

DARYL FOX: Afternoon, everyone, and welcome to today's webinar, "FY 2022 Preventing Trafficking of Girls," hosted by the Office for Victims of Crime.

At this time, it's my pleasure to introduce Cindy Erich, Senior Policy Advisor with the Office for Victims of Crime, for some welcoming remarks and to begin the presentation. Cindy?

CYNTHIA ERICH: Great. Thank you, Daryl. Again, my name is Cindy Erich. I am a Senior Policy Advisor with the Office for Victims of Crime. I've been with the Department of Justice now almost 18 years. First 10 years are with the Office of Community Oriented Policing Services and then 6 with the Office of Juvenile Justice and Delinquency Prevention, and then joined OVC in June of 2020 when the Office of Justice Programs consolidated the Law Enforcement, Juvenile Justice, and Victim Services Human Trafficking Initiative into this new division, the Human Trafficking Division, housed within OVC. And I'm honored to be here with you all today. And to spend time talking a bit about this new solicitation or this year's solicitation, which I will also be the program manager for the awards made under it. And this is--if you're calling in, making sure you're on the right webinar, it is the OVC FY '22 Preventing Trafficking of Girls.

So, the purpose of today's call, I'm going to give just a little background information about our agency to walk through the requirements of the solicitation, to briefly discuss the application process, and then address any questions that you might have. What's really helpful, if you are following along with the solicitation, taking notes, and then asking any questions that you might have into the Q&A section on the webinar here. And I will go through those at the end. But then I will also--you'll have so much information. You'll have all the contacts that you'll need, contacts that you need as you're going forward with the application process. So, if there's any questions about programmatic, or JustGrants, or the application, that you will know exactly who to contact to get any questions that you have answered.

So, a little bit about the agency, the Office for Victims of Crime. We are one of six components within the Office of Justice Programs at the Department of Justice. And our mission is to enhance the Nation's capacity to assist crime victims and to provide leadership in changing attitudes, policies, and practices to promote justice and healing for all victims of crime. We administer the Crime Victims Fund, which is financed by fines and penalties paid by convicted federal offenders and not from tax dollars. Through the Crime Victims Fund, OVC programs support victims in tribal communities; state victims' compensation and assistance programs; we provide training and technical assistance and information resources; national scope demonstration and service projects; and then, likely for the reason that you are joining today's webinar, for those of you who are working to support victims of human trafficking.

Before we dig into the solicitation, please do mark your calendars for these important dates. There are going to be two processes. This is a two-step application process, which I'll be going through this afternoon, or this morning, depending on where you're

calling in from. But the Grants.gov deadline is Tuesday, June 28th, and the JustGrants deadline is Tuesday, July 5th. So, those will be really, really important dates to remember we go through--as we go through the process. Grants.gov, June 28th. That's going to be your first step in the application process. And then JustGrants, where we accept the entire--the full complete application will be due July 5th. And then we expect to make these awards by September 30th of 2022. And then the start date will begin on October 1st.

This is a competitive solicitation and here is a list of all entities who are eligible to apply. If you do have questions, look onto the solicitation cover page to determine if your agency is eligible. And you'll see it is quite inclusive. And we will consider applications under which two or more entities would carry out the federal award, meaning you can apply with a partner, but one agency, one entity will be fully responsible to be the applicant. Other proposed partners should be proposed as subrecipients or subgrantees. The applicant that is the entity who will be submitting the application will have primary responsibility for carrying out the award, including administering the funding and managing the entire program. But again, we do support applicants coming in with other partners. We actually recommend that you look at this as--in a holistic and across multi systems, as we'll get into in a moment for the intention and purpose of this funding.

So, to support our mission, the OVC Human Trafficking Division developed this solicitation to help develop, expand, or strengthen service programs for victims of human trafficking. This is the third year that we are administering this program. So, you will be--those of you who are accepted, the applications that are accepted and awarded, will be joining the past two year--two cohort--cohorts. We awarded three programs in FY '20, three programs in--last year, and then we are advancing to additional programs this year. But this program has been in--been funded by OVC for the past 2 years. So, if you'd like to go back and look on our OVC website, you can look at what we have funded in the past under this program to give you a sense of where that money has gone and what those agencies are looking to do with that funding.

The goals of this program--the goal of this program is to develop or enhance prevention and early intervention services for girls who are at risk of or victims of sex trafficking.

Under this initiative, the selected agencies will work with our OV--with our existing training and technical assistance provider at Youth Collaboratory to develop or enhance prevention and early intervention services based on best practices to focus on the needs of girls who are at risk of or are victims of trafficking. We expect successful applicants to implement prevention and early intervention programs based upon best practices for girls vulnerable, to provide direct support services and mentoring services to girls at risk of becoming victims of trafficking, and this can be direct support services or in partnering with agencies who provide direct services, as well as developing or enhancing strategies to help vulnerable girls on a path towards success, stability, and healing. To support your prevention efforts, please do include a detailed community outreach and education strategy. So, what you are learning within this program within

the work that you're doing to do better community outreach and education for your community.

The objectives, as listed in the solicitation, is to either replicate or scale-up your current prevention and early intervention programs for girls who are at risk of, or victims of, sex trafficking that have shown to be effective or promising or have a documented track record of producing successful outcomes for participants. And the TTA provider will be walking alongside those who are selected to really work on the programs that are in place or developing your training and technical assistance plan so that you know that you truly are implementing those that have shown to be effective or promising in producing successful outcomes. So, you will be--not be alone in those efforts. Second objective is to implement or enhance efforts to identify and provide services to girls who are at risk of, or victims of, sexual exploitation or sex trafficking. And this can include a variety of things. This could be street outreach efforts, partnerships with organizations that serve youth, partnerships with juvenile justice systems, and/or collaboration with key stakeholders in the community. You will be, those of you who are selected and awarded funding, will be expected to participate in an annual peer-to-peer learning, it's a cluster meeting, opportunity hosted by our TTA providers at Youth Collaboratory. And there's information in the solicitation in budgeting for that. Now, at this point, we do not know if this will be virtual or in person. So, it is best to budget for an in-person meeting, and there's some guidance in the solicitation on what that would look like using a nightly rate with the GSA pay scale to understand what you should at least propose. In the event that you are selected and we do not host the meeting in person, we will be able to reprogram those funds. But it is best to have those in your proposed budget so that we know that you read the solicitation, that you're clearly aware that there will be an expectation to join this peer-to-peer meeting. And you'll be working alongside the TTA provider throughout the life of your award, which is 36 months. However, this one time is dedicated to make sure that you have budgeted funding, should we be doing this in person, to do travel for this peer-to-peer.

The deliverables of this solicitation of this project. What we'll be looking from you throughout the life of the award is to know the services measured by quarterly ser--quarterly by service hours or units delivered, what type of services are you providing to the client, and other key data points. We'll be looking for a strategy for implementation of the training and technical assistance plan. Again, this will be developed early in the process with the TTA provider. So, we'll be going through doing an assessment of your needs. What will be your plans? How they--what will be the anticipated outcomes of the TTA that you'll receive over the next 3 years once the funding is awarded? All awards have semiannual program narrative reports that are submitted in JustGrants. We are looking for prevention and outreach materials. As I mentioned just a few minutes ago, we are also looking to make sure that you have a clear education--an education and awareness plan for the community. To help educate on what this issue is, how to better identify and respond to girls who are victims or at risk of becoming victims of sex trafficking. You'll be administering a voluntary self-administered satisfaction survey of those clients whom you serve, and then the assessments report based on client volunt--on the voluntary self-administered satisfaction survey. And, again, all of that will be

done in collaboration with your TTA provider.

The Office for Justice Programs, OJP, is committed to advancing work that promotes civil rights and racial equity, increasing access to justice, supporting crime victims and individuals impacted by the justice system, strengthening community safety, and protecting the public from crime and evolving threats, and building trust between law enforcement and the community. So, to that end, this year, we are asking that applicants--we are--the applicants may request priority consideration under two priority areas.

Priority Area 1(A) gives priority consideration to applicants that include projects 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. So, we will look at this as a priority area. So, if you are--to receive this consideration, please describe how your proposed project will pres--will address potential inequities and barriers to equal opportunity and/or contribute to greater access to services for underserved and historically marginalized populations. This is all detailed in the solicitation but I wanted to really call this out to your attention here; are two additional priority areas in addition to you addressing the solicitation requirements, which we'll get into in a moment.

The second priority area, B, gives priority consideration to applicants that can--who can demonstrate that your capabilities and competencies, which we're going to discuss in a minute as you're filling out that narrative section of the application. But that your capabilities and competencies for implementing your proposed project are enhanced because you, your applicant, your agency, or at least one proposed subrecipient, who will receive at least 30 percent of the budget, identifies as a culturally specific organization. Again, what that means is detailed in the solicitation. But to receive this priority consideration, describe how being a culturey--culturally specific organization or funding a culturally specific subrecipient will enhance your ability to implement this project. Please also specify which culturally specific populations are intended or expected to be served or to have their needs addressed under your proposed project.

Please also note, and this is in the solicitation as well, that addressing these priority areas is one of many factors that we will consider in making our funding decision. Receiving priority consideration for one or more priority area is not a guarantee of an award.

So, this year we have a maximum number of 8 awards that we will be funding, for up to \$500,000 each. So, each award will be \$500,000, with a start date of October 1st, and these are 36-month awards. So, this is important, really important to note, as we've had some applicants request \$500,000 a year, per year, and that is not correct. This is a \$500,000 award across the 3 years, across the 36 months. So, when you're thinking about your budget, you'll be year 1, 2, and 3, and spreading that \$500,000 out over across those 36 months. That would be the life of the award. Again, this is very competitive, with only 8 awards that we will be funding.

These will be made as grants, and there's a description. And you should also have this link easily and often accessed, the [OJP Grant Application Resource Guide](#). That's going to be your guide as you're going through the development of your application. It will have most of the answers that you need as you're filling this out, including a description of the difference between what is a grant and a cooperative agreement. As a grant, this is the legal instrument of financial assistance. And this means that we maintain--OVC will remain--maintain an oversight and monitoring role. So, I, as your program manager, will serve as oversight and I'll be there to help guide and provide assistance. However, it's not substantial involvement with your agency, as it often is if this were a cooperative agreement. Again, if that--if you would like additional clarity on that, you can look into the solicitation as well as under the Administrative, National Policy, and Other Legal Requirements section of the OJP Grant Application Resource Guide.

This is a new link that we have as well. This is our [OVC Human Trafficking Program FAQs](#), so, frequently asked questions. That has a tremendous amount of information about how you can use funding. What is allowable? What is not allowable under our Human Trafficking funded awards? How to make grants? What are the program requirements? So, many of the questions that you may have in developing the solicitation, or if you are awarded funding under this solicitation, many of the questions that you have will be addressed there as well as the contact information that I'll provide going forward. But these--This should be bookmarked along with the OJP resource guide to developing the application. Again, you're going to see this--these links throughout the rest of this presentation.

To give now a better understanding of the intent of the program, I'm going to jump into the Application Process.

These elements must be included in your application to meet the basic minimum requirements. Which means, if these basic minimum requirements are not met, it will not--your application will not advance to peer review and will not receive consideration for funding. So, please do make sure that you include your proposal abstract, your proposal narrative, and the budget worksheet and budget narrative. And I'm going to get into each of these individually now.

Your proposal abstract should be no more than 400 words and should be clear and concise. It's a summary of the project that you're proposing, to include primary activities, products, and deliverables to service areas, and who will benefit from the project. This will be completed in the JustGrants--in the JustGrants web-based form, which will make sense shortly.

Your proposal narrative must be double-spaced. Please use a 12-point font. No less than 1-inch margins. Please do not exceed 20 pages. Please do number your pages, and this will be submitted as an attachment in JustGrants. So, again, it's important to adhere to the proposal narrative formatting requirements. If the proposal narrative fails to comply with the length-related restrictions, we may consider such noncompliance in

peer review, as well as in final award decisions. So, please do not have points reduced for not following the format that we are asking for on this page, as well as is clearly articulated in the solicitation.

There are four sections to the proposal narrative, which I'm going to cover these also in full detail.

I apologize for all of the words on this slide. There is a tremendous amount of information in the beginning that we're asking for in the statement of the problem. We're asking you to identify the nature and the scope of the problem that you would be addressing with this funding. Please demonstrate the problem of human trafficking within your target geographic area. Please cite your sources. Data should come from multiple sources and extend beyond the national hotline data, which has tremendous information, but please do localize. We know exactly that you are familiar with what you're doing within your targeted geographic area and what the problem is specifically for you. Please describe any current or previous attempts to address the problem, including documenting the number of trafficking victims that you have served each year in the past two years, in 2020, in 2021, within your targeted geographic area. As minimum, we are asking that you identify the total number of victims you've previously served and the type of victims that you have served. This can include sex and/or labor trafficking victims, whether you've worked with adult and minors, noting that this is a specific solicitation targeting on services for female victims of trafficking, girls under the age of 18. Please describe the communities served, again including the geographic area. Any additional groups that are vulnerable to human trafficking. Any related underserved communities in your geographic area using data to support. So, that could be community data, census data, client data. Anything to lift up what is the statement of the problem. So, the fourth area of the statement of the problem, please describe any current efforts that you are--how you're addressing the service needs of trafficking survivors, including any other funding that you have received through the Office of Victims of Crime, any funding through the Department of Health and Human Services, any funding from the Office on Violence against Women or with a Victims of Crime state victims' assistance fund, and this will help us and you'll really explain how the proposed project is not duplicative and targets identified gaps in your current services. So, really be thoughtful on what your funding is. It's not a problem if you are receiving additional funding. We just need to make sure that we are not duplicating any of your current efforts with this federal funding.

The Design and Implementation. Please detail how your project will operate throughout the funding period and describe the strategies that you will use to achieve the goals and objectives in the previous section. We're looking for a realistic timeline. Again, that timeline should be 36 months, so, 3 years. What are the milestones that indicate the major tasks associated with the goals and objectives of the project? And please do assign responsibility for each, particularly if you will be coming in with subgrantees and subawardees who will be responsible for meeting those goals and objectives. And that should be bought--funded by either month or quarter for the duration of the award. Again, 3 years, beginning October 1st, 2022. If you are seeking consideration for

Priority--prior--excuse me, Priority Area 1(A), please address in this section how your proposed project will promote racial equity and/or the removal of barriers to access and opportunity and to contribute to greater access to services for communities that have been historically underserved, marginalized, and adversely affected by inequality. This should be in your Project Design and Implementation section. So, again, that's Priority Area--Priority Area 1(A) that is listed in the solicitation.

In the Capabilities and Competencies, please demonstrate your institu--institution's expertise and/or experience, or formal agreements with partners with experience or expertise within the application, to effectively implement the requirements of the solicitation. List out who the key individuals and organizations involved in the project. Please clearly demonstrate and articulate that the individuals and organizations have the capacity to address the stated need, including the expertise necessary to provide services, direct services to human trafficking victims, and can successfully implement the proposed project activities. List the roles and responsibilities of all project partners and key staff. Demonstrate that project staff have appropriate training and experience to implement the project activities as described in your proposal, including the knowledge and expertise necessary to implement culturally responsive projects with the identified underserved communities, and document plans and positions described for staff to be hired, if you will be hiring staff with these funds.

Continuing on with the Capabilities and Competencies, please demonstrate the expertise of the lead applicant and all project partners to serve these specific victims of human trafficking. Again, these are victims of trafficking--girls who are victims or at risk of human trafficking. Clearly describe who will implement the activities as described in your Project Design and Implementation section. If you have any experience managing federal grants that support services to crime victims, please document your administrative and financial capacity to manage federal--any experience you've had with managing federal grants and/or providing services to victims of human trafficking. Describe the scope of each of these grants and how activities and data collection on these projects will be tracked separately to avoid duplication. If you are seeking Priority 1(B) consideration, please describe within this section, so, this is in your Capabilities and Competencies section for Priority 1(B), how being a culturally specific organization or funding a culturally specific subrecipient organization at a minimum of 30 percent of the budget, so, that means what that--at least one of your subgrantees is receiving at least 30 percent of the project budget and is a culturally specific organization, and how this will enhance your ability to implement the proposed project. and also specify which culturally specific populations are intended or expected to serve or have their needs addressed by the proposed project.

We will require that successful applicants submit regular performance data that shows the completed work results. The performance data goals relate directly to the goals, objectives, and deliverables in the solicitation. And for more information about our performance measurement, you can go to [ojp.gov/performance](http://ojp.gov/performance) for an overview of performance measurement activities at OJP. We are not asking you to submit any kind of data with this application, only that you have an understanding of--that we will be

collecting this data post-award if you are selected. But you need--do need to understand the expectation and clearly articulate your plan; who will be collecting this data and how it will be submitted under the perform--OJP's performance measures.

The budget worksheet and budget narrative is now a web-based form. So, if you have applied to any federal funding--received federal funding in the past, it used to be a budget detail worksheet, and now you enter your data directly into the JustGrants web-based form. We ask that you break out costs by year reflecting the 36-month total of project activity. If you are seeking priority consideration under Priority 1(B), please describe within this section how being culturally specific or funding a culturally specific subrecipient at a minimum of 30 percent of the budget will enhance your ability to implement the proposed project. You can see the Budget Preparation and Submission Information on the [OJP Grant Application Resource Guide](#). That's a link I shared earlier and will give at the end of this--at the end of this webinar as well. The OJP Grant Application Resource Guide will be your go-to as you're filling out the application. Have any questions regarding budget submission and any of the proposed allowable costs and what you should do regarding procurement contracts, subawards, pre-agreement costs, all the information is in that resource guide. so, please do bookmark that, become familiar with it, and reference it as you have questions.

Most everyone is familiar with what it means to be SMART: specific, measurable, attainable, relevant, and time-bound. We ask that your objectives as well as your budget follow these specific, measurable, achievable, relevant, and time-bound guidelines. Be specific when listing your subcategories. There--be measurable, including the amount of your budget, making sure that everything is attainable and allowable. Again, the guidance that we have, the guides that we have linked to in this webinar, as well as in the application and the solicitation gives direct guidance on what is and is not allowable under federal funding. And ensure that your budget is achievable. That--Does it make sense? Is there enough work for your project director to be hired full-time? Do you have enough ample resources included in your budget to meet the objectives? Did you cut--did you add training for staff to attend the mandatory grantee meeting? Make sure all of that is in the budget, thought out. Make sure everything is relevant. If you put your timeline next to your budget and are sure that each item is accounted for, then your budget absolutely should be relevant. And time-bound. As I mentioned several times, making sure that you are budgeting for the 36-month time frame. And again, this is \$500,000 award across the 3 years. So make sure that you're specific with scheduling your grant budget so that it makes sense across that time.

This is a long list. We talked about the required documents above. And there's a checklist at the end of your solicitation. So, please look through, the following information should be included, and there's some information that only is applicable to your agency. This is an extensive list, again, which is included in the checklist. So please review closely and make sure that all relevant information is included when you submit your application.

A couple of hallmarks. Use simple and concise language. Be presentable and

organized. Be realistic. I mean that is--we know the incredible work that you all are doing across our country for these young victims. It is incredible work. How can you be realistic in achieving the goals with this amount of money across the award time frame, which again is 3 years. So it's \$500,000 year for the 3-year award time frame. How Realistically, what can you do with that to achieve your goals? And get feedback from those who run the project. We see so many times that the grant writer may not be the one who is implementing the program, so--which is all fabulous. We have so many hats to wear and everyone is probably stretch to bandwidth. But it's important to take your proposal to the boots on the ground and really getting their input of, is this attainable? Is this realistic? Does this make sense? Is there anything that we're missing? It's always great to get an extra set of eyes.

Conversely, from the previous slide, just make sure that--we have seen weak applications that were too ambitious, as I mentioned. Again, there's so much passion in the field for this work, but really being realistic about what can be done or the lacking focus. This is a very specific solicitation focused on preventing trafficking of girls. That is what it is intended for, that is what the money is targeted to. And that should be the of these applications. We have found some applicants that lack the expertise, so that competencies and capabilities section is vitally important. You can see how many--how much detail is given in the slide, as well as in the solicitation of what we're looking for, for those who are looking to implement these projects. That they have that capacity and the expertise to truly do so. Being clear about your project and the strategies to address the prevent--how you are going to prevent the trafficking of girls to become--so that they do not become victims of sex trafficking. What is your project? What are your strategies? What is your training plan? What type of assistance--training and technical assistance needs do you have? Where are the gaps? And then of course, edit and proofread, please.

Now we'll get into this two-step process.

For those who are new or haven't applied in a while, it used to be a one-step through a completely different system. We graduated to a new system in 2020, and we're still working out some kinks in it, but it has gotten much better over the past year. So with that, do begin the process early. While these deadlines are here, they are deadlines. So really thinking about submitting in these two steps at least 72 hours prior to the deadline. So the deadline for Grants.gov is June 28th. The deadline for JustGrants, for the full application, this will be the very last opportunity, will be July 5th. So after the long holiday weekend, making sure that is in, you might want to get it in before you go about your celebration.

So the first step begins in Grants.gov. Grants.gov login is separate from JustGrants. The Grants.gov provides access to funding opportunities from multiple agencies and is not managed by DOJ. So once you have your funding opportunity, you'll submit an SF-424 and an SF-LLL in Grants.gov. These are the two forms that are submitted in Grants.gov. Once you receive notification from Grants.gov confirming that they received these two forms, they will state whether that these forms were validated and submitted

or rejected with errors. Again, if they're rejected with errors, you will have time to resubmit, only if you submit in advance. If you submit on that last day of the deadline, you may not have time to fix any errors. So, please do mark your calendar several days prior to the end of the deadline.

Now, most of your application and everything that we just talked about, the program narrative, the capabilities and competencies, the budget, this is all done in JustGrants. So once the application has been submitted and validated in Grants.gov, it will then be sent to JustGrants for completion. And this can take a couple days to complete validations and release it to JustGrants. And JustGrants' own submission deadline typically, several weeks after Grants.gov.

So this is where you will be submitting your full application, including attachments in Grants.gov. And I will tell you, the Grants.gov Help Desk, they are phenomenal. And you're going to have their contact information at the end of this webinar. It's also all over this solicitation. You will have questions. You very likely will have questions when you're submitting. Please call on them, and they will walk you through the process. They are they're staffed and ready to go for our solicitation time. So please use them.

There are certain web-based forms that must be submitted directly into the system. As we talked about, the budget, your proposal abstract, and solicitation. You'll need to submit your goals, objective, deliverables, and timeline just like before. So we talked about doing the narrative with the format. That will be submitted as an attachment. But your budget information will go directly into the Budget Detail form, as well as your Disclosure of Duplication and Cost Items. Again, all that will make more sense as you're going through the system. And you can receive assistance from the JustGrants helpline if you have questions of how to upload, how to attach, how to fill out any of the forms. They are standing by to assist you.

So after you've submitted, thinking, "What is next?" And once all--once all the applications for the solicitation have been reviewed, the entity will be notified, likely--this usually happens before September 30th, of whether you have been awarded funding. Please remember who your entered Entity Administrator and Authorized Representative is in JustGrants. So those will be those submitting the application. There's an Application Submitter that will be assigning roles in JustGrants. Your Entity Administrator and Authorized Representative will receive the notifications. And if there's any changes, if there's any extensions, if there's any errors, anything that might happen with this solicitation once it's on our end, the Entity Administrator and Authorized Representative would receive those notifications. So, it's important that they are aware of that, that they're looking out for any emails from JustGrants.

Once you've submitted your application, the status will indicate "submitted." You may also see--you will see a--or you could see a banner that it's past due. That just means the submission deadline has passed, not that your application is past due. So, once you receive indication that it's "submitted," we have it, and we'll begin to go through the basic minimum requirements review, and then hopefully, onto peer review, and then to

us for final consideration.

These are the training resources I mentioned. There--These are vital, really truly vital to review. Get on JustGrants, you go to the trainings. There are webinars. There are step-by-step job aids for every single step of the pre-application. Once you are a grantee, once you are an awardee, everything that you need to know is available on our JustGrants training resources. Again, the short videos, they are easy to view. They take you step-by-step through it. And then we also have, again, our JustGrants Help Desk, which I'm going to give you their number and email too shortly.

There is, if you get on the JustGrants website, there is video, an Application Mechanics e-learning videos, which give you again step-by-step information on preparing your application, walking through getting into JustGrants, the entity onboarding. So entity onboarding and JustGrants access I just mentioned as being vitally important. That is going to be your Entity Administrator and your Authorized Representative. So those are those are roles. This is vitally important that those are done correctly within JustGrants. Assigning those roles and responsibilities, submitting your applications in JustGrants, and then if you have questions, there's so much information in these resources, in this training--these [virtual training sessions](#) that I definitely recommend all applicants review.

And this is--I've mentioned throughout this entire [webinar, and it's all over the solicitation, this is OJP](#) Grant Application Resource Guide, which provides guidance to for your preparation and submission for all of OJP applications. This is, again, one to bookmark and have accessible and ready because you will have questions. This is--it's not terribly complex. It does take time, and that's why I'm so glad that you all are all here today listening into this conversation and knowing to get in, get this done, get it in in advance so that if there are questions, if there are errors, you have an opportunity to revise and resubmit.

Another list of important websites. These are all referenced throughout the solicitation that may be of [resources as you prepare your application. Obviously, the](#) Office for Victims of Crime, our agency, which is has all of the resources that we discussed here, including our current federal funding opportunities. As I mentioned, we have funded this program in the past. So take a look at who funded and get a sense of what we were looking for certainly in the past and those agencies that have received funding. Our [DOJ Grants Financial Guide](#) will give you great insight into submitting a budget, allowable unallowable costs, what it means to create a contract, what's the difference between procurement contract and subgrantee, subawardee. All of that information is there, as you're being really thoughtful about your 3-year budget. [JustGrants](#) we talked about in depth. That is where you'll be submitting your full and final application. [Grants.gov](#), that starts the process. That probably should have come first. That is where we start with the two forms that need to be submitted before any of this process can begin. Your SF-424 and SF-LLL. Those two forms, once they're submitted to Grants.gov and they're cleared and validated and you've got the full thumbs up, then that application we sent to just--those forms we sent to JustGrants. And then you can gain the full application. I know it can sound a little bit complicated. It's not terribly. Again, it's great that you're here and

you're starting now. [OJP Grants Application Resource Guide](#). I mentioned repeatedly, really do book that--copy that link now.

Our Training and Technical Assistance Center, [ovcttac.gov](#), that applies just really whether you're going to be submitting this application or not. The resources on that website, they are free. They're available to you to receive training and technical assistance, even if you are not awarded funding under this program. There are tremendous resources for you to use within your agency, within your communities, several of them that I just admire so much. [The Faces of Human Trafficking](#) really, interviews with survivors and the voices of survivors in implementing these programs and the importance of them. And then there are new tools there for juveniles who are going through the juvenile justice system and what it means to go through court and some of the vernacular and language that they deal with. So they are [graphic novels dedication for children 12 to 18](#) who are somehow involved in the--in the justice system and how to navigate that. So, again, just two examples of resources that I love and adore on our website and also [ovcttac.gov](#).

Our [Grants Performance Measure Reporting](#). As I mentioned, you do not have to submit data with your application, but we need you to understand that there will be a requirement if you are awarded funding and if you are, that you have a plan, that you have a plan to collect it. So I would get on [OJP.gov/performance](#) website to get a sense of what we will be asking for. But there, you can indicate your understanding, and this is the information we will be gathering. Who will be gathering it, who will be responsible will indicate that you do have a clear understanding of this solicitation and our expectations. And then our [Resource Center](#) has a OJP news and resources.

Thank you, Tammy, is also putting all of this information then in the chat, so you can copy and paste. These are the 3 sites that you're probably tired of hearing me say in the last hour. But these are the ones as you're going through if you have any issues submitting. The first step--again, the first step of the application is Grants.gov-- these are the numbers to call. And this is the email support at Grants.gov. So this is your first step. If you're having trouble with the first step, call and receive technical assistance from Grants.gov at these numbers. Second step in JustGrants, you will have questions and concerns, and there will be things that are not clear in submitting that application. If you're uploading documents, what's a web-based form? If a budget isn't working. This will be your go-to number and email. And they are responsive and they're dedicated to helping you. Please do try to do this as early as possible so if you do have questions, that you can get those questions answered and your application submitted on time. I'm going to--at the end, I am going to go through and answer as many questions as I can. I probably will not get to all of them. And if I don't, it's okay because the OJP Response Center will be your next stop for any questions that you have with programmatic requirements. They are familiar with this solicitation. If there is anything that they are not familiar with, they will contact me as the program manager to get clarification, and I respond right back to them with any questions or concerns that they cannot address for you immediately, as it relates to the programmatic requirements. So I'm going to go through this one more time because this slide really is important in thinking about who is

here to support you through the next steps.

So Grants.gov, that's your step one. That information is there when you're submitting your SF-424 and SF-LLL.

Any issues submitting a full application in JustGrants, you have [justgrants.support@usdoj.gov](mailto:justgrants.support@usdoj.gov) as well as the number. They--And their hours are listed at the end of this webinar, I believe, or earlier, and definitely within the solicitation.

And then as you're going through, and, I don't know what this means. What are the program requirements? Am I eligible? Those are the questions that should go directly to the OJP Response Center. There are standing by to take your all or your email at [grants@ncjrs.gov](mailto:grants@ncjrs.gov).

The dates. The dates are vitally important. However, more important is probably getting them in several days before. But Grants.gov., the deadline that we have is June 28th. The full submission in JustGrants by July 5th.

Now, if you like to [stay connected](#) or for updates on our new funding opportunities, again, this is just one of many fabulous opportunities, and I'm so excited to be working with this agency and within this division. There is tremendous opportunities that are coming out under the leadership of Director Rose. We are just--It's an exciting time, and we are thrilled. So please do keep up and connected with our funding opportunities, our announcements, our training opportunities, our free resources. Again, this is going to be a very competitive solicitation. Very competitive. That doesn't mean that you cannot use--have access to all of the tremendous free resources that we have and implement them to enhance the great work that you are doing in the field. But you can sign up for our funding opportunities. We have the link here. And I am not--I believe Tammy might have put that in in the chat as well.

And I just want to bring this up because this was a tremendous resource for those of you who are doing the work in the community. Most recently, the 2022 National Crime Victims' Rights Week Resource Guide. We made this available, and this link is on our website. It has the resource guide, it has [artwork](#) being used in your public awareness activities. Remember that one of the solicitation requirements is a plan for publication awareness and access. Right here are some resources that you can use to help inspire if you need to raise awareness for victims' rights. And this year's theme underscored the importance of helping crime survivors find their justice by enforcing victims' rights, expanding access to services, and ensuring equity and inclusion for all. You're going to see that as a priority area under this administration, ensuring equity and inclusion. Follow us, like us. These are all of our social media links. All of the information that is on our website, we also push out on social media.

So, I'm going to take a sip of water, and then I'm going to get to your questions. And for those, I can't answer, I just--I do want to thank you. Thank you for your interest. I thank you for the tremendous work I know that all of you are doing to support victims. So

thank you. I hope you are also taking self-care important as well for yourself and your agencies. Let me um, let me take a drink of water and get to your questions.

So the first question I have from Katie, "Could creation of a training curriculum be considered an appropriate deliverable in addition to client services or would--to create a training curriculum also need to be conducted to various groups or organizations to fulfill the role of a deliverable?"

Yes, the creation of a training curriculum, along the solicitation goals of preventing trafficking of girls, would absolutely be considered an appropriate deliverable. If you are awarded funding, you'll be working directly with our TTA provider, who can either assist in those efforts. If there's gaps in developing that training, they will be there to assist you as well. But yes, part of this is looking for direct services as well as community outreach, public awareness, and training for your staff and/or the community would be considered a deliverable. An acceptable deliverable.

"Can we use/leverage agency outreach activities such--" I'm sorry. This question is from Nicole. "Can we use/leverage agency outreach activities, such as if we have county funding for conducting human trafficking-specific presentations in cue, can these activities be included as part of our education and awareness plan for this application?"

Yes, you can--this product does not require a match, but if you have partners within the community that would like to participate in kind and in using outreach activities, this can be included. As long, again, as it meets the anticipated or the intended goals and objective of this solicitation, which is preventing trafficking of girls. But that does need to be the focus for any outreach activities and training that is developed.

Oh, there's a million listed here.

Another question from Katie. "We are looking to create a program in our state where the program has been highly requested, but the state licensing has not come through yet. Would we be able to submit the grant to receive funding in order to begin the process of creating a program, obtaining the licensing, and then providing services within 3 years where the licensing likely won't be available right at the beginning?"

That's a great question, Katie. And, and yes, you can. We've been through licensing questions and concerns before. And knowing that when you do your budget, there is—you're budgeting for years one, two, and three. We do understand that things--we do understand that life can happen. And that while you may not spend all of your budgeted funding in year one, that can roll over into year two and into year 3, as long as the money and the expectation, the goals of your program are met within those 3 years. Even if you budget and plan for something to happen at the very beginning, we've had staffing issues. We have had COVID. We have had so many different things that we have morphed and had to change programs. We understand the world in which we are in and, most especially, the work in what you do it is not always linear. But, yes, you can budget and propose creating a program that is waiting on licensing to go through,

knowing that it may not happen in the beginning. And if you're funded and find out that licensing does not happen, you can work with--I'd be your program, manager, and we'll work through to re-appropriate those funds. So that is not a concern.

Question from Sarah. "Are girls who identify as or with the LGBTQ+ community considered historically underserved, marginalized, and adversely affected by an inequality?"

I would say unequivocally, yes.

Nicole. "Can tables be single-spaced in the narrative? Can tables be single-spaced in the narrative?"

No, Nicole, I hope I'm answering this question. Yes. This would be in the narrative. Your narrative is going to be the document that you draft and you upload. So yes. I don't know if this is a technical issue question, but certainly for formatting, there's no concerns with single... Oh, because--I'm sorry. I had to read it again. Yes, because we do have the formatting question that it has to be double-spaced. Yes, tables can be single-spaced. And I now understand the question.

So, the question is, "can tables be single-spaced?" We had a discussion about formatting being double-spaced. Yes, tables can be single-spaced. Thank you for your patience as I figured out what the question was.

Katie says, writes, "Our program, has been operational since 2011 and has had a home in California that was closed to licensing issues, but continues to provide services in Tanzania, Africa since it is closed. But our data would not represent victims served in '20 or '21. Would we be able to supply data demonstrating our community served over the course of our operations, rather than solely '20 and '21 data?"

Absolutely, Katie. However you can use the data to tell your story, do that. We were asking just, at a minimum, for those that have '20 and '21 data. But if you've been operating since 2011 and operating in various locations, tell us your story.

From Sarah writes, "If we have received another grant from OVC, does that disqualify us from receiving this grant?"

I realize we're at the 2:00 hour. This will be my last answer, and then any questions I will have to send back to the Response Center. I'm so sorry, the time has flown.

So, "We have another grant from OVC. Does that disqualify us from receiving this grant?"

It does not. But please, Sarah, when you fill out your application, note which OVC funding you have received. Be specific with the grant, if you have a grant number, the program that it is, the purpose of it, and if there's--even if it is a human trafficking

funding program, how this program will be different, how you will make sure, how you assure--reassure us that there will be no duplication of funding. It can blend, it can braid, it just can't duplicate.

I know we are at time. I don't want to take any more time.

I appreciate all these questions. We will make sure that they get to reviewed. You can make sure to send them directly to the OJP Response Center. The number's on the screen. 800-851-3420, or [grants@ncj.gov](mailto:grants@ncj.gov).

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