

[Transcript from the OVC Fiscal Year 2021 Services for Victims of Human Trafficking pre-application webinar, which was held April 8, 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 Services for Victims of Human Trafficking, hosted by the Office for Victims of Crime.

At this time, I would like to introduce today's presenters, Tiffany Graham, Grants Management Specialist, and Sara Gilmer, Senior Policy Advisor and Victim Service Program Coordinator with the Office for Victims of Crime to begin today's webinar. Tiffany, I believe you'll be starting us off?

TIFFANY GRAHAM: Yes. Good afternoon, everyone. I'm going to start off with talking about the webinar outline. Number one, we're going to go over an OVC Overview and Mission. We're going to go over the breakdown of the solicitation, Project Purpose, Goal, Objectives, Eligibility, Application and Award Timelines, Required Documents, Application Process, and Questions and Answers.

OVC Overview. OVC is committed to enhancing the Nation's capability to assist crime victims and to providing leadership in changing policies and practices to promote justice and healing for all victims of crime. OVC funds 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 agency provisions of victim services; survivors of human trafficking; and demonstration and service projects.

The solicitation closes on Friday, April 30th, 2021. DOJ expects to award grants no later than September 30th of 2021. All project start dates should be on or after October 1 of 2021.

Eligibility. The following entities are eligible to apply: State governments; city or township governments; public and state controlled institutions of higher education; county governments; public housing authorities/Indian housing authorities; Native American tribal organizations, other than federally recognized tribal governments; Native American tribal governments, federally recognized; nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education.

SARA GILMER: Okay. So, the program will provide funding for services to victims of human trafficking, and we're talking about victims of human trafficking, per the federal law. So, this is the federal definition of human trafficking in the statute that describes it as the severe forms of human trafficking, but that's simply labor trafficking, and then sex trafficking of any adult involving force, fraud, or coercion, or any minor. So please make sure that you're familiar with that because the expectation is that any services funded through this program will be for individuals who are victims of human trafficking, per the federal law as opposed to state statute.

So, there is three different purpose areas. The first is for developing the capacity to serve victims of human trafficking. For that purpose area, it's to support victim service organizations that have limited or no prior experience in serving trafficking victims, or organizations that have limited or

no prior experience in receiving federal funding to serve trafficking victims. And there's the ability during the first 12 months to create and submit a plan for how they will acquire staff with experience at providing services to trafficking victims or train existing staff. The second purpose area is for enhancing the scope of services to trafficking victims. And then the third purpose area is specialized services for human trafficking victims where an applicant will focus on a specific service that they will be providing. Next slide.

So, the goal of this program is to develop, expand, or strengthen victim service programs for victims of human trafficking, including programs that provide trauma-informed services.

The objectives, as outlined in the solicitation, are the provision of services to meet the individualized needs of victims of human trafficking, so no one size fits--or no one size fits all. We're talking about what the individual client may need. Collaboration with and training for local partners on--specifically on how to identify and refer to appropriate services, so all training outlined should be for that specific goal of identification and referral; assistance or referrals to other essential services for victims of human trafficking with partners in your community; and then, data collection and participation in evaluation activities to determine if the program is meeting the stated goals and objectives.

TIFFANY GRAHAM: Deliverables. To achieve goals, applicants will be required to complete the following. Deliverables, services measured by service-hour or units delivered, type of service, number of new and continuing victim service, and other key data points. Quarterly Performance Measures Data Collection. Award recipients will be required to submit quarterly performance measure data and semiannual performance reports in JustGrants. Semiannual Progress Reports and Quarterly Financial Status Reports.

OJP Priority Areas. In FY 2021, in addition to executing any statutory prioritization that may be applicable, OJP will give priority consideration to applications as follows. Applications that address specific challenges in rural communities face. Applications that demonstrate that individuals who are intended to benefit from the requested grant reside in high-poverty areas or persistent poverty counties. Applications that offer enhancements to public safety and economically distressed communities, Qualified Opportunity Zones. And for additional information, please review the solicitation regarding those areas.

OVC in certain cases may provide additional funding in future years to awards made under the solicitation through Continuation Award. OJP will consider, among other factors, OJP's strategic priorities, a recipient overall management of awards, and progress of funds--award-funded work, when making continuation award decisions. All awards are subject to the availability of appropriate funds and to any modifications or additional requirements that may be imposed by the law.

Type of Award. Awards will be made as grants, a legal instrument of financial assistance. Awarding agencies maintain an oversight and monitoring role without substantial involvement in the awarding agency--with the awarding agency. Please see the Administrative, National Policy, and Other Legal Requirements section of the OJP Grant Application Resource Guide for more information.

Cost Sharing or Matching Requirement. Pursuant of 22 U.S.C. § 7105(b)(2), awards under this solicitation are required to include a 25 percent cash or in-kind match. See OJP Grant Application Resource Guide for additional information on this match requirement.

SARA GILMER: So now we're going to go through the Application and Submission Information.

So, these are the elements that must be included to pass a bare minimum requirement to advance to peer review. So, if these are not received, you will not advance to peer review and not be considered for funding. So, at a minimum, you must submit your proposal abstract, proposal narrative. And here is the breakdown of how those particular components in the narrative will be scored, as well as the budget worksheet, including the budget narrative.

So, the proposal abstract is a summary statement about your proposal; it should be no more than 400 words, include the name of the applicant, the primary activities, the products and deliverables, the service area that you would be delivering services in, and who would benefit from the proposed project. And this will be completed in the JustGrants web-based form.

The Proposal Narrative must be double-spaced, 12-point font, no less than 1-inch margins, and not exceed 20 pages. So please number your pages. And it should be submitted as an attachment in JustGrants.

So, the Proposal Narrative is broken into several sections. The solicitation goes into this in more detail. There's a statement of the problem, project design and implementation, capabilities and competencies, and then, the plan for collecting data required by the solicitation's performance measures.

So, for the Statement of the Problem, you must identify the nature and the scope of the problem that the program will address. And you also need to describe the previous or current attempts to address the problems, including documentation of the number of victims served, you know, either from your agency or partner organizations in 2019 and 2020. During--or in this section of the narrative, you'll be describing the communities that you'll be serving, including the geographic area, the populations in your service area, and any groups that are particularly vulnerable to human trafficking in the service area.

And finally, in the Statement of the Problem section, you'll be describing your current efforts or existing efforts in the community to address the service needs of trafficking survivors. So, you'll be explaining how the proposed project is not duplicative and targets identified gaps. So, you'll be mapping out what is happening on the ground right now and how this funding will be distinct.

TIFFANY GRAHAM: Proposal Narrative: Project Design and Implementation. This section should include goals, 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, acronym for Specific,

Measurable, Attainable, Realistic, and Time-bound. Focus on the future and setting a realistic timeline to complete the project.

Proposal Narrative: Capabilities and Competencies. Demonstrate the institutional experience and expertise or have submitted formal agreements with partners with experience and expertise with the application to effectively implement the requirements of this solicitation. Identify key individuals and organizations involved within the proposed project. Demonstrate that individuals and organizations identified have the capability to address the stated need, including the expertise necessary to provide services to human trafficking victims and can successfully implement a proposed project activities. Describe specific roles and responsibilities of all project partners and key staff.

Demonstrate that project staff have appropriately--have appropriate training and experience to implement project activities as described in the proposal, and document plans and position descriptions for staff to be hired. Demonstrate the capability and expertise of the lead applicant and all project partners to serve victims of human trafficking. Clearly describe who will implement activities as described in the Project Design and Implementation section. Describe their experience managing federal grants that support services to crime victims and document their administrative and financial capability to manage federal grants.

Proposal Narrative: Plan for Collecting Data. The following questions you should ask yourself as your writing your application. Who will be responsible for reporting the required performance measures? How will this data be collected? Any additional performance metrics? What data sources will be used? Any legal, policy, or other barriers to gaining access?

Budget Worksheet and Budget Narrative. Please see the OJP Grant Application Resource Guide for additional information. 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 36 months. The project should be mathematically sound and correspond [with] information described in the Proposal Narrative and aligned with the Project Design.

The applications should also include the following that's listed on this slide, which is also indicated in the solicitation. This list is actually located at the end of the solicitation under the applicant checklist form. Please make sure that you use a checklist in reviewing prior to submitting your application.

SARA GILMER: Okay. We're going to do a quick review of the Application Process.

So, the most important thing for you to know is that there is an Application Mechanics webinar. So, if you look ahead, you will see that there is an upcoming session on Monday, April 12th at 3:00 p.m.

And so, the webinar will go through steps that you need to take to--prior to applying for funding. It'll talk--or walk you through how to apply for funding using JustGrants. It will describe JustGrants roles and responsibilities and how to use the system. And it'll also help you find

training materials, job aids, and other resources. So please check out this link at the top or if you can go back a slide. The Application Mechanics: Submitting an Application. So, while there is one webinar coming up this next Monday, I believe prior webinars have been recorded and are accessible there. Thanks, next slide.

So, there is a submission checklist that you can refer to and it explains all the two-part application process. It shows you how to prepare. It talks about the differ--the Grants.gov process as well as JustGrants access and it has some helpful user tips, so please do consult that for the technical piece.

TIFFANY GRAHAM: JustGrants training and resources. Access recording and slide data from previous webinars. Refer to the JustGrants Training Application Submission page for additional information and training on the application submission process. Bookmark the JustGrants Training page for updates.

Submission information. Step one, applicants will submit an SF-424 and an SF-LLL in Grants.gov at the website which is provided and it's also provided in the solicitation. [<https://www.grants.gov/web/grants/register.html>] To register in JustGrants.gov, the applicant will need to obtain a Data Universal Numeric System, DUNS number, and a System of Award Management, SAM number, registration or renewal. Step two, applicants will submit the full application including attachments in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov).

The [OJP Application Resource Guide](#). This solicitation incorporates the OJP Grant Application Resource Guide by reference. The OJP Grant Application Resource Guide provides guidance to applicant for the preparation and submission to OJP of applications for funding. This solicitation expressly modifies--If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in the solicitation as to that provision.

Important Resources. This page lists a number of resources that are very useful as you will be completing the application process. Please refer to the [Office for Victims of Crime Website](#), the DOJ Financial--the [DOJ Grants Financial Guide](#), the [JustGrants webpage](#), the [Grants.gov webpage](#), the [OJP Grant Application Resource Guide](#), which was previously referenced, the [OVC Training and Technical Assistance Center](#), [Grants Performance Measurement Reporting page](#), as well as the [OJP Resource Center](#).

Important contact information. Here's a list of contact information that will be important to you as you prepare your application. The technical assistance for submitting the SF-424 and SF-LLL is just Grants.Gov, you can reach Grants.gov, the helpdesk, at 1-800-518-4726, and also at support@grants.gov.

The JustGrants Technical Assistance Center, which will assist you in submitting your full application into the system, can be reached via phone at 833-872-5175, JustGrants.Support@usdoj.gov is the contact email.

And then Technical Assistance with Programmatic Requirements, please contact the OJP Response Center via phone at 1-800-851-3420 and via email at grants@ncjrs.gov.

Important dates. The Application Mechanics webinar, recordings will be available for--it's actually scheduled for April 12th at 3:00 p.m., Eastern Time. Please be sure to submit part one of your application, which is the SF-424 form and the SF-LLL form into the Grants.gov by no later than April 16th at 11:59 p.m., Eastern Standard Time. For part two of the application, please make sure that you've submitted your full application into JustGrants.gov by April 30th at--by 11:59 p.m., Eastern Standard Time.

SARA GILMER: Okay. So we'll kick off with some Q&A, I see a lot of questions. I'm going to try to move through them quickly and get answers that you need. Some of them we might not be able to answer on this--on this webinar but we'll try our best.

So, John has a question in here about, "a client who is not currently in a trafficking situation, but has previously been in that situation."

Yes, they are eligible for services, so these are services for someone who had experienced trafficking victimization at some point in their lifetime. They don't need to be necessarily in a current trafficking situation.

The next question I think--let's see. I have one here about "timeline for reviewing grant applications and notifying organizations."

Awards will be made by the end of the fiscal year. So, the end of the fiscal year is the end of September of 2021.

It says here "should organizations that have been serving victims for 5 years that never received federal funding apply under Purpose Area 2? And--or Purpose Area 1?" Apologies.

We can't tell you which purpose area to apply under. Please take a look at the solicitation. And based on the information there apply where you think best would suit your program.

Let's see. "Regarding eligibility, Can a city authorize their local law enforcement agency to apply directly or must the applicant be in the name of the city?"

I'm going to have to get back to you on that question. I don't know the answer to that one.

Nicole has a question here. "If we're only proposing to collect data required, do we need to complete the Research and Evaluation Independence and Integrity Statement?"

I will look into that. I'm not sure either. I don't believe so.

Let's see. Priority narrative should be... "There's a question about the QOZ priority narrative, and should it be its own attachment? It says it's also true to the persistent poverty and rural documentation priorities."

Please just--if it's not in the solicitation, don't attach it separately, but if it is, follow the instructions in the solicitation.

There's a question here that said that "Purpose Area 2?"

So, to be clear, consult the solicitation. It's \$800,000 total over the course of 36 months for Purpose Area 2.

And I apologize I'm speaking quickly because we have many questions. And as you add more, they start scrolling up for me. Let's see.

"Currently, reporting is made through semiannual programmatic reports of quarterly financial submissions. Is programmatic data now going to be made both quarterly and semiannually?"

That's a great question, that will be something that will be addressed once you're on-boarded but because there's not information provided in the solicitation, you don't need to provide any further clarification whether or not you're going to be reporting your programmatic data quarterly or semiannually.

Okay. Same question. It's only \$800,000 for 3 years total. Apologies if we missed that on the slide.

"Straight line average?" So, this is a great question from Rod.

The funding can be variable. So, you don't have to have the same budget put in three basically, for over 3 years. So, your budget may look differently in one--year one versus year two.

There's a question, "is the narrative the only document that needs to be double-spaced?"

Follow whatever the guidance is in the solicitation on that.

"Is the reference citation list considered part of the narrative?"

I don't... There's not a required reference or citation list. If you're doing citations or references in the narrative text, then yes that is part of it.

For Purpose Areas 1 and 2, I apologize, I'm trying to get through these but as you add them--okay.

"Can you propose providing a specific group of services--a specific group of services or must we address all the services listed?"

No, there's no requirement if you read the text that you have to provide a complete suite of services.

I am scrolling down. “Should we include the complete question that we’re responding to for each section of the narrative?”

There’s no guidance from the solicitation on that, so that is up to you.

Every--okay. I’m trying to find where I am. Daryl, Tammy, feel free to jump in, I’m just trying to scroll down and answer these.

DARYL FOX: Yeah, Sara. It’s the--it gets inundated on the right side. We’re trying to answer--

SARA GILMER: Can we mark the ones that I’ve answered as answered, so they’ll be taken out of the queue?

DARYL FOX: Yes. I could start to; just replying to the questions, saying this has been answered.

SARA GILMER: Yes. That’d be great. Thank you.

DARYL FOX: All right. And we’re answering ones that we’re able to answer on the back end as far as the posting of the transcript and PowerPoints and such. So those--you won’t need to address those.

SARA GILMER: Great. Thanks for your patience. There’s 67 questions so we’re working on. Let’s see. There’s been a couple of questions about “travel funds for a grantee meeting.”

You can allocate travel funds for a grantee meeting, things may change. Please do consult the solicitation and what you are instructed to do there.

There’s a question here about “where do you put the match requirement amount?”

So, if your subrecipient is providing match, you would put it in that part of the budget that’s correct; the match should be in the part of the budget that it corresponds to.

Okay. There’s a question about “JustGrants, issues contacting JustGrants.” I would really recommend that you participate in that webinar on Monday. You might have more success. There are delays in hearing back from JustGrants. I would try also recommending calling as well.

Tiffany, did you want to take some of these on?

TIFFANY GRAHAM: Well, I’m looking now. There--I see there’s a question. “Will JustGrant--will JustGrants application populate after submission in Grants.gov?”

Again, just falling back on following the instructions that are in the solicitation in terms of it’s a two-part process as you’re completing the application. So, you will be submitting your full application into JustGrants and you will be submitting the SF-424 form and the SF-LLL form into Grants.gov. So, you know, just follow that to a T and if you have questions, technical

questions as you're trying to submit, please feel free to contact the helpdesk. They are prepared and well--and well-versed in assisting through this process. So, that was that question. And let's see.

I see one of them...

SARA GILMER: So, the SF--the SF-424 needs to match the total project cost and the request, so you want to make sure those things correspond.

TIFFANY GRAHAM: Absolutely.

SARA GILMER: And--let's see. If there's any technical questions here, kind of on the application process in Grants.gov and stuff like that, again, I would really recommend you attend the application session on Monday to get those addressed.

If you're asking me what your specific organization should do, I will not be responding and giving guidance on that. So just flagging that. Okay.

TIFFANY GRAHAM: There's a lot of questions. Please bear with us.

SARA GILMER: Yes. "So, 20 pages is just for the narrative?"

That's a good question. So obviously your MOUs don't count towards for that, for example.

TIFFANY GRAHAM: I do see a question, "Does your--does our organization have to serve both victims of both labor and sex trafficking?"

SARA GILMER: Yeah. The solicitation is silent on that. Obviously, when you talk about the trafficking issue in your area, as the statement of the problem, you would probably want to be talking about what trafficking looks like in your area. So, presumably that would involve both sex or labor trafficking.

Sorry, what were you going to say, Tiffany?

TIFFANY GRAHAM: Oh, no. I was just going to say the--along the same lines, and if you--if it--if you're stating in your statement of problem, or your statement--your statement of problem that that is--it is--it is an area of--area of concern that you notice in your community, then you do want to have a level in which you can provide services to both groups, even if it's a referral.

SARA GILMER: Okay. "So, if you don't have project partners or MOUs, do you need to submit--or subgrantees, do you need to submit MOUs?"

No. Please, again, consult the solicitation. It gives you information. You may not have and you may community partners in a more informal manner, that--in which case, you would not necessarily need to submit an MOU.

Okay. Okay. We are trying to scroll through these folks.

Please also check--I see a couple of questions about "allowability."

Please consult the Financial Guide, the DOJ Financial Guide. Tammy, if you can drop that into that chat, that's where you'll find whether or not different activities are allowable.

[<https://ojp.gov/financialguide/DOJ/index.htm>] So, for example, someone had a question about food. You wouldn't necessarily want to, you know... Food for meetings might be different, right?, than for your staff, would be different than food--emergency food for a client. So keep that in mind. But please consult the Financial Guide. Okay.

TIFFANY GRAHAM: There's also a question, "Can you provide any examples of enhancements to public safety and Qualified Opportunity Zones?"

Within the solicitation, there is reference to the census and a website there. So, I would refer you to the solicitation and so you utilize the section of the solicitation that refers to it and the resources that are provided there.

SARA GILMER: I see a question about "crime victims' rights."

If you consult the list of services at the end, you'll see legal services are included. So, crime victims' rights part--assisting victims with their crime victims' rights enforcement, it's certainly a part of legal services.

Please consult the solicitation. I see some questions that are in the solicitation, such as "a letter of support from local law enforcement."

There's a question about "prevention."

This--I think there's actually a pretty clear language in the solicitation about that. So, again, please consult the solicitation. The purpose of these funds is to provide services. Yes. "Primary prevention activities that support victim services programs, therefore applicants should not propose primary prevention activities under this program."

TIFFANY GRAHAM: I see there's a question, "Do you give grants to new organizations?"

This solicitation is open to anyone to apply to it. We're not looking at years of service providing. It's what your application--the--what you've included in your application. So they're not going to be--there's no--there's no amount of time that we're looking at in consideration of review.

SARA GILMER: Okay. Wow. Eighty-four questions, guys. Climbing.

TIFFANY GRAHAM: There's a question, "Can I--can you apply for more than one purpose area?"

The answer to that is no.

DARYL FOX: Sara and Tiffany, I'd just give you a break from--to drink a glass of water. And just a note to everybody, once again, that the transcript along with the PowerPoint presentation will be posted to the OVC website within a few days. So, you'll be able to go back and reference this, as needed.

SARA GILMER: And I do want to clarify Tiffany's point in the solicitation, it says, OVC may make more than one award to a single organization if proposed projects are in distinct geographic areas. So, I'm just flagging that if you're a large national organization, for example, that has many locations in many different parts of the country, you could obviously apply for those different geographical locations.

TIFFANY GRAHAM: Correct. Just--you just can't be--you can't be in one location and apply to multiple purpose areas.

DARYL FOX: Tiffany, Sara, I don't know if you answered this. This come up a lot, maybe addressed in asides, but "Do you need to put in travel funds for OVC grantee orientation meetings in DC?" There are several of those.

SARA GILMER: Yup. I think we said yes.

DARYL FOX: Okay. Sorry.

SARA GILMER: I think--yeah. Yeah. Yes. So, someone says, "if--look at--what's in the solicitation, if the solicitation doesn't say something about it, then consult the Financial Guide in terms of allowable costs." So that's a good rule of thumb.

TIFFANY GRAHAM: Absolutely.

SARA GILMER: Sorry, folks. Just trying to scroll through and see your questions.

TIFFANY GRAHAM: I highly recommend downloading the DOJ Financial Guide, saving it to your desktop. There's a--Once you save it as a PDF, you can do a word search, and that will also help.

SARA GILMER: If folks are interested in learning more about match, you can definitely check out resources online and you can especially look at the Financial Guide, which outlines what different kinds of match can look like. Just be--to be clear, you have to document Match, just like you have to document the funds that you spend. So, if you have a site visit or an OIG audit, you have to provide evidence with the match funds. So, keep that in mind.

TIFFANY GRAHAM: Uh-hmm.

I do see a question, it kind of goes back to the grantee meeting. "Does OVC anticipate in person mandatory grantee meetings during this grant?"

We honestly don't know. We're going to make sure that you meet the requirement. You, you know, if we're doing it virtually, you still will have an opportunity to participate in a grantee meeting.

SARA GILMER: There's a question here about "applications considered new or continuation."

If you've had a prior award for example, yes, these are all--there's no such thing as continuation funding under this solicitation.

Thanks for your patience.

Tiffany, feel free to jump in. As your--as you're screening questions.

TIFFANY GRAHAM: "Is there a registration cost for the orientation?"

No. There's not.

I'm scrolling up as well, Sara.

I see a question, "Outreach to trafficked persons seems clearly direct, but what about outreach to victim service agencies? Would or could some of that be covered under the direct service grant for HT?"

So in terms of outreach, there is a level of outreach that you would be doing with other service organizations. I don't think, Sara, there's a limitation, but I also think that that's--the key is that...

SARA GILMER: Yeah, I would refer you to the objectives. Because, yeah, I would say, I'd agree with you Tiffany, that would probably fall under collaboration with and training for a local partner. But the point is you wouldn't solely use this funding just to conduct outreach and not deliver any services.

TIFFANY GRAHAM: Correct.

SARA GILMER: All right.

TIFFANY GRAHAM: Uh-hmm.

SARA GILMER: Okay. We already got the prevention question.

If you check out the--there's a solicitation companion guide for all FY '20, OJP, it's called the OJP Grant Application Resource Guide. So please check that out. I'm seeing questions for example on how you calculate match, that sort of stuff is included in the OJP Grant Application Resource Guide. Thanks Tammy.

TAMMY: Yes.

TIFFANY GRAHAM: “Can you share a little bit more about the differences on what the due dates are, the 16th versus the 30th? This is our first research on this and we just need to understand the level of effort required before the 16th to determine if this is feasible for us. Is there a quick answer to this question?”

In terms of the due dates, I will tell any grant--any applicant, you know, quite honestly you want to make sure you have everything submitted at minimum, 72 hours prior to the final application portion being due into JustGrants, which is April 30th. So, the initial, which will create and start to process, that's SF-424 form, creates your profile in the system. So that is what--That's the first part. It's a two-part application process. This is something we haven't done before. So hopefully that answers your question. You know, just keep in mind that the--everything has to be submitted by April 30th at 11:59 p.m., Eastern Standard Time. There is no ifs, ands, and buts about it. And if there are any technical issues, that's why we're asking that you have everything in at a minimum of 72 hours prior too, so that we can try to resolve those, if they do--if they do come up.

SARA GILMER: Yeah, that's a great point, Tiffany. This is the first year that this process has been in place. So, we would really recommend submitting ahead of time and, again, participating in that application mechanics webinar, if you have any questions on that.

Okay. I'm going to--a couple of you were asking about “the question of being able to apply for multiple purpose areas.”

So I'm going to go back to the text because it seems like that was unclear in the text. I'm going to take a look. Yeah, it just says, “OVC may make more than one award to a single organization if proposed projects are in distinct geographic areas.” It is silent on the question of applying under multiple categories.

TIFFANY GRAHAM: I also saw a note that it looks like someone, “in submitting their SF-424 form, or starting it, that the math is miscalculated.”

You will need to contact--I would say contact JustGrants.gov with regards to that. They may be able to unlock or make it so that you can make the corrections. So, please contact them.

SARA GILMER: There's a question “where you can find samples of all of the forms and documentation?”

Again, I would direct you to the OJP Grant Application Resource Guide to see any information that is provided there.

Thanks for your patience. I'm scrolling.

There's a question about “the appendix list of services that is included Appendix A at the end of the solicitation.”

And it is--this is just a list of different services that OVC funds. Obviously, some of them are fairly specific and then some of them are relatively broad. So, it is likely that many of the service interventions you are considering fit in there even if they're not specifically called out. So for example, the prior question around victims' rights, advocacy falls under legal services. But obviously, legal services or criminal justice systems based advocacy, but legal services is a massive category. Okay.

TIFFANY GRAHAM: Yeah, I'm scrolling, too. I was looking at one and then it went away.

SARA GILMER: And there's a question about "the community--the poverty piece."

I would say look at the guidance that's provided in the document and make the assessment based on the data you have. We can't provide any further guidance on that piece, unfortunately.

Tiffany, seeing anything else jump out?

TIFFANY GRAHAM: Someone's asking the question about "what is the specific SF-424 form that a nonprofit organization needs to complete?"

That form is the form that everybody will be completing to apply for the solicitation. So, there is no separate form, on--depending on what your organization; that form--the access to--or going to that form is in the solicitation.

SARA GILMER: I think I saw a couple of questions around "addition--whether the training the plan or position descriptions and resumes were a part of the narrative."

They are separate, separate attachments. So if you look at the solicitation, they are listed as additional application components, as are the MOUs, letters of intent, or any subawards.

TIFFANY GRAHAM: There's a question regarding, "research around marijuana and mushrooms."

We typically don't give advice on that, I would say you want to refer to the DEA's categorization of substances. It's--That is listed as a substance and that's not going to be allowable. So, that--I would refer you to the DEA's website.

SARA GILMER: There's some questions about "MOUs, versus subawards, versus contracts."

Please do check out, there's some great resources online including in the Financial Guide as well as probably Application Resource Guide, helping you distinguish between them. I know it can be confusing. But in general, a subaward would be an entity that would be receiving funding to complete some core part of this project; so say deliver a specific service. And a contract would be someone giving you a service; so for example, if you have contracted out some sort of financial service for your organization that pertains to this grant.

Thank you all for your patience.

TIFFANY GRAHAM: Thank you.

SARA GILMER: There's a question about "the difference between MOUs, letters of intent."

Let's see. So if you look at the solicitation, it's outlined what might be covered. So obviously, the kind of legal--or the kind of document would reflect the kind of partnership. And because you don't have funding yet through this program, you know, a letter of intent or an MOU is perfectly fine. But what you need to do if you are looking to have a partner either provide match or a fee-for-service, or a no-cost service that is a part of your grant, is it needs to address the six items that are outlined in the solicitation. So please check that part of the solicitation out.

TIFFANY GRAHAM: There is a question/statement with regards to, "We submitted an application for FY '20, and unfortunately a peer review misread critical information that cost us significant points and they have lost us the grant. What recourse, if any, is there if this happens again?"

I would say be as clear as you possibly can in your application. We--the peer reviewers are--they are your peers and they are selected unbiasedly. So, I would say please be very clear in your application and your goals and objectives, so that they completely understand what your project will--design is.

I see a question regarding "substance abuse resources."

No the question--the initial question was regards--with regards to funding for research as it pertains to the harm or use of marijuana and mushrooms. And I just...

SARA GILMER: I would point out... Tiffany, can I just add? This isn't a research grant. So, I would just...

TIFFANY GRAHAM: Yeah.

SARA GILMER: ...tell that whoever is looking, please look at the scope of activities because that doesn't seem suited for your proposed project.

TIFFANY GRAHAM: No, thank you.

SARA GILMER: I think someone had a question about "the statement of the problem section in the solicitation and how it's appearing."

Yes, we do know that there are--this is within JustGrants, and it appears that there are some formatting issues. So, please disregard that there were several things labeled one. And just address the things there, which are outlined. So, you can imagine the ones as bullets, if you need to, just to say address these different points that are outlined below.

Okay. We're almost at time. Okay.

“Using TIMS units, there’s a question there.”

Again, once you receive--if you were to receive an award, you would get instructions on the performance measures. But as you have experienced here, OJP in general is transitioning to a new system for grants management and data collection and that includes performance measures, too. So I would say that it would be beneficial to include language that acknowledges that that may be in flux. But obviously, just put in your application what you think is most responsive to the kind of performance measurement section there with an awareness that everything can change. Much like everybody asking questions about in-person meetings, we know all of these things can change and so thanks for your understanding on that point.

And you are welcome to reach out to OVC TTAC or your OVC Grant Monitor for your current--if you have a current award and you have questions about performance measurement in general.

Okay. I think we have two minutes to close. Daryl, Tammy, I didn’t know if there was anything that you wanted to wrap us up with. There were a couple of questions that I didn’t know the answer to that we can circle back on. But is there anything else?

DARYL FOX: No, that’d be--that—that’s going to pretty much do it. As mentioned, again, this will be posted to the OVC website. And also any questions, as Sara and Tiffany did say, please submit to either Grants.gov, JustGrants, or the OJP Response Center, and they’ll be able to address, yeah, your question if it wasn’t in this webinar. So certainly...

SARA GILMER: So that’s a really good point. Oh, yes, okay. So, if you had a question and I said, “I’m sorry I’ll have to look into that.” Please do--please do share it to the NCJRS. Yes. Tammy just dropped it in there, and that way they are very quick at crafting a response to you in making sure the right answer can get to you. So, thank you for reminding us about that, Tammy.

TAMMY: Thank you.

DARYL FOX: So, with that, Tiffany, Sara, if there’s no other additional things, we filled the hour, which was great. Then we can proceed with ending the webinar then.

SARA GILMER: Great. Thank you all for your time, we appreciate it.

DARYL FOX: Yeah. So in behalf of the...

TIFFANY GRAHAM: Yes, thank you so much.

DARYL FOX: On behalf of the Office of Victims Of crime and our panelists, Tiffany and Sara, thank you so much for joining. This will end today’s presentation.