

[Transcript from the Office for Victims of Crime (OVC) Fiscal Year 2018 Victim Assistance Fellowship: Translation and Dissemination of Statistical Data webinar, which was held on June 7, 2018. The archived webinar can be found at: [https://www.ovc.gov/grants/webinars\\_archive.html](https://www.ovc.gov/grants/webinars_archive.html). The Solicitation can be found at <https://www.ovc.gov/grants/pdfxt/FY18-Victim-Assistance-Fellowship-Program-508.pdf>.]

MARY JO GIOVACCHINI: Good afternoon, everyone. And welcome to today's webinar, OVC Fiscal Year 2018 Victim Assistance Fellowship: Translation and Dissemination of Statistical Data, hosted by the Office for Victims of Crime

We have two presenters today. We have Lynn Langton, Chief of the Victimization Statistics at the Bureau of Justice Statistics, and Mary Atlas-Terry, Victim Justice Program Specialist with the Office for Victims of Crime. Today's webinar is going to go over a few items. We're going to discuss the program background and the goals for this solicitation. The presenters will outline the objectives, activities, and those deliverables that are required. We'll talk a little bit about the eligibility, award information, and the most important thing, the critical elements of your application, the things that you must include. We'll discuss on how you can apply and where you can apply to, and we'll go over some resources that are available to help you. We'll close out the webinar with a question and answer session. You may submit the--these questions again at any time during the webinar and they will be addressed at the end of the webinar.

LYNN LANGTON: Hi, good afternoon. This is Lynn Langton. I'm going to start out by talking a little bit about the background of the project, the goals, and then moving into the objectives and the activities. So, as Mary Jo mentioned, the fellowship program being discussed today is jointly supported by the Office for Victims of Crimes and the Bureau of Justice Statistics. Both are agencies within the Office of Justice Programs of the U.S. Department of Justice. OVC's mission is to enhance the nation's capacity to assist crime victims and to provide leadership in changing attitudes, policies, and practices to promote justice and healing for crime victims. BJS is the statistical agency with the mission of disseminating information on crimes, criminal offenders, victims of crime, and the operation of justice systems at all levels of government.

Since the 1970s, BJS' flagship survey has been the National Crime Victimization Survey (NCVS), which is our primary source of data on the characteristics of crime victims, the nature of criminal incidents, and the victim response to crime, including help-seeking from police and victim service providers. While the NCVS is a rich and important source of data, the crime victims' field has grown immensely since the 1980s. But the research and statistical infrastructure around victims of crime and victim service providers have not kept pace. Just as a basic example, BJS can provide data on the 18,000 law enforcement agencies around the country and how their staffed and resourced. But as a nation, we don't have a basic count of how many victim service providers exist. This lack of information about victim service providers and which victims do, and do not, get services reflects a major gap in our understanding of victims and victim needs and efforts to make them whole again.

In 2013, OVC released findings from their Vision 21 report that further underscored the lack of and need for data and research available to and used by the victim service field. To quote from Vision 21, "Crime victim services must be designed with a clear understanding of who is victimized, by whom, what victims need, why some victims access services and others do not, and to what extent victim rights are enforced." So, in response to Vision 21, BJS, with support from OVC, launched the Victim Services Statistical Research Program to begin to fill some of these gaps in the data collected from victims about their help-seeking, and data from victim service providers on the types of victims served, the types of services provided, and how these VSP's are structured and resourced to assess victim needs. More information on all of these efforts is available on the BJS website at [www.BJS.gov](http://www.BJS.gov).

So, collecting these statistical data is an important first step in beginning to fill the research and statistical gaps around the victim service field. However, if the data aren't reaching those in the field who can actually use it, it's of limited value. And the Vision 21 initiative also revealed that many victim service providers do not have a basic understanding of the scope or nature of criminal victimization, or knowledge about the availability of statistical data that could actually help them and assist in developing the programs that meet their basic needs.

So, for this reason, since 2015, OVC and BJS have worked together to develop this fellowship program that focuses on the translation and dissemination of statistical data. The overarching goal, which was shown just a second ago, as I've been--as I've been talking here. The overarching goal is to assist every OVC and BJS in improving the integration of statistical data and findings into victim services practices, and also ensuring that the data collected by BJS are of value and utility for the field. As our current fellow would attest, this is not an easy task, nor one that occurs overnight, and there's also not necessarily a straightforward path to accomplishing this goal. And so in the solicitation, we've laid out several objectives and activities to help in accomplishing this. But there's a lot of flexibility in how they're prioritized and how one could go about that.

So, now, moving on to talk about some of the key objectives. There's a few listed on this slide, a few more in the solicitation. I'll, sort of, talk through these in the order that they're presenting in the solicitation, but, again, that doesn't necessarily reflect prioritization.

So, the first is to identify ways in which BJS statistical data and other statistics on crime and justice are currently used by the victim service field, to the extent that they are being used at all. The idea here is to see who's currently using the data and how they're using it, which then gives an indication of need and utility. So, while these are not necessarily prioritized--these objectives. This first one is really important to get a sense of early on, because we really need to understand this point in order to know how to expand the reach of the data and how to further disseminate it. And then also to understand if current pieces of data are being used incorrectly by the field and then

perhaps more translational efforts are needed. And this objective could really be accomplished a number of ways throughout the course of the fellowship. Identifying current uses of the data could involve direct outreach with different types of victim service providers. It could involve a review of various webpages and trade publications to see what statistics are out there and being cited. It could involve attending various training sessions and professional conferences; all those sorts of activities.

Another objective is to identify key pieces of data available through BJS Statistical Collections that would be of use to the field. And then begin to get that information to the field in a manner that's easily digestible. And a specific example of this from the prior fellowship is that BJS has used the Law Enforcement Management and Administrative Statistical Program to collect data on law enforcement agencies in different types of policies and programs they have. And one piece of data from that survey is whether the law enforcement agency has a Victim Assistance Unit if they have dedicated victim assistance personnel, if they have no dedicated personnel but at least some program or training for victim assistance, or if they don't address the issue at all. So, that's, sort of, one question on this larger statistical collection. And the fellow works with BJS to analyze this data and published an article recently in Police Chief Magazine, discussing the fact that only 13 percent of law enforcement agencies have a dedicated victim assistance unit, and 12 percent have dedicated personnel. So, then the article, kind of, went on to put some context around this statistic and discuss the importance of law enforcement-based victim services and OVC's commitment to helping law enforcement expand their capacity in this area. So, that's, sort of, an example of identifying a data point of interest and utility.

Another objective of this fellowship program is to recommend ways in which OVC and BJS statistical collections and measures could be altered or enhanced to increase the practical use of the data for the field. This is very timely because BJS is in the process of really trying to build up our portfolio of data related to the use and operations of victim services, as I mentioned earlier. And so, we're developing a number of new collections to gather data on different aspects of the victim service field. And the visiting fellow has been really heavily involved in the discussions on instrument development, providing feedback on question wording and the topics that are of interest to the field that should be included in these surveys. The fellow has also helped connect us to practitioners who can provide additional insight on different questions that should be included. So, this has really been invaluable and an important part of the fellowship program.

The fourth objective is to identify and use innovative outlets and modes for the dissemination of OVC, BJS, and other agency statistical data relevant to the victim service field. I mentioned earlier publishing articles in trade magazines, professional conferences. There's been a lot of professional conference presentations as part of the fellowship. Webinars, blog posts, OVC E-Bulletins, social media posts; these are all tools that can be used to creatively disseminate data to the field. And this fellowship is certainly not limited to those modes in any capacity.

Another major tool that OVC uses to ensure that statistical data get to the field is the statistical overview one-pagers that are included in the National Victims' Rights Week Resource Guide. If you haven't seen these fact sheets, they're available on the OVC website and should definitely be checked out. They provide information on a variety of topics on different types of crimes, and BJS works closely with OVC on developing these guides. And the fellow has really been involved in providing a lot of guidance and insight on those fact sheets and has really been the go between working with BJS to ensure that the data are correct and working with OVC to ensure that the information is provided in a manner that's clear and useful to the field. So, that's another example of one of the activities under that objective.

And then the final objective is just generally raising awareness about OVC initiatives and BJS statistical data collections. And again, this objective is accomplished through many of these same activities. So, the activities are discussed in more detail on pages five and six of the solicitation. This just includes a list of some of those that I've discussed already, and others that OVC and BJS feel can be accomplished within this fellowship opportunity. Using the basic framework provided, you, as the applicant, have the opportunity to propose specific ideas about how to meet the goals and objectives of the grant. The application also provides the opportunity to identify conferences where OVC and BJS statistical data can be highlighted, or to propose concepts for bulletins, materials, articles that you feel could be effective in helping to translate and disseminate OVC and BJS statistical data. So, at this point, I'm going to turn it over to Mary from OVC to talk to you through to the specifics of the Grant Application.

MARY ATLAS-TERRY: Thank you. Thank you, Lynn. That was a great overview of the history of the program and the real intents of it. I'm going to be a little bit more boring. And I'm going to talk about the nuts and bolts of the solicitation, how to apply, what we're looking for, and maybe more importantly, to some of you, like, what are--what's it like to a fellow, a grantee fellow?

So, first, I just want to talk about eligibility, it's laid out pretty clearly on page one of the solicitation. We're definitely looking for an individual--individuals to apply. We're looking for an individual that has substantial knowledge of data and research related to victimization and victim services, and possibly prior experience related to the funding, and administration of Victim Assistance and Compensation Program, and the needs of the victim services field. We're looking for folks who can communicate well, and be able to speak to broad audiences of stakeholders so that we can get word out about our data, what our data is telling us. And preference is going to be given to applicants with a background in statistics or survey methodology.

It's important for you to know that OJP has developed some general guidelines for fellows that does have a couple of restrictions on eligibility. So, for example, fellows may not have any unresolved federal debt. Meaning they can't have any delinquent federal student loans, or any unresolved tax debt. They also cannot be registered lobbyists at the time that the award is made, or during the period of the fellowship. So, later in the

solicitation, they'll ask you--you'll be asked to submit a particular from, a disclosure of lobbying activities along with your application just to cover that point.

Next slide, please. So, on page seven, you'll--you--could--provides a good amount of information about the award. OVC expects to make one award under this solicitation in the form of a cooperative agreement. A cooperative agreement is a type of award that provides for OJP to have substantial involvement in carrying out award activities. There will be special conditions placed on the grant award that would outline how OVC and BJS will have review and oversight responsibility for products or deliverables produced through the fellowship, but generally, the day-to-day management of your project activities will rest with the fellow. Applicants may apply for up to \$400,000 in funding for a 2-year project period. Later in this presentation, we'll give you some ideas about how that \$400,000 over the 2-year period can be broken down in your budget. OVC fellows are limited to a full--a period of 3 years. So, after the 2-year mark, OVC and BJS may invite the fellow to apply for additional funding to support one more year of an--of project activities. Notifications about the outcome of this competitive opportunity will arrive via email to all applicants by the end of September, early October. And even though the award will be made in early October, there's actually a start--a delay in the startup of this project. So, this slide describes how the start date is October 1, but it's important for you really to know that that's when the award will be made and that there's a financial budget clearance process, and also a--applicants, or the selected applicant would need to go through a security clearance and a background check. These tasks usually take a few months after the award date to be resolved. So, this is something you should keep in mind when you're looking at developing a project timeline.

Next slide. So, we're looking for grantee fellows to be able to be onsite at either OVC or BJS here in Washington DC. They'll--the grantee will be required to work on the project activities and deliverables of a level of effort equal to about full-time throughout the project period. OVC or BJS will provide the workspace, computer equipment, telephone, office supplies, and internet access, and general support in that--in that way.

Grantee fellows are not federal employees. They need to manage their grant award as required by the DOJ Grants Financial Guide and throughout different parts of the solicitation, there's a link to that guide. So--and we really encourage you to click through there, to get some general idea about financial administration of grants and cooperative agreements. The grantee would also need to manage their project as per what we've requested in the solicitation, and also what you said you would going to--you were going to do in your application. The grants is monitored by an OVC Program Specialist to ensure that the activities and deliverables are completed. The grantee would need to plan to maintain their own detailed time and attendance record, or personal activity reports to support the allocation of salary cost to the grant. The grantees are responsible for their own drawdowns from the grant award based on their level of effort that they contributed towards the grant, or based on their time spent working on grant deliverables. Progress reports will also be used to make sure that the fellow's activities support the stated purpose of the award, and that--and also to demonstrate that your deliverables are being met as part of the approved schedule for that reporting period.

The fellow's financial administrative and programmatic compliance again will be managed--will be monitored by OVC.

Page 29 of the solicitation has a link to some very helpful webpages that you might just want to click through. Most applicants really want to know kind of what their getting into when they--if they were to receive a federal grant. So, this is really helpful in helping you understand what to expect. They--these--the links on this page of the OJP website provide a general overview of legal requirements. They also give you an idea of some of the special conditions that'll be placed on your award. As a federal grantee, you're responsible for the proper financial administration of the award and for ensuring that the cost incurred under the award are allowable and in--and in alignment with the program. Grantee fellows are required to take an OJP Financial Management Training within the first 120 days of the award, as well as an Ethics Training that OJP will offer. And the link from this page will also help you understand what the routine reporting requirements are as a grantee so that you'll be able to get an idea of how frequently you'll need to submit reports, and you can add these--that kind of information on your time-task plan.

So, there are several--what we call critical application elements required for this solicit--for this application. And these three application elements, the Program Narrative, the Budget Detail and Budget Narrative, and the resume/curriculum vitae, they are required in order for your application to move forward to a peer review process. If any of these pieces are missing, it's--we won't even include it in a peer review process. There are a number of other attachments that I'll discuss later, but again, I just wanted to let you know that without these three documents, it won't move forward.

So, if you could take--look closely at pages 12 and 13 of the solicitation--because that's where it really starts talking about what an application should include. It--and particularly, with regard to the Program Narrative, which is one of the--one of the substantial critical element. So, these four main pieces, the description of the issue; the project design implementation; capabilities and competencies; and a plan for collecting data and performance measures, they should be clearly outlined in your narrative. We should be able to see each of those. When you go to page 12 and 13, you'll see definite things to add, to outline, you know, to fill out those sections. The description of the issue and the project design and implementation really needs to be in alignment with the goals and objectives that Lynn and I have outlined. However, there are areas of the application where you can demonstrate your knowledge and understanding of these issues. So, the description of the issue allows you to really demonstrate what you know about the project that we're trying to do. Within the project design and implementation section, again, using the examples of the activities that Lynn described earlier, you can use this space to propose a few key deliverables that you'd really like to work on or accomplish during the 2-year project. When you're developing the time-task plan, lay out what steps--what you think the steps will be to accomplishing the activities and deliverables. Keep in mind that for reports and publications, some additional time will be needed for OVC and BJS to review and provide input.

The application must use--the applicant must use the plan for collecting data on performance measures section of the narrative to demonstrate your understanding of the performance data requirements for the program. And if you turn to Appendix A of the solicitation, it really gives you an idea of the different data points you'll want to pay attention to throughout the course of your--of the fellowship, just things that you'll need to track.

So, related to the budget requirements, you'll want to pay attention to pages 14 through 16 of the solicitation. The Budget Detail Worksheet is what will be required. The budget worksheet and the budget narrative are now combined into a single document and it--the Budget Detail Worksheet is a user-friendly, fillable Microsoft Excel-based document designed to calculate your totals for you. There's different Excel Workbooks inside the document that contain worksheets for multiple budget years that can be used if necessary, and OJP really wants all applicants to use the Excel version when completing the proposed budget. So, do everything you can to try to use that document that they've provided. If, for whatever reason, you can't--you don't have access to Microsoft Excel, you can use the other--the other PDF document that's available and both of them are available through that link.

Within the budget worksheet, it really needs to show the detailed computation for each item in the budget. So, you have to show how you arrived at the costs. So for example, costs per personnel should show the annual salary rate and the percentage of time devoted to the project, and the details should provide a complete itemized list of all costs. For--if you want to check out the DOJ Financial Guide, you can get an idea of allowable and unallowable costs. And I wanted to note that there's no match for this project. All of the information that you put into the Budget Detail Worksheet will just be the federal share of the project.

So, within the budget, these are the--these are details again on page 15 and I guess they--we provide a lot of detail about each of these items, but these are generally the budget categories and items that we can support under this project. And with regard to the salary that you identify as to what you're requesting, applicants within--between the budget narrative and the--and your resume, you should be able to demonstrate that the salary amount that you requested--are requesting are determined by your education, experience, and salary or consulting income history.

There are a few expenses that are not allowable, and, again, part of that is equipment because we provide most of that. But also we don't include--we don't support moving expenses, or international travel, or other types of indirect costs.

Other attachments that you're required to submit with this, again, these are extra attachments. You'll want to look at page 20 for the disclosure of lobbying activities, also page 20 for the applicant disclosure of pending applications, and that's just basically a quick note to let us know whether you're applying for any other federal awards while you're waiting to hear from us. You need to attach a time-task plan and your resume,

and you may attach any sample work products of—of previously published or completed things. You can see page 23 for information about that.

So, how to apply? This is really a detailed step-by-step starting on page 24. But what I would like to draw your attention to, which is most important for you, is on the bottom of page 24, there's a note about applying as an individual. There's a special registration link that you'll need to use as an individual, and so follow that link so you'll know where to register into [Grants.gov](https://www.grants.gov). This registration link allows you to create a username and password for [Grants.gov](https://www.grants.gov) without the need for a DUNS number or SAM registration. And then, applying as an individual, you would follow all the steps, except you would skip steps one, two, and four on page 25. So again, no need to acquire a DUNS number, no need to register in SAM, and no need to acquire confirmation of an authorized organization representative. And just a tip when you're filling out--you're registering in [Grants.gov](https://www.grants.gov), use your own name as the legal name of the applicant and the authorized official. You are both the legal name and the authorized official.

This is just a quick note, because folks always are looking for the CFDA number and the Funding Opportunity number, and so is in the--listed in one of the steps, but I just wanted to provide it here for you. This is one of the programs under the Crime Victim Assistance Discretionary Grants funded under VOCA.

Just a couple of tips about applying, please start now, and we want to apologize now about the short turnaround for this application. Typically, we like to allow applicants more time, but in this instance, really, we have only got this open for about 30 days. So we need you to register in [Grants.gov](https://www.grants.gov) right away, and as you work on your application, try to give yourself, you know, 72 hours before the deadline to submit your application just to make sure you don't run into any major problems at the end. And it's really important that if you do have any problems, whatsoever, with [Grants.gov](https://www.grants.gov), please call the customer support hotline to let--ask for their assistance and let them know you're having problems. In some instances, if they cannot talk you through it, they will give you what they call a ticket number--well, they'll probably give you a ticket number if you call regardless of--for anything that you call. But hold on to that ticket number because if you're not able to submit your application due to technical difficulties, you'll need to contact the folks on the front page of the solicitation and let them know that you've had problems and give them that ticket number because they'll be researching those technical difficult--technical difficulties by researching that ticket number. If you do have problems submitting, please call us the very next day. So, 24 hours after the application deadline to request approval to submit your application after the deadline.

These are generally conditions that are insufficient to justify late submissions. So failure to register in [Grants.gov](https://www.grants.gov) on time, failure to follow the general instructions listed in the solicitation, so--and any problems with your computer are things that we will not allow a late application. But other things do come up periodically, so please give us a call and we'll work through the request.

So the submission deadline is Monday, July 9th, it's at 11:59 p.m. eastern time. So, you have all day into the middle of the night on Monday, July 9th, to submit your application. So, again, if you have any problems, please call us on July 10th.

This page just provides some important customer service hotline information. So, again, [Grants.gov](https://www.grants.gov) Customer Support Line is listed first, but the second number there, the National Criminal Justice Reference Service Response Center, they're the folks that are going to be your first level of response if you have general questions about the solicitation. If you don't understand an instruction or a solicitation requirement, please call that number, NCJRS, and they'll help you. If they--if they are stumped on your question, it will be diverted to me and Lynn, and we'll try to help work it--work the answer through. So--and we're really happy to answer any questions that you have.

And this last slide is just--again, important links, the DOJ Financial Guide and the Budget Detail Worksheet link.

So at this point, we're happy to answer any questions that you have. And if you don't have any questions, feel free to call us. And we'll just think that you--oops, anything come in? Or maybe we just covered everything so exceptionally well.

MARY ATLAS-TERRY: Thank you, Christopher. He said, "Everything was covered very well."

Okay. I think we'll close up. But, again, feel free to call us, the NCJRS. And we're really happy to answer any questions that you have them along the way.

MARY JO GIOVACCHINI: Just as a reminder, the transcript and the slides will be posted to the OVC website. So you will be able to have access to those after today's call. I would say in about five business days, give or take. Thank you.

MARY ATLAS-TERRY: Thank you.