

# OVC FY 2022 Building State Technology Capacity and Jabara-Heyer No HATE Act State-Run Hate Crime Reporting Hotlines

Assistance Listing Number: 16.048 & 16.582

Grants.gov Opportunity Number: O-OVC-2022-171342  
June 10, 2022

The webinar will begin shortly.  
Please have a copy of the solicitation available  
to follow along and take notes.



# Presenter

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## Joel Hall

Associate Director  
State Victim Resource Division  
Office for Victims of Crime

# Webinar Outline



1. OVC Overview and Mission
2. Breakdown of the solicitation
  - Project Purpose, Goal, and Objectives
  - Eligibility
  - Application and Award Timelines
  - Required Documents
3. Application Process
4. Questions and Answers



**Have a copy of the solicitation available to follow along and take notes.**



# OVC Overview

Mission: OVC 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 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.





# Timeline

- ❑ Grants.gov deadline: **Tuesday, July 12, 2022**
- ❑ JustGrants deadline: **Tuesday, July 19, 2022**
- ❑ DOJ expects to award grants no later than **September 30, 2022**
- ❑ All project **START** dates should be on or after **October 1, 2022\***



**\*Please Note: Successful applicants MAY NOT begin work until the budget has been reviewed and officially approved by OJP. Additional information and or restrictions may be outlined in the award package.**

# Eligibility



## State governments

For purposes of this solicitation, “state” means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

For Purpose Area 1, applicants must be Victims of Crime Act (VOCA) Formula Assistance and Compensation Program State Administering Agencies (SAAs). For Purpose Area 2, applicants must be state agencies (not limited to VOCA SAAs).

For Purpose Area 2, applicants must be a state designated agency to carry out activities under this purpose are but does not have to be a VOCA SAA.

*Eligibility*

*Criteria*



**For additional information on eligibility, please review the solicitation cover page.**

# Categories



Competition ID	Category	Number of Awards	Dollar Amount for Awards	Performance Start Date	Performance Duration (Months)
C-OVC-2022-00028-PROD	Purpose Area 1: Building State Technology Capacity	4	\$500,000	10/1/2022 12:00 AM	36
C-OVC-2022-00031-PROD	Purpose Area 2: Jabara-Heyer No HATE Act State-Run Hate Crime Reporting Hotlines	<b>TBD</b>	\$1,120,670 Est. Avg.	10/1/2022 12:00 AM	48

Applicants may only apply under **one** solicitation category per application. If your agency is interested in applying for both categories, you will need to complete two separate applications.



# Program Description

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This solicitation has two purpose areas for application:

**Purpose Area 1:** OVC is seeking applications from Victims of Crime Act (VOCA) Formula Assistance and Compensation Program State Administering Agencies (SAA) to implement statewide technology programs to enhance victims' access to services, foster innovation and efficiency in providing services, improve the quality of services, and improve the accessibility and responsiveness of victim service organizations.

**Purpose Area 2:** OVC is seeking applications to establish one or more Jabara-Heyer No HATE Act State-Run Hate Crime Reporting Hotlines under provision of 2021 (34 U.S.C. 30507(e)) to establish state-run hate crime hotlines to assist victims who might otherwise be reluctant to report these crimes.



# Purpose Area 1: Specific Information



The Building State Technology Capacity and State-Run HATE Crime Reporting Hotlines program serves victims by allowing SAAs to leverage technology to improve access to or delivery of services to victims of crime. By investing in technological innovation, SAAs may increase organizational capacity, enhance data collection and analysis, and expand access to support victims, including those in underserved and historically marginalized communities.

- Develop and/or implement technology to enhance outreach to victims of crime.
- Develop and/or implement technology to assist the State Victim Assistance and Compensation Programs.
- Use technology to effectively communicate about, report on, and monitor VOCA program activities.
- Enhance the collection of performance measures related to elder abuse and other types of victimization.
- Enhance the social media presence of SAAs and other victim service providers.

-Continued

# Purpose Area 1: Specific Information



- Enhance victim compensation technology to increase efficiency and reduce claim-processing time.
- Develop and/or implement technology to improve state and subgrantee reporting.
- Develop or enhance the statewide grants management systems used for the VOCA formula programs.
- Enhance technology systems to improve their security, confidentiality, and efficiency regarding the victims' data they store.

# Purpose Area 2: Specific Information



The Building State Technology Capacity and Jabara-Heyer No HATE Act State-Run Hate Crime Reporting Hotlines program authorizes grants to states to create state-run hate crime reporting hotlines. The state applicant is required by law and under this solicitation to ensure the following:

- The hotline will direct victims of hate crime to—
  - law enforcement if appropriate, and
  - local support services.
- Any personally identifiable information that an individual provides to an agency of the state through the hotlines is not directly or indirectly disclosed without the consent of the individual, to—
  - any other agency of the state,
  - any other state,
  - the federal government, or
  - any other person or entity.

# Purpose Area 2: Specific Information



- The staff members who operate the hotline must be trained to be knowledgeable about—
  - applicable federal, state, and local hate crime laws,
  - local law enforcement resources, and
  - applicable local support services.
- The hotline is accessible to—
  - individuals with limited English proficiency, and
  - individuals with disabilities.



# Purpose Area 1: Objectives

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Successful Purpose Area 1 applicants will achieve the goal through the following:

1. Conduct strategic planning to identify gaps and implement the strategic plan to enhance statewide technological capacities for both purpose areas.
2. Implement technological enhancements to improve the state's technological capacity as relevant to victim services.
3. Collaborate with community stakeholders, victim service providers, survivors or persons with lived experiences, subrecipient organizations, and other allied professionals and key stakeholders.
4. Collect data and participate in evaluation activities to determine if the program is meeting its stated goals and objectives.
5. Other objectives as identified by DOJ.



# Purpose Area 2: Objectives

Successful Purpose Area 2 applicants will achieve the goal through the following:

1. Conduct strategic planning to identify gaps and implement the state-run hate crime reporting hotline.
2. Collaborate with community stakeholders, victim service providers, survivors, or persons with lived experiences, community-based organizations, culturally specific organizations, and other allied professionals and key stakeholders.
3. Develop an outreach/marketing plan that outlines how the grantee will raise awareness of the state-run hotline, particularly for communities and individuals most likely to be targeted by hate crimes.
4. Collect data and participate in evaluation activities to determine if the program is meeting its stated goals and objectives.
5. Other objectives as identified by DOJ.

# Purpose Area 1: Deliverables



1. Strategic planning that should include, but is not limited to:
  - a. Preparing a statewide needs assessment, which includes stakeholder collaboration, unless the applicant conducted a statewide needs assessment in 2019 or later;
  - b. Developing criteria to best determine strategies and effective collaborative models for planning, implementing, and evaluating the proposed innovations in the state and/or communities;
  - c. Preparing an assessment plan to measure project effectiveness in achieving the identified outcomes;
  - d. Creating Letters of Intent or Memoranda of Understanding (MOU) with key implementation partners; and
  - e. Developing a summary report of all strategic planning committee meetings and strategic planning sessions with community stakeholders.
2. A final implementation plan based on the strategic planning process.



# Purpose Area 1: Deliverables



3. Execution of the implementation plan, including technological innovations that will improve administration of VOCA programs and victim access to services.
4. A comprehensive assessment of the project, which should include, but is not limited to, an analysis of outputs.
5. A detailed **final report** that—
  - a. describes the project goals, challenges, successes, and strategies;
  - b. includes the implementation plan, any needs assessments, surveys, or other assessment devices completed during the project; and
  - c. discusses the comprehensive assessment of the project, including output analysis.
6. Other deliverables as identified by DOJ.





# Purpose Area 2: Deliverables



1. Strategic planning that should include, but is not limited to:
  - a. Developing criteria to best determine strategies and effective collaborative models for developing effective state-run hate crime reporting hotlines; a. Preparing an assessment plan to measure project effectiveness in achieving the identified outcomes;
  - b. Prepare an outreach/marketing plan that outlines the ways the grantee will raise awareness of the state-run hotline, particularly for communities and individuals most likely to be targeted by hate crimes. The plan must be approved by DOJ prior to the release of the state-run hotlines;
  - c. Creating Letters of Intent or Memoranda of Understanding (MOU) with key implementation partners; and
  - d. Developing a **summary report** of all strategic planning committee meetings and strategic planning sessions with community stakeholders.
2. A final **implementation plan** based on the strategic planning process.



# Purpose Area 2: Deliverables



3. A **comprehensive assessment** of the project, which should include, but is not limited to, an analysis of outputs.
4. A detailed **final report** that—
  - a. describes the project goals, challenges, successes, and strategies;
  - b. includes the implementation plan, any needs assessments, surveys, or other assessment devices completed during the project; and
  - c. discusses the comprehensive assessment of the project, including output analysis.
5. Other deliverables as identified by DOJ.





# OJP Priority Areas

1. Priority Considerations Supporting Executive Order 13985, *Advancing Racial Equity and Support for Underserved Communities Through the Federal Government*
  - A. Applications that include project(s) that will promote racial equity and the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality, when making award decisions.
  - B. Applicants that can demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because the applicant (or at least one proposed subrecipient that will receive at least 30% of the requested award funding, as demonstrated in the Budget Worksheet and Budget Narrative) identifies as a culturally specific organization.

**For additional information, please see the solicitation.**



# Types of Awards

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The awards will be made as **Cooperative Agreements**:

- **Substantial involvement between awarding agency and recipient** during the performance period
- Awarding agency **closely participates** in the performance of the program

See the “Administrative, National Policy, and Other Legal Requirements” section of the [OJP Grant Application Resource Guide](#) for more information.

# Application and Submission Information

# Applications **MUST** Include



These elements **MUST** be included in the application submission to meet the basic minimum requirements to advance to peer review and receive consideration for funding:

- **Proposal Abstract**
- **Proposal Narrative**
  - Statement of the Problem/Description of the Issue (20%)
  - Project Design and Implementation (45%)
  - Capabilities and Competencies (20%)
  - Plan for Collecting the Data for this Solicitation's Performance Measures (5%)
- **Budget Worksheet and Budget Narrative (web-based form) (10%)**



**Remember, if you fail to submit ANY of required documents, your application will not be considered for funding!**



# Proposal Abstract

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An abstract is a **clear and simple summary statement** about your proposal.

This statement should be no more than 400 words and should include:

- purpose of the project,
- primary activities,
- expected outcomes,
- the service area, and
- intended beneficiaries and subrecipients

This will be completed in the JustGrants Web-based form.



# Proposal Narrative Format

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## The proposal 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 “1 of 20,” “2 of 20,” etc.
- Be submitted as an attachment in JustGrants.





# Proposal Narrative Format

**The following sections are part of the proposal narrative:**

1. Statement of the problem/description of the issue
2. Project design and implementation
3. Capabilities and competencies
4. Plan for collecting the data required for this solicitation's performance measures



**Outline ALL the grant requirements and make a plan to fulfill each and EVERY REQUIREMENT.**

# Proposal Narrative: Statement of the Problem

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1. Describe the problem to be addressed.
2. Describe the current services and gaps.
3. Describe how funding will alleviate the problem.
4. For Purpose Area 1 - Describe the technological innovations to be implemented that will address the problem.

# 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**:  
**S**pecific, **M**easurable, **A**ttainable, **R**ealistic, and **T**ime-bound
- Focus on the future and setting a realistic timeline to complete the project.

# Proposal Narrative: Capabilities and Competencies



This section must:

1. Identify the key individuals and organizations involved in the proposed project.
2. Demonstrate that the individuals and organizations identified have the capacity to address the stated need, including the expertise necessary to conduct the strategic planning process, collaborate with stakeholders, develop and execute an implementation plan, and successfully implement the proposed project activities.
3. Describe the specific roles and responsibilities of all project partners and key staff.
4. Demonstrate the capacity and expertise of the lead applicant and all project partners to implement the project.
5. Demonstrate that the applicant and/or its partners have the expertise to implement the project.
6. Clearly describe who will implement activities as described in the Project Design and Implementation section.
7. Include descriptions and copies of resumes for proposed key staff positions.

If the applicant is seeking priority consideration under Priority 1(B), it should describe within this section how being a culturally specific organization (or funding a culturally specific subrecipient organization at a minimum of 30% of the project budget) will enhance its ability to implement the proposed project(s) and should also specify which culturally specific populations are intended or expected to be served or have their needs addressed under the proposed project(s).

# Proposal Narrative: Plan for Collecting Data

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This section must include the following information:

1. A plan for collecting all the performance measures data required by this solicitation.
2. A description of the qualifications of the key staff who will be responsible for collecting data and reporting performance measures in JustGrants.



# Budget Worksheet and Budget Narrative (Web-Based Form)



- 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 or 48 months.
- The budget should be mathematically sound and correspond with information described in the Proposal Narrative and aligned with the project design.
- Address 1(B) priority considerations, as needed.



# Create a SMART Budget



Be **SPECIFIC** when listing all your expenses

Under the computation column of the budget, make sure your costs are **MEASURABLE**

Ensure that your budget items are **ATTAINABLE**

If you put your timeline next to your budget, make sure each item is accounted for, then your budget should be **RELEVANT**.

Make sure your budget is **TIME-BOUND** and broken down year by year or month by month.



# Applications Should Also Include

Along with the **3 required documents**, the following information **should be included** in the application submission:

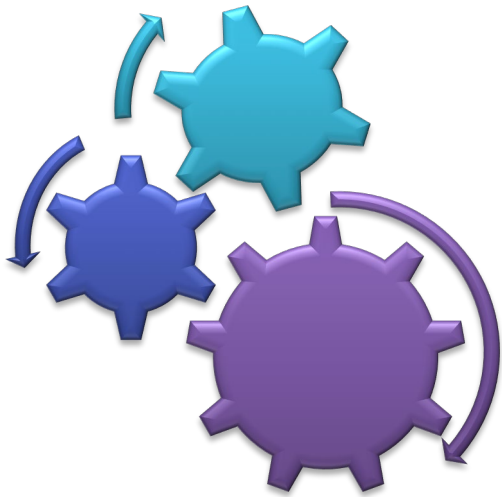
- Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov
- Standard Application Information (SF-424 info from Grants.gov)
- Indirect Cost Rate Agreement (if applicable)
- Financial Management and System of Internal Controls Questionnaire
- Tribal Authorizing Resolution (if applicable)
- Research and Evaluation Independence and Integrity
- Request and Justification for Employee Compensation; Waiver (if applicable)
- Disclosure of Lobbying Activities (SF-LLL)
- Applicant Disclosure of Duplication in Cost Items
- DOJ Certified Standard Assurances
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
- Applicant Disclosure and Justification—DOJ High-Risk Grantees (if applicable)



# Hallmarks of an Outstanding Application



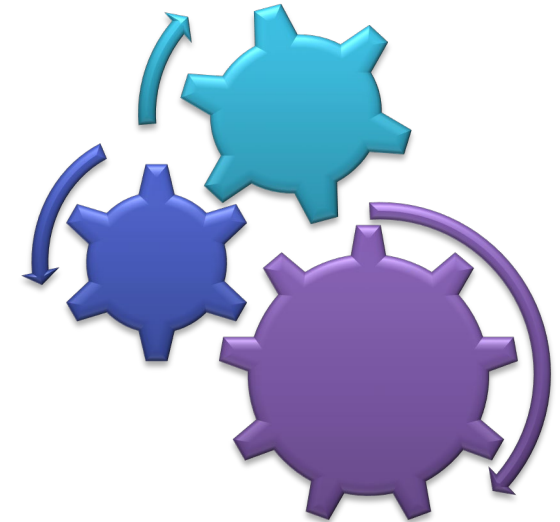
- Use simple and concise language.
- Ensure information is presentable and organized!
- Add tables, graphs, staff photos, and other images when possible while being mindful of grant guidelines.
- Be realistic about how you will achieve goals.
- Get feedback from those who may run the project!
- Make sure the proposal is consistent with the solicitation.
- Check, recheck, and check again—budget, grant requirements, references, and other grant details.



# Common Reasons Cited for a Weak Application



- Too ambitious or lacks focus
- Applicant lacks appropriate expertise to carry out the proposed project
- No evidence of feasibility (do not assume reviewers are as familiar with the project as you are)
- Poor writing and a lot of errors



# Application Process

# Two Step Application Process



Submission into Grants.Gov  
Due: **July 12, 2022**

Submission of the Full Application  
into JustGrants and Grants.gov  
Due: **July 19, 2022**

# Application Submission Overview



Applicants have two application submission deadlines:

1. Grants.gov (submitting the SF-424 and SF-LLL)
2. JustGrants



It's OK to enter preliminary budget or programmatic data in Grants.gov and update later in JustGrants.



A JustGrants submission should include all items as defined in the solicitation.



# Step 1: Apply in Grants.gov

DOJ applications require you to complete two things:

1

The Funding Opportunity and Application Package on Grants.gov.

- 1) Select **Apply for Grants** under the Applicants column.
- 2) Enter your email address to be notified of any changes to the opportunity package before the closing date.
- 3) Click the Workspace icon to use Grants.gov.

2

The SF-424 and SF-LLL on Grants.gov.

Within 48 hours of SF-424 and SF-LLL submission, you should receive two notifications from Grants.gov.

- 1) Confirming the receipt of the SF-424 and SF-LLL.
- 2) Stating whether the SF-424 and SF-LLL were successfully validated and submitted or were rejected due to errors—with an explanation.

# Step 2: Apply in JustGrants

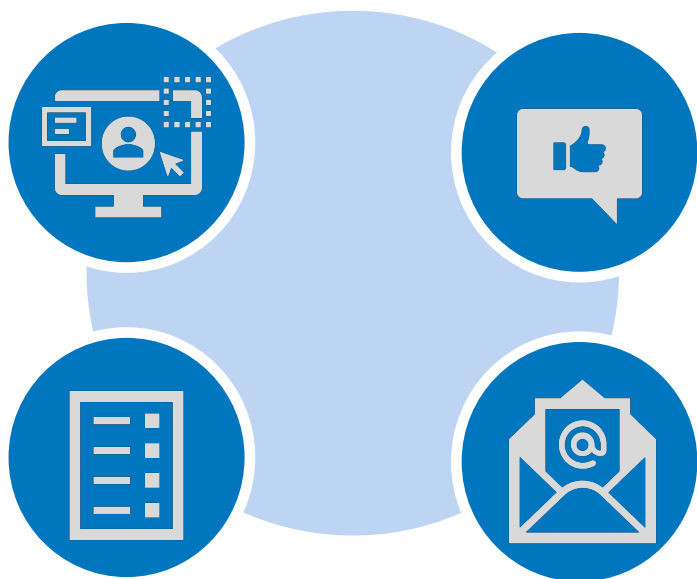


Applicants will then submit the **full application** including attachments in JustGrants at [JustGrants.usdoj.gov](https://JustGrants.usdoj.gov).



# Web-based Forms for Submission in JustGrants

There are certain web-based forms that must be submitted directly into the system.



- Proposal Abstract
- Solicitation-Specific Data submitted with the Application
- Goals, Objectives, Deliverables, and Timelines
- Budget Detail Form
- Application Disclosure of Duplication Cost Items

**Pay attention to required sections.** If a section is required and presents you with web-based entries, you cannot upload a document instead. You must use the format required in the application.



# What to Expect After Submitting an Application

The entity will be notified that they have received an award when all applications for the solicitation have been reviewed before September 30.

The system will notify:

- The Entity Administrator and Authorized Representative when the deadline for applications has changed.
- The Application Submitter, Entity Administrator, and Authorized Representative when the application is received in JustGrants from Grants.gov.
- The Entity Administrator when the award notification has been sent.

The entity should check the system regularly so that any upcoming deadlines for submitting applications and documentation are addressed in a timely manner.

Once the application deadline passes in JustGrants, you may see a banner that says it is past due. If your status is “Submitted,” your application has been received by DOJ and you can ignore the past due banner.



# JustGrants Training Resources

The screenshot shows the JustGrants website navigation menu. The 'Training' dropdown is highlighted, showing a list of topics: Training, Entity Management, Entity User Experience, Application Submission, Grant Award Acceptance, Award Management, Grant Award Modifications, Financial Reporting, Performance Reporting, Monitoring, Closeout, and Virtual Q&A Sessions.

The Department of Justice (DOJ) grant making components—the Office of Justice Programs (OJP), and the Office on to serve as a resource hub for their grants management system of which launched on October 15, 2020.

Organized by Topics

**Award Management eLearning Video**

In this eLearning video, learn how and where to:

- Manage funded awards
- Locate and understand award information

Review the [YouTube Terms of Service](#) and the [Google Privacy Policy](#).

**JustGrants Managing Funded Awards**

**Grants Management Series: Award Management**

Watch on YouTube

Training Video: JustGrants Managing Funded Awards; Video run time: 4:48 min.

**Reference Materials**

The following provides further clarification, definitions, and visual representations of processes and information.

- [Award Management Job Aid Reference Guide](#) (updated March 21, 2021)
- [Award Conditions Job Aid Reference Guide](#) (updated July 20, 2021)

Micro-learning videos

**Award Conditions Job Aid**

**Step 1: View Award Conditions**

Select Award Conditions

**1**

**Award Conditions are read-only.**

1) From within the Funded Award, open the **Award Conditions** tab.

Award Conditions Reference Guide | 12

Job Aid Reference Guides

# JustGrants Office Hours: Application Mechanics



<p><b>Application Mechanics: Submitting an Application Training</b> <i>Key Audience: Entity Administrator, Application Submitter, Authorized Representative</i></p>	<ul style="list-style-type: none"><li>•Preparing to apply</li><li>•Completing the abbreviated application in Grants.gov</li><li>•Entity onboarding and JustGrants access</li><li>•JustGrants roles and responsibilities</li><li>•Assigning users' roles to applications</li><li>•Completing, reviewing, certifying and submitting a JustGrants application</li><li>•Attendee questions about application submission</li></ul>	<p><b>Every Wednesday</b> from 2:30-4:00 p.m. ET Click the link to register for the session you wish to attend: <a href="#">June 15, 2022</a> <a href="#">June 22, 2022</a> <a href="#">June 29, 2022</a></p>
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Check website for updates: <https://justicegrants.usdoj.gov/training/training-virtual-sessions>

# OJP Grants Application Resource Guide



The screenshot shows the top portion of the OJP Grants Application Resource Guide webpage. At the top left is the U.S. Department of Justice Office of Justice Programs logo. To its right, the text "U.S. DEPARTMENT OF JUSTICE" and "OFFICE OF JUSTICE PROGRAMS" is displayed. Further right are links for "Contact Us", "Careers", "Subscribe", and a share icon. Below these is a search bar with the word "Search" and a magnifying glass icon. A navigation menu follows with links for "Home", "About Us", "News Center", "Grants/Funding" (which is highlighted with a yellow underline), "For Congress", "Resources", "Topics", "Training", and "Data". Below the navigation menu is a breadcrumb trail: "Home / Grants/Funding / Applicant Resources". The main content area features a large blue banner with the text "OJP Grant Application Resource Guide" in white.

Visit: <https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide>



# OVC Pre-Application Webinars

- Review OVC's previously held [webinars](#):
  - *Part 1: Getting Ready to Apply*
  - *Part 2: Considerations When Building Your OVC Budget*
  - *Part 3: Preparing Your Proposal and What to Expect Next*
  - *Part 4: Overview of Upcoming Funding Opportunities in FY 2022*
- Review OVC's [current funding opportunities](#).
- Sign up for [News From OVC](#) to stay up-to-date with the webinars schedule.

# Important Web Resources



- Office for Victims of Crime: <https://ovc.ojp.gov>
- DOJ Grants Financial Guide: <https://ojp.gov/financialguide/DOJ/index.htm>
- JustGrants: <https://justicegrants.usdoj.gov/>
- Grants.gov: <https://www.grants.gov>
- OJP Grant Application Resource Guide: <https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide>
- OVC Training and Technical Assistance Center: [www.ovcttac.gov](http://www.ovcttac.gov)
- Grant Performance Measurement Reporting: <https://ojp.gov/performance/>
- OJP Resource Center: <https://www.ojp.gov/ncjrs/new-ojp-resources>

# Important Contact Information



Technical Assistance Submitting the SF-424 and SF-LLL into  
Grants.Gov: 800-518-4726, 606-545-5035 | [support@grants.gov](mailto:support@grants.gov)



Technical Assistance Submitting the FULL APPLICATION into  
JustGrants: 833-872-5175 | [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov)



Technical Assistance with Programmatic Requirements contact the  
OJP Response Center: 800-851-3420 | [grants@ncjrs.gov](mailto:grants@ncjrs.gov)

# Important Dates

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Part 1: **Submit SF-424, SF-LLL** in Grants.gov by



Part 2: **Submit Full Application** in JustGrants.gov by





# Sign Up And Stay Connected!



The screenshot shows the top portion of the OVC website. At the top left is the OVC logo, which includes the Department of Justice seal and the text 'Office for Victims of Crime' and 'OVC'. To the right of the logo are navigation links: 'Help for Victims | About OVC | Subscribe | FAQs |' followed by a share icon. Below these links is a search bar with the word 'Search' and a magnifying glass icon. Underneath the search bar is a horizontal menu with the following items: 'About OVC', 'News & Events', 'Library & Multimedia', 'Funding & Awards', 'Programs', and 'Topics'. The main banner features a green-tinted background image of several hands clasped together. Overlaid on this image is the text 'Justice for victims. Justice for all.' in a large, white, sans-serif font. Below this text is a dark blue button with the white text 'Help for victims'.

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Sign up for updates on new funding opportunities and other OVC announcements at:

[https://puborder.ncjrs.gov/Listservs/subscribe\\_newsfromovc.asp](https://puborder.ncjrs.gov/Listservs/subscribe_newsfromovc.asp)

# Go Social With OVC!

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**Like:** <https://www.facebook.com/OJPOVC>



**Follow:** <https://twitter.com/OJPOVC>



**Watch:** [www.youtube.com/user/OJPOVC](http://www.youtube.com/user/OJPOVC)

# Questions?

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To submit a question, use the [Q&A Box](#) and select [All Panelists](#)