

OVC FY 2021 Services for Minor Victims of Sex Trafficking

CFDA # 16.320

Grants.gov Solicitation Number: O-OVC-2021-04002

May 21, 2021

**The webinar will begin shortly.
Please have a copy of the solicitation available
to follow along and take notes.**



Presenter



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Human Trafficking Division

Office for Victims of Crime

Webinar Outline



1. OVC Overview and Mission
2. Breakdown of the solicitation
 - Project Purpose, Goal, and Objectives
 - Eligibility
 - Application and Award Timelines
 - Required Documents
3. Application Process
4. Questions and Answers



Have a copy of the solicitation available to follow along and take notes.



OVC Overview

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

OVC funding supports:

- victims in tribal communities;
- state victim compensation and assistance programs;
- training and technical assistance and information resources;
- victims of international terrorism and mass violence;
- federal agencies' provision of victim services;
- survivors of human trafficking; and
- demonstration and service projects.



Timeline

- ❑ Solicitation Closes: **Tuesday, July 6, 2021**
- ❑ DOJ expects to award grants no later than **September 30, 2021**
- ❑ All project **START** dates should be on or after **October 1, 2021***



***Please Note: Successful applicants MAY NOT begin work until the budget has been reviewed and officially approved by OJP. Additional information and or restrictions may be outlined in the award package.**

Program Description



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC), is seeking applications to support services for minor victims of sex trafficking. This program furthers the Department's mission by enhancing the field's response to victims of human trafficking.



Eligibility

The following entities are eligible to apply:

- State governments
- City or township governments
- Public and State controlled institutions of higher education
- County governments
- Public housing authorities/Indian housing authorities
- Native American tribal organizations (other than federally recognized tribal governments)
- Native American tribal governments (federally recognized)
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education

For additional information on eligibility, please review the title page of the solicitation.

Goal



To develop, expand, or strengthen victim service programs for minor victims of sex trafficking, including programs that provide trauma-informed and developmentally appropriate services.

Objectives



Successful applicants will achieve this goal through the following objectives:

IDENTIFY CHALLENGES AND OPPORTUNITIES

Provide services to meet the individualized needs of minor victims of sex trafficking.

Collaborate with and train local partners to ensure minor victims of sex trafficking are properly identified and referred for appropriate services.

Provide assistance or referrals to other essential services for minor victims of sex trafficking.

Collect data and participate in assessment activities to determine if the program is meeting stated goals and objectives.





Deliverables

To achieve the above goals, applicants will be required to complete the following deliverables:

- ❑ Services provided: Measured quarterly by service-hour or units delivered, type of service, number of new and continuing victims served, and other key data points.
- ❑ Quarterly Performance Measures Data Collection: Award recipients will be required to submit performance measure data and a quarterly performance report in JustGrants.
- ❑ Semiannual Progress Reports and Quarterly Financial Status Reports





Unallowable Costs

The following activities cannot be supported with grant funds:

Holding Beds

Stipends/Incentives to Participate in Services

- Nominal cash or non-cash (e.g., taxi or ride share vouchers, public transportation tickets or tokens; money to pay for child care or gift cards for meals that are necessary when participants receive services) are allowable.

Primary Prevention Activities

Statutory Language



See the statutory language that applies to all awards under this solicitation:

Restrictions on Programs

Restriction on Organizations

Coordination with Law Enforcement



OJP Priority Areas

In FY 2021 and in addition to executing any statutory prioritization that may be applicable, OJP will give priority consideration to applications as follows:

- Applications that will advance the promotion of civil rights, access to justice, support to crime victims, protecting the public from crime and evolving threats, or building trust between law enforcement and the community.
- Applications that demonstrate that the individuals who are intended to benefit from the requested grant reside in high-poverty areas or persistent-poverty counties.

For additional information, please see the solicitation.



Federal Award Information

Maximum number of awards:	8 Awards
Est. maximum dollar amount for each award:	\$1 million
Total amount anticipated to be awarded:	\$8 million
Period of Performance start date:	10/01/2021
Period of Performance duration:	36 Months



Type of Award

This award will be made as a **Grant**:

- Legal instrument of financial assistance
- **Awarding agency** maintains an **oversight** and **monitoring** role
- **Without substantial involvement** with awarding agency

See the “Administrative, National Policy, and Other Legal Requirements” section of the [OJP Grant Application Resource Guide](#) for more information.



Application and Submission Information



Applications **MUST** Include

These elements **MUST** be included in the application submission to meet the basic minimum requirements to advance to peer review and receive consideration for funding:

- **Proposal Abstract**
- **Proposal Narrative**
 - Statement of the Problem (20%)
 - Project Design and Implementation (35%)
 - Capabilities and Competencies (25%)
 - Plan for Collecting the Data for this Solicitation's Performance Measures (5%)
- **Budget Worksheet and the Budget Narrative (web-based form) (10%)**
 - Letters of Support, Letters of Intent, and MOUs and other project partners (5%)



Proposal Abstract

An abstract is a **clear and simple summary statement** about your proposal.

This statement should be no more than 400 words and should include:

- Name of the applicant
- Insert itemized goals of project



Proposal Narrative Format

The Proposal Narrative must:

- Be double-spaced
- Use a standard 12-point font (Times New Roman is preferred)
- Have no less than 1-inch margins
- NOT exceed 15 pages. Pages should be numbered “1 of 15,” “2 of 15,” etc.
- Be submitted as an attachment in JustGrants.

Proposal Narrative Format



The following sections are part of the Proposal Narrative:

1. Statement of the problem
2. Project design and implementation
3. Capabilities and competencies
4. Plan for collecting the data required for this solicitation's performance measures

Proposal Narrative: Statement of the Problem



This section must—

1. identify the nature and scope of the problem that the program will address.
2. describe the communities to be served.
3. describe previous and current efforts to address service needs of minor sex trafficking victims in the geographic area.

Proposal Narrative: Project Design and Implementation



This **section** should include goals, objectives and activities that are aligned with solicitation

- Be brief, concise, and clear.
- Make sure the information is consistent throughout your proposal.
- Create solid goals and measurable objectives:
 - Objectives should be **SMART**:
Specific, **M**easurable, **A**ttainable, **R**ealistic, and **T**ime-bound
- Focus on the future and setting a realistic timeline to complete the project.

Proposal Narrative: Capabilities and Competencies



This section must—

1. demonstrate the institutional experience and expertise to effectively implement the requirements of this solicitation.
2. demonstrate a history of providing services on behalf of children and youth, and a capacity to address the legal needs of minors, such as parental consent and housing.
3. identify the key individuals and organizations involved in the proposed project.
4. demonstrate that the individuals and organizations identified have the capacity to address the stated need, including the expertise necessary to provide services to sex trafficking victims, and can successfully implement the proposed project activities.

Proposal Narrative: Capabilities and Competencies - cont.



5. describe specific roles and responsibilities of all project partners and key staff.
6. demonstrate that project staff have appropriate training and experience to implement project activities as described in the proposal, and document plans and position descriptions for staff to be hired. Organizational screening policies and procedures for staff working directly with minors should be detailed.
7. demonstrate the capacity and expertise of the lead applicant and all project partners to serve minor victims of sex trafficking.
8. clearly describe who will implement activities as described in the “Project Design and Implementation” section.
9. describe the applicant’s experience managing federal grants that support services to crime victims, and document the applicant’s administrative and financial capacity to manage federal grants.

Proposal Narrative: Plan for Collecting Data



- Who will be responsible for reporting the required performance measures?
- How will data be collected?
- Any additional performance metrics?
- What data sources will be used? – Any legal, policy, or other barriers to gaining access?

Budget Worksheet and Budget Narrative (Web-Based Form)



See the [OJP Grant Application Resource Guide](#) for additional information.

- Use the JustGrants web-based form.
- Personnel costs should relate to the key personnel for the project.
- The budget should include adequate funding to fully implement the project, broken out by year, reflecting 36 months.
- The budget should be mathematically sound and correspond with information described in the Proposal Narrative and aligned with the project design.

Applications Should Also Include



Along with the **3 required documents**, the following information should be included in the application submission:

- Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov
- Standard Application Information (SF-424 info from Grants.gov)
- Indirect Cost Rate Agreement (if applicable)
- Financial Management and System of Internal Controls Questionnaire
- Disclosure of Process Related to Executive Compensation
- MOU and Other Supportive Documents
- Tribal Authorizing Resolution
- Research and Evaluation Independence and Integrity Statement
- Position Descriptions and Resumes for Key Positions
- Documentation of Advancing DOJ Priorities (if applicable)
- Documentation of High-Poverty Areas or Persistent-Poverty Counties (if applicable)
- Disclosure of Lobbying Activities (SF-LLL)
- Applicant Disclosure of Duplication in Cost Items
- DOJ Certified Standard Assurances
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
- Applicant Disclosure and Justification—DOJ High-Risk Grantees
- Request and Justification for Employee Compensation; Waiver (if applicable)



Application Process

JustGrants: Application Submission Resources

[Application Mechanics eLearning Videos](#)

By viewing the eLearning videos, job aids, DOJ Application Checklist and other resources, applicants will have all of the information needed to successfully navigate the mechanics of submitting an application.

- ✓ [Application Mechanics: Getting Ready to Apply \(NEW\)](#)
- ✓ [Application Mechanics: Initiating Application Submission in Grants.gov \(NEW\)](#)
- ✓ [Application Submission: Locating an Application](#)
- ✓ [Application Submission: Submitting an Application](#)
- ✓ [Application Submission: Completing a Budget Detail Form](#)
- ✓ [Application Mechanics: After Submitting an Application \(NEW\)](#)



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JUSTICE GRANTS SYSTEM

Review the Application Submission Webinar

Recording available: [*Application Mechanics: Submitting an Application*](#)

What you'll learn:

- ✓ Steps to take prior to applying for funding
- ✓ How to find open DOJ funding opportunities in Grants.gov
- ✓ How to apply for funding using JustGrants
- ✓ The JustGrants roles and their responsibilities and required actions
- ✓ How to navigate and use the system
- ✓ Where to find training materials, job aids, and other resources



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DOJ Application Submission Checklist

Review the [*DOJ Application Submission Checklist*](#)

The checklist covers all necessary steps to complete the two-part application process in Grants.gov and JustGrants.

The checklist includes:

- ✓ how to prepare to apply
- ✓ completing the abbreviated application in Grants.gov
- ✓ Entity Onboarding and JustGrants Access
- ✓ completing, reviewing, certifying and submitting your application in JustGrants, and
- ✓ helpful user tips



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JustGrants Training and Resources

- Access [recording](#) and [slide deck](#) from previous webinars
- Refer to the [JustGrants Training Application Submission](#) page for additional information and training on the application submission process
- Bookmark the [JustGrants Training](#) page for updates



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Submission Information

Step 1: **Grants.gov**

- Submit the **SF-424** and an **SF-LLL** at:
<https://www.grants.gov/web/grants/register.html>
- To register in Grants.gov, applicants need to obtain a Data Universal Numeric System (DUNS) and System of Award Management (SAM) registration or renewal.



Step 2: **JustGrants**

- Submit the **full application** including attachments at: [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov)



Refer to the Registration and Submission section of the OJP Grant Application Resource Guide at <https://ojp.gov/funding/Apply/Resources/Grant-App-Resource-Guide.htm> for instructions on How to Apply (<https://www.ojp.gov/funding/apply/ojp-grant-applicationresource-guide#howToApply>)

OJP Grants Application Resource Guide



The screenshot shows the top portion of the OJP website. The header is dark blue with the OJP logo on the left, the text "U.S. DEPARTMENT OF JUSTICE OFFICE OF JUSTICE PROGRAMS" in the center, and navigation links "Contact Us | Careers | Subscribe" on the right. Below the header is a search bar with a magnifying glass icon. A light blue navigation bar contains links for "Home", "About Us", "News Center", "Grants/Funding" (which is underlined), "For Congress", "Resources", "Topics", "Training", and "Data". Below the navigation bar is a breadcrumb trail: "Home / Grants/Funding / Applicant Resources". The main content area is a large dark blue rectangle with the text "OJP Grant Application Resource Guide" in white.

Visit: <https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide>

Important Web Resources



- Office for Victims of Crime: <https://ovc.ojp.gov>
- DOJ Grants Financial Guide: <https://ojp.gov/financialguide/DOJ/index.htm>
- JustGrants: <https://justicegrants.usdoj.gov/>
- Grants.gov: <https://www.grants.gov>
- OJP Grant Application Resource Guide: <https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide>
- OVC Training and Technical Assistance Center: www.ovcttac.gov
- Grant Performance Measurement Reporting: <https://ojp.gov/performance/>
- OJP Resource Center: <https://www.ojp.gov/ncjrs/new-ojp-resources>

Important Contact Information



Technical Assistance Submitting the SF-424 and SF-LLL into
Grants.Gov: 800-518-4726, 606-545-5035 | support@grants.gov



Technical Assistance Submitting the FULL APPLICATION into
JustGrants: 833-872-5175 | JustGrants.Support@usdoj.gov



Technical Assistance with Programmatic Requirements contact the
OJP Response Center: 800-851-3420 | grants@ncjrs.gov

Important Dates



Part 1: **Grants.gov**

- Submit **SF-424 & SF-LLL** in Grants.gov by



Part 2: **JustGrants**

- Submit **Full Application** in JustGrants.usdoj.gov by



Questions



Submit questions in the [Q&A Box](#).