OVC All Anti-Trafficking Grantee Orientation

November 14, 2023

2:00–3:30 p.m. (eastern time)

Presented by:

The Office for Victims of Crime (OVC)

The material presented during today's webinar session, along with the session recording, will be shared with attendees via email in the coming weeks. *The session will be recorded and will begin shortly.*

As with all technology, we may experience a momentary lapse in the session. If there is a problem, please be patient and contact Jameel.Evans@icf.com for technical assistance.

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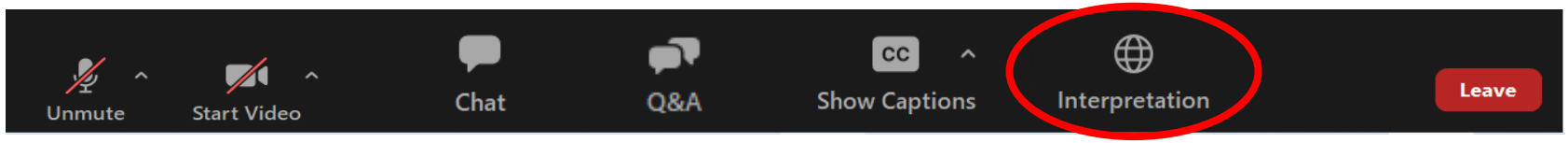
Live Interpretation Information

- Today's orientation webinar will be offered in both English and Spanish. To access the Spanish line, please click the Interpretation button at the bottom of your screen to select between the English and Spanish audio channels.

  El seminario web de hoy se ofrecerá tanto en inglés como en español. Para acceder a la línea de traducción en español, haga clic en el botón de interpretación en la parte inferior de la pantalla para seleccionar entre los canales de audio de inglés o español.



- Please note that the webinar recordings (English and Spanish), along with the PowerPoint slides and supporting resource links, will be circulated to grantees via email in the coming weeks.

Engagement Tools: What's the Difference

Chatbox

- Participants may use the chatbox to engage throughout today's webinar.
- *Please be sure to submit questions via the Zoom Q&A function.*

Mentimeter (Menti)

- Menti will be utilized throughout the session and can be accessed using the Menti link placed in the chat at that time, via phone using the QR code located on that slide, or by going directly to menti.com and entering the code.

Q&A

- Submit: To submit a question for panelist response during Q&A, please click the 'Q&A' button at the bottom of your Zoom screen and type in your question.
- Upvote: If you see that another attendee has submitted the same question you have, please click the thumbs up icon for that question to indicate interest.

Mentimeter Engagement

Please find the live session Mentimeter responses here

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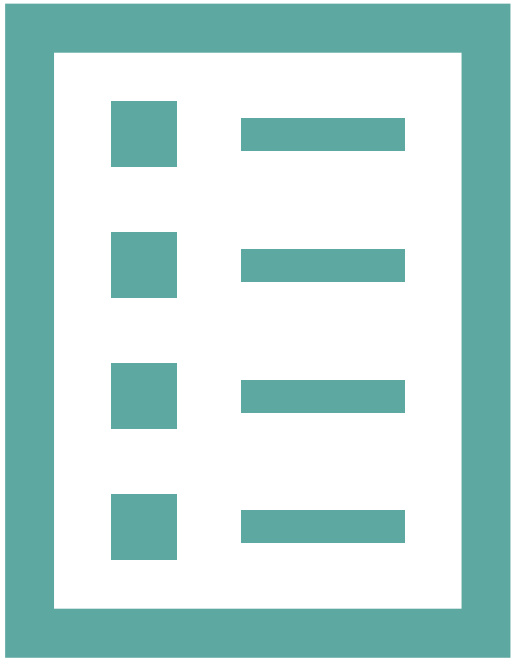
Objectives



- To understand OVC's goals, requirements, and expectations for your award.
- To know how to locate, understand and navigate DOJ systems.
- To know specific elements of the OVC grant award and helpful resources and support available.

About the Office for Victims of Crime (OVC)

- Enhances the Nation's capacity to assist crime victims and provides leadership in changing attitudes, policies, and practices to promote justice and healing for all victims of crime.
- In addition to anti-trafficking funding, administers the Crime Victims Fund, supporting state victim assistance and compensation programs.
- To enhance capacity to identify, assist, and provide services to all victims of human trafficking, OVC leads the Nation in supporting victim-centered and trauma-informed programs, policies, and resources that promote justice, access, and empowerment.

About OVC's Human Trafficking Programs

- Oversees the largest amount of federal funding for anti-trafficking programs in the United States.
- Manages over 465 OVC HT awards, covering almost every state and territory.
- The majority of OVC HT funds support direct services to victims, as well as multidisciplinary teams, statewide responses to child and youth trafficking, and training and technical assistance.

Collaboration, Transformation, and Impact: 20 Years of OVC's Anti-Trafficking Efforts Commemoration Guide: https://ovc.ojp.gov/collaboration-transformation-impact-anti-trafficking-commemoration-guide/videos

Award Programs

- Anti-Trafficking Housing Assistance
- Enhanced Collaborative Model Task Force to Combat Human Trafficking
- Enhancing Juvenile and Family Court Responses to Human Trafficking
- Field-Generated Innovations in Assistance to Victims of Human Trafficking
- Human Trafficking Fellowship
- Improving Outcomes for Child and Youth Victims of Human Trafficking
- Increasing Legal Access to Victims of Crime Program
- Integrated Services for Minor Victims of Human Trafficking
- Preventing Trafficking of Girls
- Project Beacon: Increasing Access to Services for Urban American Indian and Alaska Native Victims of Human Trafficking
- Services for Minor Victims of Labor Trafficking
- Services for Victims of Human Trafficking
- Training and Technical Assistance Providers

Tip for Success

- Understanding your solicitation is a key to your success!
- Please open your solicitation.

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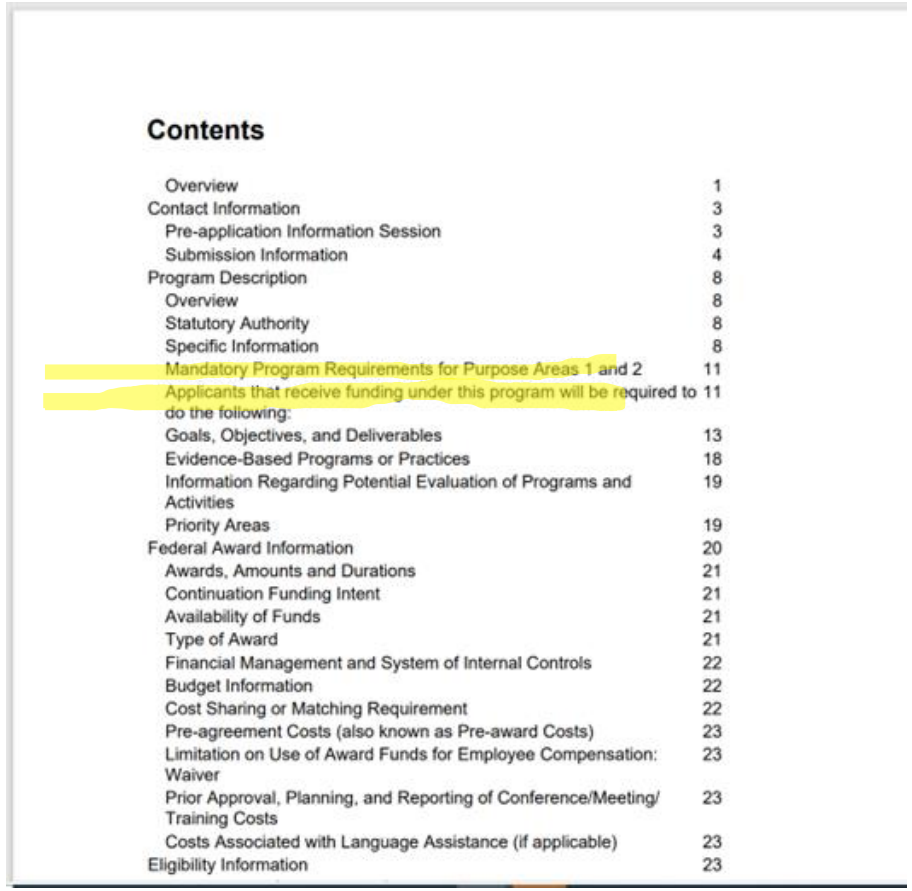
Find Your Mandatory Requirements

- OVC FY 2023 Anti-Trafficking Housing Assistance Program (Services and Training and Technical Assistance): https://ovc.ojp.gov/funding/opportunities/o-ovc-2023-171705
- OVC FY 2023 Enhanced Collaborative Model (ECM) Task Force to Combat Human Trafficking: https://ovc.ojp.gov/funding/opportunities/o-ovc-2023-171656
- OVC FY 2023 Improving Outcomes for Child and Youth Victims of Human Trafficking: https://ovc.ojp.gov/funding/opportunities/o-ovc-2023-171585
- OVC FY 2023 Preventing Trafficking of Girls Program Sites and Training and Technical Assistance: https://ovc.ojp.gov/funding/opportunities/o-ovc-2023-171685
- OVC FY 2023 Services for Victims of Human Trafficking: https://ovc.ojp.gov/funding/opportunities/o-ovc-2023-171660
- OVC FY 2023 Integrated Services for Minor Victims of Human Trafficking: https://ovc.ojp.gov/funding/opportunities/o-ovc-2023-171716
- OVC FY 2023 Human Trafficking Fellowship Program: https://ovc.ojp.gov/funding/opportunities/o-ovc-2023-171671

Let's Find Your Mandatory Requirements



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OVC FY 2023 Anti-Trafficking Housing Assistance Program (Services and Training and Technical Assistance)

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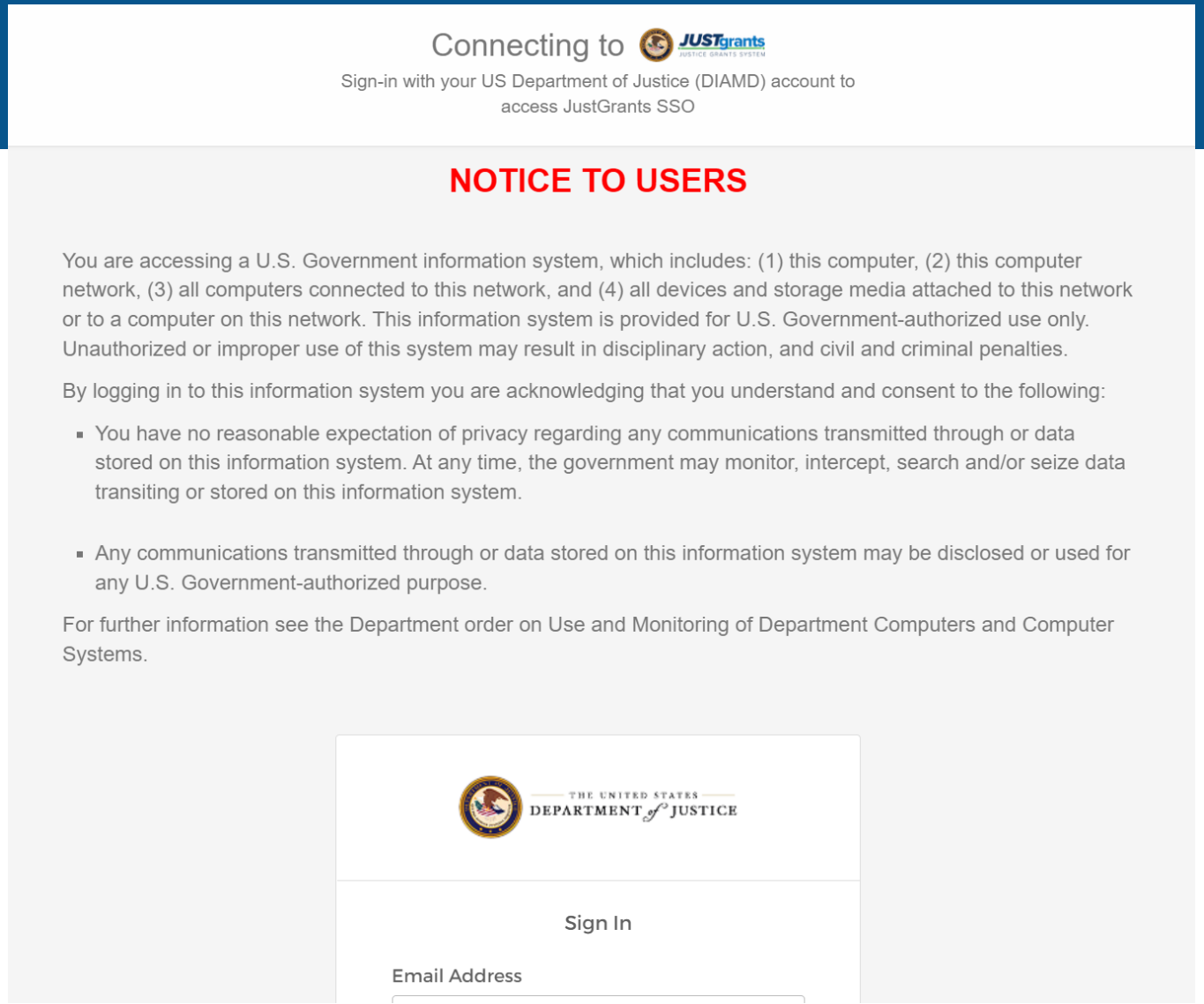
Please Login to JustGrants



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Role of OVC Grant Manager

- Monitors grantee compliance with programmatic, administrative, and physical requirements of relevant statutes, regulations, policy guidelines, and with grantee-stated objectives and implementation plan.
- Performs desk reviews, in-depth remote programmatic monitoring, and/or site visits.
- Approves performance reports and any modifications to awards.
- Must approve any changes to scope of work or use of grant funds for activities that were not included in your original budget or project narrative.

Mentimeter Engagement

Please find the live session Mentimeter responses here

OVC Expectations for Grantees

Grantees are expected to:

- Understand the solicitation and specific award conditions and requirements for their award.
- Be familiar with their project's goals, objectives, activities, and application materials.
- Work with their Grant Manager to successfully administer the grant award .
- Know how to navigate the different DOJ systems and locate existing supporting resources, guidance, and supports.

Grantee Expectations for OVC

Your OVC Grant Manager will:

- Help your organization successfully navigate the onboarding process.
- Answer administrative and programmatic questions and concerns.
- Address questions you may have about award conditions.
- Review all Grant Award Modifications (GAMs) in JustGrants, address any concerns, and move forward for final OVC approval.
- Work with you to ensure programmatic and/or financial changes are appropriately documented.
- Work with your TTA provider to ensure you are receiving requested training and technical assistance.
- Inform you of OVC events and online resources to support your programmatic requirements.
- Consult with your team on any programmatic changes, such as change of scope, key personnel changes, etc.
- Refer you to helpful training, resources, guidance, and websites.

OVC FAQs

OVC recently released the **OVC Human Trafficking Program FAQs**. These include frequently asked financial, administrative, and programmatic questions and responses about the OVC human trafficking awards. All grantees are strongly encouraged to review and consult these regularly.

OVC Human Trafficking Program FAQs

Grantees are expected to be familiar with—

- the program requirements detailed in the fiscal year solicitation under which the award was made, and
- the terms and conditions contained in their award documents.

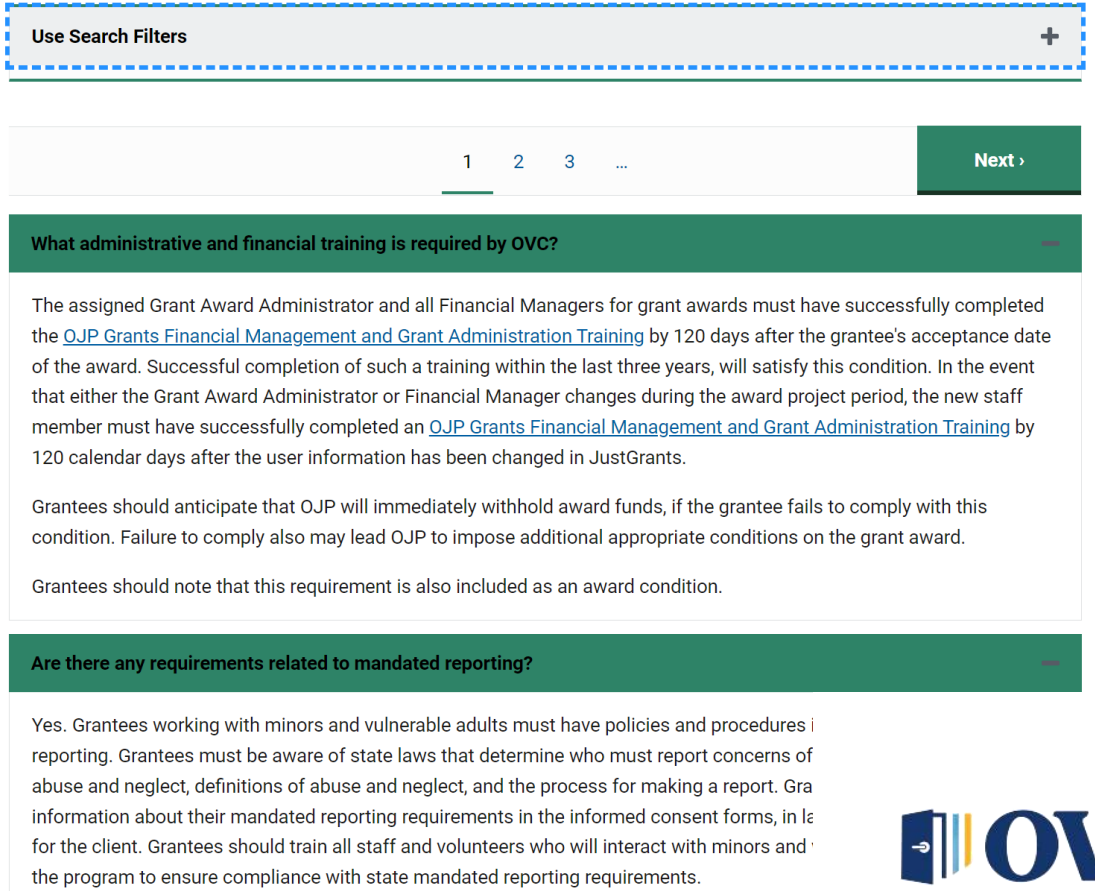
> *Simply stated: when in doubt, refer to the solicitation and your award documents.*

The solicitation may outline specific allowable and unallowable costs and activities, and the award conditions detailed in the award documents will provide further guidance about programmatic requirements.

Grantees should read the solicitation and review the award conditions in JustGrants before consulting their OVC grant manager.

Below are some frequently asked questions and responses about the OVC human trafficking awards.

- Overview
- About Human Trafficking
- OVC Efforts
- Victims/Survivors
- Anti-Trafficking Professionals
- Standards of Care for Anti-Trafficking Service Providers
- Grants & Funding
- Services & Task Forces Map
- **OVC Human Trafficking Program FAQs**
- Resources & Research
- Training & Technical Assistance
- Faces of Human Trafficking
- Virtual Art Display



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Understanding Role Assignments

Grant Award Administrator (GAA)

- GAAs serve as the primary POC for the grant award
- Responsible for Semi-Annual performance report and Grant Award Modification (GAM) submissions
- Should attend leadership/GAA specific trainings and TTA provider check-in's as necessary
- Required to complete the DOJ Grants Financial Management Training
- Make sure your TTA provider has the appropriate contacts information so that new staff are receiving important information
- Responsible for sharing OVC communications with program staff

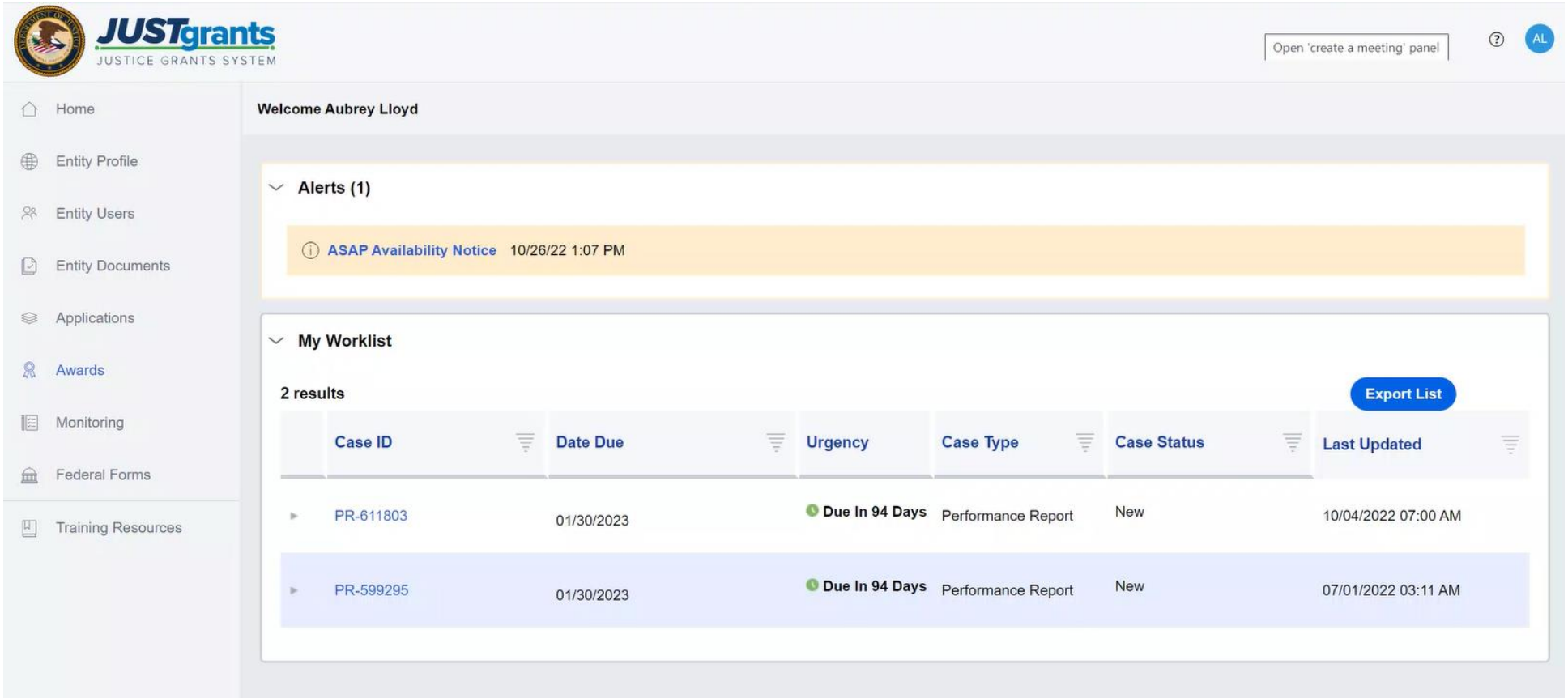
Financial Manager

- Financial Managers focus on training, reporting, timekeeping etc.
- Required to complete the DOJ Grants Financial Management Training
- Completes quarterly financial reporting
- Oversees timekeeping, invoicing, etc.

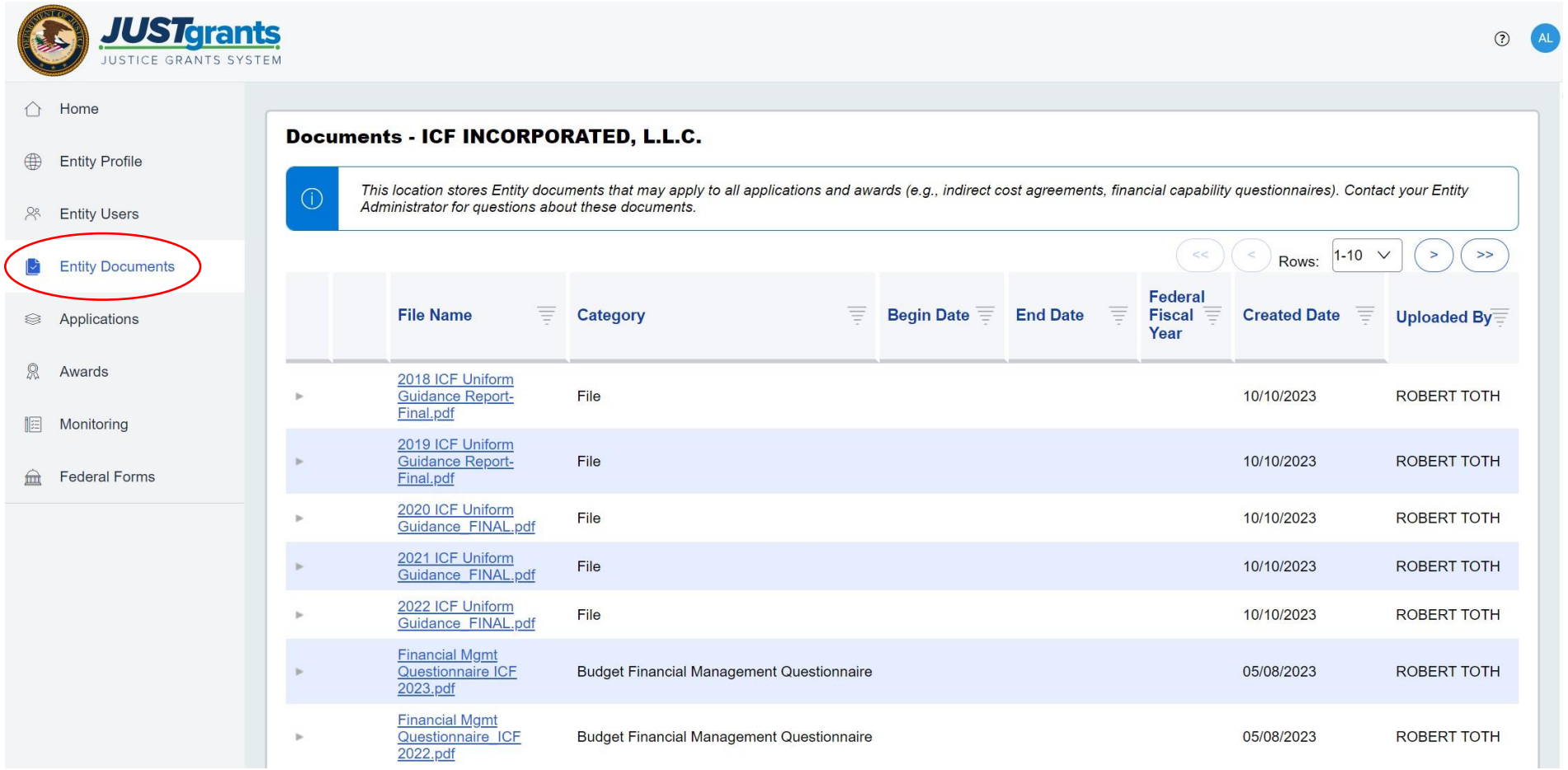
Program Staff

- Program/direct service staff should be ready for work – know what clients are eligible, what services, what does your grant say?
- Sign-up for your TTA provider listserv to receive important information surrounding HT TTA Provider trainings, support opportunities, etc.

JustGrants Home Screen



Entity Documents



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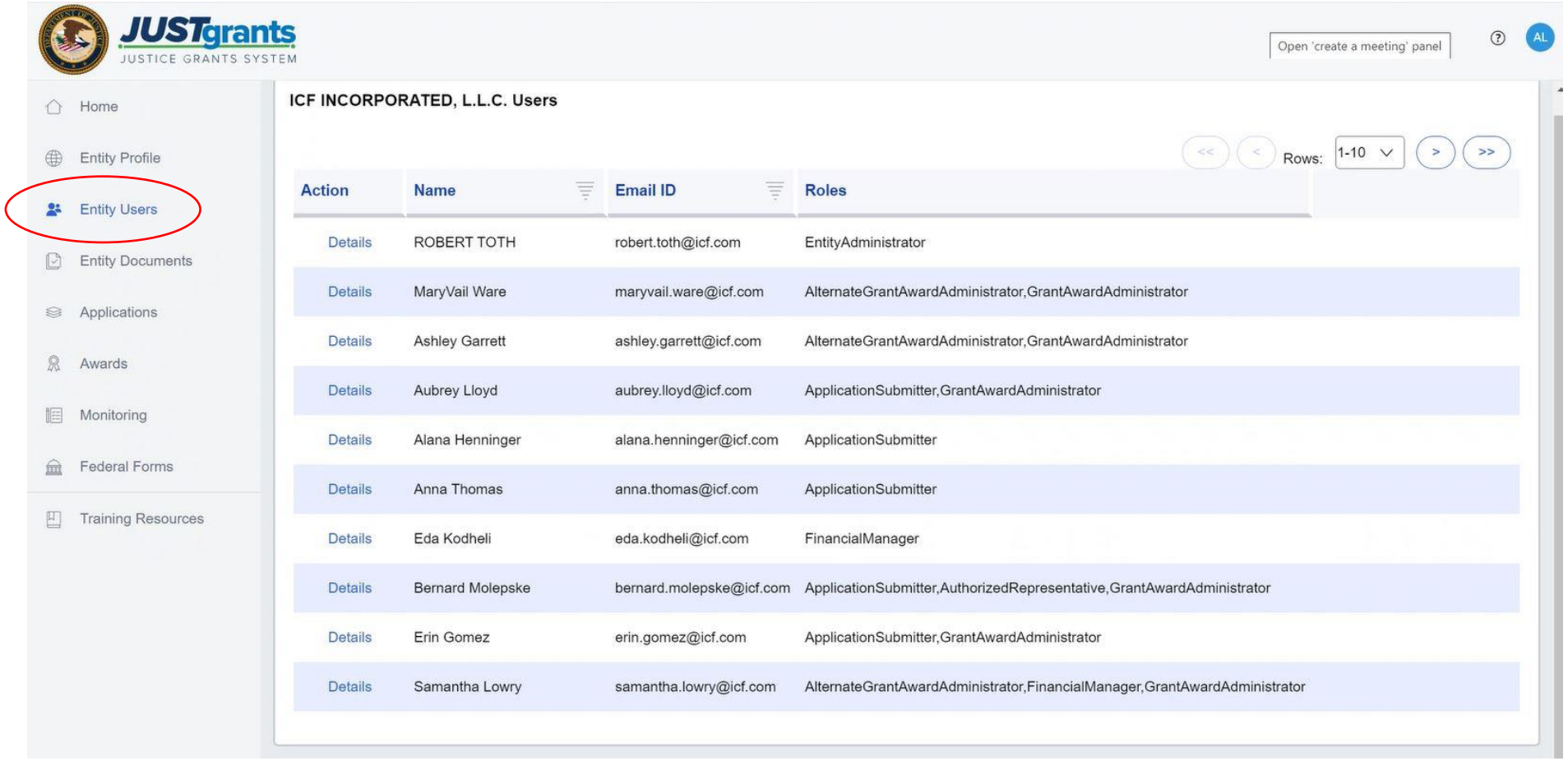
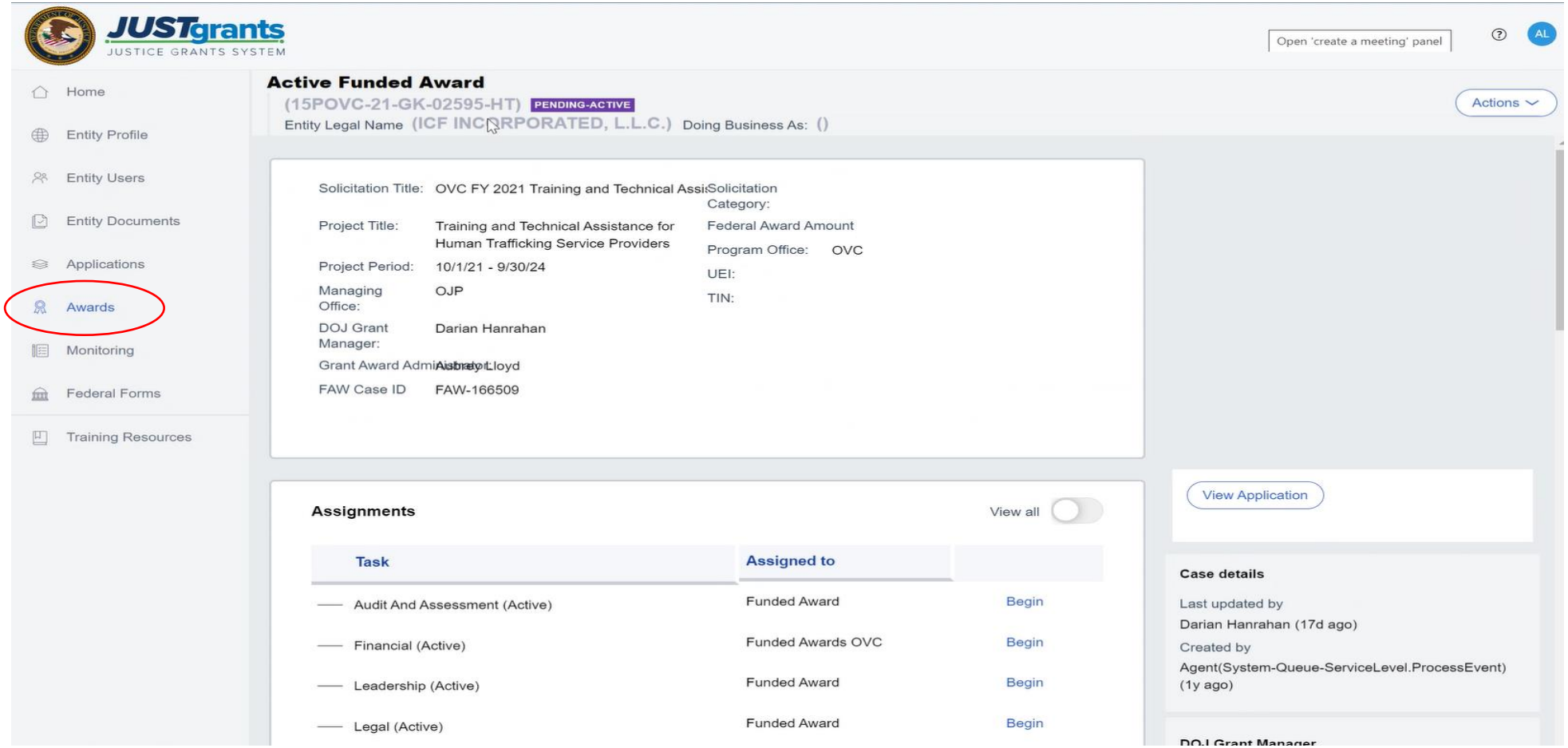
Entity Roles

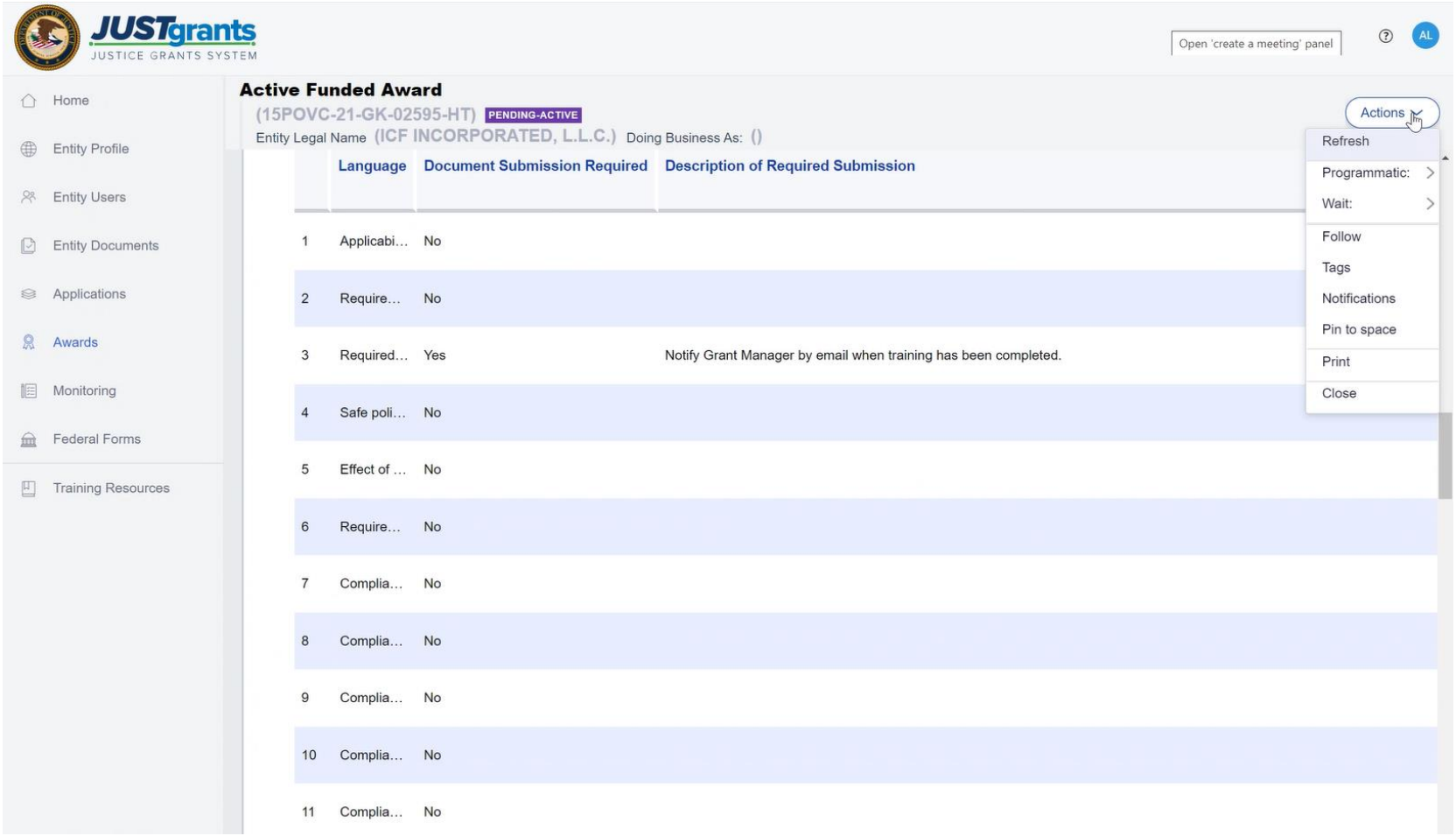


Action	Name	Email ID	Roles
Details	ROBERT TOTH	robert.toth@icf.com	EntityAdministrator
Details	MaryVail Ware	maryvail.ware@icf.com	AlternateGrantAwardAdministrator,GrantAwardAdministrator
Details	Ashley Garrett	ashley.garrett@icf.com	AlternateGrantAwardAdministrator,GrantAwardAdministrator
Details	Aubrey Lloyd	aubrey.lloyd@icf.com	ApplicationSubmitter,GrantAwardAdministrator
Details	Alana Henninger	alana.henninger@icf.com	ApplicationSubmitter
Details	Anna Thomas	anna.thomas@icf.com	ApplicationSubmitter
Details	Eda Kodheli	eda.kodheli@icf.com	FinancialManager
Details	Bernard Molepske	bernard.molepske@icf.com	ApplicationSubmitter,AuthorizedRepresentative,GrantAwardAdministrator
Details	Erin Gomez	erin.gomez@icf.com	ApplicationSubmitter,GrantAwardAdministrator
Details	Samantha Lowry	samantha.lowry@icf.com	AlternateGrantAwardAdministrator,FinancialManager,GrantAwardAdministrator

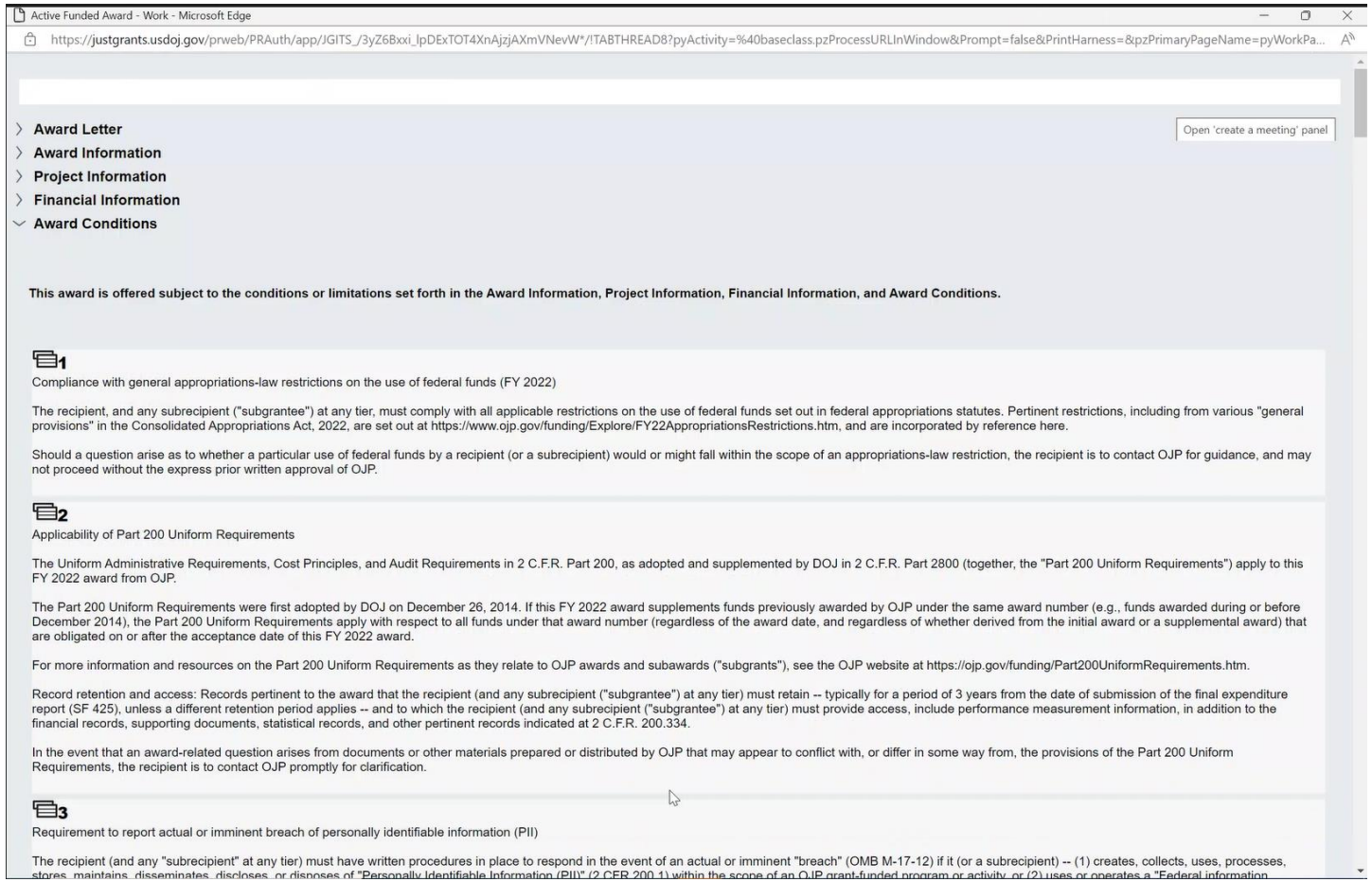
Active Awards Screen



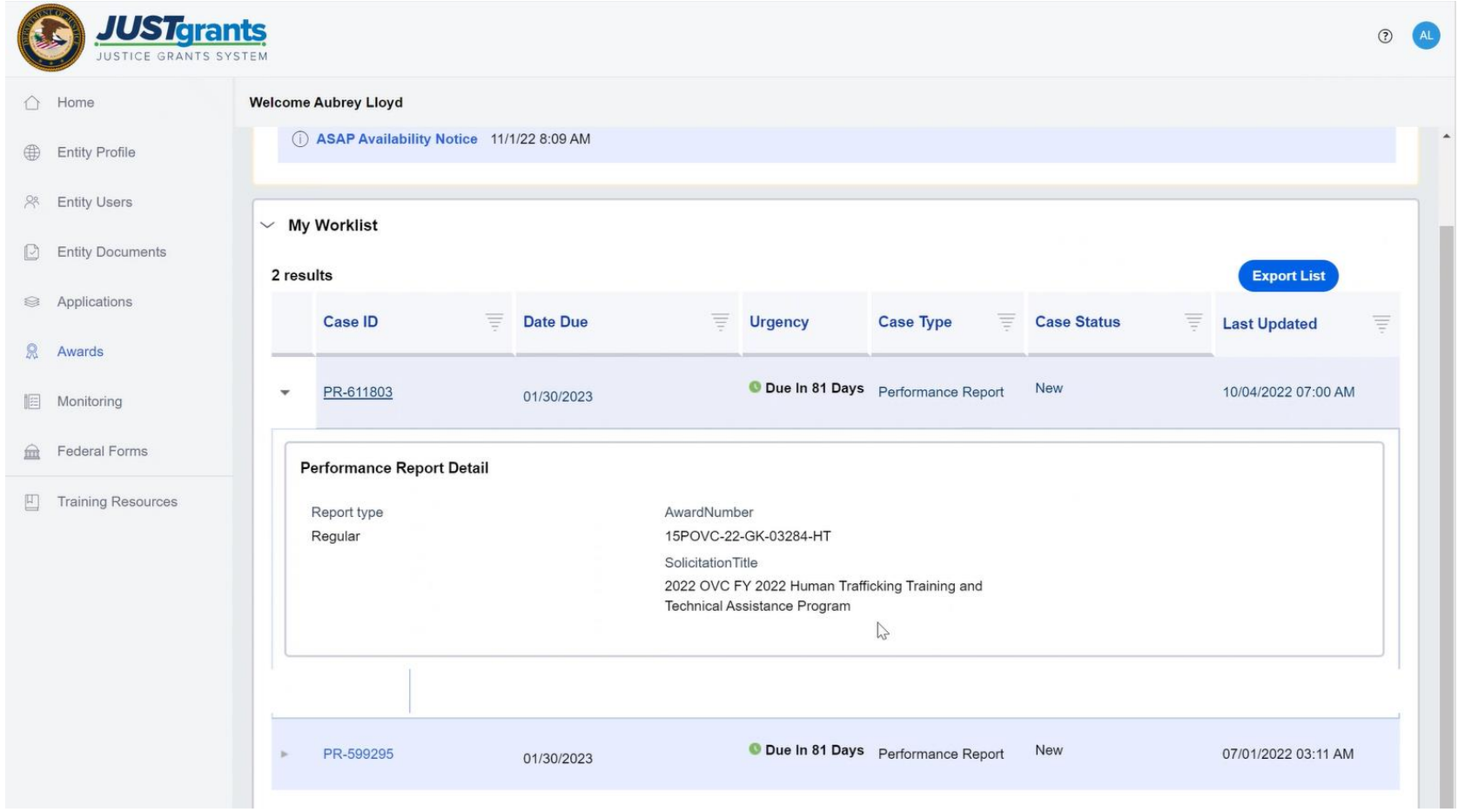
Award Conditions



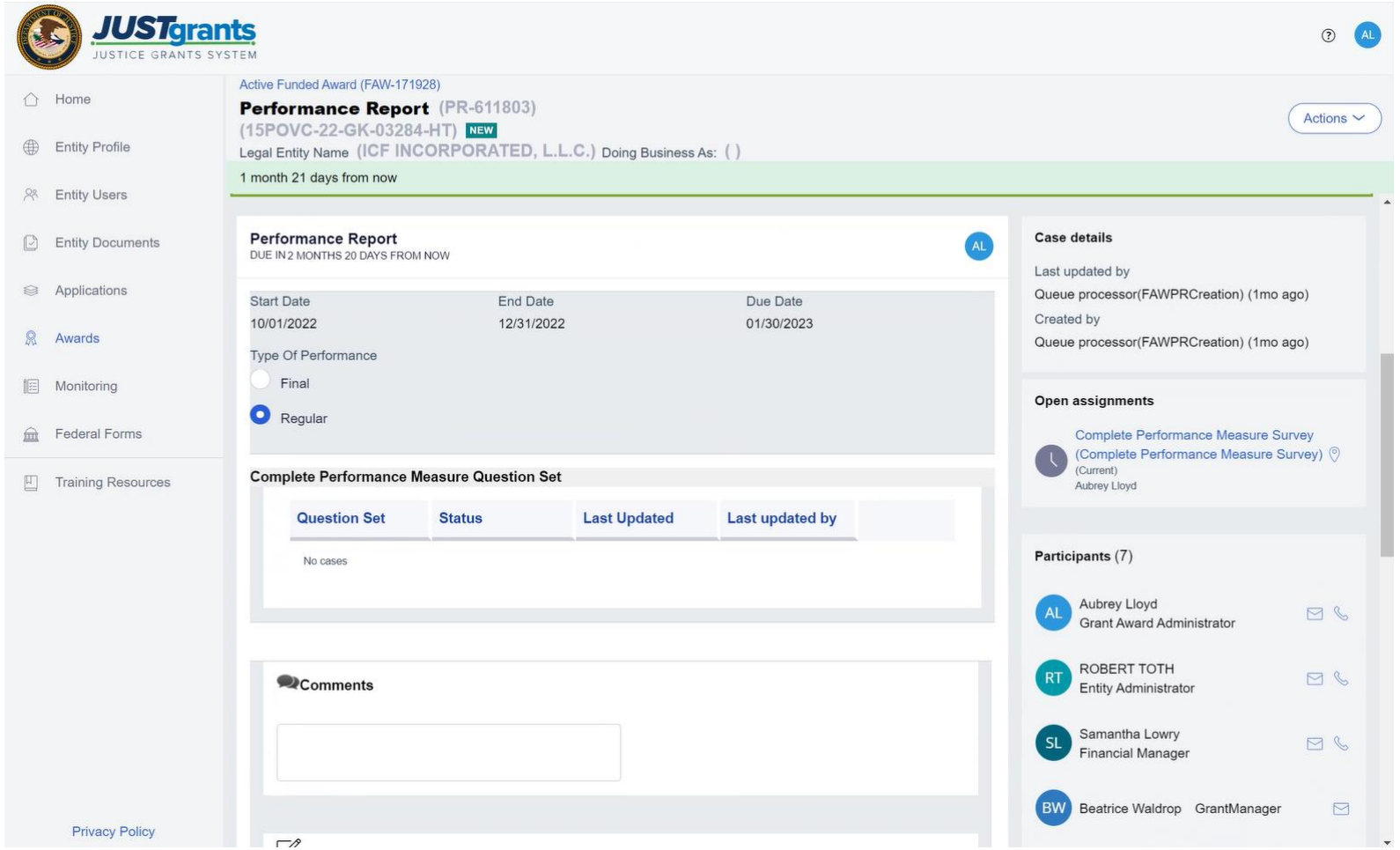
Award Conditions



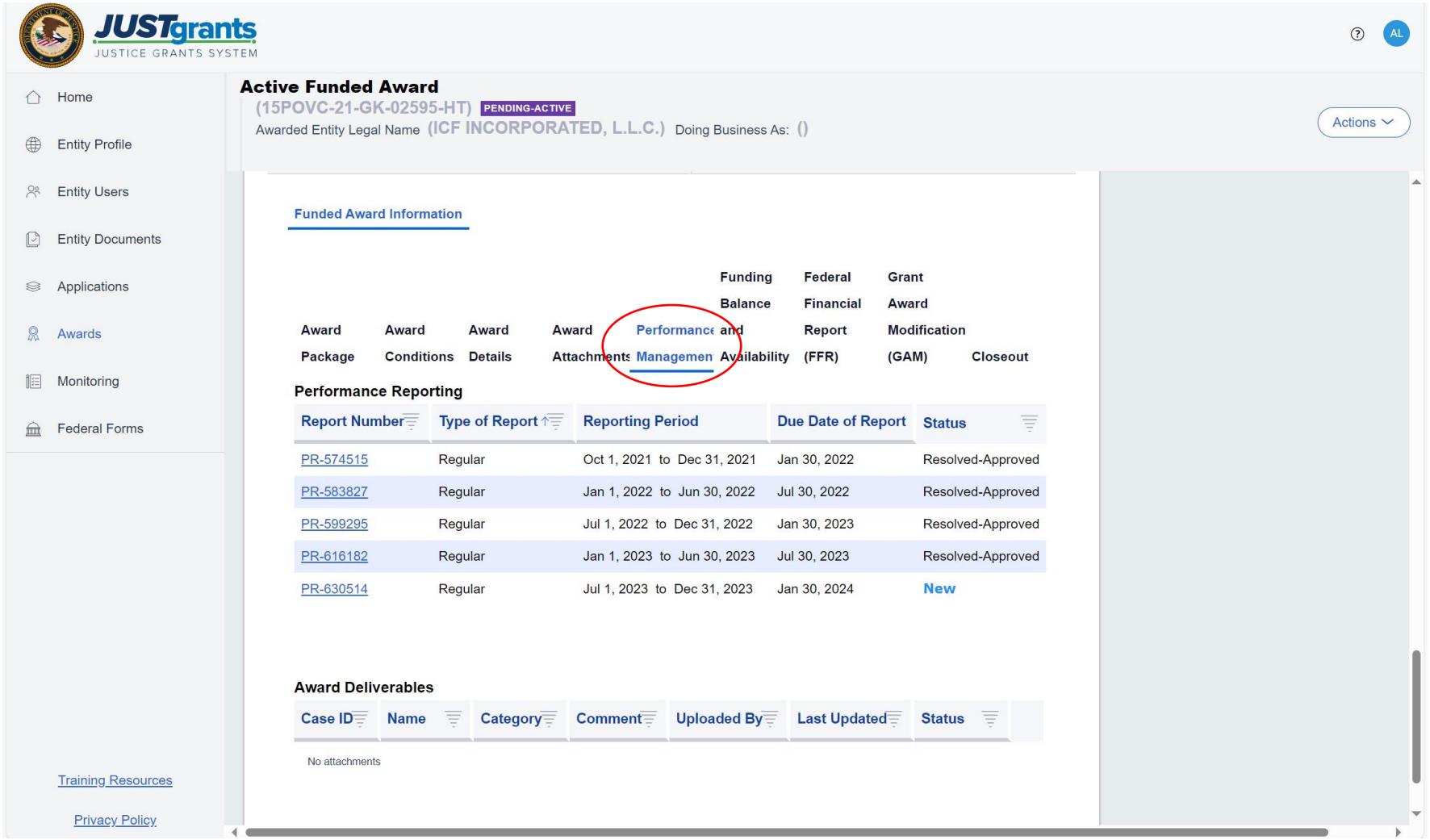
Performance Reports



Performance Reports



Deliverables



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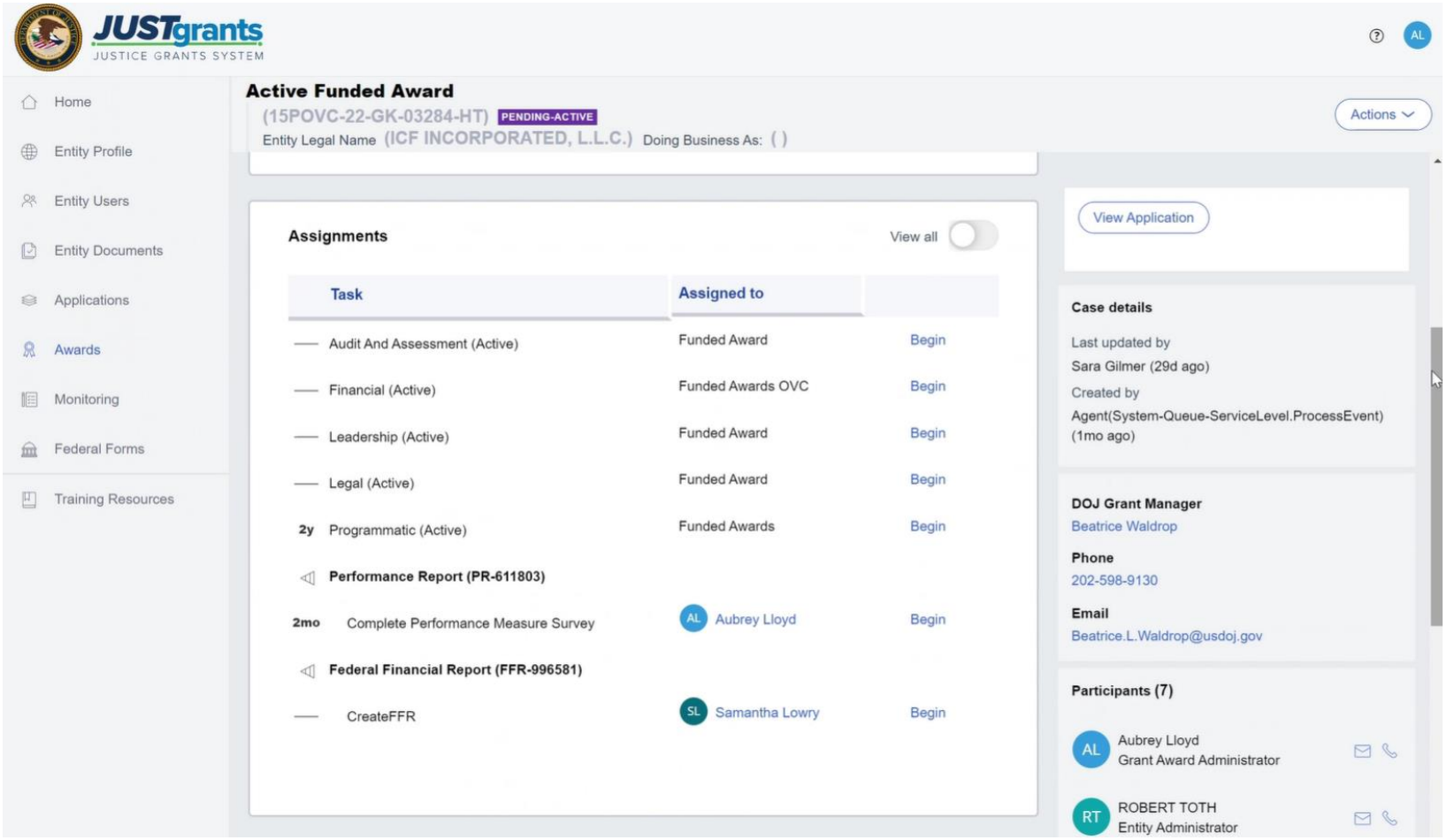
Federal Financial Reports (FFR)



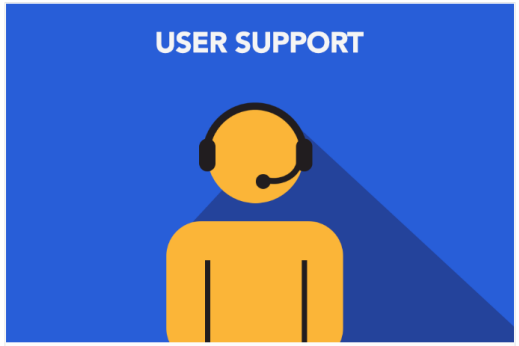
JustGrants Training and Resources
(*justicegrants.usdoj.gov*)

JustGrants Login

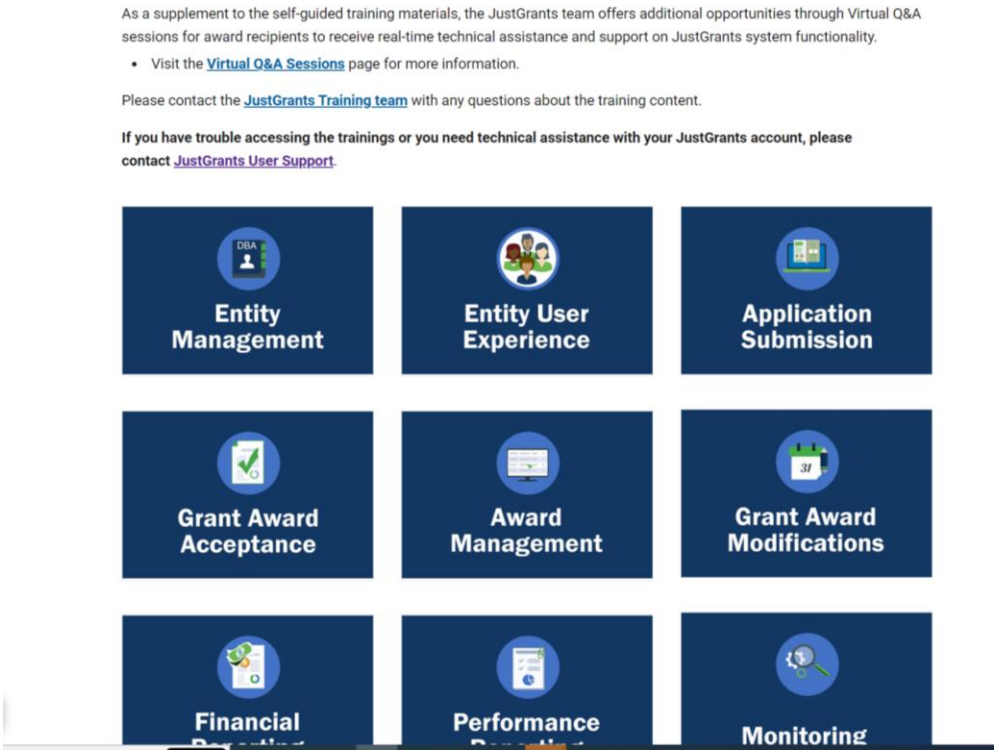
Select the access graphic above to log in to the Justice Grants System (JustGrants).

Training

Learn to navigate JustGrants effectively and complete various essential grants management tasks.



JusticeGrants Training and Resource Page



Additional Resources

OVC Human Trafficking Page

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OVC Human Trafficking Program FAQs

OVC Human Trafficking Program FAQs

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Use Search Filters +

1 2 3 ... Next ›

What administrative and financial training is required by OVC? −

The assigned Grant Award Administrator and all Financial Managers for grant awards must have successfully completed the OJP Grants Financial Management and Grant Administration Training by 120 days after the grantee's acceptance date of the award. Successful completion of such a training within the last three years, will satisfy this condition. In the event that either the Grant Award Administrator or Financial Manager changes during the award project period, the new staff member must have successfully completed an OJP Grants Financial Management and Grant Administration Training by 120 calendar days after the user information has been changed in JustGrants.

Grantees should anticipate that OJP will immediately withhold award funds, if the grantee fails to comply with this condition. Failure to comply also may lead OJP to impose additional appropriate conditions on the grant award.

Grantees should note that this requirement is also included as an award condition.

Are there any requirements related to mandated reporting? −

Yes. Grantees working with minors and vulnerable adults must have policies and procedures in place regarding mandated reporting. Grantees must be aware of state laws that determine who must report concerns of abuse and neglect, definitions of abuse and neglect, and the process for making a report. Gra information about their mandated reporting requirements in the informed consent forms, in la for the client. Grantees should train all staff and volunteers who will interact with minors and the program to ensure compliance with state mandated reporting requirements.

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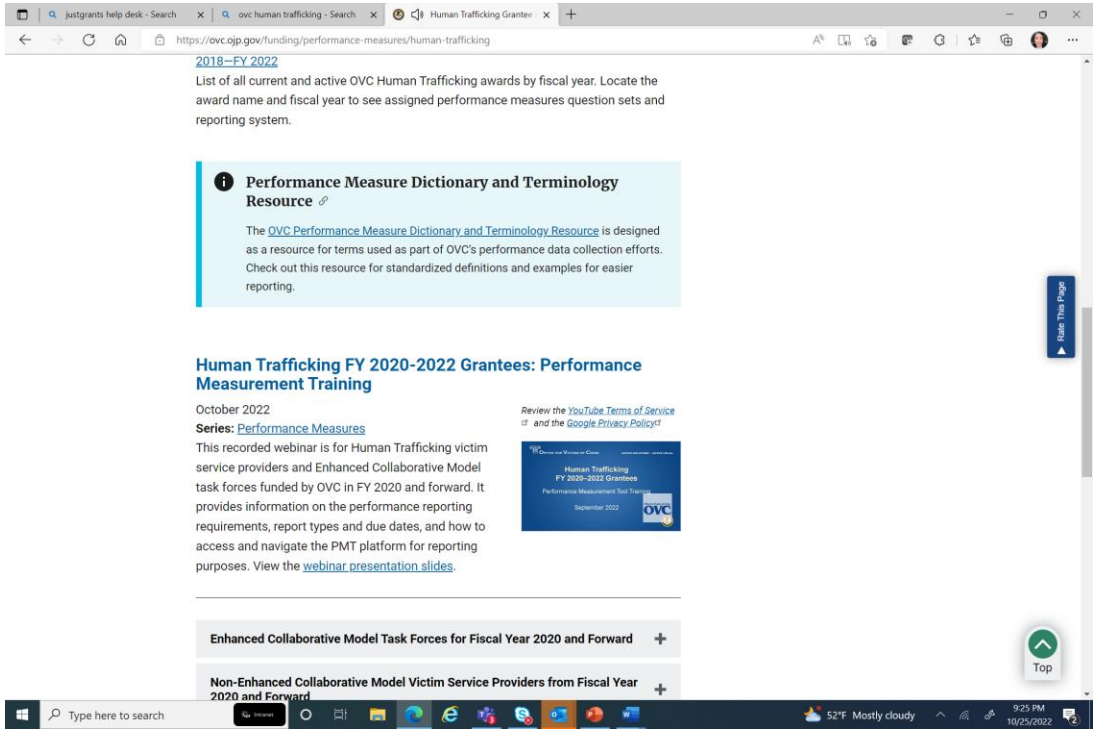
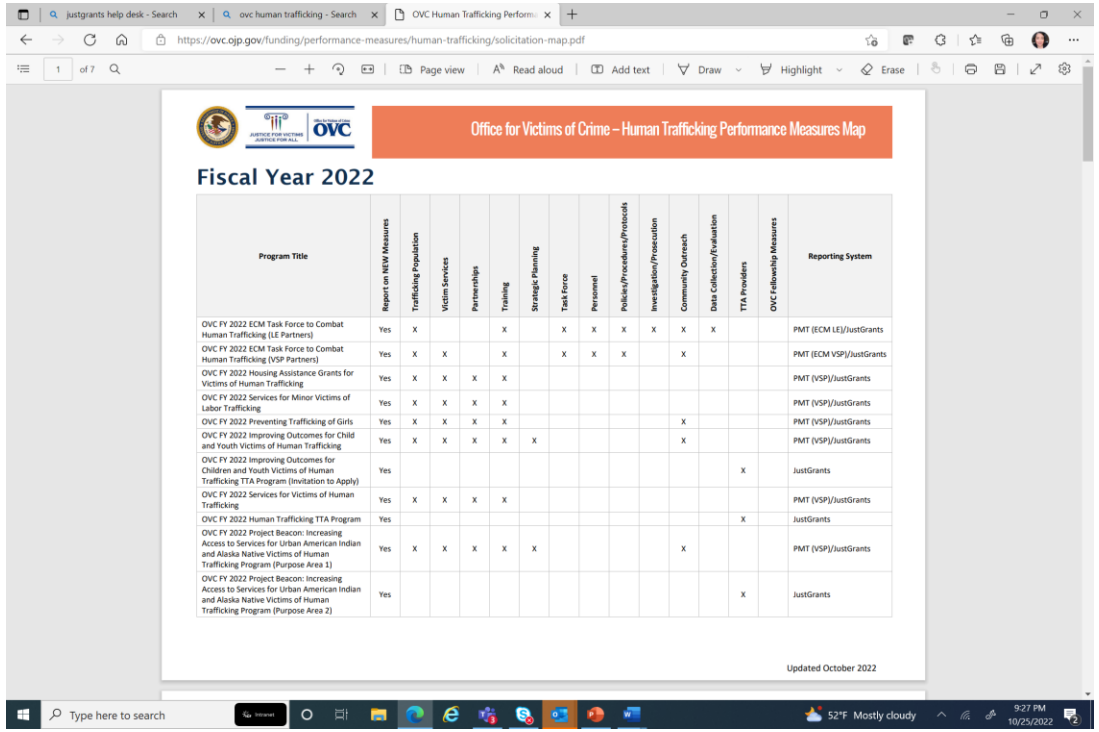
Human Trafficking Grantee Performance Measures





Human Trafficking Grantee Performance Measures: https://ovc.ojp.gov/funding/performance-measures/human-trafficking
OVC Human Trafficking – New Grantees Performance Reporting Training: https://ovc.ojp.gov/media/video/20926
OVC Human Trafficking – Writing a Comprehensive Semiannual Report: https://ovc.ojp.gov/media/video/20871

DOJ Financial Guide

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Now Let's Practice

Scenario One:

- You need to find a list of your award conditions. Where would you go to find this information?

Scenario Two:

- You need more information on allowable/unallowable costs. Where would you go to find this information?

Use the chat to tell us your answers

Q&A

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Mentimeter Engagement

Please find the live session Mentimeter responses here

Helpful Links

OCFO

Email: ask.ocfo@usdoj.gov

Websites:
https://www.ojp.gov/funding/financialguidedoj/overview

https://www.ojp.gov/about/offices/office-chief-financial-officer-ocfo

https://www.ojp.gov/training/financial-management-training

JustGrants

Email: justgrants.support@usdoj.gov

Website:
https://www.justicegrants.usdoj.gov

ASAP

Email: ask.ocfo@usdoj.gov

Website:
https://www.fiscal.treasury.gov/asap/

Performance Measures

Email: ovcpmt@usdoj.gov

Website:
https://www.ovc.ojp.gov/funding/performance-measures/human-trafficking

https://ovc.ojp.gov/media/video/20926

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OVC Financial Management Resource Center

OVC's new Financial Management Resource Center (OVC FMRC) offers:

- Culturally humble, trauma-informed grants financial management training and technical assistance.
- Support to grantees with effective financial implementation, management, and reporting of their awards.
- Plain language, easy to use tools and resources to help grantees manage their awards.

OVC-funded Human Trafficking TTA Providers Offer:

Training and Technical Assistance for OVC grantees

Best practice considerations for grantee organizations

Expertise on topics

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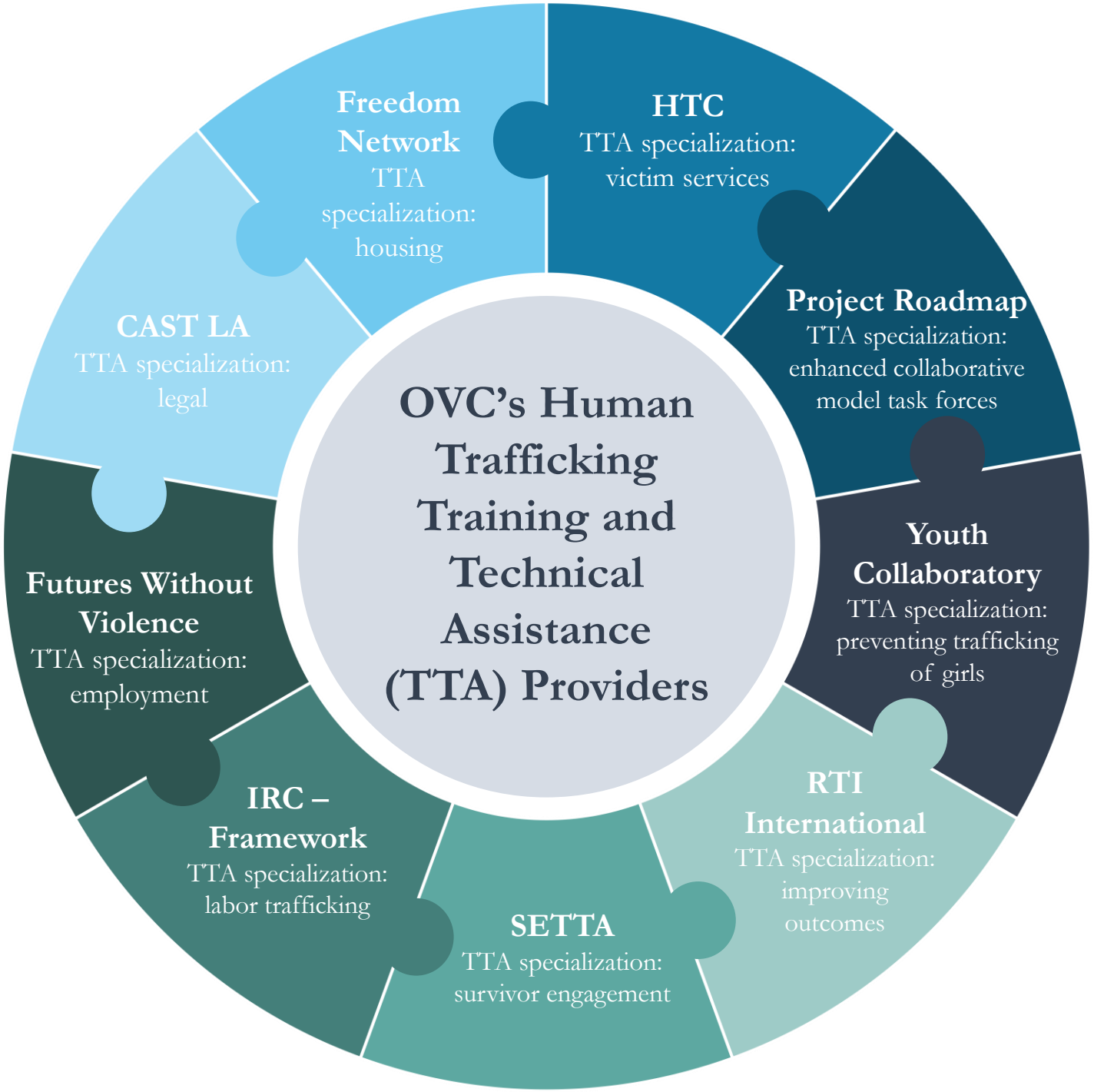

Like puzzle pieces, OVC's TTA Providers work together to support OVC Human Trafficking Grantees via unique TTA specializations and expertise

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OVC TTA Providers

Upcoming Correspondence

- **From OVC and Program Leads:** information about upcoming cross-cutting onboarding trainings and resources
- **From OVC Grant Managers:** questions related to budget and program revisions
- **New Grantee TTA Provider Orientations**
  - **ECM Grantees**
    Meet Project Roadmap: November 30 (part 1) & December 14 (part 2)
  - **Housing Grantees**
    Meet Freedom Network USA: January 31, 2024
  - **Improving Outcomes Grantees:**
    Meet RTI: December 11, 2023
  - **Preventing Trafficking of Girls Grantees**
    Meet Youth Collaboratory: *TBD*
  - **Victim Services Grantees**
    Meet OVC HTC: December 5, 2023

Thank you!