

DARYL FOX: Good afternoon, everyone. And welcome to today's webinar, "OVC Fiscal Year 2022 Developing Greater Understanding of the Needs and Resources for Victims of Criminal Justice System-Related Harm," hosted by the Office for Victims of Crime.

At this time, it's my pleasure to introduce Doresa Payton, Grants Management Specialist with the Office of Victims of Crime for some welcoming remarks and to begin the presentation. Doresa?

DORESA PAYTON: Good Afternoon, everyone. My name is Doresa Payton. I'm Grants Management Specialist in the Discretionary Programs Division with the Office for Victims of Crime. I will be serving as the Program Manager for this solicitation.

Thank you. Next slide. Thank you. We're going to stop right here. The webinar outline for today includes an OVC overview and mission; breakdown of the solicitation, which will highlight the project purpose, goals and objectives, eligibility, application and award timelines, required documents, the application process, and questions and answers. Please have a copy of the solicitation with you to follow along and take notes. Next slide, please.

OVC overview. The mission of OVC is committed to enhancing 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. OVC funding supports victims in tribal communities, state victim compensation and assistance programs, training and technical assistance and information resources, victims of international terrorism and mass violence, federal agencies, provision of victim services, survivors of human trafficking, and demonstration and service projects. Next slide, please.

This slide here is our--This slide here is imperative, so please make note of these timelines. For the solicitation, the Grants.gov deadline is Wednesday, June the 29th. The JustGrants deadline is Wednesday, July 6th. DOJ expects to award the grants no later than September the 30th. And all projects start date should be on or after October the 1st. If you are--if you are selected for this grant opportunity, you will not be able to actually begin the implementation of your grant until your budget is approved. But, of course, additional information will be forthcoming if you are a grantee. Next slide, please.

Eligibility. Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education and nonprofits that do not have a 501(c)(3) status with the IRS. So eligibility includes, for the solicitation, nonprofit organizations with or without a 501(c)(3). Next slide, please.

The program description. This program will be focused on system-related harm, which will include physical, sexual, financial, or emotional harms as direct result of instances where the criminal justice system breaks down. We know very little about these victims and the types of specialized services, programs, and resources that might be most effective to meet their needs. Because the offender in these cases may be the system itself, or a criminal justice system actor, these events are usually not categorized as crimes in the traditional sense. Also, these cases are often misunderstood, leading to great challenges for those seeking help and preventing victims from even knowing what or if help is available. Because these individuals are not usually viewed as real victims or because the harm they experienced occurred many years ago, they often do not qualify for state victim compensation benefit or victim assistance services. Next slide, please.

Specific information. Examples of those experiencing harm by system-related error or failure may include, but are not limited to: individuals and families of persons injured or killed during an out of policy police encounter, persons whose rape kits were accidentally or wrongfully destroyed or not tested, original victims and survivors in cases where the person who was

convicted of harming them was later exonerated and found factually innocent, persons convicted of crimes who were later found to be factual, innocent, and were exonerated, criminal justice system-involved individuals who experience victimization while in police custody or while incarcerated. Custody refers to the deprivation of freedom of action or movement and does not necessarily require arrest. So these are the victims that should be-- or will be served under this solicitation. Next slide, please.

The purpose of this grant program is to number one, better understand the service needs of persons harmed by the criminal justice system error or failure; to develop best practices to identify these victims; determine whether services currently exist that can meet the needs of this victim population, and offer recommendations for appropriate service, delivery, resources, partnership, and tools. So for this slide, I want you to focus on the words, understand, develop, determine, and recommendations. Next slide, please.

The objectives of this grant program are to identify populations of victims and survivors who have been harmed by a criminal justice system error or failure. Determine the service needs of these populations and conclude whether they can be met with current victim services or if new approaches and partnerships are recommended. Next slide, please.

The deliverables. The successful applicants are expected to produce the following deliverables. Conduct a series of trauma-informed listening sessions (to include those with lived experience of having experience harm from criminal justice system error or failure, and their families), needs assessments, environmental scans, and stakeholder engagements to gather the information necessary to draw conclusions for future efforts. Inventory of all training, technical assistance, resources, and tools currently available for this population. And develop a report for OVC that includes a comprehensive review of the issues identified and practices studied, and that provides recommendations for future efforts. Next slide, please.

OJP priority areas. There's an A and B priority area. Detailed information regarding these priority areas can be found in the solicitation. So I want to just kind of move forward there. And if you have any questions about them, please include them in the questions and answer. Thank you. Next slide, please.

The federal award information. Our goal is to award three awards, each at \$300,000 with a max--with a maximum allocation for this program at \$900,000. The period of performance start date will be 10/01 of this year, October the 1st of this year. And the project period or duration of this grant program will be 18 months. Next slide, please.

The types of awards that will be awarded under this grant are called cooperative agreements. And what those agreements are is the government has substantial involvement in the management and oversight of the grant between the awarding agency and the recipient during the entire performance period. Awarding agency closely participates in the performance of the grant, which includes the monitoring, the implementation, the execution of the grant. Next slide, please.

Application and Submission Information. Next slide, please.

The applications must include, these are the--what we consider critical elements. If your application does not include the proposal abstract, the proposal narrative, or the budget worksheet and budget narrative, your application will not be considered for funding. So it's imperative that your application includes the abstract, the narrative, and the budget worksheet, and budget narrative. Next slide, please.

Proposal abstract, one of the critical elements. The proposal abstract should be clear, simple, and it should be a summary statement about your proposal. The statement should be no more than 400 words and should include purpose of the project, the primary activities, expected outcomes, the service area and intended beneficiaries and subrecipients. This will be completed in the JustGrants web-based form. Next slide, please.

The proposal narrative, the format. The format must be double-spaced, use a standard 12-point font, have no less than 1-inch margin, not exceed 25 pages. Be submitted as an attachment in JustGrants. Next slide, please.

The proposal narrative format. The following sections are part of the proposal narrative. Description of the issue, project design and implementation, capabilities and competencies, plan for collecting the data required for this solicitation's performance measures. Next slide, please.

The proposal narrative. Describe why this project, these proposed activities are necessary and/or address a need and include supporting information. Define the nature and scope of the problem to be addressed, including relevant equity considerations for underserved communities. This description should include any available data that is verifiable and/or contain official record and use demographic data to describe the populations that will be served. It should also identify gaps in available data that it intends to address through the needs assessment process. Next slide, please.

Project design and implementation, another section of the proposal narrative. This section should include the goals, the objectives and activities that are aligned with the solicitation. Be brief, concise, and clear. Make sure the information is consistent throughout your proposal. Create solid goals and measurable objectives. Objectives should be SMART, Specific, Measurable, Attainable, Realistic, and Time-bound. Focus on the future and setting a realistic timeline to complete the project. Next slide, please.

Another section of the proposal narrative, capabilities and competencies. Describe the capabilities and competencies to accomplish the goals and the objectives of the project. Submit resumes for any key personnel and an organizational chart as attachments to your application. Describe the qualifications, roles, and responsibilities of new--of any new positions that will be created to staff--to staff the proposed project. If the project includes subawards to project partners, include the name of the individual responsible for monitoring that subaward and the qualifications of the proposed partner to carry out proposed activities. Next slide, please.

We're going to--going to continue with the capabilities and competencies, which is also, as we discussed, a section of the--under the proposal narrative. Describe the staffing plan for the project, include the name, position, title, and qualifications of the individual who will be the primary point of contact on the project and coordinate the day-to-day programmatic activities of the project. Describe previous or current experience providing services to survivors and/or assessing the service needs of a population. Applicants may specialize in one area of victimization or several as long as they can demonstrate that they have the necessary subject matter expertise, which may require having additional partners, consultants, or subrecipients. Describe the organizational experience and capacity related to managing federal grants. Address priority considerations, as needed. Next slide, please.

Another section of the proposal narrative, plan for collecting data. Describe the process for measuring project performance. Identify who will collect the data; who is responsible for performance measurements; and how the information will be used to guide and evaluate the project's impact. Describe the process to accurately report data. Next slide, please.

Another critical element that we discussed at the start of the presentation, the budget worksheet and budget narrative. Use the JustGrants web-based form. Personnel costs should relate to the key personnel for the project. The budget should include adequate funding to fully implement the project, broken out by year, reflecting 18 months. The budget should be mathematically sound and correspond with the information described in the proposal narrative and aligned with the project design. Address Priority 1B considerations, if it applies. Next slide, please.

We talked about this, but I'll reiterate, create a SMART budget. Be Specific, make sure it's Measurable, Attainable, Relevant, and Time-bound. Next slide, please.

The application should also include, in addition to those critical elements that we spoke about, the proposal narrative--the proposal narrative--I'm sorry, the abstract, the proposal narrative, and the budget. In addition to those three required documents, your application should also include this information here reflected on this slide. All of this information is also included in the solicitation. There's also a checklist on the last few pages of the solicitation that I highly recommend you use to ensure your application includes all of the required information. Next slide, please.

Hallmarks of an outstanding application. What do we consider an outstanding application? When we review them, they use simple and concise language. They ensure information is presentable and organized. Tables, graphs, staff photos, and other images when possible while being mindful of grant guidelines are included. Be realistic about how you will achieve goals. Get feedback from those who may run the project. Grant writers, please refer to those who may run the project. Make sure the proposal is consistent with the solicitation. Check, recheck, and check again before you submit the application: the budget, the grant requirements, references, and other grant details. Make sure they are included. Next slide, please.

Common reasons cited for a weak application that we do not fund for a grant. They're too ambitious or they lack focus. The applicant lacks appropriate expertise to carry out the proposed project. There's no evidence of feasibility. Do not assume we reviewers are as familiar with the project as you are in our peer review. Poor writing and it includes a lot of errors. Next slide, please.

Application Process. Next slide, please.

The two-step application process, these dates are extremely important, June the 29th is the due date for your submission of your application into Grants.gov. July 6th is the due date for your submission of the full application in JustGrants. So Grants.gov: June 29th, JustGrants: July 6th. Next slide, please.

The application submission overview. The application has two application submission deadlines. We previously discussed that on the previous side. The Grants.gov application--I'm sorry, the Grants.gov submission. You must make sure that your Standard Form-424 and your Standard Form-LLL are submitted in Grants.gov. The full application must be submitted in JustGrants. Again, all of this information that I'm sharing with you today and I'm conveying to you during this pre-application webinar is included in the solicitation. It's okay to include preliminary budget or programmatic data in Grants.gov and update later in JustGrants, just be mindful of the date. A JustGrants submission should include all items as defined in the solicitation. That's your complete application, must be submitted in JustGrants. Next slide, please.

Apply in--apply in Grants.gov. We spoke about this. It's a two-step process. The funding opportunities application package in JustGrants--just--in Grants.gov it tells you what the

steps here are. Select apply for grants under the applicant's column. Enter your email address to be notified of any changes to the opportunity package before the closing date. Click the workspace icon to use Grants.gov. The Standard Form--Standard Form-424 and Standard Form-LLL, which is the lobbying form, and Standard Form-425 is just the application for federal grants. So it's like the cover page. So within 48 hours of the Standard Form-424 and the Standard Form-LLL submission, you should receive two notifications from Grants.gov. So after you submit those two forms, you should receive a notification from Grants.gov. If you have not, you may want to go back to the initial steps to figure out if you did, in fact, submit those required forms. Confirming the receipt of the Standard Form-424 and Standard Form-LLL, stating whether the Standard Form-424 and Standard Form-LLL were successfully validated and submitted or were rejected due to errors with an explanation. Just please pay close attention to that process in Grants.gov, which is the initial process for you to submit your grant application. Next slide, please.

Apply in JustGrants. There's two systems, Grants.gov and JustGrants. JustGrants is the Department of Justice, Justice Grants System. The full application must be submitted in [JustGrants](#). Next slide, please.

Web-based forms for submission in JustGrants. There are certain web-based forms that must be submitted directly into the system, the proposal abstract, the solicitation-specific data submitted with the application, the goals, the objectives, deliverables, and timelines, the budget detail form, the application disclosure of duplication cost items. As you can see from this slide, you see the three critical elements that we spoke in detail about. The proposal abstract, the goals, objectives, deliverables, and timelines is the narrative and the budget detail form we spoke about those. Those are critical elements. Your application will not be considered without them. Next slide, please.

What to expect after submitting an application? This, kind of--it tells you the process. But after your application is successfully submitted, it will go through the process that OVC has established. The entity will be notified that they have received an award when all applications for the solicitation have been reviewed before September the 30th. So if your application was successfully submitted, it will go through the process within OVC. And if you are awarded this grant, you will be notified by or before September 30th. The system will notify the Entity Administrator and the Authorized Representative when the deadline for applications has changed. Those titles are titles that JustGrants has established for those members of your organization that have the authority to assign roles and to sign off on official grant submission documents. The Application Submitter is the person that's submitting the application. These are all roles that's assigned into JustGrants. When you get to that point, you will become very familiar with these different roles such as the Application Submitter, the Entity Administrator, and the Authorized Representative. Those--They will be notified of this entire process and the status of this entire process. I highly recommend the entity, meaning the organization should check the system on a regular basis, so that any upcoming deadlines with submitting applications and documentations are addressed in a timely manner. Next slide, please.

JustGrants training resources. There's a wide range of information on the JustGrants website that is organized by topics. There's some micro-learning videos and there's also a job aid reference guide. If you need to refer through them--refer to them throughout this process, there's a wide range of information and resources out there for you. Next slide, please.

There's also a JustGrants office--we call it the office Application Mechanics, so that you can learn a little bit more about the process. It's every Wednesday from 2:30 to 4:00. Here you could click on the link to register to attend those sessions. And during those sessions, you will learn about preparing to apply, completing the abbreviated application in Grants.gov, the

entity onboarding and JustGrants access, the JustGrants roles and responsibilities, assigning users' roles to applications, completing, reviewing, certifying, and submitting a JustGrants application, attendee questions about application submission. So if you have any questions and you feel that the--this information here would be helpful to you in terms of what they intend to address during these webinars--these trainings, please attend. There's one on June the 8th, which is I believe today. June the 15th, June the 22nd, and June the 29th. Next slide, please.

The [OJP Grant Application Resource Guide](#). Please download this guide for more information. It's very helpful. It includes examples and important information that you need to be familiar with as it relates to any of the OJP grants.

OVC pre-application webinars. To review any of the previously held [webinars](#), Part 1: Getting Ready to Apply. Part 2: Considerations When Building Your OVC Budget. Part 3: Preparing Your Proposal and What to Expect. The Overview of Upcoming Funding Opportunities. You know, it's a wide range of information out there that was previously held that you can still refer to, to get some good information. Review OVC's [current funding opportunities](#). There's a hyperlink for that. And also, just to sign up for any [News From OVC](#) to stay up-to-date with any webinars and their schedules. There's a hyperlink for that. Next slide, please.

Important web resources. The [Office for Victims of Crime](#), there's a link for that. That's my office. There's a lot of great information there. The [DOJ Grants Financial Guide](#), if you are a grantee, you are well familiar with this financial guide. If you are awarded a grant, I highly recommend you to become familiar with it. There's a link to [JustGrants](#), [Grants.gov](#). I highly recommend you download the [OJP Grant Application Resource Guide](#). There's an [OVC Training and Technical Assistance Center](#) if you have any questions. And [Grant Performance Measurement Reporting Team](#) if you have any questions, there's a link there. And the [OJP Resource Center](#). So there's a lot of wide--a wide range of important web resources being listed on this slide. Next slide, please.

Contact information. Through the process, if you realize you have questions, you have questions about the Grants.gov process, here's the information here that you can call them or send them an email. The JustGrants team, there's a telephone number there and also a website that you can reach out to them. And also the OJP Response Center if you have any questions, any programmatic questions at all regarding this solicitation, please reach out to them. Next slide, please.

Again, these important dates that we spoke in detail about, June the 29th is the deadline for Grants.gov and July the 6th is the June--the deadline for JustGrants for your full application. Next slide, please.

And again, we just want you to [sign up](#) and stay connected with OVC. And here's information about how to do so. Next slide, please.

Social media, we're out there. We're on [Facebook](#). We're on [Twitter](#) and [YouTube](#). Please connect. Next slide, please.

And now we're going to open it up for any questions that you may have. Thank you very much.

DARYL FOX: Great. Thank you so much, Doresa. Just a reminder to everybody, if you do have a question, the bottom right side of your screen, three dots. Enter in the Q&A and send to all panelists. We'll be happy to get through those with the time we have today. Also a reminder, the recording, PowerPoint, and transcript for today will be posted to the OVC

website. So a notification on those postings will be sent to the email you registered with for today.

So the first question, “of the examples of those who may be victimized due to system-related errors or failures listed on page 5 of the solicitation, do DOJ and OVC have certain populations it is prioritizing beyond the populations identified in Priority A?”

DORESA PAYTON: Can you reiterate that question please because--can you reiterate that question?

DARYL FOX: Certainly. “So of the examples of those who may be victimized due to the system-related errors or failures, which are listed on page 5 of the solicitation...”

DORESA PAYTON: Uh-hmm.

DARYL FOX: “...does DOJ and OVC have certain populations it's prioritizing beyond those that are listed in Priority A?”

DORESA PAYTON: No. These are--the population that's listed here on page 5 are the targeted victims that will be served under this program.

DARYL FOX: This is more of application process question. “Regarding the proposal narrative, capabilities and competencies. Is there a section to upload the resumes for key personnel and the org chart?”

DORESA PAYTON: Yeah. Like you said, that's an application question. I'm not actually in the system. They may want to reach out to the resource center about that. But there may be a section where they can upload information. But if there isn't, they're going to have to type in the information on the web-based form.

DARYL FOX: “Regarding deliverables "part of the slide," comprehensive review of issues identified and practices studied and that provides recommendations for future efforts, who's the particular audience and what level of impact are we working with? Is it state federal prison staff, policymakers, victims, victims' families, victim advocates?” This particular person is referring to page 6 of the solicitation.

DORESA PAYTON: Page 6 of the solicitation under deliverables. So, it's a question related to deliverables?

DARYL FOX: Yes. In regards to the comprehensive review of the issues identified and practices studied and that provides recommendations for future efforts.

DORESA PAYTON: I'm not sure I understand the question. So if the person--I don't know if the--I don't think I understand the question. These are the deliverables for this program. What we would like the applicants--at this point they're applicants, to deliver is we want them to conduct a series of trauma-informed listening sessions to include those with lived experience. People that actually have been through this, have listening sessions with them to learn what some of their needs are, why do they feel the system has failed them and their families. Not only them, them and their families. Conduct needs assessment, environmental scan, reach out to different community-based organizations that have been well-established in this area of helping those victims and gather information necessary to draw a future conclusion or to make recommendations to OVC. Find out what's out there, what type of training is currently out there, what types of technical assistance are out there, what resources are out there, what tools are currently available for this population. If there aren't any, we need to know that. Develop that report for OVC that includes a comprehensive

review of the issues. Meaning they--when you have went out to do environmental scans and you have conducted those needs assessments, when you have conducted those listening sessions, what have you learned? What needs to be done? What's currently available and what needs to be available? That's what we want to know. I'm not sure if that clearly answers that question. But the Resource Center--is it the OJP--yeah. They--I think it's the Resource Center. They could send their questions to them. The Response Center. I'm sorry. The Response Center, and so if they need some more clarity there. They'll reach out directly to me and I can speak directly with that applicant to ensure that I'm answering their question based on my understanding of it.

DARYL FOX: Yeah. Thank you. And I think it did really get into it. It was mainly in reference to the bullet three on the report. And I think you did a good job with that answer.

But I will go ahead and put this slide up as well. So if you do want to expand on that question, the OJP Response Center's contact information is right here, 800-851-3420 or grants@ncjrs.gov.

"If someone's begun a program, can this grant be used to evaluate it in addition to everything else required of the solicitation?"

DORESA PAYTON: Can it be used to evaluate it? This is a new grant program. It is a brand new grant program for OVC. So I don't know exactly what you're asking. Can your existing program be used to evaluate this program? This is a brand new program. So you would have--if you're awarded this grant, you would have a brand new grant to perform the deliverable that's included in this program. So it may not necessarily match your existing program.

DARYL FOX: "And then regarding that report that's part of the deliverable, is that geared towards a specific audience once that's developed? How would that be?"

DORESA PAYTON: It's developed for OVC. So it would be a deliverable. It would be something that you will have to complete during the project period more than likely towards the end of the project period because it's going to take some time for the develop--to develop that report. But it's something that--it'll be a comprehensive report that you would develop for OVC based on the intent of this solicitation, so that you can educate OVC on what you have found out there and what you have heard out there from those victims. When I say out there, I mean in the field.

DARYL FOX: "And regarding the target population, can they be men--those mentally ill who are arrested and then jailed due to psychosis? Is that..."

DORESA PAYTON: Anyone that's a victim of criminal sys--the criminal justice system error or failure can be served under this grant, based on the target population that's listed here on page 5.

DARYL FOX: "Should recommendations resulting be targeted only for the Department of Justice or may they also be recommendations for states, police departments, prisons, et cetera?"

DORESA PAYTON: All of the recommendations can be shared based on what you have learned. We want to hear all of that information in your comprehensive report. Great question.

DARYL FOX: "Is the solicitation for those with existing programs that they may want to analyze to see if they are effective and then recommend? Is there any conflict there?"

DORESA PAYTON: What I'm hearing you say is you have an existing program that targets this population. I just want to reiterate that this is a--this is a grant--a brand new grant that you will have if you are selected for funding for 18 months. Your previous work is definitely beneficial in the application process based on, you know, your experience. All of that can be shared in your application. But just know that this is a grant--a brand new program that you will have to design based on the goals, the objectives, and the deliverables for this program. And you will have this grant for 18 months. Your existing work, of course, is beneficial, but this is a new grant program.

And just know this is a federal grant. So I see a question here about recommendations for the state level or federal level. You can share that information in terms of what your recommendations will be for the state level, what they would be for the federal level. Whatever you have found and you feel is relevant, and you will have--you will have someone working with you, a Grant Manager throughout the duration of the grant that will be able to guide you. But this is a brand new grant program for OVC. We want to know what's out there. We know that there are a lot of people that not--that's not being served that has been harmed by the criminal justice system error or failure. And we want to find out what can we do to better assist them.

DARYL FOX: Great. And I think that answers the follow-up too. It's not intended to expand any existing programs that you may be working on. It's specifically for the deliverables and objectives of this particular program for OVC. Thanks for that.

I don't see other questions at the queue at this time. But we'll go ahead and certainly hang on a few more moments. If you do have a question, please enter that now.

I'll go ahead and put this side up as well. As was mentioned, I can't reiterate the importance of this anymore. There are two--part two--I mean, two of the deadlines, SF-424 and LLL in Grants.gov by June 29th and then the full application in JustGrants.gov by July 6th. So you definitely have to meet that first deadline to be able to move on to the next step.

Okay. That's the end of the questions at this time. Doreesa, is there anything in closing you wanted to mention?

DORESA PAYTON: No. I just want to thank everyone for their time today and their questions. We really hope you apply for this grant opportunity. It's a brand new program for OVC. And we--there's a lot of people out there--there's a lot of victims that need help. And we want to educate ourselves, so that we can better serve them. Thank you again.

DARYL FOX: Great. So 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.