DARYL FOX: Good afternoon, everyone. And welcome to today's webinar, "FY 2023 National Resource Centers for Victim Research, Evaluation, and Reaching Underserved Victims," hosted by the Office for Victims of Crime.

At this time, it's my pleasure to introduce Sharron Fletcher, Lead Victim Justice Specialist with the Office for Victims of Crime to begin the presentation. Sharron.

SHARRON FLETCHER: Good afternoon, everyone, or hello depending on where you are in the world. Thank you. My name is Sharron Fletcher, as Daryl just said. And I'm going to--with you this afternoon to walk you through our solicitation, the National Resource Centers for Reaching Underserved Victims and Evaluation and Research. Sorry. I just butchered that title. Apologies. So next slide.

So this afternoon, we are going to talk about--we're going to start by talking about OVC's mission and an overview of our office. Then we'll move on to the solicitation. We will review the funding opportunity focus, eligibility, the requirement documents. Then we'll go through the application process and tools and there will be time at the end for questions and answers. There's a link on the screen now where you could find the funding opportunity and all of OVC's funding opportunities. And then I welcome all of you to kind of have the solicitation itself open so that you can follow along as we go through.

So we'll start with an overview of OVC. So our mission at the Office for Victims of Crime is to enhance the Nation's capacity to assist crime victims and to provide leadership in changing attitudes, policies, and practices to promote justice and healing for all victims of crime.

So our office, OVC, administers the Crime Victims Fund, which we call the Fund. And that Fund is financed by fines and penalties paid by convicted federal offenders and not from your tax dollars. So that's a unique feature of our office. So OVC channels that money towards victim compensation and assistance programs that are operated throughout the United States. We use that money to raise awareness about victims' issues, to promote compliance with victims' rights laws, and provide training and technical assistance and publications and products to victim assistance professionals. So this funding supports formula programs to the state, territories, and tribes, as well as many OVC discretionary grant programs for victims of crime.

In fiscal year 2023, which we are currently in, OVC has been appropriated over $1.8 billion to help improve victim services throughout the Nation. The majority of this OVC funding is VOCA, or Victims of Crime Act Funding, which goes to states and territories as formula funding for victims' compensation and victims' assistance programs, with approximately $95 million in anti-trafficking funding, and another $95 million for tribal efforts, and the remainder of the funding going to support discretionary programs. And all of that is depicted by the graph you see here in this slide.

So for this funding opportunity as I mentioned, we are going to go through eligibility, the documents you need to apply, and the application process.

So we will start with eligibility. So these types of organizations, you see listed, are those eligible to apply for this solicitation. And so those are for profit organizations, nonprofits with a 501(c)(3) status, nonprofits that don't have the 501(c)(3) status, and private institutions of higher education.

So regardless of where--type of organization you are, those eligible applicants must demonstrate the capability to carry out national scope training and technical assistance activities required by the solicitation. For profit organizations must agree to forgo any profit or management fees. Eligible applicants must also have the staff, resources, and capacity to develop or enhance national scope resources for the crime victims field or allied professionals and the two categories that's outlined in the solicitation. OVC does welcome applications that involves two or more entities. However, one eligible entity must be the applicant and the others must be proposed as subrecipients. The applicant must be the entity with primary responsibility for administering the funding and managing the entire project. And only one application per lead applicant will be considered. However, subrecipients may be part of multiple proposals. And I believe I did mention that all recipients and subrecipients, including any for profit organizations, must forgo any profit or management fees.

So through the solicitation, OVC is interested in providing training and technical assistance that ensures that victim services field benefits from victim-centered practices; translates knowledge to enhance the use of data and research to understand victim needs; and identifies and implements proven and effective practices; as well as enhances victim service's accessibility and delivery. So we're just trying to make sure that we are putting out some very strong TTA programs and practices that are really just improving and enhancing knowledge in the field and making sure that folks are implementing best practice.

So a little bit about this solicitation. From 2016 to 2020, OVC launched and funded two national resource centers. The first is the National Resource Center for Reaching Victims, which I will refer to throughout today's presentation as the NRC. And the second is the Center for Victim Research, which I will refer to this afternoon as the CVR. And these resource centers were launched to promote the use of data and evaluation to improve victim services; identify underserved and unserved victim populations; and ultimately use the learning to improve both victim services and victim outcomes. And I encourage everyone, if you haven't had opportunity to do so, to use the links provided in the solicitation to review the existing materials and resources for the NRC and CVR.

So the goal of this specific solicitation is to reinvigorate these two TTA centers to align with federal--the Federal Government's goal of advancing equity for all as outlined in Executive Order 13985 by intensifying their focus on improving victim outcomes for victim populations that continue to go underserved or unserved, and boosting the capacity of the field to reach and improve services for victims using the latest evidence-informed strategies. I'll also encourage everyone to make sure--interested applicants to make sure that they review OVC's FY 2016 Vision 21 National Resource Centers for Victim Research and Evaluation and Reaching Underserved Victims Funding Opportunity. And that's the one that initially launched the two resource centers, as well as look up the Executive Order 13985, on Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, because those two will both have--provide important information--background information as you develop your application.

So this solicitation will fund two categories under the solicitation. The first, Category 1, Reaching Underserved Victims, we plan to make one award in the amount of $1.5 million that will run for a 24-month period that will begin on October 1, 2023. Category 2, we intend to make one award under Victim Research and Evaluation, again, for $1.5 million for 24 months that will start beginning October 1st of 2023.

So in Category 1, the goal of this new NRC, which is our--is to help the field reach more victims by ensuring services are accessible, improve the field's ability to identify who is underserved or unserved, and develop victim-centered practices that improve outcomes for victims. The new NRC will narrow its focus to children, boys and men of color, and former justice-involved individuals. And I call that out because when you go to the main NRC website that is existing right now, you'll see there was a much broader scope--population of victims that were served and included in the initial center. And so this narrowing of focus is to comply with other--with the executive order, as well as to avoid duplication and overlap with other existing OVC projects.

So Category 1 objectives are to offer TTA to assist the field in serving children, boys and men of color, and former justice-involved victims and address the unique challenges that these victims and their families face when seeking services due to unaddressed trauma caused by polyvictimization, racism, and other barriers. The second objective is to identify and promote promising practices to ensure these victims and their families are connected to supportive services that aid their healing when they are impacted by community and gun violence. Third objective is to identify current challenges faced by these victim populations and the organizations supporting them, including identifying knowledge gaps in the field around supporting these victims and promising practices to overcome or mediate the challenges identified. Lastly, the fourth objective is to coordinate with OVC's National Center for Culturally Responsive Victim Services. as well as other OVC-funded TTA providers to leverage the supports available and avoid duplication. So we really want to make sure that we are maximizing the impact of the TTA provided.

Deliverables for Category 1, that of course correlate directly to the objectives we just reviewed, include providing TTA through an array of methods to build the capacity of the field to reach, identify, and serve boys and men of color, children, and former justice-involved individuals; to develop specific TTA resources to build the capacity of organizations, including by and for organizations that serve boys and men of color, children, and former justice-involved victims impacted by the community and gun violence. And working collaboratively with OVC to identify current challenges faced by these victims and the organizations supporting them and identifying and developing strategies to overcome any challenges that are identified.

Additional deliverables include coordinating and avoiding duplication of efforts, maintaining awareness of relevant research, TTA activities, and initiatives across the Federal Government and in the field related to issues affecting these victim populations when they are impacted by community and gun violence. Identifying knowledge gaps in the field around providing culturally relevant, trauma-informed services and supports for boys and men of color, children, and formerly justice-involved victims. And lastly, developing a report with tools and resources that identify methods, provides guidance, and outlines promising practice for serving these victims and their families when they are impacted by community and gun violence.

Moving on to Category 2. The Category 2 goals of the new CVR are to increase the evidence-base of the victim service field by promoting the use of data and findings from relevant research and evaluation to improve victim services. So all of the activities in this area are focused on improving the field's ability to identify what's working, to identify and fill gaps in knowledge and gaps in services, and ensure that the latest evidence is used to improve victim services. So, we really want to make sure that all of the research and evaluation is being appropriately translated to the field, so that the field can benefit from that knowledge and improve their practice in practical ways.

So some of those Category 2 objectives that are outlined in the solicitation including working with OVC's State Victim Resource Division. And this is the division that is responsible for managing the formula grants for victim assistance and victim compensation. So one of those-- so that first objective involves working with the State Victim Resource Division and the peer-to-peer training and technical assistance provider for state and territory administrators to facilitate partnerships between state and territory VOCA state administering agencies, and statistical analysis centers, along with other key stakeholders to expand state level data collection, better use victim survey and OVC performance measure data, and identify priority needs. Collectively, these TTA efforts will guide and improve state and territory VOCA administering agency efforts to address community and gun violence and enhance services for underserved victims. And so the peer-to-peer training and technical assistance provider, referred to here, is known in the field as the OVC VOCA Center. And that is another resource that you will see--you'll be able to find online to do a little bit of additional research on and have a better understanding of what the work that they're doing. And you'll also notice that this first objective was a carryover from the first solicitation from 2016.

Additional objectives for Category 2 include increasing the number of researchers of color involved in victim research and evaluation and highlighting community-led participatory research when fostering research-practitioner partnerships through discussion forums and participation in a research-to-practice network of victim-focused resource centers that share lessons learned and strategies for promoting victim research practice and policy integration. And again, this activity is a combination of a carryover from the previous solicitation that was released, and--but with an updated twist as far as increasing the number of researchers of color involved. And that's specifically added in compliance with the Executive Order. Third objective here is improving the field's ability to identify what works, identify service gaps, and ensure the latest evidence is made available to improve services for underserved victim populations and other priority areas identified by OVC. And the fourth objective is coordinating with other OVC-funded TTA providers to leverage the supports available and avoid duplication.

The deliverables for Category 2, which again, correlate directly to the objectives we just reviewed, are coordinating with OVC's SVRD and the peer-to-peer training and technical assistance provider, and that is again the VOCA--OVC VOCA Center, and as well as other relevant partners to improve state and territory VOCA state administering agencies' use of data and research to inform plans to address community and gun violence and enhance services for underserved victim populations, particularly those most impacted by violence. The results of this endeavor will inform the development of relevant tools and resources to support VOCA agency efforts in this area. And again, community violence intervention efforts have been a strong focus of this Administration, and so OVC is hoping through this deliverable and the coordinating--I'm sorry, the corresponding objective to build out our own space and portfolio in the work, and making sure that victims are appropriately incorporated into CVI strategies, victims' needs and supports.

The second deliverable is to develop a report on victim research and evaluation, including identifying knowledge gaps surrounding victims of community and gun violence that highlight that needs of those disproportionately impacted by violence. And again, we are very much trying to make sure that we are building out our CVI portfolio and making sure that victims' needs are met--identified and met. And so we are hoping to find and build out those evidence-based measures in that--in that space.

Additional deliverables include providing TTA in coordination with SVRD and the VOCA Center using an array of methods to improve the use of data and findings from relevant research and

evaluation to improve victim services. Developing and implementing a plan to increase the number of researchers of color involved in victim research and evaluation, and highlighting community-led participatory research that fosters research-practitioner partnerships. Participating in conferences, trainings, and relevant events to promote the CVR and its efforts. And collecting and developing and enhancing tools and resources relevant to victim-related research and evaluation efforts such as validated instruments for measuring victim experiences and program outcomes. And that's offered as an example, so there could be other possibilities there.

This solicitation also covers OJP priority areas. And so, the Department of Justice is committed to advancing work that promotes civil rights and racial equity, increase of access to justice and supports crime victims and individuals impacted by the justice system, strengthens community safety and projects--I'm sorry, protects the public from crime and evolving threats, and builds trust between law enforcement and the community. So in support of this, Executive Order 3985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, OJP will provide priority consideration when making awards decision to the following. So for 1A--for those that seek priority consideration under 1A, applications that propose projects that are designed to promote racial equity and the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality. Or applicants have an option to select or request priority 1--area 1B, and those applicants should demonstrate that their capabilities and competencies for implementing their proposed projects are enhanced because they, or at least one proposed subrecipient, will receive at least 40 percent of the requested award funding, as demonstrated in the budget--as demonstrated in the budget. And that organization should also identify as a culturally specific organization.

So please note that addressing these priority areas is one of many factors that OJP considers in making funding decisions, so receiving priority consideration for one or more priority areas does not guarantee an award. And for more information about requesting the priority areas, you should review the solicitation. It can walk you--it should walk you through what to include in your application to address any considerations. And I will also have a few more areas specifically during our time together this afternoon where you would indicate where you might be requesting priority area consideration.

So again, we are intending to make one award in each of the categories, Category 1: Reaching Underserved Victims, and Category 2: Victim Research and Evaluation. Both--Each award will be for $1.5 million and will cover a 24-month period that will begin on October 1st of 2023. OVC may, in certain cases, provide additional future funding in the years to come. And the awards made under this solicitation through continuation awards, OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, as well as the award's funded work progress, for making these continuation award solicit--I mean, sorry, decisions. And of course, this solicitation and all of OVC solicitations and awards made through this solicitation are subject to the availability of appropriated funds, and to any modifications or additional requirements that may be imposed by the agency or by law. As--In addition, nothing in the solicitation is intended to and does not create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities.

So moving on. So it's important to note, for types of awards, the two awards made will be made as Cooperative Agreement. And this is significant because Cooperative Agreements have substantial involvement between the awarding agency, which in this case is OVC, and the

recipient during the performance period. So the awarding agency will closely participate in the performance of the program.

So next, we will go through some of the application and submission information. And this is also outlined in the solicitation, but we want to review so everyone has their awareness.

So, new applicants and entities interested in applying should apply for a UEI, which stands for Unique Entity Identifier number in SAM.gov as soon as possible. There have been some delays with the entity validation services, processes in SAM and you should not wait until the last minute to request that. Delays are also being experienced by entities that have changed their legal business name or physical address. So we share that for your own reference so that you know to act as soon as possible, if you intend to apply.

As many of you who have applied for funding through OJP know, we have a two-part application process. So as far as timeline, there are two deadlines that you must pay attention to that are very important. The first is the Grants.gov deadline, which is June 1st, 2023. The second is the JustGrants deadline, which is June 8th of 2023.

All awards made through this solicitation will be made no later than September 30th. And again, all project start dates will be on or after October 1st.

The last note here at the bottom is that successful applicants may not begin work until the budget has been reviewed and officially approved by OJP. And so, that process will be explained in further detail after the awards are made.

To meet the basic minimum requirements to advance to peer review and receive consideration for funding, applications must have these elements, as you see highlighted here on the screen. The Proposal Abstract; the Proposal Narrative, which is comprised of the Description of the Issue, the Project Design and Implementation, as well as the Capabilities and Competencies, and a Plan for Collecting the Data for this Solicitation's Performance Measures. And then of course, the all-important budget, which is a web-based form. And that budget form includes your budget details and budget narrative. So please do remember that if you fail to submit any of these required documents, the application will not move forward to be considered for funding.

So we'll start and talk a little bit more about each of these elements. So starting with the Proposal Abstract, which is no more than 400 words. It's just a brief summary of the project, and it should include its purpose, primary activities, expected outcomes, the service area, intended beneficiaries and subrecipients, if known. And that, of course, is completed as a JustGrants web-based form. This abstract should be in paragraph form, without bullets or tables, written in the third person, and exclude personally identifiable information. Abstracts will be made publicly available on OJP and USAspending.gov websites, if the project is awarded. So do keep that in mind. You can also refer to the OJP Grant Application Resource Guide, for examples of a Proposal Abstract. If you are requesting a priority consideration, please indicate the priority area, 1A or 1B is being selected on the Proposal Abstract. I will also note that you'll see in the solicitation that the OJP Grant Application Resource Guide is referenced in a number of areas because it does have quite a bit of information that is useful as you prepare your applications and submit.

Next, for the Proposal Narrative and format, we ask that applicants please adhere to the formatting requirements. If the proposal fails to comply with these length-related restrictions, please do know that OVC may consider such noncompliance in peer review and in final award

decisions, meaning it can negatively impact. Tables, charts, and graphs that are included in the program narrative can be created in a legible font, smaller than a 12-point; and will count towards the page limit. So that Proposal Narrative must be double-spaced, uses a standard 12-point font, no less than 1-inch margins, and not exceed 25 numbered pages. And it's an attachment in JustGrants.

The following sections, as mentioned are the pieces of the Proposal Narrative, so we'll talk about these in more detail. And so that's the Statement of the Problem, which goes to 20 percent of the merit review criteria. Project Design and implementation, which counts to 25 percent of the merit review criteria or score. Your Capabilities and Competencies, which counts for 40 percent of your merit review or score. And then the Plan for Collecting the Data for the Solicitation's performance measures, which is 5 percent, as well as the budget. Other attachments make up the remaining 5 percent. So please make sure that you're outlining all of the grant requirements and make a plan to fulfill each and every requirement.

So let's talk a little bit about the Statement of the Problem, which as I mentioned counts as 20 percent of your score. So the solicitation for both categories that the narrative cover are discussion of the issues to be addressed, including the unique needs for reaching underserved victim populations for Category 1, and victim research and evaluation, which is Category 2. Describing previous or current attempts to address the issue and any related research or evaluation studies that contribute to the applicant's understanding of its causes and potential solutions, including equity considerations for underserved victims and practitioners of color. The narrative should also explain experience--the organization experience with providing guidance and delivering and evaluating TTA, training and technical assistance, for victim-serving organizations at all levels, and that's federal, state, and local. Applicants should describe any current training materials and resources developed on issues related to providing services and supports to victims of crime, particularly those areas highlighted in the solicitation. And identify challenges related to disseminating information to the field and integrating information into practice.

Now, moving to the Project Design and Implementation, which will count for 25 percent of your score. Applicants should use this section to clearly state the goals, objectives, and activities of the project. The activities, of course, should be aligned with the stated goals, objectives, activities, and deliverables. This section should also articulate the strategy for accomplishing each goal and objective included in the description of key project phases--I'm sorry, including a description of key project phases and milestones, specific tasks, activities, staff responsibilities, interim deliverables, and final project products, as well as provide a Time-Task Plan that summarizes the above activities as a separate attachment to the application. And that Time-Task Plan does not count towards the page limit. And you should also include and address priority consideration 1A in this section. So if the applicant is seeking priority consideration for Priority Area 1A, it should address in this section how the proposed project will promote racial equity and the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality, and identify how the project design and implementation will specifically incorporate the input or participation of these communities.

Moving on to the Capabilities and Competencies section, which is 40 percent of the score. So it's a substantial part of the application and weighted the most heavily. So this section must list key personnel responsible for managing and implementing the major developmental stages of the project, including descriptions of the employee's relevant education, training, and work experiences. It should also describe the applicant's substantive expertise and relevant

experience in performing the duties of the project, and the ability to perform this work on a national scale. It should describe organization experience and capacity related to managing federal grants. We also would like to see job descriptions and copies of resumes for proposed key staff who will manage or otherwise be involved in the project, and those should be included as a separate attachment, again, not subject to the program narrative page limitations. If the application includes subawards to project partners, we would like to include the name of the individuals responsible for monitoring that subaward and qualifications of the proposed partner agencies to carry out those proposed activities. And in this section, if applicants are seeking priority consideration 1B, it should describe within this section how being a culturally specific organization or funding a culturally specific organization at a minimum of 40 percent of the project budget, will enhance its ability to implement the proposed project and should also specify which culturally specific populations are intended or expected to be served or have their needs addressed under the proposed projects. You should also include the website address, if applicable and available, and any formal or informal mission statement or principles of the culturally specific organization.

Moving on to the Plan for Collecting Data, which is 5 percent of the award. So, it's important to note that applicants are not required to submit performance data with the application. Rather, performance measure information is included as an alert that successful applicants will be required to submit performance data as part of each award's reporting requirements. So, we use the performance measures as parameters against which progress towards goals can be assessed. A common language linking your plans in your performance and consistent--and consists of your program's inputs, activities, outputs, and outcomes. While this data satisfies the reporting requirements for grants, it also provides an excellent opportunity to self-assess your program and your agency's processes. And to be clear, OVC uses our, like, a standard data performance measures for all of our programs, so that we can see some of that commonality across different programs.

So as a first step, we encourage applicants to review the program performance measures just focusing on the numbers, narratives, and other data you will need to collect to answer the questions posed by OVC. And so for this section, that would be the--one, including a plan for collecting the performance measure data required in the solicitation, as well as describing how that information will be used to guide and evaluate the project's impact. And sorry, I just--I think there might be a word cut off here on the slide, but it should be guide and evaluate the project's impact.

So again, OJP requires each successful applicant to submit regular performance data that shows the completed work's results, and that data is directly related to the goals, objectives, and deliverables identified in the solicitation. And you are able to visit--there's a link in the solicitation that goes over all of the performance measures for OVC, as well as those across OJP. So you can get an idea of what all of those measures are. And so--oh, also, just administratively, please keep in mind that OVC requires award recipients to submit the performance measure data and performance reports into JustGrants. And additional details on how all of that process is completed will be shared for applicants that are selected for award.

Moving on to the budget, which is, I believe 5 percent of the--of the score. Applicants will use the JustGrants web-based form to complete the budget. Please break out costs by year reflecting the 24 months of the project period. Please be sure that priority areas are adequately labeled and addressed in the budget, where necessary. We also want to make sure that personnel costs are related to the key personnel identified. The budget should include adequate funding, again, and be broken out by year for the 24 months. Please make sure that your

budgets are mathematically sound and correspond with the project as described in the narrative. And also you can use the OJP Grant Application Resource Guide as another place to look for examples on how to compile a budget and associated documentation. So there's a number of--and a lot of resource information there in that Grant Application Resource Guide that is useful. As well as using the DOJ Grants Financial Guide to review, if you have questions around allowable expenditures and allowable costs.

So we do encourage applicants to create a SMART budget. And that SMART, of course, is an acronym. Be specific when listing your expenses. Make sure that you are--your costs are measurable under the computation column of the budget. Ensure that what you have--the items that you listed in the budget are attainable. If you put your timeline next to your budget, please make sure that each item is accounted for, so that your budget is relevant. And lastly, make sure your budget is time-bound and broken down by year or month, as necessary, so that we have an idea of how that plays out across the life of the project.

Some application checklist at the end of the solicitation, lists other documents that you might use for reference. You can use that checklist in your review prior to submitting your application to ensure you have attached all of the relevant documentation to your submissions. Other resources that can aid you in developing your applications include the DOJ Application Submission Checklist, which I believe the links are being dropped in the chat for these documents. There's also a JustGrants quick reference about application attachments that can be useful. And there is a larger application submission job aid covering potential attachments that you may be asked to provide. So, there are a number of other resource documents that you can use.

So, some of the items to remember when you're developing your program narratives and budgets. Please use simple and concise language. The information that you are offering should be presentable and organized. Be realistic about how you will achieve your goals and clear. And please get feedback from those who may run the project because they can provide very good insight to make sure that you're on track and saying exactly what you want to say. And of course, check, recheck, and check again to make sure that you have everything needed to submit the--a successful application.

Some common reasons that applications are cited as weak. One, that they're too ambitious or lack focus. So again, that's why we ask that we make sure that what you're presenting is clear. Sometimes applicants may seem to lack the appropriate expertise to carry out the proposed project. So please make sure you are adequately highlighting your expertise, your education, your work experience to show that your organizations and the persons that you're identifying to work on the project have the necessary skills to perform the work. No evidence of feasibility is another common area for weak applications. So please do not assume that reviewers are as familiar with the project as you. Try to concisely as possible explain what you're appealing to do and clearly as possible. Poor writing and lots of errors, as well as no citations or sources of data, those two go to the check and recheck. Please make sure you are being clear again with what you're proposing. Edit, you know, as much as you can. And also make sure that you have--you're clearly marking your citations and data sources by making references throughout the proposal.

Now, we're going to take just a few moments to go through the application process.

This part of the grant's lifecycle involves completing and submitting the web-based forms, as well as the additional attachments of the solicitation. Several that we've mentioned. As

mentioned before, we have a two-part application submission part, the Grants.gov deadline and then the JustGrants deadline. It's okay to enter preliminary budget data or programmatic data in Grants.gov and then later update that information in JustGrants. And JustGrants submission, that final submission, should include all items as defined in the solicitation.

So, the process of submitting the application in JustGrants will begin, of course, as I mentioned in Grants.gov. Once you've located the funding opportunity with DOJ, you submit your SF-424 and the SF-LLL in Grants.gov. And that's the extent of the application requirements for Grants.gov. So, that's that first step in that--by that first deadline.

Aside from the SF-424 and the SF-LLL, so those two forms, most of your application is entered in JustGrants. Your entity information is populated based upon entries made in SAM.gov and used in Grants.gov. So it builds as you move through the process. And these systems are set up to pull from and talk to each other in that way.

You will have two application submission deadlines, as I mentioned, one for Grants.gov and one for JustGrants. Each solicitation, after that first deadline for Grants.gov, the solicitation is removed from Grants.gov. And you're not able to apply any longer. It is highly recommended that you check the due date in Grants.gov and try to submit at least 72 hours prior to the deadline, so that you'll have a buffer to make any corrections or--and correcting errors and resubmit, if necessary. It's okay, again, to enter preliminary information into Grants.gov, if you haven't fully determined your budget or project scope. You will be able to edit and update all of your entries in JustGrants.

So once the application is submitted and validated in Grants.gov, it's sent to JustGrants for completion. It may take several days for Grants.gov to complete validations and release to JustGrants. So that's important to note. So the JustGrants has its own submission deadline, which is about a week after our Grants.gov deadline. So submitting early in both systems is recommended. And the due date--Our due date is June 1st and then June 8th. So please, don't wait until the 1st. Be sure to start later this month, if you can.

Some of the ways that JustGrants streamlines the process is that you're provided with the ability to use the web-based budget detail worksheet. And that process is more efficient and also establishes a shared structure and narrative for all of the applications. So that's something that we hope is helpful for both you as applicants and then we find helpful on our end as we review budgets. And so that streamlined validation of your budget allows the process of clearing new budgets to be much faster.

And lastly, I'll say your organization specifically your assigned Entity Administrators control the users and award assignments. It 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. And we share that tidbit just to make sure that you all are aware that it's important to keep those roles updated in the system, so that the appropriate people are being notified via email. And in--so they know what's going on with the application and when different correspondence are being sent out through the system.

So, again, those important dates for the application--our two-part application process. We're submitting the 424 and SF-LLL in Grants.gov by June 1st. And then the full application is due in JustGrants by June 8th.

Again, there are several web-based forms for submission in JustGrants that are submitted directly into the system, your proposal abstract, and solicitation. For those that are return users, you need to submit your goals, objectives, deliverables, and timelines just like before. Make sure your budget information is included in the budget detail form, and lastly, your disclosure of duplication in cost items. And please do pay attention to the required sections. If a section is required and presents you with a web-based entries, you will not be able to upload a document instead. You must use the format required in the application. So please keep that in mind.

So after you submit your application, you're probably wondering what's next. So once all of the applications, solicitations have been received, the entity will be notified, which all happens by that September 30 deadline. Please remember who your Entity Administrator and Authorized Representatives are, for they are the folks who are notified when deadlines for applications are changed. The system will also notify the Application Submitter, Entity Administrator, and Authorized Rep when applications have been received in JustGrants from Grants.gov. And the Entity Administrator will receive notification when the award notification has been sent.

If you submit your application, the status will be--should say submitted. You'll also see a banner that indicates that it is past due. This banner indicates that the submission deadline has passed, not that your application is past due. So just little note there that the wording might be a little tricky.

So now we can go through a few resources that will--are available to help you in the different systems you will touch in this application process.

First, you can go to the [OVC website](), which has everything OVC.gov. To learn about OVC's history and funding, you can find products here and register for upcoming events, as well as see all the other funding opportunities that are available from our office.

I think I mentioned before that the [DOJ Grants Financial Guide]() is a good start--starting point for applicants. It serves as the primary reference manual to assist OVC. All of the OJP agencies and award recipients in fulfilling their fiduciary responsibilities to safeguard grant funds and ensure funds are used for the purposes they are intended. It compiles a variety of laws, rules, and regulations that affect the financial and administrative management of your award. And references to the underlying laws and regulations have been provided in the guide as much as possible.

And next resource that I've mentioned a few times already is our [OJP Grant Application Resource Guide](). And, again, it has a variety of policies, statutes, and regulations that apply to many OJP program applications. I mean applicants and to grants, the cooperative agreements awarded this year. So there are some instances where the solicitations might vary or have different guidelines than what's outlined in the Application Resource Guide. And in those cases, please go specifically by what's in the solicitation.

Information on Grant Measurement Reporting. So here, OJP grant applicants and grantees can find an overview of the [performance measurement activities at OJP](). While you--again, you do not submit performance measures with your applications. This information will give you an idea of the types of information that will be requested if you do receive an award. The website is also helpful, so that you can familiarize with the systems that you're going to use.

Moving to systems tools. Before submitting an application, again, all applicants must register with the System for Award Management or [SAM](). You must renew and validate your registration

every 12 months. So that's all organizations. If you do not renew your SAM registration, it will expire. And expired registrations can delay or prevent application submission in Grants.gov and JustGrants. And registration and renewal can take up to 10 business days to complete. So please be sure to get started early. I can't emphasize that enough.

Moving on to additional systems tools. Once you're all set up in SAM, Grants.gov is your first stop in starting the application, as we've mentioned. Under the Applicants tab, you'll find training and information on applying the Grants.gov system and the fund--oh, and the funding opportunity process. So there's steps that cover all of that. Please be aware that all of the solicitations from OJP have two deadlines that must be met to be considered for funding. The first is in Grants.gov and then a few days, or for us in OVC, a week later, you'll need to submit your full application in JustGrants. So 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. So it is important to confirm that step.

The next system you'll use, of course, is JustGrants. And so JustGrants is intended to be an end to end grants management system that applicants and grantees will access and use throughout the grant cycle from application, through award, to closeout. And JustGrants offers training resources on the DOJ website. You can explore these resources by topic. Typically, you'll find in-depth job aid reference guides that provide step-by-step instructions and screenshots about a number of routine processes. There's also short step-by-step videos. You'll also find quick reference guides that will walk you through step-by-step through specific tasks. Two quick reference guides related to the application submission topics are the Application Attachments Quick Reference Guide and the Printing an Application Quick Reference Guide. So those are two that can be helpful to you right now.

We also encourage everyone to be aware of the JustGrants office hours on Application Mechanics. So these are times every Wednesday where you can join to ask questions about preparing to apply, completing the abbreviated application in Grants.gov, as well as others, issues or topics that will be useful as you apply. So please keep that in mind.

There's a number of information on OJP resources available through NCJRS, and the OJP Response Center, which offers justice and drug-related information to support research, policy, and program development. And you can subscribe here and find funding opportunities, recent publications, and other resources.

To assist applicants in developing strong proposals in response to our current funding opportunities--Oops--OVC has hosted educational webinars for interested stakeholders to learn more about the program objectives and submission requirements. Each webinar had a Q&A session before the conclusion. So those are--if you would like to review those, they are very helpful and provide a ton of information on how to apply.

So just to quickly review, SAM.gov helpdesk and Grants.gov contact information are here on the screen. This information will be important to you as you prepare your applications, and it's in each of the solicitations.

And then lastly, we encourage everyone to go social with OVC and follow us on Facebook, like us on Twitter, and also subscribe to our YouTube channel.

And now, we have a few minutes left for questions and answers.

DARYL FOX: Thanks so much, Sharron. I'll let you catch your breath there, if possible. There are a lot of good information for those on the call today. If you do have a question, the bottom far right, three dots, hit QA, send to all panelists. And we do still have a couple more minutes today. Of note, too, if you need to go back to anything discussed today, the PowerPoint and recording, we will post it to the OVC website. So you'll receive an email, the one you registered with today, on where to access those once they're available.

There's nothing in the queue at this time, but we do have a few more moments. So if you do have a question, go ahead and enter that in.

Also while we're waiting, once we conclude, if you do have any questions about the programmatic requirements of the solicitation, the OJP Response Center is who you're going to want to contact for anything related to that, grants@ncjrs.gov here. I'll leave this slide up until we conclude.

You were very thorough, Sharron, so I believe it contributed to covering much of everything.

SHARRON FLETCHER: Yeah. Well, again, please make sure if you do have questions as you prepare your applications, do feel free to reach out to the OJP Response Center to have those questions answered.

We have a quiet crowd today, but it's fine.

DARYL FOX: Okay. Yeah, nothing in the queue at this time. So with that, we're at time. Anything in closing, Sharron, you wanted to mention?

SHARRON FLETCHER: No. Again, if you have questions, please go to the OJP Response Center. And definitely, please make sure you get started early in all of the systems and check those emails to make sure you're getting those confirmations as you move through the application process.

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