

# OVC FY 2021 Services for Minor Victims of Labor Trafficking

CFDA # 16.320

Grants.gov Solicitation Number: O-OVC-2021-63002

April 7, 2021

Please have a copy of the solicitation available  
to follow along and take notes.



# Presenter

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## **Lindsay Waldrop**

Grants Management Specialist  
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

- ❑ 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

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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC), is seeking applications to support services for minor victims of labor 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:

- State governments
- City or township governments
- Public and State controlled institutions of higher education
- County governments
- Public housing authorities/Indian housing authorities
- Native American tribal organizations (other than federally recognized tribal governments)
- Native American tribal governments (federally recognized)
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education

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

# Goal

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- To develop, expand, or strengthen victim service programs for minor victims of labor trafficking, including programs that provide trauma-informed and developmentally appropriate services.



# Goal and Objective



Successful applicants will achieve this goal through the following objectives:

## IDENTIFY CHALLENGES AND OPPORTUNITIES

Provide services to meet the individualized needs of minor victims of labor trafficking.

Collaborate with and train local partners to ensure minor victims of labor trafficking are properly identified and referred for appropriate services.

Provide assistance or referrals to other essential services for minor victims of labor trafficking.

Collect data and participate in assessment activities to determine if the program is meeting stated goals and objectives.





# Deliverables

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

- ❑ Services provided: Measured quarterly by service-hour or units delivered, type of service, number of new and continuing victims served, and other key data points.
- ❑ Quarterly Performance Measures Data Collection: Award recipients will be required to submit performance measure data and a quarterly performance report in JustGrants.
- ❑ Semiannual Progress Reports and Quarterly Financial Status Reports





# Unallowable Costs

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The following activities cannot be supported with grant funds:

## **Holding Beds**

## **Stipends/Incentives to Participate in Services**

- Nominal cash or non-cash (e.g., taxi or ride share vouchers, public transportation tickets or tokens; money to pay for child care or gift cards for meals that are necessary when participants receive services) are allowable.

## **Primary Prevention Activities**

# Statutory Language

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See the statutory language that applies to all awards under this solicitation:

**Restrictions on Programs**

**Restriction on Organizations**

**Coordination with Law Enforcement**

# Federal Award Information

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Maximum number of awards OVC expects to make:	3 Awards
Estimated maximum dollar amount for each award:	\$665,000
Total amount anticipated to be awarded under solicitation:	\$2 million
Period of Performance start date:	10/01/2021
Period of Performance duration:	36 Months



# Type of Award

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This award will be made as a **Grant**:

- Legal instrument of financial assistance
- **Awarding agency** maintains an **oversight** and **monitoring** role
- **Without substantial involvement** with awarding agency

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**
  - Statement of the Problem (20%)
  - 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 (10%)**
  - Letters of Support, Letters of Intent, and MOUs and other project partners (5%)





# Proposal Abstract

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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
- Insert itemized goals of project



# Proposal Narrative Format

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## 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 25 pages. Pages should be numbered “1 of 20,” “2 of 20,” etc.
- Be submitted as an attachment in JustGrants.

# Proposal Narrative Format

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## 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

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## **This section must—**

1. identify the nature and scope of the problem that the program will address.
2. describe previous or current attempts to address the problem, including documentation of the number of labor trafficking victims served each year during 2018 and 2019 within the targeted geographic area.
3. describe the communities to be served.
4. describe current efforts to address the service needs of trafficking victims in the geographic area.

# 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 solid goals and measurable objectives:
  - Objectives should be **SMART**:  
**S**pecific, **M**easurable, **A**ttainable, **R**ealistic, and **T**ime-bound
- Focus on the future and setting a realistic timeline to complete the project.

# Proposal Narrative: Capabilities and Competencies



This section must—

1. demonstrate the institutional experience and expertise to effectively implement the requirements of this solicitation.
2. demonstrate a history of providing services on behalf of children and youth, and a capacity to address the legal needs of minors, such as parental consent and housing.
3. identify the key individuals and organizations involved in the proposed project.
4. demonstrate that the individuals and organizations identified have the capacity to address the stated need, including the expertise necessary to provide services to labor trafficking victims, and can successfully implement the proposed project activities.

# Proposal Narrative: Capabilities and Competencies (cont.)



5. describe specific roles and responsibilities of all project partners and key staff.
6. demonstrate that project staff have appropriate training and experience to implement project activities as described in the proposal, and document plans and position descriptions for staff to be hired. Organizational screening policies and procedures for staff working directly with minors should be detailed.
7. demonstrate the capacity and expertise of the lead applicant and all project partners to serve minor victims of labor trafficking.
8. clearly describe who will implement activities as described in the “Project Design and Implementation” section.
9. describe the applicant’s experience managing federal grants that support services to crime victims, and document the applicant’s administrative and financial capacity to manage federal grants.

# Proposal Narrative: Plan for Collecting Data

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- 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? – Any legal, policy, or other barriers to gaining access?



# 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 **3 required documents**, the following information should be included 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
- MOU and Other Supportive Documents
- Tribal Authorizing Resolution
- Research and Evaluation Independence and Integrity Statement
- Position Descriptions and Resumes
- Disclosure of Lobbying Activities (SF-LLL)
- DOJ Certified Standard Assurances
- Applicant Disclosure of Duplication in Cost Items
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
- Applicant Disclosure and Justification—DOJ High-Risk Grantees
- Request and Justification for Employee Compensation; Waiver (if applicable)

# Application for Federal Assistance (Standard Form (SF)-424)

## Double Check the SF-424

- Type of Application:** “New”
- Legal Name:** Enter the same legal name you use in all OJP award documents. Must be exactly the same.
- Start/End Dates:** 10/01/2021– not more than 09/30/24
- Estimated Funding:** Must match the federal request in the Detailed Budget Worksheet
- Project Description:** OVC FY 2021 Services for Minor Victims of Labor Trafficking

The SF-424 will be submitted in Grants.gov. See the [OJP Grant Application Resource Guide](#) for additional information.

U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS

Approved: OMB No. 1121-0329  
Expires 11/30/2020

**Background**  
Recipients' financial management systems and internal controls must meet certain requirements, including those set out in the "Part 200 Uniform Requirements" (2.C.F.R. Part 2800).  
Including at a minimum, the financial management system of each OJP award recipient must provide for the following:

- (1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, and the name of the Federal agency.
- (2) Accurate, current, and complete disclosure of the financial results of each Federal award or program.
- (3) Records that identify adequately the source and application of funds for Federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income, and interest, and be supported by source documentation.
- (4) Effective control over, and accountability for, all funds, property, and other assets. The recipient must adequately safeguard all assets and assure that they are used solely for authorized purposes.
- (5) Comparison of expenditures with budget amounts for each Federal award.
- (6) Written procedures to document the receipt and disbursement of Federal funds including procedures to minimize the time elapsing between the transfer of funds from the United States Treasury and the disbursement by the OJP recipient.
- (7) Written procedures for determining the allowability of costs in accordance with both the terms and conditions of the Federal award and the cost principles to apply to the Federal award.
- (8) Other important requirements related to retention requirements for records, use of open and machine readable formats in records, and certain Federal rights of access to award-related records and recipient personnel.

1. Name of Organization and Address:  
Organization Name:   
Street1:   
Street2:   
City:   
State:   
Zip Code:

2. Authorized Representative's Name and Title:  
Prefix:  First Name:  Middle Name:   
Last Name:  Suffix:   
Title:

3. Phone:  4. Fax:   
5. Email:

6. Year Established:  7. Employer Identification Number (EIN):  8. DUNS Number:

9. a) Is the applicant entity a nonprofit organization (including a nonprofit institution of higher education) as described in 26 U.S.C. 501(c)(3) and exempt from taxation under 26 U.S.C. 501(a)?  Yes  No  
If "No" skip to Question 10.  
If "Yes", complete Questions 9. b) and 9. c).

# Lobbying Form (SF-LLL)



All applicants must disclose the existence or nonexistence of lobbying activities by completing and submitting Form SF-LLL.

The SF-LLL will be submitted in Grants.gov.

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352 (See reverse for public burden disclosure.)

**DISCLOSURE OF LOBBYING ACTIVITIES**

Approved by OMB 0348-0046

1. Type of Federal Action:  
 a. contract  
 b. grant  
 c. cooperative agreement  
 d. loan  
 e. loan guarantee  
 f. loan insurance

2. Status of Federal Action:  
 a. bid/offer/application  
 b. initial award  
 c. post-award

3. Report Type:  
 a. initial filing  
 b. material change  
For Material Change Only:  
year \_\_\_\_\_ quarter \_\_\_\_\_  
date of last report \_\_\_\_\_

4. Name and Address of Reporting Entity:  
 Prime  
 subawardee  
Tier \_\_\_\_\_, if known:  
Congressional District, if known: \_\_\_\_\_  
6. Federal Department/Agency: \_\_\_\_\_

5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:  
Congressional District, if known: \_\_\_\_\_  
7. Federal Program Name/Description: \_\_\_\_\_  
CFDA Number, if applicable: \_\_\_\_\_

8. Federal Action Number, if known: \_\_\_\_\_

9. Award Amount, if known: \$ \_\_\_\_\_

10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): \_\_\_\_\_  
b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): \_\_\_\_\_

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
Date: \_\_\_\_\_

Federal Use Only:  
Authorized for Local Reproduction  
Standard Form LLL (Rev. 7-97)

To download the Disclosure for Lobbying Activities form, visit:

<https://ojp.gov/funding/Apply/Resources/Disclosure.pdf>

# Disclosure of Pending Applications



The **disclosure** (written statement) should include both **direct applications** for federal funding (e.g., applications to federal agencies) and **indirect applications** for such funding (e.g., applications to state agencies that will subgrants federal funds).

## **This written statement should include:**

- The federal or state funding agency name
- The solicitation name, project name, and description of the project
- The point of contact information at the applicable funding agency

# Applicant Disclosure of High-Risk Status



If an applicant is currently designated as high risk by a federal grant-making agency, then the applicant must include the following information in its application:

- 1) NAME AND CONTACT INFO OF THE DESIGNATING AGENCY**
- 2) DATE OF DESIGNATION**
- 3) REASON FOR DESIGNATION**





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# Application Process

# Register for Upcoming Application Submission Webinars



The image shows a laptop screen displaying the JUSTgrants Performance Management Repository interface. The interface includes a sidebar with navigation options like 'Home', 'My Office', 'JustGrants Search', 'Reproducible', 'Performance Man...', and 'Reports'. The main content area shows a table with columns for 'Edit Name', 'Question type', 'Last update', and 'Last added'. The table lists several 'Additional Mechanisms' with details like 'File upload', 'Text', and 'Last update' dates. To the right of the laptop, the Department of Justice seal is visible, featuring an eagle with a shield and the motto 'QUI PRO DOMINA JUSTITIA SEQUITUR'. Below the seal is the JUSTgrants logo, which consists of the text 'JUSTgrants' in a bold, blue font with a green underline, and 'JUSTICE GRANTS SYSTEM' in a smaller, blue font below it.

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

Learn more about how to apply for DOJ funding opportunities by registering for one of the [upcoming webinar sessions](#).



# Register for Upcoming Application Submission Webinars

Additional dates added: [\*Application Mechanics: Submitting an Application\*](#)

- Thursday, April 8, 2021 1:00 p.m. ET
- Monday, April 12, 2021 3:00 p.m. ET

## 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



**JUSTgrants**  
JUSTICE GRANTS SYSTEM

# 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**  
JUSTICE GRANTS SYSTEM

# 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



**JUSTgrants**  
JUSTICE GRANTS SYSTEM



# 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.

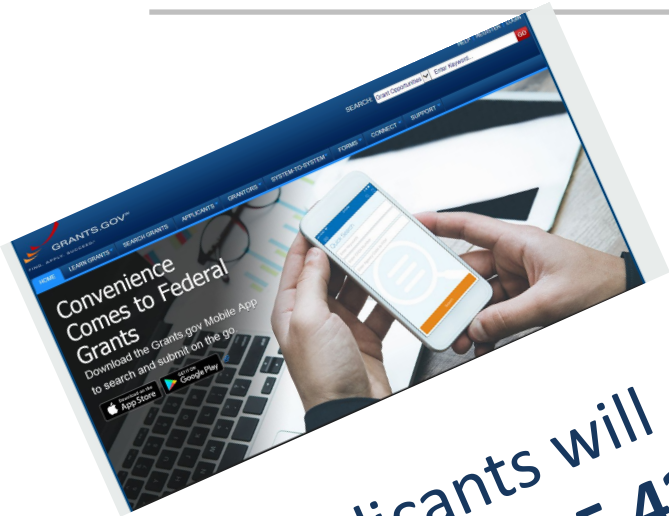


**Step 2:** Applicants will submit the **full application** including attachments in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov).



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-applicationresource-guide#howToApply>)

# Step 1: Apply in Grants.gov



Applicants will submit the **SF-424** and an **SF-LLL** in Grants.gov

## All Applicants should complete the following steps:

1. Acquire a unique entity identifier (a Data Universal Numbering System (DUNS) number)
2. Register or maintain registration with the System for Award Management (SAM) database well in advance of applying (replaces CCR).
3. Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.
4. Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).
5. Search for the funding opportunity on Grants.gov
6. Select the correct Competition ID.
7. Access Funding Opportunity and Application Package from Grants.gov.
8. Submit a valid application consistent with the solicitation by following the directions at Grants.gov.

# Step 2: Apply in JustGrants



Applicants will then submit the **full application** including attachments in JustGrants at [JustGrants.usdoj.gov](https://JustGrants.usdoj.gov).

# OJP Grants Application Resource Guide



The screenshot shows the top portion of the OJP website. The header is dark blue with the OJP seal on the left, the text "U.S. DEPARTMENT OF JUSTICE OFFICE OF JUSTICE PROGRAMS" in the center, and navigation links "Contact Us | Careers | Subscribe" on the right. Below the header is a search bar with a magnifying glass icon. A light blue navigation bar contains links for "Home", "About Us", "News Center", "Grants/Funding" (which is underlined), "For Congress", "Resources", "Topics", "Training", and "Data". Below the navigation bar is a breadcrumb trail: "Home / Grants/Funding / Applicant Resources". The main content area is a large dark 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

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- 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



## Application Mechanics Webinars

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



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



Part 2: Submit Full Application in JustGrants.gov by



# Question Time

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To submit a question, use the [Q&A Box](#) and select [all panelists](#).