[Transcript from the OVC Fiscal Year (FY) 2020 Advancing the Use of Technology to Assist Victims of Crime preapplication webinar, which was held March 31, 2020. The archived webinar can be found at: https://www.ovc.gov/grants/webinars.html.]

MARY JO GIOVACCHINI: Good afternoon, everybody. Welcome to today's webinar, OVC Fiscal Year 2020 Advancing the Use of Technology to Assist Victims of Crime, hosted by the Office for Victims of Crime. At this time, I would like to turn it over to today's presenter.

SHARRON FLETCHER: Hello, everyone. My name is Sharron Fletcher and I am a Lead Victim Justice Program Specialist in the Office for Victims of Crime. And I'm going to walk you through solicitation requirements this afternoon for our Advancing Technology to Assist Victims of Crime solicitation. Thank you all for joining and I hope you'll find this useful as you prepare your applications.

So just to go over quickly what we will talk about during our time together this afternoon, first we'll start by going over the mission of the Department of Justice or DOJ, as well as the Office for Victims of Crime and OVC. We'll also talk a little bit about the scope of our program, which is the solicitation, Advancing Technology for--to Assist Victims of Crime. Pardon. And then we'll walk through the solicitation requirements. And when we're done, we'll have time for questions and answers.

So I will also say I do suggest that those of us that are able to join have a--either a hard copy or have the actual solicitation open on your computer. That might be helpful as we walk through. You'll see at the top of the slide here, it says page 1. And so we'll have pages marked on different slides so that it'll be referred directly to that solicitation as we go through the presentation this afternoon.

So as I mentioned, the Department of Justice, our mission as it relates to this solicitation, is to support organizations that demonstrate innovative strategies to create, expand, or enhance the use of technology, either on a national scale or have projects that could be replicated nationally, to improve responses, services, and access for victims of crime.

And, of course, this is directly related to our mission at OVC, or the Office for Victims of Crime, where we are very much 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 victims of crime.

So Advancing Technology to Assist Victims of Crime solicitation is seeking to provide funding to organizations that demonstrate innovative strategies to create, expand, or enhance the use of technology in innovative ways to interact directly with crime victims and/or provide information, referral, crisis assistance, and other long-term support to help crime victims. So as you can see, all of this, weaves right through from our DOJ mission, to our OVC mission, directly down to the program.

Our Program Scope, which again, you'll notice the page number at the top, is covered on page 4 in the solicitation. So we're using the--OVC Is the we that I'm referring to. We're

using this specific solicitation to support, again, national scope initiatives and regional initiatives that can be replicated nationally to maximize the use of technology to improve and increase access to crime victim services. Funding from this initiative can be used to support that technology development and maintenance. It can also be used to support staff required to operate, update, and maintain the proposed platform or service. It can be used for training and technical assistance on the purpose and the use of technology, which would include outreach and publicity activities. So you know and understand that marketing the technology to the field as well as to victims is very important. And the funding can also be used to support staff that are engaged in coalition building services and activities regarding the use of the technology. Now the funding in the proposed applications should not supplant or duplicate currently funded initiatives in these areas. And those applicants who propose to use this funding for ongoing, rather than new initiatives, so that would mean an existing initiative. Those applicants must specify how the funds would be used and enhance current services while not duplicating that existing effort. So it's important that applicants that have existing initiatives are very clear in explaining how this proposed application would expand or build upon that current effort.

So again, our goal with this solicitation is to develop innovative strategies to create, expand, or enhance the use of technology to improve responses, and services, and access for victims of crime.

Deliverables that we're asking for through this solicitation, so those would include direct service provision to crime victims, using trauma-informed approaches that protect the safety and confidentiality of victims. Culturally and linguistically appropriate community outreach efforts and materials and events. Resources for service providers and criminal justice stakeholders. And by resources, we mean things such as training and technical assistance materials and other supports that might be necessary to help folks get trained up and learn how to use and access the service or technology. And then, all of the successful applicants will be required to submit a final report describing the project activities, promising practices, any challenges encountered, and solutions to address those challenges in order to improve outcomes for crime victims.

Eligible applicants, and this is outlined directly on page 1 of the solicitation. Eligible applicants include public agencies; institutions of higher education, which would also include tribal institutions of higher education; federally recognized tribes, and for-profit and nonprofit organizations, which again includes tribal nonprofit and for-profit organizations. And we do want to make sure that recipients and subrecipients including any for-profit organizations, and that again would be for both tribal and non-tribal organizations, but all for-profit organizations must forgo any profit or management.

As far as the Federal Award Information, and that's the award amount, what have you. For this solicitation, OVC anticipates making three awards. And each of those awards will be made for up to $1.5 million. The award dates--or I'm sorry, the period of performance, work period, will start on October 1, 2020 of this year. And they will run for 24 months, which will give us an end date for these projects of September 30, 2022. And per this

solicitation, there will unfortunately be no extensions beyond that September 30, 2022 date.

The three awards made through this solicitation will be made as grants, which are slightly different than cooperative agreements. Grants are a little bit more--will--would require less government, and by government in this case it will be OVC involvement. And you can refer to the Administrative, National Policy, and Other Legal Requirements section of the OJP Grant Application Resource Guide for more information specific to the differences between grants and cooperative agreements and how that would affect that final award.

Other Federal Award Information that's outlined in the solicitation, we do have a notification included in the solicitation that OVC may provide additional funding to the successful applicant in the future but that will of course depend on a few factors. That includes the priorities of our parent agencies, the Office of Justice Programs or OJP; the recipient's overall management of the award and progress of the funded work; as well as the availability of appropriations. It's also important to note that for every application that is submitted, only one main organization can be the fiscal agent, and subrecipients--with a subrecipient. However, if you are involved--if one organization is involved in multiple applications, they can only be disclosed on one. They would have to be subrecipients in others. So you can--one individual organization can be involved in multiple applications. However, they could only be the fiscal agent, meaning, the recipient of the direct funding in one application, and in any--most--other applications they would have to be a subrecipient. And then the last bullet on this slide just refers as a notice to let everyone know that all of our applications and--are subject to availability of funds, and any modifications or requirements that be--may be imposed by law.

Our application deadline for the Advancing Technology to Assist Victims of Crime solicitation is 11:59 p.m., Eastern Time, on May 12th of this year. It's very important. I hope everyone is listening closely. Please do not wait until the last minute to apply. We do urge you to apply and have your applications submitted early, at least 72 hours prior, if possible, to the application due date. Those of you who may have applied to other OJP or OVC application solicitations should know that our Grants.gov system can be a little finicky on those grant deadline dates because of heavier usage. So, it's--we do urge you to try to apply early, as early as possible and have--at least 72 hours prior to the application due date, if you can.

I do want to take timeout to make sure everyone is familiar with the OJP Grant Application Resource Guide, which is available at the link you see here on the screen. This is referred to--you'll notice throughout the solicitation as well as many others that OVC has put out. The Grant Application Resource guide offers a great deal of information that will be very useful in helping applicants prepare and submit their applications. It addresses a variety of policies, statutes, and regulations that apply to our OJP programs. And both Grants and Cooperative Agreement sthat we will be awarding in the Fiscal Year 2020. There are some areas where the Application Resource Guide differs from a solicitation. And in those specific situations, we do advise that applicants should follow the information provided in the solicitation. However, for about 90 percent of our solicitations, the Grant Application

Resource Guide is the best place for you to get information and additional guidance. Just help you clarify how to develop you application. Another good resource for our applicants to have handy as they develop their applications is the [DOJ Grant Financial Guide](#), and that is also available at the link at the bottom of your screen here. It's very useful when you're looking for information and guidance around allowable costs and procedures and financial requirements for all of our OVC Grants. So you'll find these two links very useful, as you are preparing and submitting your application.

So pages 13 and 14 of the solicitation outline what our applications must--for this solicitation--must include. And that, of course, includes our SF-424; a Project Abstract; a Financial Management Questionnaire; the SF-LLL, which is your disclosure for lobbying and debarment; the Disclosure of Pending Applications; Research and Evaluation Independence and Integrity; a Time-Task Plan; as well as Job Description and Resumes for Key Staff. Now those that I just outlined are things that must be included.

There are several other items listed on the slide that are--have--if applicable. And those are pieces that your organization must determine if they apply to you and if so, they must be submitted. So those items include, the Indirect Cost Rate Agreement, so if your organization is charging indirect costs, it should include with this application a copy of the signed Indirect Cost Rate Agreement from your federal cognizant agency, which would be the federal agency that provides the most grant or contract funding to your organization. If you have a Disclosure Justification for DOJ High Risk Grantees, that would apply to grantees that are current DOJ, Department of Justice grantees, both from either OVC, Office for Victims of Crime, from other bureaus or agencies within the Office of Justice Programs, or also includes high-risk designation from COPS, which is our Community Oriented Policing Services; as well as OVW, which is our Office on Violence Against Women. So if you are a DOJ high-risk grantee, we do anticipate that you will--or require rather, that you would submit a disclosure and justification statement with your application. If you are a tribal organization, we do expect and require that you submit a copy of your Tribal Authorizing Resolution. And if you have a need to submit a waiver for the employee compensation then you need to submit a Request and Justification for Employee Compensation Waiver. And again, all of these pieces are to the application after we explained and outlined in the [OJP Grant Application Resource Guide](#). So, I urge you to really look into that guide and review for additional information on each of these requirements--required pieces of the application.

To talk a little bit more about the Program Narrative Format, this is outlined in page 7 of the solicitation. Your Program Narrative submitted with the application should be double-spaced, 12-point Times New Roman font, 1-inch margins, it should not exceed 20 pages, and please number your pages. These requirements are important for you all to follow because if the Program Narrative does not comply with these restrictions, then OVC may negatively consider the noncompliance and peer review and in final award decisions, which is a long way of saying that you will be kicked out of peer review and your application will not be considered. So again, it is important that you comply with these requirements.

One thing to note under the Data Collection section that is outlined on page 8, the key performance measures required for OVC's Performance Measurement Tool are outlined at the link here. [https://ovcpmt.ojp.gov] Applicants for the advancing solicitation--I'm sorry, Advancing Victims--Technologies for Victim Services would be subject to reporting on the section seven of those PMT Performance Measures, which is the Victim Services Section. You can review all of our Performance Measures at the link here outlined in the second bullet on the slide. [https://www.ovc.gov/grants/pdftxt/TVS-questionnaire.pdf] In your application itself, you are not required to respond to these measures, however, we do ask the applicant understand what those measures are, and included a description on how they will gather the required data if they do receive funding. So basically, we just want this section under performance measures to really reflect your organization's understanding of what those measures are. And again, you have a description on how you will gather that information, if you are chosen as basically one of the successful applicants.

The Budget Detail Worksheet, which is another important requirement of the application. We do again, outlined in the Grant Application Resource Guide, there is some additional information. We do ask that you use the DOJ standard form, and Excel version is preferred. But we do understand if other formats work better for you. The DOJ standard form now is a combined version of both the budget detail and budget narrative. Personnel costs that are included in this budget detail, should relate to the key personnel for the project, and should, of course, include adequate funding to fully implement the project, broken out by year, reflecting 24 months. So that would mean years one and two. When you open the form, if you're not familiar with it, it's in Excel and will have taps for those two separate years. There also will be a separate tab that gives the Budget Summary. So this--It does lay it out nicely, so that we can clearly see how the funding will be used in each of those years or how you propose to use those funding--use the funding in those years. The Budget Narrative, of course, should be mathematically sound and correspond with information in the Budget Detail Worksheet. It's also, although we don't have it mentioned on the slide, I will say it's important for you all to consider that we need to--your budget should clearly reflect the work that you are describing in your Program Narrative. So where possible, try to correlate so that we can easily see how that information in the budget does reflect back to the Program Narrative. And you have space to do that in the budget narrative, in each of the cost categories included on the budget detail. And again, you can find the DOJ standard form or the Budget Detail Worksheet, using the link here at the last bullet on our slide.

How to Apply? This is outlined on page 9 of the solicitation. Applicants first must register in, and submit your application through, Grants.gov. Again, we are asking that you try, to the best of your ability, to submit your applications early and at least 72 hours prior to the application due date. I can't tell how important it will for you--be for you to have the Grants.gov Customer Support Hotline, should you run into any difficulties, available. And the number is outlined here on the screen, and again, our deadline for this solicitation is May 12th by 11:59 p.m., Eastern Standard Time.

And there are several steps involved in applying in Grants.gov. So these eight steps will kind of give you a quick summation of what that entails. By starting with a--acquiring a

unique entity identifier, also called a DUNS number or Data Universal Numbering System. The second step would be to register and maintain registration with the System for Award Management or SAM database well in advance of applying. And if you're a new applicant, you'll note that the SAM has replaced the CCR, which is Central Contractor Registration. You'll need to--Step 3 is to acquire an Authorized Organization Representative [AOR] and Grants.gov username and password. Step 4, you'll need to acquire confirmation for the AOR from the E-Business Point of Contract which--or the E-Biz POC. Lots of acronyms here, so I hope you're keeping up. Step 5, you will have to search for the funding opportunity on Grants.gov and that is also laid out in the solicitation. Make sure that you are applying under the correct competition ID. So please make sure that that is correct. Step 7, you'll need to accept-access, pardon, the funding opportunity and application package from Grants.gov. And then 8, in submitting the valid application with the solicitation by following the directions at Grants.gov. And the system will prompt you through these steps. You don't necessarily have to do that manually but we did want to outline it here so that you'll have some familiarity and preparation before you go online to apply.

To continue our conversation about how to apply. Again, lots of good information for you to refer to and read in the OJP Grant Application Resource Guide. And also as far as the SAM.gov alert, if you're a new entity registering in SAM, what existing entity that needs to update or renew your SAM registration, you must submit an original, signed, notarized letter appointing the authorized entity administrator within 60 days of registration activation. And those notarized letters must be submitted via U.S. Postal Service Mail.

So if you are a--if you've applied for one of our programs before or solicitations before, you'll have some familiarity. But this is a step that I would urge you all to address as soon as you can, if you have not already started, as far as registering with SAM, because that process will take some time.

As regard--In regards to technical problems or requests for late submission. So we do want to make sure that everyone is aware that there are several conditions that are not enough to justify late submission. And those would include your failure to register in SAM or Grants.gov in sufficient time. As I mentioned, SAM registration and renewal can take as long as 10 business days to complete. And I have heard from some applicants that it has taken longer. The information transfer from SAM to Grants.gov can take up to 48 hours. So again, it's very important that you take care of that registration, or updating and renewing that registration as soon as possible, if you have not done so already. The second bullet here said that failure to follow Grants.gov instructions on how to register and apply as posted on its website is again, a requirement that would not justify late submission. Failure to follow each instruction on OJP solicitation and technical issues with the applicant's computer, or information technology environment, such as issues with firewalls or browser incompatibility; neither of those scenarios would justify a late submission. So it's important that you keep that in mind ahead of time. And do your best to prepare your application and submit those applications as soon as you can and to walk through any tech issues.

This is, of course, a competitive application. So during that competitive review process our peer reviewers which are a combination of reviewers from internal, external, or a combination, and external to OVC and OJP. So those reviewers will review the applications to insure they meet basic minimum requirements, such as: that the application was submitted by an eligible type of applicant, that the application requested funding within the programmatic funding constraints, that the application was responsive to the scope of the solicitation. So those three are the top three things that they're looking for initially. And before the award decisions are made, OJP also reviews the information related to the degree of risk posed by the applicant. And again, that reflects back to our high-risk designation, as well as whether or not the grant application is--or applicant, pardon me, is a new grantee, as well as several other factors.

In this next slide, we're going to talk a little bit about the Federal Award Administration Information and this is outlined on page 10 of the solicitation. This basically goes through how you will know you are one of our successful applicants. So again, these steps are also outlined in our OJP Grant Application Resource Guide, and you can look to the section that covers award notifications and instructions. So all of our award notifications for our competitive solicitations are made--will be made by September 30, 2020. Those notifications are sent out via email through our Grants Management System or GMS to the individuals listed in the application as the point of contact and the authorized official. And I will note it's--I would encourage you all not to have the same person listed in both of those, so that you can make sure that two people are getting those notifications. We've had have some difficulties in the past where applicants have had the same person listed and then perhaps that person had moved on to another job or been out and so they didn't receive a notification that they were actually a successful applicant. So that is the reason behind and rationale behind that request of having two separate people listed as the authorizing official and the point of contact.

Detailed instructions on how to access and view the award documents and steps to take in GMS to start the award acceptance process will be contained in that email notification from GMS, as well as lots of legal requirements that are attached to the award. So please read through all of the information very carefully. And there are several links here at the bottom that also reclaim--outline different information relating to award requirements for those successful applicants, including the Administrative National Policy and Other Legal Requirements, Information Technology Security Clauses, and then there are some--a link here to General Information about Post-Federal Award Reporting Requirements.

So I have--want to share a few attachment tips as well. So we strongly recommend that applicants use descriptive names when labeling attachments. And as you can see, there are several good examples here such as "Budget Detail Worksheet" and "Letters of Support." And then there are several not so good examples like "other attachments" and "File 4." And the reason why these are bad is because sometimes, we might not understand that when you say other attachments, you mean job descriptions or resumes and you don't want to be marked as not submitting information because something is not labeled properly. So please make sure that we're doing that and we're being very descriptive about what those files include. And File 4 alone isn't a good one, but if you

sent Letters of Support File 4, to maybe attach a fourth letter of support, that is fine. I'll also note that it's fine to have those all--all of your Letters of Support in one file as well. So it's up to you all on that regard, but we do ask that you are very descriptive again, about those attachment and file names.

And page 2 of the solicitation does go through some tips on adding attachments. So Grants.gov has two categories of files for attachment. "Mandatory" is one and the other's "optional." OJP receives all of the files attached in both categories however do not embed "mandatory" attachments within another file. So again, that goes back to the file name information that we just reviewed. If it's a mandatory piece of your application, we do really ask that you label it as such and of course attach it in the mandatory section. Please pay attention to the alert on page 2 for details on how, page 2 of the solicitation that is, for details on how to add, view, and delete those attachments. And also see the alert on Checking of Errors with attachments and the registration and submission steps for Grants.gov of the [OJP [Grant] Application Resource Guide](#).

And last, just, I wanted to take a little bit of time, to share a few tips. Some of it we've gone through, but just to summarize and make sure you have this information, and also it's repetition for emphasis. So there are a lot of steps to creating a successful application and getting all of those information together. So please start early and do not wait until the last minute. And a few of those things that you need to start doing are listed here such as registry--registrations for DUNS, SAM, and Grants.gov, identifying your partners that are actually going to help you in the application, and then scheduling any planning meetings for those important partners so that you can get the application developed and finalized. Again, make sure that you are applying under the correct competition ID which is listed here. [OVC-2020-18909] Our application deadline, we're repeating again for emphasis, May 12th by 11:59 p.m., Eastern Time. Again, apply early. Please do your best to submit your application at least 72 hours prior to the due date. Yes, the system will be open until that final deadline on May 12th at 11:59 p.m. But it's--you'll have an easier time in the system, trust me, if you're able to get your information in early. We do ask that you use the Budget Detail Worksheet template, that DOJ standard form in the Excel format. Please be sure to ask for the amount of funding needed. So we don't--this is a competitive process, however, you won't get points or you won't score higher if you ask for $1 million instead of $1.5 million. So that doesn't put you higher, we really want you to make that you are asking for the amount of money needed to successfully implement your project. So please be sure to do that. So if that entails using the entire $1.5 million that you're able to apply for, please do so. And again, please make sure that you each have the Grants.gov customer support hotline available and handy so that you can reach out, should you have any issues navigating the Grants.gov system.

MARY JO GIOVACCHINI: All right. We are going to go over a couple more slides before we get into questions and answers. This slide here is talking about how to stay connected with the Office for Victims of Crime. And they do have an email and you can subscribe to receive that email. There's a new way you can text the subscription. So you would send a text message to 468-311 and the message would be OJP OVC, with your email address. Just please note that message and date rates may apply. You can also go to the OVC

website, ovc.gov, and you can subscribe to the email from their website, the URL is listed here.

They also have a social media presence so you can follow them on Facebook, Twitter as well as YouTube. The URLs for these items are listed below.

If you need support with the solicitation after the end of the webinar, so if there's a question that we're unable to answer at this time or we just don't have the time to get to it, you can submit that question to the National Criminal Justice Reference Service. And they will work with Sharron to get an answer. They are available at 800-851-3420, or you can email them at grants@ncjrs.gov. They are open 10:00 to 6:00, Eastern--excuse me, Eastern Time, Monday through Friday, and they are open until 8:00 p.m., on the closing date of the solicitation. However, as Sharron mentioned it is highly recommended that you submit your application 72 hours prior to that closing date.

NCJRS also does have a web chat feature that is available and the URL is listed in the-- on the slide here. [https://webcontact.ncjrs.gov/ncjchat/chat.jsp] In addition, you can sign up to receive their two emails. They have what is called a JUSTINFO newsletter that comes out twice a month at the 1st and the 15th of the month. And then a funding newsletter that comes out each Friday. The funding newsletter will announce funding opportunities that are available from all agencies within the Office of Justice Programs. They will alert you to webinars, such as this one related to a solicitation, and notify you when there's been changes to the solicitation, or when items from webinars have been posted to the appropriate websites.

Lastly--actually not lastly, but next, is Grants.gov. As Sharron mentioned, if you're having technical problems with submitting your application, you should reach out to Grants.gov. You can send them an email at support@grants.gov or you can phone them at 800-518-4726 or 606-545-5035. Grants.gov is open 24 hours a day, 7 days a week, and they are closed on federal holidays. All this information has also been added to the chat feature, and so you are able from there to copy and paste the URLs into a Word document for your use later.

This slide here, basically pulls together several of the resources that Sharron mentioned throughout the webinar. So you have just one place to go. Of course the top one here is OVC Website, which is OV--www.ovc.gov. We also have links to the OJP Grant Application Resource Guide, the DOJ Grants Financial Guide, and the Budget Detail Worksheet, as well as OVC's Training Technical Assistance Center. So again, this is just a one-stop slide for you to get those links, and these links have also been added to the chat box.

So at this time, we are going to start with our questions, as a reminder please submit questions to the Q&A box and address them to all presenters. If there's any questions that were already submitted in chat please copy and paste those over to Q&A, we would appreciate that.

The first question, "Are District Attorney's offices eligible to apply?"

SHARRON FLETCHER: If they fall under the--under the criteria then yes. They are public agencies, so I would say that they are able to apply.

MARY JO GIOVACCHINI: "What is the quarterly review schedule on? For example, is it January through March, etc. And will there be reminders on how and when to submit them, if my application is awarded?"

SHARRON FLETCHER: Yes. We have--Our quarterly system starts on the--as far as our reporting requirements go, runs on the federal fiscal year, so our federal fiscal year starts on October 1 of every year, and goes from there. So, we do have some reminders in place that we send to grantees so that they are--have a nice little nudge to submit their financial and performance reports on a quarterly basis. And then semiannual reports are also submitted on a semiannual basis. But reminders for all of those are sent out automatically by the various systems where they are submitted.

MARY JO GIOVACCHINI: "Is the grant sectioned out into segments of the money listed, or is it just $1.5 million that should be spent over a 2-year time period?"

SHARRON FLETCHER: It is $1.5 million that should be spent over the 2-year time period. And your Budget Detail Worksheet is where you explain how that funding will be spent over that time. Because again, it should show all of your expenses dedicated to the project where the 24 months, broken out by year; in Year 1 and Year 2.

MARY JO GIOVACCHINI: "Can you please explain the "forgoing profits" part again, what exactly do you mean?"

SHARRON FLETCHER: That means that if you're a for-profit entity, that you are not allowed to make money off of the project or the grant funding. So you would not be able to make any earnings as you normally would as a for-profit entity by implementing this project or by standing this project up.

MARY JO GIOVACCHINI: "To confirm, does emerging technology development creation and maintenance include the actual purchase of technology hardware, software, and equipment? In other words, would we be able to purchase hardware, software, and equipment with this grant?"

SHARRON FLETCHER: The answer to that question is yes.

MARY JO GIOVACCHINI: "What are some common mistakes that people make when submitting a grant application? How can we make sure that we don't make these mistakes--these same mistakes?"

SHARRON FLETCHER: Well, that kind of runs the gamut. I would say the biggest mistake that applicants make are not including and addressing all of the solicitation requirements.

The easiest way to avoid that is to use the checklist on the very back page of the solicitation as your own personal checklist to make sure that you have--your organization has met and submitted all of the information that's outlined in that application checklist.

MARY JO GIOVACCHINI: And Sharron if I may add to--I think things like Sharron mentioned about the attachment tips; making sure that your files are not embedded within each other, that they're properly labeled, are also some good tips. And I would refer everybody back to the slides where she mentioned tips to follow as items that you should make sure that you comply with.

"Confirming, do you want us to submit the abstract in the newest abstract template form and instead use a Word PDF with the Times Roman, 12-point font, 1-inch margins?"

SHARRON FLETCHER: The Program [Project] Abstract is separate from the Program Narrative, so the Program Narrative requirements around 12-font and 20 pages with 1-inch margins, are specifically requirements for the Program Narrative. The Program [Project] Abstract is a separate document and you are allowed to use the PDF, if you would you like. However, a word document or another application type of Program Narrative fine--I mean, not Program Narrative, I'm sorry--Program [Project] Abstract is fine. But again, the Program [Project] Abstract is not included as part of the page requirement of the Program Narrative.

MARY JO GIOVACCHINI: "Are the forms at Grants.gov all PDF that can be easily edited and submitted or are any Word or Excel documents?"

SHARRON FLETCHER: Yes. So, the--again, the Budget Detail Form Worksheet and Budget Narrative are in Excel format. The Budget--I mentioned the Program Narrative usually are in Word format, however, some applicants do chose to submit those as a PDF. And again, the Project Abstract can be submitted either as a PDF or as a Word document. Other attachments, it's pretty much up to the applicant how they chose to submit those. Many do include Letters of Support, job resumes, job descriptions and such, organizational charts, they do submit those types of things as PDFs but it's fine if they are submitted as word documents or other formats.

MARY JO GIOVACCHINI: This next question is a little long, so I'll try to read it slowly. "On page 6, the first paragraph, calls out four sections: Description of the Issue, Project Design and Implementation Plan, including our goals and objectives; Organizational Capabilities and Competencies, and Plans for Measuring Progress and Outcomes. And the sections are then labeled differently; one says, "Capabilities and Competencies" and one says "Plan for Collecting Data Required." Which headers would you like used?"

SHARRON FLETCHER: And that was on page 6 of the solicitation?

MARY JO GIOVACCHINI: That's--yes, that's what it's saying here.

SHARRON FLETCHER: I--I'm not seeing that on page 6 of the solicitation. But my recommendation is to follow the head--the headers--the headers that are provided in the solicitation under the--What an Application Should Include.

MARY JO GIOVACCHINI: Yeah, I think like on page 6 it says "Program Narrative," and then items, A, B… Item A is Description of the Issue, B is the Design and Implementation. So I think those are the items that are supposed to appear under that major header, is that correct, Sharron? For Program Narrative?

SHARRON FLETCHER: Yeah. Well, for me that's on page 7 .But yes.

MARY JO GIOVACCHINI: Yeah. You're right, it is page 7. I suspect they printed it out and the page numbers may be a little different.

SHARRON FLETCHER: Yeah. So for page 7, for the Program Narrative, yes, use the A, B, C, what they have there, that's fine.

MARY JO GIOVACCHINI: Okay. Give me one second, please.

SHARRON FLETCHER: Sure.

MARY JO GIOVACCHINI: "Would you please review the eligibility? I was late to the webinar."

SHARRON FLETCHER: Okay. Eligibility for the solicitation is outlined on the very first page, and that includes organizations that are public agencies; institutions of higher education, which includes tribal institutions of higher education; federally recognized Indian tribes; and for profit and nonprofit organizations, and of course, that also includes tribal nonprofit and for-profit organizations.

MARY JO GIOVACCHINI: Next question is about "downloading the presentation."

The presentation will be posted actually to the Office for Victims of Crime website in approximately 5 to 10--or 5 to 7 business days. At that time, you would be able to download the presentation. You'll also receive an email with direct links to where that presentation is housed.

"Do you want job descriptions and resumes submitted in one attachment with--altogether or in separate attachments?"

SHARRON FLETCHER: It's easier if they are submitted together, but it's not required that they not--that they be submitted together. So if you--if it's easier for you all to have them separately, that's fine. It's--For ease of review though, it is nice to have them all in one attachment, if possible.

MARY JO GIOVACCHINI: "Page 7 through 8 asks that we include an organizational chart as part of Capabilities and Competencies section. Does this count towards the page limit, and can this be an attachment or must it be within the text?"

SHARRON FLETCHER: That's fine for your organizational's chart to be an attachment. And no, it does not count towards the page limit, as an attachment.

MARY JO GIOVACCHINI: "I'm with the Cleveland Rape Crisis Center, and we serve a four-county region. I wonder if an app--an application relating to this region, that's specific to survivors of sexual violence, would be a fit?"

SHARRON FLETCHER: That could be possible, however, I will note that all of the applications we're asking that they either have a national scope or they are regional projects that can be replicated nationally. So that's the part that you would need to keep in mind, not so much the type of victimization or type of victims served.

MARY JO GIOVACCHINI: "Is there a match for this grant?"

SHARRON FLETCHER: There's no match requirement.

MARY JO GIOVACCHINI: "Is there a defined population that would manage--that would be managed by the technology?"

SHARRON FLETCHER: If I'm understanding that question correctly and you're asking if we want it to serve a specific victim population, then no, that is not the case. Basically, we're asking applicants to tell us how they would use the proposed technology included in the program--or in the proposal to reach crime victims; and they could be crime victims generally, or in some segment of victimization. But we don't have a requirement that they cover any one specific population of victims.

MARY JO GIOVACCHINI: Okay. I'm going to read this question in verbatim. "Is there a process for similar grant ideas to be merged, such that there could be multiple grantees working together to create the technical innovation?"

SHARRON FLETCHER: And for that one, I'm going to have to say no. We don't have that built into our process. The way we have this--our particular competitive process set up that we would have three specific awards made to three projects that are functioning on their own. We don't have a process set up where we would ask grantees to work together to implement any one thing.

MARY JO GIOVACCHINI: "Can you define what you mean by regional scope? Would one county be big enough in scope?"

SHARRON FLETCHER: Well, we haven't really defined it or outlined it to that point. I think, really, what you need to keep in mind, if it's something that--a project that is--has

this--is not focused nationally, you really need to be able to demonstrate how--whatever you're proposing, can be replicated on a larger scale, nationally.

MARY JO GIOVACCHINI: "Does the scope include state-specific initiatives that seek to pilot a program that can be replicated in other states?" And I think you just addressed that, right?

SHARRON FLETCHER: Yes. So a state-based project, again, it's not so much where you're focused now. It's that whatever area you're focused on now, if it's not national, be it regional, state-focused, or county-focused, you must be able to demonstrate and show in your submission how that project will be able to be replicated nationally. So you have to have that--some idea of how that might happen outlined in your proposals, if it is not a national scope project in itself right now.

MARY JO GIOVACCHINI: "Who will own the technology once the grant is completed?"

SHARRON FLETCHER: That part, I believe, would end up landing with the actual grantee. But again, our hope is that you would continue to build that out and continue that beyond just the award period, the 2-year scope to assist grant victims--I mean, crime victims. And that you would also be able to share that knowledge and technology without cost, with other folks in the field, so that they can continue to either benefit or replicate, if necessary.

MARY JO GIOVACCHINI: "Do tables in the Program Narrative have to be double-spaced?"

SHARRON FLETCHER: No. The tables don't. Just the actual description.

MARY JO GIOVACCHINI: I think this is similar to another question that was asked, but I'm going to read it. "Is there a defined number of individuals that would be managed within the technology?"

SHARRON FLETCHER: No. There is not.

MARY JO GIOVACCHINI: Let's see. "Can you share some ideal examples as to technology and tools to be created? Example, web portal, hardware, do you recommend that we have multilingual, multicultural…?" I think we're getting into…

SHARRON FLETCHER: Yeah. Well, I can't necessarily speak to what you should put in. I can tell you, though, that there are examples that have been funded in the past that you can also go back and see, and look at. So one that is in high use right now, given our current COVID-19 situation, is the Technology Safety for Victim Services Toolkit that was developed by a former Advancing Technology to Serve Crime Victims grantee. And that toolkit was developed to promote best practices in digital services, which, as we all know, has become highly useful and important to continue our work in today's current circumstances.

MARY JO GIOVACCHINI: We are at 2:01, there are a handful of questions. Do you want me to try to get a couple more in, Sharron?

SHARRON FLETCHER: Sure, we can go ahead and finish, if there's only a couple.

MARY JO GIOVACCHINI: "Can the funds be used to pay for product development work, including hiring a developing--a development engineer personnel, outsourcing some development activities, and outsourcing production to a contact--contract manufacturer?"

SHARRON FLETCHER: I would say yes, however, you do need to consider or keep in mind that you need to be able to finish all of the work within the 2-year timeframe because extensions are not allowed. So whatever you're proposing does need to be able to be finished, piloted, and implemented in that 2-year window. So you would need to keep all of that in mind as you develop your plan.

MARY JO GIOVACCHINI: "Would implementation of a technology that already exists be an eligible project?"

SHARRON FLETCHER: Yes. I think the things to consider though is if it's technology that already exists, that is in your, you know, operating within your organization, then you do need to be able to show how you're expanding upon that, and how you're building--using this funding to build upon that existing technology.

MARY JO GIOVACCHINI: All right. And last question, "Is the toolkit mentioned in the webinar https://vtt.ovc.ojp.gov/tools-for-victims-services? Is that the correct URL?"

SHARRON FLETCHER: No. I think that sounds like that's the Vicarious Trauma toolkit. Yeah. And that's a separate toolkit. I'm sorry, we have so many, it might get confusing. But the one that I mentioned, the Technology Safety Victim Services Toolkit was actually created by the National Network to End Domestic Violence. And a number of national-level organizations have been sharing that broadly, again, in today's environment to make sure the field is prepared, to provide quality services to victims in this new environment.

MARY JO GIOVACCHINI: And one thing, I'm going to--I'm going to address this last thing that was asked. There will not be a separate Q&A file posted to the OVC website, but the full transcript of this webinar in a PDF will be posted, along with the audio recording. So the questions and answers will be captured in both the transcript, as well as the audio recording, if you need to refer back to either.

And it is four-after, there are a few other questions that remain. We apologize that we were unable to answer those questions during the given time. But please submit your question to the National Criminal Justice Reference Service, and they will work with Sharron to get an answer to you. Again, as a reminder, NCJRS, you can email them at grants@ncjrs.gov, or you can call them at 800-851-3420.

Sharron, do you want to--any closing remarks?

SHARRON FLETCHER: No. I just want to say thank you to everyone who was able to join us. And I wish you the best of luck with your applications, and I hope everyone is taking very good care to stay healthy.