Office for Victims of Crime

JUSTICE FOR VICTIMS • JUSTICE FOR ALL

OVC Fiscal Year (FY) 2019 Improving Outcomes for Child and Youth Victims of Human Trafficking

June 13, 2019

Presenter

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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.

OVC Mission Statement

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

Purpose

- To highlight important details in the solicitation.
- To answer clarifying questions.

Overview (Pg. 4)

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

Eligibility (Pg. 1)

- States (including U.S. territories and the District of Columbia) and federally recognized Indian tribal governments (as determined by the Secretary of the Interior).
- Subrecipients are states, units of local government, federally recognized Indian tribal governments, and nonprofit organizations (including tribal nonprofits).
- Grantees awarded funding in FY 2016–2018 under the Improving Outcomes for Child and Youth Victims of Human Trafficking solicitation are not eligible to apply for funding, unless the new proposal outlines new services, cost items, or a distinct geographic scope not included in the FY 2016–2018 application.
- All recipients and subrecipients 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.

Goal (Pg. 5)

- 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 (Pg. 6-7)

- 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.
- 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.
- The strategy should include developing protocols and procedures to ensure child and youth victims receive appropriate services.

Deliverables (Pg. 9)

- Example project deliverables include:
  - Documentation of lessons learned related to working with children and youth victims.
  - Outreach and awareness materials, including social media and technology efforts, designed and tailored for children and youth victims of human trafficking.

Note: Be as inclusive as possible of all child and youth trafficking victims in the state or tribal jurisdiction.

Coordination (Pg. 10)

- OVC strongly encourages all grantees to assist clients in complying with reasonable requests from local, state, federal, or tribal government agencies with the authority to investigate or prosecute trafficking acts.
- Applicants under this program are ***highly encouraged*** to coordinate with their state or regional Internet Crimes Against Children Task Force (ICAC).

Evaluation and Data Collection for Performance Measures (Pg. 11)

- Data collection and evaluation activities are necessary to document the required performance measures and ensure projects meet intended goals related to improved outcomes for child and youth victims of human trafficking.
- A Plan for Evaluation and Data Collection for this Solicitation's Measurable Performance Measures should be submitted as one separate component to the application.

Federal Award Information: Grant Agreement (Pg. 11)

- Up to 4 awards.
- Award amounts of up to $1.5 million.
- Estimated total amount awarded of up to $6 million.
- OVC expects to make the awards for a 3-year period of performance, to begin on October 1, 2019.

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

Grant vs. Cooperative Agreement (Pg. 11)

- Grant:
  - Legal instrument of financial assistance
  - Awarding agency maintains an oversight and monitoring role
  - Without substantial involvement with awarding agency

- Cooperative Agreement:
  - Substantial involvement between awarding agency and recipient during the performance period
  - Awarding agency closely participates in the performance of the program

This award will be made as a **Grant**.

Part 200 Uniform Requirements (Pg. 12)

General information about Part 200 Uniform Requirements that apply to the award recipient and any subrecipients/subawards. (See the OJP Grant Application Resource Guide https://ojp.gov/funding/Apply/Resources/Grant-App-Resource-Guide.htm.)

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

Match Requirement (Pg. 13)

25% match requirement: Cash or In-Kind

Federal Award Amount ÷ Federal Share Percentage = Adjusted (Total) Project Costs

Required Recipient's Share Percentage x Adjusted Project Cost = Required Match

Example: 75%/25% match requirement: for a federal award amount of $350,000, calculate match as follows:

- $350,000 ÷ 75% = $466,667
- 25% x $466,667 = $116,667 match

See the DOJ Grants Financial Guide for more information.

Critical Application Elements (Pgs. 15, 39)

The following application elements **must be included** in the application submission:

- **Project Narrative***
  - **Statement of the Problem** (15% of the application score)
  - **Project Design and Implementation** (40% of the application score)
  - **Capabilities and Competencies** (15% of the application score)
  - **Plan for Collecting Performance Measurement Data** (2% of the application score)
- **Budget Detail Worksheet and Narrative*** (10% of the application score)
- **Plan for Action Research*** (8% of the application score)
- **Training Plan*** (5% of the application score)
- **MOUs, Letters of Intent, and Subcontracts/Subgrants*** (5% of the application score)

If you do not submit documents noted with an asterisk (*), the application will not be considered.

Program Narrative Format (Pg. 17)

- Double-spaced, using a standard 12-point font (Times New Roman preferred)
- 1-inch margins
- Not exceed 25 pages
- Pages should be numbered

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

Budget Detail Worksheet (Pgs. 20-21)

- Use the DOJ standard form; Excel and PDF versions online.
- Combines budget detail and budget narrative into one single 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.

Data Collection (Pg. 19)

- Applicants should examine the key performance measures and required client data in Appendix A.
- Award recipients will be required to report data regularly to OVC's online Trafficking Information Management System (TIMS)
  - https://tims.ovcttac.gov

Other Elements (Pg. 47)

- Application for Federal Assistance (SF-424) – Pg. 16
- Project Abstract – Pg. 16
- Indirect Cost Rate Agreement (if applicable) – Pg. 25
- Tribal Authorizing Resolution – Pg. 25
- Financial Management Questionnaire – Pg. 26
- Disclosure of Lobbying Activities (SF-LLL) – Pg. 27
- Disclosure of Pending Applications – Pg. 27
- Disclosure and Justification – DOJ High Risk Grantees – Pg. 28
- Research and Evaluation Independence and Integrity – Pg. 28
- Disclosure of Process Related to Executive Compensation – Pg. 30
- Logic Model – Pg. 17
- Time-Task Plan – Pg. 34
- Position Descriptions and Resumes – Pg. 34
- Privacy Certificate – Pg. 34

How to Apply (Pgs. 34-35)

- 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: July 1 by 11:59 p.m. ET**

How to Apply (cont'd.)

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 thirty (30) days of the registration activation. **Notarized letters must be submitted via U.S. Postal Service Mail.**
- Read the Alert at https://www.sam.gov to learn more about what is required in the notarized letter, and read the Frequently Asked Questions (FAQs) at https://www.gsa.gov/samupdate to learn more about this process change.

Technical Problems/ Request for Late Submission (Pgs. 38-39)

- 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.

Attachment Tips (Pg. 15)

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: Budget
File Name: File 4

Adding Attachments (Pg. 35)

- 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.
- Applicants must use the **Add Attachment** button to attach a file to their application.
  - Do not click the paperclip icon to attach files. This action will not attach the files to the application.
  - After adding an attachment, select the **View Attachment** button to confirm you attached the correct file.
  - To remove the file, select the **Delete Attachment** button.

Attachments: Checking for Errors (Pg. 35)

- An application can be checked for errors via the Check Application button on the Forms tab of the Manage Workspace page.
  - The button is active if the set of forms in the workspace matches those required in the application package.
  - If you receive a Cross-Form Errors message after clicking the Check Application button, refer to the Cross-Form Errors help article for more detailed information about this validation error.

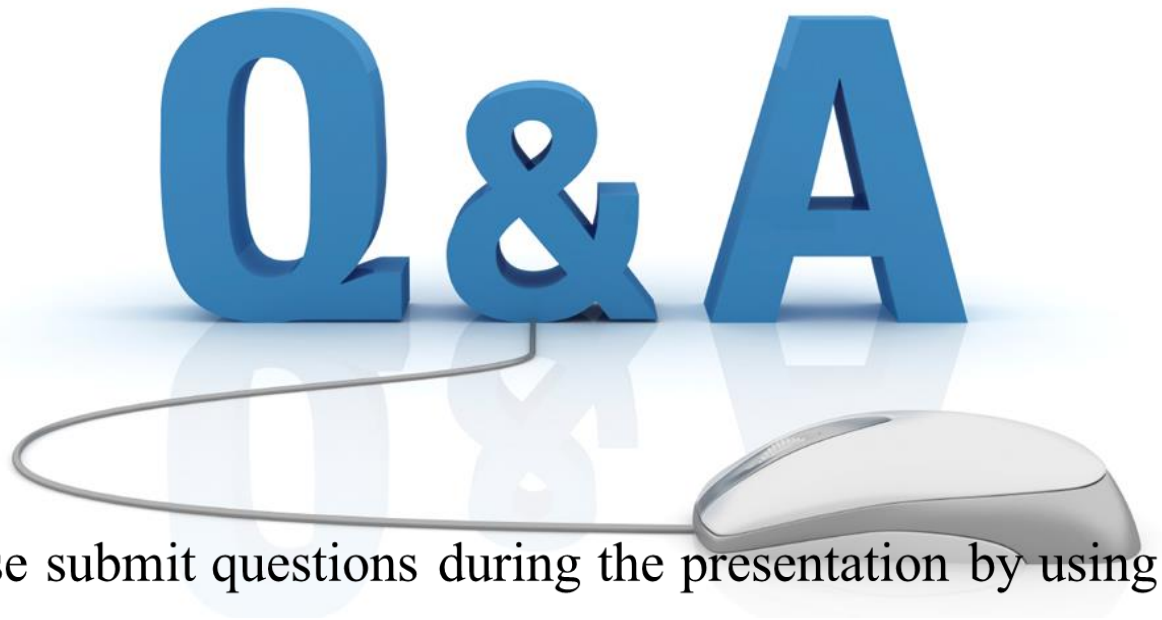
Tips

- Start the application process early!
  - Registrations (DUNS, SAM, Grants.gov)
  - Identify Partner(s)
  - Schedule planning meetings with proposed partner(s)
  - Begin drafting MOUs
- Apply under the correct competition ID: **OVC-2019-15598**.
- Use the Budget Detail Worksheet template.
- Ask for the amount of funding needed.

Submission Deadline *(Pg.1)*

11:59 p.m. ET

July 1, 2019



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

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/

Application 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 bi-weekly JUSTINFO newsletter as well as 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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Contact Information

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