[Transcript from the OVC Fiscal Year 2021 Field-Generated Human Trafficking Training and Technical Assistance for Law Enforcement pre-application webinar, which was held April 7, 2021. The archived webinar can be found at: https://ovc.ojp.gov/funding/funding-webinars.]

MARY JO GIOVACCHINI: Good afternoon, everybody. And welcome to today's webinar, OVC Fiscal Year 2021 Field-Generated Human Trafficking Training and Technical Assistance for Law Enforcement, hosted by the Office for Victims of Crime. So, at this time, I am going to turn the presentation over to our presenters.

ALISSA HUNTOON: Great. Thank you so much, Mary Jo. Welcome, everyone. My name is Alissa Huntoon. And I'm a Senior Policy Advisor here with the Office for Victims of Crime. And you'll be hearing later from my colleague and I'll let her introduce herself when we get to her section as well. Alyse Altenburg. So welcome back to any of you who are familiar with the Office of Justice Programs as well as the Office for Victims of Crime.

What we're going to do on this webinar, so for those of you who are familiar and those of you who aren't familiar, we're just going to take some time to talk about the solicitation overall. We're not going to read to you all of the slides. A lot of the information presented is included in the solicitation itself. So we don't just want to read a bunch of slides to you. But we want to be able to pull out and highlight certain aspects or parts of that solicitation that are really important for you to pay attention to; talk generally about the application process. There are other webinars and links that we're going to talk about later on for more specific and into the weeds about how to apply questions like that, technical issues. And for some of you that may be familiar with, if you're--if you're not new to OJP or the Office for Victims of Crime, we have launched a new Grants Management System in the last 6 months, which is connected to how these solicitations and applications will be used. So we fully acknowledge it's a--it's a new process for everyone that will require probably a little bit of your patience and even more sort of attention to deadlines. So we just wanted to acknowledge that. So--but to let you know we're going to--it's high level here and we want to answer questions. Some questions we may or may not be able to answer, but again, we're going to reference other links, emails, resources that you can certainly ask us about after this webinar is over.

If you're not familiar with OVC, we wanted to ensure and share our mission, which is around promoting justice and healing for all victims of crime. And there it also talks about a wide range of areas where OVC offers funding across the board, tribal communities, victim compensation programs, training and technical assistance, of which this solicitation falls into, a lot of victim services, survivors of trafficking, etc.

So, talking about timeline, the key--some key dates here. This one has been extended a couple times, so I would make sure on that first page, if you look at it online, it gives the--all the details in terms of the deadline. This one closes Friday, April 30th. We'll make awards--we have to make these awards, note by the end of the fiscal year, which is September 30th. And all project start dates always should start on or after October 20--1st.

As a reminder here, if you can note, because of the volume of awards that the Office of Justice Programs makes every year, it's almost impossible sometimes for us to issue all of those awards with a final cleared budget. So many of those go out with what we call a conditional clearance. Saying, "We would like to offer you this award, you know, and would like for you to accept it. Please be aware of all the conditions that go along with this award, including the conditional clearance." Meaning your budget still needs to be reviewed and officially approved by OVC before you can begin the majority of the work. So, we just want to give folks an upfront notice about that.

Eligibility. That is stated on the--on the first page. If you have specific questions and it's not clear to you whether your organization falls into any of these buckets then you can send an--send an email or call the helpdesk, the tech center that we'll talk about, the Response Center and we can answer your questions on a case-by-case basis because sometimes it's a unique situation that doesn't clearly fall into one of these buckets.

So, what is the purpose of this training and technical assistance program specifically around human trafficking and law enforcement? And so generally here, we want to help jurisdictions create more effective responses to combating all forms of human trafficking. And just as it's stated, it's field-generated. So, this is an opportunity for us to really partner with you all to hear from you to--in terms of what you think is needed and address gaps around knowledge, and training, programming. And so, we're looking for you to really help us identify, develop, and build a set of training and technical assistance resources to that end and help--hopefully model new approaches as well, of course, with the benefit of better serving victims of trafficking and to prosecute traffickers.

So, there's a couple objectives associated with this goal, which is again to implement, develop, create a variety of strategic approaches, tools, and resources that will assist law enforcement. And also provide TTA to state, local, and tribal jurisdictions.

So, the deliverables for this particular award is--hopefully, you've all read through the solicitation since it's been out for a while. There aren't many specific details here in terms of what we're looking for because, again, it is field-generated. And there were some parameters, but we're looking for you to submit to us what you think that set of tools, strategies, approaches, models should be. And therefore, the deliverables that are associated with it are very much going to depend upon what it is that you might be proposing. So--but there should be tangible deliverables. So, if it's a curriculum, or a video product, or a website, be specific in what that actual tangible deliverable would be as it relates back and is connected to your proposed activity.

All awardees will also be required to submit a final summary report where we want to hear about what you did, what you learned, and then overall, sort of, general assessment of the impact of your project. And as with any, you know, federal grant and especially with the Office of Justice Programs, there's requirements around reporting on performance measures as well as progress reports.

So, what is available and what is out there? We hope to make up to four separate awards. The dollar amount for each of these is up to $500,000, equaling $2 million. And again, that performance start date should be October 1st, 2021. And it is up to 36 months or 3 years.

These awards will be made as a cooperative agreement, meaning, which is distinguished from a grant. And there's a link there and in the Grant Application Resource Guide, if you want to really dig into the differences between the two. But cooperative agreements here means that there is going to be substantial involvement between whomever receives these awards as well as OVC and staff to have some oversight into input and feedback into what it is that you're developing.

So, that was kind of general program information about, sort of, what is the purpose of this solicitation; what we're looking for in terms of application; dollar amounts; etc. And so now a little bit of the nitty-gritty. I'm not going to read these slides verbatim. Again, this is pulled directly from the solicitation itself. But I wanted to highlight and make sure that you pay attention to these sections. So, in terms of what should be in your application there's a couple elements that are…

MARY JO GIOVACCHINI: Alissa, I think--it looks like we lost Alissa's audio. Alyse, do you want to pick up?

ALYSE ALTENBURG: Yeah, I'm happy to. We might have some issues moving the slides forward. Let me see if I can take the ball. Hmm. Well, let's see. While we wait for Alissa to get back online, again, my name is Alyse Altenburg and I am also a Federal Grant Manager with the Office for Victims of Crime. So, we'll wait here for Alissa to come back on, but while we're waiting, you know, there are aspects that we would like your application to include. And that includes a Proposal Abstract, a Narrative. You can see there that there are percentage points for aspects of your narrative that should be included and then as well, a budget worksheet, including your budget narrative.

Looks like Alissa can--are you back online? Can we hear you now with some audio? I'm seeing an icon next to your name that perhaps indicates your phone is back online.

MARY JO GIOVACCHINI: She is online. She's [INDISTINCT]

ALYSE ALTENBURG: Yes. Oh, okay.

ALISSA HUNTOON: Yes. Can you guys hear me? I don't know what happened.

ALYSE ALTENBURG: Yes. Yeah, I'm going to pass the ball back to you, Alissa. So, you can move the slide forward.

ALISSA HUNTOON: Okay. Great.

ALYSE ALTENBURG: And you should have control back as of now.

ALISSA HUNTOON: Sorry about that everyone. Appreciate you hanging in there. Hopefully everyone is seeing Proposal Abstract.

Yes? Mary Jo?

MARY JO GIOVACCHINI: Yes. Yes, we are.

ALISSA HUNTOON: Okay. Perfect. Again, here is clear and simple summary statement, tells you here about exactly what should be included. And again, there is a web-based form in JustGrants that you'll be completing here for the Proposal Abstract.

The narrative, again, just some--highlighting some specifics, I would say do not exceed 20 pages. Page numbering is always helpful. And this will be submitted as an attachment in JustGrants.

When you're completing the narrative, there's a couple sections that we specifically ask you to talk about and here's the four, description, project design, capabilities, etc.

And then within each of these in the solicitation, we spell out for you specifically what we want you to talk about. So, in the description of the issue, talk to us about the need for and what these existing gaps are in TTA, specific to this field and specific to law enforcement and prosecutors' ability to effectively identify victims, etc.

So, in each one of these sections and I'm not going to read them all, we ask you to talk specifically about your project.

And here, we're talking about be brief, concise, clear, solid goals.

And the capabilities, as you can see, it's very text heavy. We're violating all the PowerPoint rules here. But, you know, here, be sure you pay attention to the bullets in the--in the solicitation that ask you to talk about capabilities and competencies.

There's a section on collecting data.

And also the Budget Worksheet and Budget Narrative. You have the option here of using the--a Budget Worksheet template that is provided for you. You are not--you do not have to use it, but highly recommend that you use it, if you can, because it helps you really delineate all the costs and then to be able to effectively describe what those costs are and why they're necessary and justified in your narrative. So, make sure that the costs relate to key personnel, that it reflects, you know, funding for the full 3 years of activity that you're proposing, and that it's mathematically sound.

And there's two of those. So again, not going to read through it. Here's all the things that it should include. And at the end of every solicitation, there's a checklist. And that's why we've put the checklist is so you can, kind of, go through and make sure that you've

included everything that you need to, and is required, if it's applicable, or not. So, this slide is actually sort of duplicating what that is in that checklist.

And with that, I am going to turn it back to Alyse. Thanks for covering for me. And she is going to finish out with Application Process.

ALYSE ALTENBURG: Great. Thanks so much, Alissa. And hi everyone, again. So, for this, we are going to discuss the application process. I'm just waiting here for WebEx to refresh and move on to the next slide.

Okay. So, here is the information you will need to register for your upcoming application submission webinars. So, these are really important and we encourage all of you to be on the lookout for these webinars as they approach.

So, here you have information about additional dates for application mechanics. For example, submitting an application. So, we have some few steps outlined here as well--as well as important dates. So, I encourage you to write these dates down. Be aware as they come up. But again, also would like to note that all of this information that's presented in this webinar will also be available. So, don't try to hurry through and take down dates and information that you will have access to after the conclusion of the webinar today.

So, here we have the DOJ application submission checklist. So again, this is just really important to help everyone become organized as you're preparing your application. So, the checklist includes aspects of how to apply; completing the process within Grants.gov; onboarding into our new system, the JustGrants System; completing and reviewing new application information; as well as helpful user tips.

We also have some information related to training and resources for our new site, JustGrants. So, this will have information about recordings and slide decks from our previous webinars, that may be helpful, as well as JustGrants Training Application Submission page that will have additional information, FAQs, helpful tips for submitting an application, as well as JustGrants Training pages.

Here we have some submission information. So, you know, we just wanted to outline since we have kind of changed the way that we are doing submissions of grant applications. You'll have to submit an FS--SF, excuse me, 424 and also an SF-LLL in JustGrants--in Grants.gov, excuse me. You'll also need to obtain a DUNS number and a System of Award Management registration or renewal if you're coming back.

As well, you know, step two here, we want to outline that applicants will also have to submit the full application including attachments in JustGrants at Justgrants.usdoj.gov. So, again, this is important information that we would like to flag for you.

And here we have some information about our OJP Grants Application Resource Guide. So again, just really helpful information for our users, if you were to visit that website listed at the bottom, here, that will also provide information about the Grant Application

Resource Guide. [https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide] That again, is just helpful tips, FAQs, for our new users and also returning users looking to submit an application.

Here we have some web resources that we would like to make note of. Again, I'm not going to go over all of these in detail. But we have the Office for Victims of Crime home page; our Grants Financial Guide, which I have found extremely helpful, as well as our new grant--new grantees; and additional information about Grants.gov and JustGrants. So again, you'll have access to the contents of this webinar after the fact. So don't feel as though you need to quickly copy down all this information now.

And here we have some, as well, you know, contact information for technical assistance in submitting any aspects of your application, both within Grants.gov and also within JustGrants, as well as technical assistance with programmatic requirements as related to our OJP Response Center. So, just some helpful contact information.

And here we have some information dates. So, your Application Mechanics Webinar, those are going to be coming up here in April; April 8th at 1:00 p.m., and April 12th at 3:00 p.m. You will need to submit the SF-424, and the SF-LLL in Grants.gov by April 16th. So that's an important day to mark down. And you will then need to submit the full application in JustGrants.gov by April 30th. So, take note of those dates. It is a two-part submission process that you will need to meet both deadlines.

Okay. So now we have come to the question and answer portion of our presentation. I'm going to go ahead and pass the ball back to Alissa and we're going to be taking the lead here. Reviewing some of your questions that you've submitted into the Q&A portion of WebEx and answering what questions we are able to. So Alissa, back to you.

ALISSA HUNTOON: Great, thank you so much. Okay. So the first question. Sorry, I'm having a hard time seeing them as they come through. Mary Jo or Alyse? Oh, there we go.

So, the first question is, "Must all proposed projects serve state, local, and tribal law enforcement? Could a project focus solely on assisting tribal law enforcement?"

The--you know, the response is that, yes, that's up to you. It's up to you to propose a project and which--who it is that you want it to serve. So that is--that is up to you.

So, the next question is about "position descriptions. And are they required for key positions as well as attached documents?"

So, Heidi, that is a technical question that I would direct you back to the email, and the links, and the phone number for actual submission, in terms of what is required as an attachment versus within the narrative itself.

Another question is, "there's a reference list for the citations…" I don't understand that one. I think what you're--it says, "Is the reference list for the citations a part of the 20-page proposal narrative limit or that can be submitted as attachment?"

I think what you are referencing is when we're asking you in the Program Narrative to describe the issue, we're saying that you can cite or document relevant research, reports, documents, and things like that. So that is up to you how you want to do that, if you want to do that directly in the narrative itself then I would say yes, if you're attaching or adding an actual citation list, that that would--that would be part of the 20 pages. It's not asking for a--and a formal sort of citation here, it's just stating that you should be referencing or telling us, you know, if you're quoting research and things like that, where you're getting it from, is what it says.

The next question says, "The solicitation says to include position descriptions. To confirm, are you seeking the roles of individuals and the projects as opposed to their professional position descriptions?"

So, if I--if I'm understanding your question correctly, generally, what we--if you're proposing to hire somebody, then we would want to see sort of a position description if you have that. So, I don't know if that's a program, you know, a project manager, a coordinator of some kind, you know, a curriculum specialist. You know, who knows? So, if you're proposing to hire that as a brand new position, generally that's what we ask to see, is position descriptions. And generally, those are part of the attachments. But I would go into the attachment section specifically, in the solicitation and read it to make sure.

And one other thing I did want to add and highlight again, for everybody, which I didn't say before is--and it says this in the--in the solicitation itself, is the project that you're proposing should not duplicate other OJP-funded solicitations and should have the potential to broadly benefit the field. So that's right in the very first paragraph, but I wanted to make sure I highlighted that again. So, to be sure that what you're proposing isn't something that is already funded or could be funded under an OJP-funded solicitation.

Okay. Rick, hi. I see your notes. So in--here's another question about developing curriculum material. "Our understanding is that you're also expecting organizations to deliver training to law enforcement agencies. If this is correct, do you--do we have to mention all of the law enforcement agencies we've identified?"

So again, there--I can't strategize for you and tell you how to put your proposal together. All I can tell you is this is generated--this is meant to be field-generated. And in terms of what it is you're proposing to do, whether that's a series of training, whether that's a series of tools, whether that's a model approach, how you choose to design that and who you choose to deliver it to, is up to you.

Okay. Some of these are about just, you've submitted questions and haven't received a response yet. I would--I don't know who you submitted that question to. I don't know what

it was about. I don't know if it was a technical question. So, I would resubmit that to the Response Center.

Another question is, "Should we include an MOU or letter of support from an organization with which we'll be partnering?"

Again, I would direct you back to the section that talks about additional attachments or if we specifically ask for one or did not, then again, that's up to you in terms of how you want to present your project and your partners.

"Can you provide more detail about what the expectation should be, relative to a cooperative agreement?"

Without actually having a conversation with you one-on-one, it's hard for me to sort of answer that more, in more specifics than how it's described in the Financial Guide, which we provided the link to, it talks about the difference between a grant and a cooperative agreement and what that expectation is. But the general difference, Jackie, if this is helpful, is with the cooperative agreement, again, that's substantial involvement from the federal agency and partnership with you. So, being able to review materials, have input on speakers, agendas, help direct or redirect the project, those are, kind of, all things that would fall under substantial involvement. It is not to micromanage a day-to-day basis, but it is to have some input and oversight into the overall project, and the work, and the deliverables that are being worked on.

Alyse, do you see any other questions that I have missed?

ALYSE ALTENBURG: I do not. I think…

ALISSA HUNTOON: Okay. So, we'll just wait a second.

ALYSE ALTENBURG: Well now…

ALISSA HUNTOON: Go ahead.

ALYSE ALTENBURG: I don't know if Alissa, you answered this one, "Can the project timeline be for a period less than 36 months, (i.e., 24 or 30 months)?"

ALISSA HUNTOON: Thank you for--yeah, I see that one. That is up to you, it is--it says up to 36 months. So, that is up to you again, to--depending upon what it is that you're proposing to do, and what you determine is the best length of time.

MARY JO GIOVACCHINI: I believe some questions have been submitted in chat. If your question has not been answered and it is in chat, could you please copy it and put it into the Q&A?

ALISSA HUNTOON: Thanks Mary Jo, I'm looking through the chat now too just to make sure, but if folks…

MARY JO GIOVACCHINI: Yeah.

ALISSA HUNTOON: …can do that that would be great.

MARY JO GIOVACCHINI: It's--yeah.

ALISSA HUNTOON: Then we'll make sure we don't miss it.

MARY JO GIOVACCHINI: It's difficult to see the way the layout is. I actually think we may have receive--gotten all the questions. Let me see here.

ALYSE ALTENBURG: Actually, I see one--I see one more that just came in.

ALISSA HUNTOON: Oh, yes.

MARY JO GIOVACCHINI: Yes. Yup.

ALYSE ALTENBURG: Q&A. Yeah. So, it says, "the solicitation doesn't state that positions…" Oh, it just disappeared. Oh, my God. "The solicitation doesn't state that position descriptions should be attached, it only says that they should be included in the narrative. Can you please clarify this a bit more?"

ALISSA HUNTOON: Sure. Dianna, could I ask you to give your specific page number that you're referencing, so that would help us know exactly where you're finding this guidance. And I'm looking myself. But again, it's, you know… They're shorter now but they're still long. So…

ALYSE ALTENBURG: Heidi says page nine of--oh, wait. Now I'm getting several…

ALISSA HUNTOON: I see--that's fine. I see page 11, it says position descriptions and resumes.

Yeah, and again I know--I apologize because then I don't know if this is a JustGrants issue, sort of, in the way that the new system has been set-up and it's, sort of, changed how we--how we do this. But you can certainly include it as an attachment, and you know, reference it in your narrative. You know. I mean, if you--if you would be talking about who it is that's working on the project, you can add it as an attachment as well because there's obviously--there's a section for attachments.

And thanks to everybody for noting what page number that was on, I appreciate that.

Yeah. I mean, I would--I would not want you to add--I would not want you to add position descriptions, you know, themselves into the narrative. I mean, because that can take up a

lot of your space. So, I apologize that that is not clear in the solicitation itself. But I would attach them to the application up in the system. I wouldn't, you know, add your--all your position descriptions in the narrative. I would attach them.

These are all very good questions. Mary Jo, Alyse? I don't know if you want to give it another minute to see if anybody has any other questions.

MARY JO GIOVACCHINI: I think that sounds good. There is a question it looks like in chat.

ALISSA HUNTOON: Yeah, actually I just saw one more question here too about on the position descriptions. "Are we looking for only descriptions of new positions or all project positions? For example, if staff are going to work on the project, etc."

So, it says include position description for key positions. So, key positions, you know, generally, anybody that's working, you know, 50 percent or more. You know, on the project or have authority to make decisions, or guide the direction of the project. You know. So, project director, project manager, you know, anybody that's spending more than 50 percent of their time. But if it's a project assistance or somebody that's 20 percent of their time, I would not consider that key. And so, that may or may not be a new position, I don't know. It depends upon what it is that you're proposing. So, it's the more critical aspect there, is a key position and sort of their time, and influence on the project.

MARY JO GIOVACCHINI: Alissa, I just... Sorry, go ahead.

ALYSE ALTENBURG: Oh, yeah. Thanks Mary Jo. I was going to say, I see another question came in but it came in through the chat. And it says, "Will the government allow the use of other legible fonts, such as Arial, in the proposal narrative?"

ALISSA HUNTOON: All I can tell you is that what the solicitation asked for in the program narrative. So that is up to you whether you choose to follow that. But what is what we-- we're asking for.

MARY JO GIOVACCHINI: And Alissa, I don't see anything else in chat, or Q&A at this time.

ALISSA HUNTOON: Uh-hmm. Uh-hmm. Okay. And just a reminder to folks I will say as questions may pop up, you know, after today, in there, there is the Response Center contact information, phone numbers, emails that you can call if you have questions, technical questions or other questions. They do get funnelled back to Alyse and myself, if they're substantive. You know, and can't be answered by the Response Center, in terms of just a technical question. So please feel free to do that. But the person who submitted and said they asked a question a while back and haven't gotten an answer, hopefully maybe you're able to ask it again here, or resubmit that question to the Response Center. I just want to make sure you get a response.

MARY JO GIOVACCHINI: And I'll just add, for the purpose of transcripts, the OJP Response Center is available at 800-851-3420 or Grants@ncjrs.gov.

ALISSA HUNTOON: Okay. Great. Mary Jo, I'll turn it back to you in terms of if you want to close. Did you hear that Mary Jo? Are you--is there anything you wanted to say in terms of closing about where this will be posted or anything like that?

MARY JO GIOVACCHINI: Thank you. I was on mute. I apologize. So yes, we will be posting the OVC PowerPoint slides as well as the transcript to the OVC website. The slides will be posted most likely tomorrow, but definitely by the end of the week, and then a transcript probably, at the beginning of the week, maybe by Tuesday.

At this time, we do not have any other questions, so this will conclude the webinar.