

DARYL FOX: Good afternoon, everyone. And welcome to today's webinar, "FY 2023 VOCA Victim Compensation Formula Grants," hosted by the Office for Victims of Crime.

At this time, it's my pleasure to introduce Kerry Lupher, Grant Program Specialist with the Office for Victims of Crime to begin the presentation. Kerry?

KERRY LUPHER: Thank you, Daryl. And hello, everyone. Thank you for joining today's webinar. Before we get started, I would like to highlight our upcoming 2023 National Joint Training Conference for VOCA Victim Assistance and Victim Compensation Administrators and staff. The conference will take place in-person this year. Yay! Tuesday, August 15th, through Thursday, August 17th, 2023, in Chicago, Illinois. Registration is now open and I look forward to seeing you there.

Today, we'll talk about OVC's mission, the solicitation, including the focus of this opportunity, eligibility, and required documents. Then we will share information about the application process and resources. And there will be time to answer your questions at the end of the presentation.

OVC's mission is to enhance the Nation's capacity to assist crime victims and to providing leadership and changing attitudes, policies, and practices to promote justice and healing for all victims of crime.

The Office of [for] Victims of Crime administers the Crime Victims Fund, which is financed by fines and penalties paid by convicted federal offenders. The Fund does not come from tax dollars. OVC channels Crime Victims Fund money toward victim compensation and assistance programs throughout the United States. We raise awareness about victims' issues, promote compliance with victims' rights laws, and provide training and technical assistance and publications and products to victim assistance professionals. The Crime Victims Fund supports formula programs to states, territories, and tribes, as well as many OVC discretionary grant programs for victims of crimes.

In fiscal year 2023, OVC has been appropriated over \$1.8 billion to help improve victim services throughout the Nation. The majority of OVC funding is determined by the Victims of Crime Act, VOCA, and goes to states and territories as formula funding for victims compensation and victims assistance programs, with approximately \$95 million in anti-trafficking funding, and \$95 million for tribal efforts, and the rest for discretionary programming.

So now let's get into the VOCA Victim Compensation funding opportunity.

These are the types of organizations that are eligible to apply for this 2023 solicitation. State-designated administering agencies in territories and possessions of the U.S. Applicants must be state compensation programs that are eligible to administer VOCA compensation grants in their state. As noted here, we may use the term state throughout the solicitation, which includes U.S. territories and other U.S. possessions.

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. This program funding, victim compensation, furthers the Department's mission to providing crucial financial assistance to hundreds of thousands of crime victims each year.

Under the solicitation, OVC will support VOCA Victim Compensation Formula programs that provide crucial financial assistance to crime victims. Funds under these programs shall be used by states for awards of compensation benefits to eligible crime victims. State victim compensation programs supplement the state funds that offset the financial burdens of victims and have--that have resulted from crime. Compensation is extremely vital to crime victims who face enormous financial setbacks from medical fees, lost income, dependent care, funeral expenses, and other costs.

As noted, the goal of the victim--As noted, the goal of the VOCA Victim Compensation Program is to supplement state funds that offset the financial burdens of victims. Next slide.

The maximum number of victim compensation awards OVC expects to make is 54. The total amount anticipated to be awarded under the solicitation is \$169 million. The award start date aligns with the beginning of the federal fiscal year, October 1, 2022. Yes, 2022, because this is formula funded--formula fund-based on the fiscal year, and that began 10/1 of 2022. And the period of performance is 48 months.

Awards will be made as grants, which means OVC, as the awarding agency, maintains an oversight and monitoring role, and yet will have--will not have substantial involvement with the awarding agency.

Now, we'll talk about the application and submission of the VOCA Victim Compensation Grant application.

There are two deadlines you will need to meet with different documents required for each. The Grants.gov deadline is May 30th, 2023 at 11:59 PM Eastern Time Zone. The JustGrants deadline is June 6th, 2023 at 8:59 PM Eastern; one week after the Grants.gov deadline.

DOJ expects to award grants no later than September 30th of 2023.

And an important note, changes to the UEI or the Unique Entity Identifier numbers in SAM.gov should be made as early as possible, way before these deadlines. There have been extensive delays with the entity validation service process in SAM. And we have found that delays are also being experienced by entities that have changed their legal business name or physical address. So please, do not wait until the last minute.

VOCA Victim Compensation Formula applications must include: OJP Financial Management and Grant Administration Training Certificates. Please make sure your

certificates are current and accurate. There is a requirement that this training is completed once every 3 years. So you want to check those, make sure that they are current. A brief statement regarding whether you intend to use administrative and training funds is required. And part of this statement would include how you're planning to utilize those funds. And a copy of the State Law Governing its Crime Victim Compensation Programs is required. Please note, VCC forms, Victim Compensation Certification forms, will not be submitted with the VOCA Formula applications this year. OVC will provide a new version of the form to be uploaded into JustGrants at a later date.

On this slide, we are referencing a few resources to assist you with attachments. The application checklist at the end of each solicitation will list documents to include in-- documents to include, in addition to those just mentioned. Please consider using this checklist in your review prior to submitting your application to ensure that you have attached all required documents. In addition, the [DOJ Application Submission Checklist](#) is available. Daryl is placing a link to this checklist in the chat. The JustGrants quick reference about [Application Attachments](#) is available. Also, will be linked in the chat. And you can find in JustGrants a larger application submission job aid covering potential attachments that you may be asked to provide. And as a best practice, we suggest you submit documents as PDF documents please.

New this year, victim compensation applications are required to submit a Proposal Narrative, which may be up to 10 pages in length. Please adhere to the Narrative formatting requirements. This is a new OJP requirement for all OJP solicitations. It is not specific to formula funding or victim compensation. Please hear me when I say your narrative does not need to be extensive. It may be as straightforward as copying over a general statement from your website or other standard documents that you use to provide information about your program. As much as I'm interested in reading and learning about your programs, please know, again, you do not need to fill the entire 10 pages. Next slide.

As mentioned on the application checklist of the solicitation, this slide lists other documents to be included. As noted, use the checklist in your review prior to submitting your application. Here on this slide, it informs you that a requirement is the Standard Application Information Form, the SF, or Standard Form-424, which is provided in Grants.gov. The Indirect Cost Rate Agreement is required, if application. The Financial Management and System of Internal Controls Questionnaire. The Disclosure of Lobbying Activities or SF-LLL; that's also a Grants.gov submission. The Applicant Disclosure of Duplications in Cost Items; the DOJ Certified Standard Assurance; the DOJ Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; Application Disclosure and Justification if you are DOJ High-Risk Grantee. Next slide please.

So now we're going to go over the application process.

There are two parts to submitting a VOCA Victim Compensation Grant application. Part one is Grants.gov and part two is JustGrants. Once you have located the correct DOJ funding opportunity in Grants.gov, you will submit an SF, or Standard Form-424, which is your application cover sheet, and you will submit an SF-LLL, which is the Disclosure of Lobbying Activities. This is the extent of the application requirements in Grants.gov. Most of your application will be entered into grants--into JustGrants. Your Entity Information will be populated in JustGrants, based on entries made in SAM.gov and used in Grants.gov. As you can imagine or may have experienced, as is the case with some of my grantees, if the information in SAM.gov is out-of-date or otherwise inaccurate, this will trickle down to Grants.gov and to JustGrants. So, please, before getting started with your application process, we recommend you go into SAM.gov and make sure your information is up to date.

Now, you will have two application submission deadlines as noted. One for Grants.gov and one for JustGrants. After the Grants.gov deadline, the solicitation will be removed from Grants.gov and no longer available to applicants. We highly recommend you try to submit your application documents in Grants.gov at least 72 hours prior to the deadline to provide you with enough time to correct any errors, if necessary. Once the application has been submitted and validated in Grants.gov, it will be magically sent to JustGrants for completion, including your SF-424 and SF-LLL. It may take several days for Grants.gov to complete validations and release it to JustGrants, thus we're allowing a 1-week turnaround between Grants.gov deadline and the JustGrants deadline. And for this solicitation, JustGrants has its own submission deadline, as noted, 1 week after Grants.gov. Okay. Next slide.

Here are your crucial deadlines, folks. For the Victim Compensation solicitation, you must submit the SF-424 and the SF-LLL in Grants.gov by May 30th, 11:59 PM, and then all other required application documents in JustGrants by June 6th at 8:59 PM. Next slide.

After you have submitted your application, you may wait patiently, or not. OVC will notify applicants, entities after our review and before September 30th. The JustGrants system will notify the Entity Administrator and Authorized Representative, if and when the deadline for applications has changed. The Application Submitter, and Entity Administrator, and Authorized Representative will be notified when the application is received in JustGrants from Grants.gov. And the Entity Administrator will be notified when the award notification has been sent.

Once you've submitted your application, the status of the application in JustGrants will be submitted status. You may also see a banner at the top of the screen that indicates the application is past due. Do note, this banner indicates the submission deadline has passed. It does not indicate that your application is past due. Just go there, see what the status is. If it says submitted, you are in good shape. As a reminder, please update assigned roles for your entity in JustGrants. Your assigned Entity Administrator controls assignments of users and assigns specific awards to individual users. This does not require intervention from DOJ to update these assignments. The Entity Administrator

defaults to your organization's EBiz SAM.gov point of contact. That person can be reassigned in SAM.gov, if needed. And, again, you want to take care of this, kind of, reassignment levels before the Grants.gov and JustGrants deadline.

Okay. Now, I will hand it back over to Daryl who will walk us through the different resources available and information on the systems you will touch in your application process.

DARYL FOX: Thanks so much, Kerry. Yeah, and as mentioned. You know, we're--the main part of the presentation is the content about the solicitation. Now, we're going to talk about some resources that you can access, both specific to this and then generally as well.

The first slide here on the resources section is the [OVC website](#). Most of you have probably perused this site at some point in your careers on helping victims throughout your states. But everything here is going to be related to the office. It's all topic-driven through the top banner here on this slide. There's a list of programs, all the grant opportunities, funding opportunities are available on the OVC site, and a host of library multimedia resources as well. List of news and events and such as well. So this is going to be your main site. If you don't have it bookmarked, we highly suggest you do. Anything related to OVC.

A good starting point for applicants is the [DOJ Grants Financial Guide](#). This serves as the primary reference manual to assist OJP, OVW, and COPS Office award recipients, fulfilling their fiduciary responsibility to safeguard grant funds and to ensure funds are used for the purposes for which they are intended. It compiles a variety of laws, rules, regulations that affect the financial and administration management of your award. So this guide should be the starting point for all recipients and subrecipients of DOJ grants.

Listed here are the top 10 topics. The main link, by the way, will be entered in the chat by Mike Lambert. And, you know, the top 10 topics are listed here, from year to year. It is a very robust guide, and you'll be able to access that. So definitely, as you prepare your applications, consult this guide for--related to the budgets.

The next resource is the [OJP Grant Application Resource Guide](#). The link will be dropped in the chat for you to access. And this provides similar--it provides guidance to assist OJP grant applicants in preparing in submitting their applications. It addresses policies, statues, regulations that apply to OJP program applicants in fiscal year 2023. And if--you know, if certain solicitations will have expressly modified a provision of this guide, you definitely want to consult the solicitation itself for anything related to that that may go--as a modification to this guide.

So moving on to system tools. So where those are resources, these are the actual systems that you're going to access as you begin to prepare your application. The first one is [SAM.gov](#). And this is, you know, before submitting an application in both Grants.gov and JustGrants. So you must register with this System for Award

Management, SAM system, and you must renew or validate your registration every 12 months. Kerry mentioned this a little bit ago, as well. If you do not renew your SAM registration, make sure it's accurate, it matches your organization name. It will expire. And an expired registration can delay or prevent application submission in those other systems. So this is going to be your first step, if you haven't already done it. And, you know, sometimes updates can take up to 10 business days to complete, so that could delay some of your other items as well. So this is going to be your first stop before applying.

The next tool here is going to be [Grants.gov](#) system. This is going to be your first stop in applying. So once you're all set up in SAM.gov, under the Applicants tab, you're going to find Training, Information on Applying, and such, and the funding opportunities you're going to search for within the system. Now, the main thing here, it was discussed a little bit earlier, is Grants.gov has its own deadline, typically a week prior to the full submission of the full application in JustGrants. So this deadline must be met in order to proceed to submitting the full application. And we'll go over the deadlines again towards the end here. Once you submit in Grants.gov, and it's literally going to be those two forms that were mentioned, the SF-LLL, which is your lobbying form, and the SF-424. And then that's the extent really of this system and what you're required to upload. Once you do submit, you're going to receive an email confirming you've successfully submitted. And if you haven't successfully submitted, you'll not be able to complete your application. So please be mindful of any technical glitches that happen. Get it in early. At least, 72 hours or prior--or more, prior to the deadline. That way, you can document any technical glitches, report those, and those will be documented with your application.

Then once the Grants.gov deadline is met, the next step is submitting your full application into the [JustGrants](#) system. This is a very robust system with a variety of different resources. The link has been dropped in the chat for you to access. Specifically training. On the left here, everything is organized by topic from entity user experience, the application submit--acceptance, all the way through post-event closeout--post-award closeout. I apologize. Micro-learning videos. If you're in a particular section within the JustGrants system, you'll be able to access these 10-, 20-, 30-second video clips on being able to get through those portions. So they're not going to be hour-long webinars you have to peruse through and find the section. These are going to be short, descriptive snippet videos where you'll be able to access as you proceed through that JustGrants section. And then there's job aid reference guides on the right here. They provide step-by-step instructions with screenshots about a process within the systems. So the JustGrants training website is going to be one of your one-stop shops for everything related to the system.

Now, if there are questions about the system, the JustGrants team does offer office hours, specifically here highlighted is the [application mechanics](#), the how. Once you're in the system, how do you upload, how do you get through the system. And these occur every Wednesday from 2:30 PM to 4:00 PM Eastern Time. And the upcoming dates are listed here. The link is going to be put in the chat for you to access. And these are just open forms where you can enter, ask questions, and have a dialogue with the

JustGrants team on anything related to application mechanics. So there'll be actually five sessions here starting tomorrow, weekly, throughout May.

If you're interested in information generally from the Office of Justice Programs, the [OJP Response Center website](#), which will be dropped in the chat, is a wonderful resource. This is going to provide a lot of resources for all of the OJP program offices, not just OVC, on a wide variety of crime justice topics. You could subscribe, locate funding opportunities, and actually subscribe to the funding news list serve that will be sent out through this subscription. So definitely check that out if you're looking for additional resources.

How to prepare for solicitation season? So to assist potential applicants in developing strong proposals, OVC, last year, hosted three [webinars](#) on the actual process. So part one was Getting Ready to Apply, part two was Considerations on the Budget, and then part three was Preparing Your Proposal and how to navigate through the JustGrants system. So these were hour-long webinars on the how. Now, once you're--have your information and everything collected and you're ready to start building your application within the system, these can, sort of, be a good reference point as well from the OVC perspective.

The link dropped in the chat will be other [funding opportunities](#). So if your particular organization is interested, you can find those. We're sort of nearing the end of the fiscal year 2023 solicitation cycle, but that'd be good to sign up for future years, to stay up to date on what's coming out and what's new.

[News From OVC](#). This is more of a general newsletter. Not related specific to funding, but on resources, topics, programs, and just general announcements from the OVC's point of view. So if you're new to your position, some of the--definitely subscribe to. Most of you may be aware of this and familiar and already subscribed. But just a good resource to stay up to date on what's coming out and what's new.

And then, lastly, the [DOJ Program Plan](#) that was mentioned a little bit before. If you're looking for other opportunities, Department of Justice-wide, that's going to be a great resource for you.

So now that we've gone through some of the systems, here's some important contact information for you to reference. Once we adjourn today, if you have any questions about any of these systems or these processes, they each have their own technical assistance resource center. So SAM.gov is going to be here at the [Federal Service Desk](#). That link has been dropped in the chat. You can access that online. If you do have questions about changing your--a name within the system or that system itself, it's going to be a great resource.

Then Grants.gov. You can reach them at 800-518-4726 or, here, the email at [support@grants.gov](mailto:support@grants.gov). And, once again, that's for just those two forms, the SF-424 and

the SF-LLL. And once you meet that deadline, you are done with the Grants.gov system.

Then moving on to the JustGrants system. This--They're open 24 hours a day, I do believe, for support. It's [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or you can reach them at 833-872-5175. This is for the full application. So once the Grants.gov forms are submitted, this is going to be where the bulk of the application is submitted.

And then, lastly, here on this slide is the OJP Response Center. So once we conclude today, if you have any questions regarding with the programmatic requirements of this solicitation, you can contact them at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) or 1-800-851-3420. So it's likely that any questions you'll have will be directed to the OJP Response Center. And they work in consultation with OVC staff on crafting responses that come in. So this is going to be the formal way to ask questions from here on out regarding the solicitation. And as we go through the Q&A, I'll go ahead and put the slide back up for you to reference, but everything has been posted in the chat as well.

And then, lastly, stay in touch. You can like us on [Facebook](#). Follow us on [Twitter](#). And we also have a variety of videos and clips posted on [YouTube](#) for you to access for anything related to victim issues, really, that OVC has been either funded or a part of.

And that will bring us to the end of the presentation portion today. I'm going to ask Kerry to come back on and we'll go ahead and go through those. But if you do have a question, on the far right side of your screen, QA box, select All Panelists, send your question. We have plenty of time to get to those today. And, also, of reference, the PowerPoint, recording, and transcript for today will be posted to the OVC website. If you need to go back, reference anything we spoke to today, you'll have a chance to do so. And that will be emailed to you, where to access those materials.

KERRY LUPHER: Thank you, Daryl. Okay, folks. This is your opportunity to ask any questions. Please post those in the Q&A section and we will try to answer those. I do not see any questions right this second. As you are formulating any questions for yourself, I wanted to make one point of clarification with the VCC form. We did update that, as you will recall, in this past year. When you submit the new form, it'll be the same copy. The difficulty is that we are not able to have you upload that to JustGrants. So you will, at the appropriate time, submit it, as you have this year, to the Grant Manager and we will go ahead and upload that into JustGrants, along with the application. Okay. That is all I have. I know that Joel Hall and Kate Peterson are on the phone as well. If they have any last remarks. I'm not seeing any questions in the chat yet either.

JOEL HALL: Hi, Kerry. This is Joel. I do have one thing.

KERRY LUPHER: Great.

JOEL HALL: Just a reminder, Kerry did go over this previously, and this is for in particular states who have changed their name. California, I'm talking to you. One of the



reasons I'm unable to change it in JustGrants is that you have to make sure it's--if you do a name change, even though your organization didn't change, you have to change it in SAM.gov. That's where the name really comes down. So if there's like changes in the name, make sure that you update SAM.gov. That will carry down. Even though you may put it differently in the application, for some reason, it always remembers what your SAM registration name is first, and that carries forward to Grants.gov and it carries to JustGrants. So just if you can do that, that would be great.

KERRY LUPHER: Thank you, Joel. Folks, I'm not seeing any questions.

DARYL FOX: Kerry, a question has come into the chat portion.

KERRY LUPHER: Oh.

DARYL FOX: And I can read that out.

KERRY LUPHER: Great. Thank you.

DARYL FOX: "Is there an example of the new narrative document that's the requirement for this year?"

KERRY LUPHER: Well, because...

JOEL HALL: All right.

KERRY LUPHER: ...it's so new, we have no examples of that yet, for formula. Joel, any advice for folks?

JOEL HALL: Yeah. So this is something that just happens to be in JustGrants. It's built into the system. It was actually there last year and created some confusion for some people, so we decided to just go with it. I can't suppress it like I can other things. So the answer is no, there's no documentation. And Kerry gave a great example of just pulling something from your website or something from some other document that just gives a general description of your agency. So that way it's somewhere in the file. It just says, you know, "we've been--we were founded in 1976, to provide victim compensation services to the great state of X, and that we are under the public service division, and etc., etc." I mean, it could be a paragraph. It could be a page. You don't have to fill up 10 pages. It's not--it's not graded. It's not awarded. It's just--it's just a general description. So there's no--I would say keep it simple and it should--and you probably have the information written somewhere that you just need to copy and paste and put it in the box.

DARYL FOX: Thanks for that, Joel. And regarding the SAM.gov again, if you are continuing to have questions, I will go ahead and just put this slide back up. It's in the chat as well, it's the Federal Service Desk, that you can ask for more questions on with SAM.gov. The question about the changing of the name and having some issues.

And, Kerry, would--just generally, there was a question about eligibility. Could you just kind of just go over that a little bit again? I'll put the slide up.

KERRY LUPHER: Yeah. Sure will. Thank you. So, as this slide shows, state governments, territories, possessions. For each state, there is just one designated state administering agency or SAA. This is governor-appointed for distributing our VOCA, Victims of Crime Act, dollars from the federal level, and so it's one agency in each state. I hope that answers your question, Alex.

DARYL FOX: And actually, another specific question on the name change. Maybe this could be answered. "If a particular entity is working on a name change for their main UEI, is it recommended they wait until after fiscal year '23 awards are made to make that change?"

KATE PETERSON: Yes.

KERRY LUPHER: Yes. The answer is yes, to wait until after submission.

DARYL FOX: Great. Thanks so much for that. Any more questions? Go ahead and please enter that in the QA box, select All Panelists. We still have plenty of time today.

KERRY LUPHER: Daryl, as a follow-up related to the narrative, if you--if you folks have specific questions about what to do for the narrative, please feel free to contact your Grant Manager at OVC, and we're happy to give you some help with that.

DARYL FOX: Okay. That seems to be the end of the questions in the queue. And as mentioned, once we conclude today, if you do have a question, something comes up, you can contact the OJP Response Center at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) here. We'll get a response rather quickly.

KERRY LUPHER: Thank you, Daryl. I just want to acknowledge too, Dan Eddie put a comment out that we--that they have a proposal narrative example at the NACVCB from other states. So that's helpful.

DARYL FOX: Okay. That seems to be it for the questions at this time. Is there anything in closing, Kerry, that you wanted to mention?

KERRY LUPHER: Just good luck. Please reach out to your Grant Managers if you have any questions. And we really appreciate your time today. Have a wonderful rest of your day.

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