DARYL FOX: Afternoon, everyone, and welcome to today's webinar "FY 2022 VOCA Victim Compensation Fellow," hosted by the Office for Victims of Crime.

At this time, it's my pleasure to introduce Jalila Sebbata, Grants Management Specialist with the Office for Victims of Crime, for some welcome remarks and to begin the presentation.

JALILA SEBBATA: Hi, everyone. Good afternoon. My name is Jalila Sebbata. I'm a Grants Management Specialist within OVC's State Victim Resource Division. Thank you for joining me this afternoon.

So during this webinar, we will cover OVC overview and mission; breakdown of the solicitation to include project purpose, goal, and objectives, eligibility, application and award timelines, required documents for submission; the actual application process; and then we'll have a short question and answer session at the end of the presentation.

Please make sure to have a copy of the solicitation available so that way you can follow along and take notes. All right.

OVC overview and mission. The Office for Victims of Crime is committed to enhancing the Nation's capacity to assist crime victims and to providing leadership in changing attitudes, policies, and practices to promote justice and healing for all victims of crime. OVC administers the Crime Victims Fund, which is financed by fines and penalties paid by convicted federal offenders and not from tax dollars. OVC channels that money towards victim compensation and assistance throughout the United States, raises awareness about victims issues, promotes compliance with victims' rights, and provides training and technical assistance and publications and products to victim assistance professionals. Through the Crime Victims Fund, OVC programs support: victims in tribal communities; state victim compensation and assistance programs; training and technical assistance and information resources; victims of international terrorism and mass violence; survivors of human trafficking; and demonstration and service projects.

Please note that this funding opportunity contains two deadlines. The first deadline is in Grants.gov on Tuesday, July 5, 2022. The second deadline is in JustGrants on July 12, 2022. DOJ expects to award grants no later than September 30, 2022. All project start dates should be on or after October 1, 2022.

Eligibility. Only individuals are eligible to apply for this solicitation. The successful candidate must demonstrate substantial knowledge of data and research related to victimization and victim services and have the skills to communicate orally and in writing with a broad audience of stakeholders. Applicants must be able to be onsite at OVC in Washington, D.C., for a minimum of one week per 6 months throughout the 36-month project period unless there are unique circumstances preventing this. Organizations are not eligible to apply.

This program contains funding to support one grantee Fellow at OVC. The individual who is awarded funding under this program will work collaboratively with OVC and the crime victims services' field to identify barriers that prevent all victims of crime, including victims of color, from accessing and receiving compensation, improve support and resources for state victim compensation programs, and promote equity in access to and receipt of compensation funding.

The grantee Fellow will be assigned to OVC's State Victim Resource Division. The Fellow will work with OVC staff, compensation administrators, and relevant stakeholders in the victim

services field to identify ways to increase awareness of and access to state victim compensation programs. The Fellow will focus on those communities that historically have not accessed or received compensation funding at the same rate as other eligible victim populations. Please review the solicitation beginning on page 5 for additional details around the schedule, timesheets, required progress reports, security clearance, relationship to OVC, federal debt, lobbying, and a financial management training requirement, which includes taking the DOJ Grants Management Training Seminar online or in person within 120 days of receipt of the award.

The goal of this fellowship is to strengthen and enhance compensation programs with a focus on collaborating with the crime victim services field to identify barriers that prevent all victims of crime, including victims of color, from accessing and receiving compensation, improving support and resources for state victim compensation programs, and promoting equity in access to and receipt of compensation funding.

The objectives for this solicitation are to: assist OVC and OJP's work with compensation administrators to support compensation programs; assess individual state compensation programs and applicable laws, rules, regulations, policies, and other guidance or programs impacting the operations and execution of state compensation programs; identify barriers that prevent all victims of crime, including victims of color, from accessing and receiving compensation, and provide recommendations at the national and state levels to overcome those barriers.

Objectives continued. Advance OVC and OJP's support of compensation programs to promote equity in access to and receipt of compensation funding; identify model best practices across victim compensation programs, share these best practices with OVC and other state programs, and develop trainings or public outreach efforts to raise awareness about these practices; and finally, make recommendations to OVC about how to institutionalize communication and collaboration innovations that will improve coordination with the compensation administrators.

This program will produce a number of deliverables. First, we have a nationwide assessment of state victim compensation programs, incorporating previous OVC and OJP work and other field-generated work in this area. A report on recommendations to improve OVC and OJP's efforts to enhance communication with states regarding victim compensation programs. This will include recommendations to OVC to institutionalize improved communication and collaboration with our current compensation administrators. A report on recommendations to improve OVC and OJP's support of state victim compensation systems, polices, and structures to include: (a) identified barriers that prevent all victims of crime, including victims of color, from accessing and receiving compensation; (b) recommendations at the national and state levels to overcome those barriers; and (c) recommendations to advance OVC and OJP efforts to promote equity in access to and receipt of compensation funding.

More deliverables. Trainings, outreach, public awareness efforts, and public resources, which are developed and conducted to raise awareness about OVC's efforts to increase support for state compensation programs. Working with OVC's training and technical assistance partners to hold listening sessions with organizations representing marginalized communities, survivors, and compensation administrators to gain a better understanding of improvements that need to be made to the victim compensation program; and finally, monthly reports submitted to the OVC Program Manager outlining the activities completed.

OVC expects to make one award for a maximum dollar amount of $400,000. The Period of Performance start date will be October 1, 2022, and the Period of Performance will be for 36 months. OVC may in certain cases provide additional funding in future years to awards made under the solicitation through what we call continuation awards. OJP will consider among other factors strategic priorities, a recipient's overall management of the award, and the award funded work's progress when making continuation award decisions. This solicitation and the award made under this solicitation is subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by the agency or by law.

This award will be made as a Cooperative Agreement. This means there will be substantial involvement between OVC and the recipient during the period of performance. Please see the Administrative, National Policy, and Other Legal Requirements section of the OJP Grant Financial--excuse me--OJP Grant Application Resource Guide for more information. And, Tammy, put a link in the chat for that.

Now let's get into the Application and Submission Process.

These 4 elements must be included in the application submission in order to meet the basic minimum requirements and advance the application to peer review. The application must contain: 1, proposal abstract; 2, proposal narrative, which includes the following 4 sections-- statement of the problem--this accounts for 20 percent of the final score--project design and implementation, which accounts for 20 percent , capabilities and competencies counts for 45 percent , plan for collecting the data for this solicitation's performance measures accounting for 5 percent; 3, a budget worksheet and budget narrative submitted in JustGrants web-based form; and 4, a resume or CV.

We'll get into the details now. First, the proposal abstract. A proposal abstract of no more than 400 words summarizing the proposed project, including the purpose of the project, primary activities, expected outcomes, the service area, and intended beneficiaries, will be completed in JustGrants as a web-based form. This abstract should be written in the third person and will be made publicly available on the OJP website, if the project is awarded.

Second, we have the proposal narrative. Please adhere the proposal narrative formatting requirements. If the proposal narrative fails to comply with these length-related restrictions, OVC may consider such noncompliance in peer review and in final award decisions. Your narrative must be double-spaced, use a standard 12-point font, have no less than 1-inch margins, not exceed 20 pages. Pages should be numbered. And it must be submitted as an attachment in JustGrants.

So as stated earlier--this just--this slide just summarizes the required sections of the proposal narrative. And then we're going to get into details in the upcoming slides for each of these. And all this information is detailed in the solicitation.

First, we have the description of the issue. Applicants must clearly articulate an understanding of the problem that this project plans to address by providing information about: current practices in state victim compensation programs; how data can be used by compensation administrators and other providers in the field to improve services for victims; gaps in information and knowledge; gaps in accessing compensation, focusing on victims of color; and problems related to disseminating information to the field and integration of information into practice.

Next, we have project design and implementation. This section must specify the goals and objectives of the fellowship. The goals should align with the overall goals and objectives stated in the solicitation and relate directly to the description of the issue and needs identified in the previous section. Outline the process of completing fellowship activities and deliverables. Include a time-task plan that clearly identifies objectives, major activities, phases of work, and project deliverables. The time-task plan must also include submission of quarterly financial status reports and semiannual progress reports, which are required of all grant recipients. The time-task plan, presented in either in a chart or table form, is not subject to the 20-page narrative limitation.

Third, we have the capabilities and competencies section. This section must provide a clear description of academic and professional experience in the fellowship specialization subject matter area, including but not limited to: experience working with state victim compensation programs and/or the administration or management of state victim compensation programs. Also, experience working with victims of color and/or designing programs or initiatives that engage victims of color. Document experience in providing oral presentations and developing written publications for technical assistance products for broad audiences of stakeholders. Describe other relevant competencies and please include a separate resume or CV as an attachment.

The final component of the project narrative is a plan for collecting data. Note, applicants are not required to submit performance data with the application. In this section, you will state your understanding of the performance data reporting requirements and then describe your plan for collecting the data required. You will also outline a plan for conducting evaluation activities. OVC will require award recipients to submit performance measure data in the OVC Performance Management tool and separately submit a semiannual performance report in JustGrants. OVC will provide further guidance on the post-award submission process, if selected for award. Excuse me.

Budget worksheet and the budget narrative. The applicant will complete these within the JustGrants web-based form. Make sure to break out costs by year, reflecting 36 months total of project activity. Applicants can see the Budget Preparation and Submission Information section of the OJP Grant Application Resource Guide for details on the budget and associated documentation. Allowable expenses for this program are detailed on page 8 of the solicitation. Please carefully review these; because these are the only allowable costs that can be funded under this program.

Along with the 4 required components we just reviewed, this screen lists other documents that need to be included with your application submission. These are all mentioned on the Application Checklist of the solicitation. Please use the Checklist in your review prior to submitting your application.

Some hallmarks of an outstanding application include: using simple and concise language; information should be presentable and organized; be realistic about the goals and how you will achieve them; and make sure your proposal is consistent with the solicitation. I can't emphasize that last one enough. Please read and reread the requirements. All of the information you need to know is contained within the solicitation.

Some common reasons cited for weak applications: lacking focus; lacking appropriate expertise to carry out the project; no evidence of feasibility. Be specific. Don't assume that your reader is familiar with the issue or the project. And poor writing with a lot of errors.

Now I'm going to hand it back over to Daryl. Thank you.

DARYL FOX: Thanks, Jalila. So as was mentioned, a lot of the programmatic side of the things as far as the solicitation and requirements, we're going to switch gears a little bit and start to discuss some of the Application Process. Things have changed over the past year. I think may be new to a lot of you, so just kind of briefly go into some of these items to help…

…give you more information on the application process itself. So to reiterate what was earl-- mentioned earlier, the application process is now a two-step process consisting of submitting items in both Grants.gov and JustGrants. Each have their own due date. And as you can see here, the Grants.gov date is July 5th; while the JustGrants.gov date is July 12th. We'll get into a little more detail on these systems in these next few slides.

Part of the grant's life cycle involves completing and submitting web-based forms, as well as attachments that are requested based on the requirements in the solicitation. The process of submitting an application in JustGrants begins in Grants.gov. So both the SF-424 and SF-LLL are going to be those two items; essentially, the extent of the application requirements in Grants.gov. And aside from those, most of the full application will be submitted in the JustGrants site. Each solicitation has its application submission deadline, as mentioned. After this date, the solicitation's removed from Grants.gov. No one will be able to apply any longer. So as mentioned, it's highly recommended you check the due date and submit at least 48 to 72 hours prior to that deadline to give you enough time to correct any errors and resubmit, if necessary, as far as any technical issues that may arise from year to year.

Once the application has been submitted and validated in Grants.gov, it's going to be sent to JustGrants for completion. It may take several days for Grants.gov to complete this validation and release it to JustGrants. So just be patient on that end. And then as mentioned, JustGrants has its own submission deadline on the backend. So it's OK to enter preliminary information in Grants.gov if you haven't fully determined your budget or your scope. You'll be able to edit and update all your entries in JustGrants once it's transmitted.

So as mentioned, Grants.gov is a separate log-in from JustGrants. They're two separate systems. This--Grants.gov provides access to funding opportunities from multiple government agencies, not just OJP and OVC, and is not managed by the Department of Justice. So if you do have questions about Grants.gov, you'll need to contact them directly for support. That information will be coming up in a subsequent slide.

You will apply by selecting the option in Grants.gov to apply. Log in using the email address you want to see notifications from. Then, there's a workspace icon that will allow you access to the funding opportunity. Once you apply, you'll receive a notification confirming receipt of your SF-424, SF-LLL and if they were validated and submitted or if they were rejected with errors that need correcting before the finalization of them. And the explanation will include--it will include an explanation for any of those errors should there be any. And this is, again, why it's a great idea to submit at least 48 hours so you can go ahead and correct those and then meet the actual deadline. Because you will not be able to go correct errors anytime past the deadline. Can't reiterate that enough.

And then once those first two items--this slide is just saying apply in JustGrants. This is where your application's going to be submitted. That link, JustGrants.usdoj.gov, will be entered in the chat.

There are certain web-based forms that must be submitted directly into the system, which include your proposal abstract and solicitation-specific data submitted with the application. You will also need to submit your goals, objectives, deliverables, and timeline. Make sure your budget information's included in the detail form, and lastly, your disclosure of duplication cost items. Essentially, pay attention to required sections. If a section's not required--if it is required and presents you with web-based entries, you cannot upload a document instead. So just be mindful of the ones that do require web-based forms. You must use that format.

So after you've submitted your application, you're probably wondering what's next. Once all the applications for the solicitation have been reviewed, then the entity will be notified, which happens all--before September 30, 2022. The system will notify the Entity Administrator and Authorized Representative for when the deadline is. Application Submitter, which is a different pers--could be a different person, Entity Administrator, and Authorized Representative when it's received; and then the Entity Administrator when the award notification has been sent. So there are different roles and responsibilities within JustGrants. That will all make sense once you get in there and start to get into the system, so...

If you have submitted your application, you'll notice you're in "submitted" status, which is great. But you may also a see a banner that indicates that it's past due. That's just indicating that the submission deadline's past, not that your application is past due. So you can go ahead and ignore that in the system. Just be mindful of that.

JustGrants does offer many training resources on their website. One can search for resources by topic. On left image here, you'll see the box on the left shows subtopics under the training header. It has a lot of relevant trainings in relation to the application submission process. You can also reference Job Aid Reference Guides and links to step-by-step videos. These are great, and they're very short videos meant to be used while you're working so you don't have to feel like you have to set a lot of time to review them. They can really help if you're in the middle of a task within JustGrants and just want to verify next steps. The Job Aid Reference Guides provide step-by-step instructions with good screenshots to help you walk through a task. So, again, you can print or read them on screen, depending on how you like to work. And they're a great step-by-step as you're in the middle of a task, as mentioned. So in sum, you know, the JustGrants web page is going to be your one-stop shop for everything related to this submission portion of the full application: guides, videos, assistance, etc.

JustGrants does also offer office hours that one can join to hear about topics of relevance. There were several held in May. They're going to be coming out with the June schedule. It will be listed from this website here that was entered in the chat, as well. So you can visit that for any one-on-one--actually live office hours during the times 2:30-4:30 p.m., Eastern.

This solicitation incorporates the OJP Grant Application Resource Guide, as mentioned. It provides guidance to applicants for the preparation and submission to OJP of applications for funding. If this solicitation expressly modifying any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines followed in the solicitation. The link's going to be posted in the chat, if you want to reference this as you're getting ready to apply.

To assist potential applicants in developing strong proposals in response to OVC's funding opportunities, OVC did host some educational webinars earlier in the year for interested stakeholders to learn more about the program objectives, submission requirements. It provided a lot more detail about the application process. This year was the inaugural year for these, and

they proved pretty popular throughout. All four of them are posted to the OVC website, so that'll be entered in the chat if you want to go back and review any of these. Preferably, the first three would be of more importance for everybody: Getting Ready to Apply--what you need to have available; Considerations When Building Your Budget; then Preparing Your Proposal. Part 4 was the Overview of Funding Opportunities too, and that can be accessed on the OVC website currently, I believe. All the funding opportunities have been released for the year.

And if you want to stay up-to-date from OVC, you can subscribe to News From OVC. And that will get you up-to-date on what's being released or has been released in the schedule.

This are a list of important web resources that can be of assistance. Don't need to go over every one of these. They'll be pasted into the chat, as well. Obviously, the OVC website, the DOJ Grants Financial Guide. We talked about JustGrants and Grants.gov, the Resource Guide. But also, if you're looking for training and technical assistance, the OVC TTAC Center here, Grants Performance Measurement Reporting tool, and the OJP Resource Center. We're going to get to that on the next slide as far as the contact information.

So at any point if you do have questions along the way, then you're going to have to contact the specific entity for that particular problem. So you'll see here Grants.gov is the first one listed. That is just if you have questions on submitting the SF-424 and the SF-LLL. They'll be able to help you there. But pretty standard, straightforward submission for those two, so... The next one is the JustGrants, as mentioned, the full application. They have that robust website, as mentioned earlier, with all the training resources. But if at any point, you do have a question on the submission process, you can contact them directly here at JustGrants@usdoj.gov. Lastly, if you do have any programmatic questions regarding the solicitation and eligibility and questions regarding the purpose of the solicitation itself, you're going to want to contact the OJP Response Center, 800-851-3420 or grants@ncjrs.gov. And they'll work directly with Jalila on things and provide answers to you, as needed. So that's going to be your robust programmatic requirements questions.

We'll put this slide up during the Q&A, so if you need to go back and reference it.

Lastly, for the third or fourth time today, just want to reiterate these important dates and the two-part submission process. Grants.gov: July 5th, 11:59 p.m. And then JustGrants for the full application, you'll notice 8:59 p.m. So that's new this year. So it's a few hours earlier than the typical 11:59 p.m., for that portion, so just be mindful of that.

Almost to the end of the resources here. Sign up to stay connected. Obviously, most of you are probably familiar with OVC at this point, but you can get on the website and subscribe for updates and the OVC newsletter.

And as always, go social. Follow OVC on Facebook, Twitter, YouTube. A lot of good videos and content that are posted there throughout the year.

So with that, that's the end of the presentation portion today. I will just--before we go on to the Q&A--actually, before we do, if you do have questions, far bottom right, 3 dots, click Q&A, send to all panelists. We'll be happy to go through them because we've got plenty of time today to get to those. But the PowerPoint, recording, and transcript for today will be posted to the OVC website, so you'll get a notice with the email you registered with today when those are--in about 5-7 business days or so. You can be on the lookout for that, if you do need to go back and reference anything that was discussed today.

So with that, no questions in the queue at this time. But if you do, you know, please go ahead and enter that in. We'll hang on for a while. And I'll go ahead and put this slide back up, as mentioned, if you do have questions for these contacts.

And I'll just go ahead and go to this, as well. I'll mention one award, $400,000, Period of Performance start date 10/1/22 with a duration of 36 months.

And I'll also go on to the eligibility here, just reiterating it is open to individuals. And these are the criteria that OVC is looking for.

JALILA SEBBATA: Can we drop a link to the solicitation PDF, please?

DARYL FOX: Yes, most certainly. Tammy, add that to drop into the chat, please, the full solicitation. And from OVC's website, where the solicitation is housed, that's where the post-event recording and materials will be posted, as well.

And then, Jalila, there was a question that came in. I mean, kind of was covered in the slides. So, "Are faculty members from institutions of higher learning eligible to apply?"

JALILA SEBBATA: As long as you're applying as an individual and not as the institution where you work.

DARYL FOX: And then, "Is there a particular set of skills or experience that OVC's looking for with this?" as far as...

JALILA SEBBATA: Let's pull up the slide that has the… What's it called? Capabilities and competencies, slide 24. So this goes into detail about the type of experience that we're looking for; academic and professional.

DARYL FOX: Ok. If you check your chat box, 134, the link the solicitation's in there. Go ahead and click that and access that, download that if you need to.

Back to this slide, as well, as far as the dates. So, you got another month or so until the first deadline and then a week after that for the second deadline.

OK. Once again, on the eligibility, just for clarification, "So to clarify, you do not permit a team of faculty researchers to apply for this grant as a PI and co-PI, correct?"

JALILA SEBBATA: That's correct. It has to be an individual.

DARYL FOX: OK. That's the end of the questions in the queue at this time. We can just wait a few more moments. If you do have something, go ahead and please enter that in. OK. I think that will do it for today. Jalila, is there anything in closing you wanted to mention?

JALILA SEBBATA: If anybody thinks of any additional questions, make sure to send those over to the OJP Response Center, and they'll route them my way or somebody else on the team. On behalf of Office for Victims of Crime, I just want to thank everyone who took the time to join us today to learn more about this program. It's a really exciting solicitation, and we look forward to receiving your applications and beginning to work on this fellowship.

DARYL FOX: Great. So on behalf of the Offices for Victims of Crime and our panelist, thank you for joining today's webinar. This will end today's presentation.