DARYL FOX: Afternoon, everyone, and welcome to today's webinar, "Services for Minor Victims of Labor Trafficking," hosted by the Office for Victims of Crime.

This time, it's my pleasure to introduce Lindsay Waldrop, Grants Management Specialist with the Office for Victims of Crime, for some welcoming remarks and to begin the presentation. Lindsay?

LINDSAY WALDROP: Thank you so much, Daryl, and good afternoon to everyone on the call today. I am Lindsay Waldrop, a Grants Management Specialist at the Office for Victims of Crime, and I am going to be going over the solicitation with you today.

So, yeah, today, we're just really going to pick apart the solicitation. We'll start with an overview of OVC and our mission, break down the solicitation by project purpose, goal, and objectives, highlighting some important dates, and talking about the required documents. I'll share a little bit about the application process and hopefully, there will be time for question and answer.

So, the mission of the Office for Victims of Crime. OVC is committed to enhancing the Nation's capacity to assist crime victims and to providing leadership and changing attitudes, policies, practices to promote justice and healing for all victims of crime. So, our funding supports a variety of projects, and just a few examples. We support victims in Tribal communities. We run the state victim compensation and assistance programs--or we give out funds and then the states run them. We fund training and technical assistance and create and provide information resources. We fund victims of international terrorism and mass violence, federal agencies and their provision of victim services. We have demonstration projects and service projects. And we support survivors of human trafficking, which is the program we'll be talking about today.

So, just want to go over a few important deadlines, but I'll mention these a number of times during this presentation. So, your information that's due in Grants.gov, the deadline there is one month from today, Thursday, June 16th. And that required in Grants.gov is your SF-424 and your lobbying disclosure form.

The JustGrants deadline for the solicitation is Thursday, June 23rd, and that's your full application. You can expect to hear from DOJ--those who are awarded will expect to hear from DOJ no later than September 30th. And all project start dates will start on--or should be starting on October 1st.

An important note: if you do receive the award, just because the application--or because the award date starts on the first, doesn't mean that you are cleared to actually start the work. The budget needs to be cleared first.

So, for this solicitation, eligibility includes the following groups on the list. So, see if you or your organization would be included in this list.

So within the Office for Victims of Crime, there's a human trafficking-specific division. And the mission of that division is 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. So, this program is under the Human Trafficking Division, and it's funded through the Trafficking Victims Protection Act.

So, this program in particular, the program description, organizations funded under this program will provide, either directly or 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. Funds are primarily for direct services to minor victims of labor trafficking, but children experience all types of things, and often there's an overlap between sex and labor trafficking. So, applicants should be prepared to detail how they would respond to all needs of the child. Services under that program--under this program can also extend to the victim's--any children that the minors may have or nonoffending parents, caregivers, sponsors, and guardians. Efforts for derivative family members must--you must document that you have searched for other free or low-cost services before you're using the OVC funds for their derivative family members.

So, this is just a good resource, if you want to check it out, as you're thinking through your application design and implementation of a potential award. OVC Human Trafficking Division put out some [new FAQs](#) this past year and they answer a lot of good questions that you may have about what's required of the grants and what--just where you might find needed information. So, it's a great resource.

So, again, the goal of this program is to develop, expand, or strengthen victim service programs for minor victims of labor trafficking, including programs that are trauma-informed.

The objectives are to provide services to meet individualized needs of minor victims of labor track--trafficking, collaborate with and train local partners, provide assistance or referrals to other essential services to mi--that minor victims of labor trafficking may need that might not fall under your service area, and collect data and participate in assessment activities to determine if the program is meeting the stated goals and objectives.

The deliverable of this grant is the service itself, and that is measured quarterly by service hours or by 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 measures--performance measure debt--data and a quarterly performance report in JustGrants. So, more information on exactly what you'll need and how to do that would be provided, if selected for the award.

OJP is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individualized--individuals impacted by the justice system, strengthens community safety, and protects the public from crime and evolving threats, and builds trust between law enforcement and the community. Priority considerations supporting Executive Order 13985, "Advancing Racial Equity and Support for Underserved Communities Through the Federal Government." So, consistent with the executive order, the term "underserved community" refers to a population sharing a particular characteristic as well as geographic community that has been systematically denied a full opportunity to participate in aspects of economic, social, and civic life, or whose members have been historically underserved, marginalized, and adversely impacted by inequality. Such communities include, but are not limited to, Black people, Hispanics and Latino people, Native American and other Indigenous Peoples of North America, including Alaska Natives, Eskimos, and Aleuts, Asian-Americans, Native Hawaiians, and Pacific Islanders.

In support of this executive ord--executive order, OJP will give priority consideration to applications that include projects that will promote racial equity and the removal of barriers to access and opportunities for communities that have been historically underserved,

marginalized, and adversely affected by inequality when making award decisions. To receive this consideration, the applicant must describe how the proposed project will address potential inequities and barriers to equal opportunity and--and/or contribute to greater access to services for underserved and historically marginalized populations. We will give priority consideration to applicants that can demonstrate their capabilities and competencies for implementing their proposed project are enhanced because of the applicant or at least one proposed subrecipient that will receive at least 30 percent of the requested award funding, as demonstrated in the budget worksheet and budget narrative. If they identify as culturally specific organizations, to receive this additional priority consideration, applicants must describe how being a culturally specific organization will enhance their ability to implement the proposed project and should also special--the applicant should also specify which culturally specific populations are intended or expected to be served and to have their needs addressed under the proposed project. Culturally specific organizations are defined for purposes of this solicitation as private nonprofit or tribal organizations whose primary purpose as a whole is to provide culturally specific services to the underserved groups listed below--or, listed previously.

Please note, addressing these priority areas is one of many factors that OJP considers in making funding decisions. Receiving priority consideration for one or more pri--priority areas is not a guarantee of an award.

So, for this solicitation, OVC anticipates making 3 awards. The maximum dollar amount for each award is $665,000. The Period of Performance start date would be, again, October 1, 2022. And the performance period is 36 months, and that's a 36-month total award period.

So, there are different types of award vehicles. This award is being made as a grant. So, that's just, again, the legal instrument of financial assistance. With a grant, the awarding agency, OVC, maintains an oversight and monitoring role, but we do not have substantial involvement with the awarding agency and the day-to-day operations.

So, now just going into more details on the Application and Submission Information process.

So, applications must include these elements to even be considered. They need to meet these basic minimum requirements. They must include a proposal abstract. And I'm going to go into more details about all of these. A proposal narrative. Budget worksheet and budget narrative. Letters of support, letters of intent, and MOUs from project partners. And again, as I just said, if you fail to submit any of these required documents, your application will not be considered. So, it will not move forward from, sort of, the starting gate.

So a project--a proposal abstract, no more than 400 words summarizing the proposed project, including the purpose of the project, primary activities, expected--expected outcomes, the service area, intended beneficiaries and subrecipients, if known, will be completed in the JustGrants web-based form. This abstract should be written in the third person. And, if funded, this will be made publicly available on the OJP website. So, please give careful consideration to how you're writing your proposal abstract.

Proposal narrative format. So, your narrative must be double-spaced, 12-point font, no less than one-inch margins, and not exceed 25 pages. Pages should be numbered and they should be submitted when you go into JustGrants as an attachment. Adherence to the proposal narrative formatting requirements. If the proposal narrative fails to comply with the length-related restrictions, OVC may consider this noncompliance in peer review and when making their final decisions. So, please pay attention to how you're formatting your narrative.

So, there are certain sections that you need to break down your proposal narrative into, and that's these 4 sections. And again, I'm going to go into more detail over each one. So, you should start out with a description of the issue, and then go into a project design and implementation. There should be a section on capabilities and competencies of your staff and partners, and a plan for collecting the data required for the solicitation's performance measures.

So, your proposal narrative and your description of the issue. You need to identify the nature and scope of the problem that you're going to address. You must demonstrate the problem of labor trafficking within the area that you're going to be working and make sure you're citing that ar--that--your sources. Please describe current and previous attempts to address the issue, including documentation of number of labor trafficking victims that you've served in previous years. Describe the communities that you intend to serve, including geographic area, populations in the service area, groups that are known to be vulnerable to labor trafficking in your proposed service area. And then describe current efforts to address the service needs of trafficking victims, including any programs they are currently working on that are also funded through OVC, HHS, or OVW, VOCA, etc. Explain--be sure to explain, if you do say you have other funding to work on these, you explain how the proposed project is not duplicative and that you're actually going to be filling some gaps with this funding.

So, the next section is the project design and implementation section. This section should include goals and objectives and activities that are aligned with the solicitation. You should demonstrate the institutional experience and expertise in this section to effectively implement the requirement of the solicitation. Or, you should have submitted formal agreements with partners with experience and expertise to complement this--the solicitation, if you do not have the level of experience and expertise. You should be able to 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. You should identify in this section the key individuals and organizations involved in the proposed project. You should demonstrate that the individuals and organizations identified have the capacity to address the stated need, including expertise necessary to provide services to labor trafficking victims who are minors, and can successfully implement the proposed project. You should describe specific roles and responsibilities of all project partners and key staff. Demonstrate that project staff have appropriate training and experience to implement project activities, as you describe in your proposal. So, that includes the knowledge and expertise necessary to implement culturally responsive progra--projects with the identified underserved communities. And you should document plans and position descriptions for staff to be hired. Demonstrate the capacity and expertise of the lead applicant and all project partners to serve minor victims of labor trafficking. Clearly describe who will implement each activity, as described--as you described in the project design and implementation section. Describe your experience managing federal grants that support services to crime victims. And document your administrative and financial capacity to manage federal grants.

If you have grants providing services to vi--other grants providing services to victims of human trafficking, you must describe the scope of each of these grants and describe how activities and data collections will be tracked separately. If you, as the applicant, are seeking priority consideration under priority B, it should describe in this--in this section how being a culturally specific organization or--or funding a culturally specific subrecipient at a minimum of 30 percent of your project budget will enhance your ability to implement the proposed project. And should also--you should also specify which culturally specific population are intended or expected to be served in this section.

So, next is the capabilities and competencies section. This includes your staffing and your partners. You should demonstrate the institutional experience and expertise to effectively implement the requirements of the solicitation. Demonstrate a history of providing services on behalf of children and youth. Identify the key individuals and organizations that are going to be involved in your proposed project. Demonstrate that the individuals and organizations identified have the capacity to serve--to address the needs, including the expertise necessary to provide services to labor trafficking victims. Describe the specific roles and responsibilities of project staff.

You should demonstrate that staff have the appropriate training and expertise needed to implement the program. Demonstrate the capacity and expertise of the lead applicant and all of your partners, as said. Clearly demonstrate who is going to implement each of the activities that you described in your project design and implementation section. And describe the applicant's-- your experience managing federal grants.

Your next section should be the plan for collecting data. Performance measures are parameters against which progress toward goals can be addressed. It's a common language linking your plans and your performance and consists of your program inputs, activities, outputs, and outcomes. While this data satisfies the reporting requirement of your grant, it also provides an excellent opportunity to self-assess your program and your agency's progress. As a first step, you should review your program's performance measures, focusing on the numbers, narratives, and other data you will need to collect to answer the questions posed by OVC's solicitation. OJP will require each successful applicant to submit regular performance data that shows the completed works' results. The performance data directly relate to the goals, objectives, and deliverables identified in the goals, objectives, and deliverables discussion. Applicants can visit OJP's performance measurement page for an overview of performance measurement activities at OJP.

Your budget worksheet and the budget narrative. You should complete the JustGrants web-based form for this. So, you might be doing it yourself on a different form. But please note when you're submitting, it's a web-based form. Applicants will complete--You'll need to break out the cost by year, reflecting the 36-month total of project activity. Applicants can see the budget preparation and submission information section of the OJP Application Resource Guide for details on the budget and associated documentation, such as information on proposed subawards, proposed procurement contracts under awards, and pre-agreement costs. For questions pertaining to budget and examples of allowable and unallowable costs, please go to the DOJ Grants Financial Guide. You can Google that and find it. It is a huge--hugely helpful resource.

So, just like--just like your objective needs to be smart, so does your budget. Your budget also needs to be specific, measurable, actionable--achievable, relat--relevant, and time-bound. So, specific--be specific when listing your subcategories. Measurable--if you utilize the budget template within this book, then you'll be able to adhere to measuring your budget appropriately. This is under the computation column of the budget in JustGrants. Achievable--so, to ensure that your budget items are achievable, your budget needs to make sense. Relevant--if you put things in--if you put your timeline next to your budget, and are you sure that each item is accounted for in your budget? If you've listed hiring a project director in your timeline and discuss the project director's role in your project design, then it would be relevant to include a project director in your budget. On the other hand, if you did not include a project budget in your timeline or project design, then it would be not relevant to include it in your budget. And time-

bound. Your budget is usually listed year by year for a certain duration, into 3 years. It will be con--and it'll be confusing for your reviewer. So, some grant periods are less than a year and only for a specific season. Therefore, it's important to pay attention to what the duration is that you're applying for in your federal grant.

So, this is just an example of a federal funding under the solicitation. Federal funds under this program may not cover more than 75 percent of the total cost of the project funded. Applicants must identify the source of 25 percent nonfederal portion, or match, to be used. So, match can be both in kind--in kind or cash match, and here's an example of sort of the calculations that you would need to make when breaking that down.

So, the screen here lists other documents to be included as mentioned on the application checklist in your solicitation. So, I would use the checklist in your review prior to submitting your application to make sure that you have all of the needed documentation. That's pretty important.

And here's just a few tips for an outstanding application. I would remember when you're developing your program narrative and budget to use simple and concise language; information that is presentable and organized. Be realistic in your solicitation about what is actually achievable in that timeframe. I know some people get excited and want to put just sort of everything in their solicitation, and it's better to really just present what you are going to be able to do. And make sure you're getting feedback from those who are ac--who are running the project.

And here's some reasons that have been cited for a weak application. They're either too ambitious, as I said, or they lack focus. They're not really specific on what you're going to do with the funds. They might not have the capabilities and competencies to carry out what you're saying you're going to do. So, one section should really support and lift up the other. You don't have evidence as to feasibility of your ability to, in the past, do the--the work or partners that have been able to do this type of work. Or poor writing and a lot of errors. Those are things that do matter during peer review.

So, now I'm just going to share some details on the Application Process, as I know that's changed over the years.

And again, as I said, your submission of a few primary documents are due next month, June 16th, and then your full application is due June 23rd.

So, the--this part of the grants lifecycle involves completing and submitting web-based forms as well as attachments that are requested, based on the requirements in the solicitation. So, just to sort of go down the steps of what this--its like. The process of submitting an application in JustGrants begins with Grants.gov, and that's where you're going to, again, submit your SF-424 and your lobbying form. If you're applying for--You're not applying for funding through the COPS form, so, I can skip my--that next note to self.

And aside from those two forms I just mentioned, most of your application will be entered into JustGrants. Your entity information is populated based upon entries made into SAM.gov and then it's going to be used in Grants.gov. So, the information you have about your organization will be populated based on what you have in SAM.gov. So, you will have two application, as you know, submission deadlines. One is for the Grants.gov docs and the other is for JustGrants.

So, step one, when you're applying in Grants.gov, here are some details about applying in that section. Again, just to reiterate, I think the most important thing to know is that you need to go in there to submit those two documents. When--You'll get a confirmed receipt, and they'll let you know that that's been successful. I would submit doing it as soon as you can just to make sure your early--early before the deadline to make sure your--your--there are no technical errors or anything that can cause delay.

And then the next step is submitting in JustGrants.

So, again, just to remind you, there are certain parts of it that you actually have to enter the information directly into a web-based form or into JustGrants. That's going to be the abstract; your solicitation-specific data; your goals, objectives, deliverables, and timelines; your budget detail form; and your duplication of cost items. So, as you're drafting these, you might have them in a Word document or something else, but when you need to apply, you're going to apply for those online.

So, then, once you put your application in, you probably, I'm sure, are going to be wondering what happens next. The entity in--the person who is noted as the Entity Administrator in JustGrants will be notified if you have received the award by September 30th. Just a note about JustGrants is once you've submitted your application, the status in JustGrants will change to "submitted." You may also see a banner that says "past due," but that means that the submission deadline has passed or the submission date has passed. It does not mean that your application is past due. So, please just ignore that banner. Or do not have concerns about it.

These--We just want to let you know that JustGrants has a number of training resources. They're organized by topics. There are several quick videos that are intended--you can kind of sit and work and listen to them to just gain that information. And then there's Job Aid Reference Guides, which show page by page, sort of, screenshot by screenshot, different sections of JustGrants. So, they're really helpful if you're new to the database or--as the database has been making enhancements, you just want to make sure you're up on the processes.

And so, there's also office hours just to learn more about JustGrants. Every Wednesday, they are from 2:30 to 4:00 p.m., and you can click on these links on the screen to--or--to be able to get them. You should also be able to check it on--see the availability on our website at the link below.

And so, several times throughout the solicitation, you may see reference to an OJP Grants Resource Guide. And we just wanted to remind you of that or tell you where you could find the full Resource Guide if you want to view it. If ever there's an inconsistency between the resource guide and what it says in your solicitation, go with the guidance that is in your solicitation, as that would trump the general information that's provided in the Resource Guide.

There have been earlier--OVC held previously a few webinars about sort of considerations on building your budget, preparing your proposal, etc., things that go into more detail on this rather than my solicitation-specific pre-application webinar. So, those might be interesting for you to check out if you're preparing your solicitation--or your application. You can always go to OVC to see what else is currently being funded. And we recommend that if you want automatic updates when new things come out to sign up for our news from OVC.

This is just a list of important web-based resources that might be helpful to you as you're applying or if you are awarded.

And here are several different contact information you may need. Again, I think it's really important to apply early so that way, should you have any--need any technical support or come on any snafus, you have time to work with these folks to make sure things get taken care of in enough time.

Once again, those are the dates that you need to remember.

And another way to stay connected--I know I said to check out OVC News, and here's just another way to stay connected with us.

Or you can follow us on Facebook or Twitter.

And that's it. It's pretty quick and simple, but I'm here to answer questions that might not be very clear in the solicitation.

DARYL FOX: Great. Thanks for that, Lindsay. Just a reminder to everybody on the webinar today that the PowerPoint, recording, and transcript for today will be posted to the OVC website. So, if you need to go back and reference anything spoken to, or these slides, you'll be able to do so. Email will be sent out to the registrant list for today, so, you'll get notified when those are posted.

If you do have a question, far bottom right screen, 3 dots, hit "Q&A," and then select "All Panelists." We'll be happy, and Lindsay will be happy, to answer anything that comes through. So, nothing currently in the queue at this time, but we'll just wait a few more moments as you're thinking of something you may want to ask.

Then, also, we're just waiting for questions to come in, I'll put this slide back up. As Lindsay mentioned, this is the go-to contact information at any part of the application process as far as the SF-424 and LLL; Grants.gov. You can contact them. Or with the full application, contact JustGrants. Or anything with the solicitation itself, programmatic requirements and such, the OJP Response Center will be able to help you out for that.

OK, Lindsay, there's one that's come in. "Is there a conference requirement for this grant?"

LINDSAY WALDROP: No, there's not a requirement. You have the ability to provide training outreach, especially as, you know, sometimes communities don't know enough about labor trafficking or they might not know the services available through your organization. But there's certainly not a requirement to hold a conference. I think there is language mentioned about being available to attend, either in person or virtually, an OVC meeting to learn. It's an annual meeting to learn more about grant administrative aspects. But otherwise, there's no conference you're expected to attend.

DARYL FOX: OK, so, that seems to be all that's come in, Lindsay. Is there anything in closing you wanted to mention?

LINDSAY WALDROP: No. I mean, thank you for your interest in the solicitation and doing this work on behalf of minor victims of labor trafficking. And it's definitely, an underserved community, and please reach out to some of the resources available, should you have further questions after this and when you're into the application process.

DARYL FOX: Great. Thanks so much. So, on behalf of the Office for Victims of Crime and our panelist, we want to thank you for joining today's webinar. This will end today's presentation.