

[Transcript from the OVC Fiscal Year 2019 Law Enforcement-Based Victim Specialist Program (LEV) preapplication webinar, which was held June 6, 2019. The archived webinar can be found at: <https://www.ovc.gov/grants/webinars.html>.]

MARY JO GIOVACCHINI: Good afternoon, everybody, and welcome to today's webinar, OVC Fiscal Year 2019 Law Enforcement-Based Victim Specialist Program (LEV), hosted by the Office for Victims of Crime. At this time, I'm going to turn it over to the OVC Policy Analyst.

LAURA IVKOVICH: Good afternoon. My name is Laura Ivkovich. I'm the policy analyst at the Office for Victims of Crime. I've had the pleasure of being here for over 27 years and I started my career at the Arizona Attorney General's Office, where I started their victim program when I was just a child.

So, we're going to go over the outline for the webinar presentation for today. We're going to discuss the mission of the DOJ and the Office for Victims of Crime. I'm going to go through and break down the solicitation. Have a copy with you and--so you can follow along. We're going to refer to page numbers, so that'll help. We're going to focus on the program, the required documents, and then the application deadline, award amount, and timelines, some of the things that are most important for you all to know, also about the application evaluation and how to apply and then any questions and answers will be done at the end.

I just also wanted to mention, this is the second year of this program. In 2018, OVC had funding for 40 sites. This year, we have funding for, I'm pleased to say, 80. So we're doubling, and we're really thrilled about that.

So, let's start with the U.S. Department of Justice and that this Law Enforcement-Based Victim Specialist Program furthers the department's mission by assisting law enforcement to better support victims through the criminal justice process.

OVC's mission is commit--is to being committed to enhancing the nation's capacity to assist crime victims and to provide leadership in changing policies and practices to promote justice and healing for all victims of crime.

The scope of this program, as you'll find on page 9 of the solicitation, is to assist state, tribal, and local law enforcement agencies to develop or enhance a Law Enforcement-Based Victim Specialist Program that connects survivors and families to coordinated and trauma-informed services. As I mentioned, there will be up to 80 grants that we can fund in four different categories. Those are small, which would be fewer than 250 full-time sworn officers. Medium would be between 250 and 1,000 full-time sworn officers. And then for the larger jurisdictions, that would be greater than 1,000 full-time sworn officers. And we're also able to fund tribal jurisdictions, that is those that are federally recognized tribal governments that have law enforcement functions.

The program overview, which you'll find between pages 5-7, include that OVC will provide grants, as I said, to state, tribal, and/or local law enforcement agencies to develop these new programs or perhaps enhance any existing law enforcement-based victim specialist programs that might already be up and running. We also want to make sure that we're improving the overall response to victims of crime with a strong focus on reaching and serving victims in those high-crime areas and communities particularly affected or plagued by violence. Grantees are encouraged to use these program funds and it's intended to hire victim service specialists, and successful applicants will ensure that the development of training of these specialists does occur. I will mention that last year, OVC was able to fund a training and technical assistance portion of this program, and so that will also be available to help with the training of the victim specialists.

Moving to the Objective, page 7, in support of law enforcement agencies, we want to make sure that you're able to identify victims and more quickly refer to them to community programs that can deliver victim services or the full complement of services. And those things look often like responding to the emotional, psychological, and/or physical needs of crime victims, and then perhaps referrals to any other community resources that might be better able to provide those in a timely manner; assisting victims as they stabilize their lives immediately following a victimization; helping victims understand the criminal justice system and their rights within it; and then restoring security and safety for the victim; and addressing other allowable victim needs identified by the grantees. When we say allowable, we're referring really to the Victims of Crime Act (VOCA) funding for which this program is funded under. There are guidelines for that, and we want to make sure that we are following in and around those types of services that are otherwise available under VOCA.

Going to Program Deliverables, which basically are services, and that you can find that information on pages 7-8 of the solicitation. We want to make sure that folks are connecting victims to supportive services and making referrals as they are needed for things like crisis intervention services, emergency transportation perhaps to court proceedings, short-term child care services if needed, temporary housing for victims if needed, and any of the security measures that might be needed as a result, assisting and participating in criminal justice proceedings, as I had said before, and, as an example, payment of reasonable costs for forensic medical examinations of a crime victim and other services for crime victims identified. Also, the program deliverables can include things like documents or brochures, things that might be provided to a victim after the offense is reported that also briefly outlines the rights that victims have and the services available to these victims; a plan for how the victim services program will be developed or enhanced and implemented, and then information about how the program will be sustained at the conclusion of the funding for this program. And this is a 3-year program. I need to let you know that as well.

Eligibility was right on the first and second pages. I'll go back and say it one more time, it's for public law enforcement agencies including those municipal, county, local, state, or federally recognized Indian tribal governments with arrest powers that perform law enforcement functions. And for tribal, that is as determined by the Secretary of the Interior.

We're also particularly interested and inviting those viable sites within the Bureau of Justice Assistance, our sister agency, that has funded Public Safety Partnership programs. We already know that those are working in and around those most hit by, or plagued by, high violent crime rates and we want to make sure that those programs know that they're able to apply as well.

Collaboration is certainly encouraged. So, OVC welcomes applications under which two or more entities would carry out the federal award. However, only one entity may be the actual applicant. Any others must be proposed as subrecipients or--or subgrantees as they're sometimes called. So, the applicant must be the entity that would have the primary responsibility for carrying out the award including being in charge of administering the funding and being in charge of managing the entire project. Grant programs funded under the 2018 solicitation are obviously not eligible under this one because they've already been funded.

New this year to the solicitation are Qualified Opportunity Zones. This is--information is found on page 9. OJP will, as appropriate, give priority consideration in award decisions to applications that propose projects directly benefitting federally designated Quality Opportunity Zones. If you don't know if you are one of those, you can find it on a map. Those usually are folks who do know that they are within those Qualified Opportunity Zones. But applicants should include information on how the project will enhance public safety in those Qualified Opportunity Zones. For an example, encouraging victims to report and to follow through in--with the prosecution to enhance public safety. The resources about a current list are available on the Department of Treasury's website where the link is listed there.

So, you might be interested to know how much funding is available. So, on page 9, you'll find the award amounts. As I mentioned earlier, they are going to be split up amongst small, medium, large, and tribal. So, for small, we are designating, as we did last year, \$92,000 per year, over 3 years. So, that would be a maximum for that small program of \$276,000. Again, small means fewer than 250 sworn law officers. Medium, we are funding up to \$150,000 per year, over 3 years; so, a maximum of \$450,000. Again, medium is within 250 to 1,000 full-time sworn officers. And then, for the larger jurisdictions, we're awarding up to \$275,000 per year, over 3 years; and that would be a maximum of \$825,000. Again, large jurisdictions would be those that qualify as being over 1,000 full-time sworn officers. And then for tribal, we're awarding up to \$150,000 per year, over 3 years, with a maximum of \$450,000, just like the medium-sized jurisdictions. It's the same amount, \$450 [Thousand]. The project period, as I mentioned earlier, is 36 months. That's by law. Our period of performance is October 1, 2019. That's the start of the new fiscal year. And the end would be then on 3 years later, September 30, 2022. I'll be retired by then, I think. But I can't even see that far. But I think that might be a good time to do that.

So, going onto what must be included in the applications, as that's the very important part of this, pages 11 and 17 in your solicitation. I want to make sure that you know that there are basic minimum requirements that must be included in the application submission. That includes the Project Narrative, so, written statements about the problem and in your

jurisdiction. And just as a side note, that information really amounts to 20 percent of the score that we would use to review the application. The project design and implementation is a little bit more heavily weighted. So, 30 percent of the application score has to do with how well the project is designed and to be implemented. And then, the capabilities and competencies section, that scoring area is 20 percent of the total. And then for the plan for how you're going to collect the data, the performance measurement data, really is only 10 percent because a lot of that is predetermined. And then, Budget and Detail Worksheet and Narrative amounts to 20 percent of the application score. I want to note that applications that do not include the items noted with an asterisk above under Project Narrative will not move to peer review and will not be considered for funding. So, make sure you have the Project Narrative and the Budget Detail Worksheet and Narrative included so that we can make sure that that gets forwarded.

Applications almost--also must include, and that you'll find on page 21, a whole litany of items that most people who are familiar with grant writing to the federal government understand these documents are required for a lot of reasons. But here they are on the slide so that you can easily access them and on page 21. So, certainly you have to start with your SF-424, which is the Federal Application for Federal Assistance; that can be--that information is on page 11. We also need a Project Abstract; that, too, is on page 11. And Indirect Cost Rate Agreement, if it's applicable, on page 14. And if you're a tribal entity applying, we would need the Tribal Authorizing Resolution. Again, that's if it's applicable, if you're a tribal entity. The Financial Management Questionnaire, that can be found on page 14. Disclosure of Lobbying Activities, page 14. Disclosure of any Pending Applications that you might have within justice is page 14. Disclosure and dis--and Justification of any High Risk that you might already have been designated as a high-risk grantee, on page 15 you'll find that information. Research and Evaluation Independence and Integrity, I'm not thinking that that's going to be as much of an issue since this is not a research grant; but that information is found on page 15. Disclosure of Process Related to Executive Compensation, that deals with making sure that the total dollar amount does not go above a certain pay scale. Documentation of Federally Designated Qualified Opportunity Zones, which I mentioned earlier, also, again, if it's applicable and that information is on page 16. A Time-Task Line--or a Time-Task Plan, that's very helpful and critical in determining how your program will be running. And then Resumes of individuals that would be hired or those who are working as key to the grant, we would make sure that that is also included, information found on page 13 there. And then any Request and Justification for Employee Compensation, if there were to be a Waiver, if applicable, that--information about that is on page 10.

So, Program Narrative for those who are wondering about the formatting, that information is also found on page 11-12. The Program Narrative should be double-spaced, using a standard 12-point font. That would be in Times New Roman preferred. One-inch margins, not to exceed 20 pages and the pages should be numbered. This is very important because we go through a peer review process, and the peer reviewers need to be able to easily read through what you're submitting in a way that is easy for them and easy for others to digest what it is you're proposing. If the Program Narrative fails to comply with these length-related restrictions, that is the 20 pages, one-inch margins and the 12-point,

double-spaced font, then we will have--potentially have to consider noncompliance and peer review may be affected and a final award decision might be affected by that as well. So, please pay attention to that. Let's--just FYI because it's come up before, resumes and other attachments do not count in that page--that 20-page requirement. So, you can attach those as additional documents.

The Budget Detail Worksheet, which is very important, pages 13 and 14 you'll find more information on that. We need you to use the DOJ standard form. That happens to be in Excel and PDF versions, and that is available online. It combines both the Budget Detail and Budget Narrative into one single document. This has been updated in the last few years and it's very useful. And it helps you work through and identify and justify your figures. Personnel costs should relate to the key personnel for the project. I think that's kind of self-explanatory. The budget should include adequate funding to fully implement the project broken out by year. So, year one, year two, year three, or reflecting 36 total months. The Budget Narrative should be mathematically sound and correspond with information in the Budget Detail Worksheet.

Data collection is also something that you'll be scored on. Page 13 has more information on that. So, you'll be submitting quarterly performance data through our new Transforming Victim Services module in the OVC Performance Management--Measurement Tool (PMT) and that is available online. Applicants should review the applicable performance measures, and demon--you should be able to demonstrate your understanding of performance data reporting requirements for the grant program and detail how you will gather the required data if you are funded. I can tell you that the three areas for measurement--for performance measurement will be collaborative partnerships, strategic planning, and victim services. Those are the three areas that the PMT, Performance Measurement Tool, will be looking to measure for this specific program.

How to Apply, page 17 in your solicitation. You must--this is important--must register in [Grants.gov](https://www.grants.gov). That is the federal portal for which all the grant applications must come in. It's not through GMS, it's through Grants.gov. Registration steps are outlined in the [OJP Grant Application Resource Guide](#). And there are lots of steps so we want you to--encourage you to start early. Don't wait until the last minute, please. And please know that the applications are due by the deadline, which is July 25th at 11:59 p.m., Eastern Time. That's a Thursday. So, mark your calendars to start 72 hours prior to that. So, please submit, as I just mentioned, 72 hours prior to the due date. So be looking around Monday to be working on that so that it's all finalized and that you have all of your attachments completed and ready to go. If you have any concerns, you can certainly call the Grants.gov Customer Support Hotline at 1-800-518-4726 or for any technical difficulties, 606-545-5035. And that's available 24/7.

More about How to Apply, there--as mentioned before, there is an OJP Grant Application Resource Guide. It would be important for you to take a look at that if you've never applied for a grant from OJP in the past. Something also important is the registration through [SAM.gov](https://www.sam.gov). If you're a new entity registering in the system--SAM System, the system stands for System of Award Management--or you're an existing entity that needs to update or

renew your SAM registration, you must submit an original, signed, and notarized letter appointing the authority entity administrator within 30 days of the registration activation. This is new in the last few years. A notarized letter must be submitted via U.S. Postal Service Mail. So, please read the alerts to learn more about what, if any, requirements for the notarized letter and read the FAQs that are available there to learn more about the process changes.

On pages 18-19, you'll find more information about the Federal Award Administration Information and the guide. Award notifications would be made by September 30th, if you're wondering how--you know, once you put this in, when am I going to hear. So award notifications would be made by September 30th via email through our Grant Management System, that's our internal system, to the individuals listed on the application as the point of contact and the authorized official. Detailed instructions on how to access and view the award documents and steps to take in GMS to start the award acceptance process are also available there. There'll be lots of legal requirements so please do read carefully in that Application Resource Guide.

Remember, this application is only the first step. It's a very involved relationship with the federal government. There are lots of federal regulations associated with this execution and management of a federal grant. This is a federal grant, I should mention, this is not a cooperative agreement. This is a federal grant. You must be willing to abide by all of these regulations, and there are serious consequences associated with not following these regulations. So do ask for help. Do read everything and ask others to read and discuss with you just to make sure you've dotted your I's and crossed your T's, and made sure you have everything in there that you need.

To reiterate, start the application process early. Don't wait. Make sure you register. Make sure you got your DUNS number and that you registered through SAM and you're going through Grants.gov. We want you to be collaborative in this so please do identify your partners. Schedule any planning meetings with these proposed partners. If you have MOUs, you're certainly encouraged to include those as well, even if they're not fully signed yet. Just--that you are working with a collaborative partner would be wonderful. We want to make sure that you're applying for the correct competition ID, the one associated with this program, which again is the OVC Fiscal Year 2019 Law Enforcement-Based Victim Specialist Program, or LEV Program, is OVC-2019-15600. Using the Budget Detail Worksheet template is definitely recommended. It's the easiest way to go. And you must follow the same format, heading, subheadings, subsections, if you're not using the template for this critical element. Ask for the amount of funding needed. Make sure you are within that jurisdictional size that I--that I went over, small, medium, or large jurisdiction. And you know the dollar amount total per year that you're allowed to ask for.

Technical problems or if there are any requests for late submission, that information is found on page 2 of the solicitation. The following conditions are generally insufficient to justify any late submissions. And this is going to be open for 45 days, this grant application, so you should have plenty of time to be able to do all this. But just in case there are any technical problems, we want to make sure you know that failure to register

in SAM or Grants.gov in sufficient time is--does not make for a justification. Failure to follow the Grants.gov instructions on how to register and apply as posted on its website is also not sufficient, and failure to follow each instruction in the OJP solicitation, if there are already technical issues with the--your computer or information technology environment that you're using such as issues with firewalls or browser incompatibility. So, you want test that and make sure everything is working well in advance so that you're not caught at the last minute having to ask for a late submission because of problems with your technology.

There are some tips to make sure when you are submitting your materials as attachments. We strongly recommend that you use descriptive names when labeling these attachments. There are some examples here. A good example for your Budget Detail Worksheet is the word "Budget Detail Worksheet." Or if you have Letters of Support or MOU actually referring to it as its--as it is the intended document. A bad example would just be calling it "Budget," or "File #2," or "File #7." That's not going to be helpful to the peer reviewers as they need to go through and look at these and get to your materials as quickly as they can to help us score accurately. And we don't want to frustrate our peer reviewers.

So, how do you add attachments? Page 3 of your solicitation gives you a little bit more information about that. So that you know Grants.gov has two categories of files for attachments, both mandatory and optional. OJP receives all file attached in both categories. Do not embed mandatory attachments within another file. Applicants must use the "Add Attachment" button to attach a file to their application. Do not click the paperclip icon to attach files. This action will not attach the files to the application. After adding an attachment, select the "View Attachment" button to confirm you've attached the correct file. To review the file, select the "Delete Attachment" button. So, if you go in and make your--start your process and you are checking against yourself early in the--in the process, you're going to pay yourself back in dividends by less frustration when it comes to checking your attachments.

But you do also want to make sure you're checking for errors so that--that can be done. You can check for errors in the application via the "Check Application" button on the "Forms" tab of the Manage Workspace page. The button is active if the set of forms in the workspace matches those required in the application package. If you receive a Cross-Form Error message after clicking the "Check Application" button, refer the Cross-Form Error help article for more detailed information about this validation error.

One more time, the submission deadline is 11:59 p.m. Please don't wait until then, on Thursday, July 25th; not June 25th, July 25th, 2019. We strongly urge you to submit your applications at least 72 hours prior to the application due date. And you can start way earlier. You can--you can add as you need to. But just start sooner than 72 hours prior to the July 25th deadline.

We are now at--I'm going to turn it back over.

MARY JO GIOVACCHINI: Hi. We're going to start Questions and Answers here in a few minutes. And before we actually dive into the questions there's a couple slides that I would like to go over. I also want to ask those individuals that have been submitting questions to the chat, while I'm going over these next few slides, if you could please take those questions and put them into the Q&A. It's just much easier for us to track the questions and ensure that we've responded and acknowledged you. So, I'm not trying to be difficult, it's just I don't want to miss anything for you.

So, the next slide is going to go over a couple resources. There's several listed here. They have long URLs, I'm not going to read the URLs. Again, we will be posting the recording and the slides to the OVC website so you can refer back to those. Of course, an important website to look at would be OVC itself and that's a simple URL, [www.ovc.gov](http://www.ovc.gov). I saw a couple questions come in about the OJP Grant Application Resource Guide. That is the second resource listed on this slide. And you can go to that long URL there and access the Resource Guide. From there, you're going to find links to the other--some of the other items that are listed on this slide. So you can go to the [DOJ Financial Guide](#) from the OJP Application Resource Guide. You can also get to the Budget Detailed Worksheet and see example of that from this link. So those are at the good starting point for you and it will help you as you move forward in the application process. We also have listed here the OVC Training and Technical Assistance Center, can be a resource to you. The Grants Payment Request System and the Grants Performance Management Reporting Tool are also good resources as you move forward in your application process.

As Laura had mentioned earlier and it's also listed on page 2 of your solicitation, the National Criminal Justice Reference Service is available for you as you move forward. If after today's webinar you think of a question or something that you did not ask and you need an answer, submit that question to NCJRS and they will work with Laura to get an answer to you. You can send the question to [grants@ncjrs.gov](mailto:grants@ncjrs.gov) or you can call them at 1-800-851-3420. They are open 10:00 to 6:00 p.m., Monday through Friday. They are closed on the weekends and federal holidays. They are open extra hours during the last day--on the last day of the application due date. However, as Laura mentioned earlier, you're not going to wait until that last day. So you're not going to need to call them, right? You could also sign up to receive funding information. They have a funding newsletter that comes out every week on a Friday. They will announce new solicit--opportunities that are available from the Office of Justice Programs. They'll alert you when our webinar, such as this one, about--regarding an opportunity. And they'll also let you know when those items from the webinar have been posted. So it's a nice easy way to stay on top of everything. And again, that comes out every Friday. They also have a weekly--a bi-weekly newsletter called JUSTINFO that comes out the 1st and the 15th of each month. And you can sign up for all those things through NCJRS.gov.

Also, page 2 of your solicitation references the Grants.gov URL or hotline. If you're having technical difficulty submitting your application, reach out to Grants.gov. You can contact them at 1-800-518-7426 or 606-545-5035. Grants.gov is open 24 hours a day, 7 days a week, except on federal holidays. And they also have email addresses that you can submit your query to. The simplest one to read out is [support@grants.gov](mailto:support@grants.gov).



So I'm going to switch back and forth between these various slides. So you have a chance and an opportunity to write down the information, and I'll keep those up while we go through questions. First of all, there are several people that asked the same question, so I'm going to just read this one out right now. And then that'll--Laura can address it for everybody.

And people are asking, "Whether or not a Prosecutor's Office is considered an eligible applicant as a public law enforcement agency?" We also had a question asking, "If the Attorney General's Office would be considered as an eligible applicant?"

LAURA IVKOVICH: Hi, this is Laura again. So this program and its intended title, is intentional, it's the OVC 2019 Law Enforcement-Based Victim Specialist Program. It's designed to help law enforcement agencies hire new staff, train existing staff, and create 3-year programs that can more effectively support victims of crime. It's--The initiative is intended to build the capacity of law enforcement agencies to better identify and respond to victims by informing them of their rights and referring them as early as possible to much-needed services, like for instance, emergency shelters, assistance with crime victim compensation, etc. Law enforcement is often the first, and the only, contact victims may have with [the] criminal justice system. And research tells us that, unfortunately, less than 25 percent of local police departments have staff designated to assist victims of crime. So we hope that law enforcement agencies of all sizes and tribes, in particular, will explore this opportunity to connect victims, to train compassionate providers who can quickly put them on a path to recovery. So the intent is for law enforcement-based victim services. If you don't fit into that category, of full-time sworn law officers, we encourage you to collaborate with those that do fit into that category. That information is found on page 2. OVC will consider applications under which two or met--more entities would carry out the federal award. However, only one entity may be the applicant, making sure that that applicant fits into the small, medium, or large, or tribal bucket, in terms of jurisdictions. And that law enforcement with a sworn officer number is the lead applicant. And then you might consider potentially collaborating. The applicant must, however, be the entity that would have primary responsibility for carrying out the award including administering the funding and managing the entire program. You can't just be offloaded. Under the solicitation, only one application by any particular applicant entity will be considered. Any entity may, however, be proposed as a subrecipient or subgrantee in more than one application.

MARY JO GIOVACCHINI: A question came through about "how do you define high crime areas in communities particularly affected by violence? Is there a minimum violent crime rate you have in mind? If so, what is it?"

LAURA IVKOVICH: Thank you for that question. I don't--I don't have a crystal ball on what that would look like. This is a 3-year program, and things are going to possibly escalate or hopefully de-escalate. But you might want to check certainly with your crime statistics. If there's a bureau that you're working with in your state crime bureau, or the state area agencies, they would have more information about crime rates in your particular

jurisdiction. That would help you understand that issue. And then you would need to also include in your application more information about that, so that you are showing how you're addressing the needs of the victims in your jurisdiction that may be affected by that type of crime.

MARY JO GIOVACCHINI: "When you say public law enforcement agency, does that include universities or higher education police departments as well?"

LAURA IVKOVICH: Thank you for that question. If it is a jurisdiction that has sworn law officers, then it could certainly potentially fit into this program. But you would certainly need to explain how--and how you're proposing your best ideas to accomplish the intent of the program, which is to develop or enhance crime victim specialist programs within law enforcement agencies to better support victims through the criminal justice process including by connecting them with community-based direct victim service programs, so that they can more quickly and more effectively be served. You know, so we know that some of the most immediate needs are often referrals for victims and for compensation, and things like that. But certainly the funding will support program victim specialists through grants to state, tribal, and/or local law enforcement agencies, preferably divided up among small, medium, and large, and tribal to hire those staff to develop these new or enhanced existing programs. And they must have a strong--or should have a strong focus on assisting and supporting victims in high crime areas and communities particularly affected by violence, to help improve the care and services to these crime victims. So, you know, it's up to you in order to apply in a way that addresses that intent of the program. So, I certainly encourage you to apply, but we need to make sure that sworn law enforcement is fitting into the small, medium, or large categories or buckets for your application. And if you don't have sworn law enforcement, I encourage you to speak to and collaborate with your partners in and around your jurisdictions to make sure that you're working to help victims of crime.

MARY JO GIOVACCHINI: One minute, please. We're going to mute for a second. "Does the TTA provider really offer victim specialist training? Is there a cost to the awardees?"

LAURA IVKOVICH: Thank you for that question. The TTA provider does provide victim specialist training. They have webinars. They have key resource materials, and sample materials, so they are a great resource for the training up of your new staff, if they're new, or enhancing the training for those existing staff.

MARY JO GIOVACCHINI: "The solicitation mentions that funds are available for hiring a person, but it would--but would it be permissible to not hire someone and use the funds as a secondary duty?"

LAURA IVKOVICH: So the intent is really for the--and the title of the program is Law Enforcement-Based Victim Specialist Program. So it's designed to help law enforcement agencies hire new staff, train existing staff, and create a 3-year program that can more effectively support victims of crime.

MARY JO GIOVACCHINI: "Are tribes part of the total 80 grantees or are they separated-- or are they separate? Based on page 2, tribes will not compete with non-tribal applicants due to availability."

LAURA IVKOVICH: Thank you for that question. I believe that we have funding--and I know that we have funding for 80 grants. We are looking for a mix of grants across the nation so that they're not all clustered in just one area and certainly we know that there are tribal law enforcement programs across the nation, as there are municipal local programs, local law enforcement programs across the nation. So we're looking to do an array of services across the nation. I cannot answer whether or not the 80 grantees are separate from the tribes. I believe we're looking to fund a total of 80 and there'll be more information available, if I can clarify that, through our NCJRS Technical Assistance Center.

MARY JO GIOVACCHINI: "Two entities must apply; one is the lead applicant. Does the second have to be law enforcement agency or can it be a service provider or another government department?"

LAURA IVKOVICH: Thank you for that question. The lead applicant needs to be law enforcement. You're certainly welcome to collaborate with others, including other entities, victim services, community-based programs, but the intent certainly is local or--excuse me, Law Enforcement-Based Victim Specialist Program to hire and help law enforcement agencies hire new staff, train existing staff, and create 3-year programs that can more effectively support victims of crime. It's help--it's intended to build the capacity of law enforcement agencies to better identify and respond to the needs of victims and inform victims of their rights, and refer them as early and as possible to much needed services.

MARY JO GIOVACCHINI: "Since tribal grantees have separate funding, how many tribes are you able to fund?"

LAURA IVKOVICH: Thank you for that question. I don't have an answer for you as to how many tribes we're able to fund. I guess in--if nobody applied, it could be that there's a greater number of tribal that would be able to be funded. But there--the 80 is the total number that we're shooting for and because there's separate dollar amounts based upon jurisdiction, that's going to be a mathematical question after all the applications are in and reviewed.

MARY JO GIOVACCHINI: "I'm wondering if a police department can contract with a victim-witness program to supervise a victim specialist housed within the department?"

LAURA IVKOVICH: Thank you for that question. So as mentioned before, the law enforcement-based--law-enforcement-based is one of the key words, victim specialist program is designed to help law enforcement agencies hire new staff, train those existing staff, and to help law enforcement create a 3-year program that can more effectively support victims of crime. We certainly encourage you to collaborate with community-based programs and to work with those agencies and nonprofits, and community-based programs that are working with victims of crime already. Many of those are already VOCA-

funded in your state and/or your county, or your jurisdiction. So, we want you to certainly reach out. But we want to make sure that the program is a Law Enforcement-Based Victim Specialist Program.

MARY JO GIOVACCHINI: "What makes a program law enforcement-based?"

LAURA IVKOVICH: Thank you for that question. What makes a program law enforcement-based is in the eligibility of who may apply and that's found on page 1 and 2. Eligible applicants are limited to public law enforcement. So, public, law enforcement not private, and an agency. So, it includes municipal, county, state, and tribal agencies. For instance, local law enforcement sheriffs, Department of Public Safety, state investigative bureaus; those with sworn law enforcement full-time officers would also be part of that. And thank you for that question.

MARY JO GIOVACCHINI: And by sworn officers, I assume that you mean officers that have arrest powers because we have a question that, "I am assuming VPSO is volunteer police service officers that don't have arrest authority. Are they eligible to apply?" And...

LAURA IVKOVICH: Thank you for the question. So going back to the idea of collaboration, if you don't have arrest powers and you don't have sworn officers but you do come in contact with victims, it would probably be very useful for you to collaborate with the Alaska State Patrol who does have arrest powers and they would likely be the applicants, I guess, and you would most likely work with them. So I would say to that question please think in collaborative terms with others who would have the arrest powers but who might not come in contact with victims as quickly as perhaps you would.

MARY JO GIOVACCHINI: "Do you envision this to be mainly a referral program or would it be providing direct services?"

LAURA IVKOVICH: Thank you for that question. So this is a Law Enforcement-Based Victim Specialist Program to help law enforcement agencies hire new staff, those staff being victim specialists in law enforcement agencies, and that they, along with their collaborative group of folks in that area, would be providing services. So for instance, sometimes it might be more appropriate to make a referral, sometimes it might be more appropriate to provide the direct service. There are a number of examples of services to be provided and we want to make sure that you know that some of that can be done more effectively in-house and some of that can be done perhaps more effectively through an MOU or participation in a collaboration with others. Certainly there are a variety of different models that law enforcement-based victim programs use. Some work with child advocacy centers or adult advocacy centers where the expertise might be particularly important to have, and some work independently. So it's really a matter of what your needs are and how you propose to structure that in your application to address those needs.

MARY JO GIOVACCHINI: "Does the lobbying form refer to lobbying for this grant application only or any kind of lobbying activities?"

LAURA IVKOVICH: Thank you for your question. I can't say that I know that--the differentiation between those two. I believe if you have a registered lobbyist, the person would know that answer and you might find more information about that through the National Criminal Justice Reference Service Response Center, and that you can find online at [www.ncjrs.gov](http://www.ncjrs.gov) or email [grants@NCJRS.gov](mailto:grants@NCJRS.gov).

MARY JO GIOVACCHINI: So, yes, please just resubmit your question to NCJRS and they will give an answer to you.

This also might need to go to NCJRS, "since the Time-Task Plan is not in the 20-page limit, is it exempt from double-spaces 12-point requirement?"

LAURA IVKOVICH: Thanks for your question. Yes, it is. To my--to my knowledge, yes, it is.

MARY JO GIOVACCHINI: "The information regarding SAM.gov--Is the information regarding SAM.gov in the solicitation packet?"

LAURA IVKOVICH: Thank you for your question. The solicitation packet is the solicitation, which is an online document, a PDF, and it has hyperlinks in the solicitation that provides information about SAM. And I think we mentioned about the SAM requirements and any technical problems that you might have, that there is information, it was How to Apply--it was on How to Apply continued. If you are a new entity registering in the System for Award Management or an existing entity that needs to update or renew your SAM registration, you must submit an original signed, notarized letter appointing the authority entity administrator within 30 days of the registration activation. And notarized letters must be submitted via U.S. Postal Service Mail. You can read more about the alert at [www.sam.gov](http://www.sam.gov).

MARY JO GIOVACCHINI: "The application requires at least 2 years of basic crime statistics. For jurisdictions that have converted to NIBRS recently, is there a preference between providing the last 2 years of UCR data or providing 1 year of UCR and one of NIBRS?"

LAURA IVKOVICH: Thank you for your question. I really can't answer that. That's a preference that you would understand with regard to your particular jurisdiction. It-- Whatever is the most useful in making your proposal the best it can be, and we hope that you'll be able to accomplish the goals of the program because you have stated the most appropriate and the most useful crime statistics that you can. Because peer reviewers will be looking at your justification for how you're going to address the crime issues that are affecting your jurisdiction.

MARY JO GIOVACCHINI: I want--I'm going to let you all know, we are at the 4:00 hour of the webinar. It's supposed to end at 4:00. We have a bunch of questions that are still coming in and we're not going to be able to answer all of these questions, unfortunately. I'm going to see if there's anything I can quickly send you an answer to through the feature

here. Otherwise, take your questions and please send them to the National Criminal Justice Reference Service and we'll be sure to get an answer to you. If you would just give me a brief moment. We are going to try to answer a couple more questions here, so if you just bear with us and if you need to jump off, we totally understand.

“As it relates to eligible costs, does the grant cover police overtime?”

LAURA IVKOVICH: Thank you for that question. As the title implies, it's for law enforcement-based victim specialists and that's to hire--law enforcement agencies to hire new staff, train existing staff, and create 3-year programs that more effectively support victims of crime. If in your analysis and in your budget and in your submission, you have justification for why that is what you're proposing, you would have to spell that out. The--certainly crime does not take an 8:00 to 5:00, nor do victim specialists often take an 8:00 to 5:00. So you would have to make a justification for your budget and how you are applying your funding for that personnel to assist victims of crime or to work on the program to make sure that there are services for victims of crime in your area.

MARY JO GIOVACCHINI: “Would this grant be renewable after 3 years or is it a one-time only grant?”

LAURA IVKOVICH: Thank you for your question. This is a 3-year program and it is one time because that is the federally allowable time that a grant can run under VOCA funding at our level. So we are encouraging, however, after year three, that Law Enforcement-Based Victim Specialist Programs will be better able to apply at the state and local levels for funding that VOCA can perhaps take on those services that you've started under this 3-year program. So we're very hopeful that you'll be able to continue after 3 years, but through the VOCA formula funds that are available at the state and local level.

MARY JO GIOVACCHINI: One moment, please.

LAURA IVKOVICH: So you can...

MARY JO GIOVACCHINI: So there's a question here regarding “determining the size of your department, if it falls into a medium or small jurisdiction due to the number of vacant sworn positions and if those vacant positions can be counted?”

LAURA IVKOVICH: Thank you for your question. I know that we've received questions in the past about upticks regarding having full-time sworn officers and their counts. And we usually say that you should use what is your regular sworn officer count. For instance, if you have the Super Bowl coming or you have a large event that might spike the numbers of having to hire up, we are looking at a regular sworn officer count. If, however, there are vacancies saving--vacancies due to some other reasons, you would make your justification in your submission as to which bucket you believe that you should fall within, whether it's fewer sworn or between the dollar--I mean, excuse me, between the numbers as identified.

MARY JO GIOVACCHINI: Yeah. Oh, sorry. Another question came through about the use of funds and, "if the money can be used for transportation for a vehicle as an allowable cost?" They're indicating that, "they are in a rural area and transportation is an issue."

LAURA IVKOVICH: Thank you for that question. And we've found in the past that having access to victims is very important and transportation is an access issue for getting to victims. And so I can tell you that VOCA is an allow--transportation is an allowable category under VOCA. So for a vehicle, it could be an allowable cost but it would certainly need to be justified. I could also tell you that it is not to outfit law enforcement vehicles with sirens and things like that. This is more for transportation to provide direct victim services or to work with victims in those remote areas. And whether it be leased--I'm going to--I'm going to just add--guess the next question is, "Does it have to be leased or does it have to be purchased?" And that's something that you would have to go through in your justification as to what would be the best use of the funds.

MARY JO GIOVACCHINI: And the DOJ Financial Guide could be a resource in determining which route you should go and the appropriate way to document that.

LAURA IVKOVICH: Okay. This is Laura again. I'm just going to--so the last thing I want to say is just to make sure that you do understand that we are looking to make a variety of funding decisions across four categories of jurisdictions. Small being less than or fewer than 250 full-time sworn officers; medium which falls within the 250-1,000 full-time sworn officers; and then large jurisdiction which is greater the 1,000 full-time sworn officers; and then certainly those tribal jurisdictions. So I know some of the questions dealt with what bucket that they might fall into. So please be mindful when you're applying that you are stating in your abstract and in your materials, which of those categories that are you are applying for and that you have justification for--as to how you're able to apply in those categories.

MARY JO GIOVACCHINI: So we are over, the webinar, by eight minutes. We apologize that we were not able to get all of your questions, but we still have a lot of people on and we really appreciate your interest...

LAURA IVKOVICH: Absolutely.

MARY JO GIOVACCHINI: ...in this solicitation. So please again, as a reminder, resubmit your questions to [grants@ncjrs.gov](mailto:grants@ncjrs.gov) so that we can get an answer to you. Again, this webinar, a recording, the PowerPoint Presentation, as well as a transcript, will all be posted to the OVC website within a few days. You can go check back there. You can also sign up to receive the NCJRS funding newsletter that'll alert you to that. And OVC will send everyone that registered for this event, even if you didn't attend, an email letting them know that those in--that those pieces have been posted to the website. So again, on behalf of the Office for Victims of Crime, thank you so much for joining today.

LAURA IVKOVICH: Yeah. We're thrilled that you did. Thanks so very, very much. Have a great day.