

# OVC FY 2021 Law Enforcement Human Trafficking Fellowship Program

CFDA # 16.320

Grants.gov Solicitation Number: O-OVC-2021-14002

June 2, 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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## **Alissa Huntoon**

Senior Policy Advisor and Law  
Enforcement Program Coordinator

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

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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

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- ❑ Solicitation Closes: **Monday, July 12, 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

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The OVC Law Enforcement Human Trafficking Fellowship program supports one fellow to advise and support OVC on emerging and priority issues in the development and implementation of victim-centered and trauma-informed human trafficking investigations, prosecutions, and multidisciplinary approaches to identify victims and prosecute traffickers.

# Goal

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The OVC Law Enforcement Human Trafficking Fellowship Program's goal is to provide policy and programmatic contributions that assist OVC in improving the field's ability to implement and conduct victim-centered and trauma-informed human trafficking investigations and prosecutions.



# Eligibility

**Individuals:** with documented experience working as a sworn officer within a state, county, municipality, or tribal law enforcement or a prosecution agency, conducting victim-centered, trauma-informed human trafficking investigations and prosecutions, and demonstrated knowledge of working to combat human trafficking as part of a multidisciplinary approach.

The successful candidate must:

- demonstrate the administrative and fiscal capacity to manage an agreement and the knowledge and skills to successfully execute the proposed fellowship activities.
- be onsite at OVC in Washington, D.C., for a minimum of 36 business days throughout a 36-month project period, with specific dates and schedule to be determined in consultation with OVC.

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





# Objectives (page 6)

- Serve as a subject matter expert on victim-centered law enforcement human trafficking investigations and prosecutions.
- Identify emerging trends and best practices across investigations and prosecutions of all forms of human trafficking, with a specific emphasis on labor trafficking.
- Build the capacity of state, local, and tribal law enforcement agencies to provide trauma-informed approaches that meet the complex needs of victims.
- Assist OVC with activities designed to assess the technical assistance, training, and capacity building needs of [OVC's Enhanced Collaborative Model \(ECM\) Task Force to Combat Human Trafficking](#) program and any new or related initiatives operating during the fellowship.





# Objectives - cont. (page 6)

- Assess OVC training and technical assistance resources and publications.
- Participate in internal and external stakeholder meetings, forums, conferences, and international briefings.
- Coordinate with and assist OVC-funded training and technical assistance providers working with ECM task forces and other related programs to support OVC grantees and stakeholders.
- When appropriate, travel to support the execution of fellowship activities and deliverables.
- Develop written documents on relevant topic areas related to human trafficking investigations and prosecutions.





# Deliverables (page 6)

- Develop a model or a set of victim-centered and trauma-informed investigative strategies and/or practices.
- Prepare detailed reports, policy papers, and talking points.
- Develop at least three significant articles or publications on topics relevant to victim-centered human trafficking investigative and prosecutorial strategies.
- Train OVC stakeholders and grantees on topics relevant to victim-centered investigative and prosecutorial approaches and working with partners.
- Monthly reports outlining completed activities.
- Produce a final summary report of fellowship activities and include recommendations to OVC on advancing the field.





# Federal Award Information

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Maximum number of awards OVC expects to make:	1 Award
Maximum dollar amount for each award:	\$400,000
Total amount anticipated to be awarded under solicitation:	\$400,000
Period of Performance start date:	10/1/2021
Period of Performance duration:	36 Months



# Type of Award

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Awards will be made as a **Cooperative Agreement**:

- **Substantial involvement between awarding agency and recipient** during the performance period
- Awarding agency **closely participates** in the performance of the program

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



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# 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**
- **Budget Worksheet and Budget Narratives (web-based form)**
- **Resume or Curriculum Vitae**

# Proposal Narrative (Page 9)

## Statement of the Problem



This section must cover the following information:

- Current practices in human trafficking investigations and prosecutions and challenges with any strategy that hinders a victim-centered and trauma-informed approach.
- Understanding of how victim safety and victim rights are impacted by human trafficking investigations.
- Gaps in information, knowledge, and practice by law enforcement, prosecution and practitioners within the field.
- Challenges related to disseminating information to the field and integration of information into practice.



# Proposal Narrative (page 10)

## Capabilities and Competencies



- Provide a clear description of professional expertise (i.e., experience conducting human trafficking investigations and/or prosecutions, victim-centered and trauma-informed approaches, and collaborative partnerships to refer and provide trafficking victims with services).
- Document experience in providing oral presentations and developing written publications or technical assistance products for broad audiences of stakeholders.
- Describe other relevant competencies.

# 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.

# Budget: Unallowable Expenses (page 8)

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- Equipment, such as costs for laptops that will be supplied by OJP
- Moving expenses
- International travel
- Indirect costs



# Applications Should Also Include

Along with the **4 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
- Research and Evaluation Independence and Integrity
- Documentation of Advancing DOJ Priorities (if applicable)
- Documentation of High-Poverty Areas or Persistent-Poverty Counties (if applicable)
- Request and Justification for Employee Compensation; Waiver (if applicable)
- Disclosure of Lobbying Activities (SF-LLL)
- Applicant Disclosure of Duplication in Cost Items
- DOJ Certified Standard Assurance
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
- Applicant Disclosure and Justification—DOJ High-Risk Grantees



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# 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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# 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-application-resource-guide#apply>)

# OJP Grants Application Resource Guide



The screenshot shows the top portion of the OJP Grants Application Resource Guide webpage. At the top left is the U.S. Department of Justice logo. To its right, the text "U.S. DEPARTMENT OF JUSTICE" and "OFFICE OF JUSTICE PROGRAMS" is displayed. On the right side of the header, there are links for "Contact Us", "Careers", "Subscribe", and a share icon. Below these links is a search bar with the word "Search" and a magnifying glass icon. A navigation menu is located below the header, with "Grants/Funding" highlighted in orange. Below the navigation menu is a breadcrumb trail: "Home / Grants/Funding / Applicant Resources". The main content area is a large 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](http://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](mailto:support@grants.gov)



Technical Assistance Submitting the FULL APPLICATION into  
JustGrants: 833-872-5175 | [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov)



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

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