Welcome to the 2012 OVC Discretionary Grantee Orientation Series:

Grant Requirements

December 13, 2012

The material presented during today’s webinar session will be available on the OVC Web site in two weeks.

*Please Note: Participants will remain on mute throughout the session. The session will be recorded.*

The session will begin shortly.
Facilitator:

Sharron Chapman
Lead Victim Justice Program Specialist
Office for Victims of Crime
Agenda

• Welcome and Learning Objectives
• Webinar rules and Etiquette
• Message from Acting Director
• Grants Management System
• Progress Reporting
• OVC Resource Center
• OVC Publications Team
• OVC TTAC Resources
• Closing and additional Q&A
Presenters

• Joye E. Frost, Acting Director, OVC
• Joel Hall, Victim Justice Program Specialist, OVC
• Emily Bauernfeind, OVC Resource Center
• Cheryl Tyiska, OVC TTAC
Learning Objectives

• Demonstrate how to navigate GMS.
• Explain how to submit a progress report, a Grant Adjustment Notice (GAN) and a financial status report in GMS.
• Describe the OVC Resource Center.
• Locate resources on the OVC Web site.
• Describe the OVC Training and Technical Assistance Center (TTAC) resources and services.
Webinar Tools

• **Chat Box:** Please use the chat box to submit questions during the orientation session.

• **Feedback Box:** Please respond to feedback questions posed by the presenters during the orientation session.

*All participants will remain on mute throughout the entire orientation session*
Message from:

Joye E. Frost
Acting Director
Office for Victims of Crime
Presenter:

Joel Hall, M.S.
Victim Justice Program Specialist
Office for Victims of Crime
Grants Management System - Detailed Review
Learning Objectives

• Overview of the GMS system (Who, What, Why, Where).
• Detailed review of how to navigate GMS.
• What to expect when working in GMS.
• How to file progress reports, submit GANS and Financial Status Reports in GMS.
• How to access assistance if needed.
External Overview

Welcome to the Office of Justice Programs’ Grant Management System. This system will allow you, the grantee, to search for funding opportunities that are available from OJP, apply for these opportunities, accept any awards that have been given to you, manage your grants, and complete required post-award activities such as progress reporting.
Please remember that if you are applying for any discretionary competitive programs, you will need to apply on the Internet using Grants.gov.
You may now select a task from the menu provided above. A summary of each task is included at the beginning of the tasks.
Roles of Each Department

- There are three OJP departments we need to think about when operating GMS.
  - **Program Office** - Office for Victims of Crime (OVC)
    - Progress Reports/GANS/Closeouts/T&TA
  - **Financial Office** - Office of the Chief Financial Officer (OCFO)
    - SF-425s/Financial Decisions
  - **Information Office** (Office of the Chief Information Officer (OCIO)
    - GMS
Attention GMS applicants and grantees

Acceptance documents for OJP and OVW Awards should be signed and returned to the OJP Control Desk either by FAX at (toll free) 1-866-388-3055 or (local) 202-354-4081, or by email to acceptance@usdoj.gov. Refer to Instructions on Award page in GMS.

The acceptance@usdoj.gov email should only be used to send signed award documents to the OJP Control Desk, and it should not be used for any other correspondence with OJP. If you require login or any other GMS-related assistance, please contact the GMS Helpdesk at 888-549-9901, option 3.

Applicant Sign In

User ID: [Blank]
Password: [Blank]

Sign In

First Time User?  Forgotten your password?

NOTICE TO USERS You are accessing a U.S. Government information system, which includes: (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

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- You have no reasonable expectation of privacy regarding any communications transmitted through or data stored on this information system. At any time, the government may monitor, intercept, search and/or seize data transiting or stored on this information system.
- Any communications transmitted through or data stored on this information system may be disclosed or used for any U.S. Government-authorized purpose.
Grant Management System Home

All programs you are currently participating in are listed below. To reduce the size of program listing, choose from the following criteria and press the Refresh button.

### Year

<table>
<thead>
<tr>
<th>Year</th>
<th>Solicitation</th>
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<tbody>
<tr>
<td>All</td>
<td>All</td>
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Office of Justice Programs has many other funding opportunities that you may be eligible for. To review these opportunities or to start a new application click on Funding Opportunities.

#### OVC FY 12 Victim Assistance Professional Development Fellowship Program (Continuation)

<table>
<thead>
<tr>
<th>Year</th>
<th>Application No.</th>
<th>Status</th>
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R Recovery Act

OMB Form 1123-0243, exp. 07/31/2007
### OVC FY 12 Victim Assistance Professional Development Fellowship Program (Continuation)

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- Grantee Notified On 08/08/12
- End Date Passed

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Financial Status Reports

This handbook allows you to complete Financial Status Reports for OVC FY 12 Victim Assistance Professional Development Fellowship Program (Continuation).

For information on previous FSR submissions for this grant, contact the Office of the Chief Financial Officer, Customer Service Branch at 1-800-458-0786 (press 2)

<table>
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<tr>
<th>Report Number</th>
<th>Reporting Period</th>
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<th>Report Due Date</th>
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<td>Regular</td>
<td>Apr 30, 2013</td>
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<tr>
<td>12</td>
<td>Jul 1, 2013-Sep 30, 2013</td>
<td>Final</td>
<td>Dec 9, 2013</td>
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GMS Online Training Tool

• Review of GMS online Training module
  – External Review
  – Grant Adjustment Notices
  – Progress Reports
    • More to follow in part II
  – Grants Management System Closeouts
  – Financial Status Reporting

• http://www.ojp.usdoj.gov/gmscbt/
The Office of Justice Programs now offers an electronic module to process Grant Adjustment Notices—known as GANs—as part of an effort to improve service to the grantees.

Included in this Grant Adjustment Notices training module are the instructions for performing each of the following tasks:

- Budget Modifications Request
- Change Grantee Authorized Signing Official
- Change Grantee Contact or Alternate Contact/Principle Investigator
- Change in Grantee Mailing Address
- Change Grantee Name
- Change Project Period
- Change Project Scope
- Program Office Approvals, and
- Sole Source Approvals

If you need further assistance, please contact the Help Desk at 1-888-549-9901, or e-mail them at helpdesk@ojp.usdoj.gov.
Grant Adjustment Notices

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Grant Adjustment Notices

This GAN module will give you, the grantee, the option to electronically and easily submit grant adjustments via the GMS system, and you will also be able to receive notification of approved GANs via e-mail.

Included in this Grant Adjustment Notices training module are the instructions for performing each of the following tasks:

- Budget Modifications Request
- Change Grantee Authorized Signing Official
- Change Grantee Contact or Alternate Contact/Principle Investigator
- Change in Grantee Mailing Address
- Change Grantee Name
- Change Project Period
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Grant Adjustment Notices

A GAN is required when making the following changes to a grant:

- Budget Modifications Request
- Change Grantee Authorized Signing Official
- Change Grantee Contact or Alternate Contact/Principle Investigator
- Change in Grantee Mailing Address
- Change Grantee Name
- Change Project Period
- Change Project Scope
- Program Office Approvals, and
- Sole Source Approvals

Included in this Grant Adjustment Notices training module are the instructions for performing each of the following tasks:

If you need further assistance, please contact the Help Desk at 1-888-549-9901, or e-mail them at helpdesk@ojp.usdoj.gov.
Grant Adjustment Notices

The GAN module will also be used by OJP to process the removal of special conditions of the awards.

Included in this Grant Adjustment Notices training module are the instructions for performing each of the following tasks:

- Budget Modifications Request
- Change Grantee Authorized Signing Official
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In an ongoing effort to improve services, the Office of Justice Programs and the Office of Violence Against Women have made improvements to the Grant Management System’s Progress Report module. OJP requires you, the grant recipient, to submit progress reports either quarterly, semi-annually, or annually. In these reports, you should describe the status of meeting the objectives given in the approved award application.
Progress Reports

Progress Report Module Introduction

This new module in GMS gives you the ability to submit, view and edit any of your progress reports and allow you to submit your final progress report up to 90 days after the ending date of the grant.
Additionally, the GMS will send e-mail notifications to the grantee reminding them that their progress reports are due. Please be sure to review your progress reporting profiles for each award in GMS.
Progress Reports

Effective March 31, 2007, OJP will freeze funds if any award recipient is delinquent in submitting the required progress reports. Once the award recipient submits a progress report and OJP approves the report, funds will be made available. All progress reports must be submitted via GMS.

Progress Report Module Introduction

Effective March 31, 2007, OJP will freeze funds if any award recipient is delinquent in submitting the required progress reports. Once the award recipient submits a progress report and OJP approves the report, funds will be made available. All progress reports must be submitted via GMS.
Progress Reports

Progress Report Module Introduction

This program allows you to select the Progress Reporting Task you wish to learn about. Just click on the Menu button in the upper left hand corner of this window, and select a Task from the pull-down menu that appears.
Asking for Help

• GMS Help Desk
  – For technical difficulties or guidance using GMS, contact the GMS Help Desk. The Help Desk is available via email at GMS.HelpDesk@usdoj.gov, or by phone at 202-514-2024 between the hours of 6:00 a.m. until midnight, Monday through Friday, except Federal holidays.

• Program Office
  – Question regarding content, program office approval and progress reports, please contact your OVC Program Specialist at 202-307-5983
Questions
Progress Reporting
Progress reports:

- Provide information relevant to the performance and activities of a plan, program, or project.
- Are due at the intervals noted.
Why do Grantees Submit Progress Reports?

• **It’s the law.**
  - Assists in fulfilling the Department’s responsibilities under the Government Performance and Results Act (GPRA), Public Law 103-62.
  - Applicants that receive funding under solicitation must provide data that measures the results of their work.

• **OJP is accountable to Congress.**
  - OJP is required by Congress to report on the use of federal funds and grantee performance.
  - Grantee performance is determined by performance measures, which are defined in grant solicitations on a program-by-program basis and included in progress and performance reports.

• **Grantees are subject to audit.**
  - Funding recipients must ensure that valid and auditable source documentation is available to support all data collected for each performance measure specified in the program solicitation and reports.
Report Due Dates

Semi-Annual Progress Reports

<table>
<thead>
<tr>
<th>Reporting Period</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1- June 30</td>
<td>July 30</td>
</tr>
<tr>
<td>July 1- December 31</td>
<td>January 30</td>
</tr>
</tbody>
</table>

Final report

- Due 90 days after the end of the grant
- Covers accomplishments over the life of the award
Penalties for Noncompliance

• **Funds will be frozen.**
  – If the grantee does not submit a report on time (within 30 days of the end of the reporting period), the funds awarded through the grant in question will be frozen.
  – Future awards and grant adjustments may be withheld.
  – Grantees are no longer given a grace period of 15 days after the due date (45 days from the end of the reporting period) to submit a report.

• **Process to reverse freeze:**
  – GMS will notify the grantee Point-of-Contact via e-mail that grant funds have been frozen.
  – When the grantee submits the overdue progress report, the system will immediately generate a "release of funds" Grant Adjustment Notice (GAN). OCFO will release the freeze in the Grant Payment Request System (GPRS) and approve the GAN.
Submitting Progress Reports

• Progress reporting is accomplished by submitting an online report via GMS.
• This report should contain:
  • Performance measures data.
  • A detailed narrative that describes the project status, accomplishments, and deliverables. This includes the grantee's review of the project, progress achieved towards goals and objectives, and activities completed.
    • A narrative may be developed in a separate document and attached within GMS to ensure all aspects of reporting are covered.
• GMS’s Address is: https://grants.ojp.usdoj.gov/gmsexternal/
The GMS Online Training Tool provides step-by-step instructions to complete various functions within GMS, as well as the administrative policies associated with Grant Adjustment Notices (GAN), Progress Reporting, and Closeouts.

Link to the online training module for progress reporting: [http://www.ojp.usdoj.gov/gmscbt/](http://www.ojp.usdoj.gov/gmscbt/)
Tips for Successful Reporting

• Remember, this is a report that **SHOWCASES YOUR PROGRESS!**
• Re-familiarize yourself with the original program solicitation.
• Review the **performance measures** located in the solicitation and in GMS **prior to writing your report.**
  – Don’t wait until the last minute! In advance, review the reporting module within GMS and develop a plan for how to develop your report.
• Performance metrics are numerical– develop a strong narrative that supports these metrics and provides clear and detailed information about the project’s accomplishments.
• Include other attachments that show the progress achieved.
  – Brochures, articles, pictures, draft or final products
Tips for Successful Reporting (continued)

• Contact your program specialist if there are any project issues to address.
  – Delays, unanticipated changes
• Projects don’t always go exactly as planned. When your project steers off its time task plan, describe this in the progress report!
  – Consider developing a corrective action plan to get it back on course.
  – Request technical assistance.
  – Work with your program specialist to determine whether changes in strategies, timelines, budget, and activities will necessitate a Grant Adjustment Notice (GAN).
Questions
Presenter:

Emily Bauernfeind
Program Manager
Office for Victims of Crime
Resource Center
OVC Resource Center

• OVC Resource Center, National Criminal Justice Reference Service
• OVC Publications Team
• OVC Online Resources
OVC Resource Center

• Mission
  – Link OVC's publications and program information to victim services and allied professionals through the National Criminal Justice Reference Service (NCJRS) and other avenues.

• About OVCRC/NCJRS
  – www.ncjrs.gov

• Library
  – www.ncjrs.gov/library.html

• Reference & Referral
  – www.ncjrs.gov/App/QA/SearchQA.aspx
OVC Publications Team

- Collaboration
  - Vision
    - Intended audience
    - Purpose
    - Appropriate format(s)
  - Deliverables
  - Reviews
    - External
    - Internal
OVC Publications Team

- OVC’s Publishing Guidelines
  - http://www.ovc.gov/publications/infores/pubguidelines
  - Logo & Funding/Disclaimer Statement.
- OVC Production
- Grantee Production
OVC Online Resources

- **OVC Web Site** ([www.ovc.gov](http://www.ovc.gov))
  - Navigation/Homepage
  - Topical Pages
  - US Resource Map
- **National Crime Victims’ Rights Week** ([www.ovc.gov/ncvrw](http://www.ovc.gov/ncvrw))
  - Dates, Theme, Colors
  - Resource Guide
  - Events
- **Vision 21** ([www.ovc.gov/vision21](http://www.ovc.gov/vision21))
  - Initiative Overview
  - Approach
OVC Online Resources

• **Online Directory of Crime Victim Services**
  ([ovc.ncjrs.gov/findvictimservices](ovc.ncjrs.gov/findvictimservices))
  – Searchable by location, type of victimization, type of agency, and services.

• **HELP for Victim Service Providers Web Forum**
  ([ovc.ncjrs.gov/ovcproviderforum](ovc.ncjrs.gov/ovcproviderforum))
  – Victim service providers and allied professionals share ideas/best practices.

• **National Calendar of Victim Assistance-Related Events**
  ([ovc.ncjrs.gov/ovccalendar](ovc.ncjrs.gov/ovccalendar))
  – Locate, plan, and promote events online, both local and nationwide.
OVC Online Resources

• OVC News & Program Updates
  (http://www.ovc.gov/news/programupdates.html)
  – A valuable tool for sharing information about OVC initiatives, events, and other items of special interest.

• OVC Gallery
  (www.ovc.gov/gallery)
  – Highlights multimedia products that promote crime victims’ rights and services.
Contact OVCRC

• Contact Information
  – OVC Resource Center
    P.O. Box 6000
    Rockville, MD  20849-6000
    Phone: 800-851-3420 or 301-519-5500
    (TTY 301-947-8374)
    Ask OVC: http://ovc.ncjrs.gov/askovc/

• You also can order OVC publications online at

• For more information about OVCRC, visit
Questions
Presenter:

Cheryl Tyiska
Project Director
Office for Victims of Crime
Training and Technical Assistance Center
OVC TTAC helps to build the capacity of the field to serve crime victims by providing comprehensive, quality training and technical assistance (TTA) to victim service providers and allied professionals.

www.ovcttac.gov
OVC TTAC Resources & Services

- Needs Assessment and Evaluation
- In-person and Online Training
- Customized Training and Technical Assistance
- Legal Assistance and Human Trafficking TTA
- VictimLaw
- Support to OVC Grantees and SVAAs
- Professional Development Scholarships
- Consultant Network
Training by Request

- Program leaders can organize a specific training for their own community.
- OVC provides qualified instructors, an onsite coordinator, and all training materials at no cost.
- You provide the people, the space, and the AV.
- Request at least 135 days in advance.
- www.ovcttac.gov/TBR
Professional Skill-Building Institutes — Develops critical skills for professionals working with victims

Leadership Institute — Enhances skills and abilities to manage and sustain programs
Interactive Trainings

Victim Assistance Training Online (VAT Online)

35-40 hour basic victim advocacy web-based training program that offers victim service providers and allied professionals the opportunity to acquire the basic skills and knowledge they need to better assist victims of crime.
Interactive Trainings

Identity Theft Victim Assistance Online Training

Identity Theft:
Supporting Victims' Financial & Emotional Recovery

The Office for Victims of Crime (OVC) is pleased to make the e-learning training, Identity Theft: Supporting Victims Financial and Emotional Recovery, available to victim service providers and allied professionals who serve victims of identity theft. Allen Interactions, working with OVC and the Office for Victims of Crime Training and Technical Assistance Center (OVC TTAC), created the e-learning version of the OVC instructor-led training of the same name to make the course more widely available. Much of the information in this training is based on the document, Assisting Victims of Identity Theft: A Resource Guide for Victim Services, prepared under a grant from the U.S. Department of Justice, Office for Victims of Crime (OVC), and awarded to the Institute for Law and Justice.

OVC would like to acknowledge the following individuals and organizations for their contributions to this project: Paula Pierce, Texas Legal Services Center; Joanne Crane, Federal Trade Commission; Kathleen Gaffney, Federal Trade Commission; Debbi Dibam, FBI; Linda and Jay Foley, Identity Theft Resource Center; Gia Shriver, Immigration and Customs Enforcement; Donna Hufnagel, Immigration and Customs Enforcement; Frank Marini, U.S. Postal Inspection Service; Russell Butler and the MO Crime Victims Resource Center; Sharon Knope, U.S. Attorney's Office, NV; Jamie Napp, Identity Theft Action Council of Nebraska; and Savannah Stephens, Atlanta Victim Assistance, Inc. OVC would like to especially acknowledge the victim stories of Identity Theft as told by Vanessa Bateau, Catherine Cole, Tom Kerr, Nicole Robinson and Andrew Sobel. Their stories served as an inspiration in the group's efforts to develop this training for victim assistance providers and allied professionals.

The opinions, findings, and conclusions expressed in this training are those of the authors and do not necessarily represent the official position or policies of the U.S. Department of Justice.
Identity Theft Victim Assistance Online Training (cont’d)
Downloadable Instructor Materials

Ethics in Victim Services

Sexual Assault Advocate Counselor Training

Victim Impact: Listen and Learn
Customized Technical Assistance

- Speakers Bureau requests
- Presenters for conference workshops or training events
- Peer-to-peer trainings
- Long-term TA
- Focused on:
  - Program Management/Development
  - Types of Victimization
  - Victim-Centered Services
  - Technology/MIS

www.ovcttac.gov/TTA
TTA on Legal Assistance to Victims

Capacity-Building Initiative:

- Victims’ rights enforcement
- Services to victims of human trafficking
- Civil legal assistance and
- Assistance to victims of identity theft and financial fraud
TTA on Human Trafficking (Sex & Labor)

- Practitioner-driven, evidence-based TTA and resources to support capacity building for the anti-human trafficking field
- Provide on-site consultations and support requests for training and technical assistance
  - TTA for multidisciplinary task forces on establishing new task forces, strengthening existing task forces and overcoming challenges
  - TTA for the larger victim services field
TTA on Human Trafficking (Sex & Labor)

- Support OVC anti-human trafficking grantees through technical assistance calls, online Learning Community and assistance in data collection and reporting
- OVC/BJA Anti-Human Trafficking Regional Training Forums
VictimLaw

A comprehensive, user-friendly, searchable online database of victims’ rights statutes, Tribal laws, constitutional amendments, court rules, administrative code provisions, and summaries of related court decisions and attorney general opinions. Such ready access to information can advance the cause of crime victims’ rights by facilitating the exercise, implementation, and enforcement of those rights.

www.victimlaw.info
Curriculum Development Assistance & Review

- OVC TTAC’s Instructional Systems Design (ISD) Specialists assist Discretionary Grantees working on training and technical assistance curricula and materials.

- OVC TTAC’s ISD Specialists ideally provide support to Discretionary Grantees from the beginning of the TTA development process, and can also review materials during and after development.
State Victim Assistance Academies

• OVC TTAC provides technical assistance to support the needs of new and veteran state victim assistance academies.

www.ovc.gov/training/svaa
Professional Development Scholarships

Provides up to $1,000 for individuals and up to $5,000 for multidisciplinary teams of victim service professionals seeking continuing education opportunities.

Scholarships can be used toward tuition, travel, lodging and per diem.

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

* Application forms must be received by OVC TTAC at least 45 days prior to the start of the requested event.
Consultant Network

- OVC TTAC supports capacity-building needs of organizations serving victims of crime in collaboration with highly skilled professionals who are effective educators of adults and able to share their expertise with service providers.

- OVC TTAC also supports victims/survivors who make presentations about their experiences as victims.

- A skilled, high quality, and diverse consultant network is critical to OVC TTAC's success in managing training and technical assistance resources designated to support OVC programs, projects, and activities.
Office for Victims of Crime
Training and Technical Assistance Center

- **Web:** www.ovcttac.gov
- **Phone:** 1–866–OVC-TTAC (1–866–682–8822)
  Monday-Friday, 8:30-5:00 EST
- **Fax:** 703–225–2338
- **TTY:** 1–866–682–8880
- **E-mail:** TTAC@ovcttac.org
- **Address:**
  9300 Lee Highway
  Fairfax, VA 22031
Questions
Measuring Success

January 10, 2013     2:00 PM – 3:30 PM ET

• Performance measures
• Evaluation
• Closeout instructions
Evaluation

Please complete the “Grant Requirements” online evaluation that you will receive via e-mail.
Thank you for your participation in the 2012 OVC Discretionary Grantee Orientation Session: Grant Requirements.