Office for Victims of Crime

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OVC Fiscal Year 2020
Improving Outcomes for Child and Youth Victims of Human Trafficking

April 3, 2020

Presenter

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Office for Victims of Crime

Agenda

- OVC Mission
- Purpose
- Eligibility
- Goals and Objectives
- Award Information - Grant Agreement
- Critical Application Elements
- How To Apply
- Q & A

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

This program furthers the Department's mission by enhancing the field's response to child and youth victims of human trafficking.

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.

To improve statewide coordination and multidisciplinary collaboration to address human trafficking involving children and youth.

The purpose of this program is to improve outcomes for children and youth who are victims of human trafficking by integrating human trafficking policy and programming at the state or tribal level and enhancing coordinated, multidisciplinary, and statewide approaches to all forms of trafficking, as well as at-risk populations.

- **severe form of trafficking in persons**—defined on p. 5

- **child of children**—defined on p. 5

- **youth**—defined on p. 5

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11:59 p.m. ET

May 18, 2020

OJP urges applicants to submit applications **at least 72 hours prior** to the application due date.

- To improve responses for child and youth victims of trafficking with a focus on coordination at the statewide or tribal jurisdiction level to create effective change across systems.

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

Objectives & Deliverables   (Pgs. 5-6)

1. Develop and implement a jurisdiction-wide strategy to combat the greatest challenge areas in child and youth sex and labor trafficking within the state or tribe.

   - Deliverable: Submit a written strategy or action plan. The strategy should be supported by the baseline data provided in the application and must be finalized by the grantee and approved by OVC and implemented within the first year of the project start date.

   - Deliverable: Documented lessons learned related to implementing the statewide strategy and the potential impacts on child and youth victims of human trafficking.

2. Develop protocols and procedures to ensure child and youth victims receive appropriate services, including developmentally, age-appropriate, and/or linguistically tailored referrals and/or services; and strengthening data collection across multiple systems of care that work with and provide services to youth.

   - Deliverable: Written protocols and procedures.

3. Develop a unified strategy to provide training to professionals throughout the jurisdiction, including, but not limited to, law enforcement officers, first responders, victim service providers, health care professionals, child welfare officials, juvenile justice personnel, prosecutors, judicial personnel, and other relevant organizations.

   - Deliverable: A written training plan and submission of training materials.
   - Deliverable: Outreach and awareness materials, including social media and technology efforts, designed and tailored for those working with children and youth victims of human trafficking.

4. Fill gaps in existing services and coordinate responses in existing anti-trafficking and youth-serving efforts, including those related to victim assistance, law enforcement, child welfare, runaway and homeless youth, and juvenile justice, among others. Applicants should determine if there is an existing federally funded trafficking victim service provider within their jurisdiction, and work to ensure that the new application does not duplicate existing services currently funded by OVC, the Department of Health and Human Services (HHS), the Office on Violence Against Women, or another federal office or agency.

   • Deliverable: Documentation and reporting on services provided.

5. Conduct data collection evaluation activities to determine if the program is meeting stated goals and objectives.

   - Deliverable: A Plan for Evaluation and Data Collection for this Solicitation's Performance Measures should be submitted as one separate component to the application.

Unallowable Costs   (Pgs. 6-7)

The following activities cannot be supported with grant funds:

Holding Beds
- Grantees may not "hold beds" in a housing facility by charging their cost to the grant and keeping them empty until a victim needs the bed when other victims need access to the beds, as this would be considered an unallowable contingency payment (see CFR 200.433 (c)).

Stipends/Incentives to Participate in Services
- Neither cash nor non-cash stipends or incentives may be paid to victims to encourage their participants in services.
  - Nominal cash or non-cash (e.g., taxi or ride share vouchers, public transportation tickets or tokens; money to pay for child care or gift cards for meals that are necessary when participants receive services) are allowable.

Primary Prevention Activities
- Per 22 U.S.C. § 7105(b)(2), the purpose of this funding is to support victim service programs: therefore, applicants should not propose primary prevention activities under this program.

Federal Award Information   *(Pg. 7)*

Maximum number of awards OVC expects to make: 4

Estimated maximum dollar amount for each award: up to $1.5 million

Total amount anticipated to be awarded under solicitation: up to $6 million

Period of Performance start date: October 1, 2020

Period of Performance duration: 36 months

Federal Award Information (cont.) (Pgs. 7-8)

Applicants should note that if funding is awarded the grantee may not obligate, expend or draw down funds until the Office of the Chief Financial Officer (OCFO) has approved the budget and budget narrative and a Grant Adjustment Notice (GAN) has been issued to remove this special condition from the grant award.

OVC may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and progress of award-funded work, when making continuation award decisions.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

Awards will be made as **Grants**:

- 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.

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Part 200 Uniform Requirements   (Pg. 8)

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must comply with standards for financial and program management. See OJP Grant Application Resource Guide for additional information.

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.)

- If you receive VOCA, VAWA, FVPSA 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](#).

Cost Sharing or Matching Requirement (Pg. 8)

Pursuant to 22 U.S.C. § 7105(b)(2), this solicitation requires a 25 percent **cash or in-kind match**.

See OJP Grant Application Resource Guide for additional information on this match requirement.

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The following entities are eligible to apply:

- states (including U.S. territories and the District of Columbia) and
- federally recognized Indian tribal governments (as determined by the Secretary of the Interior).

Eligible subrecipients are states, units of local government, federally recognized Indian tribal governments (as determined by the Secretary of the Interior), and nonprofit (defined as an organization that is described in section 501(c)(3) of Title 26 and is exempt from taxation under 501 (a) of such title) organizations (including tribal nonprofits).

Eligibility (cont.)   *(Pgs. 1; 8)*

- Grantees awarded funding in FY 2017–2019 under the *Improving Outcomes for Child and Youth Victims of Human Trafficking* solicitation are not eligible to apply for funding under this solicitation, unless the new proposal outlines new services, cost items, or a distinct geographic scope not included in the FY 2017–2019 application.

- All recipients and subrecipients (including any for-profit organization), must forgo any profit or management fee. Additionally, 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 subrecipients.

- OVC welcomes 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"). The applicant must be the entity that would have primary responsibility for carrying out the award, including administering the funding and managing the entire program. For additional information on subawards, see the OJP Grant Application Resource Guide.

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Applications *MUST* Include   (Pgs. 8-12; 14)

The following application elements **must be included** in the application submission to meet basic minimum requirements to advance to peer review and receive consideration for funding:

- **Project Narrative***

  - **Statement of the Problem** (10% of the application score)

  - **Project Design and Implementation** (35% of the application score)

  - **Capabilities and Competencies** (30% of the application score)

  - **Plan for Collecting Performance Measurement Data** (5% of the application score)

- **Budget Detail Worksheet and Narrative*** (10% of the application score)

  ➢ complete, cost effective, allowable (e.g., reasonable, allocable, necessary for project)

- **Letters of Intent, and MOUs from project partners** (10% of the application score)

If you do not submit documents noted with an asterisk (*), the application <u>will not</u> be considered for funding.

Applications also *MUST* Include   (Pgs. 21-22)

- SF-424 – see OJP Grant Application Resource Guide
- Project Abstract – Pg. 9
- Indirect Cost Rate Agreement (if applicable) – see OJP Grant Application Resource Guide
- Financial Management Questionnaire – see OJP Grant Application Resource Guide
- SF-LLL – see OJP Grant Application Resource Guide
- Disclosure of Pending Applications – see OJP Grant Application Resource Guide
- Disclosure and Justification – DOJ High Risk Grantees – see OJP Grant Application Resource Guide
- Tribal Authorizing Resolution (if applicable) – see OJP Grant Application Resource Guide

- Disclosure of Process Related to Executive Compensation – see OJP Grant Application Resource Guide
- Request and Justification for Employee Compensation; Waiver (if applicable) – see OJP Grant Application Resource Guide
- Service Partner MOUs, Letters of Intent, and Subcontracts/Subgrants – Pg. 13
- Position Descriptions and Resumes – Pg. 13
- Project Time-Task Plan – Pg. 13
- Training Plan – Pg. 13

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Double Check the SF-424

- Type of Application: "New"
- Legal Name: Enter the same legal name you use in all OJP award documents. Must be exactly the same.
- Start/End Dates: 10/01/20 – not more than 09/30/23
- Estimated Funding: Must match the federal request in the Detailed Budget Worksheet
- Project Description: FY 20 Improving Outcomes for Child and Youth Victims of Human Trafficking

Program Narrative Format   (Pg. 9)

- Double-spaced

- 12-point Times New Roman font

- 1-inch margins

- Not exceed 20 pages

- Pages should be numbered

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

Statement of the Problem   (Pg. 9)

1. Applicants must briefly describe the sex trafficking and labor trafficking of children and youth in their state or tribal jurisdiction. They should use state or tribal jurisdiction baseline data to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document existing efforts to address it, citing the source of the data. **Note: Data should come from multiple sources and extend beyond national hotline data.**

2. Describe current efforts to address the service needs of trafficking survivors in the geographic area, including programs funded through OVC, the Department of Health and Human Services (HHS), the Office on Violence Against Women, or with Victims of Crime Act (VOCA) state victim assistance funds. Explain how the proposed project is not duplicative and targets identified gaps.

3. Provide brief descriptions of relevant child-and youth-focused anti-trafficking programs and initiatives that currently exist in the state or tribal jurisdiction; federal, state, local, and tribal programs and grants that provide services to child and youth victims of trafficking, child and youth victims of crime (non-trafficking-specific) or to link systems of care for children, youth, and their families; and relevant state or tribal youth-focused or anti-trafficking protocols, strategies, or legislation.

1. Identify the state or tribe's greatest barriers to identifying and assisting child and youth victims of sex and labor trafficking and/or to investigating and prosecuting these cases, and develop a statewide or tribal jurisdiction-wide strategy to address these challenges.

2. Describe how the program will leverage existing victim assistance, law enforcement, and child welfare efforts against human trafficking of children and youth in the state or tribal jurisdiction.

3. Detail demonstrated measurable improvement in outcomes for victims using baseline data.

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4. The project design and implementation plan must be supported by a separate time-task plan that delineates organizational responsibility for the activities to be completed and a schedule for the completion of the activities and the submission of finished products.

5. Describe how victim safety and confidentiality will be ensured.

6. Describe how the applicant will ensure that any staff, partner staff, or service providers working with trafficking victims are adequately licensed and trained to work with victims.

7. Applicants should address how the state or tribe will ensure sustainability for the efforts established with this funding after the grant period ends.

Capabilities and Competencies (Pg. 10)

1. The **roles and responsibilities** of the lead applicant, partners, and/or entities committed to the effort. This discussion must explain the project's organizational structure and operations.

2. A **list of personnel**, in addition to the identified program coordinator, responsible for managing and implementing the major stages of the project, and a description of the current and proposed professional staff members' unique qualifications that enable them to fulfill their responsibilities.

3. **Resumes for key staff** identified must be submitted as a separate attachment to the application.

4. The **program coordinator** who will organize state or tribal efforts to improve outcomes for child and youth victims of human trafficking must be empowered to lead a multidisciplinary, collaborative effort across many existing systems and with a diverse range of stakeholders.

5. For funds that go to organizations providing direct victim services, applicants must demonstrate that these **entities have substantial experience providing services to victims of human trafficking** or related populations (such as runaway and homeless youth), or employ staff specialized in the treatment of human trafficking victims.

- Application should demonstrate the applicant's understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data if funded.

- Report key performance measures and required client data in OVC's online Trafficking Information Management System (TIMS) located at https://tims.ovcttac.gov/. Applicants should examine the key performance measures and required client data in Appendix A: Performance Measures Table and Appendix B: Service Categories in TIMS.

- Identify key staff who will be responsible for collecting data and entering data into TIMS Online.

- Outline a plan for conducting evaluation activities to determine if the project is meeting goals and objectives.

Budget Information and Associated Documentation

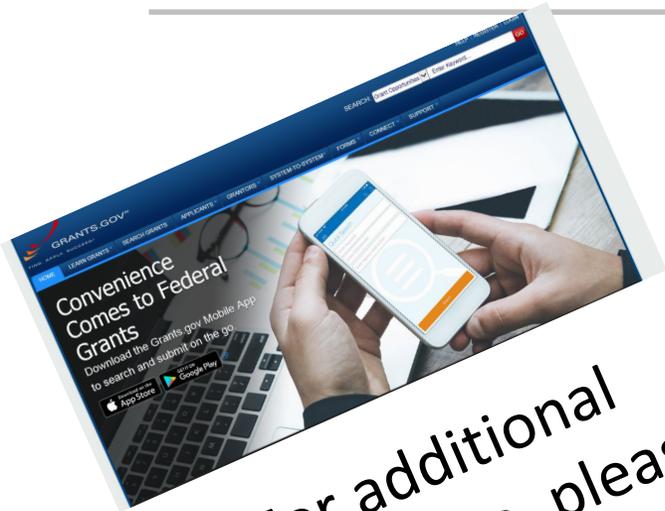**See the OJP Grant Application Resource Guide for information on the:**

- **Budget Information and Associated Documentation** in the "Budget Preparation and Submission Information" section.

- Use the DOJ standard Budget Details Worksheet 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 narrative should be mathematically sound and correspond with information in the Budget Detail Worksheet.

- Available at: https://www.ojp.gov/funding/apply/forms/ojp-budget-detail-worksheet

- Applicants **must register** in, and submit applications through, **Grants.gov**

- 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

- **Applications Are Due: May 18 by 11:59 p.m. ET**

For additional information, please review **OJP Grant Application Resource Guide**

All Applicants should complete the following steps:

1. Acquire a unique entity identifier (a Data Universal Numbering System (DUNS) number)

2. Register or maintain registration with the System for Award Management (SAM) database well in advance of applying (replaces CCR).

3. Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.

4. Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).

5. Search for the funding opportunity on Grants.gov

6. Select the correct Competition ID.

7. Access Funding Opportunity and Application Package from Grants.gov.

8. Submit a valid application consistent with the solicitation by following the directions at Grants.gov.

How to Apply (cont.)

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

IMPORTANT SAM.gov ALERT

- If you are a new entity registering in the System for Award Management (SAM) **or an existing entity that needs to update or renew your SAM registration**, you must submit an original, signed notarized letter appointing the authorized Entity Administrator within 60 days of the registration activation. **Notarized letters must be submitted via U.S. Postal Service Mail.**

Technical Problems/ Request for Late Submission

- 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.

- Peer reviewers (internal, external, or a combination) will review the applications to ensure they meet basic minimum requirements, such as:

  - The application was submitted by an eligible type of applicant

  - The application requested funding within programmatic funding constraints (if applicable)

  - The application was responsive to the scope of the solicitation

- Before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant.

Federal Award Administration Information (Pg. 15)

See the OJP Grant Application Resource Guide for information on award notifications and instructions.

- Award notifications made by September 30, 2020 via email through GMS to the individuals listed in the application as the point of contact and the authorizing official.

- Detailed instructions on how to access and view the award documents, and steps to take in GMS to start the award acceptance process.

- Lots of legal requirements! Read carefully!

Also see:

Administrative, National Policy, and Other Legal Requirements

Information Technology (IT) Security Clauses

General Information About Post-Federal Award Reporting Requirements

Attachment Tips

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

Good Examples:

File Name: Budget Detail Worksheet
File Name: Letters of Support

Bad Examples:

File Name: Other Attachments
File Name: File 4

Adding Attachments (Pg. 2)

- 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.
- Pay attention to the alert on page 2 for details on how to add, view, and delete attachments.

- Also see the alert on Checking for Errors with attachments in the "Registration and Submission Steps (Grants.gov)" of the [OJP Grant Application Resource Guide](#).

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Tips

- **There are lots of steps. START EARLY!!! DON'T WAIT UNTIL THE LAST MINUTE!!!**
  - Registrations (DUNS, SAM, Grants.gov)
  - Identify Partner(s)
  - Schedule planning meetings with proposed partner(s)
- Use the Budget Detail Worksheet template.
- Ask for the amount of funding needed.
- Call the Grants.gov Customer Support Hotline at 800–518–4726 or 606–545–5035 (24/7) for technical difficulties.

Remember………

- This application is only the FIRST step of a very involved relationship with the federal government.
- There are lots of federal regulations associated with execution and management of a federal grant.
- You must be willing and able to abide by all these.
  - Serious consequences associated with not following the regulations.
- Ask for help! Read everything and ask others to read and discuss with you.
- Apply under the correct competition ID: **OVC-2020-18412.**
- **Applications Are Due: May 18 by 11:59 p.m. ET.**
- Submit application **at least 72 hours prior** to the due date.

Stay Connected to OVC

Subscribe to receive notices about OVC's programs and initiatives in one of two ways.

- **Text to Subscribe:** Text **OJP OVC [your email address]** to **468-311** to subscribe. *Message and data rates may apply.*

- **Online:** Visit https://puborder.ncjrs.gov/Listservs/subscribe_newsfromovc.asp and enter your email address.

Follow us on social media.

- **Facebook:** https://www.facebook.com/OJPOVC

- **Twitter:** https://twitter.com/OJPOVC

- **YouTube:** www.youtube.com/ojpovc

Solicitation Assistance and Support (Pg. 2)

National Criminal Justice Reference Service (NCJRS) Response Center

https://www.ncjrs.gov

- Provides programmatic and general assistance with solicitation requirements.
- Links to all current OJP funding opportunities
- Subscribe to receive email notifications of new opportunities
    - Sign up to receive the biweekly **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.
- **Phone:** 800–851–3420
- **Email**: grants@ncjrs.gov
- **Web chat:** https://webcontact.ncjrs.gov/ncjchat/chat.jsp
- **TTY** at 301–240–6310 (hearing impaired only)
- **Hours of operation:** 10:00 a.m. to 6:00 p.m., eastern time, Monday through Friday.

Technical Application Assistance (Pg. 2)

Grants.gov

- Provides technical assistance with submitting an application

  - **Customer Support Hotline** – 800-518-4726 or 606-545-5035

    - The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

  - **Email**

    - https://www.grants.gov/web/grants/support.html

    - support@grants.gov

- Provides information on available federal funding opportunities for various federal agencies.

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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.