Presenters

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Webinar Outline

1. OVC Overview and Mission

2. Breakdown of the solicitation

   - Project Purpose, Goal, and Objectives

   - Eligibility

   - Application and Award Timelines

   - Required Documents

3. Application Process

4. Questions and Answers

Have a copy of the solicitation available to follow along and take notes.

OVC Overview

Mission: 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.

OVC funding supports: victims in tribal communities; state victim compensation and assistance programs; training and technical assistance and information resources; victims of international terrorism and mass violence; federal agencies' provision of victim services; survivors of human trafficking; and demonstration and service projects.

Timeline

- Solicitation Closes: **Friday, April 30, 2021**

- DOJ expects to award grants no later than **September 30, 2021**

- All project **START** dates should be on or after **October 1, 2021***

*Please Note: Successful applicants MAY NOT begin work until the budget has been reviewed and officially approved by OJP. Additional information and or restrictions may be outlined in the award package.

Eligibility

The following entities are eligible to apply:

- ❑ State governments
- ❑ City or township governments
- ❑ Public and State controlled institutions of higher education
- ❑ County governments
- ❑ Public housing authorities/Indian housing authorities
- ❑ Native American tribal organizations (other than federally recognized tribal governments)
- ❑ Native American tribal governments (federally recognized)
- ❑ Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education

For additional information on eligibility, please review the title page of the solicitation.

Program Description

This program will provide funding for services to victims of human trafficking, as defined by the Trafficking Victims Protection Act (TVPA) of 2000, 22 U.S.C. § 7102.

Purpose Areas

- Purpose Area 1: Developing the Capacity to Serve Human Trafficking Victims– Four awards of up to $350,000 per year, over 3 years.

- Purpose Area 2: Enhancing Scope of Services for Human Trafficking Victims– Fourteen awards of up to $800,000 per year, over 3 years.

- Purpose Area 3: Specialized Services for Human Trafficking Victims– Nine awards of up to $600,000 per year, over 3 years.

Goal

To develop, expand, or strengthen victim service programs for victims of human trafficking, including programs that provide trauma-informed services.

Objectives

Successful applicants will achieve the goals through the following objectives:

1. Provision of services to meet the individualized needs of victims of human trafficking;
2. Collaboration with and training for local partners (e.g., service providers, criminal justice professionals, members of the judiciary, community and faith-based organizations) to ensure trafficking victims are properly identified and referred for appropriate services;
3. Assistance or referrals to other essential services for victims of human trafficking; and
4. Data collection and participation in evaluation activities to determine if the program is meeting stated goals and objectives.

Deliverables

To achieve the goals, applicants will be required to complete the following:

❑ <u>Deliverables</u>: Services, measured by service-hour or units delivered, type of service, number of new and continuing victims served, and other key data points.

❑ <u>Quarterly Performance Measures Data Collection</u>: Award recipients will be required to submit performance measure data and a quarterly performance report in JustGrants.

❑ <u>Semiannual Progress Reports and Quarterly Financial Status Reports</u>

OJP Priority Areas

In FY 2021 and in addition to executing any statutory prioritization that may be applicable, OJP will give priority consideration to applications as follows:

- Applications that address specific challenges that rural communities face.
- Applications that demonstrate that the individuals who are intended to benefit from the requested grant reside in high-poverty areas or persistent-poverty counties.
- Applications that offer enhancements to public safety in economically distressed communities (Qualified Opportunity Zones (QOZs)).

For additional information, please review the solicitation.

Federal Award Information

Total number of awards OVC expects to make: 27

    Purpose Area 1: up to 4 awards   Purpose Area 2: up to 14 awards

    Purpose Area 3: up to 9 awards

Maximum dollar amount for each award:

    Purpose Area 1: up to $350,000   Purpose Area 2: up to $800,000

    Purpose Area 3: up to $600,000

Total amount to be awarded under solicitation: $17.9 million

    Purpose Area 1: up to $1.4 million   Purpose Area 2: up to $11.2 million

    Purpose Area 3: up to $5.4 million

Period of Performance start date: 10/01/2021

Period of Performance duration :   36 Months

Type of Award

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.

Cost Sharing or Matching Requirement

Pursuant to 22 U.S.C. § 7105(b)(2), awards under this solicitation are required to include a 25 percent **cash or in-kind match**. See OJP Grant Application Resource Guide for additional information on this match requirement.

Application and Submission Information

Applications **MUST** Include

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

- **Proposal Abstract**

- **Proposal Narrative**

  - Statement of the Problem (20%)

  - Project Design and Implementation (30%)

  - Capabilities and Competencies (25%)

  - Plan for Collecting the Data for this Solicitation's Performance Measures (5%)

- **Budget Worksheet including the Budget Narrative** (10%)

  - Letters of Support, Letters of Intent, and MOUs from project partners (10%)

Proposal Abstract

An abstract is a **clear and simple summary statement** about your proposal.

This statement should be no more than 400 words and should include:

- Name of the applicant,

- primary activities,

- products and deliverables,

- the service area, and who will benefit from the proposed project

  This will be completed in the JustGrants Web-based form.

Proposal Narrative Format

The Proposal Narrative must:

- Be double-spaced

- Use a standard 12-point font (Times New Roman is preferred)

- Have no less than 1-inch margins

- NOT exceed 20 pages. Pages should be numbered "1 of 20," "2 of 20," etc.

- Be submitted as an attachment in JustGrants.

Proposal Narrative Format

The following sections are part of the Proposal Narrative:

1. Statement of the problem

2. Project design and implementation

3. Capabilities and competencies

4. Plan for collecting the data required for this solicitation's performance measures

Proposal Narrative: Statement of the Problem

This section must meet the following requirements:

1. Identify the nature and scope of the problem that the program will address.

2. Describe previous or current attempts to address the problem, including documentation of the number of trafficking victims served each year during 2019 and 2020 within the targeted geographic area.

3. Describe the communities to be served, including the geographic area, populations in the service area, and any groups that are vulnerable to human trafficking.

4. Describe current efforts to address the service needs of trafficking survivors in the geographic area. Explain how the proposed project is not duplicative and targets identified gaps.

Proposal Narrative: Project Design and Implementation

This **section** should include goals, objectives and activities that are aligned with solicitation

- Be brief, concise, and clear.

- Make sure the information is consistent throughout your proposal.

- Create <u>solid</u> goals and <u>measurable</u> objectives:

  - Objectives should be **SMART:**

  Specific, **M**easurable, **A**ttainable, **R**ealistic, and **T**ime-bound

- Focus on the future and setting a <u>realistic timeline</u> to complete the project.

Proposal Narrative: Capabilities and Competencies

1. Demonstrate the institutional experience and expertise (or have submitted formal agreements with partners with experience and expertise with the application) to effectively implement the requirements of this solicitation.

2. Identify the key individuals and organizations involved in the proposed project.

3. Demonstrate that the individuals and organizations identified have the capacity to address the stated need, including the expertise necessary to provide services to human trafficking victims, and can successfully implement the proposed project activities.

4. Describe specific roles and responsibilities of all project partners and key staff.

Proposal Narrative: Capabilities and Competencies (cont.)

5. Demonstrate that project staff have appropriate training and experience to implement project activities as described in the proposal, and document plans and position descriptions for staff to be hired.

6. Demonstrate the capacity and expertise of the lead applicant and all project partners to serve victims of human trafficking.

7. Clearly describe who will implement activities as described in the Project Design and Implementation section.

8. Describe their experience managing federal grants that support services to crime victims and document their administrative and financial capacity to manage federal grants.

Proposal Narrative: Plan for Collecting Data

- Who will be responsible for reporting the required performance measures?

- How will data be collected?

- Any additional performance metrics?

- What data sources will be used? – Any legal, policy, or other barriers to gaining access?

Budget Worksheet and Budget Narrative

See the OJP Grant Application Resource Guide for additional information.

- ❑ Use the JustGrants web-based form.

- ❑ Personnel costs should relate to the key personnel for the project.

- ❑ The budget should include adequate funding to fully implement the project, broken out by year, reflecting 36 months.

- ❑ The budget should be mathematically sound and correspond with information described in the Proposal Narrative and aligned with the project design.

Applications Should Also Include

Along with the 3 required documents, the following information <u>should be included</u> in the application submission:

- Application for Federal Assistance (SF-424)

- Standard Application Information

- Indirect Cost Rate Agreement (if applicable)

- Financial Management and System of Internal Controls Questionnaire

- Disclosure of Process Related to Executive Compensation

- Service Partner MOUs, Letters of Intent, and Subcontracts/Subgrants

- Position Descriptions and Resumes

- Training Plan

- Research and Evaluation Independence and Integrity

- Documentation of Rural Challenges (if applicable)

- Documentation of High Poverty Areas or Persistent-Poverty Counties (if applicable)

- Documentation of Enhanced Public Safety in Qualified Opportunity Zones (if applicable)

- Request and Justification for Employee Compensation; Waiver (if applicable)

- Disclosure of Lobbying Activities (SF-LLL)

- Applicant Disclosure of Pending Applications

- DOJ Certified Standard Assurance

- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

- Applicant Disclosure and Justification—DOJ High-Risk Grantees

Webinar:

Application Mechanics:
Submitting an Application

Learn more about how to apply for DOJ funding opportunities by registering for one of the **upcoming webinar sessions**.

Register for Upcoming Application Submission Webinars

Additional dates added: *Application Mechanics: Submitting an Application*

❑ Monday, April 12, 2021   3:00 p.m. ET

What you'll learn:

✓ Steps to take prior to applying for funding

✓ How to find open DOJ funding opportunities in Grants.gov

✓ How to apply for funding using JustGrants

✓ The JustGrants roles and their responsibilities and required actions

✓ How to navigate and use the system

✓ Where to find training materials, job aids, and other resources

JUSTgrants
JUSTICE GRANTS SYSTEM

DOJ Application Submission Checklist

Review the *DOJ Application Submission Checklist*

The checklist covers all necessary steps to complete the two-part application process in Grants.gov and JustGrants.

The checklist includes:

- ✓ how to prepare to apply
- ✓ completing the abbreviated application in Grants.gov
- ✓ Entity Onboarding and JustGrants Access
- ✓ completing, reviewing, certifying and submitting your application in JustGrants, and
- ✓ helpful user tips

JustGrants Training and Resources

➢ Access [recording](#) and [slide deck](#) from previous webinars

➢ Refer to the [JustGrants Training Application Submission](#) page for additional information and training on the application submission process

➢ Bookmark the [JustGrants Training](#) page for updates

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Submission Information

Step 1: Applicants will submit an **SF-424 and an SF-LLL** in Grants.gov at https://www.grants.gov/web/grants/register.html. To register in Grants.gov, applicants will need to obtain a Data Universal Numeric System (DUNS) and System of Award Management (SAM) registration or renewal.

Step 2: Applicants will submit the **full application** including attachments in JustGrants at JustGrants.usdoj.gov.

QUICK TIP Refer to the Registration and Submission section of the OJP Grant Application Resource Guide at *https://ojp.gov/funding/Apply/Resources/Grant-App-Resource-Guide.htm* for instructions on How to Apply (https://www.ojp.gov/funding/apply/ojp-grant-applicationresource-guide#howToApply)

OJP Grants Application Resource Guide

Visit: https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide

Important Web Resources

- Office for Victims of Crime: https://ovc.ojp.gov

- DOJ Grants Financial Guide: https://ojp.gov/financialguide/DOJ/index.htm

- JustGrants: https://justicegrants.usdoj.gov/

- Grants.gov: https://www.grants.gov

- OJP Grant Application Resource Guide: https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide

- OVC Training and Technical Assistance Center: www.ovcttac.gov

- Grant Performance Measurement Reporting: https://ojp.gov/performance/

- OJP Resource Center: https://www.ojp.gov/ncjrs/new-ojp-resources

Important Contact Information

Technical Assistance Submitting the <u>SF-424 and SF-LLL</u> into Grants.Gov: 800–518–4726, 606–545–5035 │ support@grants.gov

Technical Assistance Submitting the <u>FULL APPLICATION</u> into JustGrants: 833–872–5175 │ JustGrants.Support@usdoj.gov

Technical Assistance with Programmatic Requirements contact the OJP Response Center: 800–851–3420 │ grants@ncjrs.gov

Important Dates

Application Mechanics Webinars

  (recordings available [Training: Application Submission | JUSTICEGRANTS (usdoj.gov)](https://usdoj.gov))

Part 1: Submit SF-424, SF-LLL in Grants.gov by

Part 2: Submit Full Application in JustGrants.gov by

April 12 3:00 p.m. e.t.

April 16 11:59 p.m. e.t.

April 30 11:59 p.m. e.t.

Question Time

To submit a question, use the Q&A Box and select all panelists.