

DARYL FOX: Good afternoon, everyone, and welcome to today's webinar, FY2024 National Crime Victims' Rights Week Community Awareness Projects for 2025 to 2027, hosted by OVC. At this time, it's my pleasure to introduce Emily Bauernfeind, OVC's Communications Director to begin the presentation. Emily?

EMILY BAUERNEFEIND: Thanks so much, Daryl. Good afternoon and--or morning, depending on where you're joining us from. My name is Emily Bauernfeind and I am the OVC Communications Director as Daryl just said. We are so pleased that you're joining us today to receive an overview of this funding opportunity. It's for the National Crime Victims' Rights Week Community Awareness Projects for '25, '26, and '27. Throughout the presentation, I will be referring to National Crime Victims' Rights Week as NCVRW, because the other one is a mouthful.

And before we get started, I just want to make sure that everyone on the call is here for the correct funding opportunity. In this webinar, I'm going to be talking about the funding opportunity for applicants interested in managing the \$5,000 subgrants that are made available each year to communities nationwide hosting their own NCVRW event. So this webinar is not applying--is not about applying for one of those very specific \$5,000 subawards to host an event. That application period will be managed by the successful applicant of this funding opportunity. So this is the umbrella grant program that manages that whole \$5,000 subgrant process. So I just want to make sure that you are here for the larger umbrella program, which is for \$1.75 million and not for the \$5,000 to supplement an NCVRW event that you are hosting. If you have any questions about that distinction, don't hesitate to put it in the Q&A box. Daryl, if you can break in with any of those questions as we get started here, I'm happy to answer those at the top of the hour.

All right. So we'll get started. Today, we're going to be talking about OVC's mission. We'll talk about the solicitation, including the opportunity, the eligibility, and the required documents for the application. Then we will talk about the application process and resources. And there will be time to answer any questions we have at the end of the presentation. Again though, if you have any questions at the top about the distinction between these two funding opportunities, don't hesitate to put it in the Q&A box and Daryl will break in. It will be helpful if you follow along with the solicitation and are taking notes to help when you are submitting your application by the deadline. And you can find the funding opportunity if you go to the funding opportunities link that's in the slide. And Daryl just put it in the chat. [<https://ovc.ojp.gov/funding/current-funding-opportunities>]

So let's talk a little about OVC. OVC is a part of the Department of Justice's Office of Justice Programs, and OVC is responsible for administering the Crime Victims Fund which is financed by fines and penalties from federal convictions and not from tax dollars, if you're not familiar with the fund. OVC uses that money towards victim compensation and assistance throughout the United States, uses it to raise awareness about victims' issues of which NCVRW is one of those programs. We provide training and technical assistance and publications and products for victim assistance professionals. This funding also supports formula programs to states, territories, and Tribes as well as many OVC discretionary grant programs victims of crime. And we have several discretionary solicitations open and soon--some that will be opening soon. So be sure to check out our funding opportunities page often. Again, Daryl put that in the chat. And one such discretionary grant program is the one we're talking about today, so let's dig into that.

First things first, these are all the important dates for this solicitation.

[\[https://ovc.ojp.gov/funding/opportunities/o-ovc-2024-172114\]](https://ovc.ojp.gov/funding/opportunities/o-ovc-2024-172114) So the Grants.gov deadline is Monday, June 24th at 11:59 pm, and the JustGrants deadline is Monday, July 8th at 8:59 pm. We anticipate making one award by September 30th for a 36-month period of performance beginning October 1. And so that's how it will cover three years of NCVRW, '25, '26, and '27.

Before you apply, please make sure that your organization is eligible. You don't want to go through the entire process and then find out that your organization was not eligible. So, I've listed all the eligibility--eligible organizations here on this slide, and it's also on page 3 of the solicitation. So be sure to check that out.

As I alluded at the top of the webinar, though this funding opportunity OVC seeks to enable one organization to provide financial and technical assistance to approximately 300 communities, so 100 each year, to conduct public education and awareness activities on crime victims' rights and services in their areas during those three National Crime Victims' Rights Weeks of '25, '26, and '27. We already talked about the award amount, it's up to \$1.75 million for the full three years and the period of performance is up to thirty-six months.

All right. So we'll dig in to some of the specific information. This is a cooperative agreement, which means the successful applicant will work cooperatively with OVC on the application review and selection process for this community awareness project. So the successful applicant will develop a strategy and implement a plan to advertise the subrecipient opportunity, so in other words, you're going to be marketing this nationally to get as many applications as possible from their--all the different states. You'll offer a

vehicle by which interested parties can apply, such as a website. You will vet and review the applicants for eligibility, and then you'll review the applications to ensure they're in scope, will reach the intended audience, and that the subgrant amount requested up to \$5,000 is reasonable and justifiable. And then those recommendations for subawards will be submitted to OVC for final approval. The successful applicant will also monitor the subgrants to ensure that the funds are expended as intended.

Okay. The goals of the project are to increase public awareness of victims' rights and services during the 2025, '26, and '27 National Crime Victims' Rights Weeks, and to strengthen the capacity of victim assistance agencies to develop a broad approach to community awareness that highlights services for all types of crime victims. So this is a -this is an overarching program that focuses on raising awareness for all crime victims.

The objectives which we've already kind of talked about, but it's financially, programmatically, and administratively supporting approximately 300 subgrants, again, 100 each year of up to \$5,000 for communities and victim assistance programs nationwide. You'll provide TA to those recipient organizations as they are applying and then through the entire process when they are putting on their events. They might reach out to you to make sure that they are incorporating the components correctly, things like that. You'll market the program so that it meets the goals of funding a community awareness project in every state. So again, you must have the ability to market this program nationwide. And then the other--the last objective is to make sure you bring together a group of expert reviewers who are familiar with or have experience with NCVRW and they are in the victim assistance field, and who can volunteer their services to review applications and be part of the selection process.

All right. And now, we'll dig into the deliverables. So there's two pages worth of--two slides worth of deliverables listed here. And these are mostly tasks and activities. Some of them are deliverables because some are tangible, right, so there might be a report or website you have to develop, but then others are intangible. So, greater feelings of safety reported by the community. So some of these are more tasks or intangible deliverables, but we've listed them all out here. And they are to develop and administer the community awareness project outreach and application process, advertise and publicize the application period, establish a review committee, again, to review, score, and comment on each application submitted. And then that review committee meets, they go over their scores, and then that is submitted as a recommendation to OVC for who should receive the subgrant, and that is signed off by the OVC Director. Another deliverable is the website to which you can advertise the funding opportunity, provide FAQs about the funding opportunity, and then link to the main OVC website for more information. This might also be where you can provide your TA, where you might be

able to allow people to apply, things like that. So, add a website to help share information about the project. And then, again, we already talked about the recommendations to the OVC Director. You'll oversee the reimbursement of the selected subrecipient to provide that TA that I've already talked about. You'll share certificates of appreciation to all the successful applicants. You will--like, you will review and summarize after action reports, which is that documentation that the award--the subrecipients will provide to you as justification for being reimbursed. And then, you'll also be required to prepare a report that coincides with your semiannual performance report that summarizes the--that year's efforts. So there are performance metrics that are in solicitations. And so every year, after you've closed out that after-action report period, you'll do a final report that captures those performance metrics for that year's NCVRW CAP [Community Awareness Project] program.

So those are the goals, objectives, and deliverables. Again, they are all spelled out in the solicitation as well. So if I went through anything too fast, check there. And now that we've gone over that, I'm going to talk about the application and submission process. I just realized that I was one slide back. My apologies. Okay.

So the timeline, we've already talked about this, but they are very important dates so we'll go over them again. So the Grants.gov deadline is June 24th, the JustGrants deadline is July 8th. These are also noted on pages 1 and 8 in the solicitation. And here's where I'm going to about prior to applying for federal funding, entities must register to do business with the federal government and obtain a Unique Entity Identifier, it's called a UEI, and you do that through SAM.gov. If you're applying for this funding opportunity and you don't yet have a UEI, I would start that process as soon as possible because it can be a lengthy process. We're putting a link in--we're putting a link to a page with UEI and SAM.gov resources that can help guide you through that process. That should be in the chat. Also note that even if you've had an award in the past, if you have not renewed your SAM.gov registration with the--within the last 12 months, you need to make sure that that is active before submitting an application. If you do not renew your SAM registration, it does expire. And an expired registration can delay or prevent application submission in Grants.gov and JustGrants. This process can also take up to 10 days to complete, and it can and has taken longer in the past. So it just--it really just depends on the circumstances and the volume that they are all getting at the same time. So just be sure that you get started early. Same goes for--you may have an active SAM registration, but say that you've changed your legal business name or your physical address, get those updates in now, so there are no delays.

Okay. So, when you are ready to submit your applications, to meet the basic minimum requirement to advance to peer review and receive consideration for funding, your

application must have these following elements. So the SF-424 and the SF-LLL, which is the lobbying disclosure form. The proposal abstract, the proposal narrative, and the web-based budget form, including budget details and the budget narrative. What needs to be included in the proposal abstract and the proposal narrative, that is in the solicitation. So review the solicitation for exactly what is requested in the abstract and the narrative. If you fail to submit any of these documents, your application will not be moved forward to peer review. So pay particular attention to these items.

We get a lot of questions about the web--the budget web-based form. So we're going to provide some resources here that will help with that. So, all of your budget information will be entered directly into JustGrants using the web-based budget form. You need to make sure that you break out costs by each year, because this is a three-year grant. So it's going to reflect the full 36-month project period. So in that web-based form, you should see year one, you should see year two, and year three. And you must complete the itemized costs for each year for that 36-month period. For more information, there are a couple resources that I'm going to direct you to. Daryl is putting the links to the chat. There's the OJP Grant Application Resource Guide. And we've linked it directly to the budget prep section. And then there's the--there's something called the "Complete the application in JustGrants-Budget Training," and the link to that is directly in there as well. And that provides a guidance on how to complete that worksheet. Funds awarded to this program are designed to support cost for key program activities, so please make sure that your budget reflects what you've written in your proposal narrative. You want to make sure that if you mentioned it in your narrative, you've accounted for it in your budget. That is key.

All right. And then moving on to the other attachments, if applicable. And I'm--and the first two are the CV or resumes for key personnel, that is asked for in the solicitation, as well as a time-task plan. So in addition to the--your narrative and your proposal, a time-task plan identifying how you will manage this project, you know, because it is time sensitive as the events need to be hosted in April each year, so the time-task plan is asked for in the solicitation as well. And then the other if applicable items are the research and evaluation independence and integrity statement and the organizational chart. These are--the additional attachments are all referenced on page 15, or that's where they start in the solicitation, so look closely at that list and be sure to submit all that are applicable to your application. And be sure to reference the application checklist before you submit. At the end of the solicitation is a checklist that you can go through that and it tells you exactly what you need to submit. So definitely use that checklist.

All right. Some additional documents that you'll use to apply. I already mentioned the application checklist. That's at the end of the document. And then there are other

resources to aid you in developing your application. So one is the DOJ Application Submission Checklist. Different than the checklist that's in the back of your solicitation, but also very helpful. The JustGrants quick reference about application attachments. And then there's a larger application submission job aid covering potential attachments that you may be asked to provide. But again, always go back to the solicitation, because that lists everything that you need for this particular funding opportunity.

All right. And here's how we apply. So the process of submitting an application in JustGrants actually begins in Grants.gov. That's why we have two dates. So once you have located the funding opportunity with DOJ, you'll submit your SF-424 and SF-LLL in Grants.gov by that date that we've already talked about, that June 24th date. You must submit the required documents by the Grants.gov deadline to be considered. We suggest you 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. So just keep an eye out for that invitation to apply in JustGrants. JustGrants streamlines that process by allowing the ability to use a web-based budget detail worksheet which we've talked about. And it streamlines validation of your budgets and that allows for the process of preparing new budgets much faster. The JustGrants submission should include all items that are required in the solicitation and is final. Your organization, specifically your assigned entity administrator can control users and award assignment and does not require intervention from DOJ to make updates to these assignments. The entity administrator defaults to your organization's EBiz POC, that's typically identified in SAM. But that person can reassign the responsibilities to another user as needed. Review the entity management training in JustGrants. The link is being put in the chat. This entity information is important, so I would definitely be sure to go to that training link that Daryl just put in.

Okay. So you're the--some more resources for you as you begin applying. First, information about OVC. If you aren't already familiar with OVC, go to our website. Daryl will put the link in the chat. [<https://ovc.ojp.gov/>] You can learn about OVC's history and funding. You can find products. You can register for upcoming events. There's also a four-part pre-application webinar series that we recorded in 2022. It'll be very helpful in preparing your application. So I highly recommend that in addition to this webinar, you check out those webinars. It's a great series, and it really covers everything more in depth than what I've talked about here today.

And then of course, you might want more information about NCVRW. If you aren't already familiar with that awareness event, you can go to the OVC website as well. Daryl will put that specific link in the chat. [<https://ovc.ojp.gov/program/national-crime-victims-rights-week/overview>] You can navigate to previous resource guides from here, and you can find information about previous CAP programs as well. So definitely check out the OVC website to familiarize yourself with NCVRW.

And then there's the OJP Grant Application Guide.

[<https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide>] This provides guidance to assist OJP grant applicants in preparing and submitting applications for OJP funding. It is so full of resources, and job aids, and information. It does--you know, because it's so full, there's a lot of information in there, but it's really good, and it's extremely well-designed. So please visit that. It addresses policies, statutes, and regulations that apply to many, or in some cases, all OJP program applicants as well [as] to the grants and cooperative agreements awarded in FY2024. Some OJP programs may have solicitations that express a modified provision of the guide. I don't believe that's the case here. But the solicitation is always something to go back to. So if you see something in the solicitation, that's what you follow.

All right. Here we are. We're going to talk about some of the system tools. So all of that information I provided just now, for applying, these are the tools that you're actually going to use to do the applying. As I've already mentioned, I've already talked at length about SAM.gov and the UEI that you must have. But it's such a vital step in the process, because before you even submit an application, you have to be registered in SAM.gov. So we're going to keep talking about it. Registration and renewal can take up to 10 business days, sometimes more. So be sure to get started early. So if you don't have a UEI or you're not registered in SAM.gov, I would go check it out today if you're interested in applying for federal funding.

The next tool is Grants.gov. [<https://www.grants.gov>] Once you're set up in SAM, this is your next step. And this is your first step in starting your application. Under the applicant's tab, you will find training and information on applying, the Grants.gov system, and the funding opportunity process. As we've talked about multiple times, there are two dates for each solicitation. So that first date is the Grants.gov deadline. For this one, that is June 24th. And then a few days, you will need to submit--or a few weeks later, you'll need to submit your full application in JustGrants. For this solicitation, that is July 8th. 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, you will not--in Grants.gov, you will not be able to complete your JustGrants application.

So make sure you receive that confirmation from Grants.gov. And there's information in the solicitation about what to do if you don't.

All right. JustGrants Training Resources. [<https://justicegrants.usdoj.gov>] This is the next system that you'll use in the application process. So first SAM, then Grants.gov, and now JustGrants. And 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. So if you're an--if you're--if you have an OJP award, this is a system that you will use for your entire grant project, not just applying. Through JustGrants, we offer training resources on the OJP website. There's a lot of different weekly training opportunities and webinars. In fact, the JustGrants team hosts four weekly sessions. They include the post-award management, entity management, application mechanics, which we'll touch base on in a minute, and award acceptance. So this is a great website to add to your favorites because you can get assistance with your application, and then post-award, if an award is issued with--if you accept--if the award is issued and you accept the award. It just has so many different job aids, and videos, and is organized by topic. So this is a great website to have access to.

And as I just mentioned, there is--this is something you might--you all might be interested in as you are considering applying. It's the application mechanics office hours for JustGrants. In fact, there's one right after this webinar, in case you want to check it out. But I've listed the ones on this slide that will be open until that Grants.gov--or that will be available to you before that Grants.gov deadline. So check out those dates and consider attending because this is where you can learn more about how to apply, and I believe you get an opportunity to ask questions, so bookmark that page.

[<https://justicegrants.usdoj.gov/training/application-submission>]

And then, there's the DOJ Grants Financial Guide.

[<https://ojp.gov/financialguide/DOJ/index.htm>] This is a--it's a good starting point for applicants because it serves as the primary reference manual to assist award recipients in fulfilling their fiduciary responsibilities and to ensure funds are being used for the purposes for which they are awarded. So it includes, like, all the rules, laws, and regulations that affect the financial and administrative management of your award. It's really good to have ahead of time or to look at ahead of time as you're preparing your proposals to make sure you're not including anything that would be considered unallowable. So it's not just for the administration of your award, it's good information to have as you're preparing your proposals. On this slide I listed the top 10 topics in the guide that are listed here such as financial management, allowable [and] unallowable costs, financial--federal financial reports, and then, among others.

All right. Here's some important contact information. So this is what you do if you have any technical assistance problems. As I mentioned, everything, we want to start early. We want to start early. 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--will only accept late applications if an applicant can demonstrate that there is a technical reason they could not submit. So you'll want to ensure you have plenty of time to address any technical issues you may encounter. The JustGrants phone number and email address is on this slide and it's also in the solicitation. [833-872-5175; JustGrants.Support@usdoj.gov] When contacting any of these system helpdesks, please be sure to submit--to request a tracking number so you can document that you sought assistance with your issue. This will be very 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 also available to provide technical assistance and to answer questions about programmatic requirements of the solicitation. They can be reached at the phone number and email address that are on the slide. [800-851-3420; grants@ncjrs.gov] If you're a current grantee, we definitely appreciate your understanding that you're a grant--that your grant manager and other OVC staff cannot answer questions about an open solicitation directly. So direct any questions that you might have, whether you're a current or hoping to be a new grantee, or you're an applicant, refer your questions about open solicitations to the OJP Response Center. Finally, the OJP Response Center is also who you need to contact within 24 hours of the Grants.gov or JustGrants solicitation deadlines should you experience any technical issues that prevented your application submission. Keep in mind that you'll need to be able to document any technical issues, which is why starting your application early and maintaining any tracking numbers--any tracking numbers from any issues that you have reported, that's why that's so critical. Make sure you capture that information.

All right. And then, this is--these are just our social handles so you can be made aware of new funding opportunities that are available as they're released by following anything on OVC. You can also subscribe to our News From OVC newsletter. The link is not on here but you can access that from our website as well.

And that is the entire webinar. We finished a little bit early, so if anyone has any questions, I'll take them now. I'm going to take a look at the Q&A box to see if there's anything in there.

All right. So there was one question about, "Would like to know the difference between the umbrella program and the crime victims grant project." So the--what we talked about

here is the overarching program that will manage all of those subgrants. So this is a \$1.75 million grant project to help communities across the country with \$5,000 subgrants to host their NCVRW events. So that's the difference. This is the larger program that's going to manage the intake of all of the applications for those smaller subgrants. I hope that's helpful.

And then, the other question was, "What would be the minimum award?" There's no minimum on this award, the max is \$1.75 million. So it's--whatever it's--your budget needs to reflect whatever you put in your proposal.

Oh, I see, "Anyone else has the audio cut in and out?" Hmm. I hope that wasn't for the entire webinar.

"Did you say that this grant should serve a hundred communities a year?" About that, yes, it really depends on how many sub--how many applications you get for that subgrantee. But yes, approximately a hundred communities a year.

"State goals were mentioned as a requirement to be met, how are these goals established?" State goals. I'm not quite sure what that question is referring to. I--it might be referring to the fact that one of the goals is to ensure that a project is funded in every state, so that might be what you're referring to. And that's accurate. We want this to be a nationwide project because National Crime Victims' Rights Week is a nationwide commemorative event. And so our hope is to always fund at least one project in every state. That's for the subrecipients, this is one--the--for this funding opportunity, we're funding one organization to manage that process.

And then, we have a question about, "Will we get emailed a copy of this webinar or slideshow?" Yes, the slideshow will be posted--oh, yup, Daryl just answered it. The recording transcript and PowerPoint slides will be posted to the OVC website and we always send out an email with all--with links to all of that to all registrants.

"Will this opportunity be available every three years?" As funding allows, it's really--it's really as funding allows and as appropriations allow. But yes, this funding opportunity has been available every year, ooh, I don't remember how far it goes back. I think it's listed in the solicitation. But we--this funding opportunity has been available every year. So this year, this overall funding opportunity is for three years. When the three years come to an end, assuming everything remains the same, we would be able to offer it again. Let's see. Any other questions?

DARYL FOX: Emily, there was one in the chat about 501(3)(c) and eligibility. Do you want to just go into the eligibility slide again for that person?

EMILY BAUERNFEIND: Oh, sure. Yes, I did not see that. Let me go back to it. Yes, here is the eligibility slide. Was there a specific question--oh, "Explain nonprofit without 501(c)(3)." What sort of explanation are you looking for? I'm not sure how further to explain that. Nonprofits do not have to have 501(c)(3) with status with the IRS to apply for this funding opportunity.

"Will OVC share how to apply for the subgrants once this umbrella program"--yeah. When the application period for those \$5,000 subgrants is open, that will also be shared on the OVC website. So we will also make people aware when that opportunity is open. Thank you for asking that question.

All right. Any other questions? Let's see. Let me see. I'm seeing a question about different time zones and if that's going to impact calls and webinars that are based on Eastern Time. No, I would not--that would not be a concern.

All right. I'm not seeing any more questions. Give it one more minute. Okay. I received a question. The question is, "Did you say that one of the requirements for this larger grant is that your organization has been awarded a \$5,000 grant previously?" No. I'm sorry if that--if it came out that way. No, you do not have to have received the \$5,000 subgrant in previous years to apply for this, that is not an eligibility requirement.

I really appreciate all the great questions and all the interest. All right. We're going to give it one more minute for people to wrap up their thoughts. One more question came in. "Do you have a website preference for the awardee to communicate with the public?" No, that is going to be something you address in your proposal narrative. All right. I think that might be it. Daryl, I know that you have a closeout, so if any questions come in while you're doing that, we can--we can pause and address those.

DARYL FOX: Okay. I think that is all that's come in at this time. And just a reminder to everybody, once again, the PowerPoint, recording, and transcript will be posted to OVC's website. As Emily mentioned, everybody will receive an email on where and when to access those. And then, I have this slide up here, if you have any additional information--or questions, you can contact the response center here at grants@ncjrs.gov once we conclude. So with that, 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.