[Transcript from the OVC Fiscal Year 2021 National Joint Training Conference for VOCA Victim Assistance and Victim Compensation Administrators (2022-2024) pre-application webinar, which was held June 1, 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 Joint Training Conference for VOCA Victim Assistance and Victim Compensation Administrators, 2022 to 2024, hosted by the Office for Victims of Crime.

This time, I'd like to introduce today's presenter, Joel Hall, Associate Director within the State Victim Resource Division of the Office for Victims of Crime. Joel?

JOEL HALL: Good morning or afternoon, everybody. It's a pleasure that you are joining us today. I'm Joe Hall, Associate Director. And I will be going over the pre-application webinar for the OVC FY '21 National Joint Training Conference for VOCA, which stands for Victims of Crime Act, Victim Assistance and Victim Compensation Administrators solicitation. If you're--if you're in the right place, that's great. If not, if you--this is not the application webinar that you want to be part of, you can leave now. But we're going to move on here.

Let's see. What we're going to do for the webinar outline is the OVC overview and mission, the breakdown of [the] solicitation, project purpose goal and objectives, eligibility, application and award timelines, required documents, application process, and question and answers. We will be saving those for the end. But you're--feel free to ask those questions any time during the presentation, but we will respond to them at the end.

OVC Overview. Mission: OVC is committed to enhancing the Nation's capacity to assist crime victims and to provide leadership in changing policies and practices to promote justice and healing for all victims of crime. OVC's 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--provision of victim services; survivors of human trafficking; and demonstration and service projects.

Timeline. Solicitation closes Thursday, July 1, 2021. DOJ expects to award no--to make grant awards no later than September 30, 2021. And all projects will start on October 1st, beginning of the Federal Fiscal Year, October 1, 2021.

Eligibility. Now the eligib--there's a lot of different applicants who could be eligible. We have city or township governments, county governments, independent school districts, Native American tribal governments, Native American tribal organizations, state governments, national associations, public housing, private institutions of higher education. There's a lot of potential for individual--for different orientations to apply.

OVC will make an award to an eligible organization to support the FY 2022, 2023, and 2024 VOCA National Training Conferences for State VOCA Victim Assistance and Compensation Administrators and their staff. The conferences will provide training and technical assistance and

facilitate an opportunity for the presentation of state issues and practices through lectures, panels, workshops, and forums.

The goal of this program is to improve the delivery of victim services and compensation by VOCA-funded victim assistance and victim compensation programs. Those are administered by what we call State Administrating Agencies or SAAs.

To hold--The objective is to hold national training conferences for State VOCA Victim Assistance and Compensation Administrators, again SAAs for 2022, '23 and '24.

Deliverables. Number one, National Training Conference will be held annually, on the 3 years that I had mentioned previously, with the overall emphasis on VOCA formula subject matters, issues raised by the Office of the Inspector General, fundamental grants and financial management training, programmatic and innovative trainings, and criminal justice topics. Regular planning meetings with OVC. Posting of conference materials to the recipient's website and OVC's website. A final conference report and any other related activities as identified by OVC. Be aware that this particular solicitation will require knowledge of, one, what VOCA is. You will--The applicant and/or grantee should have immense experience in working with VOCA-related activities, have an understanding of what VOCA is, as well as have a detailed and very long experience on providing national joint training conference. Basically, you should have experience in providing conferences on a national level on some--on some level.

Maximum number of awards OVC expects to make is just one award. The maximum dollar amount for each award will be $600,000. Performance start date, again, is the beginning of this Federal--or beginning of the Federal Fiscal Year, FY '22, which is on 10/01/2021. Here, the performance is for 36 months.

This award will be made as a cooperative agreement. It won't--it will not be a grant; it'll be a cooperative agreement, which means substantial involvement between the awarding agency and the recipient during the performance period. Awarding agency closes--closely participates in the performance of the program. There'll be regular meetings. There'll be regular discussions. It will be high--OVC will be highly involved in the activity of the cooperative agreement.

Application Submission Information.

Applications must include--these elements must be included in the application submission to meet the basic minimum requirements, we call that BMR, to advance to peer review and receive consideration for funding. One, the Project Abstract should be its own document. Two propose--Proposal Narrative, which should have description of the issue, project design and implementation, capabilities and competencies, plan for collecting the data for the solicitations performance measures. And finally, the Budget Worksheet and Budget Narrative. You need to have these three elements or the application will not move on to the next phase. It's very important.

Project Abstract. The abstract is a clear and simple summary statement about your proposal. The statement should be no more than 400 words and should include name of the applicant, primary

activities, products and deliverables, the service area, and who will benefit from the proposed project. This will be completed in the JustGrants web-based form. So I might have said, an attachment. So, I, myself, am learning this JustGrants thing. So it will be actually part of the JustGrants' web-based attachments--form. It will have its own form. Just [a] special note about the project abstract, try to be as succinct and clear as possible about your experience in what you plan on doing. You can save the problem statement for the next phase, which would be…

The Proposal Narrative format. That's where you can write the problem statement or what the issues are. It should be--the narrative should be double-spaced, use a standard 12-point font. Times New Roman is preferred. No less than 1-inch margins. Even though it will be a web-based format, so, I don't know if you'll have much control over that. Should not exceed 20 pages. Pages should be numbered "1 to 20", "2 out of 20." As I said, I think you have to fill it out on the JustGrants website. So, I'm not sure it will allow you to do that, but I could be wrong. So if there is--if you do a Word document, make sure you number the pages. Please submit it as an attachment in JustGrants.

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 the solicitation's performance measures.

Describe the problem to be addressed through this project and why it's necessary for the field. Again, there's no real problem with the National Joint Training Conference. But, you know, we're trying to create, you know, a very good experience for all of our VOCA Administrators and all those who support crime victims. So it's very important. So that would, kind of, be the problem. Describe current services, training, and technical assistance available to State Administrating Agencies and gaps. Describe how this funding will alleviate the problem.

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

This section of Proposal Narrative has capabilities and competencies. This section must identify the key individuals and organizations involved in the proj--the proposed project. Provide a clear description of the applicant's management structure. Demonstrate that the individuals and organizations identified have the capacity to address the state need, including the expertise necessary to coordinate and execute three national conferences, and coordinate with federal entities IN delivering national conferences, experience with coordinating virtual trainings. This is a big one because we're in a new era right now. And the ability to implement the proposed project activities. Hopefully in 2022, '23, and 2024 we will have actual in-person trainings. However, a virtual will probably be a large component. So you should really talk about that. Describe specific roles and responsibilities of all project partners and key staff. Clearly describe who will implement activities as described in the product design and implementation section.

Describe their experience managing federal grants that support training, and technical assistance, coordination and implementation of national conferences and victim services. So this is very important. This is where some applications will move forward or not. You need to really detail what your experience is. Include a clear description of the applicant's management structure. Attach resumes and position descriptions of key personnel as a separate attachment. Describe how the program will be managed and include an organizational chart. Include a list of personnel responsible for managing and implementing the major stages of the project. Provide detailed information about staff members who have committed to work on the project contingent upon recipient--receipt of funding. So if you have experienced staff persons who have done these kind of trainings, it doesn't have to be necessarily for VOCA, but for other kind of large trainings, make sure you put them down in their experience.

Proposal Narrative: Plan for Collecting Data. 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?

Budget Worksheet, Budget Narrative. So for this one, I would definitely highly recommend going to the OJP Grant Application Resource Guide to get a clear understanding of OJP's budget forms. They can be--they are usually on Excel. And actually there will be a budget that you will fill out in JustGrants this time, but it's very important that you become familiar with the different budget categories. 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 budget should be mathematically sound and correspond with information described in the Proposal Narrative and aligned with project--with the project design.

Along with the three required documents, there are these other very important documents. Not every one will apply; but some--but most will. In terms of submitting indirect cost rate agreements, if you have them, Financial Management and System Control Questions, time-task plans, disclosure of lobbying activities, these all can be found in the Resource Guide if you have any questions.

And thank you all very much for… Me and Brian--me and Brian Sass-Hurst, who is also managing the project, will be answering your questions at the end. So Daryl?

DARYL FOX: Now we're going to turn to the Application Process part of the presentation here. And to begin that, we're going to talk about JustGrants, which is a new system for submitting the application. So as mentioned, you know, to learn more about the process--the application process, what it entails, we're encouraging applicants to review the Application Mechanics webinars--eLearning Videos, I should say, on the JustGrants website. You're going to learn a lot of things as far as the information necessary to successfully navigate this new system. And on the right-hand side of this slide you're going to see six in particular that are going to be of use, including some new ones. Getting Ready to Apply, which is very useful on getting items together and ready to go. Initiating the Application in Grants.gov, which is another entity we'll talk about a little later on as far as the two forms needed for that. Locating the Application, Submitting the Application, that's going to be an important one. That was a more comprehensive one that was done by a JustGrants team that has a lot of great information. We'll get to that on

the next slide. The Budget Detail, I often get a lot of questions on that. So that's going to go into detail on how to do that. And then, you know, after what happens, once everything's submitted, I should go talk about details of the next step in the phase of that process. So these videos are up on the JustGrants website and can be accessed there.

Drilling down, mentioning the Submitting the Application Webinar, this one's going to go into a little more detail on the entire process on steps to take; how to find the opportunities; the roles and responsibilities within the JustGrants system, and how to--how to, you know, designate those; how to use the system; and then where to find additional materials, job aids, questions and answers, and things, all from the JustGrants website. So, certainly we recommend taking a look at that one on the site.

In addition, the--there is a DOJ Application Submission Checklist that's recommended to check out. It's going to cover all the necessary steps, so you can go step-by-step on what you're going to need to apply. Once again, how to prepare the Grants.gov process, the abbreviated process there, how to onboard, and then to submit roles in JustGrants, and a lot of user tips. So it's a lot at once, but if you go through these and just kind of get into it, then it'll all kind of start to make sense on how to get things in order and what you're going to need for submission for the application.

And then this last slide just kind of summarizes everything. The recordings are available on JustGrants, slide decks and the recordings. The Application Submission page is a very comprehensive page on the JustGrants site. It's going to have everything you need for that part of the application. And then just a reminder if you need to, just bookmark the page. There's a user support page, a lot of FAQs, and their phone number and email, which will be referenced later on today are a great resource. If you have any questions on this part of the process, especially since this is new, they've really got together a good FAQ section to address more of the commonly asked questions. So definitely a great resource.

So the Submission Information. You know, going over this, it's a two-step process this year. So step one is the Grants.gov portal. And in there, you're going to submit the SF-424 and the SF-LLL, which is the lobbying disclosure form at the Grants.gov website. It's similar, as in years past. And to register, you're going to have to go onto Grants.gov, obtain a DUNS number, the Data Universal Numeric System number; and also a SAM registration or renewal of a past one, System of Award Management. So that's going to be your first step in the process to submit those two forms. Then you move over to step two, which is the JustGrants submission portal, which is going to be for the full application including attachments. And that's going to be at JustGrants.usdoj.gov. And then, you know, for any questions or detailed information, we'll--the tip is to refer to the Registration and Submission section of the OJP Grant Application Resource Guide. It's listed here. But my colleague Tammy will be putting that in the chat for you to link up to, as well, for instructions on how to apply. That's going to go into a lot of detail for you that's going to be of use.

And then once, you know, mentioned is the--is the Grants Application Resource Guide listed here. Once again, the link is in the chat for you to hyperlink to. I definitely suggest accessing that for more detailed information on everything.

Now the list here is going to be some important web resources. As you're gathering information, getting ready apply, as you're applying. Obviously the OVC website is listed here for general information on the solicitation, you can access it there. The DOJ Grants Financial Guide, JustGrants, and Grants.gov websites for reference. We mentioned the OJP Application Resource Guide here. OVC's Training and Technical Assistance Center, a lot of useful information. Ovcttac.gov. And then you get into the Grants Performance Measuring Reporting tool. And then lastly, the OJP Resource Center--Response Center. That's going to be for any programmatic questions, for this solicitation and others, you can contact that Response Center from this website.

Then getting to this slide is the three important contact information sites for the whole process. So Grants.gov, if you're having technical assistance with the two forms, which is the 424 and the LLL, you can contact Grants.gov here at 800-518-4726 or at support@grants.gov directly. They have their own call center--response center there. For anything technical-related, as far as the full application goes in the JustGrants system, you're going to want to access their website or call 833-872-5175. Or email JustGrants.support@usdoj.gov. Once again, maybe just try to get in, look at the FAQs. If you can't get your questions answered, definitely call them. They have staff standing by to answer any technical assistance for that portion. Regarding the programmatic requirements, the OJP Response Center is a wonderful resource if you have questions as far as the solicitation itself. They can be reached at 800-851-3420 or grants@ncjrs.gov. And they're usually very, very responsive to everything that's coming in.

Lastly, just kind of getting back to those two parts and the important dates. So the Grants.gov portion, the SF-424 and SF-LLL are due in Grants.gov by June 17th, 11:59 PM, Eastern Time. And obviously, if those who have applied for grants in the past, or haven't, I mean it's important to get that in at least a couple days early just in case there are any technical glitches or issues with the system either on your end or Grants.gov's end, to try not to push up against that due date too close. But that's the official due date, is 11:59, on the 17th of June. Then the next portion of the full application in Grants.gov--JustGrants.usdoj.gov by July 1st, at 11:59 PM, Eastern Time. Once again, just try to keep that date in mind as the be-all, end-all, timestamp where that's cut off. So, obviously, if you can get it in a couple days early, that's preferable. But those are two due dates.

And then kind of we're at the end of the presentation portion for today. We're in the Q&A section. Currently, I don't see any questions in the Q&A. If you do have some, please go ahead by all means, click the three dots at the bottom right side of your screen. Click Q&A. The presenters will be--happily answer anything you may have.

While we're waiting for that, just a reminder, the recording, PowerPoint, and transcript for today are going to be posted to the OVC website in approximately 5 to 10 business days. Though if there's something here you want to refer back to, or missed, or just need it as a reference, those will be posted for your all reference on the website. Joel, I don't see anything coming in at this point.

JOEL HALL: So far, no questions. We'll give it about a few minutes.

DARYL FOX: Yeah.

JOEL HALL: But I just want to reemphasize Daryl's point that this is kind of a trial period for us with the new JustGrants system. And grants--you know, Grants.gov's nothing new. So submit early. That is--That's the best advice that I can give. We're still, you know, working through any issue that may be coming through.

So, in the chat... "Is there a charge?"

A charge to apply? There's no charge to apply, if that's what you mean, Octavia. There is no charge to apply.

DARYL FOX: And once again, I have the slide up here if you do have questions for these--the specific parts of the process. You can reference this slide here as well.

JOEL HALL: "Is this grant for tribal victims only?"

No, this is the--you know, we work--VOCA works with all different types of people throughout the--throughout our Nation. And so, we work with--again, if you look at the eligibility page, which is on the earlier slide, all those different organizations can apply. VOCA, in terms of the Joint Training Conference, works with all those.

Let's see here. In the chat here. "Can you simply go into JustGrants and set up an account?"

I believe so. Daryl, do you know anything about that particular? I mean, we should probably have one already but...

DARYL FOX: Yeah. I definitely would recommend, you know, going to Grants.gov and just definitely have any technical questions, give them a call, or look at their FAQ section, or the email listed here.

JOEL HALL: All right. Brian, do you want to answer any of these?

All right. Is there--Michelle, "Is there a new grant or has there been a previous TTA provider for this project?"

This is not a new grant. This is usually posted every 3 years. And yes, there's been a previous TTA provider in the past.

BRIAN SASS-HURST: Let me see. So next question is, "How heavily is past experience weighted?"

If you look in the solicitation document itself, you'll find that the scoring sheet used by your peer reviewers is contained within there. And so I direct questions about how items are scored to the actual scoring sheet, which is used.

We also had a question about ,"Would the webinar be able to review again?"

The answer is yes. I believe that was about 5 business days. There was a link posted in the chat box where you'll be able to--where the recording and the actual documents are available for your review.

There was one question about, "Is there an annual fee after applying for a grant?"

There's no annual fees or costs to grantees to receive an award from the Office of Victims of Crime.

There's a question about, "Is specific VOCA experience required, or just fed meeting experience?"

I recommend you look--review the solicitation and consider the items that are specifically discussed within the body of the solicitation. When we receive all of the applications, they'll go through a peer review process. And the scores from our peer reviewers will dictate who the awardee is for this project.

And I believe that should--is about all the questions. Oh, I apologize. There's another. One person says, "Are these grants available for nonprofit agencies that have foster care children?"

I would direct that person to the beginning of this presentation, as well as the solicitation document where we list out the types of entities that are permitted to apply and are eligible for these grant funds. In general, nonprofit agencies are permitted to apply. But I just recommend you review the solicitation instructions, which will specifically lay out who is eligible to apply for this funding.

All right. Joel, I'm not seeing any other questions coming in.

JOEL HALL: I don't either. We'll give just another minute.

I'm not sure if this one--yeah. It says, "specific VOCA experience required or just federal meeting experience?"

I mean, specifically, we would like VOCA but, you know, if you--if you work with VAWA, OVW, the Office on Violence Against Women. I mean, it can be anything, yeah. So potentially. it could be anybody with any kind of federal meeting experience.

Well, I think that's about it on the Q&A.

Oh, there's one. Hold on right here.

BRIAN SASS-HURST: Yeah, there's one question that came in. "Is there a certain city this needs to be held?"

No. So when you go in and begin the process, after an award is made for the conference, that is when on an annual basis, the location of the conference would be negotiated with OVC. So the location of the conference is not necessarily a component of the application process. I would just recommend, you know, you really read the solicitation in detail, because it'll lay out exactly what we're looking for in terms of capabilities and competencies and what needs to be discussed during the application process.

JOEL HALL: All right. Well, I think that was the last one. Thank you, everybody. I greatly appreciate you. Thank you, Daryl, Tammy, and Brian for contributing. And we look forward to seeing your applications, if you decide to apply. Have a great day, everybody.

Well, there was a last one. "Number of people in attendance?"

That depends. It can be anywhere between 300 to 800, in terms of 300-plus. In regards--You know, when it's in-person, it varies. It's like, I'd say, 300 to 400. Brian, would you agree with that?

BRIAN SASS-HURST: Yeah, I mean, it depends on a number of factors.

JOEL HALL: There's a number of factors. Sometimes it goes down, if we have it farther on each side of the country. But last year when we did all virtual, we had I think close to 800, 700 to 800 people virtually. So--the reason what--why that number increases is simply because you can go online and you don't have to pay for airfare and more people from your office--from the different State Administrating Agencies can attend. So we get a larger number of people participating.

Okay. I think that was it.

DARYL FOX: On behalf of…

JOEL HALL: Have a great day, everybody.

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