DARYL FOX: Good afternoon, everyone, and welcome to today's webinar, "Services for Victims of Human Trafficking," hosted by the Office for Victims of Crime.

At this time, it's my pleasure to introduce Darian Hanrahan, Grants Management Specialist with the Office for Victims of Crime for some welcoming remarks and to begin the presentation. Darian?

DARIAN HANRAHAN: Thanks, Daryl, and welcome, everyone. I appreciate you carving the time out of your very busy schedules to join us today. I'm really excited to talk with you about this solicitation. Just a quick disclaimer, there is a lot of content to get through, so I'm going to jump right in so that I leave that time at the end for questions and answers. But, again, I really appreciate you making the time to be here. I know that webinar fatigue is a very real thing, so I'm just going to go ahead and jump right in.

So just to give you a quick rundown of what we're going to talking about today, is I'm going to briefly be going over the overview of OVC, our mission, and then I'm going to jump into breaking down the solicitation. So going every--over everything from goals and objectives, who is eligible, you know, the timelines you need to be aware of, what documents you need to submit, and then diving into the actual application process, and leaving time at the end for questions and answers. Quick, hot tip. I highly, highly recommend having a copy of the solicitation available so you can follow along, take some notes. If you have it already up, amazing. If you're working on it, all you need to do is just type in FY 22 Services for Victims of Human Trafficking into Google or whatever your search engine is and it should pop right up.

All right. So for those of you who may not be as familiar with OVC or for those of you that might just need a quick refresher, we are committed to enhancing the country's capacity to really assist victims of crime, and we consider ourselves to be leaders in helping to change attitudes, policies, and practices to promote justice and healing for all. One of our main initiative is that we administer the Crime Victims Fund. And if you aren't familiar with it, it is financed by fines and penalties that are paid by convicted federal offenders and not from tax dollars. And what we do is we channel that money towards victim compensation and assistance throughout the United States. We raise awareness about victims' issues, we promote compliance with victims rights' laws, and we provide training and technical assistance. So through the Crime Victims Fund, we support anything and everything, essentially, with regards to victim assistance. So victims in tribal communities, state victim compensation and assistance programs, that training and technical assistance, I mentioned. A lot of people actually don't know this. We also provide assistance to victims of international terrorism and mass violence. We help out other federal agencies in how they provide victim services, services to victims of human trafficking, which I'll obviously be talking about today, and, lastly, national scope demonstration and service projects.

All right. So we're going to dive right into the solicitation. I wanted to start off with timelines because those are the things you need to be aware of most. So, there is not one, but two deadlines that you need to be aware of. So if you're like me, I need to set a

million calendar reminders, days in advance to make sure that I'm on top of my schedule. So the first thing--one you need to worry about is the Grants.gov deadline, and that would be Tuesday, June 14th and that deadline date--or time is 11:59 PM, Eastern. The second deadline you need to mark your calendar for is Tuesday, June 28th. So that's two weeks later. And that deadline is 8:59 PM, Eastern. So just remember that. In the past, it's--I believe it's been 11:59 PM, Eastern, but this year, it's going to be 8:59 PM, for the JustGrants deadline.

As usual, we expect to make--award grants by September 30th of this year. You know, we--this is a really big solicitation so we don't necessarily anticipate making those announcements earlier than that. And all projects will have a start date of October 1st. For those of you that may not be familiar with how OVC tends to operate, is that successful applicants can't actually begin on project work until your budget has been reviewed and officially approved by our budget office. So any additional information or restrictions on funds are going to be outlined in the award package. But we'll just kick that can down the road for September.

I did want to pause here and just mention for any new applicants in the room or entities that are interested in applying. Please go to SAM.gov as soon as you possibly can to apply for a Unique Entity Identifier number or a UEI number. If you've already done it, fabulous. If you have no idea what that is, I completely understand. But you should be going into SAM.gov. We recently transitioned from using a DUNS number system to the UEI system, so there have been a lot of delays and backlogs with the entity validation service process. So please don't wait until June 13th. Please go ahead and get that done well in advance of the Just--the Grants.gov deadline. We are also, unfortunately, seeing delays that are being experienced by any entities that have recently changed legal business names or physical address. So if you aren't quite sure, please head over to SAM.gov to check out where you might stand with that.

All right. Moving on to eligibility. So on the cover page of the solicitation, we list out who is eligible to apply, and we're really thrilled that we're able to open it up to so many different kind of entities. So, city or township or county governments; Native American tribal governments or tribal organizations; nonprofits with a 501(c)(3) status, public and state-controlled institutions of higher education; public housing authorities and Indian housing authorities; and state governments. And then it's got this last bullet, "Other." There's a lot more detail in the solicitation, but it essentially has to do with Executive Order 13929, which is the Safe Policing for Safe Community Executive Order. So if you're looking for more information, I'll direct you to that solicitation, since we've got a lot to cover.

All right. So a quick description of the program. So the OVC Human Trafficking Division is, of course, housed within OVC. And we see our mission as really leaders of the nation in supporting victim-centered and trauma-informed programs, policies, and resources in order to enhance the capacity of organizations to identify, assist, and provide services to all victims of human trafficking. And when I say that we lead the nation, I really do mean it, because OVC is actually the largest federal funder of anti-

trafficking programs in the United States. Currently, we actually have almost 500 active human trafficking awards. So if you are selected for funding, you will be joining the ranks of some really wonderful grantees and fabulous programs. Great network of support there as well.

And we will provide funding for services to victims of human trafficking as they are defined within the Trafficking Victims Protection Act or TVPA of 2000. And if you're interested in what that looks like, we have the statutory authority listed in the solicitation.

All right. So this solicitation is actually one of OVC's biggest solicitations out of our office and certainly the largest for the Human Trafficking Division. So in order to meet the needs of the field, we have broken it out into three different categories or purpose areas. So I'll just run through them here before I go into a little bit more detail in a bit. So Purpose Area 1 is developing capacity to serve human trafficking victims. We anticipate making five awards for up to $450,000 each [CORRECTED: $440,000]. Purpose Area 2, this tends to be our largest category, is enhancing access to comprehensive services for human trafficking victims. We anticipate making 16 awards, up to $950,000. Lastly, Purpose Area 3 is specialized services for human trafficking victims. We anticipate making 12 awards for an amount up to $800,000. All of these award categories will have a project period start date of October 1st and it will be for a 36-month or 3-year project period. Just a quick note. Applicants may submit no more than one application under each purpose area. So please keep that in mind, if you're thinking of dabbling in others.

All right. So jumping in a little bit more detail. So Purpose Area 1, that's developing capacity to serve these victims, the purpose really is two-fold. To support victim service organizations with limited or no prior experience in serving victims of human trafficking and/or victim service organizations that really don't have very much or even no prior experience in receiving direct federal funding to serve victims of human trafficking. So this really is meant for, like, new grantees. So just to give you an overview of what to expect during the first 12 months of the project period under this purpose area, grantees will work with the--with some designated OVC-funded human trafficking training and technical assistance providers. If you're familiar with the wonderful work that the Human Trafficking Collective does, that would be one of them. And we are fortunate enough to have a number of other really fantastic training and technical assistance providers, and their whole goal is to help you build internal capacity to serve trafficking survivors and manage federal awards. And, of course, these providers provide assistance to all of the grantees funded under the entire solicitation. So grantees will be expected to hire staff who have experience in providing services to human trafficking victims or train any existing staff they have to address any gaps in knowledge or skill that they may have found. And then during the next 24 months of the project, grantees will be actually implementing the services for human trafficking victims. If you're not quite sure what we mean by services, we have an Appendix A in our solicitation that very clearly lists out the type of services that OVC funds. So I highly recommend checking back at that while you're putting your proposal together.

Purpose Area 2, enhancing access to comprehensive services for human trafficking victims. This tends to be our largest purpose area. It has looked a little bit different in previous fiscal years, particularly the last few fiscal years. So we've revamped it a little bit based on needs that we're seeing in the field, based on feedback from grantees. So if you're used to applying under this purpose area, just double-check that, you know, you're still in line with how Purpose Area 2 presents itself this year.

So under Purpose Area 2, we will be making award to organizations that have a demonstrated history of serving human trafficking victims with a wide and comprehensive range of direct services. So we expect them to use OVC funds to support, at least, three distinct types of services to victims of human trafficking. And that can be done either directly in-house or with funded subrecipients. So we're really going to expect our grantees to have or develop partnerships to really facilitate and improve victim access to a broad range of services within the community. And really the overall purpose is to enhance that access, because we know that, so often, victims of trafficking have a whole host of services that are needed, and no one victim is the same, and everyone requires different needs. So we want to make sure that we're funding programs that are able to provide services for those needs and assistance both in-house and with those partners.

Purpose Area 3, specialized services. So we will be making awards to organizations that have a demonstrated history of providing a specialized service that goes beyond just case management. So the majority of OVC funds in this area is to be used to support the delivery of that specialized service. But some funds can be used to support accompanying case management because we understand that that is a huge part of what you do as well. Specialized services can include things like legal services, behavioral health services, or employment and economic empowerment services. I will make a note here. It's in bold here. It's in--bold in the solicitation, but if you are interested in proposing specialized services for shelter and housing, that is not allowable under this purpose area within the solicitation.

We are incredibly fortunate enough to have the funding for a entirely separate solicitation that exclusively focuses on housing services. So that is our FY 22 Housing Assistance Grants for Victims of Human Trafficking. It's out on the streets now. So if housing and shelter is calling your name, please see that solicitation instead.

Just a note. For all purpose areas here, if you are one of our grantees that has received a human trafficking award in FY 20 or 21, you will be expected to include information on how the newly proposed project is going to differ from or expand what you are proposing in FY 2022. So, for example, you could focus on a new geographic area or provide a new service. So just putting you on notice that we expect you to really detail how it would be different, because we do look to cross-check who is a current grantee and who is applying. And, additionally--and this is a really important point that I wanted to highlight. Applicants may apply for the--an amount up to the maximum level of funding under each purpose area. But in order to apply for that maximum level of funding, you should be able to demonstrate that you have sustained rates of victims that

you're serving, high case loads, and expenses that merit that level of funding. So, really, you need to show to us that the absolute maximum amount of funding in your particular purpose area is absolutely needed and what you're going to do with that funding. If you can't quite back that up, we're asking you to request a lower level of funding.

All right. So if you have--If you're looking for a little bit more information on what it takes to manage a human trafficking award, how to implement them, we actually recently released [OVC Human Trafficking Program FAQs](#). They're available on our website. You can probably just type them into Google, OVC Human Trafficking Program FAQs. They're a really great rundown of some of those frequent questions we get, on our end as grant managers, and really concise answers to help point you to the correct place or just give you the answer that you need. We're also fortunate enough to have our budget office, our General Counsel, and our audit office also weigh in to the document. So it's a really great resource, and I promise it's not like 100 pages. I will say, I'm a little biased because I helped write it. But I really recommend that you check that out if you're new to OVC or if you're a current grantee and you have no idea about it.

So the overall goal of this program is to develop, expand, or strengthen victim service programs for victims of human trafficking, in particular those that are providing trauma-informed services.

So we have a number of objectives here, and we're really looking for our grantees to provide services that are going to meet the individualized needs of victims because, like I said earlier, no victim is the same and everyone has different needs and different service needs. So we expect our grantees to be able to meet each victim where they're at. We also expect you to collaborate with and provide training for any local partners you may have or partners that you're hoping to have, so that anyone from service providers, criminal justice professionals, other community organizations, etc., to really ensure that victims are not only properly identified but they're also referred for the appropriate services. Because we know that, unfortunately, we still struggle with identification in our communities across the board. We also expect our grantees to provide assistance or referrals to other essential services for victims of human trafficking. We know often times that not--one entity can't do it all, unfortunately, so we really expect them to have relationships with other community partners, service providers to really refer these victims out. And, lastly, data collection and conducting evaluation activities. Because, really, we can't understand whether our program is as successful as we hope it is, whether we're meeting our goals and objectives, hitting our deliverables unless we collect that data and feedback. And that's extremely important to OVC and I'm sure--I would assume it's important to you as well.

So, just quickly, deliverables that we're looking for are service, and we'll break that down by types of service, number of new and continuing victims served, and any other key data points.

So, priority areas. This is a pretty big section of the solicitation, so I'm just going to run through it really quickly. There's going to be a lot more detail within your solicitation.

This is part of FY 22 solicitations that hasn't been in previous ones. And, really, it reflects our commitment to advancing work that promote civil rights and racial equity, increasing access to justice, supporting crime victims and any individuals impacted by the justice system, strengthening community safety, protecting the public, and building trust between law enforcement and the community. So through President Biden's Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Throughout the Federal Government--or Through the Federal Government, we are offering priority consideration, broken out into two different categories.

And consistent with this Executive Order, the term underserved community refers to a population sharing a particular characteristic and geographic community that has been systematically denied a full opportunity to participate in aspects of economic, social, and civic life or whose members have been historically underserved, marginalized, and adversely affected by inequality. This is by no means an exhaustive list, but communities can include, among others, Black people, Hispanics and Latinos, Native American and Alaskan Natives, Asian Americans, Native Hawaiians, and Pacific Islanders.

So all of that to say is, in support of this Executive Order, OJP will be giving priority consideration to applications that will promote racial equity in removing barriers to accessing opportunities to those communities that have been historically underserved, marginalized, and adversely affected by inequality when we make award decisions. So in order to receive this consideration, you should describe how your proposed project is going to address those potential inequities and barriers and/or contribute to greater access to services for underserved and historically marginalized populations. So we need to see--if you are requesting priority consideration, we need to see in your application that, really, you can back that up with your program.

Priory Area B. We will be giving priority consideration to applicants that can demonstrate their capabilities and competencies for implementing their proposed project. They really have that upper hand on this because the applicant or at least one of the subrecipients that they are allocating, at least, 30 percent of the requested award funding identifies as a culturally specific organization. So in your application, you should describe how being a culturally specific organization or funding that subawardee is going to enhance your ability to implement the proposed project, and you should specify which culturally specific populations you expect to benefit or have their needs addressed.

And culturally specific organizations, for the purpose of this solicitation, are defined as private nonprofits or tribal organizations whose primary purpose as a whole is to provide culturally specific services.

Just a quick note here. Addressing these priority areas and/or requesting priority consideration, it is only one of many factors that OJP considers when we make our funding decisions. So just because you might receive a priority consideration for either

Priority Area A or B is not a guarantee of an award. And, like I said, if you have additional questions on that, I would recommend checking the solicitation.

All right. So, again, just to recap, we've got three different purpose areas with different number of awards and different levels of maximum funding. Just a legal disclaimer, this solicitation and awards made under this solicitation are subject to the availability of appropriated funds. So there can be any modifications or additional requirements that are made by either the agencies, DOJ, or by law.

So these awards will be made as a grant. There are several different types of financial assistance provided by our agency, but these will be a grant. And what that means is that OVC will have an oversight and a monitoring role, but we won't have that more substantial involvement where you might see with cooperative agreements. If you have any questions about that, I'll point you to the OJP Grant Application Resource Guide. There's a whole section that talks about the different types of awards.

So we're going to dive into the Application and Submission Information.

So there are certain elements that have to be included in your submission to make what is called the Basic Minimum Requirement or BMR. And these really advance you through peer review, and what that does is it means that you're in the running to be considered for funding. If these documents are not included, even just one of them, your application will not be considered for funding. So those are the Proposal Abstract, the Proposal Narrative, which if you're familiar with grant writing, you know that narrative is pretty lengthy and a lot of it matters. Your Budget Worksheet and Budget Narrative, which is a web-based form imbedded within JustGrants, and then any Letters of Support or Letters of Intent and MOUs from project partners. So I'm going to dive in a little bit more for each of those just to give a little bit more information.

So Abstract, it should be a clear, simple summary statement about your proposal; almost like an elevator pitch about your program. So no more than 400 words, and you really want to be able to go over the purpose of your project, what activities and deliverables you will be implementing, what outcomes you're expecting, what geographical area and target population you're intending to assist. And, like I said, this is going to be imbedded into the JustGrants web-based form.

Just a quick tip. Your Abstract should be written in the third person because this data-- whatever you put in your Abstract, if you are selected for funding, that Abstract write-up is automatically pulled to the OV--OJP website, if you are awarded. So what you write in that Abstract really does matter because it goes for public consumption, if you are selected. So we highly recommend that you don't write this in first person and you stick with the third person.

All right. Jumping into the Narrative, which--just bear with me. I know this is a lengthy part, but I'll start off with the formatting because I think we all grew up going to schools where teachers really struck the importance of formatting the way they wanted. So for

OVC, your Narrative should be double-spaced, standard 12-point font with something like Times New Roman. Margins can't be less than 1 inch. It shouldn't go over 20 pages and we'd like you to number those pages. And this should be included as a separate attachment in JustGrants. And if your Narrative doesn't comply with these restrictions, we might consider this actually as noncompliance in our peer review process and in our final award decision. So I really recommend sticking with the guidelines. And another thing I'll say is we love it when applicants clearly label their attachments. It makes it a whole lot easier when we're conducting these reviews if everything is labeled, so we're not clicking through and opening every single document.

All right. So there are several different sections of your Narrative and they're all weighted different by our peer reviewers. So that's statement of the problem, that's worth about 20 percent. Project design and implementation, that's 30 percent. Capabilities and competencies, that's 25 percent. And a plan for collecting data for the performance measures, that's 5 percent. So please make sure that in your Narrative Proposal, you outline all of the requirements in the solicitation and you clearly have a plan of how you're going to fill--fulfill all of them.

All right. I'm not going to read out this whole slide. I'm going to try to summarize it for you because it's also in the solicitation. So during the statement of the problem, again worth 20 percent, we are expecting our applicants to really identify the nature and the scope of the problem that your program will address. So you should be demonstrating the issue of human trafficking within your community or whichever geographic area you're targeting, describe previous and current attempts to address that problem, and we need to see data to back that up, particularly during 2020 and 2021, within that targeted geographic area. So please include data. Please cite the sources for your data, making sure that they're credible sources. You should be describing the communities that you plan to serve, again, that geographic area target populations. If there are any groups in particular that you know are vulnerable to human trafficking, absolutely talk about those, and any relevant underserved communities. And, again, coming back to that maximum level of funding request, you should be able to demonstrate your sustained and very high victim services offered, caseloads and overall expenses that is going to align with your requested level of funding. So, again, if you're requesting that max amount of funding, please back that up with information in this section. And then, lastly, describing current efforts that you're trying to do to address these service needs of trafficking survivors in your target area, and that can include other programs funded through OVC, other federal agencies, or state assistance programs. And please explain how the proposed project that you're, you know, outlining in this solicitation application is not duplicative of any of the other programs that you might be using.

All right. Project design and implementation. Again, this is weighted about 30 percent for our reviewers. And we are expecting you to really link the proposed activity and the need identified in the statement of a problem. So, you know, goals, objectives, and activities, we like it when our grantees are--or applicants are concise and clear, it's consistent throughout. And we like to use the acronym SMART. So making sure everything is Specific, Measurable, Attainable, Realistic, and Time-bound. So in this

section, you'll be stating your goals and objectives of the project, and I highly recommend just cross-checking what those are with what's outlined in the solicitation. That's a really helpful baseline. You should provide a detailed description of the proposed activities that you need to implement the project in order to meet those goals. If you are proposing to serve underserved communities, you should describe those and how they'll be targeted, listing out the specific services that you'll be providing with grant funds, so again checking back in on Appendix A, and describe how and where those services will be provided. You should be including a timeline that identifies a timeframe for all of the tasks to be completed, and it should be a realistic timeline that, you know, is definitely going to be doable by your organization. As much as I think everyone would love to complete an entire project in one year, that might not be realistic. So really think about how you can develop a timeline that's going to allow you to successfully complete your project. You should link your project's and activities to the solicitation requirements. List out those project partners if you have any, you know. And also we want to see your plans for how you're going to make these activities trauma-informed while protecting the safety and confidentiality needs of our victims. Also, including information on any individualized service needs that support victim-informed decisions and victim autonomy, because we know that that is so crucial. We're meeting victims where we're at and we're giving them the power to make their own decisions on what services they want and what they need.

If you--We also would like you to talk about how you'll coordinate with other OVC and federally and state-funded anti-trafficking programs in your area to meet needs of victims. If you aren't sure whether you have an OVC-funded program in your community, OVC actually has a map on our website that clearly lays out all of our grantees across the state. It's really great, very helpful to use. I love it.

And then, lastly, if you are seeking priority consideration for Priority 1A, please include information on how your project is going to promote racial equity and the removal of those barriers.

All right. Capabilities and competencies. So under this section, this is really where you get to show us why you should be selected for funding, and here's all of the experience and the expertise you have to back up this proposal and you'll be able to expectedly implement the requirements and the project. So you should be outlining who those key individuals and organizations are and showing that they really have the capacity to address the need that you identified in the statement of the problem and they have the expertise necessary to provide services for human trafficking victims. We want to see the roles and responsibilities for project partners and key staff, and really showing that the staff members have the training and experience to serve these victims. If you aren't quite sure who you're going to hire, you're still fleshing that out a bit. That's no problem at all. We know many grantees use federal funding to create positions from scratch. So we just want to see what you might have in mind for a position description.

All right. Continuing on. We're almost done with the Narrative, I promise. We also in this section want to see that you--that the lead applicant has the capacity and the expertise

to implement and serve these victims; any project partners do as well. You know, describing which staff members are going to be implementing the activities that you've described in the project design and implementation or any subawards that are going to be helping you to do that. And then we want to hear about your experience in managing federal grants that support services to victims of crime, because that helps us see your administration--administrative and financial capacity to manage these grants. I know sometimes grantees don't actually have experience with federal grants, and that's absolutely okay. We want you to talk about, you know, how you handle grants, what your process is for that, and what that would look like in terms of why you would be able to successfully implement it. And, lastly, if you are seeking priority consideration under Priority 1B, you should describe how being a culturally specific organization or, again, funding that culturally specific subrecipient organization is going to enhance your ability to implement the proposed project. And you should also include information on which culturally specific populations you will be serving.

I know that was pretty wordy. Lastly, you're plan for collecting data. Applicants actually aren't required to submit any performance data with your application. We include this because it's more of like a--an alert, an FYI that successful applicants are going to be required to submit performance data as part of your award reporting requirements. So it's more of like a notice that you should be prepared for. And in support of that, we want to see that you actually have a plan for how you're going to collect your data that's going to be required and who exactly in your staff is going to be collecting and reporting that data in JustGrants. So OVC actually has a webpage that's specifically dedicated to performance measures and has like a separate webpage for human trafficking performance measures. We do not currently have finalized measures for FY 22 grantees. So that is not available. But you can head over to that website to see the types of measures and questions that current grantees, previous grantees have been asked to report on, and that'll give you a sense of the type of information that we're looking for. And if you are selected for an award, we'll provide further guidance on the performance measures at that time, but we'll cross that bridge when we come to it.

All right. Moving on to, I think everyone's favorite topic, the Budget. So the Budget Worksheet and the Budget Narrative are actually combined in JustGrants in a web-based form. If you had a grant prior to, I believe, FY 20, you have that wonderful monster Excel spreadsheet that you filled out each tab. JustGrants is different. Everything is embedded within the system. So you want to break out your cost by year that reflects the 36 months total of project activity. So you'll have an option for your cost all in year one, year two, and year three. I highly recommend you don't lump everything into year one because that's what your peer reviewers see. And we can't break that out for you, so it's just confusing for us when we see everything lumped together. The OJP Grant Application Resource Guide has a lot of other details on budget, documentation, what you should be thinking about for your budget, and examples of allowable and unallowable costs. It's--I do want to point out that allowable and unallowable costs, a lot more information can be found in the DOJ Grants Financial Guide. If you aren't familiar with it, it's a big document. I will be honest. Thank goodness for search in PDF, but it's

incredibly helpful for finding out what can and can't be included in the budget and how to do that. So I highly recommend checking that out.

So, again, going back to that SMART acronym, really keeping that in mind, not only with your Narrative but with your Budget as well. So specific. You want to be really specific when you're listing all of your subcategories and, you know, all of the expenses within that subcategory. And we expect narrative to match what you've included in your computations. So if you've listed personnel funds for a director, what is the director going to be doing? How does it relate to this project? So we really do need to see that narrative as well. Measurable. If you utilize--the budget tends--if you utilize the budget template, then you will be able to adhere to measuring your budget appropriately. It computates [calculates] it for you. But as with all technology, sometimes there are kinks, so really making sure that everything all adds up. Attainable. We want to make sure that your budget items are achievable and your budget needs to make sense. So if you--for example, if you're planning to hire a project director at a full-time basis, really stop and consider, is there enough work for that project director right when they get off the ground? On the flip side, do you have enough resources included in your budget to meet your objectives? You know, is there a required training that you need to take into account for your travel cost category? So really making sure that your budget items are achievable. Relevant. I highly recommend, as you're making your budget, also have a copy of your timeline next to you just so that you can make sure that each timeline is accounted for, so it's relevant to it. So if you're listing a project director in your timeline, you've discussed their role in your narrative, then it makes sense to put the project director in your budget. So making sure that everything matches up so it's very consistent throughout. And, lastly, time-bound. I talked about, you know, having that realistic time--timeline earlier with the Narrative and it applies too to the Budget, and, again, listing it out year by year and not lumping everything in together.

All right. Match. This comes up a lot, but pursuant to the Trafficking Victims Protection Act or the TVPA of 2000, awards under this solicitation, as well as most of OVC human trafficking program solicitations, are required to include a 25 percent cash or in-kind match. This is a requirement set forth by Congress. This is not something that OVC has the ability to waive or like get rid of. This is mandated by Congress. So in--related to that, federal funds awarded under this solicitation cannot cover more than 75 percent of the total cost of the project being funded. So you are responsible for identifying the source of a 25 percent non-federal portion of your project cost. And then you need to tell us how you're going to match those funds. So is it going to be in-kind? Is it going to be catch--cash? We need that information in our budget. If you just say, "We're going to match it," that's not a lot of information for us to go on when we review it. And matching funds should be used in the same manner as federal funds. So what that means is that if you're looking in the DOJ Financial Guide, which definitely would be--should be as you're making a budget, and you see something that you really want to include but it's an unallowable cost for federal awards, you cannot put that in match. What applies to federal funds would also apply to your match. So you need to stick within the allowable parameters.

And then we expect you to be keeping records and documentation on your match. So if you are selected for funding, you need detailed, for a lack of a better word, receipts on how you're collecting that match, how you're meeting it. We expect you to keep track of that on your end. It is a frequent audit finding when our audit office or our financial office comes in, so we really like grantees to be aware that they should be keeping track of that. Last thing I'll say about match is if you are proposing to a match that exceeds the required amount or that 25 percent, you want--you should know that if that match amount is in the approved budget, OVC approves it, that match becomes mandatory and subject to audit. So really think hard about whether you want to go above that 25 percent and whether you'll be able to do it, because that's mandatory once it has that seal of approval on it.

There are a number of other documents that you need to include or that you should include. Some of them don't apply to everyone. I'm not going to read them all out here. They're listed in the solicitation. But, just for example, if you're not planning to ask for priority consideration, you don't need documentation in priority areas. If you're not proposing indirect costs, you don't need an indirect cost agreement. So we have an Application Submission Checklist, which will help guide you as you, like, develop your application and decide what documents to include and what you can skip over.

So what makes an application really, really great? We see it a lot with applicants that use really simple and concise language. The information is presented well. It's organized. It has that nice flow. Tables and graphs. Data citations. You know, realistic about how you're planning to achieve those goals. And getting feedback on people who are going to run the project. This one's huge. I think a lot of times, who submits the application, the grant writer, isn't necessarily going to be the boots on the ground for the project. So making sure you have that input on them, so you can reflect that in your narrative. And you want to make sure that your proposal is consistent and within the scope of the solicitation. And I'm always going to tell you to triple check absolutely everything that you submit. Always. Triple check. Have someone else check it, because sometimes--this is a doozy of a process and sometimes our eyes glaze over because we are human.

All right. Common reasons cited for a weak application. Sometimes we find that they are too ambitious. There's not a lot of focus. It's a little vague. For example, if you are an organization that typically serves 25 clients a year, and in your narrative, you're telling us you're going to--you're going to serve 100 a year but you don't say how you're going to do that; that's a little bit confusing for us. You don't have the expertise to carry out the project you're proposing. There's no evidence of feasibility. This is important because peer reviewers, it's a very intense selection process. We do a lot of work on our end to make sure reviewers have absolutely no bias. They aren't--like, they don't know anything about your organization. So don't assume that they're as familiar with your project as you are. You should spell out what you do. And then the obvious poor writing and a lot of grammatical and formatting errors.

So Application Process.

I am going to breeze through this. But, again, two steps. That submission in Just--Grants.gov, June 14th. And the submission of the full application into JustGrants, June 28th.

All right. So it's mentioned a million times on this slide because it's really important to hit it home that you've got to worry about two things. So for Grants.gov, you only need to submit two forms. That's the SF-424 and the SF-LLL. And those are described in more detail in your solicitation. The second is your JustGrants submission, and that is going to be absolutely everything else. But what needs to happen first is that Grants.gov submission.

So you go into Grants.gov. Once you find the funding opportunity that you're looking for, you submit the SF-424 and the SF-LLL in there. And then, when you click submit, you'll get a notification that it's been submitted and received. It's being validated. It's good to go to JustGrants. So we really recommend that you do that sooner rather than later, because sometimes you might get an error message. If you do get an error message, it's going to explain why. It's not like one of those really annoying websites that just tells you it's an error but doesn't exactly tell you what the error is and how you can fix it. It will give you that information.

All right. So, again, applying in JustGrants. You want to search for that funding opportunity and the application. You want to make sure you're using the email address that you want in order to receive the notifications. So you'll get that notification once Grants.gov has received it, whether it was submitted to JustGrants or if it was rejected and sent back to you. Again, please submit these well in advance of the deadlines because if you do get any kickback, there's tech issues--there are always tech issues, you don't need to panic at the last hour.

All right. And then you apply in JustGrants and that's where every other thing goes.

So there are a few web-based forms embedded into JustGrants, which we've already talked about, but that's things like the Budget, the Proposal Abstract, any solicitation-specific data, goals, and objectives. So you're going to be given the option to put those directly into JustGrants. They need to be done that way. You can't submit these as attachments. It's got to be embedded within the system.

And, congratulations, you've submitted your application. That's so exciting. Now what? Your--once it has been reviewed, all of our awardees will be notified by September 30th. And the people who get those notifications are going to be the Entity Administrator. They're going to get that notification once that award notification goes out. A lot of notifications. Lastly, if you have submitted your application, your status will read "submitted." We have since seen that sometimes the system includes a banner. It looks very scary. It says it's past due. But that really just means that the submission deadline has passed, not that your application is past due. So if your status is "submitted," you're fine. You're good to go. You can ignore that banner.

If you're not too familiar with JustGrants, don't worry; we've got you. Our JustGrants team put together a really fantastic website called JusticeGrants that gives you training on anything and everything related to the system. It breaks everything out by specific topics. It includes different videos. I promise you, they're not long. It's not like sitting in for an hour-long webinar. And they've got some job aid reference guides, which I absolutely love, because they have step-by-step instructions and there are usually screenshots. I look at them for one thing or another every day. So it's a great way to walk you through specific things that you might be having trouble with.

If you are the type of person that looks at something but you really feel like you need to hash it out with another person, we've got you covered on that as well. Our JustGrants team will be hosting office hours every Wednesday from 2:30 to 4:00 PM, Eastern, really on all things logistical for submitting an application. So they are there to help. They're a really great team and they're absolutely willing to talk it through with you.

I already mentioned the grant--OJP Grant Application Resource Guide. It's linked a number of times in the solicitation so you've got easy access to it.

We have some pre-application webinars that OVC has provided. We also have current funding opportunities listed on our page. If you aren't subscribed to News From OVC, that really keeps you aware of any other funding opportunities, webinars, schedules, all of the things.

A number of important resources and, yes, the recording, transcript, PowerPoint, all of this is going to be made available. So you'll have access to those links.

But I did really want to touch on contact information because this is really important because we've got a lot of moving parts. So when it comes to Grants.gov, so submitting that SF-424 and SF-LLL by that June 14th date, if you're having any issues with that, because the system is run outside of DOJ, you need to contact the Grants.gov support. And the phone numbers and the email are listed there. So that's who you should go to for those issues.

If you're having issues submitting your full application into JustGrants, you can work with our JustGrants Help Desk. And they really are the tech support for JustGrants. That's what they do all day long. They're really fantastic. They can do this in their sleep, so they'll be able to help you out with that.

However, if you have any specifics on the programmatic requirements, you're looking for clarification on something that's mentioned in the solicitation, like what does this goal mean, you should contact the OJP Response Center. They are going to be able to help you out with that. If you are a current grantee and you received human trafficking funds or you're just a current OVC grantee and you have a great relationship with your program manager and you know who your program manager is, please don't reach out to them with any questions on this solicitation or other solicitations. We cannot answer

those. This is a free, fair, open, competitive process. We can't provide any insider-- "insider information." So please reach out to the OJP Response Center with any of those questions.

Again, dates. I think I've said it like 12 times at this point. SF-424, SF-LLL in Grants.gov by June 14th at 11:59 PM, Eastern. And the full application in JustGrants.gov by June 28th at 8:59 PM, Eastern. Once it's submitted in JustGrants, that's it. It's final. It's gone to us forever. So please triple check it before you click that submit button to make sure it has all of those elements.

All right. I already mentioned the OVC Newsletter.

If you aren't familiar, our 2022 National Crime Victims' Rights Week was held the last week of April. So if you haven't had a chance to check it out, I highly recommend you checking out our website. This year's theme was rights, access, and equity. Equity is a huge part of what we do right now.

We're on social media.

And I will open it up to questions and answers.

DARYL FOX: Great. Thanks so much, Darian. I'll let you get a glass of water. That was a lot to get to; very informative though.

So for everybody on today's webinar, just a reminder that the PowerPoint, recording, and transcript for today will be posted to the OVC website. You'll get a notice in your email once those items are available so you can go back and reference those as needed.

If you do have a question, enter that in the Q&A box, send to all panelists, and we'll hope to get to it. I know we're limited in time today but we'll try to get to as many as we can.

So actually the first one, this was mentioned in the funding slide, Darian. "So on the slide it shows $450,000 for Purpose Area 1 but in the solicitation it's $440,000. Is that-- can you just confirm which number would be correct?"

DARIAN HANRAHAN: Oh. So sorry about that. Let me double-check right now. It's one of those things where you work on this, you look at it all day long, and sometimes the numbers just read together. I'll just double-check to provide you with the right information. It is $440,000. Thank you so much for catching that.

DARYL FOX: So for this slide and the other one mentioned, we will make a correction prior to this being posted, so that'll be updated for you all.

DARIAN HANRAHAN: Yes, please. Yeah.

DARYL FOX: Perfect. And then just to reiterate, you'd mentioned this, but there's been several queries about it. "Can applicants apply under multiple purpose areas?"

DARIAN HANRAHAN: Yes, they can, but no more than one application per purpose area.

DARYL FOX: "Can we propose housing activities under Purpose Area 2?" You said something about that.

DARIAN HANRAHAN: It depends. I would really refer you--if it comes to shelter or housing, I really would encourage you to go to our specific housing assistance. It really just depends on what other services you're providing and how much of your time is going to be spent on housing. But I would really recommend checking out our housing program as well.

DARYL FOX: And that one does have a webinar that was a week or so ago, so you can check that out on the OVC website for information.

"If one is a recipient of VOCA Funds, are they eligible?"

DARIAN HANRAHAN: Yes. But you should check your VOCA requirements as well. Because I think VOCA can be sometimes a little bit more restrictive, just because of the level of funding, the oversight. So just double-check that you are able to if you're a recipient of VOCA Funds.

DARYL FOX: Are "LGBTI folks considered underserved for the purpose of this grant?"

DARIAN HANRAHAN: Yes, they are. And I just sent a link in the chat to that map of OVC-funded human trafficking services, in case others might find that helpful. I look at that map all the time.

DARYL FOX: "Are Letters of Support required? If so, how many are--would be required? And from which types of partners and stakeholders would they be accepted?"

DARIAN HANRAHAN: They are highly, highly encouraged because, especially if you're in your application talking about all the partners you have, we want to see that, you know, your other--your other partner is all in as well. The solicitation includes additional information about that. But if you have more specific questions, you can reach out to our Response Center.

DARYL FOX: "Is there a minimum amount of grant--a minimum amount that one would--could apply for?"

DARIAN HANRAHAN: Nope.

DARYL FOX: "Does this grant require us to have an external evaluator, as required with previous DOJ grants?"

DARIAN HANRAHAN: No, it does not.

DARYL FOX: "Is OVC still endorsing the OHTS tool for service tracking?"

DARIAN HANRAHAN: I would direct that question to the Response Center. I don't have the answer off of the top of my head.

DARYL FOX: Yeah, so the bottom line here, go to the Response Center at grants@ncjrs.gov and send that email there. They'll be responsive.

"Are funds in Purpose Area 2 exclusively intended to hire staff to provide services or could they be used to cover expenses for clients?"

DARIAN HANRAHAN: It really does depend. So I would recommend checking out Appendix A for the type of services that funds can be used for.

DARYL FOX: Great. And with that, Darian, we're at 2:00. Is there anything in closing you wanted to mention?

DARIAN HANRAHAN: No. I know this was a lot to digest. I appreciate everyone sticking with me through it. The solicitation is a bit--is a bit of a doozy. We know that. And we are so excited to have as much funding as we do have to be made available to you. If you have any questions, again, please reach out to the OJP Response Center with those programmatic questions, and Grants.gov with Grants.gov issues, JustGrants with JustGrants issues. And, again, we really appreciate you joining. We appreciate all of--all that you do, and I hope you have a wonderful rest of your afternoon.

DARYL FOX: Great. So on behalf of the Office for Victims of Crime and our panelist, thank you for joining today's webinar. This will end today's presentation.