

**OVC Fiscal Year 2020
Housing Assistance Grants for Victims of
Human Trafficking**

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Presenters



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Agenda



- OVC Mission
- Purpose/Background
- Eligibility
- Goals and Objectives
- Critical Application Elements
- How To Apply
- Award Information - Grant Agreement
- Questions and Answers



Note: Have a copy of the solicitation available to follow along.

OVC Mission Statement



OVC is committed to enhancing the Nation's capacity to assist crime victims and to providing leadership in changing policies and practices to promote justice and healing for all victims of crime.

Purpose (Pg. 5)



OVC is seeking applications to support transitional and short-term housing assistance with support services for victims of human trafficking throughout the United States

Eligibility (Pg.1)



- Eligible applicants are:
 - states and territories,
 - local government,
 - Indian tribes,
 - Nonprofit, nongovernmental victims' service organizations.

Eligibility (cont.) (Pg.1)



- OVC will consider applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees).
- All recipients and subrecipients must forgo any profit or management fee.
- Nonprofit organizations that hold money in offshore accounts for the purpose of avoiding paying the tax described in 26 U.S.C. § 511(a) are not eligible to apply.

Human Trafficking Definition (Pg. 5)



A person who has been subjected to a “severe form of trafficking in persons,” which, as defined in 22 U.S.C. § 7102(11), means—

- sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such an act has not attained 18 years of age; or
- the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

Project Purpose(s) (Pg. 5)



- Transitional housing, including funding for the operating expenses of a newly developed or existing transitional housing program;
- Short-term housing assistance, including rental or utilities payment assistance and assistance with related expenses, such as payment of security deposits and other costs incidental to relocation to housing.

Transitional Housing Definition (Pg. 5)



- Transitional housing assistance is temporary housing offered for at least 6 months and no more than 24 months that helps victims transition into permanent housing.
- Transitional housing is not an extended shelter stay.

Short-term Housing Definition (Pg. 5)



- Short-term housing assistance is rental assistance and/or other financial assistance (e.g., security deposits, utility assistance, relocation costs, etc.) offered for at least 6 months and no more than 24 months that helps victims transition into permanent housing.
- Short-term housing assistance is not emergency shelter, rental assistance offered for less than 6 months, or financial assistance for victims not provided with housing.

Support Services (Pg. 6)



Projects must also include support services designed to enable victims of human trafficking and any dependents to—

- locate and secure permanent housing;
- secure employment; and
- integrate into a community by providing victims and dependents with services, such as transportation, counseling, child care services, case management, and other assistance.

Services cannot be mandated (Pg. 6)



Projects cannot condition receipt of housing assistance upon participation in any or all of the support services offered.

Limited Use of Funds (Pg. 6)



Activities can be supported in limited circumstances—

- Legal Services
- Purchase and/or Lease of Vehicles
- Services for Children

Program Requirements (Pg. 7-8)



- Offer support services to trafficking victims receiving housing and their dependents.
- Offer follow-up support services for trafficking victims who secure permanent housing. Follow-up services are limited to advocacy, support groups, case management, and minimal financial assistance (e.g., security deposit or first month's rent for permanent housing).
- Agree to provide housing to clients without requiring participation in support services.

Program Requirements (Pg. 7-8)



- Submit the policies and procedures governing the provision of housing and related support services for review and approval (post award).
- Ensure that any staff, partner staff, or service providers working with trafficking victims are trained to work with such victims, including by accessing OVC-supported training and technical assistance.
- Send the project coordinator and one other key staff member to an in-person OVC grantee orientation and have relevant staff participate in OVC-sponsored training and technical assistance.

Goal (Pg. 7)



Provide safe, stable housing and appropriate services to victims of human trafficking.



Objectives (Pg. 7)

1. Provision of housing interventions to victims of human trafficking and related support services;
2. Collaboration with, and training for, local partners (e.g., housing and service providers, community and faith-based organizations) to ensure trafficking victims are properly identified and referred for appropriate housing and services;
3. Assistance or referrals to other essential services for victims of human trafficking;
4. Improvement of outcomes for victims of human trafficking by providing support services; and
5. Data collection and participation in evaluation activities to determine if the program is meeting stated goals and objectives.

Other Considerations (Pgs. 7-8)



- U.S. government funds cannot be used to promote, support, or advocate the legalization or practice of prostitution as a legitimate form of work.
- Coordinating with law enforcement – grantees are strongly encouraged to assist clients in complying with reasonable requests from law enforcement; however, a victim’s willingness to collaborate with law enforcement is not a condition to access services.
- Letters of Support from law enforcement and/or prosecutorial agencies – at least 1 must be provided

Federal Award Information (Pg. 8-9)



- OVC expects to make up to 27 awards.
- Award amount may be up to \$500,000 each.
- Total anticipated to be awarded may be up to \$13.5 million.
- The period of performance for this grant is 36 months, to begin on **May 1, 2020.**
- Award is subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.
- **25 percent match is required:** see OJP Grant Application Resource Guide for more information

Type of Award (Pg. 8)



- This award will be made as **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.

Part 200 Uniform Requirements (Pg. 8)



All award recipients and any subrecipients/subawards are subject to Part 200 Uniform Requirements. (See the OJP Grant Application Resource Guide <https://ojp.gov/funding/Apply/Resources/Grant-App-Resource-Guide.htm>.)

Applicants may also review DOJ Grants Financial Guide at <https://ojp.gov/financialguide/DOJ/index.htm>

Civil Rights Requirements



- Federal laws prohibit recipients of TVPA funding from discriminating in the delivery of services on the basis of age, race, color, national origin, religion, or disability.
- Recipients are also obligated to provide meaningful access to their programs and activities for persons with limited English proficiency.
- Recipients may not discriminate on the basis of sex in education or training programs.

Civil Rights Requirements cont'd



- If you receive VOCA, VAWA, FVSPA or HUD funding, you may have further requirements preventing you from discriminating or excluding individuals from participation in your housing or other programming based on sex, sexual orientation, or gender identity. Consult your legal counsel on how that may impact your housing programming.
- To learn more, consult the [Office for Civil Rights at the Office of Justice Programs](#).



Critical Application Elements

- Program Narrative* (Pgs. 10-12) including:
 - Statement of the Problem;
 - Project Design and Implementation;
 - Capabilities and Competencies; and
 - Plan for Collecting Data Required for Performance Measures
 - Budget Detail Worksheet (including the Narrative)* (Pgs. 13-14)
- *Without these critical application elements, the award will not proceed to peer review and receive consideration for funding. (See page 10.)
A **breakdown for the scoring during the review** can be found on **page 17**.

Program Narrative Format (Pg. 10)



- Double-spaced, using a standard 12-point font (Times New Roman preferred)
- No less than 1-inch margins
- Not exceed 25 pages
- Pages should be numbered

If the Program Narrative fails to comply with these length-related restrictions, OVC may consider such noncompliance in peer review and in final award decisions.

Budget Detail Worksheet and Budget Narrative *(Pgs. 13-14)*



- Use the DOJ standard form; Excel version preferred.
- Budget detail and budget narrative combined in one document.
- 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 program narrative and aligned with the project design.



Data Collection

- Applicants should examine the data collection requirements and key performance measures (Pg. 12 & Appendix A).
- Describe plan to collect this data.
- Award recipients will be required to report data regularly to Trafficking Information Management System (TIMS).
 - <https://tims.ovcttac.gov>

Other Elements (Pg. 21-22)



- SF-424 – Pg. 10
- Project Abstract – Pg. 10
- Indirect Cost Rate Agreement (if applicable) – Pg. 14
- Tribal Authorizing Resolution – Pg. 14
- Financial Management Questionnaire – Pg. 14
- Disclosure of Lobbying Activities (SF-LLL) – Pg. 14
- Disclosure of Pending Applications – Pg. 14
- Disclosure and Justification – DOJ High Risk Grantees – Pg. 14
- Disclosure of Process Related to Executive Compensation – Pg. 15
- Letters of Support from Law enforcement and/or Prosecutorial Agencies – Pg. 8
- Request and Justification for Employee Compensation; Waiver – Pg. 9
- Service Partner MOUs, Letters of Intent, Subcontracts/Subgrants – Pg. 16
- Position Descriptions and Resumes – Pg. 16

How to Apply (Pg. 16)



- Applicants **must register** in, and submit applications through, **Grants.gov**
- Apply under the correct competition ID: **OVC-2020-17755**
- **Applications Are Due: February 3, 2020 by 11:59 p.m. ET**
- Submit application **at least 72 hours prior** to the application due date
- Call the Grants.gov Customer Support Hotline at 800–518–4726 or 606–545–5035 (24/7) for technical difficulties
- Find information on how to apply in response to this solicitation in the [OJP Grant Application Resource Guide](#)

How to Apply (cont.)



As noted in the [OJP Grant Application Resource Guide](#).

IMPORTANT SAM.gov ALERT

- Any applicant for an OJP award creating a new entity registration (or updating or renewing a registration) in SAM.gov must submit an original, signed notarized letter appointing the authorized Entity Administrator within thirty (30) days of the registration activation. **Notarized letters must be submitted via U.S. Postal Service Mail.** Read the Alert at <https://www.sam.gov> to learn more about what is required in the notarized letter, and read the Frequently Asked Questions (FAQs) at <https://www.gsa.gov/samupdate> to learn more about this process change.

Submission Deadline (Pg.1)



11:59 p.m. ET
February 3, 2020

Technical Problems/ Request for Late Submission (web)



- The following conditions generally are insufficient to justify late submissions:
 - Failure to register in SAM or Grants.gov in sufficient time (SAM registration and renewal can take as long as 10 business days to complete. The information transfer from SAM to Grants.gov can take up to 48 hours.)
 - Failure to follow Grants.gov instructions on how to register and apply as posted on its website.
 - Failure to follow each instruction in the OJP solicitation.
 - Technical issues with the applicant's computer or information technology environment, such as issues with firewalls or browser incompatibility.

See the OJP Grant Application Resource Guide:

<https://www.ojp.gov/funding/Apply/Resources/Grant-App-Resource-Guide.htm>

Attachment Tips



OVC strongly recommends that applicants use descriptive names when labeling attachments.

Good Examples:



File Name: File 4: Budget Detail Worksheet

File Name: File 6: Information on Proposed Subawards.

Bad Examples:



File Name: Budget

File Name: File 4

Adding Attachments (Pg. 3)



- Grants.gov has two categories of files for attachments: "mandatory" and "optional."
 - OJP receives all files attached in both categories.
 - Do not embed "mandatory" attachments within another file.
- An applicant must use the **Add Attachment** button to attach a file to its application.
 - Do not click the paperclip icon to attach files. This action will not attach the files to the application.
 - After adding an attachment, select the **View Attachment** button to confirm you attached the correct file.
 - To remove the file, select the **Delete Attachment** button.

Attachments: Checking for Errors (web)



- See the OJP Grant Application Resource Guide:
<https://www.ojp.gov/funding/Apply/Resources/Grant-App-Resource-Guide.htm>
- An application can be checked for errors via the **Check Application** button on the **Forms** tab of the **Manage Workspace** page.
 - The button is active if the set of forms in the workspace matches those required in the application package.
 - If you receive a **Cross-Form Errors** message after clicking the **Check Application** button, refer to the **Cross-Form Errors** help article for more detailed information about this validation error.

Tips



- Start the application process early!
 - Registrations (DUNS, SAM, Grants.gov)
 - Identify Partner(s)
 - Request letter of support from law enforcement/prosecutorial agency
 - Schedule planning meetings with proposed partner(s)
 - Begin drafting MOUs, as appropriate
- Use the Budget Detail Worksheet template.
- Ask for the amount of funding needed (not to exceed award amount limitations).

Solicitation and General Application Assistance

(Pg. 2)



For programmatic and general assistance with the solicitation requirements, contact the **National Criminal Justice Reference Service (NCJRS) Response Center** at <https://www.ncjrs.gov>

- Phone: 800–851–3420
 - Email: grants@ncjrs.gov
 - web chat: <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>.
 - Hours of operation: 10:00 a.m.– 6:00 p.m., eastern time, Monday through Friday, and from 10:00 a.m.–8:00 p.m., eastern time on the solicitation closing date.
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- Links to all current OJP funding opportunities
 - Subscribe to receive email notifications of new funding opportunities
 - Sign up to receive the bi-weekly JUSTINFO newsletter and the weekly Funding News From NCJRS email.
 - Be sure to select “Grants/funding” as an area of interest in your NCJRS registration profile when you subscribe.

Technical Application Assistance (Pg. 2)



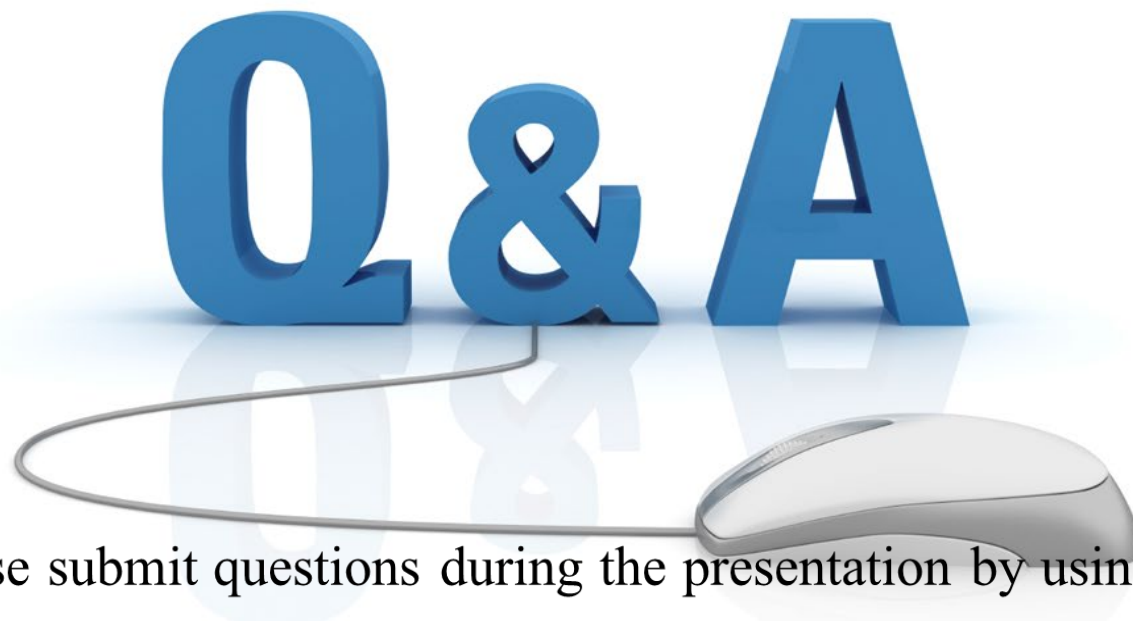
For technical assistance with submitting an application, contact **Grants.gov Customer Service Support Hotline**

- Phone: 800–518–4726 or 606–545–5035
 - The Grants.gov Customer Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.
- Email: support@grants.gov or <https://grants.gov/web/grants/support.html>
- Provides information on available federal funding opportunities for various federal agencies.

Important Websites



- OVC's website: www.ovc.gov
- OJP Grant Application Resource Guide: <https://ojp.gov/funding/Apply/Resources/Grant-App-Resource-Guide.htm>
- DOJ Grants Financial Guide: <https://ojp.gov/financialguide/DOJ/index.htm>
- Budget Detail Worksheet: <https://ojp.gov/funding/Apply/Forms/BudgetDetailWorksheet.htm>
- OVC Training and Technical Assistance Center: www.ovcttac.gov
- Grants Management System: <https://grants.ojp.usdoj.gov/>
- Grants Payment Request System: <https://grants.ojp.usdoj.gov/gprs>
- Grant Performance Measurement Reporting: <https://ojp.gov/performance/>



Please submit questions during the presentation by using the Q&A box and selecting all presenters.