

[Transcript from the [OVC Fiscal Year 2021 VOCA Assistance](#) and [VOCA Compensation Formula Programs](#) pre-application webinar, which was held June 3, 2021. The archived webinar can be found at: <https://ovc.ojp.gov/funding/funding-webinars>.]

DARYL FOX: Good afternoon everyone and welcome to today's webinar, FY 2021 VOCA Assistance and VOCA Compensation Formula Programs, hosted by the Office for Victims of Crime.

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

JOEL HALL: Thank you, Daryl. Hello, everybody. My name is Joel Hall, Associate Director with the SVRD, which is the State Victim Resources Division. Before we get started, I just want to re-emphasize what was said earlier. If you have questions for us, we're going to ask them at the end of--answer them at the end of the presentation. And make sure you use the Q&A box. Additionally, I recommend that you also--there should be links that will come up in the chat with the solicitations, both victim assistance and victim comp. If you could pull those up when we go over the files--required files, it might be important to see. We can only fit so much into the boxes here, in regards to the PowerPoint presentation. But it might be very helpful for you to have it up and running next to you. If you're lucky enough to have two screens, that is.

So I'm going to go over the outline of the webinar. We have OVC overview and mission, the breakdown of the solicitation, project purpose, goal, and objectives, eligibility, application award timelines, required documents, application process, questions and answers. As we see with the quick tip, have the solicitation next to you, if possible.

Overview. What is OVC's mission? OVC's committed to enhancing the Nation's capacity to assist crime victims and to providing leadership in changing policies and practices to promote justice and healing for all crime victims. OVC's funding supports victims of tribal communities; state victim compensation and assistance programs; formula programs, which we're going to discuss today; 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. This is very important. The solicitation will close on Monday, June 19, 2021, at 11:59 PM. So make sure that you submit your application in JustGrants prior to that. I cannot emphasize more that this is a new system, and I would not wait until the end or the last day to start applying. It's a complicated process. That you have to apply in JustGrants before--two weeks before, you have to apply in Grants.gov. Actually, apply in Grants.gov first, then JustGrants. So it's very important that you start ahead of time. DOJ expects to make grants no later than September 30th, and the project actually starts on 10/01/2020. These are formula grants. And so they actually--the project technically is already, kind of, started, already. So it will be active for 36 months. So when you do--when you're filling out the application, just remember the start date is actually 1 year, kind of, 1 year back in 2020, part of this fiscal year. And that's not a change. It's always been that way.

Eligibility. The following entities are eligible to apply, state governments, territories and possessions of the United States. All the states, District of Columbia, Puerto Rico, the United--the U.S. Virgin Islands, American Samoa, Guam, and the Northern Mariana Islands are eligible to receive an annual VOCA Assistance grant. Applications must meet the eligibility requirements specified in VOCA, 34 U.S.C. etc.

So this is very important, I see that we have a lot of participants and I'm very happy that we have so many. But I want you to be aware, if you have received a VOCA Victim Assistance Grant in the past that you are designated by the State Administrating Agency of your state to administer VOCA Formula dollars or this will be your first year; for example, the governor has changed departments and made you the new administrator, then you are eligible for this grant. This is not open to the general public. And so, just making sure you're in the right place and that you're eligible to apply. If you're not, you can, you know, listen. But just make sure that you--if you're not a VOCA SAA, State Administrating Agency, you're not eligible to apply.

Program description. Victim Assistance and Victim Compensation. The Department of Justice is committed to advancing the work that promotes civil rights, increases access to justice, supports crime victims, protect the public from crime and evolving threats, and builds trust between law enforcement and the community.

Under this solicitation, the Office for Victims of Crime will award each eligible state and territory victim assistance program an annual grant to support eligible crime victim assistance programs in that state or territory. Eligible crime victim assistance programs are those that are operated by a public agency or nonprofit organization, or such as a combination of such agency, organizations, or both such agency organizations, and provide service to crime victims, and that meet other requirements.

Victim compensation. Under this solicitation, OVC, Office for Victims of Crime will award eligible state victim compensation programs an annual grant equal to 60 percent of the amount the program awarded in state-funded victim compensation payments during the fiscal year, 2 years prior to the present fiscal year.

Goals, Objectives, and Deliverables. So for the formula grants, as you know, it's pretty straightforward. States and territories shall use funds to support eligible crime victims assistance programs that provide direct service to crime victims, retaining up to five percent of their total grant for administrative and training purposes.

Victim Compensation. The primary purpose of this--of these grants is to supplement state efforts to provide financial compensation to crime victims throughout the Nation for costs resulting from crime and to encourage victim cooperation and participation in the criminal justice system.

Victim Assistance. We expect to make 56 awards this year, for over \$1.093 billion. Performance period starts, again, as I said earlier, 10/01/2020. And its for 48 months, even though in practical, it's more like 36 months or maybe 38, depending on when we give the awards out this year. This is not a change, it's very similar to the way it's been done for many years.

Victim Compensation. We expect to make, on average, 54. This year it will actually be 53, but we make out, average, 54 awards for 1.--\$134 million dollars. Same situation, will start 10/01/2020.

These awards will be made as grants: legal instrument for financial assistance, awarding agency maintains oversight and monitoring role, without substantial involvement with the awarding agency. Again, this is a formula award, we will continue to work with--our grant management specialists, we'll continue to work with you and your agency to ensure compliance, monitoring requirements, and provide technical assistance in any way that we can, and to assist you as you provide victim services and compensation to victims throughout your state and/or territories.

#### Application and Submission Information.

All right. This is important, so we're going to go over this very careful. There's been some changes this year. We've actually tried to do our best, and besides the obvious changes, which is JustGrants. We have actually tried to minim--to reduce the amount of attachments that we have had in the past. There's some attachments that we cannot change in regards, to say, lobbying requirements, which we'll go over, and some of the other ones. But what we've tried to do is eliminate some of the ones that seem to be redundant, or were already covered in other parts of the solicitation, or other federal laws, or future special conditions. So what we tried to do is, you might notice some difference and you can always ask questions, you can always ask your grant management specialist too, about this. So this is actually going to be less than what you've done in the past, and so I'm very excited. I worked very closely with Kate and the Office--our Office of General Counsel; Brian was a big help. Everybody was very important and instrumental in trying to help make this as simple as possible for everybody, especially with the new system.

And one statement that hasn't changed, is the statement regarding use of administrative and training funds. So this is required, as that always is. My advice to all of the states, as I tell all--every state that I've worked with in the past is try to keep it as simple as possible. In terms of, you know, basically stating that your intention is to use the training--the five percent admin cost for training and technical assistance. If you spend a lot of time writing everything that you plan to do, whether you'll be hiring certain people or use it for these training purposes and you change it, you could be held to that. So my advice, again, this is not guidance--or telling you. Or it's just guidance, that the best practice would be to try to keep it as generalized as you could. It just makes it easier for all of us when we're filling out the statement.

So in the past, we've had a certification page, and many of you who have filled out these formula awards before are familiar with the certification page that we have, which has some requirements, certain things that you need to do. We've actually eliminated that page because a lot of those requirements were already contained in the solicitation or in other areas of the award. And so we eliminated it, which is great.

However, for victim assistance programs, they still have the requirements of the civil rights compliance reporting. So you will need to write a statement related to that, either--in certain instructions within the solicitation on how to do that. It's going to be a standard statement on Word documents, for your attachments, and you're just going to tell us who that person is.

Another one is monitoring of subawards, that one hasn't changed. You'll still need to do that one, where you'll need to fill out what your plan for FY 21 is to monitor subawards. This is very important this year, as it was last year because of, you know, things are still--we still have not totally recovered from COVID and it helps us understand what your policies are, what your plan is for this year. It's not exactly your policies. It's just what your plan is. What do you plan to do, are there any changes; it's something you need to let us know. It's very informative for us when we look at--reviewing your application, but it helps us to help you when we provide training and technical assistance.

One thing I wanted to also go over. You'll probably notice a change this year in regards to we do not send instructions with file one, two, three, four, five. And we did that primarily, because JustGrants doesn't necessarily allow us to upload files in a way where we can have them in order like we used to have them. GMS allowed us--you could literally upload them from one to 13. So in this case, you won't necessarily have to put file one, file two, file three. However, I strongly encourage, strongly encourage you to use those file--the actual titles of the awards--or I mean, of the documents. You'll see that in the solicitation if it says, you know, statement regarding use of administrative and training funds, use that title. So that helps us when we're looking through the files to figure out which, you know, what files are what; instead of file one, file two, file three, file four, so. That is what would be very beneficial for us and when we're doing the different things.

Now, at this point, I'm going to talk about statement regarding plan to subgrant funds. So you're going to notice there's going to be substantial changes to that. In fact, I'm going to have Kate, who's on the phone today, and she's going to talk about some of the wonderful changes that we've made to make it more in line with our Administration. I'm looking forward to some of these changes. So we're going to be talking about that. Kate, are you on the line?

KATE PETERSON: Ah. I was double-muted. I'm just having a conversation with myself. Sorry. All right. Thank you, Joel. Yes. I am here and very excited to share some of the new language with you. Joel, sorry. Do we have that on the slide, or no?

JOEL HALL: Yes, we do. Yes, we do. Yes, we do.

KATE PETERSON: All right.

JOEL HALL: Can we...

KATE PETERSON: So, all right. So before we get into that language, I wanted to just--I wanted to say a couple things. One is that for any of you who were listening in on the DOJ, OJP, COPS, OVW budget meeting--debrief early, in the--at 2:00, you heard from everybody, every single DOJ leader spoke about the administration's priorities. And how all of the DOJ, including OJP and OVC is prioritizing the President and the Administration's commitment to advancing racial equity and civil rights.

So what we--and all of our solicitations across OJP you will see language that is on page 5 of the VOCA Victim Assistance solicitation and I'm going to read it because it's very important language. It reads that, "the Department of Justice is committed to advancing work that promotes

civil rights, increases access to justice, supports crime victims, protects the public from crime and evolving threats, and builds trust between law enforcement and the community.”

So we, at OVC, wanted to go a little bit further with that language, and we worked with our communities of color working group, and with our General Counsel’s office, and we included language on page 8 of the solicitation, which is what you see in front of you now. Which is really asking all of you to provide us with information about how you are planning your subawards. And not just planning your subawards, but how even with the decrease in funding, how you are including and being considerate of working with non-traditionally funded organizations, by and for organizations, or--and working with victims of color. So this language here, that you see in front of you right now, is not totally inclusive. So I’m going to read it again, because I think it’s the very plain language that we have included, it’s really important, so pardon me while I read. I don’t usually like to read from the script, but I am going to read it because I think it’s really important. So, again, it’s on page 8 of the solicitation.

And we are asking that states this time around, provide a statement of efforts to assess victim services needs in the state or territory, and whether these efforts actively seek to include diverse and frequently marginalized perspectives in identifying these needs. And if so, how? We are also asking that you explain how subawards will be made, including the extent to which new awards will be made and the extent to which awards to existing subgrantees will be modified. If a planning process is under way or anticipated regarding the delivery of victim services, please describe that process. We are also asking you to describe how you will use your funding to affirmatively advance equity, civil rights, racial justice, and equal opportunity, including by incorporating any of the practices described below, and any others that your jurisdiction uses or plans to use. Then we provide definitions, which, luckily for you all, I’m going to skip. And last but not least, we ask for you to explain how the state or territory will ensure that subrecipients meet the VOCA organizational capacity requirement. We refer you to the statute and explain that this is the language that requires subrecipients to show a record of effective services to victims of crime and financial support from non-Crime Victim Fund sources, or in lieu of this record, show substantial financial support from non-Crime Victim Fund sources. OVC encourages states and territories to consider funding organizations that traditionally have not received VOCA funds, and within the parameters of the program rules, to set flexible criteria for demonstrating organizational capacity. To the extent that your jurisdiction will, or has reviewed, its process for determining organizational capacity to broaden access to VOCA victim assistance funding, please describe what changes you intend to make (or have made).

So again, we just really wanted to emphasize this language. It is new. It reflects SVRD’s priorities, OVC’s priorities, OJP’s priorities, and the DOJ’s priorities, and the Administration’s priorities. And we are really excited to learn from you all and hear from you all about what you are doing. We know--we have our VOCA Center, the NCJA training and technical assistance provider that is almost ready to be up and running. And they will be working with you all very closely in really working to provide and outreach to potential subrecipients or organizations that have not previously been funded and how you can access those organizations and serve those--or provide funding to those organizations.

So with that, Joel, I will turn it back over to you. Again, we are happy to answer any other questions that you all have. All of our grant managers, our program managers are really excited about this and will be thrilled to work with you. And obviously, NCJA, our TTA provider, is really excited to work with you all on this as well.

JOEL HALL: Thank you very much, Kate. For people who might not know, that's Kathrina Peterson who is our Deputy Director. Thank you so much. Sorry, I couldn't fit the whole...

KATE PETERSON: Sorry Joel.

JOEL HALL: ...the whole language in that slide, I tried my best to get the best I could. Again, go to the solicitation. Everything that Kate read is detailed in the solicitation.

I did get one question that keeps popping up that I'm going to answer. I said I'll save it to the end. The solicitations have already been posted. So this came out I think over a week ago, so they are already live and you can go to our [OVC.gov](https://www.ovc.gov) page, funding resources, and there's a link in the--in the chat as well. So, but those are already live.

So, let's go back. I'm going back a slide to the other required documents that we, as OVC, generally require. The other one is the OJP Financial Management and Grant Administration Training Certificates. These are very helpful to us to make sure that you've taken the training. You don't have to take it every year. You know, this is a requirement for so many years, but you put your most recent one up when you put it in the solicitation. This way, we know that you're in compliance and if we need to look forward, it just makes our lives a lot easier. I know it's an extra step, but it helps us a lot.

So Victim Compensation. So these are the--again, we're going over both solicitations, so now we're going to talk about the required files for Victim Compensation. As always, the statement regarding use of administrative and training funds, as said before, try to be as--keep it as simple as possible. We're not telling you how to write it. You can, you know, if you want to put more, you can. but the best practice is just to say, "hey, this is what our intention is to use this money for, for training and technical purposes." That's all that's really required. And if you want to write more, that's fine, but the best practice is just to be as simple, so it gives you flexibility.

One thing that's different from Victim Assistance that Victim Assistance people do not have to do is we require the state law who's governing the Victim Compensation programs, we like to have that every year. And the reason why we request that, a lot of people always ask me this question, why do we always ask those? Because a lot of times states have changes in their laws and so it's good for us, if we need to see the most recent copy, instead of going to the--to the state SAA contact, point to contact, we can just--we have that already listed. So that if we need to answer questions or we have any questions ourselves, we have your most recent state law. So make sure you put the most recent. If there was any amendments or modifications to that law, put it--put it in there.

Again, OVC Financial Management Training, that works for both compensation grants, and assistance.

Now this is the big question I've been getting a lot. VCC forms. This year, we will not be requiring you to submit the application--the VCC forms with the application. We have in the past for long before I've even come here, I've been here for 13 years. So, that's going to change. It may be different next year. We're still working on JustGrants in terms of building in that component so that you can submit your VCC forms with the application. It's just not ready yet. So what we're going to do is we're going to--in a month or two, when we're ready, we're still actually kind of working on the instructions and a lot of different things. When we're ready with the form, we're going to send it out to you, so that you can fill it out. And then we will collect them. And then we will insert them directly into the JustGrants System that way, through a couple of mechanisms that the developers helped us work with. So for this year, just a reminder repeat, you do not need to submit your VCC forms with your application this year.

All right. So now those--we went over the required documents that OVC always required. Now we're going to go over the standard forms that are always required by all of OJP grants. If you're filling out OJP grants for different Bureau of Justice Systems, NIJ, or other OVC grants, there's many of these typical ones that you're going to have to fill out. such as the lobbying activities, SF-LLL, financial management systems control, the 424, which we're going to go over some of these in the next few slides. Disclosure if you're high risk. Debarment, suspension, and other things. Duplication. These are things that will be required. Not all of them are for everybody. Well, actually most of them are in there actually, so you're going to have to fill them out. Follow the solicitation very closely. There will be boxes--when you do JustGrants, these boxes will come up and I think they actually come up first. I know I'm the one who uploaded solicitations, so they're going to kind of--these ones will come up first, before you even get to the--to the regular OVC ones. So that's why they'll kind of be out of order. So it's best to make sure that when you are completing these forms that you use the actual titles in the documents. You know, if it says indirect cost-rate agreement, if you have one, just make sure that you put that down; or financial management system control, because that just helps us find it that much easier.

So we have--this is what the SF-424 form will look like. We're going to be filling these out. This is what it should look like from JustGrants, as they tell me. I haven't filled out an application, so I don't know. A couple things I wanted to go over, just a reminder as you're filling these forms out. And these are common mistakes that people make.

Type of application is always new. I don't think this year it has construction on it, so we don't have to worry about that. But make sure you put it's a new application.

Enter the same legal name you used in all of your OJP award documents. It's very important that all those names are the same. I've seen and we've run instances before where a grantee will have, you know, for OVC, it'll say--it'll, kind of, use initials for the state and then, kind of, you know, it'll just chop up slightly different or they'll use a different component of the department that they work in. Make sure that all grants as they are being filed are exactly the same and it would be even better if they match what was in SAM.gov. So if they're in--if the name that's in the SAM.gov, that would--that would be great. Just make sure that you're being consistent with that. And if you don't know, you might need to ask your finance people. Ask them what, you know, or other people who've applied for other OJP grants.

The start and end dates, it's going to be 10/01/2020. So make sure that you put that down. Again, we went over that. Just a reminder that at this time you can't go over the end date of 09/30/2024. That could change one day, but as of right now, this--those are the times that we're putting.

So in terms of this estimated funding, I should've taken this one out, but anyway. There's no detail budget worksheet, so you don't need to worry about that in terms of the estimated funding. You're just going to put down in here, estimated funding, the amount that comes from the allocation tables. So it's very important that you do that related to the allocation tables.

And people are saying, "2020?"

It is 2020. Trust me, it's '20 on this one. I keep getting questions, so it's 2020. I know it sounds confusing. It's been this way for as long as we've done it. It has to do with the federal fiscal year that we're currently in while we're applying the grant. So that's why it starts kind of backwards from 10/01/2020. It's not a typo. It's not an error. Please do that.

So yeah, estimated funding, look at your allocation tables and that's what the amounts you're going to put in there.

Project description, very important to write exactly what you see here. OVC FY 2021 VOCA Assistance. So use these titles, or VOCA Victim Compensation. That should say OVC 2021 on this slide right here, so make sure you use these title.

Again, these--for people who are asking, these slides will be on our OVC.gov website, so you can review this PowerPoint presentation again.

Make sure to use that language. It helps us find the solicitations and group them when we're doing searches a lot easier.

The FS--the SF-LLL lobbying form. Make sure you fill this out completely. This is why I brought this up is that, it's important to know which ones you're going to put. So in Type 1, you're going to put B for grants. And make sure you fill out all those numbers, whether it'd be two or three. Three would be A initial findings. And in the boxes that are down below, put N/A if you don't have the numbers--I mean, in terms of--if it asks you for addresses, you can put N/A or you can put, you know, your addresses, or if you don't have them. But just make sure you complete this out fully. It's very important. Put the award amount. Put everything that it says as best as you can. Sign it and fill it out and double check. It's just a common error.

Disclosure of duplication in costs items. This disclosure should include both direct applications to federal funding and indirect applications for such federal funding. Now this is required and, you know, a lot of times with formula, it can be a little bit different because, you know, there's different grants that seem to sometimes coincide. But we have to have this for all grants as required by OJP. So in a lot of cases, this doesn't apply to formula funding, but if it does, and in some case, make sure you put that down or put a statement saying that it does not apply to you.



Application--applicant's disclosure of high-risk status. If an applicant is currently designated as high risk by a federal grantmaking agency, then the applicant must include the following information. So if you--if your agency is high risk, either--whether it would be DOJ, or any other federal agency, make sure you put that down.

Application Process. And I think this is where I'm going to hand it over to Daryl.

DARYL FOX: Thanks, Joel. Yeah, so now we're going to get into a little bit about the application process and what's required and everything that that entails.

As you may know, there's a new process this year which utilizes the JustGrants website for submitting the full application for OVC solicitations. To learn more about it and what it entails, applicants are encouraged to review the [Application Mechanics eLearning Videos](#), which are located on our JustGrants websites. By viewing them, there's job aids, there's checklists, and other resources that applicants can have for all the information needed to apply. And on the right-hand side of the slide here, you'll see the six different webinars that have been added to help you through the process. Some are newer than others. There's [Getting Ready to Apply](#), which is good, as an initial one to look at. [Initiating the Application in Grants.gov](#), which is a separate system, as Joel said, for the SF-424 and LLL. How to [Locate an Application](#) where you can go to search for both of these solicitations. [Submitting an Application](#), which we'll get to in a little bit in more detail. [Budget Detail Worksheet](#). I'm not sure if Joel said that that was required for this one. And then submitting--[After Submitting an Application](#), what to expect and what to have on-hand ready to go. So it's definitely encouraged to access JustGrants.gov and select these to view.

Drilling down, the [Application Mechanics: Submitting an Application](#) webinar is a useful resource. It's very comprehensive. This is one of the earlier ones that JustGrants had conducted and posted to their website. Kind of, very comprehensive in nature on steps to take prior, how to find the opportunities as I mentioned, how to designate roles and responsibilities within the system, navigation, and then different training materials, job aids, and other resources. There's a comprehensive FAQ section as well that should be of some assistance to you all.

Another important resource is the [DOJ Application Submission Checklist](#). This is going to be a step-by-step item here, where it'll tell you all you need for applying and how to prepare the Grants.gov process, certifying and submitting and then some user tips as well. So it's a wonderful resource. It's available to you to, kind of, guide you through the process, the cumbersome process that it could be.

And then lastly, just to summarize this JustGrants section, there's a lot of training and resources available. As mentioned, there are [pre-recorded webinars](#) that are available with [slide decks](#). Their [Training Application Submission](#) page for updates and such, which are of great use. And then, you know, just a suggestion to perhaps bookmark it for updates as they come out because they're constantly adding to their FAQ section and things. And there's also announcements on maintenance that's posted for the, you know, sometimes over the weekend they'll do some updates where it's inaccessible. So certainly a great resource. And they have a user support page, phone, email for any questions you may have for this part of the application process. So definitely, a wonderful resource to keep in mind there and bookmark.

So kind of going back over what's required. It's a two-step process this year. So the first step is going to be the Grants.gov, where you're going to submit the SF-424 and the SF-LLL. You're going to need a DUNS number, Data Universal Numeric System number. The System of Award Management registration or renewal to complete that process. And then the step two, is JustGrants part--portion, where you're just going to submit the full application, including all your attachments at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov). And then it's also recommended to refer to the Registration and Submission section within the [OJP Grant Application Resource Guide](#). I believe that will be entered into the chat, or you can link up to that directly, on how to apply.

Just drilling down a little bit more at--what [it] entails within Grants.gov, there's several steps that you'll need to undertake to get the--through the system. Acquiring a DUNS number. Once again, register and maintaining your SAM database number, and several others here that you'll want to go through. Any questions in particular with this part of the process, [Grants.gov](https://www.grants.gov)'s website will be a great resource. We'll show some contact information towards the end of this presentation, that you can get ahold of them.

And then step two, JustGrants mentioned the full application will be uploaded to this site, so [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov) will be that section for that part.

Kind of, wrapping it all up, the [OJP Grants Application Resource Guide](#) is a wonderful resource for any and all things related to OJP grants, in particular for this one. So this will be--link will be added to the chat where you can link up directly to this resource and download it as you need.

So summarizing some of the important resources that you can reference as you get through this process, obviously [OVC's website](#) is listed here. The [DOJ Grants Financial Guide](#), wonderful resource there available. [JustGrants](#), [Grants.gov](#), we've mentioned those earlier, maybe you want to bookmark those for sure as you get through this process. The [Grant Application Resource Guide](#), just mentioned earlier. And then a couple others, the [OVC Training and Technical Assistance Center](#). [Grants Performance Measurement Reporting](#) tool. And then the [OJP Resource Center](#), which is a wonderful resource if you're having questions about the programmatic portion of the solicitation, non-technical assistance related. You can go ahead and contact them for questions.

Listed here are going to be the three main entities we talked about. For any and all information that you have, questions that you have as far as Grants.gov, the 424-SL--SF-LLL as well, 1-800-518-4726 or [support@grants.gov](mailto:support@grants.gov). Then regarding the JustGrants site, you can contact them at 833-872-5175, or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov). Once again, lastly with technical assistance with the programmatic requirements, the OJP Response Center is a great resource for you. They can be reached at 1-800-851-3420 or [grants@ncjrs.gov](mailto:grants@ncjrs.gov). And all three entities are very responsive, have a helpful user FAQ database that you can, kind of, self-serve as well on their websites.

So wrapping it all up, there's some important dates here. As mentioned with the two-part system, Grants.gov, the submission will be--need to take place by July 6th, at 11:59 PM, Eastern. This is the last possible moment. So you--everybody here's pretty well seasoned in the process and how it works. So definitely encourage to at least get this in, you know, a day, 2 days, 3 days early, just in case there are any technical glitches with the system, so you can be covered in that sense. The

JustGrants part, full application, that's going to be due in JustGrants by July 19th, at 11:59 PM, Eastern. Also once again, with that, so several weeks in between; part of that two-step process that's new this year.

And with that, that will end today's presentation portion. We'll get to the Q&A here. So once again, just reiterating, if you do have a question, you can click on the bottom right side of your screen, three dots, select Q&A, and enter it in there. And as we get through all this, the presenters will be able to answer everything that's coming in.

JOEL HALL: Yep. Yep. Okay, yeah. We use the Q&A, because [in] the chat, we're putting a lot of links. So it's hard for us to find stuff buried in that.

One thing I wanted to highlight before I go over your questions, is one, I know this process is very different than last year; using JustGrants and Grants.gov. You know, your grant management specialists are here to assist you the best that we can. Give them a call. We're here to help and make this happen. We look forward to working with you and talking with you. And there's no, you know, all questions are relevant. And we're here to help.

One other thing I wanted to highlight is SAM.gov, what's different this year compared to GMS in the past, is that we've always required active SAM.gov registration. And that's nothing new. However, you could actually be--have your SAM expired and still apply. You can't get through Grants.gov without your--having an active SAM.gov. So I would say to you, make sure that you do that ahead of time, if not, now, if it's expired. You--it may have--your existing may not have a--may not be expired. Some agencies are very small, and you can go across the hallway to somebody that you know who manages that. It could be a very large agency. So just make sure that your SAM.gov is active before you apply because that could slow down your requirement.

So we're going to go over some of the questions. I saw one, "about the VCC forms, what does that represent?"

So that is only for compensation programs. That stands for Victim Compensation Certification form. It's something that's required that we use with our formula grants to determine where our allocation fundings are. So that's only a compensation requirement. Victim assistance programs do not fill those out, unless you happen to be a dual victim assistance/comp program. But in general that is only for the victim compensation programs.

Let's see, I've seen, "Where do I find the financial management system of internal control questionnaire?"

That should automatically pop up in JustGrants for you to fill out, as you're filling things out. If it does not--because I have of course not filled out an actual application, I've only seen how the matrix looks like, it's going to pop up like it did in JustGrants last year--what you can do is the Resource Guide will have a copy of that.

Let's see here. I saw some good ones. "Put 'new' in the existing grantee?"

It's very important to put new. Yes, this is not a continuation grant, it's a new grant. Every year this VOCA funding has a new grant. So make sure you put in the box "new."

Let's see, all right. There's a lot coming in, I'm trying to get on top of it.

KATE PETERSON: Hey, Joel? It might be easier if somebody--if one of the facilitators reads the questions out loud to you.

JOEL HALL: Yeah. That might be better.

KATE PETERSON: Because it's hard to--it's hard to follow the questions and answers.

DARYL FOX: Yeah Joel, so one came in. "Regarding the statement that Kate talked about on Slide 18, is there an expectation of length within that? Is there any parameters surrounding that?"

KATE PETERSON: There is not an expectation.

JOEL HALL: No.

KATE PETERSON: Yeah, I'm sorry Joel.

JOEL HALL: Yeah. It's a--it's a Word doc--yeah. It's a Word document. It's not in a box or anything of that nature. So you can write it, make it as long as you want, and detailed. We would like it to be detailed. Yeah.

KATE PETERSON: And then can I just jump in? Sorry. There was a question about--there's a question about "the program--the statement regarding plan to subgrant funds and what--how that should be submitted."

And I just wanted to jump in and kind of--and try to clarify that, because I think that's kind of along the lines of what the question that was just asked. What we have written in the solicitation and the attachment require--the attachment checklist, so what an application--what an applicant must do on page 11 to 12. And on page 12, specifically, it says that "applicants must submit a statement regarding plans to subgrant funds." So how we interpret that is that it could be one document that includes the methodology for selecting subrecipients, completed strategic plan, and the narrative that answers question C; or if it is easier for you all to submit that in several different attachments, that is fine also. I think the goal is to do whatever is easiest for you all. And so that's it, that is the answer to that question.

Sorry Joel.

DARYL FOX: Another one came in.

KATE PETERSON: Back to you.

DARYL FOX: Not a problem, thank you. “Can funds for this grant cover the hiring of new victim assistance staff?”

JOEL HALL: Very possibly. The victim assistance, or the five percent administrative costs, can cover those, absolutely. So...

DARYL FOX: “Are training certificates for all VOCA administrative staff required to be submitted?”

JOEL HALL: No. That’s a good question. So in the past, it’s always the point of contact and financial point of contact. In JustGrants it’s called the Grant Administrator and the Financial Manager, I think. So just those two people, not every--not everybody who’s hired, not everybody--yeah. Just usually, about two--usually two per program, that will be victim assistance or victim comp.

DARYL FOX: Joel, you touched on this, just specifying as far as labeling attachments in the statement regarding plan to subgrant funds section, three documents to upload. “Do you have recommendations on titling those?” I think you were mentioning that earlier in the presentation. What’s recommended as far as...

JOEL HALL: Well, you know, so you can put that in two different ways. So you could split it because I know there’s A, B, and C. So you can either incorporate those into one document, you know, Section A, Section B, Section C. Or you could put statement regarding plan to subgrant funds attachment A, and then you could go attachment B, and attachment C. I’m going to leave that up to you, I think it would be better if you, kind of, incorporated it all in one document, it’d be easier for us to find, but I know that there’s some sections in that. So we’ll leave--we’ll leave it up to you. Whatever works best with you and how you want to do it. It’s kind of like what we’ve done in the past. For those who’ve filled out before, we’ve had file one, attachment A, B, and C, or something like that. So you can do it that way, if you like to, or try to incorporate it all into one document, with the sections; that is much easier for us.

DARYL FOX: And this one was answered within the Q&A, Joel. But just to get it verbalized, “There’s a particular state that’s having updates to their law, but they won’t be effective until after the grant application is due. So they’re wondering how they would submit it?”

JOEL HALL: Yeah. Jalila...

DARYL FOX: “Perhaps with an addendum later in the year?”

JOEL HALL: Read Jalila’s answers, because, so, just, yeah, an addendum. Submit what you have. Yes. That’s very possible but your legislative year would be somewhere starting in the fall and you know there’s going to be changes, but just at the time of submission, there’s not. So just what you have, that’s all--at the time of submission.

DARYL FOX: “Regarding the disclosure of duplication form, does duplication mean that the same costs will be covered in the VOCA grant as well as a subgrantee of another grant?”

JOEL HALL: No, I don't think so. I saw that question. So, that would not be duplication, in regards to that, because it's your subgrant. So no. The answer would be no. I don't want to go too far into that, just try to be clear that that would not be considered duplication.

DARYL FOX: "Is there guidance on where the financial management and system of internal controls questionnaire can be located?"

JOEL HALL: I think I might've mentioned that. But it should be--I would say that it should automatically pop up as a question in JustGrants. So that you would fill it out. If it doesn't, look it for the Resource Guide. If you can't find it then, tell your grants management specialist. But I remember seeing the matrix when we were filling it out, I think it's one of those auto-generated forms. But again, I haven't filled one out, yet, so I can't tell you, that's what it's supposed to be. So...

JALILA SEBBATA: If it doesn't pop up there, you can definitely find it in the Application Resource Guide. There's a link to it and you can download it from there.

JOEL HALL: In GMS it popped up automatically and that was supposed to be the case here. So... But yeah, Jalila's right. If you don't see it, the Resource Guide is a great place.

DARYL FOX: Just one, another question coming in, "on the competition ID reference to the step one, number six, they're wondering what that is."

JOEL HALL: I think that just might be what is in Grants.gov. I don't know the exact answer. We can try to get that to you. Usually, each--I don't know. I don't think that's a CFDA number. I think that, you know, historically, when we used to do it in GMS, you would have like a solicitation number and that might be it. This is specifically, I think, a Grants.gov question. And so, I'm--looking at the solicitation in Grants.gov, see if you see that number, if you're not, we can--we can look for it. But I think sometimes they leave that blank. So we might have to get back to you on that one. I don't want to give you false information.

DARYL FOX: Joel this one maybe a JustGrants referral. "But if a full application is completed and submitted prior to the closing date, and they're want to be--make modifications, will they have the opportunity to do so? Or is once it's..."

JOEL HALL: They will not.

DARYL FOX: "...submitted, it's finalized?" Okay.

JOEL HALL: They will not. You--I believe you'll have ability to... If I'm not mistaken, you will have the ability to--for us to send it back for you to make changes when we start reviewing them, but you will not, like, once it goes to Grants.gov, you will not be able go back into Grants.gov and modify it. When it goes to JustGrants and then we start the review process, we won't be able to send it back, but you won't be--have access to it. You'll be locked out until we're--we actually send it back to you.

DARYL FOX: “Regarding the DOJ certifications, regarding lobbying, debarment, suspension, and other matters, is it a form to upload?”

JOEL HALL: It is a form. We’re going way back. It’s a form. It’s always been a form. Going way back here. It’s this form right here. It should look just like this one right here. Oops. not that one.

DARYL FOX: Okay.

JOEL HALL: So that’s the--slide.

DARYL FOX: Joel, what slide...

JOEL HALL: Uh-hmm.

DARYL FOX: What slide is it Joel? I’ll go to it right now for you.

JOEL HALL: It is 22. Slide 22. That’s what it looks like. It should be, again, an auto-generated form. If it’s not, please go to the Resource Guide and complete all that stuff that’s in yellow, that’s very important. And I would put the award amount too, just to be safe.

DARYL FOX: Is it preferred that all documents be combined into one, or are separate attachments with distinct titles preferred?

JOEL HALL: Separate attachments with distinct titles, I’ve said that before a couple times and I’ll say it again. Separate attachments with distinct titles. Copy and paste those titles, and make our lives much easier.

DARYL FOX: “Is there a form for civil rights compliance?”

JOEL HALL: There is not. What you’re going to do, is just going to put an attachment, and write down who the contact is. So there’s no--there’s no standardized form for that. You’re just going to follow the instructions and put down who that person is. The best--the best practice would be, on agencies’ like, letterhead say, “Our civil rights compliance officer is this person. This is the contact information. Thank you very much.” And that would be it.

DARYL FOX: It seems to be the end of the questions in the queue at this time.

JOEL HALL: No questions? Well, we are almost done. I want to thank everybody for attending.

DARYL FOX: Joel, one more did come in.

JOEL HALL: Yeah. I see that.

DARYL FOX: Okay.

JOEL HALL: So the question is, yes. I did say that for State Administrating Agencies, states and territories. OVC has a--and OJP have one, you know, large many different funding opportunities throughout, I would go to OVC.gov looking for many of our funding opportunities where we provide direct funding opportunities for nonprofits and other private organizations. So yes, we do have a lot of opportunities for nonprofits that are not SAAs. This just happens not to be one of those.

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