OFFICE FOR VICTIMS OF CRIME

JUSTICE FOR VICTIMS 🕚 JUSTICE FOR ALL

OVC FY 2022 Improving Outcomes for Child and Youth Victims of Human Trafficking

Assistance Listing Number: 16.320

Grants.gov Opportunity Number: O-OVC-2022-171313 May 26, 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



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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

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- Required Documents
- 3. Application Process
- 4. Questions and Answers

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





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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: Wednesday, June 22, 2022
- □ JustGrants deadline: Wednesday, June 29, 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



<u>Category 1</u>: Statewide or Tribal Jurisdiction-wide Response

- State governments*
- Native American tribal governments (Federally recognized)

<u>Category 2</u>: Training and Technical Assistance

- Public and State controlled institutions of higher education
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
 Eligibility
- For profit organizations other than small businesses
- Small businesses

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



Criteria 🍫

Program Description



OVC 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.

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).



Categories



Competition ID	Category	Number of Awards	Dollar Amount for Awards	Performance Start Date	Performance Duration (Months)
C-OVC-2022-00022-PROD	Category 1: Statewide or Tribal Jurisdiction-wide Response	3	\$1,500,000	10/1/2022 12:00 AM	36
C-OVC-2022-00023-PROD	Category 2: Training and Technical Assistance	1	\$1,000,000	10/1/2022 12:00 AM	36



Program Description



This program intends to improve outcomes for children and youth who are victims of human trafficking by integrating human trafficking policy and programming at the state or tribal level and enhancing coordinated, multidisciplinary, and statewide approaches to serving trafficked youth.

<u>Category 1</u>: seeks applications for up to three state or tribal jurisdictions to identify the state or tribe's greatest barriers to identifying and assisting child and youth victims of sex and labor trafficking and/or to investigating and prosecuting these cases, and to develop a statewide or tribal jurisdiction-wide strategy to address these challenges.

<u>Category 2</u>: seeks a training and technical assistance (TTA) provider, able to provide tailored and specific TTA to the sites funded under the Improving Outcomes for Child and Youth Victims of Human Trafficking program (both current and those funded during the duration of the TTA award), and to support states and tribes that are not currently funded under this program but are seeking to build their capacity to develop a statewide or tribal jurisdiction-wide strategy to address these challenges.



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.



Goals





Category 1: The overall goal of the program is 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. Recognizing that each jurisdiction is unique, applicants should identify the state or tribe's greatest barriers to identifying and assisting child and youth victims of sex and labor trafficking and/or to investigating and prosecuting these trafficking cases, and propose a program to systematically address those barriers.

Category 2: The overall goal of the program is to support states and tribes (both those that are funded under the OVC Improving Outcomes program and those that are not) in strengthening their cross-systems coordinated responses for child and youth victims of trafficking.



Category 1: Objectives



- 1. Develop and implement a jurisdiction-wide strategy to combat the greatest challenge areas in child and youth sex and labor trafficking within the state or tribe.
- 2. Develop protocols and procedures to ensure child and youth victims receive appropriate, evidence-based services, including developmentally age-appropriate and/or linguistically tailored referrals and/or services, and strengthen data collection across multiple systems of care that work with and provide services to youth.
- 3. Develop a unified strategy to provide training to professionals throughout the jurisdiction, including, but not limited to, law enforcement officers, first responders, victim service providers, health care professionals, educators, child welfare officials, juvenile justice personnel, prosecutors, judicial personnel, and other relevant organizations.
- 4. Fill gaps in existing services and coordinate responses in existing anti-trafficking and youth-serving efforts, including those related to victim assistance, law enforcement, child welfare, runaway and homeless youth, and juvenile justice, among others. Applicants should determine if there is an existing federally funded trafficking victim service provider within their jurisdiction, and work to ensure that an application under this program does not duplicate existing services currently funded by OVC, the Office on Violence Against Women, the Department of Health and Human Services (HHS), or another federal office or agency.
- 5. Conduct data collection and performance measurement activities to determine if the program is meeting stated goals and objectives.





Category 1: Deliverables



- A written strategic plan. The strategy should be developed with project partners and supported by the baseline data provided in the application. The strategic plan must be finalized by the grantee and approved by OVC within the first year of the project start date. The strategic plan should be revisited and updated annually based on lessons learned during implementation.
- 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 evidence-based services, including developmentally age-appropriate and/or linguistically tailored referrals and/or services.
- A written training plan and submission of training materials for jurisdiction stakeholders.
- Outreach and awareness materials, including social media and technology efforts, designed and tailored for those working with children and youth victims of human trafficking.
- Documentation and reporting on services provided.





Category 2: Objectives





- 1. Support program-funded grantees with tailored, project-specific technical assistance as they work to leverage existing victim assistance, law enforcement, and child welfare anti-human trafficking efforts for children and youth in their state or tribal jurisdiction.
- 2. Provide diverse technical and subject matter expertise and support, in consultation with OVC, to improve states' and tribes' capacity to respond to trafficked children and youth.
- 3. Review and provide input on training materials and resources developed by OVCfunded grantees prior to grantee submission to OVC.
- 4. Facilitate ongoing peer-to-peer consultation and networking among states and/or tribes working to improve their response to child and youth trafficking (both those that are funded under the OVC Improving Outcomes program and those that are not), and within a given state/tribe, to promote problem solving and innovation through the exchange of information, lessons learned, and new ideas.



Category 2: Objectives (cont.)





- 5. Conduct an assessment of each OVC-funded site's strategy, including an analysis of current laws, resources, and issues that impact the strategy.
- 6. Engage in dialogue with the states/tribes and assist with the development of policies, procedures, and resources to help the grantee: a) be as inclusive as possible of all child and youth trafficking victims in the state or tribal jurisdiction; b) end the criminalization of minor victims of trafficking as a result of their own victimization.
- 7. Work in coordination with other OVC-funded anti-trafficking TTA providers, leveraging expertise so that information and resources are available and coordinated for grantees.
- 8. Collect, summarize, and communicate information about the project, useful lessons learned, and recommendations for OVC, states, localities, and systems, including through the development of public-facing tools and resources.



Category 2: Deliverables



- A report, matrix, or map of the strategies of each grantee, including documentation of existing resources, successes, and challenges that each site faces, to be shared with OVC and the funded grantees annually.
- Publicly available tools and resources to help states build their capacity to address the trafficking of minors on a statewide or tribal jurisdiction-wide level.
 - For example, a publicly available quarterly newsletter, and distribution thereof, that promotes and highlights the work of the OVC-funded states/tribes under this program and provides guidance to states looking to replicate this work.
- Establishment and implementation of an annual project-specific grantee meeting.

TTA delivery methods should be creative and adaptive according to the needs of the specific grant program and the specific state needs; this could include in-person, online, phone, and email consultations, resource development, and other distance/online learning technologies.



PROJECT DELIVERABLE

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.



Types of Awards



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
 - Description of the Issue (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 from project partners (10%)



Remember, if you fail to submit <u>ANY</u> of required documents, your application <u>will not</u> 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.





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.





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



Category 1 applicants must briefly describe the sex trafficking and labor trafficking of children and youth in their state or tribal jurisdiction. They should use state or tribal jurisdiction baseline data to provide 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 should come from multiple sources and extend beyond national hotline data. Relevant baseline data might include:

- Number of human trafficking cases investigated, cases prosecuted, and traffickers convicted in the state or tribal jurisdiction for calendar years 2019, 2020, and 2021, if possible, noting the number of involved child victims. Applicants are encouraged to include trafficking cases investigated and prosecuted using other relevant federal, state, and tribal statutes, including those related to child exploitation.
- Number of minors (if any) arrested and charged for infractions related to the sale of commercial sex, and/or labor trafficking, during calendar years 2019, 2020, and 2021.
- Number of child and youth trafficking victims identified and assisted with comprehensive services for calendar years 2019, 2020, and 2021.



Proposal Narrative: Description of the Issue (cont.)



- Category 2 applicants must briefly describe the need for indepth, proactive, and tailored ongoing support to states and tribes working to strengthen their response to trafficking of children and youth. Applicants must demonstrate a clear understanding of the Improving Outcomes for Child and Youth Victims of Human Trafficking program.
- Applicants must describe their understanding of the problem to be addressed, including relevant equity considerations and underserved communities. Applicants should identify existing quantitative and qualitative data that supports their Description of the Issue.



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 <u>solid</u> goals and <u>measurable</u> objectives:
 - Objectives should be **SMART**:

Specific, Measurable, Attainable, Realistic, and Time-bound

• Focus on the future and setting a <u>realistic timeline</u> to complete the project.

Proposal Narrative: Capabilities and Competencies



Category 1 Applicants must address the following items in this section:

- The roles and responsibilities of the lead agency and the partner agencies and/or entities committed to the effort. This discussion must explain the project's organizational structure and operations. MOUs or Letters of Intent should be included as a separate attachment to the application.
- Any previous or current experience conducting comprehensive planning responding to the trafficking of children and youth.
- A list of personnel, in addition to the identified coordinator, responsible for managing and implementing the major stages of the project, and a description of the current and proposed professional staff members' unique qualifications that enable them to fulfill their responsibilities.
- Resumes for key staff identified must be submitted as a separate attachment to the application.
- Demonstrate that project staff have appropriate training and experience to implement the project activities as described in the proposal, including the knowledge and expertise necessary to implement culturally responsive projects with the identified underserved communities. Document position descriptions for staff to be hired.
- The coordinator who will organize state or tribal efforts to improve outcomes for child and youth victims of human trafficking must be empowered to lead.
- Address Priority 1(B), considerations, as applicable.



Proposal Narrative: Capabilities and Competencies (cont.)



Category 2 Applicants must address the following items in this section:

- Demonstrate the institutional experience and expertise (or have submitted formal agreements (e.g., MOUs, etc.) with partners with experience and expertise) to effectively implement the requirements of this solicitation.
- Identify the key individuals and organizations involved in the proposed project.
- Describe specific roles and responsibilities of all project partners (via MOUs/Letters of Intent) and key staff (via resumes as a separate attachment).
- Demonstrate that the applicant, consultants, and/or partner organizations identified in the proposal have the capacity and experience to implement project activities, including (if applicable) the expertise necessary to deliver culturally responsive TTA to the targeted audience and to address identified challenges related to equity and historically marginalized and underserved communities.
- Document plans and position descriptions for staff to be hired, and the proposed approach to ensuring staff are kept abreast of trends in the anti-trafficking field and in TTA delivery.
- Clearly describe who will implement activities as described in the Project Design and Implementation section.
- Describe their administrative and financial capacity to manage federal funds.
- Address Priority 1(B), considerations, as applicable.



Proposal Narrative: Plan for Collecting Data

This section must include—

- 1.A plan for collecting all of the performance measures data required by this solicitation.
- 2. A description of the qualifications of key staff who will be responsible for collecting data and reporting performance measures in JustGrants.







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 <u>SMART</u> 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.



GOAL SETTING

SPECIFIC

MEASURABLE

ATTAINABLE

RELEVANT

TIME-BOUND

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

<u>Federal Award Amount</u> = Adjusted (Total) Project Costs Federal Share Percentage

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:

<u>\$350,000</u> = \$466,667 75% 25% x \$466,667 = \$116,667 match



Applications Should Also Include



Along with the <u>3</u> required documents, the following information <u>should be included</u> in the application submission: • Tribal Authorizing Resolution (if applicable)

- 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
- Service Partner MOUs, Letters of Intent, and Subcontracts/Subgrants (Category 1 applicants)
- Position Descriptions and Resumes
- Training Plan (Category 1 applicants)
- Logic Model (Category 1 applicants)
- Time-Task Plan

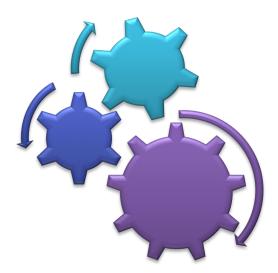
- Research and Evaluation Independence and Integrity (if applicable)
- Documentation of DOJ Priority Areas (if applicable)
- Request and Justification for Employee Compensation; Waiver (if applicable)
- Disclosure of Lobbying Activities (SF-LLL)
- Applicant Disclosure of Duplication in Cost Items
- DOJ Certified Standard Assurances
- 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!



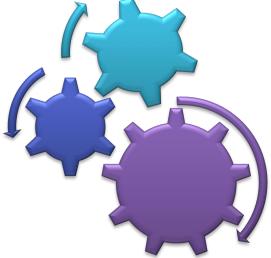
- Add tables, graphs, staff photos, and other images when possible while being mindful of grant guidelines.
- Be realistic about how you will achieve goals.
- Get feedback from those who may run the project!
- Make sure the proposal is consistent with the solicitation.
- Check, recheck, and check again—budget, 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 22, 2022 Submission of the Full Application into JustGrants and Grants.gov Due: June 29, 2022



Application Submission Overview







- 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.



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Confirming the receipt of the SF-424 and SF-LLL.

Stating whether the SF-424 and SF-LLL were

successfully validated and submitted or were rejected due to errors—with an explanation.

2)

Within 48 hours of SF-424 and SF-LLL

submission, you should receive two notifications from Grants.gov.

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

DOJ applications require you to complete two things:

Step 1: Apply in Grants.gov

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.









Step 2: Apply in JustGrants





Applicants will then submit the <u>full application</u> including attachments in JustGrants at <u>JustGrants.usdoj.gov</u>.





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



Entity Users



The Department of Justice (DOJ) grant making components-th 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

Micro-learning videos

Job Aid Reference Guides

JustGrants Office Hours: Application Mechanics



Application Mechanics: Submitting an Application Training Key Audience: Entity Administrator, Application Submitter, Authorized Representative	 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 	Every Wednesday from 2:30-4:00 p.m. ET
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Check website for updates: <u>https://justicegrants.usdoj.gov/training/training-virtual-sessions</u>



OJP Grants Application Resource Guide



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



OVC Pre-Application Webinars



- Review OVC's previously held <u>webinars</u>:
 - 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 <u>current funding opportunities</u>.
- Sign up for <u>News From OVC</u> to stay up-to-date with the webinars schedule.

Important Web Resources



- Office for Victims of Crime: <u>https://ovc.ojp.gov</u>
- DOJ Grants Financial Guide: <u>https://ojp.gov/financialguide/DOJ/index.htm</u>
- JustGrants: https://justicegrants.usdoj.gov/
- Grants.gov: <u>https://www.grants.gov</u>
- OJP Grant Application Resource Guide: <u>https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide</u>
- OVC Training and Technical Assistance Center: <u>www.ovcttac.gov</u>
- Grant Performance Measurement Reporting: <u>https://ojp.gov/performance/</u>
- OJP Resource Center: <u>https://www.ojp.gov/ncjrs/new-ojp-resources</u>



Important Contact Information





Technical Assistance Submitting the <u>SF-424 and SF-LLL</u> into Grants.Gov: 800–518–4726, 606–545–5035 | <u>support@grants.gov</u>



Technical Assistance Submitting the FULL APPLICATION intoJustGrants:833-872-5175 | JustGrants.Support@usdoj.gov



Technical Assistance with Programmatic Requirements contact theOJP Response Center:800–851–3420 | grants@ncjrs.gov





Important Dates

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Part 2: Submit Full Application in JustGrants.gov by



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





lune

22

11:59 p.m. ET

Sign Up And Stay Connected!





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



Follow: https://twitter.com/OJPOVC



Watch: www.youtube.com/user/OJPOVC



Questions?





To submit a question, use the <u>Q&A Box</u> and select <u>All Panelists</u>

