DARYL FOX: Good afternoon, everyone. And welcome to today's webinar, FY 2021 Addressing Female Genital Mutilation and Cutting, hosted by the Office for Victims of Crime. At this time, I'd like to introduce today's presenters, Doresa Payton and Lori Gardner, Grants Management Specialists, both with the Office for Victims of Crime.

DORESA PAYTON: Good afternoon, everyone. My name is Doresa Payton. I'm a Grants Management Specialist working in the Discretionary Programs Division in the Office for Victims of Crime.

LORI GARDNER: Good afternoon, everyone. This is Lori Gardner. I am also a Grants Management Specialist. I generally work with the Tribal Division, but I also work with some grantees with the FGMC FY '20 cohort. I am very happy to be here today and thank you all so much for joining.

DORESA PAYTON: Hi. Good afternoon again. My name is Doresa Payton. I will be covering the first half of the presentation. I will start the presentation with highlighting the webinar outline. We will start with an OVC overview and mission; breakdown of the solicitation; the project purpose, goal, and objectives; eligibility; application and award timelines; required documents; the application process; questions and answers.

The Office for Victims of Crime is one of six program offices under the Office of Justice Programs. OVC administers the Crime Victims Fund, which is financed by fines and penalties paid by convicted federal offenders and not from tax dollars. The mission of OVC is to enhance the Nation's capacity to assist crime victims and to providing leadership in changing policies and practices to promote justice and healing for all victims of crime. OVC funding supports victims in tribal communities, state victim compensation and assistance programs, training and technical assistance and information resources, victims of international terrorism and mass violence, federal agencies' provision of victim services, survivors of human trafficking, and demonstration and service projects.

The timeline. The solicitation for this funding opportunity opened on April the 30th of 2021. It's slated to close on Tuesday, June the 29th, 2021. DOJ expects to awards grant--award grants no later than September the 30th of this year. All projects start dates should be on or after October 1st of this year. However, the start dates do not officially start until your budget is approved.

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 and 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; nonprofits that do not have a 501(c)(3) status with the IRS, other than

institutions of higher education; private institutions of higher education; and for profit organizations other than small businesses.

The program description will support projects to build or enhance a community response to female genital mutilation and cutting [FGMC]. Grantees will work to increase services, education, and community partner engagement to stop the victimization of girls through FGMC, at the community level.

The goal of this program is to reduce the harmful consequences of female genitalia mutilation and cutting in the United States.

The objective of this program is to deliver community-based programming to stop FGMC by educating communities where FGMC might be a risk about the medical consequences of FGMC and forming community networks of agencies and organizations that are positioned to identify girls at-risk and respond to eligible victims/survivors.

The deliverables for this program will produce the following deliverables. Direct service provision to victims, at-risk individuals, and communities, community outreach, and a final report describing project activities, promising practices, challenges encountered, and solutions to address those challenges.

Federal Award Information. Under this solicitation, OVC expects to make six awards. The maximum dollar amount for each award is $300,000; meaning that the application that you submit, you cannot exceed the requested amount of $300,000, but you can request under $300,000. The total amount anticipated to be awarded under the solicitation is $1.8 million. The period of performance start date, again, is October the 1st of 2021, and the period of performance duration is 3 years or 36 months.

The type of award that will be granted under this solicitation are grants. Grants are legal instruments of financial assistance. OVC is the awarding agency and we maintain oversight and the monitoring role of these grants. These grants are not cooperative agreements, so therefore, the Federal Government do not have substantial involvement in the--substantial involvement with awarding agency. Meaning that when you're awarded the grant, and based on your approved budget and your approved program narrative, you are authorized to provide the services that were agreed upon, there's no substantial involvement with the oversight of the grant, but there will be monitoring.

Application and Submission Information.

Applications MUST Include. In order for your application to move forward to peer review and to be deemed basic minimum requirements--to meet the basic minimum requirements, the application must include the Project Abstract, the Proposal Narrative, and a Budget Worksheet and Budget Narrative. If your application is submitted without these three critical components, your application will not be deemed required, meaning that you would not meet the basic minimum requirements, and you will move forward to peer review. So please ensure your

application include these three critical elements, the Proposal Abstract, the Proposal Narrative, and the Budget Worksheet and Budget Narrative. The next slide will discuss these more in detail.

The Proposal Abstract. And an abstract is a clear and simple summary statement about your proposal. The abstract should include or must include, I should say, and not to exceed 400 words, the name of the applicant, the geographic area to be served, the project activities, the products and deliverables, the service area, and who will benefit from the proposed project. This will be completed in JustGrants' web-based form.

The Proposal Narrative format. The proposal must be double-spaced. You should use a standard 12-point font, Times New Roman is preferred, have no less than 1-inch margins. It should not exceed 12 pages, and the pages must be numbered, and for an example, 1 of 12 or 2 of 12, or 3 of 12. It must be submitted as an attachment in JustGrants.

The Proposal Narrative format. The following sections are part of the Proposal Narrative. Description of the issue, project design and implementation, capabilities and competencies, plan for collecting the data required for this solicitation's performance measures. Detailed information regarding each of these sections is included in the solicitation, so please review it in detail to ensure you understand each of these sections that must be included in your proposed project-- proposed narrative.

Proposal Narrative: description of the issue. Here we are here explaining as well in addition to what's in the solicitation. So this information's being pulled up on the solicitation. The description of the issue must demonstrate an understanding of the problem and makes a clear, compelling case for addressing it using the appropriate local data. Describe current efforts to address the problem and explains how the proposed project is not duplicative and targets identified gaps.

The Proposal Narrative project design and implementation. This section should include the goals, the objectives, and the activities that are aligned with the solicitation. Be brief, concise, and clear. Make sure the information is consistent throughout your proposal. Create solid goals and measurable objectives. Objectives should be SMART: Specific, Measurable, Obtainable, Realistic, And Time-Bound. Focus on the future and setting a realistic timeline to complete your project.

Proposal Narrative's capabilities and competencies. This section must demonstrate the institutional experience and expertise to effectively implement the requirements of this solicitation (or the application includes formal agreement with partners with the appropriate experience and expertise). Describe the applicant's staff with the appropriate training and experience to implement project activities and/or documents its plans and position descriptions for staff to be hired.

Proposal Narrative: plan for collecting data. Who will be responsible for reporting the required performance measures? That should be clearly indicated and explained in your Proposal Narrative. How will data be collected? Tell us how you plan to collect the data. Any additional

performance metrics should be also included in the proposed narrative, and what data sources will be used? Any legal, policy, or other barriers to gaining access? Please explain those to us.

I will now turn it over to my colleague, Lori, who will complete the remaining part of the presentation. Thank you.

LORI GARDNER: Thank you so much, Doresa. This slide, I'm going to go over the budget part of your application. The Budget Worksheet and the Budget Narrative is now a web-based form in JustGrants, so you will need to complete those forms in JustGrants. You will need to break out the costs in your budget by year, reflecting 36 months total for your project activity. The Budget Worksheet should provide a detailed computation for each budget line item, listing the total cost of each, and showing how it was calculated by the applicant. For example, costs for personnel should show the annual salary rate and then the percentage of time devoted to the project for each employee paid with the grant funds. On that note, please make sure that any items in the budget, such as personnel costs, relate back to key personnel mentioned in the narrative portion of your application. Applicants can see the "Budget Preparation and Submission Information" section in the OJP Grant Application Resource Guide for details on the budget and other documentation such as proposed subawards, procurement contracts, and pre-agreement costs. Also for questions pertaining to costs that are allowable and unallowable, you can visit the DOJ Grants Financial Guide. I would really recommend that you download this source as a PDF. And that way, you can go through and just do a word search, if you're trying to determine if something is allowable or unallowable.

This screen lists the other documents that are to be included in your application. And you should include all of these different items, including your current indirect cost agreement, if you're going to be including indirect costs in your budget. Please also note this is always a little bit confusing for folks, that there are a couple of different forms on lobbying, there's a disclosure of lobbying activities, as well as a certification regarding lobbying. So you just want to make sure that you cover all of these different forms in the checklist.

The SF-424 is a required standard form. It's basically used as the cover sheet for your application. This form just covers basic information, such as the name of the entity applying, project date, and the estimated funding amount. And things to keep in mind with this form is to make sure the amount of federal funding requested matches the amount that you have in your budget. Also make sure that the individual identified as the Authorized Representative on the form is someone who has the authority to accept the federal award, and all of the obligations on behalf of your organization. Also for first-time applicants, you should make sure to attach legal documents related to the application, such as articles of incorporation or 501(c)(3) status.

This is one of the lobbying forms I was discussing. It's part of the step one of your application. All applicants must disclose the existence or nonexistence of lobbying activities by completing this form. To download the disclosure for lobbying form, you go to the link that is provided in the chat and on this slide. [https://ojp.gov/funding/Apply/Resources/Disclosure.pdf]

Also, applicants that have any pending applications or active awards, as described, above are to provide the following information about pending applications submitted within the last 12

months. You need to provide the federal or state funding agency name, the solicitation name or project name, the point of contact information at the applicable funding agency.

Applicants are also required to disclose whether or not they're currently designated as a high-risk by any federal grantmaking agency. This disclosure should include information about any status requiring additional oversight by a federal agency due to programmatic or financial concerns. If an applicant is designated as a high-risk by a federal grantmaking agency, then the applicant must provide the following information, which is name and contact information of the designating agency, the date of the designation, and then the reason for the designation. And then also please note that if an applicant fails to provide their disclosure with the application, then a withholding special condition may be placed on the award until a response is provided by OJP.

So the next few slides, we're going to go over the Application Process itself.

On this slide, there are links to a number of eLearning Videos that are available online to help guide you through the application process. I highly recommend that you go through and watch each of these. They will be invaluable to you in the process of fill-upping your application.

Applicants should consider, particularly reviewing the pre-recorded Application Mechanics: Submitting an Application webinar, as it will explain a number of critical steps, including 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 that are required to take actions in JustGrants, and how to navigate and use JustGrants to submit your application. And also, where to find various training materials and job aids for submitting your application in JustGrants.

Please remember to review the DOJ Application Submission Checklist before submitting your application. The checklist that will cover everything that you need to submit your application.

Again, you can access the recordings from the JustGrants trainings using the links provided. You can also refer to the JustGrants Training Application Submission page.

In FY 2021 applications again, will be submitted through a two-step process. Step one is applicants will be submitting the SF-424 and the SF-LLL which is the lobbying form that I mentioned, to Grants.gov. The second step is submitting the rest of your application to JustGrants. OJP urges applicants to submit your applications at least, each part of your application, at least 72 prior--72 hours prior to the due date to allow time for the applicant to receive validation messages or rejection notifications so that you'll have time before the deadline to correct any errors.

All applicants are required to follow--to complete all of the following steps. You can see a complete overview of these steps by watching those eLearning Videos that I mentioned before on slide 30. Again, I really recommend, especially those that are new applicants to OJP, I recommend to watch the first video, Getting Ready to Apply, as it goes through each of these steps in depth.

This is the link to the JustGrants website for your reference. This is where you'll submit your full application in step two.

This resource was mentioned earlier but it is a very, very important resource. The solicitation incorporates the OJP Grant Application Resource Guide. The OJP Grant Resource Guide is [a] very important part of your application. It goes through each part of the application. This is a website that I would definitely bookmark for your easy reference as you're developing your application. Something important to note is that if the grant resource guide differs at all from the solicitation, then the applicants should follow the guidelines in the solicitation rather than the resource guide.

This is a list of important websites that will be helpful to you as you complete your application. The first website is the Office for Victims of Crime, the OVC website. You can find out a lot of different information about the programs that OVC funds, including the current cohort of FGMC project sites. The second website I mentioned already, but is very, very important, the DOJ Grants Financial Guide. Again, this is a guide that will help you determine if costs are allowable or unallowable. The JustGrants website, as I mentioned before, is where you're going to submit your application. And then the Grants.gov website is where you'll complete that step one part of your application which is the SF-424 and the SF-LLL the disclosure of lobbying activity. So those are the two websites where you--where you complete those two steps of your application. Again, the next one is the OJP Grants Application Resource Guide. This one is one of the most important parts that will help you complete your application. One website, I haven't mentioned, is the OVC Training and Technical Assistance Center or as we call it TTAC. This is a great resource for the programmatic aspects of your project. They have a lot of online trainings and resources related to victim issues. So this may be helpful to you as you're completing your application. And if you want to learn more about performance measures, you can go to the OJP performance reporting website. And last, the OJP Resource Center has a lot of other resources for you including different events that OJP holds that might be of interest to you.

Here's a list of very important contact information as you're preparing your application. First is Grants.gov, which is available for technical assistance when submitting the SF-L--the SF-424 and the SF-LLL. They can be reached by phone at 1-800-518-4726 or you can email them at support@grants.gov if you're having any issues with the Grants.gov part of the submission. Next is the JustGrants website, which is available to provide technical assistance on submitting the rest of your full application. They can be reached at 833-872-5175 or you can email them at JustGrants@usdoj.gov. And then finally, this is a little bit tricky, but this is the OJP Response Center, but it is managed and answered by OVC. They can provide technical assistance on any of the programmatic requirements of your application. They can be reached at 1-800-851-3420 or you can email them at grants@ncjrs.gov.

Again, I strongly recommend applicants review one of the previously recorded webinars. Again, the Submitting an Application is a great webinar to listen to in preparing your application. The two pieces--or the two parts of completing your application. The first part, which is the SF-424 and the SF-LLL is due by June 15th. The part two, which is the full application due in JustGrants is due by June 29th.

And that completes the main portion of our application webinar. We do have some time for question and answers. And so I'm going to turn it back over to Daryl so we can hopefully help answer some of your questions for the rest of the time that we have today.

DARYL FOX: Yeah, thank you, Lori. Just another announcement, you know, prior to getting into the questions here. Just to note that the recording, PowerPoint, and transcript are all going to be posted to the OVC website within about 5 to 10 business days concluding this webinar. So you can definitely go back and reference those for any questions and reference material that you need.

So with that, we can just get in--there's several questions here. The first one is, "Wondering what cities and communities already have grants under the 2020 OVC FGM funding?"

DORESA PAYTON: I'll take that. Currently, we have six grantees funded under the 2020 OVC FGMC funding. In terms of their states, we have one in Calif--we have an organization in California, an organization in New York, an organization in Minnesota, an organization in Colorado, an organization in Ohio, and one in DC.

LORI GARDNER: And I would just add that they--that applicants can go to the OVC website. For--there's a press release on those projects and so they can learn a little bit more about them there as well.

DARYL FOX: Okay. Thanks for that. Next question is "Does direct services to victims include medical treatment?"

LORI GARDNER: Yes, it does.

DORESA PAYTON: Yes, it does.

DARYL FOX: There was… "How many OVC grants can a 501(c) apply for in a year? Is there a limit?"

DORESA PAYTON: No, there are different funding opportunities posted on OVC's website. So, no, there's no limit. If you qualify and you meet the eligibility requirements, you can submit your application.

DARYL FOX: "As a 501(c), do we have to declare our advocacy as lobbying?"

DORESA PAYTON: That's a very good question. Lori, do you have any feedback to that? I'm thinking we probably should recommend them contacting the OJP Resource Center, so that we could consult with our management team first, before I respond to that question.

LORI GARDNER: Yeah, I think that's a great idea. You know, that way you can give them a little bit more specifics about, you know, what you mean by advocacy as it can kind of vary. So yeah, I think that's a great idea.

DARYL FOX: That contact information is listed on this slide here, Technical Assistance Response Center email and phone number for your reference there.

Another question has come in. "Can the funds be used for legal assistance for clients with regards to asylum, perhaps?"

DORESA PAYTON: Yes, that's part of services. So yes, legal services or assistance can be provided.

DARYL FOX: "Does this grant cover prevention as well?"

LORI GARDNER: This grant covers education and awareness, but not prevention.

DARYL FOX: That's the end of the question list to date. Once again, if anybody does have an additional question, please submit it in the Q&A.

"In the 2020 funding, there is an organization providing TA. Will they also be able to provide TA? Is there a separate grant for technical assistance, perhaps?"

LORI GARDNER: There is--We do currently have a training and technical assistance, which is the Resource Triangle Institute. And, yes, they will be providing training and technical assistance to grantees under this solicitation.

DARYL FOX: "And is there a typical number of applicants you see here every year for this?"

DORESA PAYTON: This is the second year of this publication. No. It's kind of hard to make that determination at this point, but we would like to receive as many applications as we can. But we can only recommend for funding six.

LORI GARDNER: And Daryl, I wanted to circle back to the question about TA and just to make it clear that the RTI, who's a training and technical assistance provider, they cannot provide TA in the development of your application. So I just wanted to add that as well.

DORESA PAYTON: Thank you, Lori. Yes. This is an open and competitive opportunity. So…

LORI GARDNER: Right.

DORESA PAYTON: It has to be you submit your application. It's a competitive process, so that's correct.

DARYL FOX: There's a question or two regarding JustGrants. "Is there just general information about the new JustGrants portal and what's required there, as far as submission?"

LORI GARDNER: Yes, if you will see the slide that has the JustGrants information, there is a ton of information. There's a ton of webinars that you can watch to help you--to assist you in the

application part--including getting ready to, you know, be able to go into JustGrants. So there--there's all of the information you need.

DORESA PAYTON: Also, there's a help desk that you can contact and speak with someone directly for technical assistance. But as Lori stated, there is a number of eLearning Videos that you should reference and watch to get an idea of how JustGrants is. It's a new system, so you may encounter some technical challenges. And if you do, we do have a help desk ready and equipped to assist you.

DARYL FOX: Yes. And to confirm, the slide up now does show the six different application webinars provided by JustGrants.

DORESA PAYTON: Yes. Thank you, Daryl.

DARYL FOX: The one that we're kind of calling out is the Submitting an Application webinar. So at your--at a time that's convenient, it is definitely recommended to access this.

And then as Doresa said, any questions, please visit their technical assistance site here in the middle. JustGrants has a portal and a lot of FAQs there of help for anything regarding the technical portion of submitting the application, so please reference that as you can.

There's another question that came in. "Can you explain again what you mean by prevention is not allowed? Education and awareness leads to prevention and, kind of, just going into a little more detail on prevention."

DORESA PAYTON: Well, I will say I know Lori--remember that Lori can provide more clarification regarding her response. But when you think about education, education is a form of awareness. And then also, you know, being informed and educated also links to prevention. But we more so refer to it as education instead of prevention. So this funding opportunity, you can educate the community. You can educate the survivors. You can educate the victims. So, education is also sometimes viewed as prevention in some instances. But again, I'll let Lori provide the additional clarification to explain what she meant. Thank you.

LORI GARDNER: I--no, I agree with that 100 percent. Education and outreach absolutely does link to prevention. That is just the primary part of--The primary intention of the solicitation is to provide services, outreach, and education.

DARYL FOX: Next one is JustGrants related. "As an entity administrator, is it sufficient to review just--the JustGrants to screen to show the application as submitted status?"

LORI GARDNER: Is--I'm not sure I understand. You should be getting a notification that it--each part has been submitted though.

DARYL FOX: Yeah. And once again, any technical questions for JustGrants…

LORI GARDNER: Absolutely.

DARYL FOX: …would definitely, please--the technical assistance site will be a great resource. There probably is an FAQ on that as well, through the steps on that. So just to get to a confirmation on your specific question, that'd be great. And that's pretty much the end of what has been submitted so far. Doresa and Lori, any remarks in closing?

LORI GARDNER: I do not. I just wanted to thank everyone for joining today. I think this is a great opportunity to provide additional services out there on this really important topic. And, you know, I just really appreciate everyone attending and everyone's interest in this topic. Thank you.

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