sent to JustGrants for completion. It may take a few days for this validation to complete, but know that that will be the process. It's okay to enter preliminary information in Grants.gov, if you haven't fully determined your budget or scope. You'll be able to edit that and update your entry in JustGrants.

So the Grants.gov login is separate from JustGrants, as mentioned. And it's not managed by the Department of Justice. So if you do have questions about Grants.gov, you'll need to contact them directly for support. And we'll get to that in a few subsequent slides there. You will apply by selecting the option in Grants.gov to apply. Log in using your email you want to receive notifications with. And then there's a workspace icon where you can search for the opportunity. Once you've determined the opportunity and applied, you'll receive a notification from Grants.gov, confirming the receipt of the SF-424 and the LLL, and if they were validated or rejected with errors. So this is another reason why we do suggest getting your application in early. You'll have an opportunity to go back and correct any errors that may have arisen, that the system identified.

And then once it's passed to JustGrants, once that deadline's passed and you're set there, you will go to JustGrants to submit the full application. This link has been entered in the chat, [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov). We'll get into some of the different resources available on that site, but this is where you're going to spend most of your time.

There are certain web-based forms that must be submitted, and this was touched upon a little earlier, your Proposal Abstract and the Solicitation-Specific Data submitted with the application. You will also need to submit your goals, objectives, deliverables, and timeline, and make sure your budget information is included in the Budget Detail Form. And lastly, your Disclosure of Duplication and Cost Items. So just pay attention to the required sections. If it does present you with the web-based entry, you must submit it there instead of with attachments. So just be mindful of the required procedures within that system.

So after you've submitted your application, you're probably wondering what's next. Once all the applications have been received, the entity will be notified. And what you'll do is you identify an Entity Administrator and Authorized Representative for the proposal. Those people will be notified. The Application Submitter, will be the one--and the Entity Administrator will be notified once the award notification has been sent, if you have been awarded. Just a note, if you submitted your application, your status is going to be in submission status, but you may see a banner on the site that indicates that it's past due. That's just noting the submission deadline's passed, not your particular application. So you can go ahead and ignore that banner that pops up there. So just a note.

So as mentioned, JustGrants has a wealth of information on their website. It's a rather new system, a few years old now. And they've been really cultivating a lot of the trainings and resources available to users, for them to seamlessly submit their applications. So on the left here, you're going to see just a dropdown of some of the training resources by topic, whether it's, you know, the application submission, the acceptance, award management, anything you can imagine. You'll be able to go ahead and click, and get resources and training there. There are also micro-learning videos and job aid reference guides that are available. They're very short videos, and they're meant to be used while you're working, so don't feel like you need to set aside time and review these in detail prior. They're really helpful if you're in the middle of a task within JustGrants and you just want to verify the next steps. A lot of these are 30 seconds or so, just kind of on how to proceed through the different steps within the application process. So in sum, you know, you definitely want to visit the JustGrants website and check out these items and resources that are available.

JustGrants also offers [office hours](#) for their application mechanics series, on a variety of functions within the application process, as far as preparing to apply, roles and responsibility, questions. There's listed here, on the right, is going to be the rest of the June dates that are available, 2:30 to 4:00 p.m., Eastern Time. The link below was just entered into the chat, so if you could hyperlink to that or copy and paste that as you need to. A wealth of information is provided at those and really help you navigate the system.

So this solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. Just provide that guidance to applicants for preparing in submission of OJP applications for funding. Again, this URL, I won't read it out loud, but it's going to be entered in the chat. Go ahead and hyperlink to. And if this--if this solicitation itself expressly modifies any provision in the resource guide, you are to follow the guidelines in the solicitation.

So early in the year, OVC conducted some pre-application webinars. There's four different parts here that are listed, Getting Ready to Apply, Considerations When Building Your Budget, Preparing Your Proposal, and we had a general one on the Overview of the Funding Opportunities in Fiscal Year 2022. This particular one is one of the last ones to be released for the year, so the first three will probably more useful to you. Really, they're popular webinars, and to this day, still get a lot of accesses from the website where these are housed. So, the link will be posted in the chat. And you can also subscribe to [News From OVC](#) if you want to stay up-to-date on what's coming out from OVC, whether it be solicitations, resources, programs, things like that. So, the expectation is to hopefully, do these again next year as they were really popular, and just kind of preparing for the solicitation season to be--to get going. And the JustGrants trainings are incorporated in these, so these are OVC-specific with the JustGrants information within them.

Some important web resources, I won't read every one here, as we've gone over several to date, but you'll be able to go back and reference this PowerPoint once these are posted to the OVC website, if you need to. The [OVC homepage](#), the [DOJ Grants Financial Guide](#), as we mentioned. [JustGrants](#), [Grants.gov](#), and the resource guide. But the [OVC Training and Technical Assistance Center](#) is a wonderful resource, if you're looking for training and technical assistance needs. [Grant Performance Reporting](#), and then the [OJP Resource Center](#). We'll talk about that on the next slide here.

So with everything that we've talked about today, if you have questions, who are you going to go to? So this slide--and we'll have it up during the Q&A for your reference. It's going to-- basically, there are three entities. So as mentioned, Grants.gov for the SF-424 and LLL, any

information you need or questions, you're going to call the Grants.gov hotline here. They have an email at support@grants.gov. And like I said, there's limited interactive-ness with that, so you should be good to go with that. Then, with the full application, JustGrants, they have their number and email support line that's mentioned in a lot of the training tools and the website, so JustGrants.Support@usdoj.gov for that. Now, if you have any questions at all with the solicitations itself, with the programmatic requirements, eligibility, things like that, OJP Response Center is who you're going to want to contact for that information. Very responsive, and they'll work with Joel and OVC staff on getting answers to any of the questions that you may have. And they can be reached at grants@ncjrs.gov.

Once again, just kind of wrapping things up here, the dates. So, you submit the SF-424 and LLL, by July 12th, 11:59 p.m., Eastern, and that's in Grants.gov. Now, the full application, July 19th, as Joel mentioned early, 8:59 p.m., and that is a change. So just make a note of that. And they're both Eastern Time.

So if you want to stay connected, this link will be put in the chat and it's just going to have information on how to [subscribe](#) for OVC's newsletter, as mentioned, for any information that's being put out from OVC.

And with everything, we are social. You can go social, either like the [Facebook](#) page, follow us on [Twitter](#). We have a variety of videos available on [YouTube](#) for you to watch, as far as victim assistance and services, things like that that are put out by OVC.

So, with that, we're at the Q&A portion. If you do have a question, go ahead and enter that in the far bottom right of your screen, three dots, Q&A, send to All Panelists. And Joel will be able to get to those as we go through here with the remaining time.

JOEL HALL: Thank you, Daryl. Just one thing I wanted to reemphasize, I kind of maybe briefly touched on it, is that for the state hotlines, hate crime reporting hotlines, you know, the state needs to apply, but it doesn't mean the state has to run the hotline. It means that whatever state agency is designated to do that, it could be something, like, you know, a nonprofit or some other one that the state partners with. But you can't necessarily apply, you have to have the state apply. And then, they can either subgrant it to you, or contract, you know, whatever vehicle they want to use. So it doesn't necessarily mean you have to do that. But you need to partner and get the state to apply on your behalf, if that's what you're interested in. I'm not sure, you know, again, states are--you know, this is new. And so you might have to--if you are an agency that's very interested in being part of the hotlines, but not a state agency, you may need to educate your particular state government on need of this, and get them invested in and apply.

DARYL FOX: There's no questions in the queue at this time. But we'll go ahead and just hang on here for the time we have remaining. If you do have one, go ahead and enter that in. And it's like I mentioned, I'll put this slide up here. If you do have any questions after we adjourn today, you'll be able to get support with either one of these entities.

JOEL HALL: And what I said before about the hotline, so that also can apply to Purpose Area 1 as well, in regards to it could be something you're interested, but you have to see your VOCA State Administering Agency to need to apply on your behalf. In many cases, for Purpose Area 1, for example, Telehealth was one example. It was a hospital interested in applying, and so, they got the VOCA administering agency to apply for them, and then were subgranted.

So, going over the SAA agencies that would qualify, that is State Administering Agencies for Purpose Area 1, that is the VOCA (Victims of Crime Act) designated SAA. So if you're not that, you would already know that. So then, you will not be able to apply for Purpose Area 1. That is specifically for the VOCA formula recipients, either the victim assistance formula grants or victim compensation grants.

In terms of the Purpose Area 2, that's the state agency. That's wide open. You know, it really depends in regards to whatever state agency the state government decides would be applying for it. So, that's open and really interpreted to what each state wants to do, and how creative they want to be.

Again, Purpose Area 1 is specifically for VOCA State Administering Agencies who already manage our formula grants.

DARYL FOX: And I'll just go ahead and put this slide up again with the due dates. Just be mindful of those, in another month or so, everything will be coming due.

JOEL HALL: Yeah. We're just about at 2:00. So I don't see any other questions. Do we see anything else? Oh, here we go.

“One more example of the agencies that fall under Purpose Area 2.”

So a state agency, let's say, for example--an example would be a state's Department of Health and Human Service, State of Delaware. I'm not sure they have a Department of Health and Human Services. That is a state agency. The Department of Elder Abuse would be an example. Or maybe there's a--you know, the Office of the Attorney General of a certain state, that would be an example of a state agency. But there's many different examples, you know.

DARYL FOX: Okay. Thanks, Joel. So with that, any words in closing before we adjourn?

JOEL HALL: Oh, I see one question I missed. "Can you give an example of types of outreach that fall under the guidelines?"

In terms of Purpose Area 2, it can be, you know, I--that's wide open for you to decide. I mean, it could be PSAs. It could be other types of--it's really--you know, again, this is new, so we definitely want to see outreach. You know. How are you going to promote your hotline? You know, I would definitely talk to other hotline providers about how they outreach to communities. It can be many different things. It can be social media, Twitter. Public, you know, in terms of department heads or people within--you know, officials going to conferences and speaking engagements and notifying people. You know, all of the above, for instance, whatever you can do.

All right. Well, I think that's it. Thank you, everybody. I greatly appreciate your time for this. I'm really looking forward to some interesting applications. I know for Purpose Area 2, this is the first year, and we are definitely excited to help facilitate this and hope to facilitate it many more times in the next couple of years, depending on the Congress' funding. All right. Well, thank you all. And you have a great weekend.

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