Presenter

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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.

Office for Victims of Crime

JUSTICE FOR VICTIMS ● JUSTICE FOR ALL

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: **Tuesday, June 29, 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 for states or tribes to develop, enhance, and coordinate programs and activities geared toward improving outcomes for child and youth victims of sex and labor trafficking. This program aims to improve statewide coordination and multidisciplinary collaboration to address human trafficking involving children and youth. This program furthers the Department's mission by enhancing the field's response to child and youth victims of human trafficking.

Eligibility

❑Native American tribal governments (federally recognized)

❑State governments

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

OJP Priority Areas

In FY 2021 and in addition to executing any statutory prioritization that may be applicable, OJP will give priority consideration to applications as follows:

- Applications that will advance the promotion of civil rights, access to justice, support to crime victims, protecting the public from crime and evolving threats, or building trust between law enforcement and the community.
- Applications that demonstrate that the individuals who are intended to benefit from the requested grant reside in high-poverty areas or persistent-poverty counties.

For additional information, please see the solicitation.

Goal

Goal: to improve responses for child and youth victims of trafficking, with a focus on coordination at the statewide or tribal jurisdiction level, to create effective change across systems.

Objectives

Successful applicants will achieve this goal through the following objectives:

IDENTIFY CHALLENGES AND OPPORTUNITIES

Develop and implement a jurisdiction-wide strategy to combat the greatest challenge areas.

Develop protocols and procedures to ensure child and youth victims receive appropriate services.

Develop a unified strategy to provide training to professionals throughout the jurisdiction.

Fill gaps in existing services and coordinate responses in existing anti-trafficking and youth-serving efforts.

Conduct data collection evaluation activities.

Deliverables

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

- ❑ A written strategy or action plan.
- ❑ Documented lessons learned related to implementing the statewide strategy and the potential impacts on child and youth victims of human trafficking.
- ❑ Written protocols and procedures ensuring child and youth victims receive appropriate services, including developmentally, age-appropriate, and/or linguistically tailored referrals and/or services.
- ❑ A written training plan and submission of training materials.
- ❑ Outreach and awareness materials.
- ❑ Documentation and reporting on services provided.
- ❑ A Plan for Evaluation and Data Collection for this Solicitation's Performance Measures.

Unallowable Costs

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

Federal Award Information

Maximum number of awards OVC expects to make: 2 Awards

Estimated maximum dollar amount for each award: $1.5 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 **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.

Office for Victims of Crime

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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 (10%)

  - Project Design and Implementation (35%)

  - Capabilities and Competencies (30%)

  - Plan for Collecting the Data for this Solicitation's Performance Measures (5%)

- **Budget Worksheet and Budget Narrative (web-based form)** (10%)

  - Letters of Intent, and MOUs and project partners (10%)

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
- Insert itemized goals of project

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 include:

- A brief description of the sex trafficking and labor trafficking of children and youth in their state or tribal jurisdiction. Evidence that the problem exists, demonstrate the size and scope of the problem, and document existing efforts to address it, citing the source of the data. **Note: Data from multiple sources beyond national hotline data.**

- A description of current efforts to address the service needs of trafficking survivors in the geographic area, including programs funded through OVC, HHS, the Office on Violence Against Women, or with Victims of Crime Act (VOCA) state victim assistance funds. Explain how the proposed project is not duplicative, and how it targets identified gaps.

- Brief descriptions of relevant child-and youth-focused anti-trafficking programs and initiatives that currently exist in the state or tribal jurisdiction; federal, state, local, and tribal programs and grants that provide services to child and youth victims of trafficking, child and youth victims of crime (non-trafficking-specific) or to link systems of care for children, youth, and their families; and relevant state or tribal youth-focused or anti-trafficking protocols, strategies, or legislation.

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:**

  Specific, **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

- Organizational structure and operations of lead applicant and any partners;

- List of personnel;

- Resumes for key staff;

- Program coordinator; and

- Demonstrated experience providing services to victims of human trafficking.

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

Budget Worksheet and Budget Narrative (Web-Based Form)

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:

- Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov

- Standard Application Information (SF-424 info from Grants.gov)

- Indirect Cost Rate Agreement (if applicable)

- Financial Management and System of Internal Controls Questionnaire

- Disclosure of Process Related to Executive Compensation

- Tribal Authorizing Resolution (if applicable)

- Research and Evaluation Independence and Integrity

- Documentation of Advancing DOJ Priorities (if applicable)

- Documentation of High-Poverty Areas or Persistent-Poverty Counties (if applicable)

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

- Position Descriptions and Resumes

- Project Time-Task Plan

- Training Plan

- Logic Model

- Disclosure of Lobbying Activities (SF-LLL)

- Applicant Disclosure of Duplication in Cost Items

- 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

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

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

NEW

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
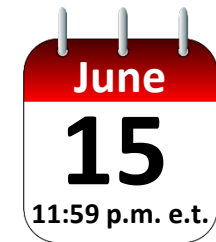
Important Dates

Application Mechanics Webinars

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

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

June 15 11:59 p.m. e.t.

Part 2: Submit Full Application in JustGrants.gov by

June 29 11:59 p.m. e.t.

Question Time

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