[Transcript from the OVC Fiscal Year 2021 National Center for Culturally Responsive Victim Services pre-application webinar, which was held June 9, 2021. The archived webinar can be found at: https://ovc.ojp.gov/funding/funding-webinars.]

DARYL FOX: Good afternoon everyone, and welcome to today's webinar, FY 2021 National Center for Culturally Responsive Victim Services, hosted by the Office for Victims of Crime.

At this time, I'd like to introduce today's presenter, Deserea Jackson, Grants Management Specialist within the Tribal Division in the Office for Victims of Crime.

DESEREA JACKSON: Good morning, good afternoon, I am Deserea Jackson. I am the Grant Management Specialist in the Tribal Division within OVC. I am also the chair of the OVC Communities of Color Working Group. And so that is the group in which this solicitation was derived. So we're going to move ahead.

So the outline for the webinar. First, we're going to do an overview of OVC and the mission. Then we're going to break down the solicitation to include the project purpose, goals, objectives, eligibility, application and award timelines, and the required documentation. Then we're going to go over the application process. And then we're going to do the Q&A at the end.

Okay. So OVC's mission. OVC's mission is we are committed to enhancing the Nation's capacity to assist crime victims and to providing leadership and changing policies and practices to promote justice and healing for all victims of crime. OVC--through the Crime Victims Fund, OVC programs support victims in tribal communities, state victim compensation and assistance programs, providing training and technical assistance and other informational resources, support victims of human trafficking, as well as a national scope demonstration and service project.

So the timeline for the solicitation. This solicitation will close on Monday, July 26, 2021. We expect to make an award no later than September 30, 2021, and the project start date will be on or after October 1, 2021. Like the note indicates below, successful applicants may not begin work until the budget has been reviewed and officially approved by OJP. There'll be additional information about any other restrictions that may be applied to this award, and it'll be outlined in the award package.

Eligibility. Eligibility for this award, the following are eligible to apply: Public and safety control--and state-controlled institutes of higher education; Native American tribal organizations (other than federally recognized tribes); Native and Medical--Native American tribal organizations (that are federally recognized); nonprofits that have a 501(c)(3) with the IRS, other than institutions of higher education; nonprofits that do not have a 501(c)(3) status with the IRS, other than institutes of higher education; Private institutions of higher education; for-profit organizations other than small businesses; as well as small businesses. There'll be additional information on this within the solicitation.

Program description. So the program for this Center provides for the development, operation, and management of OVC's National Center for Culturally Responsive Victim Services. The Center will facilitate the delivery of national-scale high-quality training and technical assistance

to increase access to victim services and victim compensation for victims of crime, in areas that have been historically underserved, marginalized, and adversely affected by inequality. This also includes communities of color. The Center will also strive to increase the capacity of community-based organizations to address the critical need for culturally relevant, trauma-informed victim services. The Center will align efforts with the Federal Government's goal in advancing equity for all, as outlined in Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government.

The goal of this program is to, one, promote racial equity in victim services and compensation by enhancing the organizational and programmatic capacity of victim service organizations run by and for historically underserved communities, including communities of color; as well as to provide comprehensive training and technical assistance to advance services to victims of crime; as well as to build the capacity and infrastructure of organizations that provide victim services in underserved communities, as all or part of their mission.

The objectives. The first one is to identify and reach out to organizations that serve victims in communities that have been historically underserved, marginalized, and adversely affected by persistent inequality, to include communities of color, where there are few or no state or federally funded grantees or subgrantees that serve victims. The second is to conduct a needs assessment in those communities, to identify barriers that are inhibiting victims' awareness, access, and utilization of victim services and victim compensation; to identify gaps in victim services to better understand the capacity of community-based organizations; to provide culturally specific services to crime victims; and raise the awareness of those community-based organizations about state and federal programs, resources, and funding opportunities.

Third, develop and deliver culturally competent training and technical assistance to victim service providers, community and faith-based organizations, and other stakeholders in historically underserved communities to include communities of color, that provide direct assistance to victims as all or part of their mission. Fourth, to enhance knowledge of and access to state and federal grant opportunities for organizations that serve victims of crime in underserved communities and provide training and technical assistance on programmatic and fiscal management of state and federal grant funds.

So a successful applicant for this program will develop an outreach plan to obtain insight from historically underserved communities, including communities of color. This could include conducting site visits, hosting listening sessions in the communities to be served. Secondly, they will complete a needs assessment that identifies underlying causes of violence and victimization, barriers that inhibit victims in underserved communities from accessing services and compensation, as well as gaps in victim services. Third, they will develop and implement a training and technical assistance capacity building strategy that addresses: outreach to culturally specific community-based organizations in historically underserved communities, where there are few or no VOCA programs; currently--VOCA programs; culturally competent training and technical assistance to service provider's community and faith-based organizations, and other stakeholders in underserved communities who may provide services to crime victims, as all or part of their mission; as well as to increase knowledge of and access to state and federal victim service grant opportunities, to strengthen and sustain organizations in the identified communities.

Fourth, they will work collaboratively with OVC and OVC technical assistance providers, particularly those working with VOCA state administrators, to advance access to victim services and compensation in historically underserved communities, and to include communities of color. Fifth, they will develop a report on the success of the project in meeting OVC goals and objectives. Sixth, they will complete and submit financial progress and other reports as required by the cooperative agreement.

OJP has priority areas in FY '21, in addition to executing any statutory prioritizations that may be applicable, OJP will give priority consideration to applicants of the--applications as follows. Applications that will advance the promotion of civil rights, access to justice, support to crime victims, protecting the public from crime and evolving threat, or building trust between law enforcement and the community. Applications that demonstrate that the individuals who are intended to benefit from the requested grant reside in high-poverty areas or persistent-poverty counties. To receive priority consideration under the poverty priority, the applicant must provide information to demonstrate that the individuals who are intended to benefit from the requested grant reside in high-poverty areas or persistent poverty-counties. For purpose of this priority consideration, the term "high-poverty" means any census track with a poverty rate of at least 20 percent, as measured by the 2013 to 2017 5-year data period, available from the American Community Survey of the Census Bureau.

Federal award information. The maximum number of awards OVC expects to make is one award, for a total of $3 million for a performance period start date of 10/01/2021, for the duration of 3 years. All awards are subject to the availability of appropriated funds, and to any modifications or additional requirements that may be imposed by law. 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, its officers, employees, or agents, or any other person.

This award will be made as a cooperative agreement, which means that there will be substantial involvement between the awarding agency and the recipient during the performance period. The awarding agency closely participates in the performance of the award. You can see the "Administrative, National Policy, and Other Legal Requirements" section of the OJP Grant Application Resource Guide for more information on that.

Now, we're going to move on to the Application and Submission Information.

The application must include the following items that need to meet the basic minimum requirements to advance to peer review and receive consideration for funding. You must have a Proposal Abstract, a Proposal Narrative that will include a statement of the problem and description of the issue, project design and implementation, capabilities and competencies, as well as plan for collecting the data for the solicitation's performance measures. It should also have a Budget Worksheet and a Budget Narrative. This is a web-based form that we will provide the link for.

An abjact--An abstract is a clear and simple summary statement about your proposal. It should be no more than 400 words, and should include the name of the applicant, the primary activities, products and deliverables, the service area, who will benefit from the proposed project. This will also be completed in JustGrants as a web-based form.

The Proposal Narrative. You should adhere to the Proposal Narrative format requirements. If the proposal narrative fails to comply with these length-restrictive--length-related restrictions, OVC may consider that non-compliance in peer review and in final award decisions. The proposal narrative must be double-spaced, must use a standard 12-point font, Times New Roman is preferred, have [no] less than a 1-inch margin, not exceed 20 pages, and the pages should be numbered "1 of 20," "2 of 20," etc. And it should be submitted as an attachment in JustGrants.

The following sections are a part of the Proposal Narrative: the statement of the problem/description, project design and implementation, capabilities and competencies, plan for collecting the data required for this solicitation's performance measures.

The statement of the problem/description of the issue. This section must include the description of the problem to be addressed. Describe the communities to be served. Describe current service--current services available to victims and gaps in services. Describe the process for facilitating intentional, coordinated, and mission-driven efforts to strengthen organizations to improve services in underserved communities, to include communities of color. Fifth, it should describe the challenge in filling these gaps. Sixth, describe how the funding will alleviate the problem.

Project design and implementation. This should describe in detail specific activities necessary to--for accomplishing each goal and objective of the proposed project. This should describe how the Center will implement the goals and the objectives of the project, as well as how the Center will work with key partners, stakeholders, and victim services organizations, who will assist in the implementation of this project. This section should be brief, concise, and clear. Make sure the information is consistent throughout your proposal. Create solid goals and measurable objectives. Objectives should be considered SMART, which is an acronym for Specific, Measurable, Attainable, Realistic, and Time-bound. Focus on the future and setting a realistic timeline to complete the project.

Capabilities and competencies. This section must include a list of key personnel who will be responsible for managing and implementing the major developmental stages of the Center. Describe the applicant's substantive expertise and experience in performing the duties of this project, as well as the ability to perform this work on a national scale. Include job descriptions that--and copies of resumes for proposed key staff positions who will manage or otherwise be involved in the project. It should be included as separate attachments, not subject to the program narrative page limitation. You should also--Responding entities should have the capability to conduct needs assessment and analysis describing the successful activities undertaken by the Center. And lastly, describe demonstrable ties to the community to be served and experiencing--experience in providing culturally competent services.

Plan for collecting data. You should be able to tell us who will be responsible for reporting the required performance measures; how will data be collected; any additional performance metrics; what data sources will be used; any legal, policy, or other barriers to gaining access.

The Budget Detail Worksheet and the Budget Narrative is now a web-based form in JustGrants. Applicants will complete the JustGrants web-based form, break out costs by year, reflecting 36 months total of project activity. Applicants can see the "Budget Preparation and Submission Information" section of the OJP Grants Application Resource Guide for details on the budget and associated documentation, such as information on proposed subawards, proposed procurement contract under awards, and pre-agreement costs. For questions pertaining to the budget and examples of allowable and unallowable costs, visit the DOJ's Grants Financial Guide. 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, and it should be mathematically sound and correspond with information described in the Proposal Narrative and aligned with the project design.

Applications should also include, along with the three previously discussed documents, the following information should be included. This is the SF-424, Indirect Cost Rate Agreement, Financial Management System Internal Controls, resumes for staff, tribal authority resolutions (if applicable), disclosure of lobbying activities, documentation of high-poverty or persistent poverty counties (if you are intending to apply under that), applicant disclosure of duplication in costs, certified assurances, lobbying and debarment suspension, disclosure--high-risk disclosure and request and justification for employee compensation, a waver if you are going above the federally regulated amount.

This is just an example of what the SF-424 will look like that you will need to complete. Make sure you type that this is a "new" application. And for the legal name and use it in all--that you use in all your OJP award documents and it must be the same. You need to make sure that the start and end dates are accurate. To start, 10/01/2021, and to end no later than 09/30/2024. The estimated funding must match the federal request in the budget worksheet and the project description should read exactly as, "OVC FY 2021 National Center for Culturally Responsive Victim Services."

This is what the lobbying form SF-LLL should look like. You can download it at the link that will be in the solicitation.

Disclosure of duplication in costs. Applicants that have pending applications or active awards as described above are to provide the following information about applications submitted within the last 12 months that are still pending or active awards that are ongoing to include the federal or state funding agency, the solicitation name or project, the point of contact information at the applicable funding agency. This is just a written statement.

Applicant disclosure of high-risk. These are submitted--these are required to disclose whether you are--whether they are currently designated as high-risk by any federal agency, grant-making agency, in order to allow for appropriate federal oversight of any award. This disclosure should include information about any status requiring additional oversight by a federal agency due to

past programmatic or financial concerns. If an applicant is designated as high-risk by federal grant-making agency, then the applicant must include the following information in its application: name and contact information of the designating agency, date of designation, and reasons for the designation.

Now we're going to go into the Application Process.

Application--Applicants should consider reviewing the Application Mechanics: Submitting an Application training materials, which is posted on the JustGrants Training Application Submission page, and as well as the number of other eLearning videos that are available there. I highly suggest participating in these trainings and accessing these videos. I will say we have-- JustGrants as a new system, and so understanding and learning the system is going to be important when it comes to making sure that your application is submitted accurately and on time.

To provide targeted assistance applicants applying for Department of Justice funding, DOJ JustGrants team is offering webinar sessions on the application submission process. Applicants should consider reviewing the pre-recorded Application Mechanics webinar. It will explain steps to take prior to applying for funding, how to open DOJ funding opportunities in Grants.gov, how to apply for funding using JustGrants, the JustGrants roles and their responsibilities and required actions, how to navigate and use JustGrants to submit your application, and where to find training materials, job aids, and other resources. Additional application submission training materials are posted on the JustGrants Training Application Submission page.

You should also review the DOJ Application Submission Checklist. The checklist covers all necessary steps to complete the two-part application process in Grants.gov and JustGrants. The checklist includes how to--how to prepare to apply; completing the abbreviated application in Grants.gov; entity onboarding and JustGrants access; completing, reviewing, certifying, and submitting your application in JustGrants; and other helpful user tips.

You can access recording and slide decks from the previous webinar. Refer to JustGrants Training Application Submission page for additional information and training on the application submission. I would also suggest that you bookmark the JustGrants Training page for any further update.

Submission information, this is the two-step process and this is a new process. Applicants must submit an SF-424 and the SF-LLL, the two documents that we showed above, to Grants.gov. To register in Grants.gov, an applicant needs to obtain a Data Universal Numeric System, that's a DUNS number, and a System of Awards Management, a SAM registration or renewal. Secondly, applicants will submit a full application, including the attachments, into JustGrants. To be considered timely, an applicant must be submitted by the application deadline, using Grants.gov and the applicant must have received a validation message from Grants.gov that indicates successful and timely submission. OJP urges applicants to submit applications at least 72 hours prior to the application due date to allow time for the applicant to receive validation messages, or rejection notifications from Grants.gov and to correct, in a timely fashion, any problems that may

have caused a rejection notification. OJP encourages applicants to review the OJP Grant Application Resource Guide, the "How to Apply" section.

Step one, when you go into Grants.gov, an applicant must obtain the DUNS number and register online with SAM, and then register and submit the application through Grants.gov, which is the primary source of funding--federal funding opportunities and to apply for funding. You must register with Grants.gov in a one-time process, however process delays may occur. It can take several weeks for first time registrants to receive confirmation of registration and/or a user password. OJP encourages applicants to register several weeks before the application submission deadline. In addition, OJP urges applicants to submit their application at least 72 hours prior to the application due date. OJP strongly encourages all perspective applicants to sign up for Grants.gov email notifications regarding the solicitation of interest. All applicants are required to complete the following steps. Unique entity identifiers, which is a DUNS number and a SAMs number. Every applicant entity must comply with all applicable SAM and unique entity identifier--and DUNS number requirements. SAM is a repository for certain standard information about federal financial assistance applicants, recipients, and subrecipients. A DUNS number is a unique nine-digit identification number provided by the commercial company Dun & Bradstreet. More information can be found both in the--in the numbered sections below.

All right. So then we're going to move to--how to apply in JustGrants. The applicant will submit the full application, including attachments in JustGrants at JustGrants.gov--JustGrants.usdoj.gov.

This solicitation incorporates the OJP Grant Application Resource Guide for reference. The OJP Grant Application Resource Guide provides guidance to applicants for the preparation and submission to OJP, applications for funding. If this solicitation expressly modifies any provisions in the OJP Application Resource Guide, the applicant is to follow the guidelines in the solicitation as to that provision.

This is a list of important websites referenced throughout the solicitation that may be resources for you as you prepare your application. That's the OVC website, as well as the DOJ Financial Guide link, as well as the link to JustGrants system, and the link to Grants.gov. There's also a link for the OJP Application Resource Guide, and OVC Training and Technical Assistance Center, as well as Grants Performance Measurements Reporting, and the OJP Resource Center.

Now, if you have technical assistance needs as it relates to Grants.gov, you will need to contact them at the following--through the following measures, either through their phone numbers or through their email contact. The same applies with the technical assistance for JustGrants, as well as if there's technical assistance for JustGrants around submitting the application, you should contact the JustGrants helpdesk. And then, if you have other requite--or questions around programmatic requirements as it relates to the solicitation, you should contact the OJP Resource Center. And all this information has been dropped into the chat.

So important dates, the applicants should consider reviewing one of the previously recorded Application Mechanics: Submitting an Application sessions. You need to make sure that you submit the SF-424 and the SF-LLL into Grants.gov by July 12th. Again, the first part of the registration for the application must be submitted into Grants.gov by July 12th. And then the full

application must be submitted into JustGrants by July 26th. The application submission time will close at 11:59 PM on July 26th.

And now we are going to move onto the Q&A session. Daryl, I'm going to pass it on to you.

DARYL FOX: All right. Thanks, Deserea. Just want to reiterate that once again, the PowerPoint, recording, and transcript will all be posted to the OVC website in approximately 5 to 10 business days. So if there's something you need to refer to, go back on within this presentation, you'll be able to do so, that link will be entered into the chat. Also if you have a question, go ahead and enter that into the Q&A bottom right, three dots, in our Q&A. And we'll be glad to get to it.

So a couple have come in. The first one is, "Is this a new award or is there a current provider of these TA services?"

DESEREA JACKSON: This is a new award. We have not done this particular capacity building center before.

DARYL FOX: "If an applicant currently has a grant award from OJP, will it limit the applicant's ability to apply for this grant and work with OJP? Would it be a conflict of interest?"

DESEREA JACKSON: It shouldn't be a conflict of interest. Sharron, you can chime in on this one. I think it would just depend on what it is that you're currently working on but you can hold multiple grants from the OJP at the same time as long as you're not duplicating--not duplicating your services in terms of what you're charging to the awards.

DARYL FOX: That's currently all the questions in the queue. Now we could just wait a moment. Once again, if you do have something, go ahead and enter that in.

One question come in as well, "Do you foresee the Center providing TTA to TA providers or direct service providers?"

DESEREA JACKSON: Do--I'm sorry, let me--Can you read that again?

DARYL FOX: Uh-huh. Yeah. That came in at the chat section there. "Do you foresee the Center providing TTA to TA providers or direct service providers?"

DESEREA JACKSON: We see them as providing TA to direct service providers.

DARYL FOX: That's currently all the questions in the queue at this time. We could just wait another moment here.

Another one's come in. "Are direct service providers OVC grantees?"

DESEREA JACKSON: They can be OVC Grantees or innovations that are not currently funded through OVC grantees. The idea is to provide--identify and to provide assistance to people who

are providing direct services into these communities in culturally competent ways. So we're just trying to increase the capacity of these service providers in general.

DARYL FOX: "Are there types of expenses that are not allowable? Can you expand on that?"

DESEREA JACKSON: There are going to expenses that aren't allowable. I don't know that I could expand at it at this time. I think it will depend on what--I would need more specifics on that one. All federal awards have things that are allowable and not allowable. I would reference maybe the DOJ Financial Guide for that one.

DARYL FOX: And "Is there a typical recommended staff size that is usually proposed for a grant of this magnitude?"

DESEREA JACKSON: I don't have an answer to that one. I don't know that it's really going to be under your--can you prove that you have the ability to fulfill the requirements under this grant on a national level with the staff size that you have? That's not--that's--it's not written in our solicitation in terms of proposed staff size. It's your ability to prove that you have the ability to do what's required under this award.

DARYL FOX: And for the previous question, the DOJ Grants Financial Guide has been posted in the chat and there's a hyperlink there. So if you can, please access that and it'll have a little more information on the financial part of things.

DESEREA JACKSON: And because this is a cooperative agreement, budgeted items will be something that you can work--that the--whoever the selected applicant is can work through with OVC in terms of making sure that all of the budgeted items are allowable and consistent with the scope of the project.

DARYL FOX: Those are the remaining questions in the queue at this time. Okay. So Deserea, anything in closing?

DESEREA JACKSON: No. Just thank you for your time and good luck with applying.

DARYL FOX: Okay. So on behalf of the Office for Victims of Crime and our panelist. We want to thank you for joining today's webinar. I also want to acknowledge and thank the ASL team who participated in today's webinar and provided communication access services. It's very much appreciated. This will end today's presentation.