OVC FY 2021 Field-Generated Human Trafficking Training and Technical Assistance for Law Enforcement

CFDA # 16.320

Grants.gov Solicitation Number: O-OVC-2021-60009

April 7, 2021

**Please have a copy of the solicitation available
to follow along and take notes.**

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

QUICK TIP

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:

❑ Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education

❑ Native American tribal organizations (other than federally recognized tribal governments)

❑ Private institutions of higher education

❑ Public and State controlled institutions of higher education

❑ For-profit organizations other than small businesses

❑ Small businesses

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

Program Information

The purpose of this program is to—

- assist state, local, and tribal jurisdictions in more-effectively responding to and combatting all forms of human trafficking

- collaborate with the field to identify, develop, and build a set of innovative training and technical assistance (TTA) resources that can be used to address gaps in knowledge and training, strengthen programming, build capacity, problem solve, and model new approaches

- benefit the field to better serve victims of human trafficking and to hold offenders accountable

Objectives

Successful applicants will achieve the goals through the following objectives:

IDENTIFY CHALLENGES AND OPPORTUNITIES

Develop and/or implement innovative and/or strategic approaches, tools, and resources to assist law enforcement in meeting the goal.

Provide TTA to state, local, and tribal jurisdictions to assist law enforcement in meeting the goal.

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Deliverables

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

- ❑ <u>Tangible deliverables</u>: Curricula, written or video/media products, websites.
- ❑ <u>Final Summary Report</u>: describe project activities, lessons learned, and an assessment of project effectiveness and impact.
- ❑ <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>

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Federal Award Information

Maximum number of awards OVC expects to make: 4 Awards

Estimated maximum dollar amount for each award: $500,000

Total amount anticipated to be awarded under solicitation: $2 million

Period of Performance start date: 10/01/2021

Period of Performance duration: 36 Months

Type of Award

This award will be made as a **Cooperative Agreement**:

- Substantial involvement between awarding agency and recipient during the performance period

- Awarding agency closely participates in the performance of the program

See the "Administrative, National Policy, and Other Legal Requirements" section of the OJP Grant Application Resource Guide for more information.

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**

  - Description of the Issue (15%)

  - Project Design and Implementation (35%)

  - Capabilities and Competencies (30%)

  - Plan for Collecting the Data for this Solicitation's Performance Measures (10%)

- **Budget Worksheet including the Budget Narrative** (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 program narrative:

1. Description of the issue

2. Project design and implementation

3. Capabilities and competencies

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

Proposal Narrative: Description of the Issue

This section must:

- Describe the need for and existing gaps in TTA specific to anti-human trafficking efforts, with specific attention to law enforcement and prosecution's ability to effectively identify victims and prosecute cases. Clearly identify the problem to be addressed.

- Applicants must document and provide citations for relevant and current research, national reports, documents, and statistics that support the identified gap, need, and proposed approach.

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

- Describe the organization's ability to provide national, proactive, comprehensive, timely, and user-friendly TTA; and describe the protocols for the delivery, tracking, assessment, and follow-up on these TTA services.

- Describe the organization's expertise in delivering and implementing TTA on the specific activities as described in the solicitation.

- Provide examples of the organization's experience in using TTA strategies that include developing tools and resources and using distance learning, peer-to-peer consultations, and onsite and offsite technical assistance. List the subject matter experts with whom the organization plans to work to deliver TTA services. For each subject matter expert, include a letter of support and a copy of their résumé.

- Describe the management structure and outline the organization's ability to conduct the individual activities.

- Describe the organization and staff's experience specific to practical experience with human trafficking task forces, multidisciplinary partnerships, designing and delivering training curricula, and investigating or prosecuting human trafficking cases.

- Discuss the ability to recruit and partner with individuals and other organizations with the expertise to enhance the organization's and staff's experience in developing and providing TTA.

- Include position descriptions for the key positions.

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.

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

- Tribal Authorizing Resolution (if applicable)

- Research and Evaluation Independence and Integrity

- Position Descriptions and Resumes

- Project Time-Task Plan

- 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

Application Process

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*

☐ Thursday, April 8, 2021   1:00 p.m. ET

☐ 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

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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

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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.

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)](#))

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

Part 2: Submit Full Application in JustGrants.gov by

April 8 1:00 p.m. e.t.

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.