

DARYL FOX: Good afternoon, everyone. And welcome to today's webinar, "FY 2023 Action Partnerships for National Membership and/or Professional Affiliation Agencies Assisting Victims in the Aftermath of Crime," hosted by the Office for Victims of Crime.

At this time, it's my pleasure to introduce Dr. Stacy Phillips, Grants Management Specialist with OVC to begin the presentation. Dr. Phillips.

STACY PHILLIPS: Welcome, everyone. My name is Stacy Phillips. I'm a Grants Management Specialist with the Office for Victims of Crime in our Discretionary Programs Division and I'm excited to be here with all of you to be able to walk you through the ins and outs of this initiative.

So today, we're going to talk about OVC's mission, the solicitation, including the opportunity focus, eligibility, and required documents. Then we'll talk about the application process and resources. And there will be time to answer your questions at the end of the presentation.

So OVC's mission is to enhance 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 of crime. The Office for Victims of Crime administers the Crime Victims Fund and the Fund is financed by fines and penalties paid by convicted federal offenders and not from tax dollars. So OVC channels that money towards victim compensation and assistance throughout the United States. We raise awareness about victims' issues, promote compliance with victims' rights laws, and also provide training and technical assistance and publications and products to victim assistance professionals. So this funding supports formula program to state, territories, and tribes, as well as many OVC discretionary grant programs for victims of crime.

In fiscal year 2023, OVC has appropriated over \$1.8 billion to help improve victim services throughout the Nation. The majority of OVC funding is Victims of Crime Act funding, which goes to states and territories as formula funding for victim compensation and victims assistance programs, with approximately \$95 million in anti-trafficking funding, \$95 [million] for tribal efforts, and the rest for discretionary programs.

So this OVC funding opportunity is going to take a look at the solicitation, walk you through eligibility, what documents are needed to apply, and then how the application process works.

So for eligibility, an applicant entity may submit more than one application, if each application proposes a different project in response to the solicitation. For profit organizations other than small businesses; we also have nonprofit having a 501(c)(3) status with the IRS, other than institutions of higher education. And then, nonprofits that do not have a 501(c)(3) status with the IRS, as well as other than institutions of higher education.

So OVC seeks to improve responses to families impacted by violent crime by building or enhancing relationships with membership organizations that represent funeral directors, cremation, and burial service professionals, medical examiners or coroners, or other organizations whose members may come into contact with the surviving family members or loved ones of homicide victims.

OVC is dedicated to helping organizations promote awareness of crime victims' rights, available assistance and issues and to providing appropriate and trauma-informed services to crime victims. By funding national scope training and technical assistance efforts for national organizations, OVC engages non-traditional partners in its efforts to reach historically

marginalized and underserved and often underrepresented communities that disproportionately experience violent crimes.

Through this grant solicitation, OVC hopes to build relationships with national membership organizations that support funeral directors, cremation and burial services professionals, medical examiners or coroners or other professional organizations whose members may come in contact with the surviving family members or loved ones of homicide victims. These organizations are in a unique position to provide training and technical assistance and information about trauma-informed responses to their members to facilitate appropriate referrals and provide critical information about available assistance to the families of loved ones in the aftermath of a homicide.

In addition, this grant award will enable the successful applicant to educate their members about the critical role they play in serving crime survivors with the goal of providing increased access to crime victim compensation and assistance, especially to survivors in historically marginalized and underserved communities. Areas for delivering training and technical assistance include but are not limited to: providing trauma-informed responses; providing grief counseling or referring survivors for grief counseling; preparing for a mass violence response; establishing relationships and conducting resource mapping to provide referrals; and developing designated trauma-informed victim-centered areas for information delivery or identification. This information is also described in detail under the specific information section of the solicitation.

The project's goals are to expand professional organization members' knowledge and understanding of crime victim issues and what it means to be trauma-informed and trauma-sensitive, as well as to encourage constituents who may come into contact with family members of homicide victims in their work to integrate this information into their daily practices.

An applicant should address all of the objectives listed in the goals, objectives, deliverables, and timeline based form. Some of those--oh sorry. Go ahead. Some of those objectives are to conduct an assessment of their membership to determine their existing knowledge and capacity related to crime victimization and trauma-informed delivery of services to survivors of homicide victims; based on the assessment then provide free technical assistance, conference support, regional forums, and resource development to their memberships; identifying and promote promising practices and models, policies in delivering trauma-informed services to family members of homicide victims that could be integrated into their practices; as well as equip the membership organizations with the resources and knowledge necessary to improve the delivery of crime victim compensation and assistance information to neighborhoods experiencing high levels of violent crime.

For your deliverables, the goals, objectives, and deliverables are directly related to the performance measures that show the completed work's result as discussed in the application and submission information section. Deliverables may include but are not limited to the following, best practice training or seminars at national, regional, or state conferences to increase professionals'/members' understanding of the impact of crime victimization, homicide specifically, as well as related issues and to develop or enhance their ability to serve crime victims in a trauma-informed manner and provide greater access to assistance and services or to increase their quality. Training or awareness programs that reflect best practices in serving crime victims for distribution, membership, or professionally affiliated sites nationwide. To develop a communication and dissemination plan to include social media, designed to increase understanding and awareness of the organization's national membership about issues related to victimization and the impact of crime on victims and their families and services and assistance

available for surviving family members. A forum, an event, or media piece designed to increase understanding and awareness of the organization's national audience about issues related to victimization and the impact of crime on victims, their families, and the community, and also its follow-up activities that provide your members and affiliates of the organization the opportunity to appropriately address victim issues and their needs; as well as user satisfaction surveys and analogies to determine the impact of the grant on memberships' understanding and implementation of crime victimization, more specifically homicide.

So the Department of Justice 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 threats and builds trust between law enforcement and the community. In support of the Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, OJP will provide priority consideration when making award decisions to the following. A, 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 inequality. Or B, applicants that demonstrate that their capabilities and competencies for implementing their proposed projects are enhanced because they, or at least one proposed subrecipient that will receive at least 40 percent of the requested award funding as demonstrated in the budget web-based form, identify as a culturally specific organization. Note that addressing these priority areas is one of the many factors that OJP considers in making funding decisions. Receiving priority consideration for one or more priority areas does not guarantee an award. For more information about requesting the priority areas, see the solicitation. It will walk you through what to include in your application to address these considerations.

So in terms of the federal award information, we are going to fund up to three awards and the maximum dollar amount for each award is \$500,000. The period of performance start date is October 1st of 2021 [2023] and it will be a 3-year grant. The total amount to be awarded is \$1.5 million.

So OVC may in certain cases provide additional funding in future years to awards made under this solicitation through continuation awards. OJP will consider among other factors OJP's strategic priorities, a recipient's overall management of the award, and the award funded work's progress and when making continuation award decisions. This solicitation and awards under this solicitation are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents or any other person.

The awards will be made as cooperative agreement, which means substantial involvement between the awarding agency and recipient during the performance period. The award agency closely participates in the performance of the award. You can also see the Administrative, National Policy, and Other Legal Requirements sections of the OJP Grant Application Resource Guide for more information.

So let's talk about the application and submission information.

So the Grants.gov deadline is June 7th. And so new applicants and entities interested in applying should apply for a Unique Entity Identifier number in SAM.gov. And you should really

do that as soon as possible--as soon as possible. We have--There have been sometimes extensive delays with the entity validation service process in SAM. And you should not wait until the last minute. Because what happens is, if you guys work really hard on your application and if you don't apply for an entity identifier number as soon as possible and then, there's a delay and you aren't able to submit your application; that is not considered an exception to ask for a waiver. So we know that there are delays being experienced by entities that have changed their legal business name or physical address. So the Grants.gov deadline is June 7th.

Then the JustGrants deadline is June 14, and so--at 8:59 PM. So before 9:00 PM Eastern Standard Time.

We expect to make awards to grants no later than September 30th and all project start dates should be on or about October 1st, 2023. Now, we need to say that successful applicants may not begin work until the budget has been reviewed and officially approved by OJP. And so additional information and/or restrictions may be outlined in the award package.

So to meet the basic minimum requirements to advance to a peer review and receive consideration for funding, your application must have these elements. A Proposal Abstract, a Proposal Narrative, which includes the Description of the Issue or the Statement of the Problem, Project Design and Implementation, Capabilities and Competencies, and your Plans for Collecting the Data for Solicitation's Performance Measures. Also the Web-Based Budget Form, which includes the budget details and the budget narrative. So remember, if you fail to submit any of the required documents, your application will not be considered for funding.

So in terms of the abstract proposal, the abstract is a clear and simple summary statement about your proposal. The statement should be no more than 400 words and should include a purpose of the project, your primary activities, expected outcomes, the service area, and intended beneficiaries and subrecipients. And this is going to be completed in the JustGrants web-based form. Abstracts should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information. The abstract will be made publicly available on the OJP and USAspending.gov websites, if the project is awarded. So see the OJP Grant Application Resource Guide for an example of a Proposal Abstract. And if priority consideration is being requested, please indicate the priority areas, 1A or B.

We also have the Proposal Narrative format, which should be double-spaced, use a standard 12-point font, have no less than 1-inch margins, not exceed 20 numbered pages, and be submitted as an attachment in JustGrants. Now note, you need to adhere to these Proposal Narrative formatting requirements, and if this Proposal Narrative fails to comply with these length-related restrictions, OVC may consider such noncompliance in peer review and final award decision.

So the following sections are part of the Proposal Narrative. Statement of the Problem/Description of the Issue, Project Design and Implementation, Capabilities and Competencies, and your Plan for Collecting the Data Required for This Solicitation's Performance Measures. And we are going to talk about these in more detail, but the following sections are part of, you know, the Proposal Narrative.

We also need you to provide a clear statement of how funding will support the project's value to the victims field by meeting a stated goal. And describe/specify the goals and objectives of the project. Identify current gaps and challenges.

So in terms of the Project Design and Implementation, all applicants should use this section to describe the strategy to address and design the needs identified in the Description of the Issue. List your activities and describe how they relate to the stated objectives. Provide a detailed description of the methods to be used to carry out the activity. Explain intended services and deliverables or products such as TTA, training curricula, promising practices, etc. Describe your plan to ensure cultural relevance and equity. Describe the coordination of the project with other organizations. Any unusual features of the project such as design, technical innovations, if there's involvement of, you know, extraordinary community, volunteers, or the private sector. Outline a dissemination plan for the product or service. And also make sure to provide a time-task plan.

Also under your Capabilities and Competencies, please make sure that you provide a clear description of the applicant's management structure and the current and proposed professional staff members' unique qualifications that will enable them to fulfill their grant responsibilities. Provide an organizational chart, describe roles and responsibilities of your key organizational and functional components and personnel. Identify the project director and include their expertise and experience to perform leadership functions and sufficient time to devote to the project to provide the needed guidance and supervision. Also include your job descriptions and copies of resumes for the proposed key staff positions; they should all be included. Also, if the applicant is seeking priority consideration under Priority 1B, it should go in this section. It should describe within the section how being a culturally specific organization or funding a culturally specific subrecipient organization at a minimum of 40 percent of the budget will enhance its ability to implement the proposed project. It should also specify which populations are intended or expected to be served or have their needs addressed under the proposed project, and should include the website address, if applicable, and formal or informal mission statement or principles of the culturally specific organization.

So in terms of your plan for collecting data, the Plan for Collecting Data for this Solicitation's performance measures are 10 percent. And applicants are not required to submit performance data with the application, but rather performance measure information is included as an alert that successful applicants will be required to submit performance data as a part of each award's reporting requirement. So performance measures are parameters, again, which progress towards goals can be assessed. It's a common language that really links your plans and your performance, and it consists of your program's inputs, activities, outputs, and outcomes, so like a logic model. While this data satisfies the reporting requirement of your grant, it also provides an excellent opportunity to self-assess your program and your agency's processes. As a first step, review your program's performance measures, focusing on the numbers, narratives, or other data you will need to collect to answer the questions posed by OVC. OJP will require each successful applicant to submit regular performance data that shows the completed work's results. The performance data directly relates to the goals and objectives and deliverables identified in the goals, objectives, and deliverables discussion. Applicants can visit OJP's performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

So your web--your budget web-based form that needs to include your worksheet and budget narrative needs to be included, and it's 10 percent merit criteria. The applicant will complete the JustGrants web-based form, it breaks up your cost by year, requesting 36 months total of project activity. Also reflect Priority 1A or 1B considerations in the budget, and you can see the Budget Preparation and Submission Information section of the OJP Grant Application Resource Guide for more details on the budget and associated documentation such as information on proposed subawards, proposed procurement contracts under awards, and pre-agreement costs.

For questions pertaining to budget and examples of allowable and unallowable costs, please visit the DOJ Grants Financial Guide.

We want to make sure that you create what we call a SMART budget. Just like your objective needs to be SMART, so does your budget. So your budget also needs to be specific, measurable, achievable, relevant, and time-bound. For specific, we want you to be specific when listing all of your subcategories. Measurable, make sure your costs are measurable under the computation column of the budget. Attainable, to ensure that your budget items are achievable, your budget needs to make sense. Is there enough work for your project director to be hired at a full-time basis? On the flipside, do you have ample resources included in your budget to meet the objectives? Is there a required training for two staff to attend a three training--to attend three trainings in Washington, DC, but your organization is based in California, but you only include \$100 for training in the budget? That wouldn't make sense. So also, it needs to be relevant. If you put your timeline next to your budget and are sure that each item is accounted for, then your budget should be relevant. If you listed hiring a project director in your timeline and discussed the project director's role in your project design, then it would be relevant to include a project director in your budget. On the other hand, if you don't include a project director in your timeline or project design, then it would not be completely relevant to include that in your budget. In addition, your budget needs to be time-bound. Your budget is usually listed year by year or for a certain duration. Pay attention to what the duration is and prepare your budget broken down year by year. You want to make sure reviewers can understand your budget and that it makes sense.

So the application checklist at the end of each solicitation will list other documents to include. Use the checklist in your review prior to submitting your application to ensure you have attached all the documents. There are other resources to aid you in developing your application, which includes the DOJ Application submitted--Submission Checklist, the JustGrants quick reference about Application Attachments, and there is also a larger application submission job aid covering potential attachments that you may be asked to provide.

So what are hallmarks of an outstanding application? It's really important to remember that when you are developing your program narrative and budget, that you use simple and concise language. Information should be presentable and organized. Be realistic about how you will achieve your goals. Get feedback from those who may run the project.

Common reasons cited for a weak application include maybe you're too ambitious or maybe it lacks focus, applicants lacks appropriate expertise to carry out the proposed project, no evidence of feasibility. Don't assume that reviewers are as familiar with the project as you are. Poor writing and a lot of errors. Definitely, you know, review it with a fine-toothed comb. Also, no citations or source of data.

So now, we're going to go over the application process.

So part of the grant's life cycle involves completing and submitting web-based forms and any requested attachments based on the requirements in the published solicitation. The process of submitting an application in JustGrants begins in Grants.gov. Once you have located a funding opportunity with DOJ, you will submit an SF-424 and SF-LLL in Grants.gov. This is the extent of the application requirements in Grants.gov.

Aside from the SF-424 and the SF-LLL, most of your application is entered in JustGrants. Your entity information is populated based upon entries made in SAM.gov and used in Grants.gov.

You will have two application submission deadlines, one for Grants.gov and one for JustGrants. Most of the application requirements will be submitted from JustGrants. Each solicitation has an application submission deadline in Grants.gov. After this date, the solicitation is removed from Grants.gov and no one will be able to apply any longer. It is highly recommended that you check the due date in Grants.gov and try to submit at least 72 hours prior to the deadline to provide you with enough time to correct any errors and resubmit, if necessary.

It's okay to enter preliminary information in Grants.gov if you haven't fully determined your budget or project scope. You will be able to edit and update all your entries in JustGrants. Once the application has been submitted and validated in Grants.gov, it will be sent to JustGrants for completion. It may take several days for Grants.gov to complete validations and release it to JustGrants. JustGrants has its own submission deadline, typically one to two weeks after the Grants.gov deadline. For example, if your due date in Grants.gov is April 1st, then you have until April 15th to complete the application in JustGrants. Submitting early in both systems is recommended. In our example, if the due date in Grants.gov is April 1st, and you submit March 15th, you will still have until April 15th to submit the JustGrants application.

The JustGrants submission should include all items that are required in the solicitation and is final. Some of ways that JustGrants streamlines the process is that you are provided with the utilities to use a web-based budget detail worksheet. Not only is this process more efficient, but it also establishes a shared structure and narrative for all of DOJ. Streamlined validation of your budget allows the process of clearing new budgets much faster.

Your organization, specifically your assigned Entity Administrator, can control users and award assignments, and does not require intervention from DOJ to make updates to those assignments. The Entity Administrator defaults to your organization's eBIZ point of contact. But that person can reassign the responsibilities to another user, as needed.

So the important dates that we need you to remember is part 1, June 7th, 11:59 PM Eastern Standard Time. Submit the SF-424 and the SF-LLL in Grants.gov. Submit part 1, by the deadline in the solicitation.

Submit part 2 by June 14th, 8:59 PM Eastern Standard Time. Submit the full application in JustGrants.gov.

So there are certain web-based forms that must be submitted directly into the system, your Proposal Abstract and solicitation. For those who return--who are return users, you will need to submit your goals, objectives, deliverables, and timelines just like before. Make sure your budget information is included in the budget detail form. And lastly, your disclosure of duplication in cost items. Pay attention to those required sections. If a section is required and present--and presents you with web-based entries, you cannot upload a document instead, and you must use that format that's required in the application.

What to expect after submitting an application. After you have submitted your application, you're probably wondering what's next. Once all the applications for this solicitation have been reviewed, then the entity will be notified, which all happens before September 30th. Actually, let's state. It's really by September 30th.

Please remember who your Entity Administrator and Authorized Representative are, for they will be notified when the deadline for applications will be changed. The system will also notify the Application Submitter, Entity Administrator, and Authorized Representative when the application

has been received in JustGrants from Grants.gov, and the Entity Administrator will receive notification on when the award notification has been sent. If you have submitted your application, the status will be submitted. You may also see a banner that indicates that it is past due. This banner indicates that the submission deadline has passed, not that your application is past due.

Now, we will explore the different resources available to you and information on different systems you will touch in your application process.

So information about OVC. Consult the [OVC website](#) to learn about our history, funding, find products, and register upcoming events. Definitely visit our website.

The [DOJ Grants Financial Guide](#) is a great starting point for applicants, which serves as the primary reference manual to assist OJP, OVW, and COPS Office award recipients in fulfilling their fiduciary responsibility to safeguard grant funds and to ensure funds are used for the purposes for which they are awarded. It compiles a variety of laws, rules, regulations that affect the financial administrative management of your award. References to the underlying laws and regulations have been provided in the guide as much as possible. This guide should be the starting point for all recipients and subrecipients of DOJ grants and cooperative agreements in ensuring the effective day-to-day management of awards. The top 10 topics in the guide as listed here, such as financial management systems, allowable costs, unallowable costs, federal financial reports, and others are all listed right here on this--on this page.

The [OJP Grant Application Resource Guide](#) provides guidance to assist OJP grant applicants in preparing and submitting applications for OJP funding. It addresses a variety of policies, statutes, and regulations that apply to many, or in some cases, all OJP program applicants or to grants in cooperative agreements that are awarded in fiscal year FY 2023. Some OJP programs may have program solicitations that expressly modify a provision of this guide. In such cases, the applicant is to follow the guidelines in the solicitation as to any such expressly modified provision.

Here, OJP grant applicants and grantees will find an overview of [performance measurement activities](#) at OJP. And when I mean here, I mean, on the information on grant measurement reporting. While you will not submit performance measurements--measures with your application, this guide will give you an idea of the types of information that will be requested, if you are awarded. And the website can help you familiarize with the systems you might use. I'm also going to throw out there that you have the requirement that OVC or OJP requires you, you are able, if by choice, you know, to add in your own performance measurements. But you have to make sure that you address ours.

Information on [SAM.gov](#). We're going to move on to system tools. Visit SAM.gov. This is your first step before applying. Before submitting an application, all applicants must register with the System for Award Management, SAM. You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete. So be sure to get started early. And I want to reiterate this again. I cannot tell you how many times we have to decline a waiver for an applicant because they did not submit their SAM.gov in time. They did it a few days before and it just made everything late, and that is not allowed to be an exception. And it is horrible to have to tell an applicant after they have worked so hard on their application that because of this one simplistic requirement that wasn't done that we are not going to review your application. So



please, please, please, if you take anything away from this presentation, please do your SAM.gov and get on that system early.

In addition too, information on [Grants.gov](#). Once you are all set in SAM.gov, Grants.gov is your first stop in starting the application. Under the Applicants tab, you will find training and information on applying, the Grants.gov system, and the funding opportunity process. So please be aware that all OJP solicitations have two deadlines that must be met to be considered for funding. The first is in Grants.gov. And then, a few days or a few weeks later, you will need to submit your full application in JustGrants. Once you submit in Grants.gov, please keep an eye out for an email confirming you have successfully submitted. If you do not successfully submit in Grants.gov, you will not be able to complete your JustGrants application.

The next system you will use is [JustGrants](#). JustGrants is intended to be an end-to-end grants management system that applicants and grantees will access and use throughout the grant cycle, from application, through award, to closeout. And JustGrants offers training resources on the DOJ website. You can explore the resources by topic. Typically, you'll find an in-depth job aid reference guide that provides step-by-step instructions with screenshots about a process, maybe a short step-by-step video, which are meant to be used while you're working. And it can really help if you're, like, in the middle of a JustGrants task and you want to verify next steps. You can also find a quick reference guide that will walk you step-by-step through specific tasks. Two quick reference guides related to the application submission topics are Application Attachments Quick Reference Guide and Printing an Application Quick Reference Guide. Additionally, JustGrants offers live sessions each week on topics...

...such as JustGrants Office Hours on [Application Mechanics](#) every Wednesday from 2:30 to 4:00 PM Eastern Standard Time. These live virtual sessions discuss everything you need to know to submit an application. The next sessions are listed here at the website.

Other topics covered on different days include Entity Management Virtual Q&A on Tuesdays; Award Acceptance Virtual Q&A on Thursdays, which are helpful for even after you've been notified of an award; and even Post-Award Management Virtual Q&A on Mondays. So be sure to start your application in JustGrants as soon as possible to confirm you have access, and do your best to submit your application well before the due date. OJP will only accept late applications, if an applicant can demonstrate that there is a technical reason they could not submit. So you want to ensure that you have plenty of time to address any technical issues you may encounter. And technical issue does not mean submitting into the system on SAM last minute.

So in terms of personnel help, the [Office for Victims of Crime Training and Technical Assistance Center](#) is available for exploring training tools as well as we offer free education, training tools are covered, including human trafficking. Attendees build the skills to reach out to victims of every type of crime, from every background and every place, and offer them what they need to rebuild their lives.

The [OJP Resource Center](#) offers justice and drug-related information to support research, policy, and program development worldwide. You can subscribe and find funding opportunities, recent publications, online resources, and upcoming events.

So to assist potential applicants in developing strong proposals in response to our [current funding opportunities](#), OVC has hosted educational [webinars](#) for interested stakeholders to learn more about the program objectives and submission requirements. Each webinar had a question

and answer session before the conclusion. You may review--You may need to review our previously held webinars for information on how to re--apply. You can also sign up for News From OVC to stay up-to-date on webinars and they are scheduled. And you can find OVC's funding opportunities and the other opportunities on the [DOJ Program Plan](#) for other funding opportunities. These links for both have been added to the chat.

So, important contact information. Here is a list of contact information that will be important to you as you prepare your application. And this information will be also in each solicitation. The first is SAM.gov for assistance registering or renewing your registration.

The next is Grants.gov, which is available to provide technical assistance when submitting the SF-424 and SF-LLL. They can be reached by phone at 800-518-4726 or email to [support@Grants.gov](mailto:support@Grants.gov).

Next is JustGrants, which is available to provide technical assistance on submitting the full application. They can be reached by phone at 833-872-5175 or email to [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov). When contacting any of these system helpdesks, please be sure to request the tracking number so you can document that you sought assistance with your issue. This will be important in the event you need to document that you had a technical issue that prevented you from submitting your application.

The OJP Response Center is available to provide technical assistance and answer questions about programmatic requirements of the solicitation. They can be reached by phone at 800-851-3420 or email to [grants@ncjrs.gov](mailto:grants@ncjrs.gov).

If you are a current grantee, we appreciate your understanding that your Grant Manager and other OVC staff cannot answer questions about an open solicitation directly, for purposes of fairness and transparency. If you reach out to us, we will have to refer you back to the OJP Response Center so that your question can be documented and addressed officially. Finally, please keep in mind that the OJP Response Center is also who you need to contact within 24 hours of the Grants.gov or JustGrants solicitation deadline, should you experience any technical issues that prevented your application submission. Keep in mind, you will need to be able to document any technical issues, which is why starting your application early and maintaining any tracking numbers, if you have reported an issue, is critical. I'm going to reiterate this one more time. If you experience a technical issue, even if you aren't sure it's a technical issue, you have to contact us within 24 hours. So make sure that you do document everything; on what day, what time, who you contacted, what was the response, and be very, very specific, so that we can see that you reported this issue and what took place because of it.

Now, you can really go social with OVC and stay up-to-date with news and happenings. Please make sure to like us on [Facebook](#), follow us on [Twitter](#), or even watch us on [YouTube](#).

And we really do appreciate your time and attention today. And now, we are going to take your questions. If you haven't already, please go ahead and submit any questions you have; use the Q&A Box, and select All Panelists. And I think Daryl will help me out on answering things here or get them to me.

DARYL FOX: Most--Most certainly. Thanks so much. Yeah, as Stacy said, just enter those in the QA Box, select All Panelists, we still got plenty of time in today's session. One that's come in is, "Just--Could you just describe a little more in detail what national membership organizations means in reference to this?"

STACY PHILLIPS: Okay. So I guess to the best of my ability, and me, naming these--there's no one--just so you know, no membership specific that I'm referencing, you know, specifically for this. But for example, membership organization--national membership organizations are typically considered organizations that they charge a membership fee or they have a membership requirement. Like for example, the American Psychological Association. You know, if you're a part of that association, you're considered a member, you pay a due, you know, and you receive things back as, you know, a bonus of being a member. And so that's an example of one. Another example might be, let's see--like, NASW, the National Association of Social Work. That's a membership organization. Again, you might--you know, there might be a requirement for eligibility and then, you benefit as well from, you know, from your participation and your membership. Hope that helps.

DARYL FOX: That's the end of the queue at this time. We still have some time today. If you do have a question, enter that in.

In the meantime, once we adjourn, if you do have any questions relating to the programmatic requirements, as Stacy mentioned, the OJP Response Center is who you're going to need to contact at [grants@ncjrs.gov](mailto:grants@ncjrs.gov). So I'll leave this slide up for a little bit, if you do need to reference it. And just a reminder as well, the recording, transcript, and PowerPoint will be posted to the OVC website. You'll receive an email when and where to access those once they are available.

Okay. That seems to be all the questions for today. Stacy, is there anything in closing you want to mention before we adjourn?

STACY PHILLIPS: No, no. Again, I just wanted to--I'm going to reiterate again, please, please, please at least get your registration in early. I know you guys are doing so many things besides the application. And I understand that most people do, you know, start the application, like, the day before. But I am hoping that you will listen to us and get your SAM.gov and things like that in early, so that if there are delays that they will get handled for you. And we really do appreciate you taking the time.

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