

[Transcript from the OVC Fiscal Year (FY) 2020 Housing Assistance Grants for Victims of Human Trafficking preapplication webinar, which was held December 19, 2019. The archived webinar can be found at: <https://www.ovc.gov/grants/webinars.html>.]

MARY JO GIOVACCHINI: Good afternoon, everybody, and welcome to today's webinar, OVC Fiscal Year 2020 Housing Assistance Grants for Victims of Human Trafficking, hosted by the Office for Victims of Crime. At this time, we're going to start--introduce your presenters today and we'll start the webinar. So your presenters today are Kristin Weschler and Sara Gilmer, Office for--with the Office for Victims of Crime.

KRISTIN WESCHLER: Okay. Good morning, everyone. This is Kristin Weschler with OVC and I'm joined by Sara Gilmer. And we are going to walk you through some of the main components of this OVC solicitation for housing options for victims of human trafficking. So our general agenda today is to give you some general information about OVC. We're going to give you the purpose and background of the solicitation, who's eligible, what--as long as--as well as the goals and objective, the critical application elements, important tips of how to apply, award information, and then hopefully we'll have a good chunk of time at the end for Q&A. And as Mary Jo indicated, please put those in the Q&A box as we go through and we will hopefully have enough time to address them at the end.

SARA GILMER: Great. And so quickly, the Office for Victims of Crime, our mission is to enhance the Nation's capacity to assist crime victims and provide leadership in changing policies and practices to promote justice and healing for all victims of crime.

KRISTIN WESCHLER: For this specific solicitation, you will see on page five of the document that we are looking for applications that support transitional and short-term housing assistance. And we will define that later in the presentation of what that means, along with support services for victims of human trafficking throughout the United States.

SARA GILMER: So in terms of eligibility, eligible applicants are states or territories, local government, Indian tribes, or nonprofit, nongovernmental victims' service organizations. This is the standard eligibility for OVC's human trafficking programs. A couple of things to note: OVC will consider applications where several entities will carry out a federal award, but only one entity may be the applicant. Other entities must then be the subrecipients of that applicant. Under this program, all recipients and their subrecipients must forego any profit or management fees. And if you are a nonprofit organization holding money in offshore accounts for the purpose of avoiding paying the tax as described in 26 U.S.C. § 511(a), you are not eligible to apply.

In terms of the definition of human trafficking that is being used for this program, we are using the federal definition of severe forms of trafficking in persons from the Trafficking Victims Protection Act. So we're talking about sex trafficking, in which [a] commercial sex act is induced by force, fraud, or coercion, or where the victim is under the age of eighteen (no force, fraud, or coercion needed in those cases); or the federal definition of

labor trafficking as outlined here. [The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services through the use of force, fraud, or coercion for the purposes of subjection to involuntary servitude, peonage, debt bondage, or slavery.] And I just wanted to clarify that you might have different state definitions of trafficking, but for the purposes of this program, recipients of programming should be victims of the severe forms of trafficking as defined by federal law.

KRISTIN WESCHLER: Okay. So for this specific solicitation, there are two major categories where you can request funding. So the first is the actual provision of housing which can take the form of transitional housing, including operating expenses of newly developed or existing transitional housing, and that can include rental assistance. And then the second category is short-term housing assistance, including [rental or] utility payment assistance or related expenses, such as security deposits and other costs incidental to housing relocation.

The definition that we are using for housing provision, which includes transitional housing and rental assistance, is that it is temporary housing offered for a minimum of six months but not to exceed twenty-four months. And the goal of this being to transition survivors into permanent housing stability. It is important to note that transitional housing is not an extended shelter stay. So while applicants may have an operating shelter, that is not the intended purpose of the solicitation.

The definition that we're using for short-term housing is rental assistance or other financial assistance such as security deposits, utility assistance, or relocation cost, again, for the six to twenty-four months, transitioning survivors from short-term housing into permanent housing. And that this is not emergency shelter; that rental assistance is to be offered for at least six months; and financial assistance for victim--sorry--oh, and also that the financial assistance is for at least six months.

SARA GILMER: So, in addition to the housing services that this solicitation supports, projects must also have some complimentary support services that help survivors of trafficking and their dependents to locate and secure permanent housing, or to secure employment or other services like transportation, counseling, child care, [and] other assistance that allow them to heal.

An important thing to note is that receipt of housing assistance cannot be conditioned on participation in any or all of the support services that you offer. So you cannot say that you can only access housing if you participate in X counseling group, for example.

Couple of other limited uses of funds. As outlined in the solicitation on page six, legal services can be supported for individuals who are receiving housing, and they are-- those limited services must be necessary to enable a housing program participant to locate and secure housing and integrate into a community. And this isn't for a long-term legal assistance. There's limited availability to support purchase and lease of vehicles on a case-by-case basis. Again, please read the specific language on page six. And then services for children are allowable when these services are an ancillary part of

providing housing and supportive services to the child's parent who is a victim of trafficking.

KRISTIN WESCHLER: So for program requirements, again, [these] can be found on pages seven and eight of the solicitation. We've definitely identified that the two core purpose areas are--or areas of support are for support services that are receiving housing and/or rental assistance, as well as their dependents. Applicants are also to follow--offer follow-up support services for trafficking victims who secure permanent housing. Now, follow-up services are limited, however, to advocacy, support groups, case management, and minimal financial assistance such as security deposit or the first month's rent when they transition into permanent housing. And then finally as Sara indicated, the applicants agree to provide housing to clients without requiring participation in support services. So, in summary, all this being said, that follow-up services must be offered but not required or mandated for participation.

We will be asking for the submission of policies and procedures governing the provision of the housing or rental assistance and supportive services for review and approval if you are selected for an award. So just be mindful of that, that those will need to be already established. Also ensure that any staff, any partner staff, or service providers working with trafficking victims are trained and experienced in working with this population. And then the--we call them the point of contact, but the project coordinator and one other key staff member [must go] to an in-person OVC grantee orientation that we schedule every year and have relevant staff participate in OVC-sponsored training and technical assistance that we provide through various technical assistance providers.

So the overall goal of the solicitation is to provide safe and stable housing and appropriate services to victims of human trafficking. So this is, well, a broad definition where it gives you an opportunity to be creative and shine with your programming. You must be able to demonstrate the safety and stability of the housing model.

Objectives are outlined on page seven. So again, provision of housing interventions and related support services. The second one, we strongly anticipate and require collaboration with and training for local partners. This is, again, your opportunity to shine, so you might partner with housing providers or other nonprofits in your area, community and faith-based organizations, to provide the comprehensive services that human trafficking victims need support in, not just with housing, but in also wraparound services. The other objective is assistance or referrals to other essential programs to provide services for victims of human trafficking. So again, you may not individually provide those wraparound services comprehensively, but we anticipate through the collaborations that you'll be able to provide the wide range of services, as well as to a wide population, including sex and labor trafficking survivors. We want improvement of outcomes for victims of human trafficking by providing support services, so there is going to be some kind of evaluation or data component that Sara's going to get into here later in the presentation, which then covers the fifth objective about data collection

and participation and evaluation activities to ensure you're meeting your goals and objectives.

SARA GILMER: So, a few other considerations to highlight. One, the standard requirement for all TVPA-funded programs that US government funding cannot be used to promote, support, or advocate the legalization or practice of prostitution as a legitimate form of work. A note about coordinating with law enforcement about OVC strongly encouraging grantees to assist clients in complying with reasonable requests from law enforcement, but victim willingness to collaborate with law enforcement can never be a condition to access services. And then also noting that applicants must submit a letter of support from a law enforcement and/or prosecutorial agency. And these law enforcement and/or prosecutorial agencies are free to provide as many-- letters of support to as many agencies as they wish. They're not limited to providing it to just one applicant.

In terms of overall federal award information, OVC expects to make up to 27 awards, but as always, it's subject to the availability of appropriated funds and may be subject to any modifications or additional requirements. The award amount is up to \$500,000 for the three--for a three-year award period, so the total amount of funding under the solicitation would be \$13.5 million. The period of performance, again, is three years, thirty-six months, with a projected start date of May 1st, 2020. And 25% match is required, or in other words, federal funds can only cover 75% of the project expenses. So please look at the [OJP Grant Application Resource Guide](#) to help you with your calculations.

So, with that, in terms of the type of award, it's a grant. And the OVC will maintain the oversight and monitoring role, but without the substantial involvement that you would see during a cooperative agreement. So again, you can refer to the OJP Grant Application Resource Guide for more information.

So, as always, the Part 200 Uniform Requirements, all award recipients and their subrecipients are subject to these requirements. You can see more at the OJP Grant Application Resource Guide, this really is your go-to resource. You can also see more about financial requirements if you look at the [DOJ Grants Financial Guide](#), which is also accessible online.

Just a quick note about Civil Rights requirements. Federal law prohibits recipients of TVPA funding from discriminating in the delivery of services on the basis of age, race, color, national origin, religion, or disability, including disabilities related to mental health status. Recipients are also obligated to provide meaningful access to their programs and activities for persons with limited English proficiency, and recipients with this funding may not discriminate on the basis of sex in education or training programs. A further note that if you receive VOCA, VAWA, FVPSA, or HUD funding, you may have further requirements preventing you from excluding individuals from participation in your housing or other programming based on sex, sexual orientation, or gender identity, so check with your legal counsel on how that may impact your housing programming. And

to learn more, you can consult the Office for Civil Rights at the Office of Justice Programs.

KRISTIN WESCHLER: Okay. So going to what the critical application elements are for this solicitation, it comes down to two. That is our program narrative and the budget detail worksheet. So you'll see here on pages 10 through 12 of this solicitation that the program narrative contains four different sections or parts. Please make sure you respond adequately and thoroughly to each of those areas. And then the budget detail worksheet details can be found on pages 13 and 14 of the solicitation. And be especially mindful that this includes the narrative. So not only are you providing a comprehensive calculation of how you're coming up with your cost, you are also justifying and explaining each line item within that budget detail. And that is within one document, and the link is provided in the solicitation. Without submission of these two documents, the award will not proceed to peer review and be considered sufficiently incomplete, and therefore not considered for funding. If you want to see the breakdown of the scoring that happens during peer review, that can be found on page 17.

As far as the details of the program narrative format, page 10, again, pretty standard, double-spaced, 12-point font. No less than one inch margins, not to exceed 25 pages, and please number your pages. This is really important during peer review when people are going through your application and trying to find consensus on comments, so that they can not only quickly find and identify information, but when they give feedback to you on your application, they can be very specific on where that information they're speaking to [is]. If the program narrative fails to comply with the 25-page limit, OVC may consider it noncompliant in peer review and in final award decisions.

The budget detail worksheet and budget narrative, again, the link is in the solicitation, it's the standard DOJ form. Excel version is preferred with the budget detail and narrative in one document. For personnel costs, please make sure that these are tied to key personnel for the project and tied to the deliverables of the award. The budget should include adequate funding to fully implement the project, broken out by year, reflecting 36 months. So you will see in the budget detail document that there are tabs for each fiscal year. Please fill each one out completely, and then the budget summary will reflect the full 36-month period. And then finally, make sure that you check your math, make sure that all of your federal award amount and your match amount match the budget summary, and are aligned with the project design.

SARA GILMER: So in terms of data collection, please take a look at the requirements and key performance measures on page 12, as well as Appendix A. As part of the narrative, you can describe your plan to collect this data, including specifying which personnel will do so. Award recipients will be required to report the data into the [Trafficking Information Management System](#), or TIMS, as well as submitting their semi-annual reports through GMS.

KRISTIN WESCHLER: All right. This is a big laundry list of all the other elements that are requested as applicable. You'll see, for instance, there's a tribal authorizing

resolution, may not apply to everyone. So please, we've given you the page references for all the different elements that are being requested. Read in detail if these different documents apply in your situation. We want to make sure everyone submits a complete application.

And how to apply. First and foremost, please make sure, if you haven't already done so, that you register in [Grants.gov](https://www.grants.gov). This is the platform in which all applications will be submitted. Also make sure that you use the correct competition ID, and it's listed here right in the slide for further reference. [OVC-2020-17755.] This is basically the identifier to this specific solicitation. We want to make sure you don't get lost in the black hole anywhere, so please make sure that you identify and tag this correctly. You'll be reminded several times that applications are due February 3rd by 11:59 PM Eastern Standard Time. So for those of you in Central Standard Time or [on] the West Coast, please be mindful of that East Coast Standard Time deadline. We really encourage applicants to submit at least, or plan to submit, at least 72 hours prior to the February 3rd due date. This is so if there are technical difficulties or whatever reason, something gets hung up, you should be--you would receive a confirmation that it has been submitted successfully. So if that doesn't happen, we want to make sure you've got some cushion time in order to work through those difficulties. And the customer support hotline is provided here on the slide [800-518-4726 or 606-545-5035], if you experience any of those challenges. And also please refer to the OJP Grant Application Resource Guide for further information.

As noted in that guide, we want to just pull out one important piece of information and that's the SAMS.--sorry, SAMS, [SAM.gov](https://www.sam.gov) alert, basically giving you a heads up about the--when--if you are a new entity registering in SAM.gov, what the requirements are in order to be registered and the timeframe which can be up to 30 days. So if you haven't started that already, I know it's the holidays coming up, but I would suggest you get on that as soon as possible. And it's--you'll see also there's a [link here](#) for frequently asked questions about the SAM update or the SAM.gov registration process. So please use those links for further information.

Again, this is the deadline, 11:55--sorry, 11:59. I was going to shortchange you four minutes. 11:59 PM Eastern Standard Time on February 3rd, 2020.

SARA GILMER: Just a reminder about technical problems or requests for late submission. It's not at all a given that your request for late submission will be approved, and in fact, we've outlined all of the specifics that might be insufficient to justify a late submission. So if you didn't register in SAM or Grants.gov in sufficient time, if you didn't follow the Grants.gov instructions or the instructions in the solicitation, or if your computer is having technical issues or IT issues with firewalls or browser incompatibility. So again, please reference the Grant Application Resource Guide and consider submitting as early as possible.

In regards to attachments, please use descriptive names when labeling your attachments. This will make it easier for everybody to find the specific attachments and know that you have complied with all the requests. So there's some good examples of how we would know you have submitted your budget detail Worksheet, for example.

Just some technical points about submitting attachments in Grants.gov. One thing to note is don't embed mandatory attachments within another file. This gets back to very clearly labeling the contents of a file. You have to use the Add Attachment button to attach a file to your application. And then after you do that, you can select the View Attachment button to confirm that you in fact did so.

Moving on, you can check for errors. Again, you can see the Grant Application Resource Guide will walk you through this, but there is a handy-dandy Check Application button which will help you check for errors.

KRISTIN WESCHLER: Okay. Just some general tips again. Start the application process early. We've touched on the Grants.gov and the SAM registration, but the DUNS process is also very important. You need to have an active DUNS number. So make sure, especially if you're a new applicant for federal awards that this--you make these a priority. Identify your partnerships to be able to provide the full round of wraparound services for survivors, including sex, labor, male, female, youth, and adults. Work on getting that letter of support from your law enforcement or prosecutorial agency. You can start planning--schedule planning meetings with your proposed partners and begin drafting your MOUs or--as appropriate. Use the Budget Detail Worksheet template. Again, the [link](#) is provided. And always, always, always ask for the amount of funding that is needed, but do not exceed the award amount limitations. So again, \$500,000 with a 25% match.

SARA GILMER: And I wanted to note that some of you with eagle eyes have noticed that Grants.gov has the incorrect amount listed, \$700,000. So please, that is being fixed now. So please make sure your budget reflects the \$500,000 federal amount in addition to your additional 25% match that you must provide.

KRISTIN WESCHLER: Okay. And now I am going to throw this back to Mary Jo, who is going to take us through some general assistance.

MARY JO GIOVACCHINI: Hi, everybody. Just a couple things we're going to note before we go into the questions. Solicitation assistance and application assistance is available through the National Criminal Justice Reference Service [NCJRS]. They are located at <https://www.ncjrs.gov>. You will also find their information on page two of the

solicitation. You may also reach them via telephone at 800-851-3420 or email them at [grants@ncjrs.gov](mailto:grants@ncjrs.gov). If you have any questions after the end of this webinar that you need answered, you can reach out to them and they will work with Kristin and Sara to get an answer to you. They are open 10:00 to 6:00 Monday through Friday and 10:00 to 8:00 PM Eastern Time on the solicitation closing date. But as Kristin has strongly encouraged you all to submit your application 72 hours in advance in case there are any technical issues.

From NCJRS, you can also sign up to receive their weekly funding newsletter. You can go to the funding section of the website and then click on subscribe to the weekly funding newsletter. This information can be helpful. They'll announce new opportunities from OVC, as well as the other agencies within the Office of Justice Programs. They will also notify you when there are webinars such as this one for a particular solicitation. So it's a good way to kind of stay on top of everything.

If you're having any technical problems with submitting your application, please reach out to Grants.gov. Their telephone number is 800-518-4726 or you can reach them at 606-545-5035. They are open twenty-four hours a day, seven days a week except on federal holidays. You may also email them at [support@grants.gov](mailto:support@grants.gov). Again, as a reminder, the competition ID number that you will need is OVC-2020-17755.

On this page here, we have a list of helpful websites. The first one, obviously, is the Office for Victims of Crime website at [www.ovc.gov](http://www.ovc.gov) and that is where the--this webinar will be posted. There's also information here about the Grant--OJP Grant Application Resource Guide and the DOJ Financial Guide. Both of these items can be a tremendous support and help to you as you go through the application process. There's a link here as well for the Budget Detail Worksheet, OVC's Training and Technical Assistance Center, as well as the Grants Payment Request System, and Grants Performance Management--Measurement Reporting tool. I'm going to leave it on this slide for a brief second to give you a chance to write down these URLs if you'd like because some of them are very long and I don't want to stammer through them as I try to read them out. So I'm going to leave that here. We're going to go on mute for a brief second, give you a chance to write that down, and then we will lead into the questions.

SARA GILMER: Okay. So we're...

MARY JO GIOVACCHINI: Go ahead. We are going to go ahead and start our questions.

SARA GILMER: And we're going to try to be fast and furious because you all have so many questions. So we're going to start near the top, someone asked if organizations with existing OVC funding are eligible to apply for this grant even if they have overlapped an award period. So you'll notice that the solicitation did not prohibit you from doing so, you just need to justify how this would support different expenses than those that are already being supported by your OVC award, whether that's geographically different, different clients, different sorts of housing services.

KRISTIN WESCHLER: Yeah.

SARA GILMER: The next question is related to match.

KRISTIN WESCHLER: Yup.

SARA GILMER: You want to take that Kristin?

KRISTIN WESCHLER: Sure.

SARA GILMER: About whether it can be other grants.

KRISTIN WESCHLER: Yeah. So the question is, "Can the cash match be other grants? Can the in-kind match be counted towards--or counted as volunteer work?" So you can do in-kind or cash match. The only prohibition is you cannot use other federal awards as match. And that includes VOCA funding, because that is technically federal awards even though it's a state pass-through.

SARA GILMER: So you can find out more if you check in the handy-dandy Grants...

MARY JO GIOVACCHINI: DOJ [Grants] Financial Guide.

SARA GILMER: ...DOJ [Grants] Financial Guide on match and different ways to make match. But definitely volunteer hours and other grants that are not federal.

The next question I'm seeing, if their clients are age 12 to 20, that--are you eligible to use this funding? Yes. You just have to use it for the purposes that were described, which is transitional housing or short-term housing. So, again, it would have to fall within those parameters. So, remember, it was not long-term shelter or other sorts of housing. So, just--your clients can be in that age bracket. They just have to--your program has to meet those specific program requirements.

KRISTIN WESCHLER: And I'll tag on. I see two down. It says "Is there an age limitation on this grant? Are you targeting minors or adults?" And there is no age limitation.

SARA GILMER: Someone asked a similar question as the prior one about if we have an existing program, OVC program, can we do that? Again, it's the same answer I had before about clarifying how this funding will differ from existing funding and what services, geographic range will be covered.

KRISTIN WESCHLER: All right. This is a great question. I'm glad it was asked. "Does the main recipient have to be a victim service provider or can it be housing, employment, social services applicant with a victims organization as the subrecipient?" Yes. As long as you meet those eligibility criteria, you are eligible to apply. And we would anticipate that you have a partnership with a victims' service provider to provide those services directly to victims of human trafficking.

SARA GILMER: So, in other words, no, you don't have to be a victims' service provider.

KRISTIN WESCHLER: Right, correct.

SARA GILMER: But yes, it could be exactly what you described, the housing provider with a victim service sub.

So, the question is about does the project have to serve sex and labor trafficking victims? Again, we're looking at the federal definition of human trafficking as described in the solicitation which covers the sex and labor trafficking in that federal definition.

There's a very technical question. "Does a 503"--not technical--"would a 501(c)(3) that does not have a special designation of a victim services organization be eligible?" And I don't see anything in the solicitation that precludes that. So, yes, you would be eligible.

I see a question about, Kristin, maybe you could take [it], "[Can you] apply for a combination of both transitional housing and short-term housing assistance or does it need to be one or the other?"

KRISTIN WESCHLER: Sure. So, it doesn't have--it's not an either/or. So, it's that both are eligible to be requested at--or grant funds under the solicitation. But it is up to each individual applicant what you want to request and what is most suitable in the community that you serve.

"In terms of foregoing the management fee, does this include federally approved indirect expenses?" You know, management fee?

SARA GILMER: You can use your indirect ...

KRISTIN WESCHLER: Right.

SARA GILMER: ...cost rate. The recipients and subrecipients must forego any profit or management fees that are distinct from that.

KRISTIN WESCHLER: Okay, correct.

SARA GILMER: Yeah.

KRISTIN WESCHLER: Correct. So, you can claim your--if you have an approved indirect cost rate, that is allowable.

SARA GILMER: Uh-hmm.

KRISTIN WESCHLER: Sorry. Now, we're scrolling because some are duplicate questions.

SARA GILMER: There's a Grants.gov question about signing documents. I refer you to Grants.gov for that.

I see a question about if you're a domestic violence agency. Yes, you--if you are a domestic violence agency, you are eligible, but all of the clients served under this program must be victims of human trafficking per the federal definition.

So, there's a question here about, "Would existing victims with mortgage deposits for permanent housing be allowable? Again, I refer you to the language in the solicitation about transitional housing and short-term housing. It doesn't appear that that would be--fall within those definitions.

There's a question, it says, "Does the project coordinator have to be from the lead applicant agency?" There's no specific ...

KRISTIN WESCHLER: Uh-hmm.

SARA GILMER: ...requirement that there is a project coordinator, nor would there--nor are there requirements that they be from the lead applicant agency. So, you may propose a structure that makes sense to your community and your program.

KRISTIN WESCHLER: Question about case management...

SARA GILMER: Uh-hmm.

KRISTIN WESCHLER: ...is, "If case management is part of our model, can a client refuse case management but still qualify for short-term housing?" So, yes, we--because again, you cannot mandate services as a condition of receiving housing assistance, so...

SARA GILMER: I see a good question here. "Does the housing need to be specific to trafficking victims?" No. So, there might be--you might have a housing program for victims of a variety of crimes. It's just under this award your funding would have to go to the services specifically to trafficked individuals.

KRISTIN WESCHLER: Sorry. We're doing rapid fire to get through these. "When it says existing or developing programs, can this funding be applied to a program that has not yet started but is an established non-profit working towards opening a transitional living program?" My immediate response would be you need to demonstrate experience in providing services to victims of human trafficking and specifically around housing. Now, whether you do that yourself or through a partnership, that's for you to assess and determine. But you have to meet the requirements as outlined in the solicitation.

SARA GILMER: Yeah. And the language there is flexible. It says, "Funding for the operating expenses of a newly developed..." So, it could be brand new.

Limited legal services... again, I'm not going to go beyond what's in the solicitation. It just says "necessary to enable a housing program participant to locate and secure housing and integrate into a community." And it's not for comprehensive, long-term legal assistance. OVC has other funding streams that provide--have traditionally provided flexibility for specific legal programs if that's what you're looking for.

There's a purchase and lease of vehicles question.

KRISTIN WESCHLER: Related to U-Hauls.

SARA GILMER: Related to U-Hauls. That's kind of in the weeds, I would say. Just look at the language in there. This is by the grant applicant or project partner. So, I just think that's a different question because this is saying this is allowable [on a] case-by-case basis when you, the applicant, are wanting to purchase or lease a vehicle. A U-Haul would probably be under the...

KRISTIN WESCHLER: The relocation.

SARA GILMER: ... transportation or relocation...

KRISTIN WESCHLER: Yeah.

SARA GILMER: ...which is allowable.

"Is the grant reimbursed cost funded upfront or quarterly?"

KRISTIN WESCHLER: Reimbursed?

SARA GILMER: It's reimbursed.

KRISTIN WESCHLER: Yeah. And you submit quarterly financial reports.

SARA GILMER: There's a question about if you--if your program only serves a specific population, let's say adult female victims, does that violate civil rights, anti-discrimination requirements? I would refer you to your legal counsel and they can also check out the [Office for Civil Rights](#) at OJP's website and they can take a look at that.

KRISTIN WESCHLER: Okay. "To clarify, this grant cannot provide housing to parents whose children are victims of trafficking and have either lost their housing or suffering from safety issues due to their children's trafficking situation."

SARA GILMER: So, this--the language in the solicitation talks about victims and their dependents. So, in that case, the parents are not the dependents of the child.

MARY JO GIOVACCHINI: One of the things I wanted to break in and let you know, if you're submitting questions to the chat box and it's not something that has already been addressed and answered, would you please copy it over and put it into the Q & A? Again, the Q & A is the radio button with the three dots. If you click on that, you'll see a link to Q & A. Thank you.

SARA GILMER: New grantee orientations are TBD. So, just put in an estimate.

KRISTIN WESCHLER: Okay. Sara--oh.

SARA GILMER: So, there are a couple of technical questions...

KRISTIN WESCHLER: Yes. Okay.

SARA GILMER: ...about length, page length that ...

KRISTIN WESCHLER: Uh-hmm.

SARA GILMER: ...I made sure we wanted to get to. So, none of your MOUs or anything like that should--will count against your page length.

KRISTIN WESCHLER: Yeah. The 25-page is just for your program narrative.

A question about legal assistance around termination of prior lease held during the victimization of a--of human trafficking and [the victim] needs legal intervention to get out of the lease and into state transitional housing. Yes, allowable.

SARA GILMER: And there's a question. You can provide additional letters of support beyond those from the law enforcement or a prosecutorial partner but you are not required. There's just a minimum--or a minimum of one that should be provided.

KRISTIN WESCHLER: We kind of went over this, it's who's eligible. But there's a question about whether the housing provider, the main applicant, or if we have a preference... We have no preference. Just make sure you meet the eligibility criteria and cover all of the programmatic requirements.

SARA GILMER: There's a couple of funding level questions. It's \$500,000 federal dollars total over three years, so not \$500,000 dollars a year.

How the relat--so, someone has a question about how a relationship with a subrecipient should be outlined in a budget? As always, you can check out the Budget Guide--the Grants [Financial] Guide online. But there is a separate section of the budget template for subawards and subrecipients. So, you would put that partner funding there as opposed to your personal funding.

"For how long after a victim obtains housing must follow-up services be offered?" If the solicitation is silent on that amount, then there is no requirement beyond what is written in there.

KRISTIN WESCHLER: I think though--yeah, for follow-up services, it's just the housing and rental assistance is not to exceed 36 months.

SARA GILMER: Yeah, there's no other time length...

KRISTIN WESCHLER: But...

SARA GILMER: ...on any of the follow-up services.

KRISTIN WESCHLER: Yeah.

SARA GILMER: If we do not have a federal indirect cost agreement, can we include any indirect costs at all?

KRISTIN WESCHLER: You can claim the de--what we call the de minimis indirect cost rate, which is a default of 10%. Now however, if you have ever had an indirect cost rate as an agency, you cannot claim de minimis. That is only if you have never had an indirect cost rate.

SARA GILMER: There's a question here about kind of program requirements. I'll just note that this is just saying you can't mandate services. Housing program requirements are obviously different from mandating services. So an example of maybe having a policy would be, there is a policy of no violence in the transitional housing program. But a service requirement would be you have to--you have to attend group therapy in order to be able to access this housing. So you cannot mandate a service like I just gave an

example of, but you obviously will have policies and procedures governing your housing programming which you will submit to us post-award.

KRISTIN WESCHLER: Oh, I saw the one about, "Is housing first a requirement?" So, no.

SARA GILMER: Let's see. It's okay--you can leverage...

KRISTIN WESCHLER: Yes.

SARA GILMER: --you can have other existing federal funding sources whether, again, that's an existing OVC award or HUD or something else, just clearly delineate in your program narrative how your--what your proposing differs or amplifies existing programming.

No. Again, the budget detail worksheet narratives do not count as part of the 25-page requirement.

"Can security deposits be included in the budget?"

KRISTIN WESCHLER: Yes.

SARA GILMER: Yeah.

KRISTIN WESCHLER: That--that's part of--part of one of the examples.

SARA GILMER: The short-term housing assistance. So you can see on page six that that's given as an example.

Letters of support, also not counting towards the 25 pages.

"Can a reduction in indirect charges be considered for match?"

KRISTIN WESCHLER: I--so if you're not claiming your full indirect cost rate, yes, you can use that, I think, as match. But I would--if--whoever has asked that question, you might want to submit it to NCJRS...

SARA GILMER: Yes. I would recommend that.

KRISTIN WESCHLER: ...and we will verify that. I am speaking from what I recall as a recent conversation, but I'd like to verify that.

SARA GILMER: Agree. There's a question here on [whether] a part of the grant could be used to pay a person to manage the program? Sure.

SARA GILMER: "No page limit for attachments?" Be nice to peer reviewers is my only request!

"Recommended screening or assessment tool?" No. You can choose which tool or screening measures you would like to use or you want your partners to use. Just know that if you were to have a site visit or an audit, you would just have to have some documentation to show how you are doing screening.

"If we offer mental health services and a client does not want to address their mental health issues, we cannot require them to?"

KRISTIN WESCHLER: Correct.

SARA GILMER: Correct. However, you are certainly, again, behaviors that might be not allowable in your housing is something that you can address in your housing policy and procedure.

KRISTIN WESCHLER: And of course taking into account safety for your staff as well as if it's a collective housing environment. You need to be mindful of everyone's safety in that situation. But that should be outlined in your policies.

SARA GILMER: No third party certification if the victim has been trafficked is needed, you just--you--either your staff or your partner organization staff, there's no certification by law enforcement or state or anything like that, you have just lifted the federal definitions of trafficking, done whatever your regular screening procedures are, and believe the individual to be a victim of trafficking.

MARY JO GIOVACCHINI: One second, please.

KRISTIN WESCHLER: Sorry.

MARY JO GIOVACCHINI: We're trying to scroll through these many questions that you've asked.

SARA GILMER: Yeah.

KRISTIN WESCHLER: Yeah.

SARA GILMER: Let's see. So there's a question. This is OVC funding, not OVW funding. So you don't have to worry about the OVW award limit. That is applicable for their FY20 funding. We share the first two letters, but we are different. So you are good to go on that. And you can definitely use a Scattered-Site Housing Model.

KRISTIN WESCHLER: Yup.

SARA GILMER: The abstract is used for a variety of things. So...

KRISTIN WESCHLER: It's meant to be a summary. [INDISTINCT]

SARA GILMER: [INDISTINCT]

KRISTIN WESCHLER: [INDISTINCT] the last one.

SARA GILMER: Let's see. "Can housing location be outside the county that receives the funding?" Yes. You just [need to] be clear in your application what is the geographic scope. Some of our--some of our grantees provide services across an entire state. So that's totally fine. Just make sure you're clear on the geographical scope.

There's no minimum amount required for consideration. That was the question.

Quarterly reimbursement, I think we already addressed this. You...

KRISTIN WESCHLER: Let's see. Oh. So basically, it is a reimbursable process.

SARA GILMER: In terms of screening tools, I'd recommend checking out on [OVC TTAC's website](#), if you go to their human trafficking webpage, we had a recent webinar earlier this year on screening for trafficking victims that talked about different resources and strategies to use. Let's see.

MARY JO GIOVACCHINI: Pardon us while we scroll through some of the questions. I apologize for the delay.

SARA GILMER: So again, we want to talk about providing services to victims of trafficking. So that includes--you could--there could be cases where someone is seen as a potential victim and for a very short period of time assessed and then confirmed to be a victim. But this is not for at-risk individuals. This is for people that are victims of trafficking per federal law.

If you have questions about subawards versus contracts, I'd recommend you check out some of OJP's general resources on this question.

There is nothing disallowing evaluation cost in this solicitation.

There's a question here about construction and renovation of a future transitional housing unit.

KRISTIN WESCHLER: Yeah. No, you cannot use funding for building housing.

There's a question about restrictions on who can receive funds for housing such as undocumented, T Visa, such as that. As you'll see in the solicitation, there are no restrictions in those areas.

SARA GILMER: We're trying to keep up with all of your questions. Thank you for your patience.

KRISTIN WESCHLER: The solicitation can be downloaded on Grants.gov.

SARA GILMER: Please note that this is just the first of many--this is the first of OVC's FY20 Human Trafficking solicitations. So if you feel like your program is a legal program more focused on minors or something else, I would recommend you look at the OJP program plan for FY20, which forecasts future funding opportunities to see if some of those forecasted funding opportunities state your programming better.

MARY JO GIOVACCHINI: All right. Give us one moment while we go through these questions.

MARY JO GIOVACCHINI: Okay. So we are at the 3:00 o'clock hour and this webinar is scheduled to end at 3:00. If your question has not been answered, please submit it at [grants@ncjrs.gov](mailto:grants@ncjrs.gov). And again, they will work with both Kristin and Sara to get you an answer.

SARA GILMER: Thank you so much for your interest and for your time. Again, I'd recommend that you check out the OJP program plan to see what other funding notices are forecasted for later in FY20. And a very big reminder to get started on SAM, DUNS, all of the Grants.gov, all of the registration and application steps that you can take so you are not in the position of possibly being--asking for a late waiver. And with that, we thank you all for your time.

KRISTIN WESCHLER: Yup. Thank you, everyone. We look forward to reading hopefully a lot of strong applications.

SARA GILMER: Thank you, all. Take care.