

DARYL FOX: Good afternoon and welcome to today's webinar, FY 2024 Trauma Recovery Center Demonstration Project, hosted by the Office for Victims of Crime. At this time, it's my pleasure to introduce Dr. Stacy Phillips, a Victim Justice Program Specialist with OVC, to begin the presentation. Stacy?

DR. STACY PHILLIPS: Thanks so much, Daryl. Good morning or good afternoon wherever you're calling from. My name is Stacy Phillips and I'm a Victim Justice Program Specialist in the Discretionary Programs Division of the Office for Victims of Crime. And we are so pleased that you are joining us today to receive an overview of OVC's Fiscal Year '24 Trauma Recovery Center's Demonstration Project.

So, today, we're going to talk about OVC's mission, the solicitation, including the opportunity focus, eligibility, and required documents. Then we will talk about the application process and resources. And there will be time to answer your questions at the end of the presentation. It will be helpful if you are following along with the solicitation and taking notes to help when you are submitting your application by the deadline.

So a little bit about us. The Office for Victims of Crime, which is part of the Department of Justice's Office of Justice Programs, administers the Crime Victims Fund, which is financed by fines and penalties paid by convicted federal offenders and not from tax dollars. So OVC channels that money toward victim compensation and assistance throughout the United States, raises awareness about victims' issues, promotes compliance with victims' rights laws, and provides training and technical assistance and publications and products to victim assistance professionals. So this funding supports formula programs to states, territories, and Tribes, as well as many OVC discretionary grant programs for victims of crime.

So we have several solicitations currently open and soon to be opening, so please be sure to check our funding opportunities page often. Before we dig into the solicitation, please mark your calendars with these dates. The Grants.gov deadline for this solicitation is June 24th at 11:59 PM Eastern Standard Time, and the JustGrants deadline is July 8th at 8:59 PM Eastern Standard Time with one award expected to be made by September 30th, 2024. This is a 36-month award beginning October 1st, 2024. So, again, I just want to point out there's that time difference. June 24th at 11:59 PM versus July 8th at 8:59 PM Eastern Time.

So please reference the solicitation on page four for more information on eligible applicants, which are public and state-controlled institutions of higher education, Native American tribal organizations other than Federally recognized tribal governments, Native American tribal governments that are Federally recognized, nonprofits having a 501(c)(3) status with the IRS other than institutions of higher education, nonprofits that do not have a 501(c)(3) status with the IRS other than institutions of higher education, private institutions of higher education, for-profit organizations other than small businesses, and small businesses.

So under the program description, as we said, we are seeking to award a 36-month cooperative agreement to one lead organization that's going to fund, through a competitive process (so they will be the pass-through entity), subawards to communities severely affected by violence to establish trauma recovery centers and, two, provide technical assistance to those subawardees to support operations of the centers. So the trauma recovery centers funded under this initiative will address crime victimization, support access to victim compensation, crime victims' rights enforcement, trauma recovery, and healing. The subawards will be expected to design centers to provide services to crime victims who traditionally do not seek victim services, assistance, or counseling or are historically underserved. This demonstration project is intended to span five years. So this is an award that's going to be for up to \$5 million. Again, it's 36 months, but it's going to have that continuation funding from year three to year five for implementation.

This solicitation aims to establish trauma recovery centers in communities significantly impacted by violence with a focus on addressing the urgent need for trauma recovery support and access to victim compensation for those who traditionally will not seek out or are unaware that assistance is available. These centers will serve as hubs that offer comprehensive, culturally relevant services addressing trauma's broad-reaching effects on individuals, families, and communities, specifically focusing on victims of crime in historically marginalized and underserved communities disproportionately impacted by crime, violence, and victimization.

So let's take a look at the goals. These are on pages seven and eight of the solicitation. So, to support victims and survivors by developing accessible and culturally relevant trauma recovery centers in historically marginalized and underserved communities most impacted by violent crime and increase the capacity of the field to meet the needs of victims in communities that traditionally do not seek victim assistance or compensation. Each pilot site will establish its own service delivery model based on the needs of the community to provide trauma support recovery services to individuals and their families impacted by crime. The trauma recovery centers funded under this initiative will address crime victimization, support access to victim compensation, crime victims' rights enforcement, trauma recovery, and healing. This lead entity will provide oversight, monitoring, and training and technical assistance to the subaward sites and support a process evaluation of the planning and implementation of the demonstration.

So in Phase 1, the initial twelve-month period, which I will also say it may be longer, it may not be as long, it will focus on the development and implementation of a planning year, including a national scan of the field to review current trauma recovery center efforts and related models for providing healing support for crime victims. Phase 2, beginning in--beginning after Phase 1, will focus on implementation, with competitive selection of pilot sites, technical assistance, and evaluation. Noncompetitive supplemental funding may be awarded in year three to continue to support the initiative for a total of five years.

So the objectives you can find on pages eight to nine of the solicitation. To establish three to five trauma recovery center pilot sites in historically marginalized and underserved communities in partnership with those communities to provide accessible and culturally relevant support for victims and survivors of violent crime who do not currently seek victim services, assistance, or counseling. These centers should be a space where victims and survivors find providers who primarily reflect and represent their community and access to counseling services in their primary language. Services should be designed to eliminate barriers to healing and meet the needs of all crime victims offering care and support, providing advocacy, promoting healing, and inspiring hope. Number two, develop outreach strategies and activities to raise awareness about the services offered at trauma recovery centers, specifically targeting communities that traditionally do not seek victims' services, assistance, or counseling. Three, foster community partnerships to create a network of support and resources, promoting a collaborative approach to victim assistance in areas most impacted by violent crime. Four, collaborate with local organizations and community leaders to ensure a comprehensive and integrated approach to supporting crime victims. Five, provide services in non-traditional settings where appropriate to support a feeling of safety and a non-judgmental atmosphere. Six, partner with subject matter experts and organizations with diverse expertise, including survivors of violent crime, to assist with establishing service delivery models for the selected centers. Seven, partner with an entity to support an evaluation of the planning and implementation of the project to be developed in coordination with OVC. And, eight, coordinate with OVC technical assistance providers and other organizations implementing relevant projects and services to leverage expertise available to support the project and expand TTA service—supports and services offered.

So the required activities and deliverables. Project deliverables refer to outputs tangible, for example, a report or a website, or intangible, for example, greater feelings of safety reported by the community that are documented and submitted within the scope of a project. Deliverables also include timelines. Required activities and deliverables. One, establish a group of subject matter experts and organizations with diverse expertise, including survivors of violent crime, to provide technical assistance and support to the selected sites. Create and distribute a nationwide application process, in coordination with OVC, to competitively select entities for subawards. Execute, manage, and monitor those subawards. Provide technical assistance to the subrecipients in establishing their centers and signing memorandums of understanding between the subawardees and the selected entities that will be providing support services to participants. Assist the sites in the development of a sustainability plan for long-term programming. Facilitate calls, webinars, or other meetings among sites to support discussion, information exchange, networking opportunities, and peer-to-peer learning. In addition, budget for outreach and a national communication strategy to include supporting the sites as they develop and execute a communication strategy to establish community awareness of the services and assistance available. Actively participate in efforts to develop practical tools and communicate findings and lessons learned with the larger crime victims' services field (this can be webinars, conference presentations, those are just some examples) in partnership with OVC. In addition, offer assistance to other communities

seeking to replicate efforts. Also, participate in conferences and meetings hosted by OVC and other partners as requested by OVC. Participate in a minimum of one site visit per year at each site, including coordination of an annual convening of the sites. Develop an ongoing planning and implementation evaluation and a final report that includes a replication guide to be produced by OVC.

When we look at applicant expertise and skills, the applicant should have the demonstrated experience or capacity to develop and implement a subaward process that includes request for applications, peer review, subaward oversight and monitoring. Engage with and deliver culturally relevant and responsive services and providing trauma recovery supports for underserved communities. Work effectively and collaboratively with crime victims, underserved communities, and mental health and victim service professionals. Understand the range of needs, issues, and challenges associated with victims and survivors of violent crime, trauma and trauma recovery, and healing. Design and deliver effective training and technical assistance. Develop and deliver communication, awareness, and outreach strategies. Develop and implement long-term sustainability planning. Bring diverse and multi-sector groups together to work toward a common goal. Peer engagement and peer-informed practices.

And then for technical assistance coordination, we expect that all funded TTA providers to work cooperatively with other OVC-funded TTA providers as necessary to enhance efforts and avoid duplication. Additionally, OVC expects all awardees to actively participate in activities and services offered through the OVC Technical Assistance Collective [TAC] initiative. The overall mission of TAC is to support, organize, and leverage the work of OVC's TTA providers to serve as the hub for information on TTA offered by OVC. This may include but is not limited to joining coordination calls or webinars, submitting training and technical assistance events to the TAC calendar, sharing resources developed with OVC TTA funds; and providing input on materials.

In order to further OJP's mission, OJP will provide priority consideration when making award decisions to the following. 1A, applications that propose projects that are designed to meaningfully advance equity and remove barriers to accessing services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization. To receive this consideration, the applicant must describe how the proposed project will address identified inequities and contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality and disproportionately impacted by crime, violence, and victimization. Project activities under this consideration may include but are not limited to the following: improving victim services, justice responses, prevention initiatives, reentry services, and other parts of an organization's or a community's efforts to advance public safety.

1B, 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% of the requested award funding as

demonstrated in the budget web-based form are a population-specific organization that serves communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization. Please be sure to note in your application's abstract if you are requesting this priority consideration.

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.

So application and submission. Now that we have a better understanding of the intent of the program, let's get into the application process. So new applicants/entities interested in applying should apply for a UEI, which is a Unique Entity Identifier number in SAM.gov as soon as possible. I'm going to say it again. Do that as soon as possible. Before submitting an application, all applicants must register with the System for Award Management, SAM. You must renew and validate your registration every twelve 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 ten days--ten business days to complete, so be sure to get started early. Delays are also being experienced by entities that have changed their legal business name or physical address. There have been extensive delays with the entity validation service process in SAM and you should not wait until the last minute. And I'm also going to say this. It is actually not accepted as a technical approval, for example, if there's an issue with your submission and it's because of a registration that you didn't register early enough with SAM. Those technical things are not accepted for being able to submit an application late. So I just kind of want to reiterate that.

So to meet the basic minimum requirements to advance to peer review and receive consideration for funding, your application must have these elements. The SF-424 and SF-LLL in Grants.gov, your proposal abstract in JustGrants, your proposal narrative in JustGrants, the description of the issue, statement of the problem, project design and implementation, capabilities and competencies, the plan for collecting the data and the solicitation's performance measures. Got to use that Budget Web-Based Form, which include the budget details and budget narrative, which is in JustGrants. And, remember, if you fail to submit any of the required documents, your application will not be considered for funding.

So, the web-based form is 10% of your merit criteria. The applicant will complete the JustGrants web-based form, break out costs by year, reflecting 36 months total of project activity. The applicant will complete the JustGrants web-based form. For additional information, see the OJP Grant Application Resource Guide and complete the application in JustGrants and budget training. Funds awarded through this program are designed to support cost for key program activities. And there is a JustGrants training available on application submission, Completing the Budget Detail Form. And I think Daryl is going to put that into the chat.

So beginning on page 15, look closely at the list of additional application components and be sure to submit all that are applicable to your application. Also, be sure to reference the application checklist before you submit. 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 documents. Other resources to aid you in developing your application include the DOJ Application Submission Checklist, the JustGrants quick reference about application attachments, and there is also a larger application submission job aid that covers potential attachments that you may be asked to provide. And I believe Daryl is putting these all into the chat for you.

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. And 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 is 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 streamlines the process by allowing the ability to use a web-based budget detail worksheet. Streamline validation of your budget allows the process of clearing new budget 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 assignments and does not require intervention from DOJ to make updates to those assignments. The entity administrator defaults to your organization's e-BIZ point of contact, but that person can reassign the responsibilities to another user as needed. Review the entity management training in JustGrants.

Now, we will explore the different resources available to you and information on the different systems you will touch in your application process. To learn about OVC's history and funding, find products and register upcoming events, visit our OVC website. [<https://ovc.ojp.gov>] There is also a four-part pre-application webinar series, which OVC provided in 2022, that may be helpful in preparing your application. And you can find that in the chat. There's a link on there as well that Daryl is doing.

The Office of Justice Program's Grant Application Resource Guide provides guidance to assist OJP grant applicants in preparing in submitting applications for OJP funding. [<https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide>] 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 awarded in fiscal year 2024. 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.

Moving on to systems tools. Let's look at SAM.gov. [<https://sam.gov>] Before submitting an application, all applicants must register with the System for Award Management, SAM. As I mentioned earlier, this is a vital step as registration and renewal can take up to ten business days to complete. So please be sure to get started early.

Moving on to systems tools. Grants.gov is your first stop in starting the application. [<https://www.grants.gov>] Under the Applicants tab, you will find training and information on applying, the Grants.gov system, and the funding opportunity process. 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 to 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. [<https://justicegrants.usdoj.gov>] 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. Register for upcoming weekly training webinars. The JustGrants team hosts four weekly sessions: Post-Award Management Weekly Training Webinars, Entity Management Weekly Training Webinars, Application Mechanics (so submitting an application) Weekly Training Webinar, and Award Acceptance Weekly Training Webinar. Such as-- JustGrants office hours on application mechanics are every Wednesday from 2:30 to 4:30 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. [<https://justicegrants.usdoj.gov/training/application-submission>] You can bookmark this page and check back regularly for session dates and registration links.

A good starting point for applicants is the DOJ Grants Financial Guide, which serves as the primary reference manual to assist OJP, OVW, and the COPS Office award recipients in fulfilling their fiduciary responsibility to safeguard grant funds and ensure funds are used for the purposes for which they were awarded.

[<https://ojp.gov/financialguide/DOJ/index.htm>] It compiles a variety of laws, rules, and regulations that affect the financial and 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 ten topics in the guide, as listed here, such as financial management systems, allowable costs, unallowable costs, Federal financial reports, among others.

Please be sure to start your application in JustGrants as soon as possible to confirm you have access, and to 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 that they couldn't submit. So you will want to ensure that you have

plenty of time to address any technical issues you may encounter. JustGrants can be reached by phone at 833-872-5175 or email to JustGrants.Support@usdoj.gov. When contacting any of these system helpdesks, please be sure to request a tracking number so that you can document that you sought assistance with your issue. This will be very important in the event that you need to document that you had a technical issue that prevented you from submitting your application. And I'm just going to kind of throw in here again, I said it earlier, that SAM.gov registration is one of those things where if you do not do that in a timely fashion, then you do not have a legitimate technical reason to not be able to submit and it won't be accepted, and that really stinks when you work super hard on your applications.

Finally, 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. 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 deadlines 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.

You can go social with OVC and stay up to date with news and happenings. So follow us on Facebook, X, which is Twitter, and YouTube. Thank you so much for your time and attention today. And now I think we're going to take your questions.

DARYL FOX: Certainly. Thank you so much, Stacy. Just a reminder to everybody on today's call, the recording, PowerPoint, transcript will be posted to OVC's website. So everybody that's registered today will receive an email when and where to access that so you can go back, reference these slides as you need to. If you have a question, three dots bottom right of your screen, select Q&A, send to all panelists. We'll get those in queue as we still have plenty of time left today, so we'll go through those in order. So the first one--actually, two-part question. "Do we discuss the competitive process for selecting subaward sites in the application rather than preselecting sites in underserved communities?"

DR. STACY PHILLIPS: So there--you'll--yeah, so there's--if you look at the way that this solicitation is set up, the first phase will be doing some type of--kind of a needs assessment, I don't want to call it that, but it's in the solicitation, to determine where the sites will be located, so there's--there is no preselecting sites.

DARYL FOX: Kind of the second part of that just as far as topical, "Three to five regions/cities with high rates of gun violence and then other types of crime, and then invite local providers from those regions to apply for the subaward grants."

DR. STACY PHILLIPS: Yeah. So this will be determined in Phase 1 in coordination with OVC, you know, with the evaluation that takes place during that first phase to determine, you know, where those communities are located.

DARYL FOX: And then, "Can we adjust the amount of subgrantees that are awarded each year to build in a planning year?"

DR. STACY PHILLIPS: So--I'm sorry. Say that again.

DARYL FOX: It's a little unclear. "Can we adjust the amount of subgrant--the amount subgrantees are awarded each year,"--that's it, the amount--"to build in a planning year?" Or something probably close to that.

DR. STACY PHILLIPS: Yeah. So that has to be in your budget. So when you do your budget, it's going to be a three-year budget. And then there is, again, for supplemental continuation funds for implementation for the last two years. And so I would refer back to the solicitation to determine what needs to be in your budget.

DARYL FOX: "Is this award only for new TRCs or can it expand services for an existing?"

DR. STACY PHILLIPS: So what I don't want to do is get--so this is not--so when we call them a trauma recovery center, it's not an affiliation with the trauma recovery center model. We're calling them trauma recovery centers. So what you determine—since you're not going to be applying with those sites, that is something that will be determined once we get into the second phase of the demonstration initiative and what is determined by the community needs.

DARYL FOX: "Is there a suggestion or limit on how many subawards should be awarded?"

DR. STACY PHILLIPS: If you refer to the solicitation, it says that the subawards will be three to five. But once again, that will be determined based on the information that is learned from the first phase.

DARYL FOX: "Do you have a definition of trauma and recovery that you want used or are they able to apply self-identifying how they can conceptualize?"

DR. STACY PHILLIPS: Yes. Yes, I would say refer back to the solicitation. Anything specific will be in there.

DARYL FOX: "Objective five seems to indicate lead sites are also providing services outside of TTA: monitoring, evaluation, et cetera. Are lead sites then also going to be conducting the activities for the trauma recovery centers?"

DR. STACY PHILLIPS: I'm not really understanding that question. So this solicitation is going to award funding to one entity. That entity is then going to do a subaward process in Phase 2 that will select other--that will select the sites. Those sites will then provide or subaward out, whatever is determined is best for those communities, services to underserved--the underserved populations in those communities.

DARYL FOX: "If you serve more than one city that have the same violence, can the sites be in numerous cities or should they be in the same city?"

DR. STACY PHILLIPS: I think that we're right now, it seems like some of the questions are focusing on the sites, where that's not even going to be determined until year two or afterwards, and so you're not applying with the sites in hand. So right now this application is for one entity, and then there will be a competitive selection process after Phase 1. But I--I'm going to also add there that when it comes time for that, I will say that the likelihood of doing more than one center in the same city would probably not happen in order to, you know, make sure that we're looking at geographic--geographically, things like that, it's unlikely that we would put two in the same city.

DARYL FOX: Next question on eligibility. I can go to that slide, but, "Is it specifically for US, territorial-based entities?"

DR. STACY PHILLIPS: Yes.

DARYL FOX: Here's the actual listing of all that's eligible for this particular solicitation. You may have addressed this, Stacy, but, "Can applications apply with a sub-partner organization to implement with?"

DR. STACY PHILLIPS: Yeah. You--I would refer back to the solicitation. You can have more than one partner but there's only one lead applicant.

DARYL FOX: "Do the trauma recovery centers need to serve all types of victims of crime or could the centers focus on a specific form of victimization such as gun violence, domestic violence, sexual assault, sex trafficking?"

DR. STACY PHILLIPS: So, again, we're kind of getting into that whole question about the sites where that's going to be determined based on the needs of the communities and that's not going to be determined until we get into Phase 2 of this project. So that wouldn't be something that we would focus on right now.

DARYL FOX: "The key personnel are mentioned but the positions aren't unidentified. Is there a recommendation on how many key personnel should the project have? Can applicant identify the positions?"

DR. STACY PHILLIPS: Yeah, I think the applicant will identify the positions that they deem necessary for, you know, their project. I think--I think there is a requirement in there. I have to go back and look, but I think it did say one project director. But I think each applicant typically will determine what they think the needs are for an initiative of this size.

DARYL FOX: No other questions at the queue at this time. We still have a few moments today. If you do have one, enter it in. In the meantime, I'll go back to this slide. As Stacy mentioned, once we conclude, if there's any questions you may have on the programmatic requirements of this solicitation, you can contact the OJP Response Center listed here at grants@ncjrs.gov. And they actually work in consultation with OVC on a coordinated response to those.

And I've heard this person ask more or less on, you know, writing recommendations and what makes for maybe a successful applicant. You know, what--the main thing, as Stacy can probably reiterate, is just meeting those deadlines to make sure you can get through the process at SAM.gov, Grants.gov, and then JustGrants. There's--JustGrants does have a lot of training resources as mentioned, so you can kind of go on there and get more detailed information and training on your application submission. We still have some time to hang on for any additional questions you may have. Okay, that seems to be all that's coming in at this point.

DR. STACY PHILLIPS: Awesome.

DARYL FOX: Okay. Anything at closing at this time, Stacy?

DR. STACY PHILLIPS: No. I just want to say thanks for everybody that joined, and apply.

DARYL FOX: Great. So everybody also be on the lookout for that email on when and where this gets posted. You'll be able to access everything there. So on behalf of the Office for Victims of Crime and our panelist, thank you for joining today's webinar. This will end today's presentation.