OFFICE FOR VICTIMS OF CRIME

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# OVC FY 2021 Training and Technical Assistance for Human Trafficking Service Providers

## CFDA # 16.320

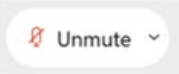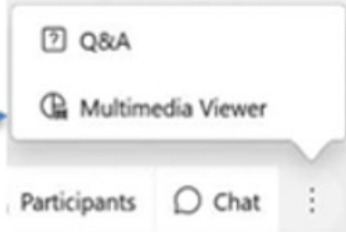## Grants.gov Solicitation Number: O-OVC-2021-63001

## April 14, 2021

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

# Important Information for Today's Webinar

- **Having difficulties hearing?** If listening via computer, click **the arrow next to the Mute/Unmute icon** to make adjustments. Still can't hear? Dial-in via phone using the information located in the meeting invite.

- **WebEx features** — Chat, Media Viewer, and Q&A

- **Live-captioning** — Available for the deaf or hard-of-hearing individuals. Click on the **Multimedia Viewer** to access.

- **Need technical assistance?** Select [ Chat ] and send your issue to the host.

- **Questions about the** presentation? Submit questions at any time during the presentation by using the **Q&A box** and **selecting all panelists**. Questions will be answered at the end of the presentation.

- A recording of the webinar will be made available at https://ovc.ojp.gov/funding/funding-webinars.

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# Presenter

**Sara Gilmer**

Senior Policy Advisor and
Victim Service 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

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: **Friday, April 30, 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 provide training and technical assistance to victim service providers supporting victims of all forms of human trafficking throughout the United States. 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:

❑ Nonprofit organizations having a 501(c)(3) status with the IRS, other than institutions of higher education

❑ Public- and state-controlled institutions of higher education

❑ Private institutions of higher education

❑ For-profit organizations other than small businesses

❑ Small businesses

❑ Native American tribal organizations (other than federally recognized tribal governments)

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

# Program Information

- The purpose of this program is to—

   (1) support OVC's human trafficking service provider grantees and their partners in meeting award goals and objectives and

   (2) provide practitioner-driven, evidence-based training and technical assistance on delivering services to victim service providers.

- This program will continue the support historically delivered to OVC and OVC human trafficking grantees through the OVC Training and Technical Assistance Center.

# Project-Specific Information

The selected applicant must:

- be able to assist victim service providers on a national scale in strengthening partnerships for victim identification, referral, and leveraging existing federal, state, local, and private programs and initiatives that survivors may qualify for.

- demonstrate knowledge of the broad range of services accessed by trafficking victims, evidence-based programming in the trafficking and related fields, and familiarity with how to support organizations in implementing federal awards.

- explain how the proposed approach incorporates the principles of trauma-informed care, victim-centered and survivor-informed programming, and adult learning.

# Programmatic Activities

1. Provision of proactive training and technical assistance to OVC grantees implementing human trafficking victim service awards.

2. Delivery of training and technical assistance on effective victim service programming for trafficking survivors.

3. Proactive collaboration with other human trafficking TTA providers to prevent duplication and strengthen the accessibility of resources.

4. Support for award data collection and assessment.

5. Other activities, as required, to meet the stated goals and objectives.

# Goals

1. Strengthen and expand the skills, expertise, and capacity of victim service providers to provide trauma-informed services to victims of human trafficking;

2. Increase collaboration between service providers, community partners, and other stakeholders to enhance identification, referrals, and service delivery; and

3. Support OVC human trafficking grantees in meeting their award goals and objectives.

# Objectives

**Successful applicants will achieve the goals through the following objectives:**

**IDENTIFY CHALLENGES AND OPPORTUNITIES**

Providing intensive training and technical assistance to OVC grantees implementing human trafficking victim service awards.

Developing and disseminating resources and training on service provision and programmatic effectiveness.

Increasing service providers' expertise and specialized skills.

Collaborating with other OVC human trafficking TTA providers.

Supporting data collection and assessment activities.

# Deliverables

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

- ❑ <u>TTA provided</u>: Measured semiannually by TTA requests received, TTS requests delivered, type of TTA provided, number of persons trained, and other key data points.

- ❑ <u>Quarterly Performance Measures Data Collection</u>: Award recipients will be required to submit performance measure data and a quarterly performance report in JustGrants.

- ❑ <u>Semiannual Progress Reports and Quarterly Financial Status Reports</u>

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# Federal Award Information

Maximum number of awards OVC expects to make:   1 Award

Estimated maximum dollar amount for each award:   $3 million

Total amount anticipated to be awarded under solicitation:   $3 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 **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.

# 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 (25%)
  - Project Design and Implementation (35%)
  - Capabilities and Competencies (25%)
  - Plan for Collecting the Data for this Solicitation's Performance Measures (5%)
- **Budget Worksheet including the Budget Narrative** (5%)
  - Letters of Support, Letters of Intent, and MOUs from 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,
- primary activities,
- products and deliverables,
- the service area, and who will benefit from the proposed project

This will be completed in the JustGrants Web-based form.

# 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 20 pages. Pages should be numbered "1 of 20," "2 of 20," 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 describe:**

- TTA needs of OVC-funded service providers assisting victims of all forms of human trafficking victims. Applicants may use qualitative and quantitative data to describe the problem.

- How OVC service provider grantees collect data on service delivery, to include common platforms used by grantees for case management, as well as usage of client satisfaction data.

- TTA or resources currently available to victim service providers and the remaining gaps as well as ongoing challenges in enhancing the quality and quantity of services available to human trafficking victims.

# 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 <u>solid</u> goals and <u>measurable</u> objectives:

  - Objectives should be **SMART:**

    **S**pecific, **M**easurable, **A**ttainable, **R**ealistic, and **T**ime-bound

- Focus on the future and setting a <u>realistic timeline</u> to complete the project.

# Proposal Narrative: Capabilities and Competencies

1. Demonstrate the institutional experience and expertise to effectively implement the requirements of this solicitation;

2. Identify the key individuals and organizations involved in the proposed project;

3. Demonstrate that the individuals and organizations identified have the capacity to address the stated need, including human trafficking, victim service, and national training and technical assistance expertise, and can successfully implement the proposed project activities;

4. Describe specific roles and responsibilities of all project partners and key staff;

# Proposal Narrative: Capabilities and Competencies (cont.)

5. Demonstrate that project staff have training and experience to implement project activities, document plans and position descriptions for staff to be hired, and detail proposed approach to ensuring staff are kept abreast of trends in the anti-trafficking field and in TTA delivery;

6. Clearly describe who will implement activities as described in the Project Design and Implementation section; and

7. Describe their administrative and financial capacity to manage federal funds. If the applicant has other TTA federal funding, describe the scope of each of these grants and describe how activities and data collection on these projects will be tracked separately to avoid duplication.

# 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?

# Budget Worksheet and Budget Narrative

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 <span style="color:red">3 required documents,</span> the following information <u>should be included</u> in the application submission:**

- Application for Federal Assistance (SF-424)

- Standard Application Information

- 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

- Service Partner MOUs, Letters of Intent, and Subcontracts/Subgrants

- Position Descriptions and Resumes

- Training Plan

- Research and Evaluation Independence and Integrity

- Request and Justification for Employee Compensation; Waiver (if applicable)

- Disclosure of Lobbying Activities (SF-LLL)

- Applicant Disclosure of Pending Applications

- 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

# Application Process

**Webinar:**
*Application Mechanics:*
*Submitting an Application*

Learn more about how to apply for DOJ funding opportunities by reviewing one of the **previous webinar sessions**.

# 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

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

**Step 2:** Applicants will submit the **full application** including attachments in JustGrants at 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)

QUICK TIP

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# OJP Grants Application Resource Guide



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 <u>SF-424 and SF-LLL</u> into Grants.Gov:** 800–518–4726, 606–545–5035 | support@grants.gov

**Technical Assistance Submitting the <u>FULL APPLICATION</u> 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

Application Mechanics Webinars

(recordings available [Training: Application Submission | JUSTICEGRANTS (usdoj.gov)](#))

Part 1: Submit SF-424, SF-LLL in Grants.gov by

**April 16** 11:59 p.m. e.t.

Part 2: Submit Full Application in JustGrants.gov by

**April 30** 11:59 p.m. e.t.

# Question Time



**To submit a question, use the Q&A Box and select all panelists.**