

# OVC FY 2022 Enhanced Collaborative Model Task Force to Combat Human Trafficking

CFDA # 16.320

Grants.gov Opportunity Number: O-OVC-2022-171264  
May 4, 2022

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



# Presenter

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## **Alissa Huntoon**

Senior Policy Advisor and Law  
Enforcement 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 attitudes, 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

- ❑ Grants.gov deadline: **Thursday, June 9, 2022**
- ❑ JustGrants deadline: **Thursday, June 16, 2022**
- ❑ DOJ expects to award grants no later than **September 30, 2022**
- ❑ All project **START** dates should be on or after **October 1, 2022\***



**\*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.**

# Eligibility



## Purpose Area 1:

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

*Eligibility*

*Criteria*



**Purpose Area 1 and 2:** OJP Enhanced Collaborative Model (ECM) recipients that received funding in fiscal years (FY) 2020 and 2021 are **ineligible** to apply under either Purpose Area in this solicitation.

**Purpose Area 2:** Eligible applicants must be a previous recipient of an OJP Enhanced Collaborative Model (ECM) Task Force To Combat Human Trafficking award.

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

# OVC Human Trafficking Division

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**OVC HTD Mission:** To enhance capacity to identify, assist, and provide services to all victims of human trafficking, OVC leads the nation in supporting victim-centered and trauma-informed programs, policies, and resources that promote justice, access, and empowerment.

# Categories



Competition ID	Category	Number of Awards	Dollar Amount for Awards	Performance Start Date	Performance Duration (Months)
C-OVC-2022-00008-PROD	Purpose Area 1: Development of New Human Trafficking Task Forces	18	\$750,000	10/1/2022 12:00 AM	36
C-OVC-2022-00009-PROD	Purpose Area 2: Expansion of Established ECM Human Trafficking Task Forces	12	\$750,000	10/1/2022 12:00 AM	36

**PA 1:** Task forces that are newly formed (formally operational less than 3 years) or have never received funding under the OJP ECM Task Force Program are eligible to apply

**PA 2:** Eligible applicants must be a previous recipient of an OJP ECM Task Force to Combat Human Trafficking award.



# ECM Program Goal



To support a sustainable, multidisciplinary, co-leadership task force approach to identify victims of all forms of human trafficking, provide access to services, and investigate and prosecute traffickers at the local, state, tribal and federal levels.

# Purpose Area 1 Funding Supports:



- critical first steps related to starting up a multidisciplinary task force and establishing a strong foundation of task force co-leadership structure, clear roles and responsibilities, and internal processes and protocols.
- the first 12–18 months of funding to formalize task force structure, develop operational procedures, access professional development and training opportunities, deliver training to key stakeholders, and conduct a community assessment.

# Purpose Area 2 Funding Supports:

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- expanded task force partnerships, refinement and implementation of existing and new protocols, meaningful survivor engagement, and efforts to implement a range of proactive approaches that are victim-centered and trauma- and survivor-informed.
- **Mandatory Program Requirements for both purpose areas listed on pages 6 and 7 of the solicitation.**

# OVC/ECM Key Definitions and Approach (pgs. 7-8)



- Access to Services and OVC Model Standards for Serving Victims and Survivors of Crimes
- Human Trafficking Grantee FAQs
- Victim-centered approach
- Trauma-informed approach
- Survivor-informed approach
- Proactive approach

# Objectives (pgs. 8-9)



1. Develop, sustain, and strengthen co-leadership structure and coordination of ECM task force partnerships and activities using the [\*Multidisciplinary Collaborative Model for Anti-Human Trafficking Task Forces: Development and Operations Roadmap\*](#) as a guide.
2. Develop, implement, and revise a set of protocols to guide overall task force operations, which includes both service delivery and investigative and prosecutorial activities.
3. Identify and serve victims of all types of human trafficking.

# Objectives (cont.)



4. Implement victim-centered, trauma-informed, and collaborative approaches.
5. Active involvement from all task force partners in planning and executing a range of proactive approaches that include victim-centered and trauma-informed investigations and prosecutions.
6. Investigate, refer, and prosecute both sex and labor trafficking cases at the local, state, tribal, and federal levels.
7. Assist victims of sex trafficking and labor trafficking in achieving increased safety, independence, self-sufficiency, and well-being through the provision of appropriate services.
8. Collect data and conduct ongoing assessment activities to determine if the program is meeting stated goals and objectives.



# Purpose Area 1 Summary of Deliverables (full list pgs. 9-10)



1. Memorandum of Understanding (MOU)
2. Collaborative partnerships
3. Full-time task force coordinator or director
4. A data-driven community assessment
5. A set of task force protocols
6. Jointly deliver targeted training and public awareness materials about sex trafficking and labor trafficking that have a shared message.
7. Provide an array of services to both victims of sex and labor trafficking
8. Revise and implement the Plan for Conducting Proactive Approaches to Victim-Centered and Trauma-Informed Investigations and Prosecutions
9. Develop a sustainability plan





# Purpose Area 2 Summary of Deliverables (full list pgs. 10-11)



1. Task force protocols – assess gaps in shared protocols/develop new task force protocols.
2. Strengthen and expand collaborative partnerships.
3. Identify a full-time task force coordinator or director.
4. Identify and conduct a range of proactive approaches for victim identification and prosecutions that go beyond online and vice style operations.
5. Provide an array of services to victims of both sex and labor trafficking.
6. Jointly deliver targeted training and public awareness materials about sex trafficking and labor trafficking that have a shared message.
7. If requested and under the direction of OVC and OVC TTA providers, provide peer support to newer task forces by participating in a minimum of two webinars or presentations.





# OJP Priority Areas



1. Priority Considerations Supporting Executive Order 13985, *Advancing Racial Equity and Support for Underserved Communities Through the Federal Government*
  - A. Applications that include project(s) that will promote racial equity and the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality, when making award decisions.
  - B. Applicants that can demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because the applicant (or at least one proposed subrecipient that will receive at least 30% of the requested award funding, as demonstrated in the Budget Worksheet and Budget Narrative) identifies as a culturally specific organization.

**For additional information, please see the solicitation.**



# Type of Award

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The 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 (pgs. 14-15)



These elements **MUST** be included in the application submission to meet the basic minimum requirements to advance to peer review:

- **Proposal Abstract**
- **Proposal Narrative**
  - Statement of the Problem (15%)
  - Project Design and Implementation (40%)
  - Capabilities and Competencies (20%)
  - Plan for Collecting the Data for this Solicitation's Performance Measures (10%)
- **Budget Worksheet and Budget Narrative (web-based form) (10%)**
- **Other (Letters of Intent, MOUs) (5%)**



**Remember, if you fail to submit ANY of required documents, your application will not be considered for funding!**



# 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:

- purpose of the project,
- primary activities,
- expected outcomes,
- the service area, and
- intended beneficiaries and subrecipients

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



# Proposal Narrative Format

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## The proposal narrative must:

- Be double-spaced.
- Use a standard 12-point font.
- 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: Key Elements (pgs. 15-18)

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This section must address:

1. Statement of the Problem (15 %)
2. Project Design and Implementation (40 %)
3. Capabilities and Competencies (20 %)
4. Plan to Collect Data (10%)

# Proposal Narrative: Project Design and Implementation



This **section** should include goals, objectives and activities that are aligned with the 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.



# Budget Worksheet and Budget Narrative (Web-Based Form)



- 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.
- Address Priority 1B considerations, if applicable.



# Create a SMART Budget



Be **SPECIFIC** when listing all your expenses

Under the computation column of the budget, make sure your costs are **MEASURABLE**

Ensure that your budget items are **ATTAINABLE**

If you put your timeline next to your budget, make sure each item is accounted for, then your budget should be **RELEVANT**.

Make sure your budget is **TIME-BOUND** and broken down year by year or month by month.



# Budget - Match (pgs. 13-14)

Federal funds awarded under this program may not cover more than 25% of the total costs of the project being funded. The applicant must identify the source of the 25% nonfederal portion of the total project costs and how match funds will be used.

- Matching funds are to be used in the same manner as Federal funds
- Recipients must maintain records/documentation regarding match

$$\frac{\text{Federal Award Amount}}{\text{Federal Share Percentage}} = \text{Adjusted (Total) Project Costs}$$

Required Recipient's Share Percentage x Adjusted Project Cost = Required Match

**Example:** 75%/25% match requirement: for a federal award amount of \$350,000, calculate match as follows:

$$\frac{\$350,000}{75\%} = \$466,667$$

$$25\% \times \$466,667 = \$116,667 \text{ match}$$

# Budget – Unallowable Costs (pg. 13)

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- Holding Beds
- Stipends/Incentives to participate in services
- Primary Prevention Activities
- Purchase/lease vehicles

# Applications Should Also Include



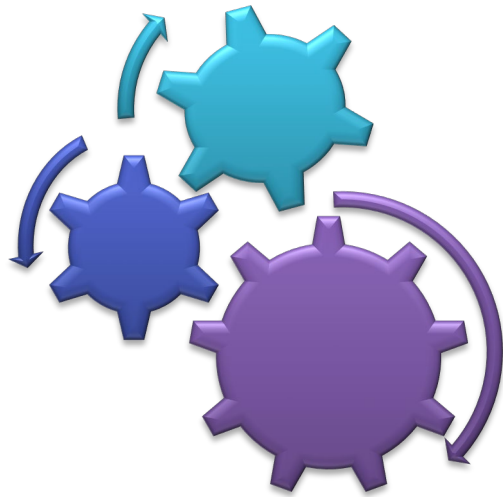
Along with the **3 required documents**, the following information should be included in the application submission:

- 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
- Task Force Organization Chart
- Letters of Intent and MOUs
- Plans to Implement a Range of Proactive Approaches
- Position Descriptions and Resumes
- Tribal Authorizing Resolution (if applicable)
- Research and Evaluation Independence and Integrity (if applicable)
- Documentation of DOJ Priority Areas (if applicable)
- Request and Justification for Employee Compensation; Waiver (if applicable)
- 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 (if applicable)

# Hallmarks of an Outstanding Application



- Use simple and concise language.
- Ensure information is presentable and organized!
- Add tables, graphs, staff photos, and other images when possible while being mindful of grant guidelines.
- Be realistic about how you will achieve goals.
- Get feedback from those who may run the project!
- Make sure the proposal is consistent with the solicitation.
- Check, recheck, and check again—budget, grant requirements, references, and other grant details.

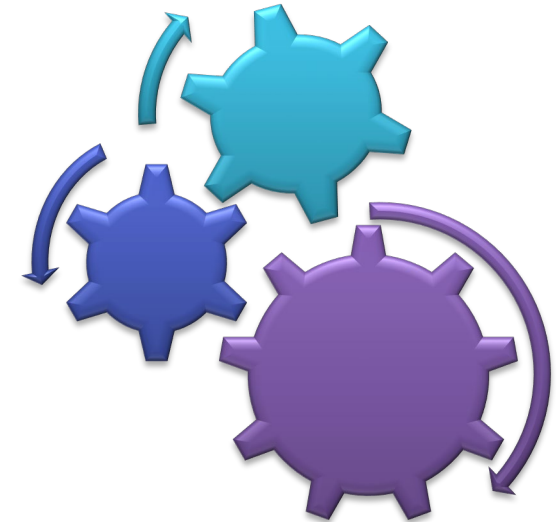




# Common Reasons Cited for a Weak Application



- Too ambitious or lacks focus
- Applicant lacks appropriate expertise to carry out the proposed project
- No evidence of feasibility (do not assume reviewers are as familiar with the project as you are)
- Poor writing and a lot of errors



# Application Process



# Two Step Application Process



Submission into Grants.Gov  
Due: **June 9, 2022**

Submission of the Full Application  
into JustGrants and Grants.gov  
Due: **June 16, 2022**

# Application Submission Overview



Applicants have two application submission deadlines:

1. Grants.gov (submitting the SF-424 and SF-LLL)
2. JustGrants



It's OK to enter preliminary budget or programmatic data in Grants.gov and update later in JustGrants.



A JustGrants submission should include all items as defined in the solicitation.



# Step 1: Apply in Grants.gov

DOJ applications require you to complete two things:

1

The Funding Opportunity and Application Package on Grants.gov.

- 1) Select **Apply for Grants** under the Applicants column.
- 2) Enter your email address to be notified of any changes to the opportunity package before the closing date.
- 3) Click the Workspace icon to use Grants.gov.

2

The SF-424 and SF-LLL on Grants.gov.

Within 48 hours of SF-424 and SF-LLL submission, you should receive two notifications from Grants.gov.

- 1) Confirming the receipt of the SF-424 and SF-LLL.
- 2) Stating whether the SF-424 and SF-LLL were successfully validated and submitted or were rejected due to errors—with an explanation.

# Step 2: Apply in JustGrants

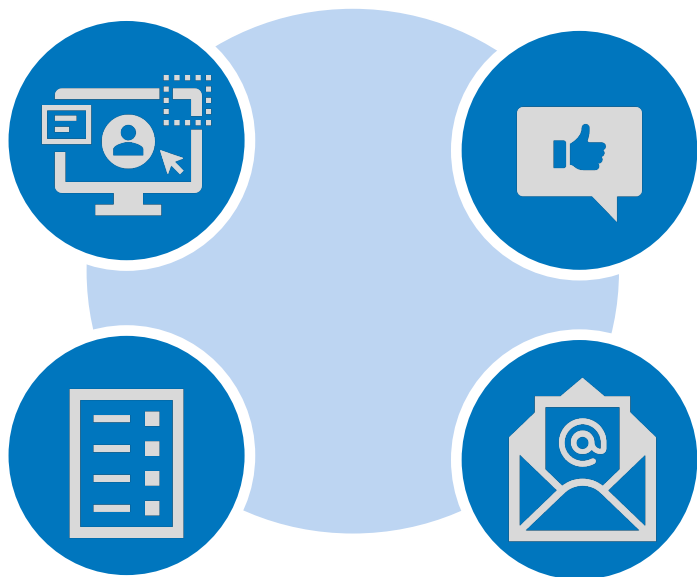


Applicants will then submit the **full application** including attachments in JustGrants at [JustGrants.usdoj.gov](https://JustGrants.usdoj.gov).



# Web-based Forms for Submission in JustGrants

There are certain web-based forms that must be submitted directly into the system.



- Proposal Abstract
- Solicitation-Specific Data submitted with the Application
- Goals, Objectives, Deliverables, and Timelines
- Budget Detail Form
- Application Disclosure of Duplication Cost Items

**Pay attention to required sections.** If a section is required and presents you with web-based entries, you cannot upload a document instead. You must use the format required in the application.

# What to Expect After Submitting an Application

The entity will be notified that they have received an award when all applications for the solicitation have been reviewed before September 30.

The system will notify:

- The Entity Administrator and Authorized Representative when the deadline for applications has changed.
- The Application Submitter, Entity Administrator, and Authorized Representative when the application is received in JustGrants from Grants.gov.
- The Entity Administrator when the award notification has been sent.

The entity should check the system regularly so that any upcoming deadlines for submitting applications and documentation are addressed in a timely manner.

Once the application deadline passes in JustGrants, you may see a banner that says it is past due. If your status is “Submitted,” your application has been received by DOJ and you can ignore the past due banner.

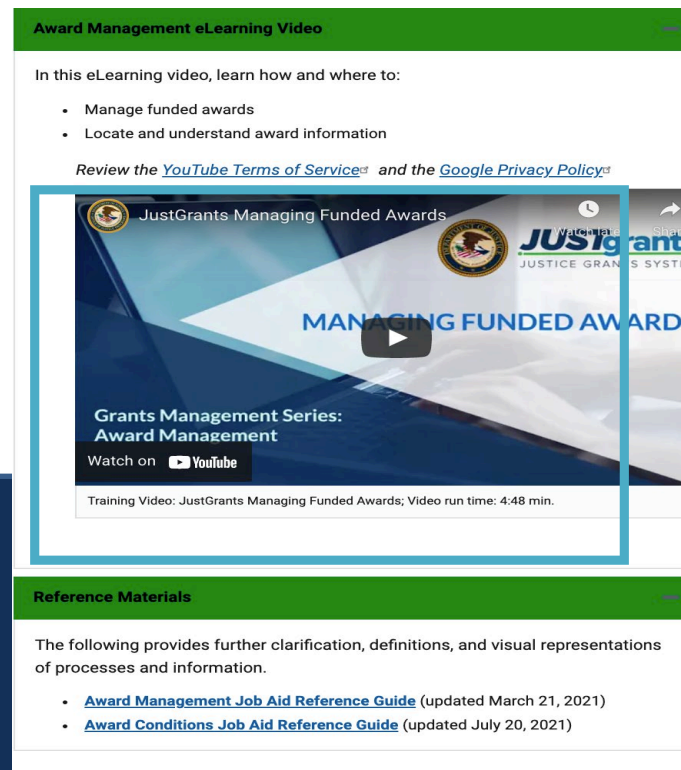


# JustGrants Training Resources



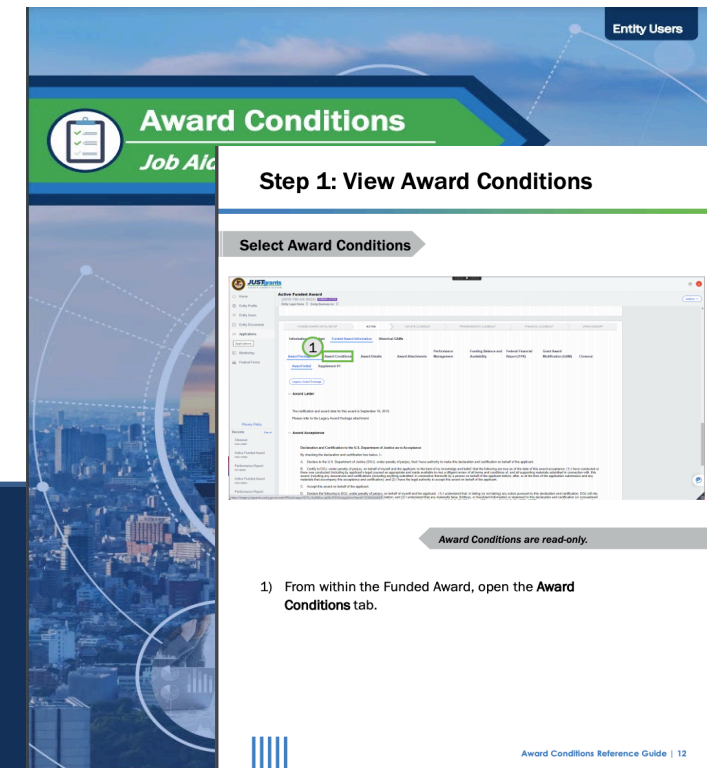
The screenshot shows the JustGrants website navigation menu. The 'Training' dropdown menu is open, listing various topics: Training, Entity Management, Entity User Experience, Application Submission, Grant Award Acceptance, Award Management, Grant Award Modifications, Financial Reporting, Performance Reporting, Monitoring, Closeout, and Virtual Q&A Sessions. Below the menu, a paragraph states: 'The Department of Justice (DOJ) grant making components—the Office, the Office of Justice Programs (OJP), and the Office on to serve as a resource hub for their grants management system of which launched on October 15, 2020.'

Organized by Topics



The screenshot shows the 'Award Management eLearning Video' page. It includes a list of topics: 'Manage funded awards' and 'Locate and understand award information'. Below the list, there is a video player for 'JustGrants Managing Funded Awards' with a play button and the text 'Grants Management Series: Award Management'. A note indicates the video run time is 4:48 min. Below the video player, there is a 'Reference Materials' section with two links: 'Award Management Job Aid Reference Guide (updated March 21, 2021)' and 'Award Conditions Job Aid Reference Guide (updated July 20, 2021)'. The page also includes links to 'YouTube Terms of Service' and 'Google Privacy Policy'.

Micro-learning videos



The screenshot shows the 'Award Conditions Job Aid Reference Guide' page. It features a 'Step 1: View Award Conditions' section with a 'Select Award Conditions' button. Below this, there is a screenshot of the JustGrants system interface showing a table of award conditions. A red circle highlights the 'Award Conditions' tab in the system interface. Below the screenshot, there is a list of instructions: '1) From within the Funded Award, open the Award Conditions tab.' The page also includes a 'Watch on YouTube' button and a footer with the text 'Award Conditions Reference Guide | 12'.

Job Aid Reference Guides



# OJP Grants Application Resource Guide



The screenshot shows the top portion of a website. At the top left is the U.S. Department of Justice seal. To its right, the text "U.S. DEPARTMENT OF JUSTICE" and "OFFICE OF JUSTICE PROGRAMS" is displayed. On the top right, there are links for "Contact Us", "Careers", "Subscribe", and a share icon. Below these is a search bar with the word "Search" and a magnifying glass icon. A navigation menu is located below the search bar, with "Grants/Funding" highlighted. Below the navigation menu is a breadcrumb trail: "Home / Grants/Funding / Applicant Resources". The main content area is a large blue rectangle with the text "OJP Grant Application Resource Guide" in white.

Visit: <https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide>





# OVC Pre-Application Webinars

- Review OVC's previously held [webinars](#):
  - *Part 1: Getting Ready to Apply*
  - *Part 2: Considerations When Building Your OVC Budget*
  - *Part 3: Preparing Your Proposal and What to Expect Next*
  - *Part 4: Overview of Upcoming Funding Opportunities in FY 2022*
- Review OVC's [current funding opportunities](#).
- Sign up for [News From OVC](#) to stay up-to-date with the webinars schedule.

# 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](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)

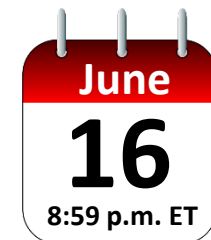
# Important Dates



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



Part 2: **Submit Full Application** in JustGrants.gov by



# Sign Up And Stay Connected!



The screenshot shows the top portion of the OVC website. At the top left is the OVC logo, which includes the Department of Justice seal and the text "Office for Victims of Crime" and "OVC". To the right of the logo are navigation links: "Help for Victims | About OVC | Subscribe | FAQs |" followed by a share icon. Below these links is a search bar with the word "Search" and a magnifying glass icon. Underneath the search bar is a horizontal menu with the following items: "About OVC", "News & Events", "Library & Multimedia", "Funding & Awards", "Programs", and "Topics". The main banner features a green-tinted background image of several hands clasped together. Overlaid on this image is the text "Justice for victims. Justice for all." in a large, white, sans-serif font. Below this text is a dark blue button with the white text "Help for victims".

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Sign up for updates on new funding opportunities and other OVC announcements at:

[https://puborder.ncjrs.gov/Listservs/subscribe\\_newsfromovc.asp](https://puborder.ncjrs.gov/Listservs/subscribe_newsfromovc.asp)

# 2022 National Crime Victims' Rights Week



Use the [2022 NCVRW artwork](#) to help inspire your community and raise awareness of victims' rights. The 2022 NCVRW theme is ***Rights, access, equity for all victims.***

This year's theme underscores the importance of helping crime survivors find their justice by—

- enforcing victims' rights,
- expanding access to services, and
- ensuring equity and inclusion for all.



# Go Social With OVC!

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**Like:** <https://www.facebook.com/OJPOVC>



**Follow:** <https://twitter.com/OJPOVC>



**Watch:** [www.youtube.com/user/OJPOVC](http://www.youtube.com/user/OJPOVC)



# Questions?

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To submit a question, use the [Q&A Box](#) and select [All Panelists](#)