

[Transcript from the OVC Fiscal Year 2018 Specialized Services for Victims of Human Trafficking webinar, which was held on May 31, 2018. The archived webinar can be found at: [https://www.ovc.gov/grants/webinars\\_archive.html](https://www.ovc.gov/grants/webinars_archive.html). The Solicitation can be found at <https://www.ovc.gov/grants/pdftxt/FY-2018-Specialized-Services-for-Victims-of-Human-Trafficking-Solicitation-508.pdf>.]

MARY JO GIOVACCHINI: Good afternoon, everyone. And welcome to today's webinar, OVC Fiscal Year 2018 Specialized Services for Human Trafficking, hosted by the Office for Victims of Crime. Today's webinar is about an open solicitation. Therefore, in order to maintain fair and open competition, OVC staff will not be able to provide any type of guidance on the design of your proposal. So, questions related to that will not be able to be answered. At this time, I would like to introduce you today--to today's presenter, Ivette Estrada, Grant Program Specialist for the Office for Victims of Crime.

IVETTE ESTRADA: Good afternoon, everyone. Thank you all for making the time to join me on this webinar. My name is Ivette Estrada. I've been a Grant Program Specialist at the Department of Justice for almost 15 years now, six of those years being with OVC. I oversee the Specialized Services for Victims for Human Trafficking Program. So, I hope this presentation today will help you in developing your proposal.

Here's an overview of the topics that I plan to cover today. I plan to go through eligibility, purpose of the grant program, some program-specific information, the goals and objectives of the program, the five specialized services, key--some key activities, resource coordination, award information, budget requirements, critical application elements, some additional attachments that need to be part of your application, some steps on how to apply, some links to resources, followed by Q and A.

The eligible applicants under this program include states, local government, federally recognized Indian tribal governments, and nonprofit organizations including tribal nonprofit. Organizations that are applying should have a demonstrated history of providing victim assistance for victims of human trafficking. Organize--organizations that specialize in serving American Indian and Alaska Native victims of human trafficking are eligible and encouraged to apply. OVC also 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 subrecipient. So, continuing onto eligibility, current OVC grantees that received funding in 2016 or 2017 under the Specialized Services Program are not eligible to apply for funding, unless your new proposal is an expansion of the current geographic area or it outlines new services and activities that were not included in the 2016 or 2017 application. What this means is that OVC will make an exception only if applicants are able to demonstrate that the activities that you're currently implementing under their current grant are not duplicating existing efforts or activities in the new proposal. So, current grantees will need to demonstrate need and diversity of services across the different OVC Human Trafficking Grant Program.

The purpose of this program is to enhance the quality and quantity of specialized services available to assist all victims of human trafficking, as defined by the Trafficking Victims Protection Act (TVPA) of 2000, as amended. This includes foreign national victims and U.S. citizens; males and females; adults and minors.

OVC's priority is to serve all victims of human trafficking and provide them with all types of services to meet their individualized needs. So, this program is responding to specific service needs that have been identified by the field to help fill some critical gaps in service. We are interested in supporting proposals that focus on one or more of the priority areas identified on this slide. That includes housing services; economic and leadership empowerment, and/or education services; mental health services; substance abuse services; and legal services.

Under this program, applicants must use the federal definition of human trafficking, which I've copied on this slide. I won't read through the--through the definition, but please know that your proposal must have a clear plan for how you're going to identify victims of human trafficking based on the TVPA definition of human trafficking.

OVC's primary goal under this program focuses on the quality and quantity of services for all victims of human trafficking. Our goal is to improve services to make them more acceptable for all trafficking victims regardless of age, sex, race, ethnicity, and sexual identity. So this means that community partnerships are critical in filling gaps for victims with specific specialized needs. Our goal is to also continue to support efforts to increase the capacity of communities through the development of interagency partnership, professional training, and public awareness activities.

So under this program, it has four objectives. The first is to provide one or more of the five priority service areas for all victims of crime, and this can be done either in-house or through community partnership. For example, if you're interested in applying for the emergency housing area, you will need to demonstrate how your housing program would address the needs of all trafficking victims. Again, male, female, adult, minor, foreign national, U.S. citizen, etc. If the trafficking victim is referred to your program for the--for the shelter service, and they do not fit into your designated shelter, which is funded in part by the OVC grant, you must have a referral plan in place. You must be able to describe what that referral process looks like in your program narrative, or implementation plan.

The second objective is to work in collaboration with law enforcement--that's at the state--federal, state, and local level--local service providers, and community- and faith-based organizations to ensure victims are identified, and referred for appropriate services.

The third objective is to conduct training and public awareness activities, which is essential to a community's response to human trafficking. And the final objective is to collect performance measurement data and conduct a program evaluation to ensure the program is meeting the stated goals.

So I will now discuss the five priority areas under this program. The first priority area is housing services. So you may address a range of housing options to include, but not limited to, emergency shelter, short-term housing assistance, transitional housing, and/or rapid rehousing. For the purposes of this program, all housing services offered are intended to help victims achieve self-sufficiency, and transition into safe, affordable, and sustainable housing. All proposed specialized shelter programs must be operational and structured in a way to maintain sensitivity to specific types of victims, such as persons with disabilities. Additionally, if you propose any specialized housing and shelter programs, you must be able to demonstrate in your program narrative a history of providing these services. I would also encourage that you note whether client participation in the--in the proposed program is voluntary or mandated. Also, proposals that include new construction or renovation of a housing or shelter facility will not be accepted.

The second priority area is economic and leadership empowerment and/or education services. Examples of allowable programs include, but are not limited to vocational/skills training, financial counseling, job readiness assistance, education programs, assistance with educational and professional certifications, and survivor leader and peer mentoring programs as well.

The third priority area is mental health services. Examples of programming include evidence-based prevention, treatment, and trauma-informed and recovery support services. Services such as care coordination, peer support, and integrated mental health and substance abuse, as well as medical services must be included. And all services and programs need to be client-centered.

The fourth priority area is substance abuse services. Examples of programs here are very similar to mental health services. They're evidence-based prevention, treatment, and trauma-informed and recovery support services. So services such as care coordination, peer support, medication-assisted therapies, and integrated mental health, substance abuse--substance use, and medical services must be included. Services should be based on individual patient needs and include the full spectrum of clinically appropriate care. So for example, comprehensive screening and assessment, detoxification, contingency management, etc.

The fifth and final area is comprehensive legal services. These services may address a range of legal issues that arise from the victimization and can be provided in-house or through referrals to community partners. Examples of allowable services include, but are not limited to, immigration assistance to include T visas and U visa assistance; assistance with civil legal remedies, such as family law; protective orders; employment law, including wage and hour claims; public benefits access; crime victims' rights enforcement; and other civil legal remedies and legal resources available. Please remember that under this program, you should be screening victims to ensure that they meet the statutory definition of a human trafficking victim, and ensure that all

immigration legal services, like all other legal services provided, using award funds are reasonably necessary to assist the victim in recovering from their trafficking situation.

There are some unallowable legal costs and activities under this program. OVC funding may not be used for criminal defense services. And a new policy and new unallowable cost that I want to highlight is that funding to support direct representation on vacatur or expungement matters, through court filings or through other litigation services, are no longer an allowable cost under this program.

All services supported under this program must be trauma-informed and linguistically and developmentally appropriate. Applicants and any identified partners identified in your proposal must have policies and procedures in place promoting linguistically relevant services, including the accessibility of services for program participants with limited English proficiency and those with disabilities. OVC expects applicants to offer services that are as--that are as inclusive as possible of all trafficking victims. And this includes both labor and sex trafficking.

There must be a plan to ensure that case management is provided for all victims of human trafficking receiving the OVC-funded specialized service. We hope that applicants focus efforts and funds on the provision of the proposed specialized services as a compliment to comprehensive case management services. This program is designed to support the specialized service area or areas that are identified in your proposals. What this means is that the bulk of OVC funding should go toward the proposed services. And to a limited extent, as needed, funding could support case management.

OVC has other grant programs, such as the *2018 Comprehensive Services for Victims of All Forms of Human Trafficking*, that is currently out now, that can cover a larger percentage of case management services.

So, the Training Plan. As a separate attachment to this application, there must be an implementation plan for conducting local trainings for project partners and other community members, as well as public awareness activities, and plans to provide staff with professional development opportunities. In your training plan, you must show that two to five percent of the total project budget, which includes match funds, be dedicated to conducting training in public awareness activities. Keep in mind that this amount should align with your budget.

Plan for Action Research. As a separate attachment to this application as well, there must be a plan that will accept program performance through the life of the award. Your plan should describe the proposed consultants who will conduct research and evaluation activities for the project, their qualifications, identification of any key staff who will be involved in action research activities, the basic methodology, and timeline as well. For the plan for action research, you must show that two to seven percent of the total project budget, which was increased from last year, including match funds, be

dedicated to these activities. And, again, the amount that you document in your plan must align with your budget as well.

Resource Coordination. If there is an existing federally funded trafficking victim service provider within your jurisdiction, you must ensure that your application does not duplicate existing services currently funded by OVC, the Department of Health and Human Services, the Office on Violence Against Women, or any another federal office or agency. If there is a current--a current federally funded trafficking victim service grantee within your proposed jurisdiction or your geographic area, you must, one, document how your proposal either supports different services than those already funded, or provide strong justification why additional funding is needed to fill existing gaps in services. And, two, describe how these services will be coordinated within the proposed service area.

Applicants with current OVC trafficking funding must demonstrate how their new proposal fills gaps in services not previously addressed by their current existing OVC grant.

So I will cover a little bit of the Award Information. OVC expects to make up to 20 awards of up to \$700,000 with an estimated total amount awarded of up to \$14 million. We expect to make these awards for a 36-month period of performance that will begin on October 1, 2018. If your proposal is funded, an award notification will be sent by email through the Grants Management System (GMS) to the individuals listed in the application as the point of contact and the authorized official by September 30, 2018.

Some Budget Requirements that I want to highlight, this year, the Budget Detail Worksheet and the Budget Narrative have now been combined into a single document, referred to as a Budget Detail Worksheet. It is supposed to be a user-friendly, fillable, and Microsoft Excel-based document that is now designed to calculate totals. It contains worksheets for multiple budget years that can be completed as necessary. So remember that your budget--when developing your budget, you should reflect a 36-month period and the total amount in your budget should align with the amount included in the SF-424, which is the Application for Federal Assistance. The Excel version, this new version, should be used when completing your proposed budget, except in cases where an applicant does not have access to Excel or experiences technical difficulties. If you do not have access to Excel or experience technical difficulties with the Excel version, then you should use the PDF version. So both versions of the Budget Detail Worksheet can be accessed at the link provided under the "Resources" slide later in this presentation.

For personnel costs, you should document in the budget the percentage of time on the award that each staff person will dedicate to direct services, training, and action research. For consultant rates--and then this has not changed. You should not exceed the maximum of \$650 per day, or if paid by the hour, \$81.25 per hour for a maximum 8-hour workday. Rates that exceed the maximum rate need to be justified at the time of the application and approved in writing by OVC after the award is made. Consultants or

other providers who are donating the cost of their services as match toward the project are also subject to the \$650 per day or \$81.25 per hour limitation.

As mentioned before, you must allocate two to five percent of funding to conducting training activities, and two to seven percent toward evaluation activities. Administrative cost related to the salary and fringe benefits of executive level leadership and accounting financial administration should not exceed more than 10 percent of the total direct cost of the project. Indirect costs are not included within this 10 percent limit.

Under this program, there is a 25 percent match requirement. This can be satisfied with either cash or in-kind services. In-kind may be in the form of donated services, supplies, equipment, or space.

On this slide, I provided an example of how to calculate match. So, if you're applying for an amount of \$700,000, the minimum match requirement would be \$233,300.33. That would be the minimum. We do not recommend overmatching. It is allowed, but any proposed match that exceeds the required match amount will be incorporated into the approved budget, and it becomes mandatory and subject to audit. Match funds may be used only for purposes that would be allowable for the federal funds. So, if it's not allowable under the federal award, it is not allowable as match.

For this program, OVC has designated the following application elements as critical. What this means is that if you are missing any one of these elements, your application will be deemed nonresponsive to the scope of the solicitation and will not proceed to peer review. So, it's very important that you at least have these seven elements in your application. And those include the Program Narrative, the Budget Detail Worksheet, the Project Timeline, the Training Plan, the Plan for Action Research, any MOUs, or Letters of Intent, and Subcontracts from project partners. And this year, what's new is a Letter of Support from Law Enforcement and/or a Prosecuting Agency. And you can--and--at--please know that Law Enforcement and Prosecutors' Offices providing letters of support may do so for multiple applicants. But this is also a new requirement this year, so please be sure that you have a letter of support from a Law Enforcement and/or a Prosecuting Agency. I've added the page numbers to--the page numbers to the side of each of these elements so that you can easily reference where these are in the solicitation.

In addition to the critical application elements that I outlined in the previous slide, there are additional attachments that should also be included with your application. So, one of those is the Indirect Cost Rate Agreement, and this only applies if indirect costs are charged to the grant. A completed and signed Financial Management and System of Internal Controls Questionnaire, and again the page number is to the--to the right, so that you can easily reference this.

Let's see, the additional attachments we're continuing on here, Applicant Disclosure of Pending Applications, Research and Evaluation Independence and Integrity, the Project Timeline, Position Descriptions and Resumes. And one thing I also want to highlight is

the last page of the solicitation has a checklist of a lot of these items, and probably a little bit more that can assist you in developing your application. So, please refer to that checklist.

So I want to go over some important instructions for this year. Page 32 of the solicitation provides step-by-step instructions on how to apply. I will not get into that. But I do want to mention that all Office of Justice Programs funding applicants must register with and maintain current registration in the System for Award Management, which we call SAM. Recent alleged fraudulent activity in SAM has led to a change in the process this year. So, if you are a new entity registering or an existing entity that needs to update or renew your SAM registration, you must now submit an original signed notarized letter identifying the authorized entity administrator for the entity associated with the DUNS number before a new SAM.gov entity registration will be activated, or an existing entity is updated or renewed. And from what I understand, these letters must be submitted via the U.S. Postal Service mail. So we strongly encourage that all applicants intending to apply for Fiscal Year 2018 funding check their current SAM.gov registration status. And if necessary, initiate updating or renewing SAM.gov registration immediately. So please plan in advance and factor this new step early into your schedule. We get a lot of--a lot of issues around this particular step. So, again, please, please, please consider renewing or updating your SAM.gov registration as early as possible. We also encourage you to submit your application at least 72 hours prior to the application due date. We've heard many cases of GMS crashing at the last minute, so we, again, strongly encourage you to submit your applications early. If you have any technical difficulties, there's the Grants.gov Customer Support Hotline that you can contact for assistance.

If by any chance you do not meet the deadline date, OJP does not automatically approve requests to submit a late application. On this slide, these are some conditions that generally are insufficient to justify late submissions. So failure to register in SAM or Grants.gov in sufficient time, as I--as I just described; failure to follow Grants.gov instructions; failure to follow each instruction; and technical issues with the applicant's computer or information technology environment. For more information about late submissions, there's a whole process in itself there. You can refer to page 35 for more details.

So Application Deadline, 11:59 p.m., on Wednesday, June 27, 2018. I have also provided some resources here on this slide for any financial questions or clarification that you need. You can refer to the 2017 DOJ Grants Financial Guide. I provided the OVC website, which this link here will take you to a map of currently funded Human Trafficking Victim Service Providers. This will help with resource coordination. And a link to the OVC Human Trafficking website just for general information. And then the last bullet, there is the link to the budget detail worksheet that I referenced earlier in the web--in the--in the webinar.

And so now we are at Q and A.

MARY JO GIOVACCHINI: All right, so we are going to start the Q and A. There have been some submitted--unfortunately, they were submitted to--through the chat feature, and it is very difficult for us to track questions through the chat feature. So, I'm going to start addressing those questions now, but I would really like it if you all but please retype them into the Q and A tab. It would make--it would ensure that we don't miss or overlook one of your questions.

So, the first question is, "Is it acceptable for an organization to apply for this solicitation and the Comprehensive Services solicitation?"

IVETTE ESTRADA: Yes. The only ones that are not eligible are the 2016--2017 specialized grantees, unless you identify a new activity or service area or geographic--or geographic area.

MARY JO GIOVACCHINI: "For housing priority area, is it okay if client participation in the proposed program is mandated for some of the housing?"

IVETTE ESTRADA: I mean--there isn't a, you know, a yes or no to that. I would just describe that a little bit more in detail in your proposal and just talk about that. But no, we--it's okay. We just want to know, and what that looks like as well.

MARY JO GIOVACCHINI: So, again, as a reminder, I mentioned it earlier that staff will not be able to provide any guidance on the design of your proposal because it is a--an open competition. In addition to that, we are not able to provide any information about solicitations or funding opportunities that may have yet to be released. So, if they're not currently out there on the OVC website or any other federal government website, we would not be able to provide that information to you.

It looks like those were the only questions that were submitted. If I am missing something, please submit them to the Q&A tab and again, the Q&A tab is located at the top right side of your screen. It's actually right beside the chat tab. And then when you do submit that, send it to all panelists. That will ensure that everybody on this end of the webinar is able to view and read your question. I am going to switch over to the next slide.

This has some important contact information. Ivette had mentioned, Grants.gov. Their information is here for their Customer Support Hotline as well as information on the National Criminal Justice Reference Service and their Response Center. They are available to address any program or general assistance questions with the solicitation and they will work in conjunction with Ivette to make sure that you get your question answered.

Okay. Another question came through. "Can you clarify the restrictions regarding OVC funds for case management?"

IVETTE ESTRADA: Yeah. So, I know the guidance seems a bit conflicting. There really--there really isn't a restriction. What we're looking for is that, again, the majority of the funding should be going toward the identified specialized area. And again, as limited as you can, funding can support case management services. So, it's not that you cannot include case management services into your budget or your proposal. It's just the bulk needs to be toward the specialized service or services.

MARY JO GIOVACCHINI: Question...

IVETTE ESTRADA: I hope that clarifies that.

MARY JO GIOVACCHINI: "The Plan for Action Research, pages 29 through 30 of the RFP says that we must use a research consultant to conduct evaluation. Can this be--this person be internal or do they need to be an external consultant?"

IVETTE ESTRADA: We recommend that they be external to the organization. If you feel that there are challenges in identifying an external consultant and need to then use somebody in-house, I would explain that in your proposal.

MARY JO GIOVACCHINI: "When adding referrals into our application and plan, do we budget for their--the referred partner's services? For example, if we focus primarily on empowerment and education services that can offer referral for legal help yet do not know--yet we do not know if this will be evenly--even be needed, do we budget for it, for the legal help?"

IVETTE ESTRADA: I would say--generally, I would say that's allowable. That may sound like--I don't know. I would need a little bit more information to provide adequate response. So, if whoever wrote that, if you can email NCG--NCJRS, I think it is [grants@ncjrs.gov](mailto:grants@ncjrs.gov), with that question, I can try to respond with a little bit more clarification on that.

MARY JO GIOVACCHINI: "Can you please clarify the definition of human trafficking? If a client reports filling forth to trade sex because of poverty and homelessness but there was no third party exploiter, would we still be able to count these crimes as part of the grant?"

IVETTE ESTRADA: Oh, I would--I would refer that person to NCJRS. Again, I apologize--we--yeah, we can--we can address that through NCJRS.

MARY JO GIOVACCHINI: "The applicant can only allocate 10 percent of funds for staff salary, is that correct?"

IVETTE ESTRADA: Yes. If that's for accounting, administrations--it's for the administration of the grant. So, if the salary is for direct services and it doesn't apply--it wouldn't apply to administrative cost. The administrative cost threshold. So, the administrative cost threshold is only for the financial administration of the grant.

MARY JO GIOVACCHINI: Give me one second as I look and see.

IVETTE ESTRADA: Sure. And so with that, I will also add. So, if there--if there is management that's overseeing program staff, usually we would not count that toward administrative cost because there's the involvement of direct services. We would look at that as a direct service. So, it's more for the administration of the grant.

MARY JO GIOVACCHINI: The question is, "Funds can be used to purchase property."

IVETTE ESTRADA: Property...

MARY JO GIOVACCHINI: Like equipment? Can you please clarify what you mean by property? Do you mean physical property as in a shelter or are you referring to equipment such as a computer or desks or something of that nature...

IVETTE ESTRADA: Right. So, if the property that you are referring to is equipment or computers, anything to support your project, yes. The purchase of physical property, no.

But I will--I can clarify and say that funding could be used to support rent of a facility, but not the purchase of a facility.

MARY JO GIOVACCHINI: I think that's just answered your last question because you asked if we can—"may we budget for rent and utilities?"

IVETTE ESTRADA: Yes.

MARY JO GIOVACCHINI: You addressed the rent?

IVETTE ESTRADA: Yes.

MARY JO GIOVACCHINI: Utility?

IVETTE ESTRADA: Yes. Rent utilities to support the project, yes.

MARY JO GIOVACCHINI: "For eligibility purposes, will this funding be seen as a duplicate with OTIP grantees service providers?"

IVETTE ESTRADA: So, they're under HHS, the Department of Health and Human Services. So, yes, there's a possibility, yes. It's--because they also administer funding to address human trafficking, so yes. And I would refer you to the resource coordination section that we talked about earlier to address that piece.

MARY JO GIOVACCHINI: I'm looking through to see if any other questions are coming up. Give a moment, please.

“Does the organizational need to be operating for a minimum number of years before it can prove demonstrated ability? So, does the organization need to be operating for a minimum number of years before it can prove demonstrated ability?”

IVETTE ESTRADA: We don't have any requirements around that. We feel that as long as you're able to document that history of providing services through the number of clients that you have served and I think this is part of the solicitation as well where we ask for some data to support the--to support and demonstrate your history of providing services. So, I believe we ask for the number of clients that you've served in 2015, '16, and '17.

MARY JO GIOVACCHINI: “Can we apply concurrently to those both OVC solicitations for human trafficking? This one and the one that ends in 14070, I would assume it's--that's probably the Comprehensive.”

IVETTE ESTRADA: Yeah. So, yes. Yeah. So, there's been a lot to talk about that, but technically yes, you can apply for both, but again you will have to demonstrate in the Specialized Services application how you are not duplicating efforts in the Comprehensive Services application, if that's the one that you're referring to.

MARY JO GIOVACCHINI: “If direct 2016, 2017 grantees are not eligible, what about their subgrantees? That is if there's a different lead organization applying.”

IVETTE ESTRADA: Yes. So, they would be eligible. Again, I would--I would encourage them to really look at that resource coordination piece because they will need to talk about how they're not duplicating any efforts under the subgrant that they're receiving from that one entity that is funded by OVC or another federal agency. So, yes, they can. Again, just--I refer--I would refer them to that resource coordination piece, and make sure that they address that in their proposal.

MARY JO GIOVACCHINI: “Can you clarify if programs that do not serve all victims of human trafficking are eligible for this grant program?”

IVETTE ESTRADA: Yes and no. You would be eligible if you have a plan in place to respond to all victims of human trafficking, so that goes back to your referral plan. You have to have--you have to describe what that referral process looks like if you are not able to serve a certain population.

MARY JO GIOVACCHINI: “Is there a limit on funding for case management services?”

IVETTE ESTRADA: No, there technically is not. Again, we will assess the amount that is being allocated to the specialized services, and look at how much is going toward case management. So, if we see that there isn't a lot going towards the specialized services area, I--the peer reviewers may--they may document that, and that could impact the scoring of your application. So, again, I would just go back to what I had mentioned before. The bulk of this funding should go to specialized services.

MARY JO GIOVACCHINI: “Is a--is a proposal more likely to be funded if it is--if it addresses more than one of the five priority areas?”

IVETTE ESTRADA: No, not necessarily. We've had--we funded app--applications in the past that have focused on one specialized area, and we have also awarded proposals that have focused on three of the five. So no, it does not matter.

MARY JO GIOVACCHINI: “Can we allocate more than seven percent of the total budget to an--to action research?”

IVETTE ESTRADA: The requirements are pretty firm on that, so I would--I would encourage you to try not to exceed the seven percent. I mean, if you're over by, you know, a .01 percentage, that's fine, but I would really try to stick to that thresh--that cap of seven percent.

MARY JO GIOVACCHINI: “If the organization does not have experience supporting labor victims, but does on sex trafficking, must the organization have a formal partner with experience in labor trafficking to be eligible under the mental health focus?”

IVETTE ESTRADA: Okay. Can--I'm sorry. Can--try that one more time with me.

MARY JO GIOVACCHINI: “If the organization does not have experience in supporting labor victims, but does have experience on sex trafficking, must that organization have a formal partner, who does have experience in labor trafficking to be eligible under the mental health focus?”

IVETTE ESTRADA: I would say yes because this goes back to that referral plan, and being able to ensure that all victims are served. So I would say yes to that.

MARY JO GIOVACCHINI: “How long does it typically take from a word notification to execution of the agreement? How long should we include in this time--in the timeline?”

IVETTE ESTRADA: So, award notification, you should receive--if you--if your proposal is funding, you'll definitely be notified by September 30th. I know, in previous years, we have seen a word notifications go out as early as August, but if I recall correctly, I believe last year, we saw a lot of notifications toward the end of September, which really didn't give you much time, you know, to the--to the start date of the award, which is October 1st. So it varies. Every year is different.

MARY JO GIOVACCHINI: “Can we include services beyond the five specified area--service areas?”

IVETTE ESTRADA: I would say that the program design, question, and--yeah, I would need a little bit more information about that.

MARY JO GIOVACCHINI: "Do we need to break out personal time for each activity, direct services versus training?"

IVETTE ESTRADA: Yes, as well as evaluation. So we'd--we would like to see that breakdown in the percentage of time that staff--that staff is working on, so that's split between direct services, training, and evaluation.

MARY JO GIOVACCHINI: "Would the action research activities evaluator, who must come from an outside--must come from outside of our agency be on a subaward?"

IVETTE ESTRADA: It would vary on your accounting policies and procedures. There's some organizations that may execute that in a--in a--through a contract, and there are some organizations that only do it through a subgrant or subaward. So, I will say that that will vary per your organizational policies and procedures. We also have some guidance around what that might look like. I believe it's the checklist that we have that can help you also determine whether that would be a contract or a subaward or subgrant.

MARY JO GIOVACCHINI: "Regarding the item other grantees in our jurisdiction, if we are a current grantee, but the grant expires this year, do we still need to show how our proposed activities will be different from what--from those that were covered in the current grant?" So they currently have a grant, it expires this year, they're applying, "do they still need to demonstrate how the services in the new proposal would be different from the ones they are currently is applying, that grant expires?"

IVETTE ESTRADA: I would--I would say technically, it--it wouldn't be necessary because there wouldn't be an outstanding grant or an existing grant, but I would say it doesn't hurt to talk about that.

MARY JO GIOVACCHINI: I think we might have asked this one, but I'm going to do it again because I'm not sure. "Is there a cap on fringe for personal on a grant--for personnel?"

IVETTE ESTRADA: For personnel?

MARY JO GIOVACCHINI: Sorry. "For personnel."

IVETTE ESTRADA: No, there's no cap there. And actually, and let me--let me--let me clarify that a bit. In the budget worksheet template, there are--there are fringe benefits that are allowable, and there are some that are not, and I don't know them off the top of my head. But when you're developing your budget, I would--I would look to see what fringe benefits can be charged to the grant because I know there are some certain limitations there, some caps in those percentages like for--what is it? Workers' comp, and some other benefits. So I would refer you to the budget detail worksheet template and look at some of those allowable fringe benefits.

MARY JO GIOVACCHINI: "Are MOUs required?"

IVETTE ESTRADA: MOU...

MARY JO GIOVACCHINI: Required?

IVETTE ESTRADA: Required. Yes. So MOUs would be required for any project partners that are identified in your proposal. Yes. If you are not able to get an MOU because of, you know, the short time that you have to put this proposal together, a letter of support would be sufficient, but I will let you know that if your--if your proposal is awarded, we will expect that letter of support to be transitioned into an MOU.

MARY JO GIOVACCHINI: I will let you know that there are a lot of people who are asking if we're seeing their questions because they haven't been read. We actually have quite a few questions that have come through, and I'm scrolling through, and there's a lot. There's probably a lot here that won't be able to be answered in the next five minutes.

IVETTE ESTRADA: Okay.

MARY JO GIOVACCHINI: So we are definitely working through them, and we're going to do our best to get to them. So just give me one minute, please.

All right. So, as we move along here, "I asked the U.S. Attorney's Office for a letter of support and they said they can't, as it is a DOJ grant. I do have a letter of support from a law enforcement agency. Do I have to have a prosecutorial letter?"

IVETTE ESTRADA: No. If you're able to secure a letter of support from your law enforcement agency, then that will suffice. If the requirement is and/or, so if you can't get one from a law enforcement entity, then you--then--or vice versa, but only one is required.

MARY JO GIOVACCHINI: "In addition to the applicant, would it be allowable for subcontractors to charge their federal indirect cost rate for their proposed work?"

IVETTE ESTRADA: I believe so. I think what we would request is the federally-approved indirect cost rate agreement.

MARY JO GIOVACCHINI: If I have a DUNS number good until 1/2019, per the SAM webpage, but not a separate SAM number, is that sufficient?"

IVETTE ESTRADA: Ooh, that's a--that's a technical question there. You know, I--that's very technical. I'm--I don't have an answer there. I would probably refer that person to the Grants.Gov Customer Support Hotline to confirm.

MARY JO GIOVACCHINI: "For the match fund, is that over a 3-year period?"

IVETTE ESTRADA: Yes.

MARY JO GIOVACCHINI: “Are you looking for a multistate programs or are you interested in funding local single projects?”

IVETTE ESTRADA: It really depends on the proposal. It could be--it could be both, but I think what we're--yeah, I would say it could be both because we're interested in both multiagency partnership, so I think that is important. So I--it really varies on the proposal. I am sorry, I wish I could provide more clarification there.

MARY JO GIOVACCHINI: “Can we include additional attachment such as examples of assessments?”

IVETTE ESTRADA: Yes. Absolutely. You're more than welcome to include any additional attachments that you feel might support your proposal. Yes.

MARY JO GIOVACCHINI: “Can you clarify the restrictions regarding using OVC funds for case management?”

IVETTE ESTRADA: Okay. So there is no cost limitation per se. Again, we want to see the bulk of the funding being directed towards the specialized services that you identify in your proposal. You can use funding to support case management services, but there--we don't have a cost threshold for that. So it's really hard to provide any--to provide further clarification on that, other than we just want to see the bulk of funding going toward the services, and in limited amounts to case management services.

MARY JO GIOVACCHINI: I did see a question pop up, and it seems to be appropriate type because of the last one that we had.

IVETTE ESTRADA: Okay.

MARY JO GIOVACCHINI: But does—“do the attachments count towards the total page count?”

IVETTE ESTRADA: It's a good question. No, they do not. So the program narrative--the program narrative is the only one that has a page count, and I believe it's 40--ooh, I could be wrong, I should know this. I believe it's 40, don't quote me on that, please go back to the solicitation and double check that, but the additional attachments do not count toward that, only the program narrative.

MARY JO GIOVACCHINI: “For housing priority at--for--I'm sorry. For housing priority area, is it okay if client participation in the proposed program--oh, it's mandated for some of the housing.” I think we already...

IVETTE ESTRADA: Oh, yeah, that one.

MARY JO GIOVACCHINI: ...we already--sorry. "The program--if the program serves women, is it required to have resources for men?"

IVETTE ESTRADA: Yes. There should be a plan in place for males. Yes.

MARY JO GIOVACCHINI: Okay.

IVETTE ESTRADA: These are all great questions.

MARY JO GIOVACCHINI: CNA, we serve clients getting TVAP with this funding, or after we finish, but the client then closed them out, can they go and get TVAP services.

IVETTE ESTRADA: Oh, TVP...

MARY JO GIOVACCHINI: TVP--I'm sorry.

IVETTE ESTRADA: TVAP.

MARY JO GIOVACCHINI: TVAP, sorry, TVAP yeah. Sorry.

IVETTE ESTRADA: Okay. So what--so what is the question again?

MARY JO GIOVACCHINI: CNA, we serve clients getting TVAP with this funding?

IVETTE ESTRADA: Okay.

MARY JO GIOVACCHINI: Question mark.

IVETTE ESTRADA: Yes.

MARY JO GIOVACCHINI: Or after we finished with the client and close them out, can they go and get TVAP services?

IVETTE ESTRADA: Oh, I'm not sure I understand that.

MARY JO GIOVACCHINI: Yeah.

IVETTE ESTRADA: I just--I--there--well, I will say--I'm not sure I understand the question there, but there is guidance in the solicitation on TVAP funding, and coordinating that with OVC funding. I don't know the exact page of where we talk about that, but there is some guidance there that might help clarify that question. And if not, I would--I would ask if that person--email NCJRS and we can--we can respond appropriately.

MARY JO GIOVACCHINI: "Is there a standard letter of intent form to complete?"

IVETTE ESTRADA: There is not a standard template, however, there are some elements to these letters of support that we would like to see, and we talk a little bit about that in the MOU section of the solicitation. And I can try--I don't know that off the top of my--I don't know what page number that is, but there is--if you look--or if maybe you could do a search into the solicitation for MOUs, you should find some guidance there and there's like, five or six items that we would like to see. For example, you know, the name of the organizations, the durations of the--of the agreement. So for example, are they willing to support the project for the three full years of the awards; if there are--if they are going to be charging for any services; or are they going to be providing those services at no cost. So it's--some items like that, we would like to see addressed in the letter of support. And again that's in the solicitation under the MOU section. And I'm--and I'm sorry, I don't have the page number.

MARY JO GIOVACCHINI: "Our agency is located in an area that is smaller, but it's still considered urban. Will you--will we be competitive if we only have identified around 100 survivors of trafficking locally over the past year?"

IVETTE ESTRADA: I mean, you know, we understand that there are going to be different proposals coming in from, you know, urban and rural areas, and so again, it goes back to your proposal, and how well you're able to describe the needs in your community, and how this funding will help support, you know, help meet some of those needs. So again it just--it really goes back to what the issues are in your community, what you're seeing, and if you're able to describe that articulately in your proposal.

MARY JO GIOVACCHINI: "Must there be MOUs attached if we don't plan on having a formal partner or partners?"

IVETTE ESTRADA: If you have not identified any project partners, so I would assume that this agency would be providing the services in-house, then no, you would not need an MOU from any project partner. However, you are still required to have that letter of support from a law enforcement or prosecutorial agency, so that still applies regardless of whether you have partners on the project or not.

MARY JO GIOVACCHINI: "Can you--is it a requirement for subheadings to be included, as well as headings, or are they more intended as guidelines?"

IVETTE ESTRADA: I would--I--you know, I would say yes to that question. I think it helps our peer reviewers better--you know, to be at--better able to navigate through your proposal, especially when their scoring applications. So I think it's helpful. It's not needed, but again I would say it's extremely helpful for peer reviewers who are external, so it helps them when they review your application and score them.

MARY JO GIOVACCHINI: "If an organization is receiving funds from DOJ via the Equal Justice Works Crime Victims Justice Corp Fellowship Program..."

IVETTE ESTRADA: Yes.

MARY JO GIOVACCHINI: "...would it still be eligible to apply for funding under this program as well?"

IVETTE ESTRADA: Yes. It's--and again, I would go back to that Resource Coordination section and just talk a little bit about what those efforts look--what those activities look like, and how they will not duplicate any efforts identified in your proposal, but yes.

MARY JO GIOVACCHINI: "Is there a minimum number of operational use required in order to meet the demonstrated ability requirements?"

IVETTE ESTRADA: Well, we are looking for the number of clients served from 2015, so I would say--what is that, 3 years? So I would say at least 3 years because we're looking for 3 years of data.

MARY JO GIOVACCHINI: Question here about copy of the presentation. Yes. A copy of the transcript and a PowerPoint presentation will be posted to the OVC website in approximately 10 business days, and you will receive notification of that being posted.

Can you give us one second here? All right. At this time, it is seven minutes after 4:00, so we are already on the time of the webinar. We apologize if your questions were not addressed. However, the slide is still--is showing with NCJRS' information, we would welcome you to please submit your questions to NCJRS. You can call them, email them at [grants@ncjrs.gov](mailto:grants@ncjrs.gov), or you could also use the web chat feature. Submit those questions, somebody will respond to you if it is something more complicated in nature, they will work with Ivette to get an answer to you. At this time, then we will end the webinar. Thank you very much for attending.

IVETTE ESTRADA: Thank you.

MARY JO GIOVACCHINI: Have a great day.