

[Transcript from the [OVC Fiscal Year 2021 Law Enforcement Human Trafficking Fellowship Program](https://ovc.ojp.gov/funding/funding-webinars) pre-application webinar, which was held June 2, 2021. The archived webinar can be found at: <https://ovc.ojp.gov/funding/funding-webinars>.]

DARYL FOX: Good afternoon, everyone. And welcome to today's webinar, FY 2021 Law Enforcement Human Trafficking Fellowship Program, hosted by the Office for Victims of Crime.

At this time, I'd like to introduce today's presenter, Alissa Huntoon, Senior Policy Advisor and Law Enforcement Program Coordinator, within the Human Trafficking Division of the Office for Victims of Crime. Alissa?

ALISSA HUNTOON: Great. Thank you so much, Daryl. Thank you to everyone who has logged in and is interested in learning more about the solicitation for the Law Enforcement Human Trafficking Fellowship Program.

A couple things that we're going to go over today, we'll talk a little bit about the solicitation itself, purpose, some of the key activities, and requirements that we're looking for under this solicitation. We'll touch a little bit of on how to apply, sort of, steps necessary to do that. And then we'll finish with some Q&A. And we'll get to as many of those as we can or have time for. Hopefully, a lot of the information we'll go over, as we walk through the slides. I will acknowledge right off the bat that a lot of these slides are very text heavy, which I recognized that. So I'm going to do my best to not actually just read straight from the slides to you, but have a conversation with you about what's included. Everything that you'll see here on these slides is in the solicitation itself. So even if I don't read it to you, it's still there, and as Daryl mentioned a copy of this will be made available. So you'll have multiple places to go back and reference the information, should you choose to do so or want to do so. You know, the point of this call is to only make sure we can highlight some of those sections for you and answer some questions. So with that being said, we will get started.

I'll introduce myself a little bit more. I just went over the outline of what we're going to talk about. So here at the Office of Victims of Crime, which is within the Office of Justice Programs, we have a Human Trafficking Division. And I sit on that team, a larger team, where we manage, gosh, almost 80 million, I think last year, of funding to a wide variety of programming to support direct services for all victims of all forms of human trafficking. One of those programs that we provided funding for is the Enhanced Collaborative Model Task Force Program to Combat Human Trafficking and I worked on that program--oversee that program with a team of colleagues Maria and Olga as well. Additionally, I'll be working on supporting and working with the human trafficking fellow that we hope to bring on as a result of this fellowship program.

So for those of you who aren't familiar with the Office for Victims of Crime, our mission is up there on the screen. It's really to support and assist crime victims and to provide leadership in policies and practice. And our funding supports a wide range of overall, across our entire office, you know, tribal communities, international terrorism, a lot of training and technical assistance, survivors of trafficking, etc.

So, just getting right to important dates here, some of these slides are a little bit out of order. Again, the other thing I wanted to acknowledge that many of you might be familiar with is we have a brand new system that launched last year to better manage our grants and to liaise with multiple internal and external stakeholders that use that system. And as a result of that there's a--there's a two-step process for submitting applications into the system. So that's why there's two different dates. You'll see that later on.

So this solicitation closes on July 12th. We will make announcement of awards no later than September 30th. Because OJP, the Office for Justice Programs, processes thousands of awards every year, over the summer, and they're done on a rolling basis. There's no way we can tell you the exact date by which you would find out whether or not you got an award. And so we get that question a lot. So unfortunately, I can't say, you'll know by August 12th. Just that we have to get these awards out and folks notified by September 30th. So you will know by September 30th. And that's why all project start dates are on or after October 1st.

In the red there, below, please take note of the exclamation mark. Because of that process, because there's so many awards, unfortunately, sometimes those awards are given saying, "Hey, you've been selected to receive this award. We'd like to offer it to you." And you have a chance to accept that, with what's called a conditional budget clearance; meaning, we haven't had a chance to get through a final review of all of those budgets. And that's why--it means if you accept that award with the conditional budget clearance, then your budget is going to go through a process after getting the award by which we'll review it and make sure it meets, you know, the financial office scrub as well as our programmatic scrub. So just to be aware, if you submit an application, understand that that process sometimes can occur after the award.

So in general I'm going to talk a little bit of the description and the goals of this program. There's, sort of, a slight overlap. But the purpose of this funding is to support one fellow to come and work with us here at OVC in our Human Trafficking Division with the potential to maybe support some other divisions as well, really on implementing victim-centered and trauma-informed human trafficking investigations, and prosecutions, as well as that multidisciplinary approach, so that we can better identify victims and prosecute traffickers.

So, moving into the goal, you'll see the real emphasis here, really is to focus on helping OVC and us better operationalize what we mean by those terms, which get used a lot. And we do have definitions of them, sort of, what OVC considers victim-centered and trauma-informed. And so those are the terms that we use. And we will want to work with the fellow to help us better operationalize those for the field, in terms of what that means for human trafficking investigation and prosecution.

Who is eligible? This solicitation is open to individuals. So not organizations, but individuals. And we're looking for folks that has documented experience as a sworn officer within a, you know, variety of different types of law enforcement or prosecution agencies. We're looking for individuals that have demonstrated knowledge of working to combat human trafficking as part of a multidisciplinary approach. And then you'll note there, further, it talks about the need to have the capacity and ability to manage this award and have the knowledge and skills to successfully execute all of the activities that are talked about in the solicitation. The other requirement is that

we're asking that this individual be able to be onsite, at OVC, for a minimum of 36 business days throughout the 36 months. So that's basically equals, you know, 1 day a month. So. it's not requiring you to move to D.C. It's just, we're asking that you be able to be onsite at least once a month and then you would work with OVC on the specific dates and scheduling that, if you were to receive the award.

So on page 6, again, I don't want to read these verbatim to you, but it's very--it's critical. You know, I would ask that you make sure you read all of the objectives that are listed on page 6 because that is what the bulk, you know, the majority of what it is that we're asking the fellow to, sort of, work in partnership with us on doing. So, looking for someone to serve as a subject matter expert to help identify emerging trends and best practices, you'll notice here with a specific emphasis on labor trafficking. There's still that--we're learning a lot still about even investigative and prosecution approaches and working with victims of sex trafficking as well as labor trafficking, but we don't know as much on labor trafficking. We want to make sure we have specific emphasis on labor trafficking working with this fellow. And again, meeting--providing trauma-informed approaches.

We fund a lot of training and technical assistance. So, this fellow will help us and give input and feedback on a lot of the activities that our training and technical assistance partners undertake. You might help review some of those publications. You might participate in some meetings, or conferences, or briefings that are happening. You--potentially, we would ask you to travel to support your fellowship activities and deliverables. Again, that would be something that would happen in conversation with OVC once onsite and we look at the full scope of activities, the need to develop some written top--documents on topic areas related to human trafficking investigations and prosecutions.

Developing a model for a set of victim-centered and trauma-informed investigative strategies. Again, as I mentioned before, helping us to, sort of, operationalize that and make it more concrete. Potentially preparing a lot of detailed reports and policy papers, talking points. And we want you, or the fellow to also write and produce articles or publications on topics as well. And here we say at least three significant articles. You'll be involved in training and sharing information and knowledge with OVC, ourselves, with grantees. And there's always--there's always reporting that's required with federal funding. So, we'll have you check in with us on a monthly basis, at least. And a written report that talks about what you're working on. And then a final summary will be required at the very end, sort of, talking about what it is that you worked on and making some recommendations to OVC to help us and help you--and the field advance their work.

So what does that mean in terms of resources available? We'll be making one award. So again, for one fellow, for up to \$400,000, and that is for a period of 36 months starting on October 1.

Noting that this will be a cooperative agreement, which is different than a grant. Those are the generally, the two types of funding mechanisms that we have. And what that talks about, what it means here, is that there's a--there's a little bit more, I would say, as it says, substantial involvement and oversight between you and OVC, than there would be, say if it was a grant. We closely participate in the performance of your work in the project.

Okay. So, getting into the nitty-gritty of Applications and Submission Information.

Again, I want to underscore here, you're probably going to have a lot of questions about this. I'm not going to be able to answer a lot of your technical questions about when you're uploading things, we're going to get to that later. But we can go over, sort of, what it is that we're looking for you to include and attach as part of your application. There are elements that are critical and that are required in order to move forward, pass what we call, you know, the basic minimum requirements to get to peer review. So, it's critical that these documents are attached. You'll want to make sure you have an abstract; a narrative; it's a budget worksheet and a narrative, so you need to have all the costs broken down, but then you need to have a description of what those costs are for; and then a resume or a CV. Noting that the budget worksheet here, it says, it's a web-based form this time around.

So again, I'm not--I'm not going to read these word for word, they're on page 9 of the solicitation. In that narrative though, we're going to ask you to make sure you discuss, sort of, in general the statement of the problem, and what are the current practices, what are current challenges, you know, how does victim safety and victim rights impact your investigations, what gaps don't we know, and any challenges that exist, and how to get this information out to the field and integrated into the work.

Capabilities and competencies, that's another section of the narrative. Here, we're looking for you to talk a little bit about what is your professional expertise, and where, you know, and document that experience with conducting these investigations and working in collaborative partnerships to both identify victims and work with other organizations that offer services. Looking for some experience also in actually giving presentations and developing written publications, etc. And then describe any other skills or competencies that you believe are relevant here for completing these activities.

And then again, the budget worksheet. And the budget should, you know, relate to what it is that you're talking about that you'll be doing. It should relate to the information, you know, in the solicitation about what we're asking you to do. And then specifically, [I] just wanted to highlight a couple unallowable expenses. Sorry, I'm just making sure I'm not missing any chats. Laptops, things like that, that will be supplied by OJP. We won't be able to cover any moving expenses, but again, we're not asking you to move anywhere. International travel is not covered, nor are indirect costs. There is a section early on in the solicitation. I believe it's page 5 that is under the specific information category, which has a lot of specific information that you'll want to make sure you look at, in terms of, you know, time sheets, and equipment, training, relationship with OVC, etc., that, kind of, you know, spell out some of the work that you'll be doing here that's better explained, which and why some of these costs aren't covered.

This basically, here, is it's an application checklist. It's usually at the end of the solicitation and it's kind of all just plunked out on this slide here. So be sure you look at the checklist and use it as such to make sure that you've attached all the right forms and documents.

Now into the process itself.

So again, acknowledging this is a new process. I know it can be challenging. You know, we use it as well, and it's brand new, so we're kind of all learning this together. But I will say that a lot of the learning videos and the job aids are really, really helpful and useful on the site; very user-friendly. So here, you'll want to make sure you take a look at the [eLearning Videos](#) about just generally, how to [submit an application](#) in JustGrants.

There is another webinar available as well, that walks through all the steps, all the notes here about how to apply, how to find open ones, how to navigate in the system, how to find other training materials and resources.

And also another resource for you is the [DOJ-specific Application Submission Checklist](#). Here it talks about other, just helpful user tips, how to prepare to apply. And really, again, it goes over this new two-part application process.

JustGrants also has [slide decks](#) for all sorts of other webinars, [recordings](#), such as this one, more links to the [Training and Application](#) page. And again, here we're encouraging you to bookmark that page for easy reference.

So again, here is outlining and re-underscoring, that it is a two-step process. You need to submit first into Grants.gov, and then you'll be submitting a full application into JustGrants. And so, again, there's some tips here, there's links, again, to the videos, the step-by-step instructions that'll walk you through how to do this. And because it's new to you, and new to us, we just encourage you to take a look at this stuff as soon as possible, navigate through it, ask questions early, and that you don't do this at the last minute or the last few days of when this application is due. So, make sure you allow enough time for getting into the system and getting documents that we need.

Again, there's another OJP also offers an [Application Resource Guide](#). So as you can see, there's multiple resources for you and some helpdesk numbers that we'll put up as well.

Just general resources, if you're interested and curious, so just our [OVC page](#), all of those [financial guides](#) and websites that we just talked about, the resource guides. And then OVC we have a [training and technical assistance center](#), so you can look at kind of the work that we do and the services we already provide. If you're curious about [performance measurements reporting](#), what does that mean? We have the link there.

And lastly, here are very important phone numbers, emails of where you can go to get those questions answered, if you're trying to submit something into Grants.gov or you don't know what an SF-424 is, you know, or JustGrants. So, please be sure that you're using these emails and phone numbers early. The last item there is technical assistance with programmatic requirements. So you--if you just have questions that we might not get to on this webinar or as you're moving forward about the programmatic requirements, you'll be contacting the OJP Response Center. And there's an 800 number [800-851-3420] as well as the email address [grants@ncjrs.gov] on this slide.

So again, just to review one more time, two important dates. The first step is getting your information into Grants.gov by June 28th. And the second step, which would be then submitting the full application into JustGrants by July 12th, and that is just shy of midnight at 11:59 PM. Please don't be doing it at 11:00 PM on July 12th.

Okay. And with that, I think we're going to move into the questions and answer section. And I will be passing it back to Daryl, so he can help us navigate through the slides. Okay. I might ask Daryl and/or Tammy to help me. So, I'm not seeing any new questions so far about the solicitation itself. So, I'll just give a minute or two.

DARYL FOX: Yeah. This is--one just came in actually.

ALISSA HUNTOON: There's one. Okay. "That RE: law enforcement experience?"

DARYL FOX: Yeah. Uh-hmm.

ALISSA HUNTOON: Okay. Great. So, there's a question about, "Is that current or former law enforcement experience?"

So, it's either or. You know, it doesn't specify, it does say documented experience working as a sworn officer. So, you need to be able to demonstrate that you do have that experience--have or have had that experience. Thank you for that question.

DARYL FOX: And Alissa, while we're waiting for additional questions, those of you who need to, please just put that in the Q&A. We'll be happy to respond. But just to reference, and a reminder that the transcript, recording, and PowerPoint from today's presentation will be posted to the OVC website in approximately 5 to 10 business days. So, you can go back, reference it as you need, a lot of these links and such as you need. So definitely be on lookout for that, if you want to go back and see what was presented today.

Alissa, another one had come in, 1:24. Are you able to see that one?

ALISSA HUNTOON: Yeah. "Travel to D.C. should be factored into the budget?"

Yeah. So that is--we were--the requirement there, we're asking you to be onsite for a minimum of 36 days throughout the 36-month project period. So then, again, as you're putting your budget together, make sure you consider that requirement. And, yes, our office is located in D.C.

And if you--I might have--be having a little bit of a delay on mine too. So, if you do see another question pop up, let me know.

DARYL FOX: Yeah, Alissa one came in through the chat box actually.

ALISSA HUNTOON: Okay.

DARYL FOX: In regards to budget. Are you able to see that one or do you want me to read it?

ALISSA HUNTOON: Yes. Do you want to just read it out loud?

DARYL FOX: Yeah. It says, "In regards to the budget, what type of other budgetary expenses is OVC referring to?"

ALISSA HUNTOON: I'm not--I might need a little bit more. So, I'm not sure where they're pulling that from; if it's saying that's what we're asking you to budget for, or if it's in reference to unallowable costs. But again, in general, it's up to--the solicitation itself sets the parameters, you know, so the specific parameters for what we're looking for. Right? So we've outlined what the goal and purpose is, we've talked about the specific objectives and the activities that we're asking you to do, we've talked a little bit about the deliverables. So, then it's up to you to determine how you want to budget for that. So we've just said, you know, your budget needs to be reflective of that, here's a certain number of items that you can't put in the budget and then it's up to you. So I can't help you strategize, you know, in terms of what you put in there. It's up to you to be responsive in your budget to what we've asked for in the solicitation.

DARYL FOX: Okay. And for this slide, definitely refer to the OJP Grant Application Resource Guide...

ALISSA HUNTOON: Yep.

DARYL FOX: ...for more specifics and then this slide as well, on unallowable costs, if that helps you.

ALISSA HUNTOON: Yep. I see another one. "Should the proposal focus on federal law enforcement and prosecutions for state and local as well?"

So here at OVC, our funding goes to support state, local, and tribal law enforcement and task forces. A lot of the work is done in partnership with federal task forces as well. But that's pretty much all I can say.

"What documents need to be submitted to verify law enforcement background?"

So, there is no specific document or attachment, that's asked for--other than that resume and CV that I noted.

And thanks folks for asking the questions. I'm not seeing any others. Daryl, are you?

DARYL FOX: No, it seems to be all that's in the queue at this point.

ALISSA HUNTOON: I'll defer to you, if you want to give it another minute for folks, if they're typing, don't want to cut anyone off.

DARYL FOX: And I could go ahead and just reiterate this slide, Alissa, as well. For any information or questions, as it pertains to your technical assistance with Grants.gov, the

information's on this slide here. JustGrants with the full application, they have a technical assistance site, very informative, FAQ section, and contact information if you have questions on that. And then the OJP Response Center, if you're looking for technical questions with the programmatic portion of the solicitation, you can give them a call. So three different entities, all with different roles.

ALISSA HUNTOON: Great. Yep. And I just wanted to confirm again and underscore, this--we have several slides on here with several links to resource guide and application submission, so everything that you need to know to figure out how to apply, and whether or not if you qualify, all of the emails and phone numbers here, are listed in this application. So if, again, if you don't know if you're eligible, that's sort of a programmatic technical assistance question; I would direct that to that OJP Response Center. If you have a question about how do I apply, refer back to any number of those resource guides and links to application process, application submission, and the videos, the checklist. There's multiple resources there to help you walk through how to apply. It's also listed in the solicitation itself.

And a question about--oh that. "Copy of the slides?"

Yes, to confirm, you will get those.

"Is there a set amount designated for salary?"

No. Again, I would look in the page 5 that has this specific information section that talks about schedule, timesheets, lobbying, all that kind of stuff. Again, that is up to you to figure out. You know, the total award amount can be up to \$400,000.

And there are no preferences stated in the solicitation for whether it's local or federal.

Let's see, another question. I'm not sure if it relates specifically to the solicitation. It's "asking about funding of organizations."

And since this webinar is about this Human Trafficking Fellowship Program, again, the eligibility here is individuals, not organizations.

Okay. So Daryl, I'll defer to you, if you want to keep it open.

DARYL FOX: Yeah. That seems to be all that's been in the queue. So Alissa, if there's anything in closing, I think we could--we can end.

ALISSA HUNTOON: Yeah. Yep. Again, thank you to everyone who joined for the call today. [I'm] really excited about being able to offer this solicitation and excited to have a fellow join our Human Trafficking Division at OVC. So thank you so much. Again, don't hesitate to reach out to any of those technical assistance emails, if you have any other questions about this particular solicitation.

DARYL FOX: So, on behalf of the Office for Victims of Crime and our panelist, we want to thank you for joining today's webinar. This will end today's presentation.