

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

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

LINDSAY WALDROP: Thank you so much, Daryl. And good afternoon, good morning to everyone on the call today. My name is Lindsay Waldrop. As Daryl said, I'm the Grants Management Specialist and I'm the Grant Program Manager. I work on the Improving Outcomes for Child and Youth Victims of Human Trafficking Program. So it's a pleasure to have you with us. I am--I'm doing these presentations before an application. I very much--very much--to stick to what is written in the solicitation, so I shouldn't--so--of given you all an unfair advantage. So this might not be the most riveting presentation you've ever been to, but hopefully pulling out some of the key points that are helpful to you. And then at the end, I can answer--I can answer any questions you might have or points that you need clarified.

So we're just going to get into--get in--going to start and just give you a little information about OVC in case you're not familiar. We're going to go down on through the solicitation, get into that, share some information about the application process. And, again, there'll be plenty of time for question and answer.

So OVC's mission. OVC is committed to enhancing the Nation's capacity to assist crime victims and to providing leadership and changing attitudes, policies, and practices to promote justice and healing for all victims of crime. So for some folks who are really familiar with our human trafficking work, we do a lot outside of human trafficking. We serve all victims of all crimes, and human trafficking is just one source of our funding. Our primary source of funding is through the Crime Victims' Act--Victims' Act--and the Crime Victims Fund, which we distribute to the states.

This is a brief timeline of this specific program and I'm going to hit these dates a number of times in this presentation. So I will go over it--I will go over it again. So there is a deadline in Grants.gov. You will need to submit your SF-424 and your Lobbying Activities Disclosure in the Grants.gov by June 22nd. And then the full application is due in JustGrants by June 29th. We expect to make the awards no later than September 30th. If you're awarded, your project start date will be October 1st. And just, you know, an important note for everyone is that don't expect the work to start that day. It takes a little while after that to get the budget--to get the budget and you can't move forward until you have a clear budget. But your technical project start date would be on October 1.

Eligibility. So this year, we have two different categories in the Improving Outcomes Solicitation that we are funding. So you're going to hear me toggle back and forth between Category 1 and Category 2. So Category 1, grant--these are the grantees that are working on a state-level or tribal jurisdiction-wide response. So just a note about eligibility is they must be government--state government or tribal government, the primary applicant. You are more than welcome to have NGO partners, other types of partners, but the primary applicant needs to be a representative of state or tribal governments. And the training technical assistance provider is--provider is to support and promote this program to support the grantees that are funded--currently funded and will be funded during the time of the training and tech--training and tech--grant, as well as providing support to other states who are looking to improve their ability to do

this work. So please see the solicitation. See the cover page of the solicitation if you have more questions about eligibility definitions.

So within OVC, there's a human trafficking-specific division. And, again, that is mirroring what we do as OVC as a whole. However, this is providing services and helping to help the Nation in--a response to--victims-centered and trauma-informed for human trafficking victims as a whole. We serve all victims of human trafficking, all forms of human trafficking. This program, in particular, focuses on minors and youth. And this funding--or this program is funded through both the JVTVA, Justice for Trafficking--or, Justice for Trafficking Victims Act [Justice for Victims of Trafficking Act] and the TVPA, the Trafficking Victims Protection Act.

So for Category 1, OVC is anticipating making three awards and each award is at \$1.5 million. And for Category 2, we anticipate making one award--at \$1 million.

Program description. This is just a little bit about improving outcomes as a whole. And, again, we are looking to improve state policies, programming to--and to help their coordinated, multidisciplinary approaches to serving trafficked youth. So Category 1, we are looking for them to be--They're the ones doing the work at the state level. And then Category 2 is the TTA provide--TA--with supporting them and their unique work and their unique models that they choose to implement.

One just resource that OVC put out this year to highlight is an [FAQs](#), and that's answering a lot of questions that people have once they've gotten the award. So it might be a great place to go and check out some of the answers there about OVC expectations or where to find certain information as you're thinking through your program design or application design and implementation.

Category 1--again, just a few things to highlight about Category 1. It's a state-led program. So OVC does not require a certain model and say, you know, "This is what you should be doing in this application or solicitation." Rather, we ask each--ask each--to identify what they think their greatest barrier is to identifying and assisting child and youth victims of both sex and labor trafficking and/or to investigating and prosecuting these cases. And then, they are to come up with an action plan or a strategy and implement that under the award.

Category 2 overall is to support, again as I said, those states, and they're doing really unique--at a state level. It can be rather challenging. And they're also supporting states that aren't funded as they are also doing this work and want to get more into it.

So these are the objectives listed out for Category 1, the state implementation. And these are--I'm not going to read them all. They are on page 8 of your solicitation. I would note--I would note the language in the solicitation on page 8 that says special consideration will be given to the applicants that propose developing or strengthening specific policies, protocols, trainings, standards of care, and their services to ensure that child and youth victims of trafficking are not criminalized as a result of their victimization.

So your deliverables on this program should be a strategic--a written strategic plan. So you're identifying in your application what you think your greatest barriers are; but in the course of your work after you get the award, that's when you write the strategic plan. Have all your partners on board and say, "This is what we're going to do to move forward." And it should be written and provided to OVC within the first year of the project start date. You should also document lessons learned in terms of your implementation of the work. If you are working on protocols and

procedures, we want to see that they are written and--including anything that you're doing that is development--is developmentally appropriate or linguistically tailored for referrals and services. If you're doing trainings, we'd like to see your written training plan and a submission of your training materials. Or if you're creating outreach materials, we need to see those for approval as well. There is some service that's allowable under this. This is not a services program necessarily, but if you identify services as being a gap, you can write that into your budget. And then if you are providing services, we need documentation and reports on the services that are being--that are being provided.

All right. So now we're back to Category 2, the training and technical assistance. And you can see these listed on page 10 of the solicitation. Again, not going to read all of them but--all of them but will be deliverables for the TTA.

And these are more of those.

So for the TTA, we want to see a report, a matrix, some sort of analysis being done of each of the state grantees and the way that they're approaching the program. And that can be shared with OVC and hopefully with the sites to the states, so they can learn from each other--from each other the different offices they come from, the different strategies they're taking. On this TTA, we'd like to see some public--see some public tools and resources to help states build their capacity. So, for example, maybe a newsletter that we put--that we put out sharing what's being done under the program or what's been working well for others. Establishment and implementation of an annual grantee meeting that is specific for this project and that meets the interest of this project.

Okay. So this year, also just to note, that there are priority areas written into the solicitation under Executive Order 13985, which is Advancing Racial Equity and Support for Underserved Communities Through the Federal Government. So applicants that include projects that will promote racial equity and the removal of barriers to access and--to access and opportunities for communities that have been historically underserved, marginalized, and adversely affected by inequality when making award decisions. So--as well as applicants that can demonstrate their capabilities and competencies for implementing their said proposal. And they said that the priority goes to those that put at least 30 percent, as requested, to--if you're--if you're working with an organization that says they're culturally specific, 30 percent of the budget should go to that to sort of fit in this priority area.

So there's different types of awards and this is actually specific to Category 1. Category 1 is being put out as a grant. Category 2 is actually a cooperative agreement. And the difference in those two is that a grant has less oversight. It--and you--while OVC lays out certain things in your solicitation, there's not substantial involvement in your day-to-day. Whereas for the TTA provider, there will be substantial oversight and involvement and we work as a team, so that is a cooperative agreement.

Okay. So we're moving on right now. Great place to break at Application and Submission Information.

Applications must include these following elements to move forward once you submit your application to even make it to peer review or to be considered for funding, you must have these items. Your Abstract; your Proposal Narrative, which has several different components; your Budget Worksheet and Budget Narrative; and your letter--any Letters of Intent or MOUs that are required in the solicitation. And I'm going to go into these in more detail.

So your Abstract is a clear and simple stated summary of your statement about your proposal and the work you're going to do. And this was--is completed in a JustGrants web-based form. So that means you can craft it and work with your team and write it in a--in a word form, but eventually you'll need to cut and paste it into JustGrants. If you're funded, that Abstract becomes--it goes onto our website when people, sort of, search your program. So please write it in a way--write it in third person and write it with the anticipation that others would be reading it externally, if awarded.

Your Proposal Narrative format. So these are, again, your basic double-spaced, 12 point font, don't mess with the margins, and do not exceed 25 pages. And if you go outside of these, it may be a consideration if we're, sort of, at the end of peer review or when making final decisions. So please make sure you adhere to the basic standard formatting.

So these are sections, the sections of your Narrative. And, again, I'll go into each of these in more detail. But you should include in your Narrative a description of the issue or a state--problem statement, if you will; your project design and implementation plan; capabilities and competencies of the primary applicant as well as partners; and your plan for collecting performance measure data.

So for Category 1, we want you to talk about what has been done in your state. So providing some data on cases prosecuted, investigated, minors that have possibly been arrested for these such issues in the past, and that--that's nothing that would be looked against you if you're moving forward with policies that protect them. It's just data on how well do you know the issues happening in your state. Again, so letting us know what does the, sort of, the landscape of minors--minor victims of both sex trafficking and labor trafficking look like in your state.

And Category 2, applicants, so the TTA, must describe the need for TTA. Why does this program need TTA? Also, clearly demonstrating in this description that you understand the Improving Outcomes Program as a whole and what's being asked of you. Also, describe your understanding of the problem to be addressed, including relevant equity considerations and underserved communities in your state.

So Project Design and Implementation. That tends to be sort of a meatier section in people's narratives. And we hope that you'll use SMART goals. You're concise and clear about what you plan to do with your program and how you're going to implement it. Please set realistic things about what you think you can really do in those 36 months, because this is--what you're proposing is really what you're going to be on the hook for.

So for Category 1, state implementation work, we want you to talk about your capabilities and competencies to do this work. So the roles and responsibilities of the lead agency and your partner agencies and how they're going to implement each of the things you said in the implementation, the previous phase I just talked about. So if you say you're going to do certain tasks, who will be doing those tasks out of your partners? And what is their background, what makes them sort of key staff, key people that you have on your team who are going to be implementing this work?

Category 2, we would expect they can show that they have a history providing TTA and doing this type--level work. And like Category 1, they're identifying the key individuals who will be working on the program, their specific roles, any consultants or partners that are going to help--have to help provide the TTA, and if you have any plans or positions that are open, sort of, how

you're going to ensure they're going to be filled and the right type of people in those project descriptions.

And, again, Plan for Collecting Data. This is, again, each solicitation--you should see in the solicitation a link to where you can find the required performance measure data. And then, again, provide us with a plan about how you're going to get that information.

Your Budget Worksheet and Budget Narrative. This is a key area of your application. And, again, some of these, as I said, are web-based form. Some of your application is web-based. Other parts you upload as attachments. So your Budget Worksheet and your Budget Narrative as we've moved into the JustGrants database system is web-based. So you can create it, do it on Excel for yourself, but when you--it's time to go in and put it in your application, you do it directly into JustGrants.

Some things to note should--are that personnel costs are specific for those key personnel on the project. So your budget should include enough adequate funding to look at your whole scope of work. So your budget should be reflective of the 36 months. You should break it out by year. However, when you're proposing your budget that is for the entire 36 months of the plan. Please make sure it's mathematically sound and the items you have listed as line items are--they're in support of what you said you'd do. So if you are going to be making a curriculum, do you need materials in there to support that curriculum, etc.

And this is just a few tips on how to create a SMART budget. Be specific, as I said. Make sure that everything is measurable, attainable. Make sure the timeline that kind of goes with your budget and--when you're breaking it out into narrative. In your narrative form, make sure things that you're describing or listing in your budget are relevant to the work you said you'd do, and they're time-bound.

This is just a note about Match. The federal funds--federal funds awarded under this program may not cover more than 75 percent of the total cost. And then here, we're just breaking it down for you and what that looks like. Match is a component of the Trafficking Victims Protection Act and it's something that OVC does not have statutory authority to waive or exclude.

And here we are. These are just in addition to the--all the required documents that, again, you won't even make it to peer review, if you don't have those required documents. These are the documents that we say that you should include to really help explain your application, help do your work. These are things that we're going to be looking for you to include. If not, it may impact--it may impact final decisions or it may put holds on your budget, if you are awarded, until these things are obtained, slowing down your ability to actually implement the work. So take a good look at all that information. It's also found in the solicitation.

So here are some just--tips about an outstanding application. I think it's--you know, simple, concise language. It's really helpful for peer reviewers to know what are they talking about, what do they plan to do. Again, realistic. You don't need to oversell your work. You just need to be honest about what your plan is and how you're going to do it. And, yeah, details. Details matter. So check. Make sure everything is well done. Lack of typos, lack of errors in your budget, etc.

And then as I just said about outstanding, here are some things for a weak application.

So just to go back into some more of the details about actually submitting your application.

As I said earlier, there are two different application dates. The first one is to get your two forms into Grants.gov, and that is June 22nd. Your full application is due in JustGrants by June 29th. So barring, you know, some sort of special approval, technical disaster, these are rarely ever given, you need to have all that in by June 29th. I say that to say get your stuff in early just in case you have weather snafus or there's a hurricane or something happens. You just don't know. And, again, approvals are rare to miss a deadline. So that has to be done by the director level. It's very--they take it very seriously and it's very rarely done. So please make sure you get in early to make sure any technical snafus don't happen or if they do, you have time to address them.

Okay. So I've already sort of gone over this information. But, again, don't forget there's two different stages you have of different information in different systems.

So in [Grants.gov](#), again, it wants you to submit your SF-424 and your Lobbying Disclosure Form.

And then in [JustGrants](#), your full application. And here's the link to that if you're not familiar.

As I said before, there are certain web-based forms. So it's your Abstract, your Solicitation-Specific Data, so any data points they're asking you to provide. They're going to want you to enter directly in your goals, objectives, deliverables, and timelines. And, again, a lot of this stuff you'll probably work out with your team on a Word document and then you'll have to cut and paste it into JustGrants. Your Budget Detail Form and your Disclosure of Duplication of Cost Items. So just make sure that you're getting all your web-based forms, but then you're also submitting any attachments you have as well.

This is just to, sort of, let you know, after you've submitted your application, you should--the person who is noted as your Entity Administrator and your Authorized Representative should be getting a note saying, at several different points as you submit your application, that it's been received. It doesn't mean that you've gotten the award, but you should get a note saying that it's been received. And then, again, the Entity Administrator is the person who would be sent an automatic email on--you know, before September 30th, if you receive the award. This point at the bottom here is something important to note. It's just once you've put it in, if you go into JustGrants after the deadline, you'll see your status in JustGrants will say "submitted" or--but it'll also--there'll be a banner that says, "past due." And we just don't want you to be alarmed. It doesn't mean that your application is past due. It means that the due date has already passed. So just kind of ignore that or don't be concerned if you see a past due banner. It just means the solicitation has closed, application date has passed.

So if you're unfamiliar with JustGrants, there are several different--if you go to their website under the training drop down. There are different [trainings](#) on using JustGrants that you may need to know about in advance or have your team who will be working with JustGrants prep themselves. That should help you in submitting your application, if you're unfamiliar with it. There are several microlearning videos which are designed to, sort of, let you multitask and listen to them, if that's how you like to learn. And then there are job aid reference guides that give you screenshot by screenshot information on JustGrants.

And then there's office hours in case you need assistance with the application mechanics of sort of how to. There are people who are available every Wednesday from 2:30 to 4:00 to answer some of those questions. So, again, go to the [JustGrants website](#) and that information is available there.

In the solicitation, you'll see a number of times that we reference the [OJP Grants Application Resource Guide](#), and it may be something that is helpful for you to familiarize yourself with. If at any point the resource guide in the solicitation gives slightly different information go with what the solicitation says as that is very specific for your program and would trump what is generally written in the general application resource guide.

This is--you're on a pre-application webinar now. However, there are previously recorded webinars like the [four-part series](#) that's listed on this slide that you can find on our website, or if you want to go back and listen to this one again, or a staff member or team member of yours wasn't able to make it they should be recorded at some point or--and posted to the website. On our website, you can also see other [current funding opportunities](#). And, again, if you aren't familiar, you can sign up for our [News From OVC](#) to, sort of, get information about webinars that are coming out or funding opportunities, etc.

This slide just provides some general web resources that may be helpful to you or you may need during your grant application or award process.

Here's a slide with some important contact information. If you need technical assistance submitting your SF-424 or your Lobbying Disclosure Form in Grants.gov, that phone number is 1-800-518-4726. There's another number, 606-545-5035, or you can reach out to support@grants.gov. If you need help with JustGrants when you're submitting your full application, please call 833-872-5175 or you can visit the--their helpdesk at JustGrants.Support@usdoj.gov. And if you have any other questions that you might want to ask that are specific about the solicitation or about the program as you're writing your application, you can send them via email to grants@ncjrs.gov or you can call 1-800-851-3420. And they will answer them, as they're able, or they'll send me a ping and put it my way and then I'll answer it for you, but, nonetheless, you'll get your questions answered.

Once again those important dates for this submission--for this application. You need your two forms, your SF-424 and your Lobbying Disclosure Form, in Grants.gov by June 22nd. You need your full application in JustGrants by June 29th.

So you can stay connected with OVC. I think I gave you the News From OVC but you can also [subscribe](#) using the link on your screen.

Or you can go social with us. Follow us on [Facebook](#), [Twitter](#), or watch our [YouTube](#) channel.

And I think that is it from me. So I am open now for any questions people have.

DARYL FOX: Great. Thanks, Lindsay. Just a reminder, the PowerPoint, recording, and transcript for today will be posted to the OVC website. So if you do need to go back and reference anything, you'll be able to do that. You'll receive an email notification when those are posted to the one you registered with today.

If you do have a question, please enter it in the QA box, send to all panelists, and we'll go through the list with the remaining time we have today.

So the first question. "For the SF-LLL, is this required if we do not plan to utilize funding for lobbying activities? There's nowhere on the form, currently, to indicate that we do not lobby. Do you know?"

LINDSAY WALDROP: Yeah. You know, it's a question--and I haven't been on your side of it. So we might need to follow up with you. But, I mean, always better safe than sorry and just say no, you don't--you don't plan to lobby. But I think if you're not planning to lobby, you're not going to be kicked out or something for not having that. If it's not in your budget. But if there's no--I guess they don't let you say no, we don't plan to do that, huh? I think it's just, if you are. Yeah. Send us a note, a follow-up note to NCJRS--grants@ncjrs.gov and I'll make sure I have the correct answer. I know when I'm visiting grantees and I--we talk about lobbying, it's really--those forms, I--if--and if they say yes, they're--they are doing lobbying, that's when I have to ask them to go back and make sure they have that form filled. So my hunch is, is that you can skip that part, if your organization does not lobby. But, again, it's not just through these funds, it's lobbying as a whole. So, sorry for my long-winded response.

DARYL FOX: And then, just getting into the details of the categories, "Is it one grant at \$1 million for Category 2--is that \$1 million total or \$1 million per year?"

LINDSAY WALDROP: For Category 2, it's \$1 million total for 36 months.

DARYL FOX: And there's just a little--a little chart for it. For that person that did ask the question.

"Can a nonprofit organization apply for Category 2 without partnering with state agencies who may be applying for Category 1?"

LINDSAY WALDROP: Yup. Absolutely. The criteria is different for Category 1 and 2. So for two, it's more important that you show that you have the experience working on a statewide-level or a national-level with such organizations and you have experience working with state government doing this type of work. But the organization themselves can be a nonprofit, yes.

DARYL FOX: "If somebody's going to submit using the priority status, does the 30 percent of budget need to be distributed equally across the 3 years or can it be allocated differently in each year?"

LINDSAY WALDROP: Yeah, I think the 30 percent is for the total of the 36 months, so it can be differently per year.

DARYL FOX: "Is there any resource to reference when completing the allowable in-kind Match expenses?"

LINDSAY WALDROP: There's the OJP Financial Guide, and that--there's a section on Match. Thank you so much. Yeah, under the [DOJ Financial Guide](#). That is always such a great resource. Something I often go to all the time when I'm saying, "Hmm, is this allowable?" But a general rule of thumb is if it's allowable for the federal funds, it's--that's also allowable for Match. If it's not allowable under the federal funds, it would not also be allowable under Match.

DARYL FOX: This may be a little technical. Maybe a referral, Lindsay, "but Grants.gov requires using login.gov to access." This particular person is "having issues with their login.gov." Prior--Prefer to contact the Grants.gov helpdesk?

LINDSAY WALDROP: Yes, please.

DARYL FOX: Okay. So, yeah, it would be right here, support@grants.gov. You'll be able to send an email or phone at 800-518-4726 for that.

LINDSAY WALDROP: I would imagine--Does login.gov then have a helpdesk?

DARYL FOX: Yeah, there's sort of...

LINDSAY WALDROP: Yeah, please--okay. Yeah, please write to our Resource Center as--so that we can try and follow up with you.

DARYL FOX: Okay. Yeah, so for that person, if Grants.gov was not of help, the OJP Response Center here, the grants@ncjrs.gov, send them a note or call them at the 800-851-3420. They'll be able to hopefully look into that for you.

And, you know, if you haven't already, obviously the login.gov website, there's some contact information there, a contact us page. So they may be able to be a little more specific with you--with your issue.

And once again, just highlight the due dates, as they'll be approaching very quickly for both the Grants.gov and JustGrants deadlines.

So I think that's it for now. Lindsay, anything in closing?

LINDSAY WALDROP: Just thank you for your time and I hope some of this information pulled out was helpful for you or I was able to answer your questions. Thank you for the interest in the solicitation. And good luck to all of your application writing.

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