

[Transcript from the [OVC Fiscal Year 2021 Improving Outcomes of Child and Youth Victims of Human Trafficking](#) pre-application webinar, which was held May 13, 2021. The archived webinar can be found at: <https://ovc.ojp.gov/funding/funding-webinars>.]

DARYL FOX: Good afternoon everyone and welcome to today's webinar, FY 2021 Improving Outcomes of Child and Youth Victims of Human Trafficking, hosted by the Office for Victims of Crime. At this time, I'd like to introduce today's presenter, Lindsay Waldrop, Grants Management Specialist, with the Office for Victims of Crime. Lindsay?

LINDSAY WALDROP: Thank you so much and hello to everybody. Thank you for taking your time today to learn more about this program. I am a Grants Management Specialist at the Office for Victims of Crime on our human trafficking specific division and I have the pleasure of overseeing this program, which I'll tell you more about as we move forward.

A little bit our agenda for today. I will cover a little bit about the Office for Victims of Crime, our overview and our mission. I will go down some of the information, some of the key information that is in the solicitation, such as our project purpose, goal, and objectives; the eligibility requirements; and the application and award timelines; and required documents for applications. [I'll] Talk about the application process because that's new this year, it's changed from previous years. And then we'll have time for some important Q and A.

Sorry, my slides are changing slow today. A little bit about the overview, about the Office for Victims of Crime, which is location in the Office of Justice Programs within the Department of Justice. Our mission is committed to enhancing the Nation's capacity to assist crime victims, and that's all crime victims, and to providing leadership and changing policies and practices to promote justice and healing for all crime. So, you'll see on the screen that we have a variety of funding, again, to all crime victims. And today, we're talking about some of our trafficking-specific programming.

So, the timeline for the Improving Outcomes of Child and Youth Victims of Human Trafficking. The solicitation closes on Tuesday, June 29th and we expect to make the awards no later than September 30th. So, they will have a start date, an award start date of October 1st, 2021. An important note is, while it may have a start date of October 1st, 2021, it doesn't mean that projects begin on that date. You need an approved budget to actually begin the work, but your official on-paper project start date would be October 1.

So, just a little bit about the program description for the improving outcomes program. We're seeking applications, again, for states or tribes to develop or enhance, coordinate programs and activities geared towards improving outcomes for child and youth victims of sex and labor trafficking. So, to break a key--breakdown a few key elements of what I just said. We're looking for state governments as a primary applicant, although it's really important for a statewide program to have strong partners at a variety of different levels and different intersections of service response. And so we're looking for statewide response to identify areas where you need to strengthen your identification or gaps in services to child and victim--child and youth victims of human trafficking. And then to use this funding to try to fill that gap.

So, eligibility is really a key thing to just really highlight for people, because it's different than some of our other funding. A lot of our funding is direct service focused, and so that funding to direct service providers, often NGOs, different systems that are directly working with clients. Some of our grantees under this program do not directly provide services. And the eligibility for this programming is state governments and Native American tribal governments. So, they need to be the primary applicant. Again, multidisciplinary collaboration is definitely encouraged, and having partners for this program is encouraged. However, the primary applicant must be some form of government entity.

New language that was added this year into the solicitation is about new OJP priority areas. So we just really want to point this out for you because it's new to this solicitation this year. OJP will be giving prior consideration to applications as follows: Applicants that advance the promotion of civil rights, access to justice, support to crime victims, protecting the public from crime and evolving threats, or building law enforcement--trust between law enforcement and the community. And applicants that demonstrate that individuals who are intended to benefit from the requested grant reside in high-poverty areas or persistent poverty counties. And again, being a statewide program, that would just be something to look at in your state. In the solicitation, there is more information about, sort of, how you would define a poverty priority area.

Again, the goal of the program is to improve responses for child and youth victims of trafficking. Both labor and sex trafficking should be included in the response to the program, to the solicitation, with a focus on coordination at a statewide or tribal jurisdiction level. Again, with the hope to create effective change across systems.

You can see from the screen ahead there are several objectives that applications should aim to achieve through the--through the work. First, is developing a unified strategy to provide training to professionals throughout your identified jurisdiction. Second, is to develop and implement a jurisdiction-wide strategy to combat the greatest challenge that you see in your area. Something to note here is that OVC is not saying, "here is a model that each of you need to impose on your application," but rather you should be developing the strategy. You should be implementing and identifying your jurisdiction-wide strategy. You should be identifying what you need to fill your gaps in your services and coordination in your state and then making the arguments, or sort of, the case for a while that is needed. And then, through the work, you would be developing protocols and procedures and hopefully implementing those protocols and procedures and then conducting needed data collection for your state activities, as well as for the grants.

So, several deliverables that we would ask through the program would be a written strategy or action plan. If we are asking you to assess in your state what the gaps are in terms of identification and service provision, we then ask for a written strategy or action plan on how you plan to address these. And again, that is a sound, sort of, documentation of what you're doing through the award. We ask you to document lessons learned in doing this work because it really is quite cutting edge to be doing this work on a state.

Oh, I'm so sorry about. I completely got cut off. So, we were talking about deliverables. And then again, if we are asking you--so I was saying it's kind of cutting edge work--cutting edge work. And so we want to know about those lessons learned as you are there for implementing the

written strategy or action plan that with asked you to create. Also, in addition to this, any written protocols, procedures that you've developed or would develop through the work, we would want submitted as a deliverable as well as written training plans and the submission of all training materials. And then again, just basic information about a documentation on--or--on services that are provided through the awards. So, services are not a requirement of the grant. However, services--direct services are allowable, if you have identified this as a gap in your state. There are no other services in that area, no other OVC-funded specific services, and you need to fill the gap through the award because X, Y, and Z. But you would therefore need to document those services on a different level than those who are not providing services. And then a plan for evaluation and data collection for the award performance metrics.

So a few unallowable costs that are highlighted in the award that we just want to highlight for you, the holding beds is an unallowable cost. So, that really only pertains to those who are providing a direct service, which would be like a shelter service. And again, therefore the holding of beds specifically for trafficking victims if they are, whether or not, they are actually there, is prohibited. And if you have questions about that, or want to go into that in a deeper level, you could certainly talk to someone at OVC.

Stipends/incentives to participate in services are not allowable. So, there's a difference between, I mean stipends are certainly allowable, particularly when they're framed in a service. So, you're providing a stipend or a service that you can access a service. So, you're providing transportation, so you can come to group. And again, some of this is really specific to direct services. So, we would say, let's say for a state level, you could provide stipend for youth participating and giving feedback on a curriculum you're developing. That would be allowable because they are being valued for their time and expertise. A stipend or just, sort of, giving youth cash to do something is not allowable. So, there's a slight difference in how it's worded, and again, if you have questions, you can talk to somebody at OVC.

And then again, primary prevention activities are not allowable. So, the funding comes from the Office for Victims of Crime, therefore usually from our perspective, a crime has already occurred. And so when we--our trainings come from a training or outreach lens for the purposes of identification or service provision. So, they may have an intended--an unintended consequence of providing prevention information. However, when you're framing, training and outreach activities, they should be for the purposes of identification and service provision.

So this year, OVC is looking to make a maximum of two awards. Each one estimated at a total of \$1.5 million. Again, the performance start date would be October 1, 2021 for a period of performance of 36 months.

And so this is a grant, meaning OVC typically issues two types of awards. They issue--We issue a lot of cooperative agreements and we issue grants. Cooperative agreements have a lot of oversight from the Office for Victims of Crime and grants have a bit less so. So, all of the reporting elements are still the same. You need to document everything on your end, lots of paperwork and lots of special conditions that you--that would be required of you, but still just less on day-to-day approval from OVC. It also means if you're familiar with the process that you do not need to go to the conference cost approval process to put on a training or a conference. It

does, again mean that you would need to retain the same level of records. So, that is just a slight detail about the type of award.

So now, I'm going to go into a bit about the application and submission process.

So these are a few things to the applications must include to meet the basic minimum requirements to even get forward to go to peer review. So, your application must include a proposal abstract, your proposal narrative. And again, here are a few key elements that must be included in that narrative. And your budget workshop--worksheet as well as a--as a budget narrative.

So, a proposal abstract of no more than 400 words summarizing the proposed project including your primary activities, products and deliverables, the service area, and who will benefit from the proposed project needs to be completed in the JustGrants web-based form.

And just something to note on your proposal narrative, it's really important that you adhere to the program narrative format requirements. If the proposal narrative fails to comply with the length related restrictions, OVC may consider this noncompliance in peer review and in your final award decision.

And again, here are several sections that are part of the proposal narrative that must be included. A statement of the problem in your state, don't--not forgetting that your jurisdiction is statewide; your project design and plan for implementation of your program; capabilities and competencies of your staff--your key staff as well as your program partners; and a plan for collecting the data required of the solicitation's performance metrics.

And a few things to know about the proposal narrative in a little bit more detail. These are just a few things OVC wants to point out for you. It is again remembering that to be--to adhere the solicitation, we are looking for a description of both sex trafficking and labor trafficking of children and youth in your state or tribal jurisdiction. And again, we would like to see source data of this going, again, beyond... Sometimes we see applications that come just from national hotline data. And we would like to see data coming from other sources beyond that. If there are current efforts in your state or fundings through other funding sources through OVC, HHS, VOCA, OVW that are also addressing child crime victims or child of human trafficking and sort of how that intersects in your state or has brought your state to a place where you're ready to do the statewide jurisdictions--brought you to a place of readiness, we would be interested to hear about that. And again, sort of, other just programs and initiatives that are working on complementary aspects making your state ready to implement such, sort of, a large scope program.

And so, again, just a couple final tips about the narrative is really [to] just be concise and clear. Make sure your goals are SMART, which is Specific, Measurable, Attainable, Realistic, and Time-bound. And really be honest about the work you can do, the work your organization can do, your capacities under that, sort of, that program design.

So under--as we're going into capacities as we talk about capabilities and competencies, we're looking to see information overall organizational structure and the operations of the lead applicant and the partners and, sort of, how they fit in to the proposed work. A list of personnel and the resumes for key staff. And key staff are those people that are really integral in your application for doing the work. We'd like to see information on a Program Coordinator role as that's designated as a key role in the solicitation; and any demonstrated experience providing services to victims of human trafficking.

In your plan for collecting data, we would like to know who is responsible for reporting the required performance measures, who's going to be collecting that data, and how it will be collected. If you intend on collecting additional performance metrics for your state or any other information that's going to be coming out of the work, and what data sources will be used.

So the Budget Worksheet and the Budget Narrative, this year they're now web-based forms in JustGrants. So applicants will need to complete the JustGrants web-based form. And you'll be breaking out these costs by year, reflecting a 36-month total of project activity. So just--I would really encourage everyone especially those--I mean, those who are new and those who are used to, sort of, to seeing the budget forms look a certain way, to apply as early as you can. So, or at least get in there and look at the forms as early as you can, so that you know how this information should be reported, because it is--it's really a departure from how it's been done previously.

And the [OJP Grant Application Resource Guide](#) is also a really important helpful document you could be using.

So this screen lists other documents that should be included, as mentioned on the application checklist of the solicitation. So again, we encourage you to use the checklist in your review, prior to submitting your application, to make sure that you have all of the required documents and all of the documents that should be included for your application.

So we encourage applicants to consider reviewing the [Application Mechanics: Submitting an Application](#) training materials, which are posted on the JustGrants Training Application Submission page. Woo, that was a mouthful! Applicants should consider reviewing a recording also. They've had a few previous webinars on the application process, which you can now download or listen to at your convenience. And that would really help you if you're looking for information on, sort of, the application process. And again, it's new this year, so we really encourage you to go ahead and do that.

And this is just, again, a little bit more information about what is included in that webinar.

So something that I think we can't state enough is there's a new process this year. And again there is a checklist that can help you with the new process. Because this year, it's a two-part process and I'll go into that in more detail. But first, you will need--you will need to both be applying in Grants.gov as well as JustGrants.

And again, there are a few different tools that we are highlighting to help you with this. So please, we really encourage you to go ahead and utilize that in advance as you're beginning to start the process. Because it can be confusing and we don't want anyone--anyone's application to not be submitted because it's a new process.

So again, just a highlight, it is a two-step process. The first step is that applicants are going to submit their SF-424 and an SF-LLL in Grants.gov. So it's important that you register in Grants.gov and really you need to make sure you obtain your DUNS number and a SAM registration in order for anything to get moving. So make sure you do those well in advance. Step two, after all of that is taking care of is that you'll submit your full application in JustGrants.

So again, we--This is new this year as well. We really encourage you--well, I don't know if it--we encourage you to use the [OJP Grant Application Resource Guide](#), because it gives you a lot of guidance about applying for funding and making sure that you're following the proper steps needed to get your application in on time or if you have questions about technical difficulties, etc., all of that information should be found in the Application Resource Guide.

And this slide is just a list of you know--of the websites that are referenced throughout your solicitation that may be important for your reference as you're preparing for your application.

This slide is a list of contact information that may be important to you for your--in your application process. The first is Grants.gov, which is available to provide technical assistance when you're doing the first step and you're submitting your SF-424 and your SF-LLL. They can be reached by phone at 1-800-518-4726 or by email at support@grants.gov. The second information is JustGrants, which is available to provide training and technical assistance on submitting your full application. And they can be reached by phone at 833-872-5175 or at--by email at JustGrants@usdoj.gov. And then finally, there is the OJP Response Center, which is available to provide technical assistance with any programmatic questions or requirements you have. You can reach them by phone at 1-800-851-3420 or by email at grants@ncjrs.gov.

So again, we encourage you to just review those webinars that will really help you in knowing the steps you need to take to submit your application in this new system. And for this application--or this solicitation, you need to have the SF-424 and the SF-LLL, which again, includes having your DUNS number and your SAM's registration all set up and ready to go, by June 15th. The full application needs to be submitted in JustGrants by June 29th. Both of those need to be done on those dates by 11:59 PM Eastern Time.

And Daryl, I think that was short and sweet, but it brings us to the question and answer.

DARYL FOX: Yeah, thank you very much there, Lindsay. A lot to get through there. I just want to--before we start the Q & A, I just want to a couple notes that, you know, obviously the--several questions that come in on this, the PowerPoint recording and the transcript from today's webinar will be posted to the OVC website in approximate 10 business days. So certainly if you need to go back and reference anything within this presentation, you'll be able to do so. And it will be within the solicitation itself on the website. So definitely look forward that to be posted forthcoming.

And then with that, we can just kind of jump in. There are several questions that have come in. We can start with the first one here. “For the ‘high poverty areas,’ in quotes, does this have to be in reference to the entire population, or can it be subgroups, such as children living in poverty?”

LINDSAY WALDROP: Yeah, because when you have a juris--statewide jurisdiction, again, they--if you look closely at the solicitation language it just says that your response includes these areas. And I think that for this solicitation it’s not something that would be difficult for you to highlight. It will just be something important for you to highlight because of the new requirements in the solicitation or at least saying it’s an advance--or an area of priority.

DARYL FOX: Next question would be, “Would a statewide residential treatment facility for minor victims of trafficking be a priority--part of the priority criteria?”

LINDSAY WALDROP: You would have to look closely at the new solicitation language. I would just again remind you that the primary applicant needs to be statewide government and the demographics of the clients they would serve would be statewide. And so, the priority area needs to be showing, I think, that they are working to advance civil rights and covering high poverty areas in their state.

DARYL FOX: And to that end, there’s a question on, “Please clarify what it qualifies as a state entity. Does that mean a state-level department such as a DJJ or a DCF?”

LINDSAY WALDROP: Yes. It would need to be a state-level government entity. Our General Counsel does include state universities as state entities. But yes, it needs to be a statewide or tribal jurisdiction-wide government entity.

DARYL FOX: Under eligibility as well, “Under eligible applicants, does public and state controlled institutions of higher education count as its own entity?”

LINDSAY WALDROP: Yeah. As I just--yeah, I just explained, we have seen our General Counsel does include like a “University of,” as a state entity.

DARYL FOX: I don’t mean to repeat. Just another question. “Just checking that nonprofit organizations are not eligible to apply directly, is that correct?”

LINDSAY WALDROP: That is correct. They can be subs on the program but they cannot be the primary applicant on this program.

DARYL FOX: There’s a comment/question. “The application asked for a training plan. Do we need to also submit training materials with the plan during the application process?”

LINDSAY WALDROP: Not during the application process. You might note that, you know, per the requirements of the solicitation, you will submit them as you move forward, or they will be developed, or something of that nature. But no, it is only like a plan and what will be done through the work.

DARYL FOX: Okay. Currently Lindsay, that's the end of the questions that have been coming in. Just for anybody that's on the call, if you do have something that you want to ask, just please do so within the Q & A box. We can hang on a few more moments here to just see if you have anything additional. It looks like that's going to be it at this time, Lindsay. Is there anything else in closing you needed to share?

LINDSAY WALDROP: I don't think so. I'd say it's a program that at OVC hasn't really changed in the past few years. And in my mind, that means folks are doing great work. And I really look forward to seeing the applications that are coming forward this year and all the great work to come. So thank you again to everybody for their time and interest in the program.

DARYL FOX: Yeah. And just one more. I just--it's kind of similar along eligibility. "County governments..."

LINDSAY WALDROP: You got it.

DARYL FOX: "...would they qualify?"

LINDSAY WALDROP: Would county--I mean, not as a primary because it requires a statewide response. So they could certainly be part of the program, but we would really need a statewide government actor to be the primary applicant.

DARYL FOX: And one just came in on the match requirement. "Can it be cash and in kind?"

LINDSAY WALDROP: Yes. And there's more information about what match looks like and how that could be implemented especially--and then how that could be implemented in our [OJP Financial Guide](#). And that information, you can Google it, and you'll find the guide.

DARYL FOX: Okay.

LINDSAY WALDROP: That was a great question by the way.

DARYL FOX: There's one. "What are the specific requirements for agencies who are applying for a second time? Are there any?"

LINDSAY WALDROP: Yeah. For those who are looking for a second time, we're looking of a departure from the work. So not that this is a continuation of the work that was done during the first programming, but this is different work. This is because you have the programming, you now need to do X, Y, and Z. So I--you know, I think that kind of the keywords and all I could say, is just not that this is a continuation. But yet, this is different work, it's like expanded work, this is new work, because of what was learned or done during the first few years of funding.

DARYL FOX: Okay. I think that rounds out to everything that's cued up at this time. So on behalf of the Office for Victims for Crime and our panelist today, I want to thank you for joining today's webinar. This will end today's presentation.