

[Transcript from the OVC Fiscal Year 2021 Training and Technical Assistance for Human Trafficking Service Providers pre-application webinar, which was held April 14, 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 Training and Technical Assistance for Human Trafficking Service Providers, hosted by the Office for Victims of Crime. At this time, I would like to introduce today's presenter, Sara Gilmer, Senior Policy Advisor and Victim Service Program Coordinator with the Office for Victims of Crime to begin today's webinar. Sara?

SARA GILMER: Thanks Daryl. So we'll go ahead and get started.

Much of the information that'll be presented in this webinar is from the solicitation, so I won't necessarily be reading every slide. I recommend that you have a copy of the solicitation available in front of you to consult with. So as a brief outline, I'm going to chat a little bit about what OVC is, break down the solicitation pieces that need to be addressed, give a quick overview of the application process, and then get to any questions that the audience may have.

So OVC's mission is to enhance the Nation's capacity to assist crime victims and provide leadership in changing policies and practices to promote justice and healing for all victims of crime. So our funding supports a broad range of programs from victims in tribal communities; state victim compensation and assistance programs, known as VOCA funding; training and technical assistance; victims of international terrorism and mass violence; as well as human trafficking programs; and other demonstration and service projects.

So, the solicitation closes on Friday, April 30th. Awards will be made by the end of the fiscal year, so no later than September 30th, and our project start date should be on or after October 1st.

So this program, we're seeking applications to provide training and technical assistance to victim service providers supporting victims of all forms of human trafficking within the United States. Next slide.

So here's the eligibility, it's the same as in the solicitation. Next slide.

So, the purpose of this program is to support OVC's human trafficking service provider grantees and their partners in meeting the award goals and objectives; and to provide practitioner-driven, evidence-based training and technical assistance on delivering services to service providers. So, this program will continue to support historically delivered to OVC human trafficking grantees through the OVC Training and Technical Assistance Center.

So, the selected applicant must be able to assist victim service providers on a national scale in strengthening their partnerships for victim identification, referral, and they must be able to help them leverage federal, state, local, and private programs and initiatives that survivors may qualify for. They must demonstrate knowledge of a broad range of services accessed by trafficking victims as well as evidence-based programming and trafficking and related fields, and

how to support organizations in implementing federal awards. The applicant must also explain how the proposed approach incorporates the principles of trauma-informed care, victim-centered, and survivor-informed programming, as well as principles of adult learning.

So programmatic activities include provision of proactive training and technical assistance to OVC grantees implementing victim service awards for trafficking survivors. The delivery of training and technical assistance on effective victim service programming. Proactive collaboration with other human trafficking TA providers to prevent duplication and strengthen accessibility of resources. Support for award data collection and assessment; and other activities, as required.

So the goals are to strengthen and expand the skills, expertise, and capacity of victim service providers to provide trauma-informed services; to increase collaboration between service providers, community partners, and other stakeholders specific to victim identification, referral, and service delivery; and to support OVC human trafficking grantees in meeting their award goals and objectives.

So here's a neat visual explaining how this all relates. And next slide please.

So the deliverables are related to the training and technical assistance provided, these are measured semiannually and include dimensions like TA requests received, TA requests delivered, types of TA provided, the number of TA recipients, and other key data points. So there's semiannual progress reports, as well as these data reports, and then quarterly financial reports, as well.

So the Federal Award Information, this is one award, a maximum amount of \$3 million total, over the course of 36 months with the period of performance start date of October 1, 2021.

So this is a cooperative agreement, which implies there's substantial involvement between the awarding agency, OVC, and the recipient during the performance period and the awarding agency closely participates in the program. Next slide, okay.

So let's get into some of the application information.

So these elements must be included in the submission to meet the basic minimum requirements to advance to peer review and be considered for funding. If these elements are not received, then you will not be--not advance to peer review. So that includes the Proposal Abstract, the Proposal Narrative, and the Budget Worksheet, which includes the Budget Narrative.

So the Abstract is just a clear and simple summary about your proposal, no more than 400 words. Next slide.

The Proposal Narrative must be double-spaced, use a standard 12-point font, have no less than one-inch margins, and not to exceed 20 pages. Pages should be numbered. Next slide.

So there's different sections in the Proposal Narrative. We'll briefly break down what we're looking for in each of these. Again, this is all outlined in the solicitation: the statement of the problem, the project design and implementation, capabilities and competencies, and the plan for collecting data.

So in the statement of the problem section, the applicant should describe the training and technical assistance needs of OVC-funded victim service providers assisting victims of all forms of trafficking and applicants may use qualitative and quantitative data just to describe this problem. Another part of the statement of the problem, how OVC--must describe 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. And then also this section must describe TTA or resources currently available to victim service providers, as well as remaining gaps on--and ongoing challenges.

So in the project design and implementation section, it should include the goals and objectives and activities that are aligned with the solicitation. It should be brief, concise, and clear, and create solid goals and measurable objectives. Just focus on the future and set a realistic timeline to complete the required goals of this project.

In the capabilities and competencies section, the applicant should demonstrate the institutional experience and expertise to effectively implement the requirements; identify key individuals and organizations involved in the proposed project; demonstrate that these individuals and organizations have the capacity to address the stated need, which is including human trafficking, victim service, and national training and technical expertise; and can successfully implement the proposed project activities; as well as describe the specific roles and responsibilities of all project partners and key staff.

It should also--this section should also demonstrate that project staff have training and experience to implement the project activities. They must clearly describe who will implement activities and then should--they should describe their administrative and financial capacity to manage federal funds. And if they have other TTA federal funding, describe the scope of these grants and how the activities and data collection on these projects will be tracked separately to avoid duplication.

So in the plan for collecting data, it should outline who's responsible for reporting the required performance measures, how will data be collected, any additional performance metrics, and what data sources will be used.

So the budget worksheet and budget narrative, please see the [OJP Grants Application Resource Guide](#) for this and for other information. This Grant Application Resource Guide applies to all grant funding across the Office of Justice Programs and gives you a lot of really important information on everything from civil rights requirements to how to structure your budget. So use the JustGrants web-based form. Personnel costs should relate to key personnel for the project. There should be adequate funding to fully implement the project and it's broken out by year for a total of 36 months, and should be--correspond with the information included in the Project

Proposal Narrative. So everything in the budget could--should correlate with activities described in the narrative.

Along with the three required documents that are needed, the abstract, the narrative, and the budget, to pass the BMR, the information should be included in the application. So this is all in the solicitation, but these are the other--the other attachments and required documentation that needs to be included.

Okay. So briefly going through the application process.

So, JustGrants has held a series of webinars on the mechanics of submitting an application. So you can check out their previous webinar sessions. Those recordings are available online. Tammy has just linked to them in the chat. [<https://justicegrants.usdoj.gov/training/training-application-submission#appln-mechanics>] So in these webinars, you'll be able to see the mechanics of steps you might need to take before applying for funding, how to navigate the information in Grants.gov, JustGrants roles and responsibilities, and where to find training materials and job aids. So please take a look at that if you're interested.

Again, there's a [DOJ Application Submission Checklist](#). This checklist will give you all of the steps that you need to take before submitting the application. This is a two-part application process. First in Grants.gov and then JustGrants. So you should check that out as well.

And then you can also see various JustGrants training and resources that are relevant. But particularly, I would recommend you look at the recordings and slide decks from the previous webinars on how to apply the mechanics, the mechanics of applying.

Okay. So for the submission information, again, this is a two-step process. At first you submit your SF-424 and then SF-LLL in Grants.gov. And then your second step is to submit the full application in JustGrants. Again, please refer to the [OJP Grant Application Resource Guide](#) for information on this. And if you need technical assistance on either of those pieces, the solicitation and the Grant Application Resource Guide will direct you into the--into the respective helplines or resource centers that you would need to contact. Thank you.

Okay. And there's some other web resources just in case you're interested, everything from [our website](#), the [DOJ \[Grants\] Financial Guide](#), to the [Grant Performance Measurement Reporting](#) information, to the [OJP Resource Center](#). Next slide.

And then again, here's the contact information separately for Grants.gov. Please note the lines, I know sometimes folks send in emails and it takes a lot of time to hear back. I'd recommend that if you're not hearing back after a while through one of the contact methods, that you try another one, as well.

All right. So again, because of this two-step process. Step one is due on April 16th in Grants.gov. And then the full application is due in JustGrants on April 30th.

Okay. And with that, we're going to open up to Q&A and make sure you put it in the Q&A box. I don't see any questions there now. And I know everybody's time is very valuable. So I will leave this open for a while and then we'll end when we don't have any more questions.

Let's see. There's a question here about "a timeline for tasks and activities to be completed, and if that is included."

Let's pull up the solicitation and see proposal narrative, and then disclosures and assurances. I'm just coming through to see if the time-task plan is a required part of this application. Give me one minute, while I search for that information. Yeah. So you'll see here that there's a training plan that's a part of this solicitation, so that is a separate attachment. Just like the position descriptions are not part of the project narrative, the information that you're addressing there can be a separate attachment for the tasks, and activities, and the timeline.

Okay. So there's a general question about "grant timelines."

We make awards once a year across OVC and our programs. So no, there are not multiple--there are not multiple series of awards made during the year. There's different app--or different solicitations that are open at different times, but there are not other solicitations. They're just posted once a year.

Okay. There's a question about "service providers on a national scale."

I can't really go beyond what's in the solicitation beside the fact that service providers provide services to trafficking victims across the country. And so when we're talking about national level TA, that means being responsive. OVC's grantees are in almost every state and territory. This TA needs to be able to be responsive to those organizations across the country.

The slides will be available--Tammy can remind everybody in the chat what the timeline is on that.

So we'll leave it open. Waiting for others, if they have additional questions.

So I can't provide any information on the training plan, beyond what is in the solicitation. The solicitation just states, "that they should describe the proposed approach in providing training and how to leverage existing training and technical assistance and how they'll coordinate." I see this in the solicitation, it's very similar to what we use in different--in different solicitations and so it's just acknowledging that there's a wide array of training and technical assistance funded by OVC.

Okay. Let's see. Let's see. There's a question about, "are position descriptions and resumes required for individuals or organizations who'll be working with our MOU agreements, as well or is this for positions within our organization?"

This is a great question. So what I would say is resumes, you can go through and you can see here, it's about whether or not they're considered key staff for your project. So for example, if

you are funding a significant part of their salary to participate in this project, you would want to include the resume or a position description as well. But it really depends on your project. I can't, kind of, speak to the specific project. Let's see what the guidance says here. "...Is for key positions," so that just is--it depends on what your project specifically looks like. Great question. Okay.

"The first phase of the process?"

I think that's just applying on Grants.gov, if you have any questions about that process, please consult the webinars that we were referring to as well, about the--or contact Grants.gov itself. So doing the application mechanics webinar is where all the information that's relevant to actually submitting your application will be.

So there's a question here about "focusing on all forms of trafficking."

Yeah. The solicitation is clear. You need to be able to provide training and technical assistance to service providers that are assisting victims of all forms of trafficking, per the TVPA.

And this is a good point to clarify, this is not a service provision solicitation. So this is not about your organization providing direct services.

So--okay. Let's see if there's any other questions that are coming up. Okay. I'll wait another minute or two.

There's a question here about "how grants are selected."

There's a peer review process, where external to DOJ experts review. So each application is reviewed by three different subject matter experts, folks in the field like yourself, and then based on those reviews and scoring, based on all the information included in the solicitation where it explains what must be included as well as other factors, they make recommendations. And then funding decisions are made from those recommendations.

Okay. If there's no other questions I'm happy to wrap. Thank you for those thoughtful questions and for your time.

Scrolling.

I think we're good Daryl and Tammy.

DARYL FOX: Yeah. And just a reminder, as always, the PowerPoint and transcript will be posted to the OVC website within a few days. So, if you want to reference this material, please go ahead and access that and you'll be able to pull that up.

So unless there's anything else Sara? So, on behalf of the Office for Victims of Crime and our panelist, Sara Gilmer, thank you all for joining today's webinar. This will end today's presentation.