

# OVC FY 2021 Housing Assistance Grants for Victims of Human Trafficking

CFDA # 16.320

Grants.gov Solicitation Number: O-OVC-2021-63003

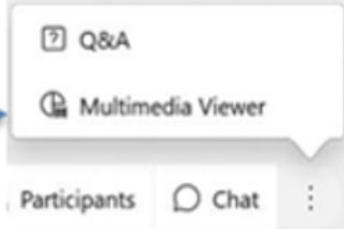
April 14, 2021

The webinar will begin shortly.  
Please have a copy of the solicitation available  
to follow along and take notes.





# Important Information for Today's Webinar

- **Having difficulties hearing?** If listening via computer, click **the arrow next to the Mute/Unmute icon** to make adjustments.  Still can't hear? Dial-in via phone using the information located in the meeting invite.
- **WebEx features** — Chat, Media Viewer, and Q&A
- **Live-captioning** — Available for the deaf or hard-of-hearing individuals. Click on the **Multimedia Viewer** to access. 
- **Need technical assistance?** Select  and send your issue to the host.
- **Questions about the presentation?** Submit questions at any time during the presentation by using the [Q&A box](#) and [selecting all panelists](#). Questions will be answered at the end of the presentation.
- A recording of the webinar will be made available at <https://ovc.ojp.gov/funding/funding-webinars>.

# Presenter

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## **Kristin Weschler**

Grants Management Specialist  
Human Trafficking Division  
Office for Victims of Crime

# 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

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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.**

# Program Description

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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC), is seeking applications to support housing assistance for victims of all forms of human trafficking throughout the United States. This program furthers the Department's mission by enhancing the field's response to victims of human trafficking.

# Eligibility

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The following entities are eligible to apply:

- State governments
- City or township governments
- 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 Information

Pursuant to 22 U.S.C. § 7105(b)(2), OVC supports programs that provide 6–24 months of transitional housing with support services to victims of human trafficking who are in need of housing as a result of human trafficking.

- Transitional housing, temporary housing offered for 6-24 months to help victims transition into permanent housing;
- Short-term housing assistance, including rental or other financial assistance with related expenses, such as payment of security deposits, utilities, and other costs incidental to relocation to housing, offered for 6-24 months.



# Limited Use of Funds

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Activities can be supported in limited circumstances—

- Legal Services
- Purchase and/or Lease of Vehicles
- Services for Children

# Goal

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To provide safe, stable housing and appropriate services to victims of human trafficking.

# Objectives



Successful applicants will achieve this goal through the following objectives:

1. Provision of housing interventions to victims of human trafficking and related support services;
2. Collaboration with and training for local partners (e.g., housing and service providers, community and faith-based organizations) to ensure trafficking victims are properly identified and referred for appropriate housing and services;
3. Assistance or referrals to other essential services for victims of human trafficking;
4. Improvement of outcomes for victims of human trafficking by providing support services; and
5. Data collection and participation in evaluation activities to determine if the program is meeting stated goals and objectives.

Applicants are encouraged to develop additional objectives to advance the purpose of this project.



# Deliverables



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

- ❑ Services provided: Measured quarterly by service-hour or units delivered, type of service, and other key data points.
- ❑ Quarterly Performance Measures Data Collection: Award recipients will be required to submit performance measure data and a quarterly performance report in JustGrants.
- ❑ Semiannual Progress Reports and Quarterly Financial Status Reports



# OJP Priority Areas



In FY 2021 and in addition to executing any program-specific 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.**



# Unallowable Costs

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The following activities cannot be supported with grant funds:

## **Holding Beds**

## **Stipends/Incentives to Participate in Services**

- Nominal cash or non-cash (e.g., taxi or ride share vouchers, public transportation tickets or tokens; money to pay for child care or gift cards for meals that are necessary when participants receive services) are allowable.

## **Primary Prevention Activities**

# Federal Award Information

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Maximum number of awards OVC expects to make:	25 Awards
Estimated maximum dollar amount for each award:	\$600,000
Total amount anticipated to be awarded under solicitation:	\$15 million
Period of Performance start date:	10/01/2021
Period of Performance duration:	36 Months



# Type of Award

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

- 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.



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# 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 (45%)
  - Capabilities and Competencies (20%)
  - Plan for Collecting the Data for this Solicitation's Performance Measures (5%)
- **Budget Worksheet including the Budget Narrative (10%)**



# Proposal Abstract

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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

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## 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 25 pages. Pages should be numbered “1 of 25,” “2 of 25,” etc.
- Be submitted as an attachment in JustGrants.

# Proposal Narrative Format

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## 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

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## This section must:

1. Describe the communities to be served, including the geographic location, populations in the service area, and any groups that are vulnerable to human trafficking. **Note: Data should come from multiple sources and extend beyond national hotline data.**
2. Describe the problem to be addressed.
3. Describe current services and gaps.
4. Describe how the funding will alleviate the problem.
5. Describe the housing model and/or rent structure to be implemented.

# 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 solid goals and measurable objectives:
  - Objectives should be **SMART**:  
**S**pecific, **M**easurable, **A**ttainable, **R**ealistic, and **T**ime-bound
- Focus on the future and setting a realistic timeline to complete the project.

# Proposal Narrative: Capabilities and Competencies



This section must:

1. Identify the key individuals and organizations involved in the proposed project;
2. Demonstrate that the individuals and organizations identified have the capacity to address the stated need;
3. Describe specific roles and responsibilities of all project partners and key staff;
4. Demonstrate the capacity and expertise of the lead applicant and all project partners to serve victims of human trafficking;
5. Clearly describe who will implement activities as described in the Project Design and Implementation section; and
6. Describe their experience managing federal grants that support direct services to crime victims and document their administrative and financial capacity to manage federal grants.

# Proposal Narrative: Plan for Collecting Data

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- 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 should be included 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
- Tribal Authorizing Resolution (if applicable)
- 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)
- 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



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# Application Process

# Review Application Submission Webinar Materials



The image shows a laptop screen displaying the JUSTgrants Performance Management Repository interface. The interface includes a sidebar with navigation options like 'Home', 'My Office', 'JustGrants Search', 'Requisitions', 'Performance Man...', and 'Reports'. The main content area shows a table with columns for 'Edit Name', 'Question type', and 'Last update'. The table lists several items, including 'Additional Attachments', 'Employee Class - Administrative', and 'Employee Class - Administrative Practice'. To the right of the laptop, the Department of Justice seal is visible, featuring an eagle with a shield and the motto 'QUI PRO DOMINA JUSTITIA SEQUITUR'. Below the seal is the JUSTgrants logo, which consists of the text 'JUSTgrants' in a bold, blue font with a green underline, and 'JUSTICE GRANTS SYSTEM' in a smaller, blue font below it. A magnifying glass icon with a warning sign is overlaid on the laptop screen.

**Webinar:**  
***Application Mechanics:  
Submitting an Application***

Learn more about how to apply for DOJ funding opportunities by reviewing one of the [previous webinar sessions](#).

# Review the Application Submission Webinar

Recording available: [\*Application Mechanics: Submitting an Application\*](#)

## 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**  
JUSTICE GRANTS SYSTEM

# 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



**JUSTgrants**  
JUSTICE GRANTS SYSTEM



# 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](https://www.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



The screenshot shows the top portion of the OJP website. The header is dark blue with the OJP seal on the left, the text "U.S. DEPARTMENT OF JUSTICE OFFICE OF JUSTICE PROGRAMS" in the center, and navigation links "Contact Us | Careers | Subscribe" on the right. Below the header is a search bar with a yellow search button. A light gray navigation bar contains links for "Home", "About Us", "News Center", "Grants/Funding" (which is underlined), "For Congress", "Resources", "Topics", "Training", and "Data". Below the navigation bar is a breadcrumb trail: "Home / Grants/Funding / Applicant Resources". The main content area is a large dark blue rectangle with the text "OJP Grant Application Resource Guide" in white.

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](http://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 SF-424 and SF-LLL into  
Grants.Gov: 800-518-4726, 606-545-5035 | [support@grants.gov](mailto:support@grants.gov)



Technical Assistance Submitting the FULL APPLICATION into  
JustGrants: 833-872-5175 | [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov)



Technical Assistance with Programmatic Requirements contact the  
OJP Response Center: 800-851-3420 | [grants@ncjrs.gov](mailto:grants@ncjrs.gov)

# Important Dates



## Application Mechanics Webinars

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

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



Part 2: Submit Full Application in JustGrants.gov by



# Question Time

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To submit a question, use the [Q&A Box](#) and select [all panelists](#).