

DARYL FOX: Good afternoon everyone. And welcome to today's webinar, "FY 2023 Supporting Children, Youth, and Families Affected by the Drug Crisis: Recruiting and Developing Recovery Coaches," hosted by the Office for Victims of Crime.

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

STACY PHILLIPS: Thanks so much, Daryl. And good afternoon everyone, my name is Stacy Phillips and I am a Grant Management Specialist with the Office for Victims of Crime in our Discretionary Programs Division. And I'm just super excited to be with you this afternoon and explain to you about this amazing initiative that we are about to go forward with.

So, let me first talk about today. The webinar outline is going to look like this. We're going to do an OVC overview and mission. We're going to do an overview of the solicitation, funding opportunity focus, eligibility, go through the required documents. Then we're going to touch on the application process and tools. And we'll definitely leave enough time at the end for questions and answers. So, either be holding onto them or sticking them in the chat and we will be sure to get to them at the end of the presentation.

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

In Fiscal Year 2023, OVC has been appropriated over \$1.8 billion to help improve victim services throughout the Nation. The majority of OVC funding is Victims of Crime Act funding, which does go to states and territories as formula funding for victim compensation and victim assistance programs, with approximately \$95 million in anti-trafficking funding, as well as another \$95 million for tribal efforts. And the rest goes to discretionary programs.

So, taking a look at this OVC funding opportunity, we're going to take a look at eligibility, what documents you need to apply, and then we'll go through the application process and resources.

So, in terms of eligibility, you can see them listed here. These are the types of organizations that are eligible to apply for this 2023 solicitation. We have for profit

organizations other than small businesses; Native American tribal governments, those that are federally recognized; also Native American tribal organizations, other than federally recognized; nonprofits having 501(c)(3) status; nonprofits that don't have 501(c)(3) status; small businesses; etc.

An applicant entity may submit more than one application, if each application proposes a different project in response to the solicitation. Also, an entity may be proposed as a subrecipient or subgrantee in more than one application. OVC will consider applications under which two or more entities would carry out the federal award. However, only one entity may be the applicant. Any others must be proposed as subrecipients or subgrantees. And for additional information on subawards, you can see the OJP Grant Application Resource Guide.

OVC may elect to fund applications submitted under this FY 2023 solicitation in future fiscal years dependent on, among other considerations, the merit of the applications, and the availability of appropriations. All recipients and subrecipients including any for profit organization must forego any profit or management fees.

So, looking at the program description, we are looking to fund one lead organization. And that organization will, in turn, competitively select and fund subawards to recruit, train, and deploy paid peer recovery coaches who will assist a family member or caregiver's recovery from substance misuse in order to support the well-being of youth who have experienced victimization as a result of the drug use. They will also provide technical assistance to the selected subawardees, as well as assist in the development of a peer recovery coach paraprofessional program. So, we know that by promoting recovery through a peer recovery coaching model, this program will support children, youth, and families, including kinship families and grandfamilies who have been victimized by neglect, abuse, or violence because of a family member or caregiver's drug use.

Now, in terms of program definitions, these are the definitions that we're going with. Drug or substance use or misuse refers to a person misusing a legal substance in a way other than intended or prescribed or using an illegal or controlled substance. And a peer recovery coach refers to a person that brings the lived experience of recovery, combined with training and supervision, to assist others in initiating and maintaining recovery, helping to enhance the quality of personal and family life in long-term recovery and reducing the amount of abuse and neglect on children, youth, and families affected by the drug crisis. Peer recovery coaches provide many different types of support, including emotional, informational, instrumental, and affiliational support. And you can look into the SAMHSA Administration webpage, which I believe we will be listing. And it's also in the solicitation.

In terms of program information, this information is also described in detail under the specific information section of the solicitation. Under this program, OVC expects to make a 3-year cooperative award of up to \$4 million, again, to one lead entity that will develop and manage the subaward program. In partnership with OVC, the lead entity

will competitively select service providers or i.e., sites specializing in recovery from substance use to recruit individuals with lived experience to become trained certified peer recovery coaches. The lead entity will also provide training and technical assistance to the sites and coaches, support collaboration among the sites selected, and support an external program evaluation. The peer recovery coaches will provide coaching to family members or caregivers who have substance use disorders with the goal of supporting positive outcomes for children, youth, and the entire family, including grandparents or kinship, in order to reduce the cycles of abuse, neglect, and violence that can affect those impacted by substance use and misuse.

The goal of this initiative is to support children, youth, and families who have suffered victimizations as a result of a family member's or caregiver's substance use disorder by recruiting, training, and certifying peer recovery coaches who have lived experience. The program will result in a peer recovery coach paraprofessional program.

So, taking a look at the objectives. Develop a peer recovery coach-oriented workforce/paraprofessional program that successfully integrates recovery support services and supports individuals' efforts to initiate and sustain their recovery. Ensure culturally responsive service provision, equity, and justice with efforts to reach and serve marginalized and historically underserved populations. Enhance knowledge and build the capacity of peer recovery coaches to serve this population more effectively. Use the [key dimensions](#) of recovery-oriented services, for example, health, home, purpose, and community. Build collaborative arrangements with other organizations or partners to guarantee program success. As well as provide services in non-treatment settings where appropriate. And an applicant should address all of the objectives listed in the goals, objectives, deliverables, and timeline length--based form. I will add that you may add your own objectives in addition to these, if you so choose.

The goals, objectives, and deliverables are directly related to the performance measures that show the completed work's results, as discussed in the application and submission information section. Deliverables may include, but are not limited to the following. Create and disseminate a national request for applications, in coordination with OVC to competitively select service providers for subawards. Subawardees will be selected based on their expertise in providing peer recovery support services for individuals experiencing substance use disorders and their capacity to provide quality supervision to peer recovery coaches. The subaward process should be designed to begin subaward activities within 6 months of the release of the request for application. You also will need to execute, manage, and monitor those subawards. Identify options for a robust training and certification curriculum for individuals with lived experience to become peer recovery coaches in a paraprofessional workforce. Training may include evidence-based frameworks and/or tools to support individuals in the recovery journey. Also, establish an advisory council or type of steering committee/peer advisory council with diverse expertise and including members in recovery from substance use to assist with establishing this paraprofessional program of peer recovery coaches with lived experience. Develop strategies that are sustainable and achieve all intended outcomes that just demonstrates progress. Identify guidance for communities to start peer

recovery coach programs that will benefit families, including kinship families and grandfamilies, and children victimized by neglect, abuse, or violence related to a family member or caregiver's drug use.

In addition to that, we want you to partner with an external evaluator to support evaluation activities and assessment of subawardees' performance data to determine if the programs are meeting the stated goals and objectives. The evaluation should examine the outcomes associated with a peer recovery experience led by a peer recovery coach versus without a coach and the impact on children, youth, and families who have suffered victimizations as a result of a substance use disorder. And lastly, provide technical assistance to those subrecipients with establishing their memorandum of understanding between the subawardees and the behavioral health, child welfare, and juvenile justice systems, and others. For example, substance use treatment providers, community-based organizations, recovery community organizations, local mental health and behavioral health authorities, and any other community social service agencies that may provide support services to participants. And ensure those MOUs are signed by all participants within 60 days of award funding. Also produce an annual brief to educate and inform the field on key lessons learned, including project snapshots, replicable strategies, and implementation strategies.

Also our deliverables continue. We want facilitation of calls, webinars, other meetings among sites and coaches to support discussion, information exchange, networking opportunities, and peer-to-peer learning. Budget for outreach and participation in relevant national conferences and training events to be determined in collaboration with OVC. And develop strategies to expand awareness and build skills and knowledge within the peer recovery support and victim services field. Conduct a minimum of two site visits to each site over the 3-year period. And provide technical assistance on topics such as strategic planning, workforce development, data collection, analysis, strategies, sustainability, etc. The technical assistance provider should submit a report to OVC after each site visit that summarizes findings and recommended next steps. And coordinate with technical assistance providers with other OJP components, particularly the technical assistance providers supporting the Bureau of Justice Assistance's Comprehensive Opioid, Stimulant, and Substance Use Program, also referred to as COSSUP. Work with the subawardees to develop the paraprofessional recovery coach program, including a sustainability plan to involve ongoing new relationships with behavioral health providers, among others. Develop and document a model of practice that is effective, sustainable, and replicable. Assist with transforming responding organization from a traditional setting to a recovery-oriented setting, if applicable. Assist with developing recovery capital and peer recovery infrastructure. Work with organizations to increase collaboration between substance use disorder treatment staff and recovery coaches to improve participant outcomes. Ensure relationships are mutually respectful and supportive. Ensure the organization's policies and procedures are consistent with the recovery processes. Ensure recovery coaches have access to transportation, funds, flexible work schedules, organization-purchased cell phones, and other resources to work with participants outside of the organizational setting and in a local community.

So the Department of Justice is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports to crime victim, and individuals impacted by the justice system, strengthens community safety, and protects the public from crime and evolving threats, and builds trust between law enforcement and the community. In support of this Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, OJP will provide priority consideration when making award decisions to the following. 1A, application 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 B, applicants that demonstrate that their capabilities and competencies for implementing their proposed projects are enhanced because they, or at least one proposed subrecipient that will receive at least 40 percent of the requested award funding as demonstrated in the Budget Web-Based Form, identify as a culturally specific organization.

Now note, addressing these priority areas is one of many factors that OJP considers in making funding decisions. Receiving priority consideration for one or more priority areas does not guarantee an award. For more information about requesting that priority areas, please see the solicitation. It will definitely walk you through what to include in your application to address these considerations.

So for this award, it's one award, one lead entity that will be awarded up to \$4 million. It will start on October 1, 2023. It will last for 3 years, and the total amount to be awarded under this solicitation is \$4 million. OVC may, in certain cases, provide additional funding in future years to awards made under this solicitation through continuation awards. OJP will consider amongst other factors OJP's strategic priorities, a recipient's overall management of the award, and the award funded work's progress when making continuation award decisions. This solicitation and awards under this solicitation are subject to the availability of appropriated funds and to any modification or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to and does not create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

The award is going to made as a cooperative agreement. And what that means is that there will be substantial involvement between the awarding agency, that's us, OVC, and the recipient during the performance period. Awarding agency will closely be participating in the performance of the program. You can also see the Administrative, National Policy, and Other Legal Requirements section of the OJP Grant Application Resource Guide for more information.

All right. So our timeline. Well, there we go. We're going to look at application and submission information.

So our timelines is--For Grants.gov is June 12th at 11:59 PM Eastern Time. All of these times are Eastern Time. So new applicants or entities interested in applying should apply for a UEI, which is a Unique Entity Identifier number in SAM.gov. And you should really do that as soon as possible. There have been extensive delays with the entity validation service process in SAM. And you should not wait until the last minute. The delays are also being experienced by entities that have changed their legal business name or physical address. So we have the Grants.gov deadline, which is June 12th. That is pretty far out from right now. I would highly, highly recommend going in and making sure that your SAM.gov is where it needs to be.

The JustGrants deadline is June 20th at 8:59 PM Eastern Time.

DOJ expects to award grants no later than September 30th. And all project start dates should be on or after October 1, 2023. Now, please note, successful applicants may not begin work until the budget has been reviewed and officially approved by OJP. Additional information and/or restrictions may be outlined in the award package.

So applications must include the following. To meet the basic minimum requirements in order to advance to peer review and receive consideration for funding your application must have these elements: a Proposal Abstract; a Proposal Narrative, which is going to have the Description of the Issue, Statement of the Problem, Project Design and Implementation, Capabilities and Competencies, your Plan for Collecting the Data for This Solicitation's Performance Measures; Budget Web-Based Form, including those budget details and budget narrative; Letters of Support. Now, remember, if you fail to submit any of these specific required documents, these are called basic minimum requirements, then your application will not be considered for funding.

So in terms of your Proposal Abstract. A Proposal Abstract is a clear and simple summary statement about your proposal. This should be no more than 400 words summarizing the proposed project. It should include its purpose, primary activities, expected outcomes, and the service area, the intended beneficiaries and subrecipients, if you know who they are. It must be completed in the JustGrants Web-Based Form. This abstract should be in paragraph form, without bullets or tables, written in the third person, and it should also exclude personally identifiable information. These abstracts are going to be made publicly available on the OJP and USASpending.gov website, if the project is awarded. You can also see the OJP Grant Application Resource Guide for an example of a Proposal Abstract. Also, if priority consideration is being requested, please indicate that as well.

In your Proposal Narrative format, we need you to adhere to the Proposal Narrative formatting requirement. If the Proposal Narrative fails to comply with these length-related restrictions, OVC may consider such noncompliance in peer review and in final award decision. Your proposal must be double-spaced, it must use a standard 12-point font, have no less than 1-inch margins. I'm going to point out this right here, not to exceed 25 numbered pages. You--If you have applied with us before or in other initiatives, that number is usually 20. We upped it to 25 specifically for this initiative

because of all of the different parameters that are involved in explaining it. So take that into consideration. It also has to be submitted as an attachment in JustGrants. The--Any notes or tables, charts, and graphs, those can be included in the program narrative, they can be created in a legible font smaller than 12-point, if you choose, and they will count for the page limit.

So the following sections are part of the Proposal Narrative. They're--the questions in the back of the solicitation, we'll go into a little bit more on detail. We are going to talk about the merit review criteria. The Statement of the Problem or Description of the Issue is 20 percent, the Project Design and Implementation 40 percent, Capabilities and Competencies 20 percent, the Data Collecting 10 percent, and Budget makes up 10 percent.

So in the Proposal Narrative, which is the Description of the Issue/Statement of the Problem, this is, again, 20 percent. We want you to explain the problem. Describe the necessity and significance, citing supporting data and information. I'm just going to throw out there, the more accurate and newer information in terms of supporting data and information, is always better if it's possible. Explain the benefits and role of peer recovery coaches. Describe any barriers or challenges to the delivery and use of peer recovery coaches, including intended outcomes for the individual, families, and community. And describe culturally responsive service provision, as well as it's important--we're going to--sorry, move on.

Including in the Proposal Narrative Project Design and Implementation, all applicants should really use this section to describe the strategy to address the needs identified in the Statement of the Problem. Describe your project design, activities, and actions to be undertaken to fulfill the program's objectives and reach the program goals. Provide a detailed description of the methods to be used to carry out each activity. Provide a timeline and timetable indicating roughly when the activities or program milestones are to be accomplished. We understand that that may change over time. If the applicant is seeking priority consideration for Priority 1A, it should address in this section how the proposed projects will promote racial equity and the removal of barriers to access an 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 from these communities.

So, in this section, we go over Capabilities and Competencies. Describe the organization and capacity of the applicant to successfully undertake this work, lead this project, and manage the subawards. Determine a staffing plan that includes a project coordinator who will serve as the lead on this project. Identify any anticipated challenges with system barriers, training gaps, resources, etc. We know that nothing is perfect. Identify key organizations and individuals that will help implement the project and describe the role of each. Please include resumes as attachments. If the applicant is seeking priority consideration under Priority B, it should describe within this section how being a culturally specific organization or funding a culturally specific subrecipient organization at a minimum of 40 percent of the project's budget will enhance its ability to

implement the proposed project. It should also specify which populations are intended or expected to be served, or have their needs addressed under the proposed project, and should include the website address, if applicable, and formal or informal mission statement or principles of the culturally specific organization.

In terms of the plan for collecting data, the Plan for Collecting the Data for This Solicitation's Performance Measures is 10 percent. 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 requirement. Performance measures are parameters against which progress towards goals can be assessed, a common language linking your plan and your performance, and consists of your program's inputs, activities, outputs, and outcomes, may be a logic model. While this data satisfies the reporting requirement of your grant, it also provides an excellent opportunity to self-assess your program and your agency's processes. As a first step, review your program's performance measures, focusing on the numbers, narratives, or other data you will need to collect to answer the questions posed by OVC. OJP will require each successful applicant to submit regular performance data that shows the completed work's result. The performance data directly relates to the goals, objectives, and deliverables identified in the goals, objectives, and deliverables discussion. Applicants can visit OJP's performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

So there's a list of performance measurement questions that can be found for this program. I think we're going to put them in the chat, and we will require award recipients to submit those performance measurement data and performance report in JustGrants. And OVC will provide further guidance on the post-award submission process, if selected for the award. I'm going to throw out there that as applicants, you are always welcome to add in other data that you want to collect or will be collecting, but we need to ensure that you address what OJP is going to require you to collect.

So Budget Web-Based Form is going to be 10 percent of your merit criteria. The applicant will complete the JustGrants Web-Based Form. You're going to break out your cost by year, reflecting 36 months total of project activity. You also are going to reflect Priority 1A or 1B considerations in the budget. Applicants can see the Budget Preparation and Submission Information section of the OJP Grant Application Resource Guide for details on the budget and associated documentation, such as information on proposed subawards, proposed procurement contracts under awards, and pre-agreement costs. For questions pertaining to budget and examples of allowable and unallowable costs, visit the DOJ Grants Financial Guide.

Create a SMART budget. Just like your objective needs to be SMART, so does your budget. So your budget also needs to be specific, measurable, achievable, relevant, and time-bound. Specifically, we want you to list all of your subcategories. I understand that there might be times that you don't know specifically, but you should be able to list at least all of the ones that you do have. Measurable, make sure your costs are



measurable under the computation column of the budget. Attainable, to ensure that your budget items are achievable your budget needs to make sense. Is there enough work for your project director to be hired at a full-time basis? On the flipside, do you have ample resources included in your budget to meet the objectives? If there is required training for two staff to attend a 3-day training in Washington, and your organization is based in California, would you only include \$100 for the training in the budget? No, you wouldn't. Or if you really could, please give me that travel agent's information. And relevant, if you put your timeline next to your budget and are sure that each item is accounted for, then your budget should be relevant. If you listed hiring a project director in your timeline and discuss the project director's role in your project design, then it would be relevant to include a project director in your budget. On the other hand, if you did not include a project director in your timeline or project design, then it would not be completely relevant to include that in your budget. And last but not least, time-bound. Your budget is usually listed year by year or for a certain duration. Pay attention to what the duration is and prepare your budget, broken down year by year. You want to make sure reviewers can understand your budget and that it makes sense.

And I'm just going to throw out there that if you are selected and it goes through the OJP financial clearance process, which maybe some of you have been through before. What holds up these budgets when we get complaints about the length of time it takes to clear are typically because of things that we just went over. So you might be lacking subcategories or maybe your indirect costs gives a really large number and doesn't itemize what it's going to be for. So if you--if you are selected and you want to make sure that your budget gets cleared fast, I would definitely follow these guidelines that I've just gone over.

Okay. The application checklist at the end of each solicitation will list other documents to include. I want you to use that checklist in your review prior to submitting your application to ensure you have attached all of the documents. Other resources to aid you in developing your application include the [DOJ Application Submission Checklist](#), the JustGrants quick reference about [Application Attachments](#). And these are all going to go in the chat, if they're not already. And there's a larger [Application Submission](#) job aid covering potential attachments that you may be asked to provide.

Okay. So what are the hallmarks of an outstanding application? The items to remember when you are developing your program narrative and budget. Use simple and concise language. You can leave out the fluff. Information should be presentable and organized. Be realistic about how you will achieve your goals, get feedback from those who may run the project. Check, recheck, check again. I would literally ask somebody else who is not affiliated with the application to read the application to see if they understand what you are trying to do and if it makes sense to them. If you ask somebody to do that and it doesn't make sense to them, then there's no way it's going to make sense to our peer reviewers.

Common reasons that have been cited for a weak application. Maybe you're too ambitious, maybe it lacks focus. Or maybe it lacks appropriate expertise to carry out the

proposed project. This is a huge--this is a huge initiative. So if you are assigning a program--a program director, have they only worked in the field for a year? Have they never, you know, been overseeing or monitoring grants before? So these are things to think about. No evidence of feasibility. Do not assume the reviewers are as familiar with the project as you. Poor writing and a lot of errors. I can't say this enough. I will tell you that we do not take off points for errors, however, it doesn't look good. So I would definitely make sure that you review it. Use the editorial review thing on your computer. And again, let that third-party read your application because after you guys have worked on it for as long as you have been, things could be right in front of you that you're just missing because your brain is just on overload. Also making sure that you use citations and you source your data. If you don't use citations or if your data is really outdated and we know that there's new data, that doesn't look good.

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

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

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

You will have two applications submission deadlines. One is for Grants.gov, one is for JustGrants. Most of the application requirements are going to be submitted through JustGrants.

Each solicitation has an application submission deadline in Grants.gov. After this date, the solicitation is removed from Grants.gov and no one will be able to apply any longer. It is highly recommended that you check the due date in Grants.gov and try to submit at least 72 hours prior to the deadline to provide you with enough time to correct any errors and resubmit, if necessary. It is okay to enter preliminary information in Grants.gov. If you haven't fully determined your budget or project scope, you will be able to edit and update all of your entries in JustGrants. Did you hear me? You're going to be able to edit and update all of your entries in JustGrants.

Once the application has been submitted and validated in Grants.gov, it will be sent to JustGrants for completion. Now, this may take several days and it could take a little bit for Grants.gov to complete the validation and release it to JustGrants. Don't panic.

JustGrants has its own submission deadline, typically 1 to 2 weeks after the Grants.gov deadline. For example, if your due date in Grants.gov is April 1st, then you have until April 15th to complete the application in JustGrants. Submitting early in both systems is recommended. In our example, if the due date is--in Grants.gov is April 1st and you

submit March 15th, you still have until April 15th to submit the application to JustGrants. The JustGrants submission should include all items that are required in the solicitation and it is final.

Some of the ways that JustGrants streamlines this process is that you are provided with the ability to use a web-based Budget Detail Worksheet. Not only is this process more efficient, but it also establishes a shared structure and narrative for all of DOJ. Streamlined validation of your budget allows the process of clearing new budgets much faster.

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

Okay. So, go over these dates. I know you're going to get this copy of this and--but write them down. These are all in Eastern Standard Time. So part one is submitting your SF-424 and your SF-LLL in Grants.gov by June 12th at 11:59 PM Eastern Time. I'm saying this again because I know we just talked about going to SAM.gov. You got to go to SAM.gov first, especially if you've never applied before, but also to make sure that your SAM is current. We see, all the time, people waiting until the last minute because we know everyone is really busy and you're applying to lots of different things possibly, and you do not start the SAM process until much later, and that does not count as a waiver exception if you are late submitting your application. And why does that stink? That stinks because you guys have worked so incredibly hard with your partners to write and design the program that you are applying for. And it is horrible to have to say to you, "Sorry, that was not a technical mistake. That was you not doing it early enough. No, we cannot accept that waiver." So please, please, please take the initiative, get your SAM.gov all situated, as well as submitting the SF-424 and the SF-LLL in Grants.gov by June 12th 11:59 PM.

Now, your full application is due in JustGrants.gov by June 20th. I don't know if you guys noticed this, but usually you only get 60 days on an initiative and we got you guys an extra week. So that may not seem like a lot, but it's actually really great. But I want you to recognize this time. Normally, people have till 11:59. We are not doing that this year in JustGrants. It's 8:59 PM Eastern Standard Time for submission of your application on June 20th.

There are certain web-based forms that must be submitted directly into the system. Your proposal abstract and solicitation. For those who are return users, you will need to submit your goals, objectives, and deliverables, and timeline just like before. Make sure your budget information is included in the budget detail form and lastly, your disclosure of duplication in cost items.

What to expect after submitting an application. Once all of the applications for the solicitation has been reviewed then the entity will be notified, which all happens before

September 30th. Please remember who your Entity Administrator and Authorized Representative are, for they will be notified when the deadline for applications will be changed. The system will also notify the Application Submitter, Entity Administrator, and Authorized Representative when the application has been received in JustGrants from Grants.gov. And the Entity Administrator will receive notification on when the award notification has been sent.

If you have submitted your application, the status will be submitted. You may also see a banner that indicates that it is past due. This banner indicates that the submission deadline has passed, not that your application is past due. So let me say that again. If you have submitted your application, the status will be submitted. But you may also see a banner that indicates it's past due, that has nothing to do with your application. That means that the submission deadline has passed.

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

So, to learn about OVC's history and funding also in terms of finding products or even registering for upcoming events, please visit the [OVC website](#).

This is the fun one. [DOJ Grants Financial Guide](#), a good starting point for applicants is the DOJ Grants Financial Guide. And I'm going to say this, if you are a new award recipient or if you are after 2 years from the last time you took the DOJ Grants Financial Guide certification, you're going to have to take it. So you might as well just get to know this guide really, really well. This guide serves as the primary reference manual to assist OJP, OVW, and COPS Office award recipients in fulfilling their fiduciary responsibility to safeguard grant funds and ensure funds are used for the purposes for which they were awarded. It compiles a variety of laws, rules, and regulations, real fun stuff, that affect the financial and administrative management of your award. References to the underlying laws and regulations have been provided in the guide as much as possible. This guide should be a starting point for all recipients and subrecipients of DOJ grants and cooperative agreements in ensuring the effective day-to-day management of the awards. The top 10 topics in the guide as listed here, such as Financial Management Systems, Allowable Costs, Unallowable Costs, Federal Financial Reports, among others.

The [Office of Justice Programs Grant Application Resource Guide](#) provides guidance to assist OJP grant applicants in preparing and submitting applications for OJP funding. It addresses a variety of policies, statutes, and regulations that apply to many or, in some cases, all OJP program applicants or to grants and cooperative agreements awarded in fiscal year FY 2023. There is a big difference between a grant and a cooperative agreement. So it's good that you recognize this and associate yourself with these things. Some OJP programs may have program solicitations that expressly modify a provision of this guide. In such cases, the applicant is to follow the guidelines in the solicitation as to any such expressly modified provisions.

Information on Grant Measurement Reporting. Here, OJP grant applicants and grantees will find an overview of [performance measurement activities](#) at OJP. While you will not submit performance measures with your applications, this will give you an idea of the types of information that will be requested if you are awarded. And the website can help you familiarize yourself with the systems that you might use.

Okay. Information on [SAM.gov](#). These are system tools. Before submitting an application, all applicants must register with the System for Award Management, SAM. You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. And I don't know if everyone gets notification when that happens, because there will often be times that an agency's SAM is expired and they don't know. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 days to complete. So be sure to get started early. I'm telling you; I would do it today. This is the number one reason we get when there is a late submission for an application, and we always have to decline it because it's not typically a technical waiver because you didn't figure it out in enough time. And I'm telling you, I know I said it earlier, but I want to reiterate it again. We know how hard everyone works on these applications. And there is nothing worse than knowing we have to tell you that all of your hard work is not going to even get looked at. So please, heed my warning and go to SAM.gov and take care of this now.

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

The next system you will use is [JustGrants](#) and this is a great system. It is intended to be an end-to-end grants management system that applicants and grantees will access and use throughout the grants cycle, from application, through award, to closeout. And JustGrants offers training resources on the DOJ website. You can explore the resources by topic. Typically you will find an in-depth job aid reference guide that maybe provides step-by-step instructions with training shots about a process. Maybe you'll find a short step-by-step video, which are meant to be used while you're working and to really help you if you're in the middle of a JustGrants task and you want to verify next steps. You'll also find quick reference guides that will walk you step-by-step through specific tasks. Two quick reference guides related to the application submission topic are Application Attachments Quick Reference Guide, and Printing an Application Quick Reference Guide. Additionally, JustGrants offers live sessions each week on four topics. And I will tell you; I'm told that these are really great and it does allow you to ask questions. So I think all of you know that we've all had some struggle sometimes with JustGrants, but

being able to attend one of these sessions can be incredibly helpful. So, such as JustGrants office hours on...

...[Application Mechanics](#) are taking place every Wednesday from 2:30 to 4:00. These live virtual sessions discuss everything you need to know to submit an application. The next sessions are listed here at the website.

Other topics covered on different days include entity management virtual Q&A on Tuesdays; award acceptance virtual Q&A on Thursdays, which will be helpful for you after you've been notified an award; and even post-award management virtual Q&A on Mondays. Please be sure to start your application in JustGrants as soon as possible to confirm you have access and do your best to submit your application well before the due date.

OJP will only accept late applications if an applicant can demonstrate that there is a technical reason they could not submit. So you will want to ensure that you have plenty of time to address any technical issues you may encounter. And I'm going to throw this out there again. Document, document, document. I will tell you straight upfront that not renewing your SAM is not considered a technical reason. However, if you do it early enough and then for some reason it doesn't happen and there's back to back, please make sure that you document everything, what time, what email, who you spoke to, etc.

In terms of personal help, the [Office for Victims of Crime Training and Technical Assistance Center](#) offers free education and training tools. And what are covered are lots of different topics, including human trafficking. And attendees get to build the skills to reach out to victims of every type of crime, from every background, in every place and really offer them what they need to help rebuild their lives.

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

Okay. How to prepare for solicitation season. To assist potential applicants in developing strong proposals in response to our current funding opportunities, OVC has hosted educational [webinars](#) for interested stakeholders to learn more about the program objectives and submission requirements. Each webinar had a question and answer session before the conclusion. You may review our previously held webinars for in--previously held webinars for information on how to apply. And I think we're going to put that in the chat.

Also, be sure to sign up for [News From OVC](#) to stay up-to-date on webinars and their schedules. And you can find OVC's [funding opportunities](#) and the other opportunities on the [DOJ's Program Plan](#). Links for both have been added to the chat.

You should also sign up for Director Kris Rose does, I believe it's weekly or monthly, a talk with the director. And it's always a different topic and a lot of them are ones that are

really pressing in the field. So I highly recommend that if you have not already signed up for it and subscribed.

Okay. Here's a list of contact information that will be important to you as you prepare your applications. And this information will be in each solicitation. First is SAM.gov, for assistance registering or renewing your registration.

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

Next is JustGrants, which is available to provide technical assistance on submitting the full application. They also can be reached by phone at 833-872-5175 or email to [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov).

When contacting any of these system helpdesks, please be sure to request a tracking number so you can document that you sought assistance with your issue. This is so important! This is going to be important in the event that you need to document that you had a technical issue that prevented you from submitting your application. It does happen.

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

If you are a current grantee, we appreciate your understanding that your grant manager and other OVC staff cannot answer questions about an open solicitation directly. For purposes of fairness and transparency, if you reach out to us, we will have to refer you back to the OJP Response Center so that your question can be documented and addressed officially.

Finally, please keep in mind that the OJP Response Center is also who you need to contact, listen, within 24 hours of the Grants.gov or the JustGrants solicitation deadline should you experience any technical issues that prevented your application submission. Twenty-four hours. So if you go to do it in Grants.gov and your SAM is good to go and there's a problem, you need to contact us. And you need to have that information on hand as to when, and where, and what time, and who did you speak to, and what's going on. Keep in mind, you will need to be able to document any technical issues, which is why starting your application early and maintaining any tracking numbers, if you have a reported issue, is critical.

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

Thank you for your time and attention today. I know it was long. There's a lot of information. And now I think we're going to take your questions. At least Daryl and I are going to attempt to do that.

DARYL FOX: Thanks so much, Stacy. And if you do have a question, I know we're almost at--about just the time today, but we can go ahead and hang on. If you do have any questions, put that in the Q&A, send to all panelists, a few moments we have remaining.

There's one that was sent in the chat earlier, Stacy. "So are applicants designing a program that would solicit organizations nationally for subawards or must the applicant designate potential subawardees in the application itself?"

STACY PHILLIPS: So I've seen it done both ways. However, for this solicitation, because OVC wants to be involved in the request for applications that go out, you will not be, you know, you won't know who those subawards are going, you know, are going to be. That's really the second part of after you get the award, that you will do in conjunction with OVC.

DARYL FOX: "Is there a targeted number for national conferences annually?"

STACY PHILLIPS: No. To be honest with you, I mean, if you know off the bat which ones you think would be great, feel free to list those. Most of the time, you know, sometimes it's something we figure out together with OVC regarding, you know, like, whatever their themes are for that year. Obviously during the first year, no one would really be going to any conferences because you would just in the beginning process of the initiative. But like I said, there's no definitive amount. That's something that is typically determined between you and OVC together.

DARYL FOX: "How will awardees choose subentities?"

STACY PHILLIPS: I'm sorry. Say that again?

DARYL FOX: It's--If the person that asked that could just expand a little bit. The question is, "how will the awardees choose subawardees?"

STACY PHILLIPS: Right. So the entity, the lead that, and you--I would refer back to the solicitation. As it says in there that the lead entity should have some experience in overseeing subawards. And the lead entity is the entity that will within 6 months of getting funded put out an RFA, in conjunction with OVC, to do a request for applicants for the subawards.

DARYL FOX: "For the external evaluation organization, does the organization have to be a completely external org or would setting up a firewall and having a different group within the same organization serve as the external--serve as this, for this purpose?"



STACY PHILLIPS: Yeah. It's typically because we specify. It's typically supposed to be an external evaluation, even if it's in the same entity. You know, there could be--things could be questioned ethically, even though obviously, we know that would probably never happen. But to be on the safe side, an external evaluator is typically the requirement.

DARYL FOX: Okay. "So the expectation is to put out an RFP. Is there a particular mechanism for other entities to look for that?"

STACY PHILLIPS: So those are things that can be determined. You know, if you have experience with doing that, but also things that would be determined down the line and figured out within OVC, within that partnership.

DARYL FOX: Okay. That seems to be the end of the question at this queue. We are at time. Stacy, is there anything in closing you wanted to mention?

STACY PHILLIPS: No. Thank you so much. I didn't realize I went over, so I apologize for that. And hopefully we get lots of applicants.

DARYL FOX: Actually, Stacy, there's one more that came in. You know, once again, on the subgrantees, "How many subgrantees are anticipated and what are the size of the grants planned for? Does the \$4 million award include the grants for the subaward program?"

STACY PHILLIPS: Yes, that's the total--

DARYL FOX: "Does the..."

STACY PHILLIPS: Yeah, that's the total due. So I would refer back to the solicitation because that will determine, you know, you will determine that in your budget.

DARYL FOX: And just before we close, if you do have a question once we do, you can contact the OJP Response Center at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) for anything related to this solicitation that you may have.

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