

# Putting the Pieces Together

## Grantee Orientation

**This webinar will begin shortly**



# Putting the Pieces Together

## Grantee Orientation

Office for Victims of Crime  
January 18, 2018





# Team of Presenters

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Joel Hall



Bethany Case



Brian Sass



Doresa Payton



Jasmine  
D'Addario-Fobian



Matthew Kenyon



Shelby Jones  
Crawford



# Today's Goal

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To inform participants and provide the **knowledge** and **resources** to successfully manage new Office for Victims of Crime (OVC) grant awards.



# Learning Objectives

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- Gain a greater understanding of OVC's mission
- Identify your key grant documents
- Understand the terms and conditions of your award, including reporting responsibilities
- Recognize your obligation to comply with federal requirements
- Become familiar with available resources

# Outline of Webinar Presentation

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1. Overview of OVC
2. Breakdown of the award package
3. Reporting mechanisms
4. Monitoring tools
5. Tools for success



# OVC Mission Statement

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



# Message From OVC

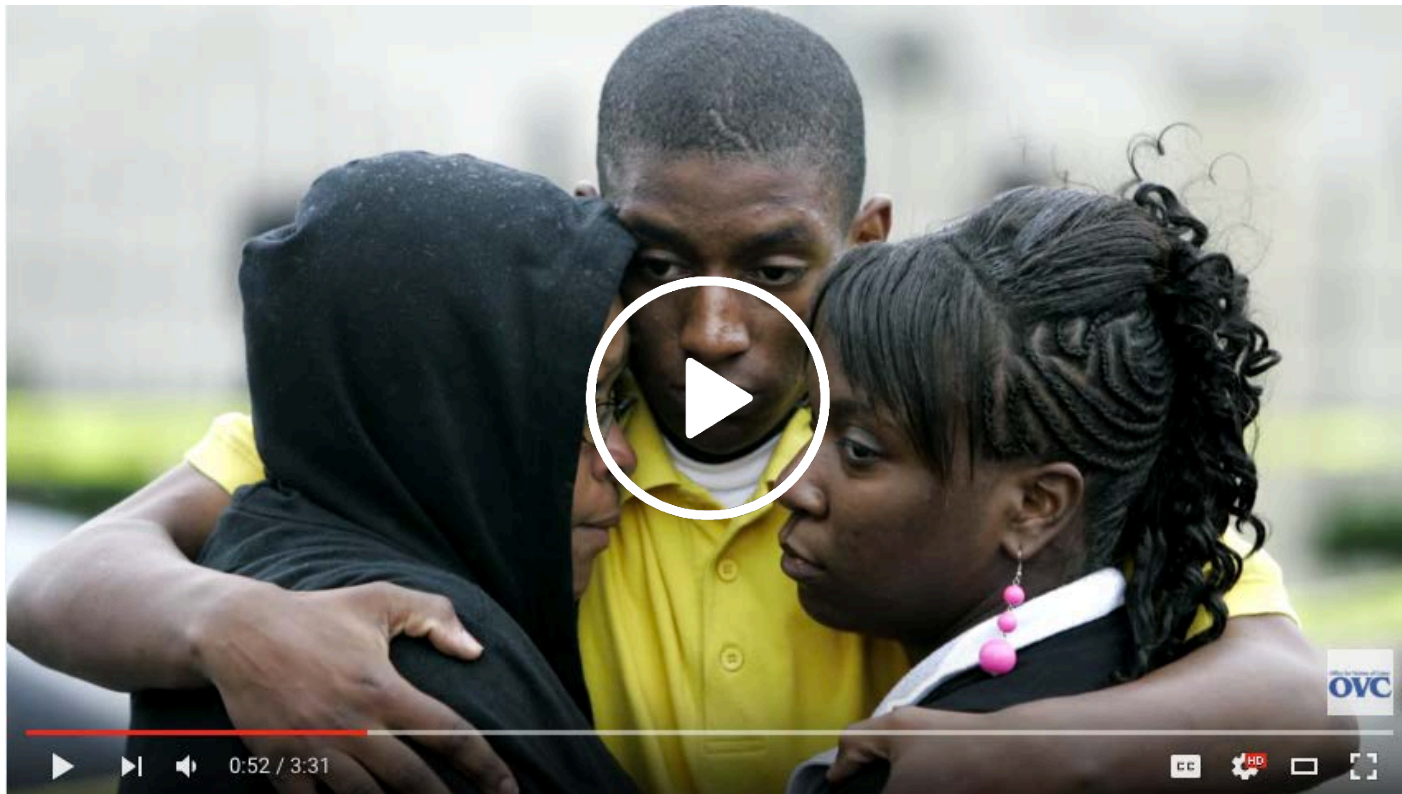
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**Darlene Hutchinson, OVC Director**



# What is the Office for Victims of Crime?





# Polling Questions

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Have you managed a federal award before?

1. Yes
2. No

Are you new to a federal award from either the Office of Justice Programs (OJP) and/or OVC?

1. Yes
2. No

# Section 1

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## Overview of OVC

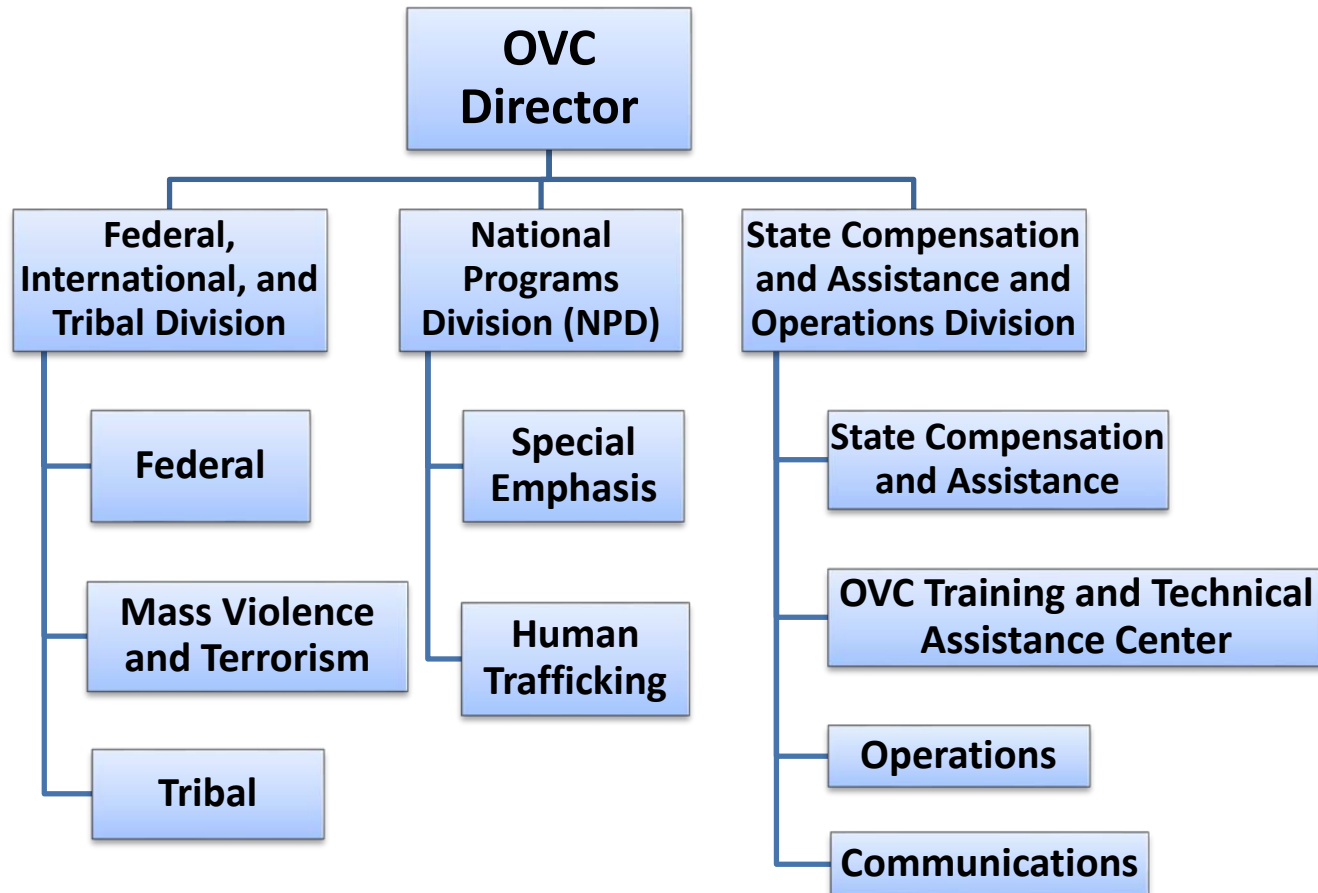
Presented by  
Joel Hall

Victim Justice Program Specialist





# OVC Organizational Chart





# OVC Programs Support

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- Victims in tribal communities
- Victims of international terrorism and mass violence (at home and abroad)
- Victims of human trafficking
- State victim compensation and assistance programs
- National-scope demonstration and service projects
- Training and technical assistance and information resources



# Funding Caps for the Crime Victims Fund

Fiscal Year		Amount
2014		\$745 million
2015		\$2.36 billion
2016		\$3.042 billion
2017		\$2.957 billion



# VOCA-Authorized Activities

## Crime Victim Compensation (formula)

- Direct payments for crime victims
- Reimbursement for crime-related expenses (e.g., medical, mental health counseling, funeral and burial, lost wages, loss of support)

## Victim Assistance Services (formula)

- Community-based victim service programs
- Supports the delivery of direct services (e.g., counseling, shelter, advocacy, legal services)

## OVC Discretionary Activities

- National-scope training and technical assistance
- Demonstration and services programs
- Victim legal assistance
- Program evaluations
- Fellowships
- Services for victims of federal crimes (e.g., tribal victim assistance)



# Polling Question

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Which of the following is the **focus** of your OVC grant program?

1. Human trafficking
2. State compensation and/or victim assistance
3. Tribal victim assistance
4. National-scope training and technical assistance
5. Victims' legal assistance
6. Demonstration and service project(s)



# Section 2

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## Understanding Your Award Special Conditions


Presented by  
Bethany Case

Victim Justice Program Specialist



# Special Conditions



 <p>U.S. Department of Justice Office of Justice Programs Office for Victims of Crime</p>	<p><b>AWARD CONTINUATION SHEET</b></p> <p><b>Cooperative Agreement</b></p>	<p>PAGE 3 OF 15</p>
PROJECT NUMBER	[REDACTED]	AWARD DATE 09/28/2017
<p style="text-align: center;"><i>SPECIAL CONDITIONS</i></p> <p>4. Required training for Point of Contact and all Financial Points of Contact</p> <p>Both the Point of Contact (POC) and all Financial Points of Contact (FPOCs) for this award must have successfully completed an "OJP financial management and grant administration training" by 120 days after the date of the recipient's acceptance of the award. Successful completion of such a training on or after January 1, 2015, will satisfy this condition.</p> <p>In the event that either the POC or an FPOC for this award changes during the period of performance, the new POC or FPOC must have successfully completed an "OJP financial management and grant administration training" by 120 calendar days after-- (1) the date of OJP's approval of the "Change Grantee Contact" GAN (in the case of a new POC), or (2) the date the POC enters information on the new FPOC in GMS (in the case of a new FPOC). Successful completion of such a training on or after January 1, 2015, will satisfy this condition.</p> <p>A list of OJP trainings that OJP will consider "OJP financial management and grant administration training" for purposes of this condition is available at <a href="https://www.ojp.gov/training/fmts.htm">https://www.ojp.gov/training/fmts.htm</a>. All trainings that satisfy this condition include a session on grant fraud prevention and detection.</p> <p>The recipient should anticipate that OJP will immediately withhold ("freeze") award funds if the recipient fails to comply with this condition. The recipient's failure to comply also may lead OJP to impose additional appropriate conditions on this award.</p>		



# Special Conditions Highlights

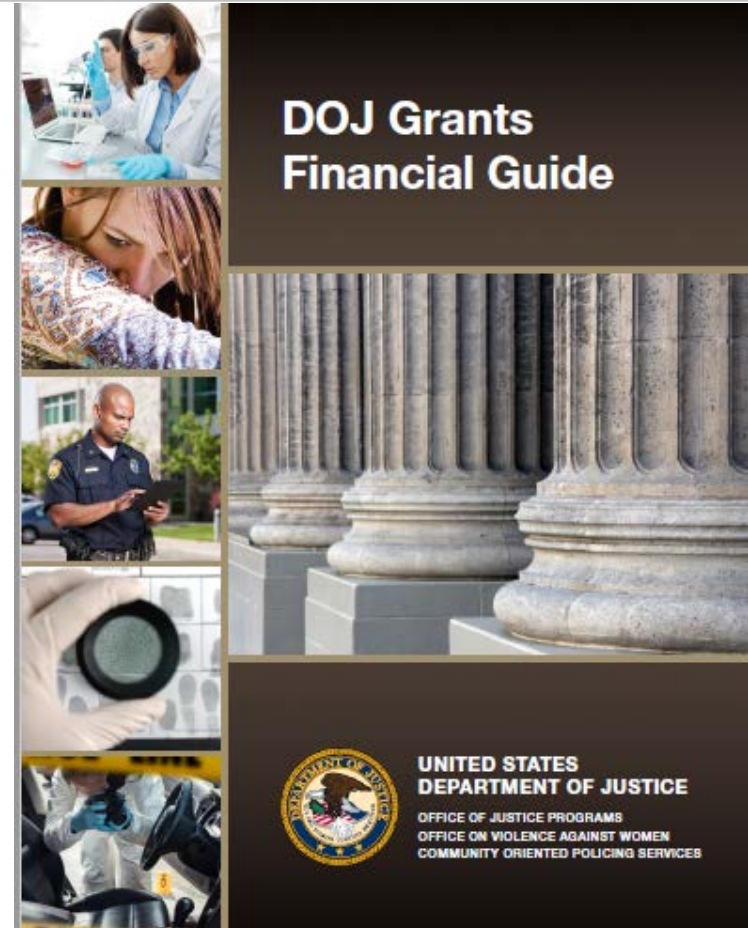
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- Compliance and 2 C.F.R. Part 200 Uniform Requirements
- Required financial training for Financial Points of Contact (FPOC) and POC (distinction to be explained later)
- Grants vs. cooperative agreements
- Conferences and training
- Reporting responsibilities
- Confidentiality and privacy certificate
- VOCA statutory requirements (3-year period of performance)

# Special Conditions: Compliance and Requirements



- DOJ Grants Financial Guide was **UPDATED!**
- 2 C.F.R. Part 200—  
“Uniform Administrative Requirements”
- Failure to comply = **penalties!**



# Special Conditions: Required Financial Management Training

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## **Who:**

GMS Points of Contact (POC)—BOTH Program and Financial

## **When:**

Training must be completed by 120 days after the date of award acceptance AND within 120 days of POC and FPOC changes.

\*Successful completion of the training on or after January 1, 2015, will satisfy this condition.

# Special Conditions: Cooperative Agreements

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- Higher level of involvement. **We are in this together!**
- Joint coordination between OVC and the grant recipient
- Day-to-day conduct—that's you!
- General oversight and redirection by OVC, if necessary:
  - Reviews and approves all documents, deliverables, project-generated documents, and major plans
  - Provides guidance on significant project plans
  - Participates in project-related trainings or meetings
  - Provides technical assistance
- **Keep grant managers in the loop—CC us, reach out!**

# Special Conditions: Conferences and Training

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Follow the DOJ Financial Guide regarding allowable expenses.

If you are providing training, meetings, or conferences with your grant funds, be prepared for the **pre-approval process!** (10-question checklist!)

(Reminder—Please plan ahead as this process is not *pro forma* approval and may be extensive.)

# Special Conditions: Reporting Responsibilities



## Progress Report

- **Semi-annual** reporting (discretionary awards )
- Due January 30 and July 30

## Financial Status Report

- **Quarterly** reporting
- Due within 30 days of each quarter

## Final Report

- Due no later than 90 days after the award end date

**Funds will be automatically frozen if you fail to submit your report by the deadline**



# Special Condition: Confidentiality Requirements, Privacy Certificate

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- **Confidentiality requirements**—Applicable to collection, use, and revelation of data or information
- **Privacy Certificates\*** must fully describe the procedures for the following:
  - Ensuring data confidentiality
  - Ensuring the physical and administrative security of data
  - Subject notification or justification for waiver
  - Final disposition of data

\*OVC has a template and approval process for the Privacy Certificate.

# Special Condition: VOCA Statutory Requirement

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VOCA funds are available during the federal fiscal year of the award, plus the following three fiscal years.

Example: *VOCA funds awarded in **fiscal year 2017** are available for use through the end of **fiscal year 2020**\*\*.*

**\*\*OVC cannot approve any project extensions once the federal appropriation has expired.**



# Special Condition: Single Audit

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The Federal Audit Clearinghouse requires all grant recipients (**of awards over \$750K**) to submit form SF-SAC and the Single Audit Report package online using the Internet Data Entry System (IDES):

<http://harvester.census.gov/fac/collect/ddeindex.html#>

For questions about submissions, call 800–253–0696  
or email [govs.fac@census.gov](mailto:govs.fac@census.gov)



## Section 3

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# Grant Management 101

Presented by

Jasmine D'Addario-Fobian

Victim Justice Program Specialist

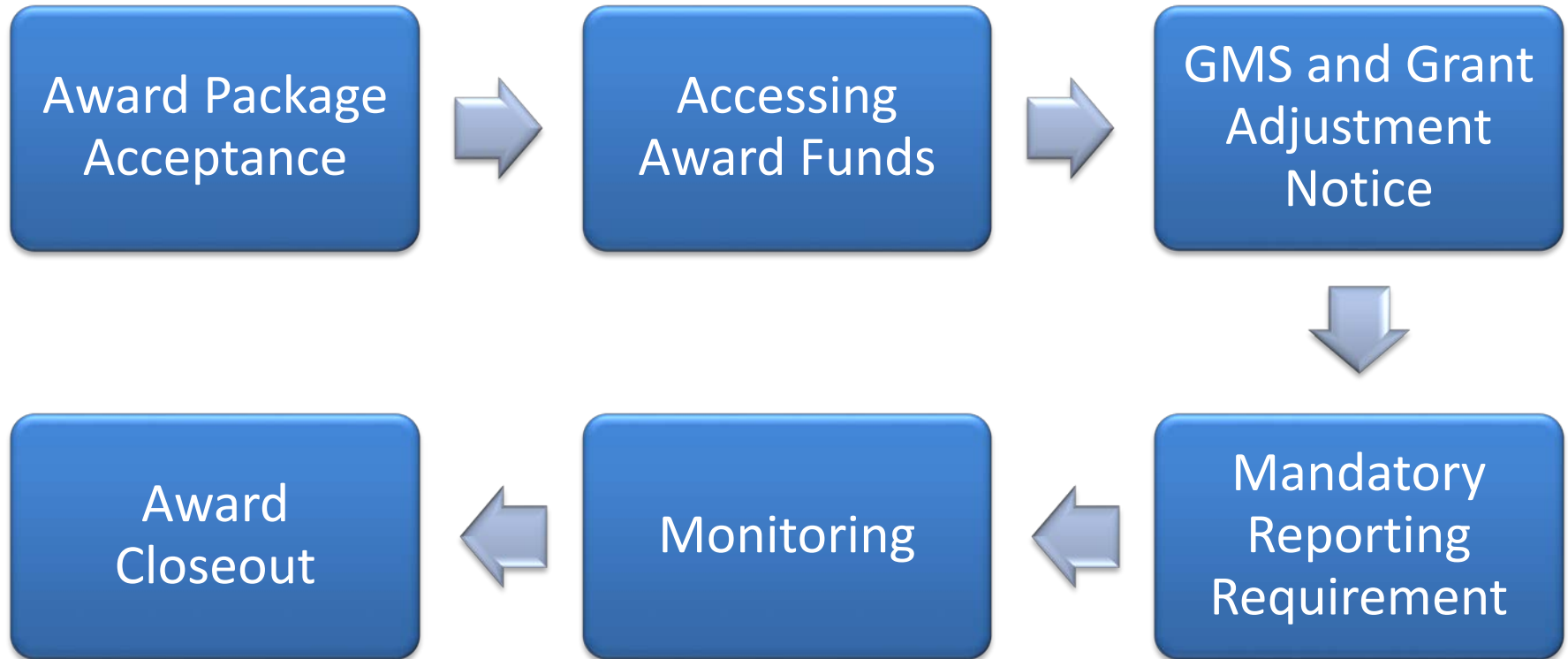
and

Matthew Kenyon

Performance Management Manager



# OJP Grants Management 101





# Award Acceptance

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1. Complete financial Point of Contact registration
2. Review award and special conditions
3. Authorized representative signs award document
4. **Email acceptance documents to**  
[Acceptance@usdoj.gov](mailto:Acceptance@usdoj.gov)

**OJP/OVC no longer accepts faxed award documents!**

# Grants Payment Request System (GPRS)

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- Online system for requesting payment of award funds
- View active award balances and history of drawdowns
- Benefits:
  - View and print award transaction history
  - Summary of award information
  - Hold amount
  - Cancel pending payment
  - Secure individual login

Access at <https://grants.ojp.usdoj.gov/gprs>



# Accessing Award Funds

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1. Complete and return the Automated Clearing House Form (ACH) at <https://ojp.gov/funding/Apply/Resources/ACHVendor.pdf>
  - New grantees who have never submitted an ACH form for an OJP grant
  - Changes to banking information
  - Must be mailed by certified mail or FedEx



# Accessing Award Funds (cont.)

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2. Register with Grants Payment Request System (GPRS): <https://ojp.gov/about/pdfs/gprsjobaid.pdf>

GPRS is the method for requesting payment of award funds. It is an online system that allows you to view your active award balances and history of drawdowns to date.

# Grants Management System (GMS)





# When To Use GMS

Use GMS to—

- Submit progress reports and financial reports
- Submit a Grant Adjustment Notice
- Respond to site visit findings and recommendations
- Close out grants
- Complete GMS online training

Access at <https://grants.ojp.usdoj.gov>



# GMS Overview



## Point of Contact (POC) vs. Financial Point of Contact (FPOC)

- POC completes grant activities in GMS for the applicant
- POC submits GANs, progress reports, closeout package, etc.
- POC account is created at the time of the application
- POC should communicate regularly with the grant manager, both within GMS and outside of GMS

- FPOC is responsible for financial administration of the grant funds
- FPOC submits financial status reports
- FPOC must be designated for the recipient to qualify for the grant award
- FPOC should communicate regularly with the POC to receive any relevant updates for the grant manager

# Grant Adjustment Notice (GAN)



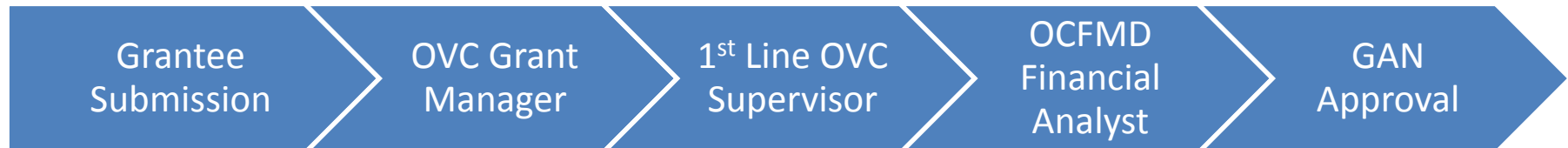
## What type of GAN can I initiate?

- Change in scope
- Sole source approval
- Project period
- Signing authority
- Key personnel
- Budget modification
- Organization address/  
name change
- Other prior approvals



# GAN Lifecycle

Example of a budget modification GAN lifecycle:



**GANs are not officially approved until the grantee receives final notice in GMS**

# Mandatory Reporting Requirements

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- Progress reports—semi-annual
- Subaward Award Reports (SAR)
- Federal Funding Accountability and Transparency Act (FFATA)
- Federal Financial Reports (FFR)—quarterly
- Performance Measurement Tool (PMT)—quarterly



# Progress Reports

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- Formula award recipients must submit an **annual progress report** in GMS by December 29
- Discretionary award recipients must submit a **semi-annual progress report** in GMS by July 30 for the period covering January–June, and by January 30 for the period covering July–December





# Subgrantee Reporting

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Grantee agrees to submit a Subgrant Award Report (SAR) for each subgrantee of the VOCA victim assistance funds within 90 days of awarding funds to subgrantees.

Check with your OVC grant manager to determine if you are to report in the Performance Measurement Tool (PMT) or GMS.

# Federal Funding Accountability and Transparency Act (FFATA)

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The FFATA Subaward Reporting System (FSRS) is the reporting tool that federal prime awardees (i.e., prime contractors and prime grants recipients) use to capture and report subaward and executive compensation data regarding their first-tier subawards to meet the FFATA reporting requirements.

# Quarterly Federal Financial Report (FFR)



The quarterly SF-425 FFR must be submitted online no later than 30 days after the last day of each quarter, as shown in the table below.

SF-425 Federal Financial Reports—Due Quarterly		
Reporting Period	Due Date	Delinquent After
October 1–December 31	January 30	January 30
January 1–March 31	April 30	April 30
April 1–June 30	July 30	July 30
July 1–September 30	October 30	October 30

**\*Financial reporting questions should be directed to the OCFO**



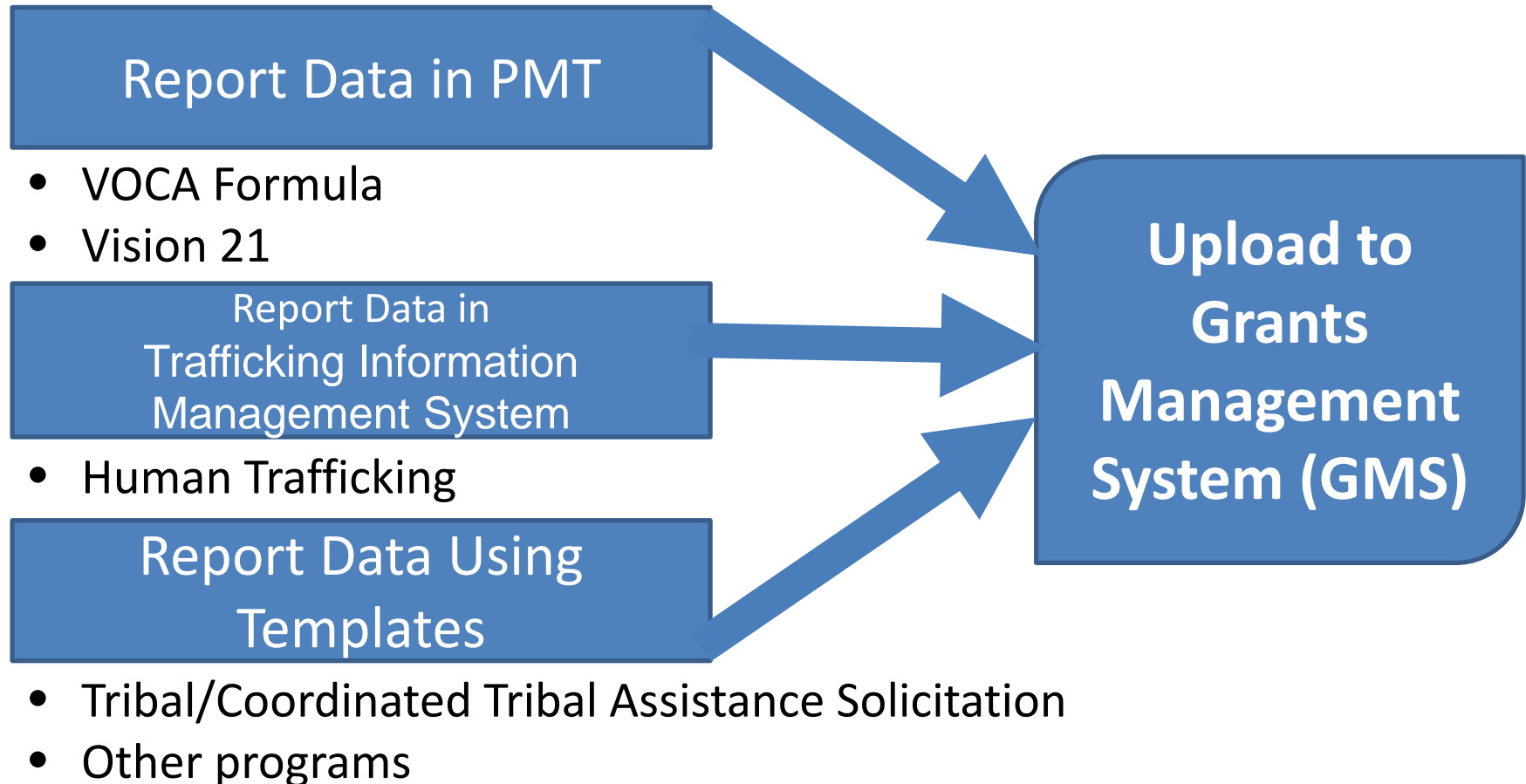
# GMS Award Closeout

Closeout is a process in which the awarding agency determines that all applicable administrative actions and all required work of the award have been completed by the recipient and the awarding agency.

- All award recipients must submit, no later than 90 calendar days after the end date of the period of performance, all financial, performance, and other reports as required by the terms and conditions of the award
- If the award recipient does not submit all required reports within 90 calendar days of the project period end date, OJP/OVW will begin the closeout process
- Closeout is initiated



# Performance Measure Reporting



# Performance Measurement Tool (PMT)

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- Report data quarterly to PMT; upload reports to GMS semi-annually (Vision 21) or annually (VOCA)
- Access questionnaires, FAQs, and user guides on the “Need Help?” page
- Access recorded training webinars
- For PMT questions, contact:
  - 1-844-884-2503
  - [ovcpmt@usdoj.gov](mailto:ovcpmt@usdoj.gov)
  - <https://ovcpmt.ojp.gov>

# Trafficking Information Management System (TIMS)

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- Report data regularly to TIMS; upload report to GMS semi-annually
- Access data collections sheets and training materials
- For TIMS questions, contact:
  - 1-866-682-8822
  - [humantrafficking@ovcttac.org](mailto:humantrafficking@ovcttac.org)
  - <https://tims.ovcttac.gov>



# Template Reports

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- Report data regularly in template documents (Word or Excel); upload documents to GMS semi-annually
- For any questions, contact your OVC grant manager





# Polling Question

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Do you know which system you are required to use to report performance data?

1. PMT
2. TIMS
3. Other template
4. Still not sure

# Section 4

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## Monitoring

Presented by

Brian Sass

Grants Management Specialist





# Programmatic Monitoring

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- Assess and ensure compliance with the regulations, terms, and conditions
- Examine programmatic progress
- Validate information that has been reported through progress reports, performance measurement tools, and financial reports
- Provide technical assistance as necessary



# How OVC Monitors

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Monitoring may include:

- Phone discussions
- Emails
- Participating in meetings and events
- Reviewing progress and financial reports
- Site visits
- Desk reviews

\*For cooperative agreements, grant managers may provide additional direction and oversight



# Monitoring

**Desk reviews** include a comprehensive review of materials available in the grant file to determine administrative, financial, and programmatic compliance, as well as grant performance.

**Enhanced programmatic desk reviews (EPDR)** allow grant managers to follow up on any issues identified during the desk review, verify grantee activities, validate reported information, and assess the status of project implementation.

**Onsite monitoring visits** allow grant managers to go onsite to meet with the grantee to discuss specific issues related to implementing the program, observe grant activities, review relevant materials/documents, and assess planned versus actual progress.



# Typical Procedures

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- Review policies and procedures
- Sample financial transactions
- Subaward processes and procedures
- Conference cost regulations
- Validation of programmatic data
- Procurement and equipment inventory
- Compliance with special conditions



# Purpose of Site Visits





# High-Risk Status

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- Applied to organizations (often those with a history of unsatisfactory performance, financial instability, inadequate financial management system, non-conformance to terms and conditions of previous awards, or otherwise non-responsible grantees)
- Audit reports with recommendation(s) open for more than 1 year





# High-Risk Status (cont.)

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- Corrective action plan required by audit but not submitted within 105 days
- Questioned costs in excess of \$500,000
- Collection referral to the U.S. Department of the Treasury
- Government-wide suspension or debarment recommendation



# High-Risk Special Conditions

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- Documentation upon request
- Additional financial and programmatic onsite monitoring
- Withholding of funds
- Reimbursement with source documentation
- More detailed or more frequent financial or programmatic reporting



# Getting Off High-Risk Status

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- Contact your program manager to determine why your agency is high risk and what special conditions have been initiated
- Turn in outstanding reports or audit findings
- Complete any corrective action plans



# Subgrantee Monitoring

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- Subawards are used when the intent is to have another organization help carry out a portion of the scope of work described in your award application
- As part of your organization's subrecipient monitoring process, you need to develop systems, policies, and procedures to ensure that subrecipient activities are conducted in accordance with federal program and grant requirements, laws, and regulations



# Subgrantee Monitoring (cont.)

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- Grantees must—
  - Evaluate each subrecipient's risk of noncompliance for the purpose of determining appropriate monitoring
  - Consider imposing specific conditions, if appropriate (see 2 C.F.R. § 200.207)
  - Verify subrecipients receive required audits, as described in 2 C.F.R. § 200.501



# Subgrantee Monitoring (cont.)

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- Monitoring must include:
  - Review of financial and performance reports
  - Follow-up to ensure timely and appropriate action is taken on detected deficiencies
  - Issuance of management decisions for audit findings as required by 2 C.F.R. § 200.521



# Subaward or Contract?

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- Determination made by the grantee based on the **substance of the activity**, NOT the legal document executed
- **Delegating program activities** to another entity is generally indicative of a subaward
- **Purchasing or procuring goods or services** is generally indicative of a contract
- See 2 C.F.R. § 200.22, § 200.92, and § 200.330



# Additional Monitoring

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- Financial monitoring from the Office of the Chief Financial Officer (OCFO)
- Audits and reviews by the Office of the Inspector General (OIG)





# Polling Question

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Which of the following is the theme of this year's National Crime Victims' Rights Week (NCVRW)?

1. Engaging Communities. Empowering Victims.
2. Expand the Circle: Reach All Victims
3. New Challenges, New Solutions
4. Justice for Victims. Justice for All.



# Did You Know?

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You can help promote awareness of crime victims issues by using the posters and other media content in our NCVRW gallery. Posters can be personalized with local contact information. Click on the link below to be included on the mailing list:

[https://puborder.ncjrs.gov/Listservs/Subscribe\\_NCVRW.asp](https://puborder.ncjrs.gov/Listservs/Subscribe_NCVRW.asp)

# Section 5

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## Understanding Your Grant

Presented by  
Doresa Payton  
Grants Management Specialist





# When Can Work Begin?

## **START** and **END** dates are important!

- Project work **cannot begin** until the grant agreement has been “fully executed” (signed by the grantee and countersigned by the Secretary of the Attorney General or the deputy Secretary)
- Expenses **cannot be incurred** nor matching funds utilized until the grant has been fully executed
- Funds spent before the grant has been fully executed **will not count** toward project matching and will not be considered part of the project
- Exceptions are granted on a case-by-case basis, only with the approval of the grants administrator
- Expenses cannot be incurred until the final budget is approved



# Expectations for Grantees

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- Access the award package in GMS and sign and return the award document
- Review the special conditions on the award document
- Manage the project according to requirements, standards, and guidance contained in the grant terms and conditions
- Submit all required reports
- Complete all deliverables as stated in your application, the solicitation, or in a special condition
- **Do not obligate or expend funds until you receive final budget clearance.**



# Expectations for Grant Managers

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- Review the grant terms, objectives, conditions, and grantee organization and key personnel
  - Contact the grantee to discuss requirements of the grant
  - Monitor grantee compliance with programmatic, administrative, and fiscal requirements of relevant statutes, regulations, policies, guidelines, and with grantee-stated objectives and implementation plan
  - Perform desk reviews/enhanced desk reviews or site visits
  - Approve progress reports
  - Approve modifications to awards
- \* For cooperative agreements or high-risk status, grant managers may provide additional direction and oversight



# Common Misconceptions

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- You can change the scope of work or use of funds without the grant manager's permission
  - Must be good stewards of the funds; they were given for a purpose
- All awards are “grants”
  - Contracts vs. cooperative agreements
- There is a ‘pool of money’ with an award
  - Most cash is received on an expenditure reimbursement basis
  - **You may have to reimburse OJP for unallowable expenses**



# Mechanics of Your Award

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# Start Building Your Grant File

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The following documents must be available in an official grant file (electronically or as hard copies) for onsite review:

- Signed award document, including initialed Special Conditions
- Progress reports
- Financial reports
- Approved application (budget, program narratives, other required documentation)
- Correspondence with OJP grant manager
- Copies of approved Grant Adjustment Notices (GANs)



# Prior Approval

## Incurring of Certain Costs for Which Program Office Approval is Required

Some costs require prior written approval (as specified in the applicable Title 2 Code of Federal Regulations section [Parts 215, 220, 225, and/or 230] and discussed in Chapter 3.6: Costs Requiring Prior Approval). Examples of costs that require prior approval include:

- Compensation for consultant services in excess of the current OJP consultant rate maximum limit
- Sole source procurements in excess of \$150,000
- Publication plans
- Purchase of Automatic Data Processing equipment and software
- Costs incurred prior to the date of the subaward period
- Foreign travel



# Polling Question

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Do you know what the letters in your award number stand for?

1. Yes
2. No



# Polling Question

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OVC provides training and technical assistance (TTA) to grantees. What type of TTA would your program benefit from?

1. Financial
2. Programmatic
3. Expanding knowledge on victim services
4. Program and staff sustainability
5. Grant compliance

## Section 6

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# OVC Training and Technical Assistance Center

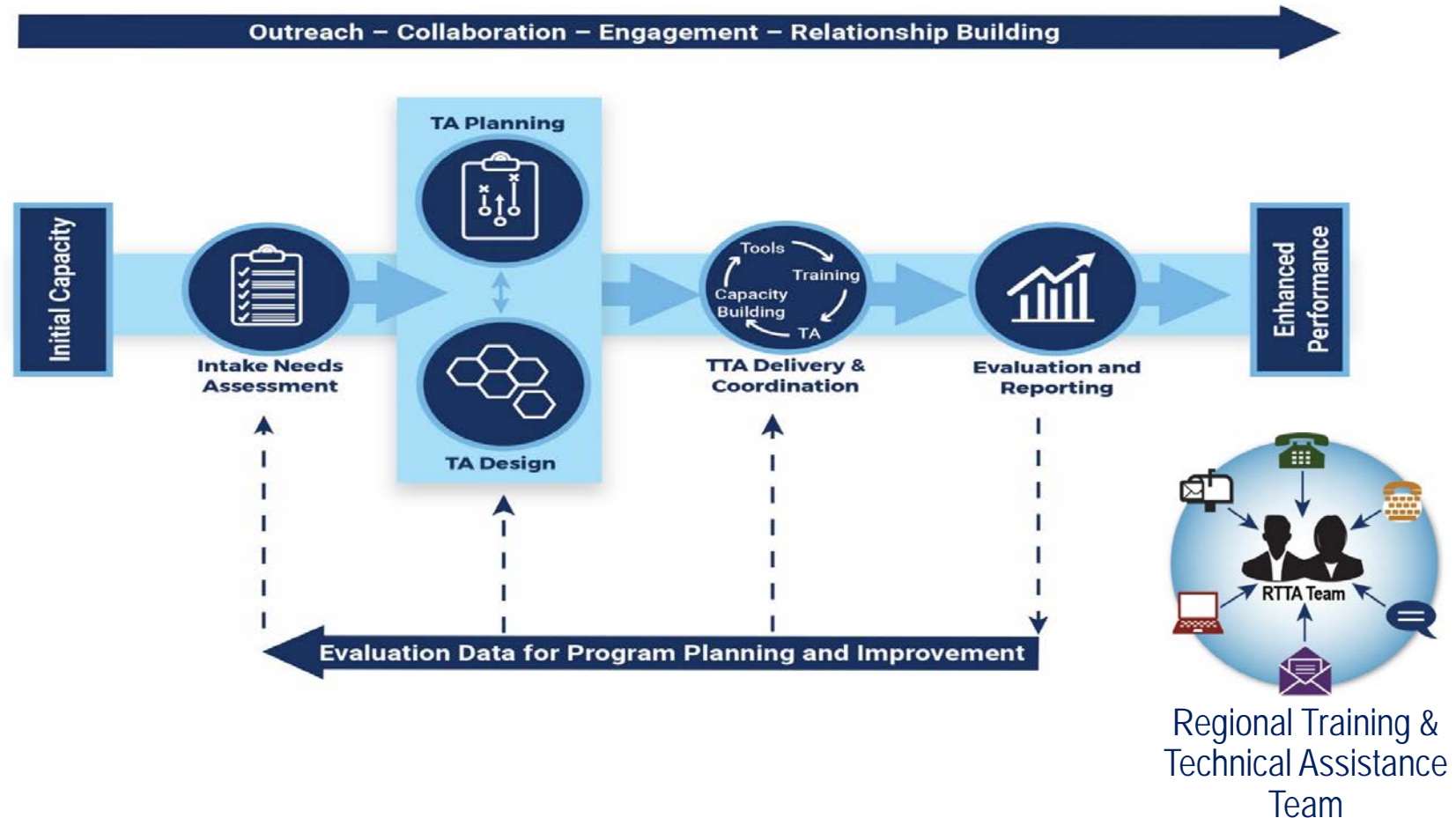
Presented by

Shelby Jones Crawford

Program Officer and Contracting  
Officer Representative



# Approach to Training and Technical Assistance





# Curriculum-Based Training

- An array of standardized, face-to-face trainings
- Range of topics relevant to victim service providers and allied professionals
- 1 to 3 days, depending on training selected
- OVC TTAC provides expert instructors, training materials, participant manuals, and CEUs
- Agency provides facility and participants, and covers any audio visual costs



## Top 5 Most-Requested Trainings

- Sexual Assault Advocate/Counselor Training
- Compassion Fatigue/Vicarious Trauma
- DNA in Sexual Assault Cases: The Role of Law Enforcement, SAFE/SANE Nurses, and Victim Advocates
- Serving Survivors of Homicide Victims
- Building Resiliency in Child Abuse Organizations



# Customized Support

## Customized Training

- Tailored to address specific needs/interests of an organization, community, or region
- Topic and length vary
- Delivered by subject-matter expert at no cost to agency
- Recent customized topics:
  - Responding to LGBTQ Survivors of Crime
  - Overcoming Barriers to Effective Collaboration

## Customized Technical Assistance

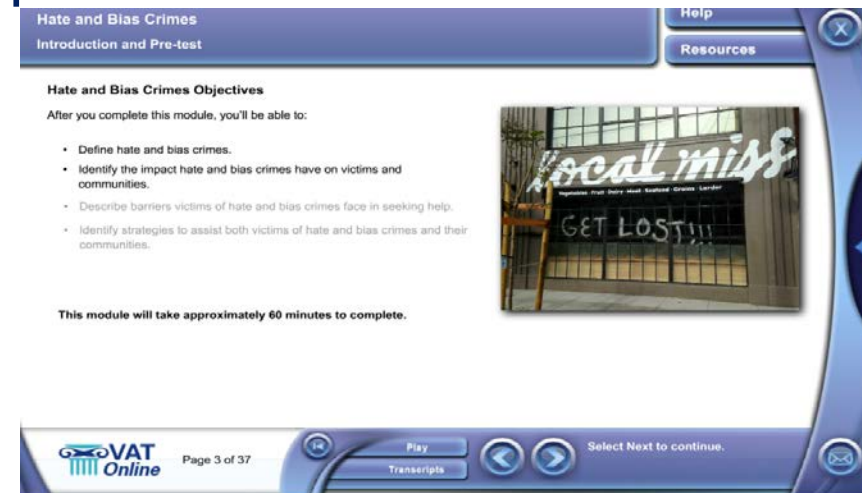
- Focused on building the capacity of an organization, community, or region
- Provided in person, virtually, via phone, or a combination of all three
- Recent technical assistance:
  - Strategic Planning
  - Developing Organizational Capacity
  - Multidisciplinary Team Approach to Child Abuse Investigations



# Victim Assistance Training *Online*



- 53 modules, 43 hours of online training
- Provides basic skills and knowledge to victim service providers with 0–3 years of experience
- Key sections:
  - Basics
  - Core Competencies and Skills
  - Crimes
  - Specific Considerations for Providing Victim Services





# OVC TTAC Website

The screenshot shows the OVC TTAC website homepage. At the top is the 'OFFICE OF JUSTICE PROGRAMS' header with the OVC TTAC logo and 'OFFICE FOR VICTIMS OF CRIME Training and Technical Assistance Center'. A search bar and links for 'SIGN UP', 'SHARE PAGE', and 'PRINT' are present. Below this is a navigation menu with links: 'Resources', 'How We Can Help', 'News', 'About Us', 'Learning Communities', and 'MyTTAC'. The main content area features a grid of nine tiles, each with an icon and a question or topic: 'SAFE PROGRAM' (Need help supporting victims of sexual violence in your community?), 'Victim Assistance Training Online' (Are you serving victims effectively?), 'Victim Law' (Do you know what victims' rights exist in your state?), 'Professional Development Scholarships' (Professional Development Scholarships are available to those who work with victims of crime), 'Expert Q & A' (Got questions? Get answers with the new Expert Q&A series), 'Resource Library' (Looking for resources to help with your organization's development and training needs?), 'Human trafficking is a complex problem. Enhance your capacity to respond.' (Looking to enhance your capacity to address human trafficking?), 'Human Trafficking Task Force e-Guide' (Looking to build your organization's capacity to serve crime victims in Indian Country?), and 'Human Trafficking Task Force e-Guide' (Keep up with the latest strategies, cases, and resources with the Human Trafficking Task Force e-Guide). At the bottom, there are two news sections: 'Training and Technical Assistance Center News' and 'Office for Victims of Crime News', each with a list of recent updates and a 'More' link.

- Easily find tools and resources
- Access a variety of self-service materials
- Request specialized and customized training

[www.ovcttac.gov](http://www.ovcttac.gov)

# National Criminal Justice Reference Service (NCJRS)

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NCJRS, which operates the OVC Resource Center, offers:

- Trained information specialists to answer your questions
- A searchable library of 30,000+ victim-related documents
- A comprehensive Q&A database
- The ability to order OVC publications and videos
- Subscriptions to e-newsletters about new releases and other announcements from OVC and partner agencies

[www.ncjrs.gov](http://www.ncjrs.gov)



# Mass Violence Toolkit

OFFICE FOR VICTIMS OF CRIME

Recursos en Español | FAQs

Site Search

GO

JUSTICE FOR VICTIMS • JUSTICE FOR ALL

## Helping

### Victims of Mass Violence & Terrorism

PLANNING, RESPONSE, RECOVERY, AND RESOURCES

MESSAGE FROM THE DIRECTOR

ABOUT THE TOOLKIT

PARTNERSHIPS & PLANNING

RESPONSE

RECOVERY

TOOLS

### About the Toolkit

- [Purpose of the Toolkit](#)
- [Who Should Use the Toolkit?](#)
- [How To Use the Toolkit](#)
- [Acknowledgments](#)

### Purpose of the Toolkit

The Office for Victims of Crime (OVC)—in coordination with the Federal Bureau of Investigation's Office for Victim Assistance and the U.S. Department of Justice's Office of Justice for Victims of Overseas Terrorism—developed this toolkit to help communities prepare for and respond to victims of mass violence and terrorism in the most timely, effective, and compassionate manner possible.

Lessons learned from past incidents indicate that through advanced planning (which includes the establishment of victim assistance protocols), and by developing and maintaining multidisciplinary partnerships, communities are better prepared to engage a holistic approach to victim assistance to ensure that each victim's needs are met. However, this toolkit also contains materials that will aid communities' responses to victims even if they have not planned for an incident.

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### Who Should Use the Toolkit?

We developed this toolkit primarily for the following professionals, but it can be used by any individual or organization responsible for planning and responding to incidents of mass violence and terrorism.

- State Victims of Crime Act (VOCA) administrators: compensation and assistance.
- Emergency planning managers.
- Law enforcement officials.
- Prosecutors' offices.
- Victim service providers.
- Health care providers (including mental health).

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[www.ovc.gov/pubs/mvt-toolkit](http://www.ovc.gov/pubs/mvt-toolkit)



# Important Websites

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- Office for Victims of Crime  
[www.ovc.gov](http://www.ovc.gov)
- DOJ Grants Financial Guide  
<https://ojp.gov/financialguide/DOJ/index.htm>
- OVC Training and Technical Assistance Center  
[www.ovcttac.gov](http://www.ovcttac.gov)
- Grants Management System  
<https://grants.ojp.usdoj.gov/>



# Important Websites (cont.)

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- Grants Payment Request System  
<https://grants.ojp.usdoj.gov/gprs>
- Performance Measurement Tool  
<https://ovcpmt.ojp.gov>
- Trafficking Information Management System  
<https://tims.ovcttac.gov>
- National Criminal Justice Reference Service  
[www.ncjrs.gov](http://www.ncjrs.gov)



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