

OVC FY 2022 Services for Minor Victims of Labor Trafficking

Assistance Listing Number: 16.320

Grants.gov Opportunity Number: O-OVC-2022-171292
May 16, 2022

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



Presenter



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

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 16, 2022**
- ❑ JustGrants deadline: **Thursday, June 23, 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

- City or township governments
- County governments
- 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
- Private institutions of higher education
- Public and State controlled institutions of higher education
- Public housing authorities/Indian housing authorities
- State governments*

Eligibility

Criteria



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

OVC Human Trafficking Division

Description



Human Trafficking Division 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.

Program Purpose: develop, expand, or strengthen victim service programs for victims of human trafficking.

This program will provide funding for services to victims of human trafficking, as defined by 22 U.S.C. § 7102(11).



Program Description

Organizations funded under this program will provide (directly and through partnerships) services that minor victims of labor trafficking often require to address their needs for safety, security, and healing. They will also be expected to integrate into their programming developmentally appropriate and evidence-based practices.

While funds are intended primarily for direct service to minor victims of labor trafficking, applicants should detail how they would respond to the needs of victims who are subjected to both sex and labor trafficking.

Services under this program can also extend to the victim's children and supportive non-offending parents, caregivers, sponsors, and guardians, as services for these individuals impact the minor's safety, recovery, and success. Efforts to refer family members to other free and low-cost services prior to using OVC funds must be documented.

Information on Managing a Human Trafficking Award



For more information on implementation of OVC Human Trafficking award, please consult the [OVC Human Trafficking Program FAQs](#)

Goal



The goal of this program is to develop, expand, or strengthen victim service programs for minor victims of labor trafficking, including programs that provide trauma-informed services.

Objectives



Objectives include:

1. Provide services to meet the individualized needs of minor victims of labor trafficking.
2. Collaborate with and train local partners (e.g., service providers, criminal justice professionals, members of the judiciary, community- and faith-based organizations) to ensure minor victims of labor trafficking are properly identified and referred for appropriate services.
3. Provide assistance or referrals to other essential services for minor victims of labor trafficking.
4. Collect data and participate in assessment activities to determine if the program is meeting the stated goals and objectives.



Deliverables



The deliverable to be provided are services, measured quarterly by service hours or units delivered, type of service, number of new and continuing victims served, and other key data points. Award recipients will be required to submit performance measure data and a quarterly performance report in JustGrants. Further guidance on the post-award submission process will be provided, if selected for award.





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.



Federal Award Information

Maximum number of awards OVC expects to make:	3 Awards
Maximum dollar amount for each award:	\$665,000
Total amount to be awarded under solicitation:	\$665,000
Period of Performance start date:	10/01/2022
Period of Performance duration:	36 Months



Type of Award

The awards 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.

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 and Budget Narrative (web-based form) (10%)**
- **Letters of Support, Letters of Intent, and MOUs from other project partners (5%)**



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



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:

- 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

The proposal narrative must:

- Be double-spaced
- Use a standard 12-point font
- Have no less than 1-inch margins
- NOT exceed 25 pages. Pages should be numbered “1 of 25,” “2 of 25,” etc.
- Be submitted as an attachment in JustGrants.



Proposal Narrative Format

The following sections are part of the proposal narrative:

1. Description of the issue
2. Project design and implementation
3. Capabilities and competencies
4. Plan for collecting the data required for this solicitation's performance measures



Outline ALL the grant requirements and make a plan to fulfill each and EVERY REQUIREMENT.

Proposal Narrative: Description of the Issue



This section must—

1. identify the nature and scope of the problem that the program will address. Applicants must demonstrate the problem of labor trafficking within the targeted geographic area. Cite the source(s) of this data from multiple sources.
2. describe previous or current attempts to address the problem; including documentation of the number of labor trafficking victims served each year during 2020 and 2021 within the targeted geographic area. Applicants must cite the source(s) of this data.
3. describe the communities to be served, including the geographic area, populations in the service area, and any groups that are vulnerable to labor trafficking. Applicants should identify any relevant underserved communities in their geographic area using supportive data.
4. describe current efforts to address the service needs of trafficking victims in the geographic area, including programs funded through OVC, the Department of Health and Human Services (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 targets identified gaps.

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**:
Specific, **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 (or have submitted formal agreements with partners with experience and expertise with the application) 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.
5. describe specific roles and responsibilities of all project partners and key staff.

Proposal Narrative: Capabilities and Competencies (cont.)



6. demonstrate that project staff have appropriate training and experience to implement project activities as described in the proposal, including the knowledge and expertise necessary to implement culturally responsive projects with the identified underserved communities, 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. If the applicant has other grants for providing services to victims of human trafficking, the applicant must 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



This section must—

1. state the applicant's understanding of the performance data reporting requirements for this grant program, and describe a plan for collecting all the performance measures data required by this solicitation.
2. identify key staff who will be responsible for collecting and reporting data.
3. outline a plan for conducting evaluation activities to determine if the project is meeting goals and objectives.



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

Federal funds awarded under this program may not cover more than 75% 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:

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

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

Applications Should Also Include



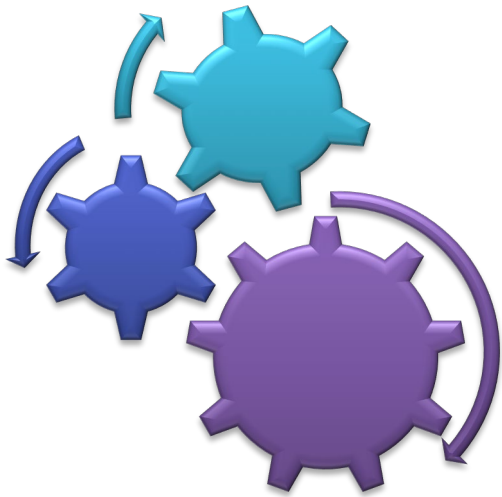
Along with the **3 required documents**, the following information **should be included** in the application submission:

- 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 (if applicable)
- Documentation of DOJ Priority Areas (if applicable)
- Service Partner Memoranda of Understanding (MOUs), Letters of Intent, and Subcontracts/Subgrants (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



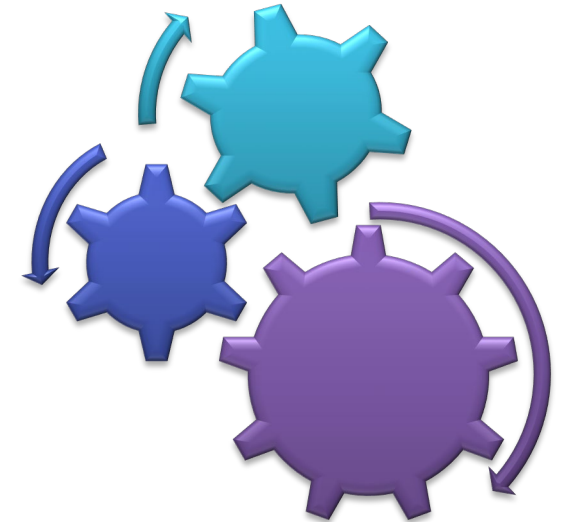
- Use simple and concise language.
- Ensure information is presentable and organized!
- Add tables, graphs, staff photos, and other images when possible while being mindful of grant guidelines.
- Be realistic about how you will achieve goals.
- Get feedback from those who may run the project!
- Make 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 16, 2022**

Submission of the Full Application
into JustGrants and Grants.gov
Due: **June 23, 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

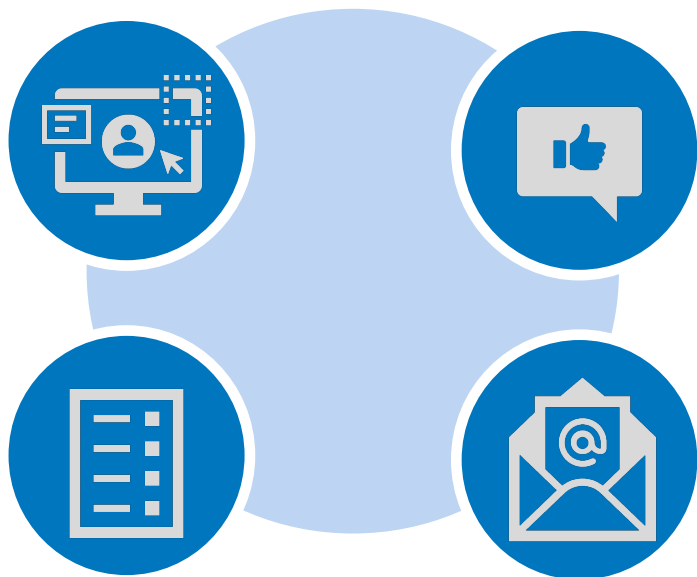


Applicants will then submit the **full application** including attachments in JustGrants at JustGrants.usdoj.gov.



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.

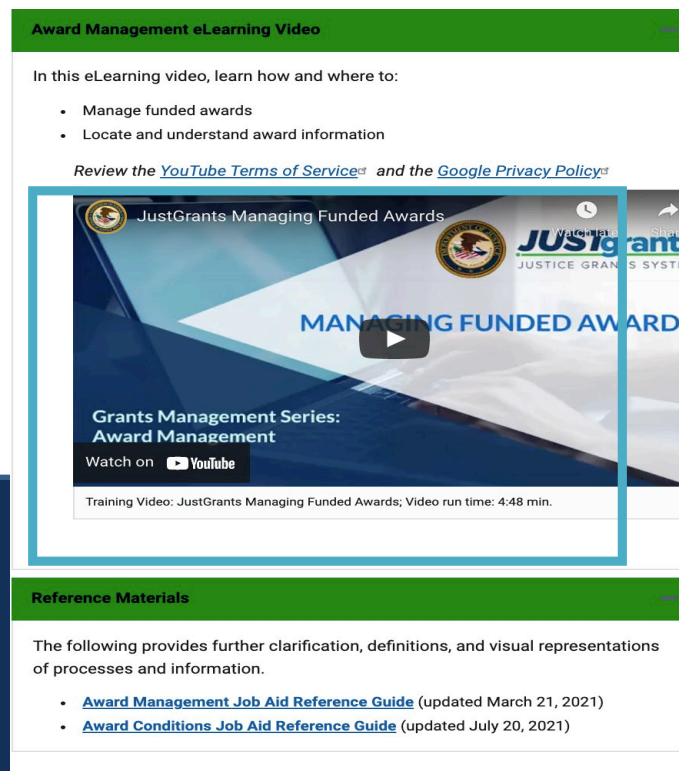


JustGrants Training Resources



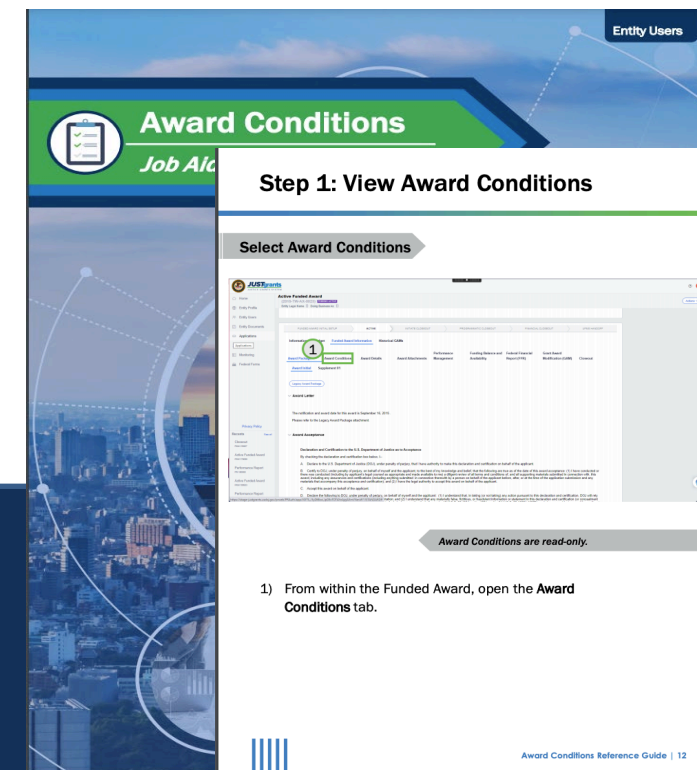
The screenshot shows the JustGrants website navigation menu. The 'Training' dropdown menu is open, listing various topics: Training, Entity Management, Entity User Experience, Application Submission, Grant Award Acceptance, Award Management, Grant Award Modifications, Financial Reporting, Performance Reporting, Monitoring, Closeout, and Virtual Q&A Sessions. Below the menu, a text block 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 link to 'Review the YouTube Terms of Service and the Google Privacy Policy'. A video player is embedded, showing a video titled 'JustGrants Managing Funded Awards' with a play button. Below the video player, it says 'Grants Management Series: Award Management' and 'Watch on YouTube'. At the bottom, it states 'Training Video: JustGrants Managing Funded Awards; Video run time: 4:48 min.' Below the video player, there is a 'Reference Materials' section with the following text: 'The following provides further clarification, definitions, and visual representations of processes and information.' and a list of 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 features a 'Entity Users' button in the top right corner.

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 'Award Conditions' tab in the system interface. The page also includes a 'Watch on YouTube' button and a 'Reference Materials' section with the following text: 'The following provides further clarification, definitions, and visual representations of processes and information.' and a list of links: 'Award Management Job Aid Reference Guide (updated March 21, 2021)' and 'Award Conditions Job Aid Reference Guide (updated July 20, 2021)'. At the bottom right, it says 'Award Conditions Reference Guide | 12'. The page also features a 'Entity Users' button in the top right corner.

Job Aid Reference Guides

JustGrants Office Hours: Application Mechanics



<p>Application Mechanics: Submitting an Application Training <i>Key Audience: Entity Administrator, Application Submitter, Authorized Representative</i></p>	<ul style="list-style-type: none">•Preparing to apply•Completing the abbreviated application in Grants.gov•Entity onboarding and JustGrants access•JustGrants roles and responsibilities•Assigning users' roles to applications•Completing, reviewing, certifying and submitting a JustGrants application•Attendee questions about application submission	<p>Every Wednesday from 2:30-4:00 p.m. ET Click the link to register for the session you wish to attend:</p> <ul style="list-style-type: none">•May 18, 2022•May 25, 2022
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Check website for updates: <https://justicegrants.usdoj.gov/training/training-virtual-sessions>

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 Office of Justice Programs logo. To its right, the text "U.S. DEPARTMENT OF JUSTICE" and "OFFICE OF JUSTICE PROGRAMS" is displayed. Further right 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 follows with links for "Home", "About Us", "News Center", "Grants/Funding" (which is highlighted with a yellow underline), "For Congress", "Resources", "Topics", "Training", and "Data". 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
- 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



Technical Assistance Submitting the FULL APPLICATION 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

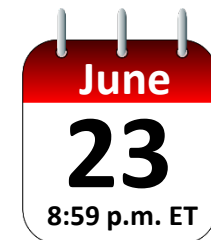
Important Dates



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. On the 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", and a share icon. Below these is a search bar with the word "Search" and a magnifying glass icon. A horizontal menu below the search bar contains: "About OVC", "News & Events", "Library & Multimedia", "Funding & Awards", "Programs", and "Topics". The main banner features a green-tinted background image of hands clasped together, with the text "Justice for victims. Justice for all." and a dark blue button labeled "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

Go Social With OVC!



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



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



Watch: www.youtube.com/user/OJPOVC

Questions?



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