

DARYL FOX: Good afternoon, everyone, and welcome to today's webinar, OVC FY24 Human Trafficking Fellowship Program, hosted by the Office for Victims of Crime. At this time, it's my pleasure to introduce Lindsay Waldrop, Senior Advisor on Anti-Trafficking Training and Technical Assistance with OVC, to begin the presentation. Lindsay?

LINDSAY WALDROP: Thank you, Daryl. Good afternoon. My name is Lindsay Waldrop, and I'm a Senior Advisor in OVC's Human Trafficking Division. We're pleased you're joining us today to receive an overview of OVC's FY24 Human Trafficking Fellowship Program. Many thanks to my colleague, Cynthia Erich, who is joining us to assist with Q&A on today's call.

Today, we will talk about OVC's mission, the solicitation, including the opportunity focus, eligibility, and required documents. Then we will talk about the application process and resources, and there will be time to answer your questions at the end of the presentation. It'll be helpful if you're following along with the solicitation and taking notes to help you when you're submitting your application by the deadline.

This webinar will cover the solicitation content specifically. If you have questions about the mechanics of the application, I encourage you to join the weekly trainings held by JustGrants on Wednesdays from 2:30 to 4:30 PM Eastern Time. These live virtual sessions discuss everything you need to know about how to submit an application. And we will be, throughout the call today, dropping in helpful links that you see on the PowerPoint in the chat box as well. Please note that while I give some resources that are geared for the application process, we will not be discussing mechanics of the application submission on today's call.

So about the Office for Victims of Crime. OVC is a part of the Department of Justice's Office of Justice Programs, and we administer the Crime Victims Fund, which is financed by fines and penalties paid by convicted federal offenders and not from tax dollars. OVC channels that money toward victim compensation and assistance throughout the United States; raises awareness about victim issues; promotes compliance with victim's rights laws; and provides training and technical assistance and publications and products to victim assistance professionals. This funding supports formula programs to states, territory, and tribes, as well as many OVC discretionary grant programs for all victims of crime.

At the Human Trafficking Division within OVC, we lead the nation in supporting victim-centered and trauma-informed programs, policies, and resources that promote justice, equal access, and empowerment for minors and adult victims and survivors of human

trafficking. Our office manages the largest amount of federal funding for human trafficking victim service award across the federal government. OVC currently oversees 465 anti-trafficking awards that total over \$400 million. These awards run the gamut, from direct services for trafficking survivors to multidisciplinary teams, including law enforcement and prosecutors, to statewide responses to child and youth trafficking, and, of course, training and technical assistance. Under the leadership of Brecht Donoghue and Sara Gilmer, the OVC Human Trafficking Team is a small but mighty team of passionate professionals dedicated to enhancing anti-trafficking stakeholders' capacity to identify, assist, and provide services to all victims of human trafficking.

The information I share today is taken from the solicitation. For transparency and fairness to all applicants not able to make today's call, I can answer questions pertaining to information in the solicitation or I can help to clarify this information. However, I cannot provide information beyond what is in the solicitation.

If you are an individual looking to apply for the fellowship focused on culturally-responsive service models, then you are in the right place today. Before we dig into the solicitation, please mark your calendars with these dates. The Grants.gov deadline for this solicitation is June 3rd, 2024 at 11:59 PM Eastern Time. And the JustGrants deadline is June 17th, 2024, 8:59 PM Eastern Time, with awards expected to be made by September 30th, 2024. These are 36-month awards beginning October 1st, 2024.

A fellowship is a unique grant program within OVC in that individuals are eligible to apply. Due to federal grant requirements, applicants must be U.S. citizens and organizations are not eligible to apply. Please reference the solicitation on page 11 for more information on eligible applicants. An individual applicant may apply for this funding. If you work on grant applications on behalf of a company, state, local, or tribal government, academic institution or type of organization and you are applying on their behalf, then you are not an individual applicant. Also please note, a small business LLC is not--is considered an organization and that is not an individual. You must apply on your own behalf.

Most of the grants you receive at OVC are from organizations, with, again, the fellowship being a unique program with individual applicants. When individuals apply, the steps are different than when an organization would apply. So please be sure to carefully review the How to Apply section for information on how you should be applying as an individual.

Applications--this solicitation seeks individuals with a background in culturally-responsive service provision and strength-based intervention models. Applications from

those with lived experience will be prioritized. Public disclosure of lived experience will not be required as part of the fellowship, though please be aware that information included in your application, if funded, may be subject to release under the Freedom of Information Act.

With this solicitation, OVC seeks to fund a one- to three-year fellowship (either in-person or virtual, part-time or fulltime; this would be proposed by the applicants) to assist the anti-trafficking field in identifying and promoting culturally-responsive service models and activities. Applications that do not respond to this program description will be considered out-of-scope. OJP expects to make any award under this funding opportunity as a cooperative agreement, which provides for OJP to have substantial involvement in carrying out the award activities. See the Administrative National Policy and Other Legal Requirement section of the Application Resource Guide for additional information.

The awarded fellow will therefore be working closely with OVC. Fellows are grantees and not federal employees, and therefore lack any inherent governmental authority. Fellows do not speak on behalf of federal government, nor can they make decisions on behalf of the government. However, fellows working on federally-funded activity shall comply with similar standards of conduct and ethics as required of federal employees. When on site at OVC, fellows are expected to comply with the workspace requirements that would generally be applicable to employees at the state.

The objectives of this program are outlined on this slide and pages 10 and 11 of the solicitation. They include the following, many of which are actions or activities to take place. Developing and documenting a systematic, replicable criteria for establishing and--what constitutes culturally responsive, strength-based program/approach. Documenting culturally specific protective factors that can help victims from underserved communities find healing and justice. Identifying and promoting strength-based interventions that center cultural practice and values in their service delivery response among OVC anti-trafficking grantees and the larger anti-trafficking field. Speaking to experts in the field and reviewing publicly available media reports and published literature to identify organizations implementing culturally responsive, strength-based approaches. Conducting in-person and/or virtual interviews and site visits. Identifying barriers and innovative solutions to implementing culturally responsive, strength-based interventions. Documenting, to the extent feasible, the results and impacts of these interventions. Producing a written analysis of the implications of these models on existing funding available for victim services, with a focus on OVC-funded programs and OVC policies. Creating and delivering informational awareness materials and training for external publication, such as newsletters, articles, social media, blogs,

reports, and presentations. At the request of OVC, participating in internal and external stakeholder meetings, forums, conferences, and international briefings to provide subject matter expertise and/or present information on OVC's efforts to address the focus area issue. Collaborating with OVC internal groups, such as the OVC Human Trafficking Division, to highlight ongoing work to increase the capacity and availability of strength-based, culturally responsive interventions and victim services for underserved communities. Traveling to support the execution of fellowship activities and deliverables as proposed and/or required by OVC. And assisting OVC on other special projects within the scope of the award at OVC's direction.

Ooh, that was a lot. All right. Onto deliverables. Project deliverables refer to outputs that are documented and submitted within the scope of a project. Deliverables expected by successful applicants include in-person and/or virtual interviews and site visits, as you proposed in the application; systematic replicable criteria for establishing what constitutes culturally responsive strength-based program or approach; a catalog of identified organizations implementing strength-based interventions that leverage culture in service delivery; a written analysis for OVC of the implications of these models on OVC programs and policies, including documenting the results and impacts of these interventions; training and awareness materials for external publication; coordination meetings with relevant TTA providers and other relevant stakeholders; documentation of participation at presentations and conferences; meetings and trainings on other relevant topics; updates and reports for the OVC Grant Manager outlining the activities completed and the frequency to be negotiated with OVC depending on the level of effort proposed. Project objectives and deliverables should be included in one timeline.

As an individual, you are taking on the programmatic, administrative, and financial responsibilities of a federal award. There are several requirements of receiving the federal award and these are handled outside of OVC's office. We do not have authority to waive, change, or influence these processes. If offered an award, fellows must successfully pass a complete and thorough background investigation and may also be subject to a drug test before the fellowship may begin. Applicants must certify in their application that they have no delinquent federal student loans or other federal debt, not in bankruptcy, forbearance, or under appeal, including delinquent federal tax debt. This is because delinquent federal debt may be subject to the Treasury Offset Program by which the US Treasury Department takes federal payments, and this includes grant funds, to satisfy the federal debt. Applicants may not be registered lobbyists at the time of the fellowship award or during the period of the fellowship. We want you to be sure to consider these parts of the award processes before completing and submitting an application.

Additional considerations and expectations would be that work is performed onsite at OVC for a portion of the fellowship, to be discussed and worked out when the award is made. Timesheets will be maintained by the fellow. And equipment and supplies will be provided by OJP/OVC.

Okay. So now that we have a better understanding of the intent of the program, let's move into some more information about the application process. To protect your information, PII such as a Social Security number is rejected by the system. Pay attention to the note on page 5. The SAM.gov registration is not required for a person applying as an individual. Individuals should obtain an Employer Identification Number, EIN. And you can do this by going to IRS, apply for an Employer Identification Number online. [<https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>] Again, do not use your Social Security number. This is for your privacy and confidentiality.

So again, for the timeline, please remember these important dates. New applicants interested in applying should apply for your EIN number, your Employer Identification Number, as soon as possible. See--again, see IRS Apply for an Employer Identification Number online link previously provided.

To meet the basic minimum requirements to advance to peer review and receive consideration for funding of your application, your application must have these elements: an SF-424 form and an SF-LLL, and both of these can be found in Grants.gov. You must have a Proposal Abstract and a Proposal Narrative. These also must go in JustGrants, as well as a Budget Web-Based Form, including budget details and budget narrative. This is in JustGrants as well. Your Proposal Narrative must include a description of the issue or a statement of the problem, project design and implementation, capabilities and competencies, a plan for collecting the data for this solicitation's performance measures. Remember, if you fail to submit any of these required documents, your application will not be considered for funding.

So the Budget Web-Based Form is 10% of the merit criteria upon application review. The application will--the applicant, you will need to complete the JustGrants web-based form, breaking out costs per year, reflecting 36 months total of project activity. So for additional information on this, see the OJP Grant Application Resource Guide and complete the application in JustGrants budget training.

Funds awarded through this project are designed to support cost for key program activities. There is also a JustGrants training available on application submission and

completing the budget detail form. The following are the only allowable expenses under this solicitation.

Personnel (or salary). Applicants should base requested salary on their education and experience level.

Fringe benefits, itemized separately from salary, may include life, health, and disability insurance, state workers' compensation, retirement plan, FICA, and the employer match of 7.65 percent of salary only, and a public transportation stipend that does not include [exceed] \$270 monthly based on actual expenses. Applicants must clearly identify the benefits which they are requesting and the actual calculations. For example, if the individual is requesting health insurance, the applicant should indicate the amount paid monthly and multiply by 12 to get the actual expense.

Travel expenses will be directed and approved by OVC and will involve site visits, attendance at conferences and meetings, and participation in training and professional development training. Applicants should budget for a minimum of twelve trips over the three-year period. All trips should be budgeted at \$1,500 each, with a notation that date, location, and nature of travel will be determined in consultation with OVC management after the award is made. The applicant should include in the Budget Narrative a notation that travel cost such as per diem and lodging will not exceed the federal guidelines.

Supplies may include expenses to cover professional reference materials and resources related to the fellowship activities not to exceed \$500.

Expenses associated with professional development and training related to the OVC fellowship project, fees up to three trainings at up to \$2,000 each may be included. Please note, the final decisions on trainings will be made in consultation with the fellow's grant manager. Applicants should identify the type of training that they believe would be most helpful to them in carrying out fellowship activities.

Contract expenses. This is allowable to include contracted consultant fees, expenses such as translation or interpretation services, or other items. A contract is for the purpose of obtaining goods and services for the recipient's own use and creates a procurement relationship between the recipient and the contractor. While contracts are allowable, subawards are not. So to learn more about contracts and subawards, please see OJP guidance on subawards and procurement contracts.

The following expenses are not allowable under this solicitation. Equipment, such as costs for laptops or other equipment that will be supplied by OJP; subawards; moving or relocating expenses; international travel; and indirect costs.

Beginning on page 21 of the solicitation, look closely at the list of additional application components and be sure to submit all the documents that are applicable to your application. And be sure to reference the application checklist at the end of the solicitation before you submit. The application checklist at the end of each solicitation will list other documents to include. Use the checklist in your review prior to submitting your application to ensure you have attached all of your documents. Other resources to aid you in developing your application include the DOJ application submission checklist, the JustGrants quick reference about application attachments, and there's a larger application submission job aid covering potential attachments that you may be asked to provide.

The rest of your application is entered in JustGrants. JustGrants streamlines the process by allowing the ability to use a web-based budget detail worksheet. Streamline validation of your budget allows the process of clearing new budgets much faster. JustGrants submission should include all items that are required in the solicitation and is final. So applicants have--yeah. There you go. Sorry about that.

Now, we will explore the different resources available to you and information on the different systems you're going to be touching in the application process. To learn about OVC's history, funding, final projects, products, and register upcoming events, visit the OVC website. [<https://ovc.ojp.gov/>] The Office of Justice Programs (OJP) Grant Application Resource Guide provides guidance to assist OJP grant applicants in preparing and submitting applications for OJP funding. [<https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide>] It addresses a variety of policies, statutes, and regulations that apply to many, or in some cases all OJP programs--program applicants or to grants or cooperative agreements awarded in fiscal year 2024. Some OJP programs may have program solicitations that expressly modify a provision of this guide. In some cases--in those cases, the applicant is to follow the guidelines in the solicitation as to any such expressly modified provision.

Okay. So moving on to system tools. So Grants.gov is your first stop in submitting your application. [<https://www.grants.gov>] Under the applicants tab, you'll find training and information on applying, the Grants.gov system, and the funding opportunity process. Please be aware that all OJP solicitations have two deadlines that must be met to be considered for funding. The first is the Grants.gov deadline, and then a few days to a few weeks later, you'll need to submit your full application in JustGrants. Once you

submit in Grants.gov, please keep an eye out for an email confirming you will have successfully submitted. You--if you do not successfully submit in Grants.gov, you will not be able to take action and complete your JustGrants application.

The next system you will use is JustGrants. [<https://justicegrants.usdoj.gov>] JustGrants is intended to be an end-to-end grants management system that applicants and grantees will access and use throughout the grant's cycle, from application to award closeout. And JustGrants offers training resources on the DOJ website. And you can register for upcoming weekly training webinars.

[<https://justicegrants.usdoj.gov/training/application-submission>] The JustGrants team hosts four weekly sessions. One on post-award management, a weekly training webinar; one on entity management; one on application mechanics; and one on award acceptance. The--such as JustGrants office hours on application mechanics are again, every Wednesday from 2:30 to 4:30 ET. These virtual live sessions discuss everything you need to know about how to submit an application. The next session's coming up; I've put it here on the website. Bookmark this page and check back regularly for session dates and registration links on other trainings.

Once again, while I give some resources that are geared on the application process, we will not be discussing the mechanics of applying. So a really good place to start for applicants is the DOJ Grants Financial Guide, which serves as the primary reference manual to assist OJP, OVW, and the COPS office award recipients in fulfilling their fiduciary responsibilities to safeguard grant funds and ensure funds are used for the purposes with which they were awarded. [<https://ojp.gov/financialguide/DOJ/index.htm>] It compiles a variety of laws, rules, regulations that affect the financial and administrative management of your award. References to the underlying laws and regulations have been provided in the guide as much as possible. This guide should start as a starting point for all recipients and subrecipients of DOJ Grants and cooperative agreements in ensuring effective day-to-day management of financial awards. The top ten topics in the guide is listed here, such as financial management systems, allowable costs, unallowable costs, federal financial reports, among others.

Okay. So, please again, be sure to start your application in JustGrants as soon as possible to confirm that you have access and do your best to submit your application well before the due date. OJP will only accept late applications if an applicant can demonstrate that there is a technical reason they should--they could not submit. So, you will want to ensure you have plenty of time to address any technical issues that you may encounter. JustGrants can be reached by phone at 833-872-5175, or email to [[JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov)]. When contacting any of these system helpdesks, please be sure to request a tracking number so you can document that you sought



assistance with your issue. This will be important in the event you need to document that you had a technical issue that prevented you from submitting your application.

Finally, the OJP Response Center is available to provide technical assistance and answer questions about programmatic requirements of the solicitation. They can be reached by phone at 1-800-851-3420, or email to [grants@ncjrs.gov](mailto:grants@ncjrs.gov). If you are a current grantee, we appreciate your understanding that your grant manager and other OVC staff cannot answer questions about an open solicitation directly. For purposes of fairness and transparency if you reach out to us, we will have to refer you back to the OJP Response Center so that way your question can be documented and addressed officially.

Finally, please keep in mind that the OJP Response Center is also who you need to contact within 24 hours of the Grants.gov or JustGrants solicitation deadline, should you experience any technical issues that prevented your application submission. Keep in mind, you will need to be able to document any technical issues, which is why starting your application early and maintaining a tracking number is very important if you have an issue.

Other resources, you can go to social with OVC and stay up to date on our news, what's happening. We often post when solicitations, new things are out. Next slide, please.

And that is it. Now, we can take time for your questions. Cindy, can you let me know what was in the Q&A?

CINDY ERICH: A couple of questions. One asking if--regarding the individuality-- individual eligibility if you're a single member LLC, and the guidance that I received was to reach out to the OJP Response Center to confirm. At this point, I don't believe that a single member LLC as this is, and opportunity is limited to individuals, but we wanted to confirm with counsel. And the best way to do that is to go through the OJP Response Center.

LINDSAY WALDROP: And you are correct, Cindy. That was brought up specifically that an LLC is a business. It does not count. You have to apply as yourself, as an individual. You cannot use your LLC.

CINDY ERICH: And then we had a question regarding individuals to obtain an Employee Identification Number. I gave the guidance on that. And then I was waiting for some guidance, a clarifying question, "If proposing a part-time fellowship, is the awardee able to be a full-time employee of an OVC and OVW-funded coalition? Their

coalition is funded by federal grants and wanted to ensure that there wouldn't be a conflict in any way." If you would like to take that response.

LINDSAY WALDROP: Yeah. I mean, I--it certainly wouldn't be a conflict if you're proposing distinct work. So again, I would look at the--what's in the solicitation about what is specific to the program and then you would need to propose if you're working full or part-time.

CINDY ERICH: Now, if an applicant has student debt, as long as the applicant is not delinquent, is there any concern? Does the applicant need to be student debt-free?

LINDSAY WALDROP: No. It's just that you cannot be delinquent on it. And there is a website out there somewhere where you can go and see if you're on the delinquent list.

CINDY ERICH: And we have a question from Mark Sorrells. "My wife has an EIN for a not-for-profit. Can she apply as an individual using her EIN number from her LLC?"

LINDSAY WALDROP: No. You'd need to obtain an EIN for yourself as an individual, not for an LLC.

CINDY ERICH: And then I believe Lindsay just answered this question as well. If the individual applicant works at an organization and has an EIN, does the individual still need to get their own separate EIN? And that answer is yes, they do. Yes, you would.

LINDSAY WALDROP: That is correct. And the fellowship again is really a unique program here at OVC with individual applicants. And I know that can be a little confusing for anyone who's done grants before applying on behalf of an organization.

CINDY ERICH: Can the applicant student loan debt be deferred, not through this program? Lindsay, are there any salary limitations?

LINDSAY WALDROP: There are not. Again, per the solicitation, salary should be projected based on education and other going rates for--like, other work you've done, et cetera. So, it really just needs to be made the case for based on other work.

CINDY ERICH: And can funding through--can federal funding be used for an audit--an external audit? Can an applicant budget within their budget funding for an external audit?

LINDSAY WALDROP: I don't believe I quite understand the question or know the answer. So, please write to the NCJRS team to get that official answer.

CINDY ERICH: This is for one individual. What if two individuals submit proposals for part-time and both individuals want to work on this award?

LINDSAY WALDROP: OVC intends on making one award. You can certainly--again, contracts are allowed, subawards are not. So, that--that's about as much as I can answer for that.

On the question about being considered a contractor and following DOJ contractor right now, no you'd be an individual grantee. You would need to follow grantee requirements like most organizations do, except for this would all be managed by you as an individual, the financial, administrative, and programmatic portions.

The question about student loan deferment, I believe that is okay. The solicitation specifically says not having paid on it or--so again, there is a website you can find out. But I think deferment is allowable. But again, if you want a very formal answer, please reach to our--out to our NCJRS team.

Those with lived experience can apply for the award--this award and will be given priority upon review.

And another LLC question I see here at the end is, "Can you apply as an individual even though you have an LLC?" And yes, you certainly can. You just need to obtain your own EIN number or a different one that's not associated with your LLC and then apply as an individual.

The question is if--is funding the same for part-time or full-time? You just need to make your application based on your level of effort and the need for the work.

And I do believe this recording will be post--this will be posted and--this was recorded and will be posted. Is that correct, Daryl?

It looks like Kayla has a question, but maybe we lost part of it. So, you might need to write that again.

I have a great question from Vanessa about "How is an applicant able to state that they have lived experience? Can it remain anonymous if there's the possibility that it can be released if the individual is awarded the grant?" That's a great point. It's--we, as OVC,

would not disclose as part of the fellowship work or that would not be asked of the fellow. However, if they choose to disclose this in their application so that they can receive that priority review, it--it's just to be known that should a FOIA, a Freedom of Information request come in for the application, then there's a chance it could be released.

To Sarah's question, yes. If you're--you have a Grants.gov, Just--and a JustGrants account as an LLC, you will have not only to get an individual EIN number but also a separate Grants.gov and JustGrants accounts, too. I don't know how to enter those yourself. I don't know if you're allowed to enter. I believe they would need to be separate. Please write to our NCJRS team for that formal answer, but yes, you need to be applying as yourself on your own behalf.

An individual--we just got a question about SAM.gov. "An individual does not need a SAM.gov but they do need an EIN. Is that correct? Now I'm at the end of this, so I'm now probably forgetting myself.

CINDY ERICH: Yes. I believe we do need a SAM.gov registration.

LINDSAY WALDROP: Sorry about that. Thanks, Cindy.

CINDY ERICH: Yeah. And I'm just double-checking that that needs to happen before you register in Grants.gov.

LINDSAY WALDROP: Thanks. To your note about the application in Grants.gov, we'll be sure to pass that on to Amanda in the chat section.

There is a question about working on an OVC grant as a full-time commitment already and you're doing that full-time. What requirements for working--what are the requirements for working part-time? I believe Cindy put a bunch of those in there, I dropped them in the chat just a little bit ago. I would say that, I mean, part-time work is quite a commitment still. So, I don't know that someone could do a full-time work and part-time. I think the expectation under the award that's written in the solicitation is quite a commitment.

The question is "If an applicant has a degree or two but in a non-related field and also has experience working in this space, are they able to justify the amount they budget for their wage?" Absolutely. The solicitation just specifically said based on education and experience. So, document and justify what you need to and your capabilities in the competencies section.

Okay. Well, I think that might be it for our questions today. Have I missed anything major?

CINDY ERICH: [INDISTINCT] considered a full-time student but in your last semester, would it be difficult for you to explain you have the time to commit full-time to this work?

LINDSAY WALDROP: I think you did it great just there, so not at all. Again, just explain your situation. And again, the awards start to--award dates don't begin until October 1st.

There's a question about in the budget, is it twelve OVC trips per year, or the total of the grant? And as Cindy notes in the Q&A, applicants should budget for a minimum of twelve trips over the three-year period.

The question is about how many awards. OVC anticipates making one award, one fellowship this year under the FY24 Fellowship Program.

We do really appreciate everybody's time today and the interest in this solicitation.

CINDY ERICH: Yeah. I think--I think that's it for the questions today. So, Daryl, if you want to close this out.

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