

DARYL FOX: Good afternoon, everyone, and welcome to today's webinar, "OVC FY 2022: Jabara-Heyer NO HATE Act State-Run Hate Crime Reporting Hotlines" webinar, hosted by the Office for Victims of Crime. At this time, it's my pleasure to introduce Joel Hall, Deputy Division Director with the Office for Victims of Crime, for some welcome remarks and to begin the presentation. Joel?

JOEL HALL: Thank you, Daryl. Good morning or afternoon, everybody. This is, again, Joel Hall, Deputy Division Director with OVC, specifically with State Victims Resources Division. We work with mostly state agencies related to formula grants and/or discretionary grants targeted strictly with state agencies. Daryl, next slide.

So I'm going to go over a few things. Again, I want to appreciate your attending this webinar. For those who aren't aware, this is actually our second attempt at trying to move this, kind of, solicitation and funding opportunity forward. We did do it originally several months back and we did not get any kind of responses. So this is very important to both the current Administration, as well as members of Congress. And this is something that OVC dearly would like to see taking forth throughout the Nation in terms of the state-run hotline--hate crime reporting hotlines. So we're going to give another try and I hope that several of you are interested and will apply for this funding opportunity.

All right. So today, we're going to go over the webinar and the outline. So first, we'll go over OVC's over--OVC overview and mission, the breakdown of the solicitation, the application process, and at the end, questions and answers. So if you can save most of your questions for the end, we will respond to them once we wrap up the presentation. I will also probably, after my part is done, answer some of your questions via the chat--Q&A box, if it's a simple question. But Daryl, next slide.

All right. OVC Overview. What is OVC's mission? OVC stands for the Office for Victims of Crime. We're a component of the Office of Justice Programs in the U.S. Department of Justice. We are the granting side of--in the Department of Justice. And specifically, OVC works with crime victim issues nationwide, even worldwide in some cases. But OVC is committed to enhancing the Nation's capacity to assist crime victims and to provide leadership and changing attitudes, policies, and practices to promote justice and healing for all victims of crime. And this particular solicitation directly speaks to that mission in terms of working with the hate crime reporting hotlines, really trying to work and trying to build that out to work within the Jabara-Heyer Act and use that one portion to really make an impact Nationwide in terms of reducing hate crimes or eliminating them and having a vehicle for people to report those hate crimes without reporting to law enforcement. The ability to do that is very important. Some states already have these kinds of hotlines that they've been working on, but this is one of our first national attempts to be able to do that.

OVC funds are made different programs, the tribal communities; again, the formula grants, which I'm part of, the state victim compensation and assistance programs; training and technical assistance; international terrorism and mass violence; federal agencies' provisions for victim services, such as the FBI, U.S. Attorney's Office; survivors of human trafficking, and on various demonstration and service projects such as, again, working with hot--different kind of hotlines. Previously, we've done domestic violence hotline, as well as working with individuals with disabilities and many different areas of interest. So we try to do and be as proactive and progressive as we can to help further the victims' movement. Next slide.

Timeline. So the deadline for this application is November 1st. So what does that mean? So for Grants.gov, those who have not applied, there's really like a two-tier application process. The first is through Grants.gov. You need to register in Grants.gov ahead of time. You will need to apply to get registered in Grants.gov. And then once you've done that, you can move on to the next stage, which is the JustGrants application part, which you'll have to apply most of your documents so you'll have to put all the information and the budgets and everything. But a one warn--not warning, but a best practice is Grants.gov has been experiencing some delays. If you've never registered and you're a first time agency--state agency or something that's going to be registering for this solicitation and you never registered with Grants.gov, the best practice is to start early. They did experience a backlog, here earlier, in the past year. I'm not sure what the status of the backlog is now. They may have, you know, worked through most of that. But the advice that we've been getting from the past 6 months is to start early, get your registration, and not wait till the last minute.

DOJ expects to award grants no later than February 28, 2023 and all project start dates should be on or after March 1, 2023. Again, most of our grants start on October 1st, but because we are doing this, again, this is kind of our second attempt, and this didn't have such a funding deadlines as some other funding that OJP has, we're able to expand it. So this will be, kind of, out of the normal sync, but that's okay. It doesn't really matter all that much. And just, you know--you--if you have done this many times with OJP, you just have to keep aware that the due dates for certain requirements may be different than what you're used to. Next slide.

Eligibility. So the statute of--the Jabara-Heyer Act statute is very clear in its definition and its parameters in relating to eligibility for the hotline. And that's pretty much state governments. Now, that doesn't mean that the state governments can't work with nonprofits in different states. It just means that the primary applicant must be a state government. It doesn't have to be a VOCA SAA, or any other type of state administrating agency through the Department of Justice, just as long as it's a state agency that has been, kind of, designated by the Governor to at least work with these kinds of--with this particular solicitation. So it's got to be a state government, but if you are a nonprofit who really is interested in this, try to partner with your state agency so that they can apply on your behalf and then the subgrant or contract that award to you afterwards. Again, you have--it has to be a state agency that is the initial qualifier. Next slide.

Nonprofit organizations are eligible subgrantees. This is going back to what I was saying. Under this program, OVC will consider applicants under which two or more entities would carry out the federal award. However, only one entity may be the applicant, which must be a state government, as part of the statute, and the others must be proposed as subrecipients or subgrantees. For additional information on subawards, see the OJP Grant Application Resource Guide. So this is basically what I was saying before. State governments, it's in the statute and limits the eligibility to that. Next applicant--oh, no. Yeah.

OVC is seeking applications to establish one or more Jabara-Heyer NO HATE Act Run--State-Run Hate Crime Reporting Hotlines under provision of 34 U.S.C. etc., etc., to establish state-run, hate crimes--state-run hate crime reporting hotlines to assist victims who might otherwise be reluctant to report hate crimes. I'm sorry for really mangling that up. I've been doing this for 6 months and you think I could easily get that out. But for some reason, it always seems to be a tongue twister. Next slide.

The Jabara-Heyer NO HATE State-Run Hate Crimes Reporting Hotlines program authorizes grants to states to create state-run hate crime reporting hotlines. The state applicant is required by law and under the solicitation to ensure the following. One, the hotline will direct victims of

hate crimes to law enforcement, if appropriate. Again, it's not required, but if it's appropriate for and/or local support services. So it's not required because I know in regards to this act and its intent, we know there's a lot of stigma related to reporting to law enforcement. It is not a requirement. It just says if appropriate. Next is any personal identifiable information that an individual provides to an agency of the state to the hotlines is not directly or indirectly disclosed without the consent of the individual. And that is to any other state agency, any other state, Federal Government, or any other person. So we would take PII, which we call Personal Identifiable Information, very seriously. And the awardee of this grant should also take that very seriously as well. Next slide.

Staff members who operate the hotline must be trained to be knowledgeable about, one, applicable federal, state, and local hate crime laws, local law enforcement resources, and applicable local support services. The hotline must be accessible to individuals with LEP, which we call Limited English Proficiency, and individuals with disabilities. So you have to take into all those--into account. This is taken directly from the statute as well. So these are key points to make sure that when you are doing your application, you are addressing. Okay.

Objectives. Successful applicants will achieve this goal through the following objectives. Collaborate with stakeholders, including victim service providers, survivors, persons with lived experiences, community-based organizations, culturally specific organizations, faith-based organizations, and other allied professionals, and key stakeholders to complete a community map to identify the needs of the community. Conduct strategic planning to identify gaps and to facilitate implementation of the state-run hate crime reporting hotline. Develop an outreach/marketing plan. So this is very important. We added this in there to make sure that in your program narrative, which we'll talk a little bit later, it's very important to detail what your marketing outreach plan will be. When you are doing that that this can be highly promoted throughout your state or whatever region you're planning on doing that with, that's very important to put that in. So, all these three areas, in term, of objectives, should be within the program narrative at some point explaining. Next slide.

Develop a language access plan to include interpretive services available to callers, translation of outreach materials, and stakeholder engagements. Perform data collection and participate in evaluation activities to determine if the program is meeting standard goals and objectives. Raise awareness in the community about the availability of the state-run crime reporting hotline and other objectives identified by OJP. Again, going back to the objectives, when doing a program narrative, it's very good to address all these objectives. This is a competitive process depending on how well you apply, state the need, explain how are you going to solve the need or at least address the need through the state--through the hotlines. That is, you know, how we do our, what we call, Peer Review Process. And those are competitively graded based upon the strength of the applications that come in. So it is competitive. So just keep that in mind. Next slide.

Deliverables. Strategic planning that should be included, but not limited to: criteria, assessment plan, outreach/marketing plan, letters of intent or MOUs, Memorandums of Understanding, and a summary report. Next slide.

Deliverables continued. Policies that govern the operation of the hotline, an implementation plan based on strategic planning process, a comprehensive assessment of the project, which should include, but is not limited to an analysis of outputs. A detailed final report. So this is slightly different than the comprehensive assessment. So this is something that you will, like, wrap up at the end of the project, even though you may continue to fund the project. Hopefully, you

continue that funding, and OJP may provide additional funding, but at least at the end of this grant's lifecycle, you have to do a final report, just wrapping everything up. You can take actually bits and pieces of those implementation plans and comprehensive assessments and compile them all into the final report. And other deliverables as identified by DOJ.

Priority Considerations. So OJP Priority Areas, this is part of the Executive Order 1395--13985, Advancing Racial Equity and Support for Underserved Communities Through [the] Federal Government. You can apply under this area and put that within your application. You will receive additional priority review to make sure that your application is being met in regards to reaching out to underserved communities and different things of that nature. So make sure that if you are specifically working and do qualify for one of these OJP Priority Areas that you put that in your application. Sometimes, we run into the effect that sometimes we run into a situation where the applicant forgot to put that in and that will impact their scoring, if they have not put in any prior to submitting their application. So please take consideration, if your agency or state qualifies for that. Next. Right. Or next slide.

Type of Awards. So this will be a Cooperative Agreement. OJP has several different types of awards, which can include formula grants, discretionary grants, Cooperative Agreements, Interagency Agreements. So this is specifically going to be a Cooperative Agreement. What does that mean? How is it different from a regular grant? Well, they're all kind of grants in a way, but the Cooperative Agreement is just a grant has more substantial involvement between the awarding agency and recipient during performance period. That means that different objectives, deliverables, you need to work with your OVC grant manager and make sure that they're done on a timely--in a timely manner, making sure the priorities are what OJP is looking for. So it's very important to understand that depending on the grant type or what your plan is, we maybe involved in terms of doing site visits earlier, having regular communication, the meetings, collaboration meetings, just to make sure that the hotlines are proceeding as anticipated and following the timelines and objectives placed into your application. Next slide.

Applicant and Submission Information.

The elements must be included in the application submission to meet the basic minimum requirements. We call this BMR, which stands for Basic Minimum Requirements, to advance the peer review and receive consideration for funding. So if these three elements are not in your application, it will not move forward for peer review. One is the Project Abstract. That's just a summary. It can be a page, half a page, quarter page, it depends on how long you want to write it. It basically breaks down what your plans are related to this solicitation and how you plan to implement the hotlines, giving an overview. Of course, the project proposal narrative will be a much more in-depth piece, less than 20 pages. We'll talk more about that in terms of like the needs to very well, state what the problem is. Deeply--Detail the project design and implementation. Explain the capabilities and competencies, plan for collecting data for this solicitation's performance measures. And the final is the Budget Worksheet and Budget Narrative. And it's web-based form, so what you'll need to do is go onto JustGrants and make sure you complete that. So let's recap, because it's very important and most applications that do not proceed forward are because of these three items. That's Project Abstract, Proposal Narrative, and Budget Worksheet and Budget Narrative, so complete those and it will move forward into peer review. Next slide.

And Project Abstract is a clear and simple summary statement about your proposal. No more than 400 words, purpose of the project, primary activities, expected outcomes. So when we're doing reviews for peer review, I try to create a map of the different applicants that come in and I

will put, you know, for our Senior Management or whatever, they use those abstracts to help them explain all the different projects. So it's very important that we have those abstracts for multiple reasons, in terms of the funding, peer review. So we look forward that if they're well-written, that's great. Greatly appreciated. My favorites are the ones that are very distinct, but you really get a grasp in terms of what the project is. I can read the first two to three sentences and I have a pretty good idea of what details--so if you can keep it as succinct and as clear as possible, it will help us too, in your--the review process. Now, of course, peer reviewers will be looking at the entire peer review process and all the documents that's used in that. But it helps OVC in terms of making sure to keep track in what's going in each individual application. Next slide.

Proposal Narrative Format. Again, this is kind of standard throughout OJP. So, double-spaced, use a standard 12-point font, not to exceed 20 pages. I've been very lucky and all the different applications for FY '22 I don't think I've found one over 20 pages yet, which is rare. So... Keep it succinct. We--you know--Words are great, but details and a clear focus in terms of how the project will be implemented and how you will achieve those deliverables. Next slide.

Proposal Narrative Sections. So again, statement of the problem, project design and implementation, capabilities and competencies, and planning for collecting the data required for the solicitation's performance measures. Now, data collection is done through what we call our Performance Management Tool, so it's called PMT. We'll give more details, of course, if you are awarded this funding opportunity, but just be aware that we do have actual performance measures that will be collected via a different database but we have external JustGrants for right now. And you will be submitting that data and information. And it can be things from talking about working groups, strategic planning meetings, to different deliverables of how many calls will be on the hotline, how many responses or referrals, and things of that nature. But we'll work actually on that, probably, together as, you know, depending on how many awards are made. Next.

In terms of the Statement of the Problem, as I say tell people, having done this for many, many, you know, several decades now, it is very important to specifically talk about the problem. But also be aware that we, at OJP, you know Department of Justice folks, are very aware of the problem as well. So try your best to not spend your 20 pages on a 10 page talking about the problem. Be succinct, again. Clearly state what the problem is, specifically based on what your areas are, you know. Every state, every region is a little bit different. To give us an update, but we don't necessarily need a history lesson. I can remember one time, many years ago before the tribal application, they had a 40-page application and then must have spent 25 pages on the problem. And, again, that didn't impact necessarily, but I remember it just--it didn't help necessarily in the peer review process. So, again, for all of the different sections, be succinct and clear and try to eliminate how much information you give to keep it as narrow as possible so that you can focus on what you're actually going to be doing. That will be the best part. Next.

Proposal Narrative: Project Design, this section includes goals, objectives, activities that are aligned with the solicitation. Be brief, concise, and clear. Create solid goals and measurable objectives. Make sure the information is consistent through your proposal. That's also very important. Peer reviewers do notice any inconsistencies, if you're not consistent through your proposal narrative. And then objective should be SMART, Specific, Measurable, Attainable, Realistic, and Time-bound. There should be a time-task claim somewhere within your application. You can do that in regards to creating a separate timetable or within the Proposal Narrative, somewhere in there you're going to give a generalization of what your timetables and plans are for the next several years if you are awarded this grant. Next slide.

Proposal Narrative: Capabilities and Competencies. Identify key individuals and organizations involved in the proposed project. Demonstrate that the individuals and organizations identified have the capacity to address the stated need, include the expertise necessary to conduct a strategic planning process, collaborate with stakeholders, develop and execute an implementation plan, and successfully implement the proposed project activities. So it's very clear and very important to make sure that you include resumes and different things of people who have experience with creating hotlines and/or working with hate crimes. The combination of having different partners makes it--or could make your project stand out more and be more likely to be funded. Describe the specific roles and responsibility--responsibilities of all project partners and key staff. Demonstrate the capacity and expertise of the lead applicant and all project partners to implement the project. Next slide.

Demonstrate the applicant and/or its partners have the expertise to implement the project. Clearly describe who will implement activities as described in the Project Design and Implementation section. Include descriptions and copies of resumes for proposed key staff. So just a reminder, if you are awarded these funds and you did submit resumes with your application but you had changes prior to the time of this actual award, you will need to make sure you send your grant manager, or whoever that person is assigned to, updates on any resume changes or any key stakeholders. Usually, I'll do that through direction of a grant adjustment modifications. So just be aware.

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

Plan for Collecting Data. I, kind of, spoke about this before, but make sure in your application you explain how you plan to collect the data. You may have a database that you use to do a lot of reporting; you may not, and then have to create something. You might be just collecting that information separately. It really depends on the size of the organization. Every state agency is very different. One state agency may be very large, and they may actually have a very specific grants management database that will collect all that data, whereas a smaller agency or state may not have that more sophistication and do a lot of things [on] paper. But whatever your process is, please put that into the part of the Proposal Narrative as well as the qualifications of the person that may be collecting data. Next slide.

Budget Worksheet and Budget Narrative. So make sure that you use the JustGrants web-based form. For people who may have applied to OJP prior, we always had accepted this Excel spreadsheet, called the Detailed Budget Worksheet. Now, as of FY '22, we are requiring that you submit your information, your budget information in JustGrants. It's a little tighter in there, so you're going to have to make sure you put it in there, but use the JustGrants system. Personnel costs should relate to the key personnel for the project. The budget should include adequate funding to 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 projects. And address priority considerations 1B, as needed. The number one mistake people make with budgets is bad math calculations. Luckily, the system, kind of, does it for you a little bit, but you need to make sure that your amounts balance out when you go about it. It can be very confusing, you know, one year, two years, three years, then you see the

summary amounts. Make sure that your Proposal Narrative and the amount that you are proposing will be aligned with the budget. All right. Next.

Create a SMART budget. Be specific when listing all of your expenses. Under the computation column of the budget, make sure your costs are measurable. Ensure that your budget items are attainable, relevant, and time-bound. Next.

Applications should also include, along with the three required documents, which we talked about, Proposal Abstract, Proposal Narrative, and Budget, you should also include these following pieces of information. The SF-424 form, which is actually done in Grants.gov where you put your agency's information, UEI numbers for Sam.gov, and all the different things of that nature. It's important to complete that. Indirect Cost Agreement, if you do have an Indirect Cost Rate; some states do not. Financial Management and System of Internal Controls Questionnaire, Tribal Authorizing Resolution, Research and Evaluation, the Lobbying Activities form, put that in there and make sure that if you have a registered lobbyist, which most states don't. But if you do, make sure you include that individual in the SF-LLL form. Applicants Disclosure of Duplication in Cost Items, that basically means that if you are applying to a similar type of grant, even though I'm not aware of any, but if you were, you would mention that you have also applied for a different agency. Department of Education might have a similar program. Let's see. DOJ Certifications. And if you are considered to be high risk, please notify us. That will not mean that you will not be funded, you just have to make sure you let us know that you are a DOJ High-Risk Grantee. Next slide.

Use simple and concise language. These are the hallmarks of an outstanding application. Ensure information is presentable and organized. Add tables, graphs, and staff photos, as needed. Be realistic about how you will achieve the goals. Get feedback from those who may run the project. Make sure the proposal is consistent with the solicitation. Again, pull the solicitation out and look--and make sure you're following that as you complete your application. Check, recheck, and then check again. It never hurts to have second or even third set of eyes when you're doing the application. Many times, applications can score slightly lower based upon typos or inconsistent or font size differences. So, peer reviewers notice those things and when they make their scores, their determination may notice an inconsistent narrative without, sort of, the application as well as inconsistent fonts and grammar errors. Those could also stick out, so make sure you double check. I always tell people too. Have a second set of eyes because when you look at and you write this thing over and over again, you can use focus. Next slide.

Common reasons cited for a weak application. Too ambitious or a lack of focus. Again, this is for a basically, state-run reporting hotline. So try to stick with that narrative in terms of what you're trying to do. Sometimes, I will see applications, I don't think it'll matter with this one, but what they'll do, they'll try 12 different objectives and when the funding is really for one or two. And they'll be like, well we'll use it for this, and this, and this, and this, and this. And that leads to inconsistency and sometimes peer reviewers will get lost because they're not exactly sure what you're trying to do. If you're trying to solve everything, they're not sure, exactly, you know, what you're trying to solve if you're trying to solve everything. I see that a lot, in fact I just recently learned that with some of the ones that have just received, and some of the feedback from some of the reviewers. Applicant lacks appropriate expertise to carry out the proposed project. So make sure that if you are going to put somebody's name down, they actually have experience. No evidence of feasibility. Do not assume reviewers are [as] familiar with the project as you are. So, we do try our best and to get a very diverse group of peer reviewers. So for example, with this, it probably has many applications. We'll see. We'll only probably have one panel. But we'll have different types of people, you know, people who are familiar with hotlines,

or maybe some tech people or social workers or people who are experts in working with hate crime. So, you know, we'll try to get a diverse group of people. So we can't assume everybody knows everything. And so that way, be as clear and concise as you can. Poor writing and a lot of errors, which we talked about earlier. Next.

Application process. I think this is where I switch it over to Daryl. But actually, Daryl, before you get started, I want to talk about the solicitation.

In the solicitation, it's slightly unclear, this is because of JustGrants and how it works. But, you know, it's really meant to say one to three applications. So we could fund just one application and you could use all the money. So, you know, do your best and look at it in terms of the amounts that are there. There's no specific X amount of dollars. You know, we're going to basically try to find as many or even one, whatever is the best fit that we can to ensure that these state--that the state-run hotlines are successful in whatever state and project that we use. So just be aware of that. It doesn't necessarily mean you're capped out at--let's see. What was it? \$1,125,000. It means that, you know, I had to put anticipate number of awards as two. It could be more than that. You know, we're just--and it could be less than that. So don't necessarily put the \$1,000,000 down, if your project won't require that. So it really depends on how many awards and applications received. If we receive one, we might fund more of that money for that person to expand their hotline. We may get a bunch of applications and we want to try to expand it more. We're trying to be flexible so that we can meet our priorities and we can help you with your priorities. Just the cap is \$2,000,241, we can't go over that. \$2,241,342, we can't exceed that. That's what we can't do. And also, it is 36 months, but we can expand it. The statute allows us to go up to 60 months. So for example, when you're doing your projects, you're going to write it for 36 months. But there is a very potential, you know, kind of, built in the statute is also the ability for no--what we call no-cost extensions. So be aware of that. Don't plan that out. Plan it for 36 months in your application. But just be aware of that. It is built-in. It can't exceed 60 months, but it can--it can probably be extended, depending on if you do ask for an extension, how well your ask is. So, all right. Daryl?

DARYL FOX: Okay, great. Thanks, Joel. So where Joel has discussed, the solicitation and a little--in some detail, we're going to switch gears a little bit and review the application process as things have changed over the years and get into some of the details of actually submitting the application.

So, as mentioned a little earlier, there's two separate deadlines for this, as all OJP grants. One is Grants.gov, that's due November 1, 2022. And that's going to be a quite simple application submission there. Then the full application is going to be due on November 8, 2022. A little more robust and that's going to be the bulk of your application that's going to be submitted there. And we'll get into the times a little bit later in the presentation.

So, first, Grants.gov, this part of the grants lifecycle involves completing web-based forms as well as the attachments that are requested. So once again, the process begins in Grants.gov. What you're going to do there is you're going to submit your SF-424, SF-LLL, which is a lobbying form. And that's really the extent of what you're going to be doing in Grants.gov. So rather easy, but the deadline is just about a week or so prior to the full application. Each solicitation does have its own deadline. Once--after the date, the solicitation is removed from Grants.gov and no one is going to be able to apply any longer. So, it's highly recommended you check the due date and try to submit at least 72 hours prior to the deadline, just in case there's any technical issues. I know Joel mentioned some hiccups that happened a little prior. But just to have--build in plenty of time for that submission so that you can move on to the next step in

JustGrants. Once it's been submitted and validated in Grants.gov, it's going to be sent to JustGrants for completion. It may take several days for it to complete it, but just know that it's going to be released to JustGrants once that is done. And then once again, it's okay to enter preliminary information in Grants.gov. If you haven't fully determined your budget or project scope, you're going to be able to update all that in the JustGrants section.

So once again, the Grants.gov is separate from JustGrants and it provides funding opportunities for multiple government agencies. It's not managed by the DOJ. So if you do have questions about Grants.gov, you're going to need to contact them for support and that information is going to be upcoming on a subsequent slide. You're going to login too using the email address, you want to see notifications, and then there's a workspace icon that's going to allow you to access funding opportunities. Once you've determined the funding opportunity applied, you're going to receive notifications from just--from actually Grants.gov, confirming the receipt of the SF-424, stating whether that and the SF-LLL were validated and submitted, or if they were rejected with errors. So that's an important notification that you'll get, if everything has been submitted and completed on that end. And then once again, this is exactly why it's good to do at least 48, 72 hours in advance to address any errors in the upload process. And you're not going to be able to correct any errors once that deadline has passed.

Once again, the next step, once that's all done is the JustGrants system, at JustGrants.usdoj.gov. That's going to be entered in the chat. You can go ahead and hyperlink to that after today's meeting, you can do that. There's going to be a host of information on that site.

So as mentioned, there are certain web-based forms with this new system that must be submitted directly into the system; where in the past, there were attachments. That's going to include your Proposal Abstract, the solicitation specific data with the application. You're also going to need to submit your goals, objectives, deliverables, and timeline, which were mentioned earlier within these web-based forms. And once again, make sure your budget information is included in the budget detail form. And then lastly, your Disclosure of Duplication in Cost Items. So, these are going to be web-based forms within the JustGrants system. Pay attention to these required sections. You cannot upload documents instead with that. So just use the format required within this site here.

So after you've submitted your application, you're probably wondering what's next. So, once all the applications for the solicitation have been reviewed, then the entity will be notified. And the dates are usually by the end of this fiscal year, but I understand that's going to be pushed due to this coming out in the current fiscal year. So, the system's going to notify the Entity Administrator and Authorized Representative when the deadline for the application has been entered; the Application Submitter, the Entity Administrator and Authorized Representative, when it's received in JustGrants; and then the Entity Administrator is going to be notified when the award notification has been sent. So, several different roles from a--from an application perspective that you all will designate within that system. And once it's submitted, the status is going to be submitted. Now it's possible you see a banner that indicates that it's past due, and that just indicates that the submission deadline has passed, not that your application is passed due. So you can ignore that banner within the JustGrants system.

So as mentioned, the JustGrants site offers a robust list of materials and training resources that are available to all potential grantees and applicants. You can just go to this site here, JustGrants Training Site and will be dropped in a chat. Search for resources by topic, and you'll see that on the slide here on the left, it is organized by topic under the header. You can also access Job Aid Reference Guides and links to step-by-step videos. These are brief videos that

are meant to be used while you're working in the system. So don't feel like you need to set a lot of time to view them in advance. If you get hung up on a particular section, you'll be able to access this, and then these brief videos help you get through those sections and verify your next steps. And then on the right here, the Job Aid Reference Guides also provides step-by-step instructions with screenshots. The training team's done a lot to get these made available, and really detail to help with the application process throughout the months. And once again, these are great reference points if you're in the middle of the application, so nothing you really need to study in advance, but just know that these are here for reference. So in sum, you know, the JustGrants webpage is going to be your one-stop shop for everything application-related.

The JustGrants also offers office hours that one can join to hear about topics of relevance. The next one, listed here, is the [Application Mechanics: Submitting an Application Training](#), this would be relevant for everybody on today's call. They're held every Wednesday, but the next one is going to be held September 28th, 2:30 to 4:00. So the URL here has been dropped into the chat. You can access that and to join, if you do have questions about anything JustGrants related. And that's hosted live by just the JustGrants training to be talking to a specific key holder there.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference, and it provides guidance to applicants for the preparation and submission of all OJP applications. So, the link to the guide is going to be posted in the chat and it's listed here. This is going to be your main document if you do have question about OJP grant entity process here.

To assist potential applicants in the developing strong proposals in response to OVC's funding, OVC hosted educational [webinars](#) earlier this year for interested stakeholders to learn more about the program objectives, and submission requirements. So these were a little more detailed on the application mechanics process specific to OVC. And there's four different parts, one was, kind of, getting ready to apply, what you need to have available; two, in considerations for budgets, specifically on budget questions and preparation. And then actually preparing the proposal on what to expect once it's been submitted. And then the last part, we are at the end of the cycle. So that was a review of the funding opportunities in the fiscal year 2022. We'll likely have the same webinars in fiscal year '23. Now from this slide, we're going to put in a link to [current funding opportunities](#) that you could bookmark for fiscal year '23. Then also, if you want to stay up-to-date, [News From OVC](#) as an email listserv that comes out, and highlights different resources, programs, funding opportunities of interest to OVC constituents.

This slide, I know it's a lot, but it lists, you know, seven, eight, nine different resources that are going to be helpful to you in preparing your application, like it's going to be dropped in the chat, and paste as you need to all from the [OVC's website](#). [DOJ Grants Financial Guide](#) is good for budget information. We talked about [JustGrants](#) and [Grants.gov](#), the [Resource Guide](#). [OVC's Training and Technical Assistance Center](#) is a useful resource if you're looking--if you're in the field and looking for training and whatnot for stakeholders, that's a great website and tool. And then, the [OJP Resource Center](#). And we'll get to that a little later. That's a great resource, if you have questions generally about victim's issues, OVC, or about this solicitation.

Then during the Q&A, I'm going to keep this slide up. This is just important contact information. As mentioned, there's the different entities you're going to be interacting with, with your application. Grants.gov, like I said, that's more a general in nature, not OJP specific. So when you submit your SF-424 or SF-LLL and have questions, you can contact them at this email or phone number, support@grants.gov. Then you move on to the full application to JustGrants as JustGrants.support@usdoj.gov. And then as mentioned, the OJP Response Center. So if you

do have anything, any questions related to the solicitation itself, content, eligibility, anything really in particular, you can contact them at grants@ncjrs.gov. And they'll have a lot of information. They work actually with Joel and the OVC program managers on crafting responses if needed, getting kind of FAQs from everybody in their--in their scripts. So it's a great resource, if you do have questions about the solicitation.

So wrapping things up, as mentioned, you know, once again, we can't reiterate it enough, is the important dates and deadlines for these two specific sites and processes. So, the SF-424, and LLL in Grants.gov November 1, and that's going to be an 11:59 p.m., Eastern deadline. Then a week later, the full application is going to be due in JustGrants by November 8th, and that's going to be at 8:59 p.m., Eastern. That's new this year and will be continued to be that way in the future. So just be mindful those are both Eastern times.

If you want to stay connected, this link will be dropped in the chat. It's a way to sign up for new funding opportunities and other OVC announcements, as mentioned.

And then obviously go social, [OVC's Facebook](#), [Twitter](#), [YouTube](#) are great resources for information and to keep up-to-date what's coming out and what's new. OVC Director Kris Rose has a wonderful new status [From the Director's Desk](#) series once a month, second Thursday of each month. So, if you're interested on specific topics and what OVC's going to be getting into throughout the months and years, that's a great resource to listen in on.

Lastly, we're at the Q&A. So as mentioned in the beginning, if you do have a question, you can go ahead and enter that in the Q&A box, send to All Panelists. We still have, you know, about 8 minutes or so, until 2:00, and we'd be glad to get to those as we go through today. So, Joel, I know you're back on. Let's see what we have in the--and, you know, I know Joel has been answering some of these, but I can go ahead and ask them, Joel, if you want so they could be heard on the recording.

JOEL HALL: Yes. I'll go through. I'll go through. So...

DARYL FOX: Perfect.

JOEL HALL: So let me--I've already answered some of these, but I'll go over just to reiterate appropriately.

"Does the hotline need to be statewide or can be focused in areas?"

It does not have to be statewide. State-run, but not where it has to be statewide. We'd like statewide hotlines, but everybody's state is different on what their needs are. Again, if you take California, it's almost Southern California, Central California, and Northern California, are almost like three separate states themselves. So, whatever works best for you, it can be statewide or a state--or a state--regional specific. So, that's good.

"Can the state partner with and so--contract activity with large counties, sheriff, and prosecutors in areas of high incidence of hate crimes?"

Yes, of course. You can partner with whoever you want, who you feel is best. There's no real limits on that. You know, there could be some stipulations. You know, there's some stigma related to law enforcement. But, again, we are looking for active partners. So whatever you best can do, that would be great.

"If you--if you partner with the state agency on this funding opportunity as a subgrantee, are you--they required to be a nonprofit?"

The answer is no. If you actually look at the solicitation down on the first page, it'll actually say, "all recipients, and subrecipients, including any for-profit organizations, must forego any profit or management fee." So the answer is they can be for-profits. Generally, I probably would assume that the state agency would not be for-profit, but they could subcontract or subgrant, or whatever technologies they want to use, could be an agency that's for-profit. Sometimes, I've noticed with hotlines, there'll be specific telecommunication agencies that are, you know, specialized in this kind of thing. So that's fine.

"Thanks. So I'm thinking of focusing on three or four counties with 40 percent of the population, highly-diverse population and high percentage of hate crimes in our state, also leveraging the existing call centers in these counties to improve ability to properly handle and connect to existing hate crime task force, then the policies and prosecutor's office--police and prosecutor's office."

Excuse me. Very small writing here. Sounds great. Love it. Go for it, David, [INDISTINCT]. Whatever--you know, using existing and using--as I said, we are aware that there are state-run hotlines that are already out there. And if you want to partner with them, and expand upon them, or do whatever you need to do, we really look forward to innovative ideas. We are open. This is considered--it's almost like a blank slate in terms of state hotlines. Be as innovative, and as diverse as you want to be.

Okay, that's all I got. Unless there's any questions in the chat, I don't think so. But sometimes people sneak them in the chat. Nope. It doesn't look like it.

DARYL FOX: Yeah. So we can hang on a few more moments. So, you know, for everybody on today's call, the recording, PowerPoint, and transcript for today will be posted to the OVC website. That email notification will get sent to you, what you registered with today, when those are posted, about 7 to 10 business days, or so.

JOEL HALL: Well, you know...

DARYL FOX: So, yeah. I'll leave it...

JOEL HALL: ...it doesn't look like any more Q&A, but I do want to highly promote that if you are just kind of checking on this, marketing is very important. And so if you could send this through, this solicitation and this opportunity, if you think it would apply to your state and/or different areas but you're not sure if you can do it, please promote this to as many agencies within your state as you can. Because there's a very important funding opportunity, and a very important area to expand for hate crime reporting, and victim services. So as much as you can do to assist us in marketing it, we would appreciate any support.

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