

# OVC FY 2022 Preventing Trafficking of Girls

Assistance Listing Number: 16.035

Grants.gov Opportunity Number: O-OVC-2022-171319

May 31, 2022

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



# Presenter

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## Cynthia Erich

Senior Policy Advisor

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

Mission: OVC is committed to enhancing the Nation's capacity to assist crime victims and to providing leadership in changing attitudes, 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

- ❑ Grants.gov deadline: **Tuesday, June 28, 2022**
- ❑ JustGrants deadline: **Tuesday, July 5, 2022**
- ❑ DOJ expects to award grants no later than **September 30, 2022**
- ❑ All project **START** dates should be on or after **October 1, 2022\***



**\*Please Note: Successful applicants MAY NOT begin work until the budget has been reviewed and officially approved by OJP. Additional information and or restrictions may be outlined in the award package.**

# Eligibility



- City or township governments,
- County governments,
- Native American tribal governments (Federally recognized),
- Native American tribal organizations (other than Federally recognized tribal governments),
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education,
- State governments

*Eligibility*

*Criteria*



**For additional information on eligibility, please review the solicitation cover page.**



# Program Description

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**OVC HTD Mission:** To enhance capacity to identify, assist, and provide services to all victims of human trafficking, OVC leads the nation in supporting victim-centered and trauma-informed programs, policies, and resources that promote justice, access, and empowerment.

**Purpose:** develop, expand, or strengthen victim service programs for victims of human trafficking.

This program will provide funding for services to victims of human trafficking, as defined by 22 U.S.C. § 7102.

# Goals



The goal of this program is to develop or enhance prevention and early intervention services for girls who are at risk or are victims of sex trafficking.

# Program Description



Under this initiative, experienced organizations will work with OVC's existing training and technical assistance provider to develop or enhance prevention and early intervention services based on best practices to focus on the needs of girls who are at risk or are victims of sex trafficking. OVC expects successful applicants to implement prevention and early intervention programs based upon best practices for girls vulnerable to becoming victims of sex trafficking; to provide direct support services and mentoring services to girls at risk of becoming victims of sex trafficking; and to develop or enhance strategies to help vulnerable girls on a path toward success, stability, and healing. To support prevention efforts, this should include a detailed community outreach and education strategy.

# Objectives



The objectives of this program are to:

- Replicate and scale-up prevention and early intervention programs for girls who are at risk of, or are victims of, sex trafficking that have been shown to be effective or promising and/or have a documented track record of producing successful outcomes for participants
- Implement or enhance efforts to identify and provide services to girls who are at risk of, or are victims of, sexual exploitation or sex trafficking.
- Grantees will be expected to participate in an annual peer-to-peer learning (cluster meeting) opportunity hosted by the OVC-funded training and technical assistance provider.



# Deliverables



- Services, measured quarterly by service hour or units delivered, type of service, and other key data points.
- A strategy for implementing a training and technical assistance plan developed in collaboration with the OVC training and technical assistance provider.
- Semi-annual program narrative reports.
- Prevention and outreach materials for community awareness and education efforts.
- A client voluntary self-administered satisfaction survey.
- An assessment report based on client voluntary self-administered satisfaction surveys.





# OJP Priority Areas

1. Priority Considerations Supporting Executive Order 13985, *Advancing Racial Equity and Support for Underserved Communities Through the Federal Government*
  - A. Applications that include project(s) that will promote racial equity and the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality, when making award decisions.
  - B. Applicants that can demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because the applicant (or at least one proposed subrecipient that will receive at least 30% of the requested award funding, as demonstrated in the Budget Worksheet and Budget Narrative) identifies as a culturally specific organization.

**For additional information, please see the solicitation.**



# Federal Award Information

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Maximum number of awards OVC expects to make:	8 Awards
Maximum dollar amount for each award:	\$500,000
Total amount to be awarded under solicitation:	\$500,000
Period of Performance start date:	10/01/2022
Period of Performance duration:	36 Months



# Types of Awards

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The awards 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.

# Information on Managing a Human Trafficking Award

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For more information on implementation of OVC Human Trafficking award, please consult the [OVC Human Trafficking Program FAQs](#).

# 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 (15%)
  - Project Design and Implementation (40%)
  - Capabilities and Competencies (30%)
  - Plan for Collecting the Data for this Solicitation's Performance Measures (5%)
- **Budget Worksheet and Budget Narrative (web-based form) (10%)**



**Remember, if you fail to submit ANY of required documents, your application will not be considered for funding!**



# 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:

- purpose of the project,
- primary activities,
- expected outcomes,
- the service area, and
- intended beneficiaries and subrecipients

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
- Have no less than 1-inch margins
- NOT exceed 20 pages. Pages should be numbered “1 of 20,” “2 of 20,” etc.
- Be submitted as an attachment in JustGrants.



# Proposal Narrative Format

**The following sections are part of the 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



**Outline ALL the grant requirements and make a plan to fulfill each and EVERY REQUIREMENT.**

# Proposal Narrative: Statement of the Problem



This section must:

1. Identify the nature and scope of the problem that will be addressed.
2. Describe previous or current attempts to address the problem, including documentation of the number of trafficking victims served each year during 2020 and 2021 within the targeted geographic area.
3. Describe the communities to be served, including the geographic area, populations in the service area, and any groups that are vulnerable to human trafficking.
4. Describe current efforts to address the service needs of trafficking survivors in the geographic area, including programs funded through OVC, the Department of Health and Human Services, the Office on Violence Against Women, or with Victims of Crime Act state victim assistance funds. Explain how the proposed project is not duplicative and targets identified gaps.

# Proposal Narrative: Project Design and Implementation



This **section** should include goals, objectives and activities that are aligned with the 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. Demonstrate the institutional experience and expertise (or submit formal agreements with partners with experience and expertise with the application) to effectively implement the requirements of this solicitation.
2. Identify the key individuals and organizations involved in the proposed project.
3. Demonstrate that the individuals and organizations identified have the capacity to address the stated need, including the expertise necessary to provide services to human trafficking victims, and can successfully implement the proposed project activities.
4. Describe specific roles and responsibilities of all project partners and key staff.
5. Demonstrate that project staff have appropriate training and experience to implement project activities as described in the proposal, including the knowledge and expertise necessary to implement culturally responsive projects with the identified underserved communities, and document plans and position descriptions for staff to be hired.

# Proposal Narrative: Capabilities and Competencies (cont.)



6. Demonstrate the capacity and expertise of the lead applicant and all project partners to serve victims of human trafficking.
7. Clearly describe who will implement activities as described in the Project Design and Implementation section.
8. Describe their experience managing federal grants that support services to crime victims and document their administrative and financial capacity to manage federal grants. If the applicant has other grants for providing services to victims of human trafficking, the applicant must describe the scope of each of these grants and describe how activities and data collection on these projects will be tracked separately to avoid duplication.
9. Address Priority 1(B), considerations, as applicable.

# Proposal Narrative: Plan for Collecting Data



This section must include—

1. A plan for collecting all of the performance measures data required by this solicitation.
2. A description of the qualifications of key staff who will be responsible for collecting data and reporting performance measures in JustGrants.



# Budget Worksheet and Budget Narrative (Web-Based Form)



- 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.
- Address Priority 1B considerations, if applicable.



# Create a SMART Budget



Be **SPECIFIC** when listing all your expenses

Under the computation column of the budget, make sure your costs are **MEASURABLE**

Ensure that your budget items are **ATTAINABLE**

If you put your timeline next to your budget, make sure each item is accounted for, then your budget should be **RELEVANT**.

Make sure your budget is **TIME-BOUND** and broken down year by year or month by month.



# Applications Should Also Include

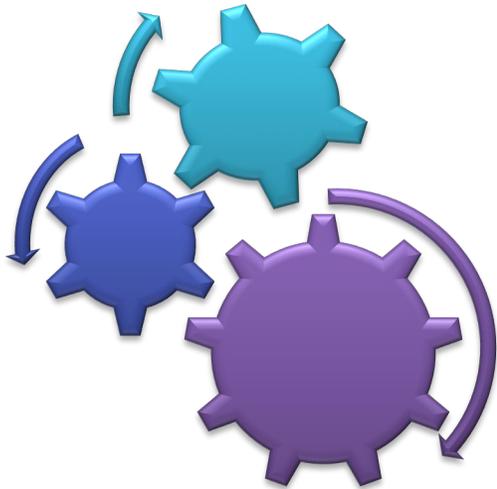
Along with the **3 required documents**, the following information should be included in the application submission:

- Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov
- Standard Application Information (SF-424 info from Grants.gov)
- 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
- Training Plan
- Position Descriptions and Resumes
- Tribal Authorizing Resolution (if applicable)
- Research and Evaluation Independence and Integrity (if applicable)
- Documentation of DOJ Priority Areas (if applicable)
- Request and Justification for Employee Compensation; Waiver (if applicable)
- Disclosure of Lobbying Activities (SF-LLL)
- Applicant Disclosure of Duplication in Cost Items
- DOJ Certified Standard Assurances
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
- Applicant Disclosure and Justification—DOJ High-Risk Grantees (if applicable)

# Hallmarks of an Outstanding Application



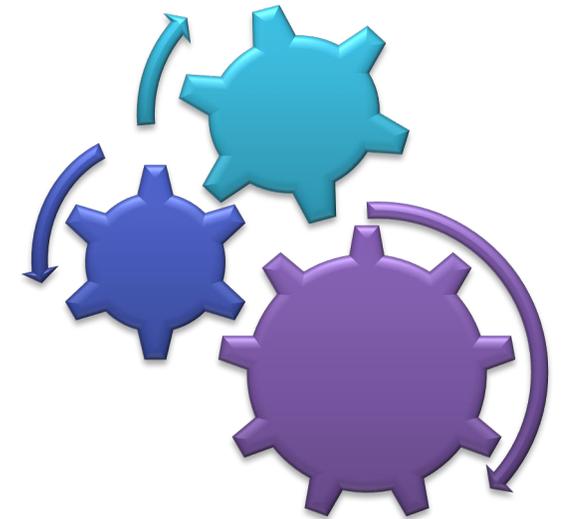
- Use simple and concise language.
- Ensure information is presentable and organized!
- Add tables, graphs, staff photos, and other images when possible while being mindful of grant guidelines.
- Be realistic about how you will achieve goals.
- Get feedback from those who may run the project!
- Make sure the proposal is consistent with the solicitation.
- Check, recheck, and check again—budget, grant requirements, references, and other grant details.



# Common Reasons Cited for a Weak Application



- Too ambitious or lacks focus
- Applicant lacks appropriate expertise to carry out the proposed project
- No evidence of feasibility (do not assume reviewers are as familiar with the project as you are)
- Poor writing and a lot of errors



# Application Process

# Two Step Application Process



Submission into Grants.Gov  
Due: **June 28, 2022**

Submission of the Full Application  
into JustGrants and Grants.gov  
Due: **July 5, 2022**



# Step 1: Apply in Grants.gov

DOJ applications require you to complete two things:

1

The Funding Opportunity and Application Package on Grants.gov.

- 1) Select **Apply for Grants** under the Applicants column.
- 2) Enter your email address to be notified of any changes to the opportunity package before the closing date.
- 3) Click the Workspace icon to use Grants.gov.

2

The SF-424 and SF-LLL on Grants.gov.

Within 48 hours of SF-424 and SF-LLL submission, you should receive two notifications from Grants.gov.

- 1) Confirming the receipt of the SF-424 and SF-LLL.
- 2) Stating whether the SF-424 and SF-LLL were successfully validated and submitted or were rejected due to errors—with an explanation.

# Step 2: Apply in JustGrants

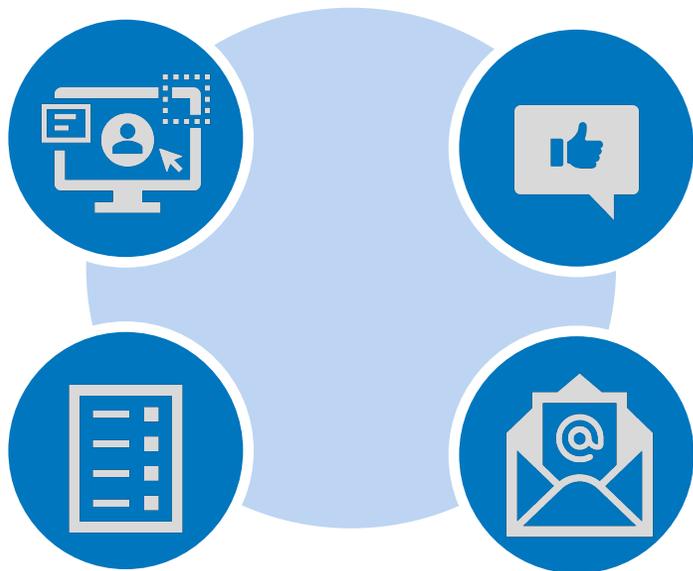


Applicants will then submit the **full application** including attachments in JustGrants at [JustGrants.usdoj.gov](https://JustGrants.usdoj.gov).



# Web-based Forms for Submission in JustGrants

There are certain web-based forms that must be submitted directly into the system.



- Proposal Abstract
- Solicitation-Specific Data submitted with the Application
- Goals, Objectives, Deliverables, and Timelines
- Budget Detail Form
- Application Disclosure of Duplication Cost Items

**Pay attention to required sections.** If a section is required and presents you with web-based entries, you cannot upload a document instead. You must use the format required in the application.

# What to Expect After Submitting an Application

The entity will be notified that they have received an award when all applications for the solicitation have been reviewed before September 30.

The system will notify:

- The Entity Administrator and Authorized Representative when the deadline for applications has changed.
- The Application Submitter, Entity Administrator, and Authorized Representative when the application is received in JustGrants from Grants.gov.
- The Entity Administrator when the award notification has been sent.

The entity should check the system regularly so that any upcoming deadlines for submitting applications and documentation are addressed in a timely manner.

Once the application deadline passes in JustGrants, you may see a banner that says it is past due. If your status is “Submitted,” your application has been received by DOJ and you can ignore the past due banner.

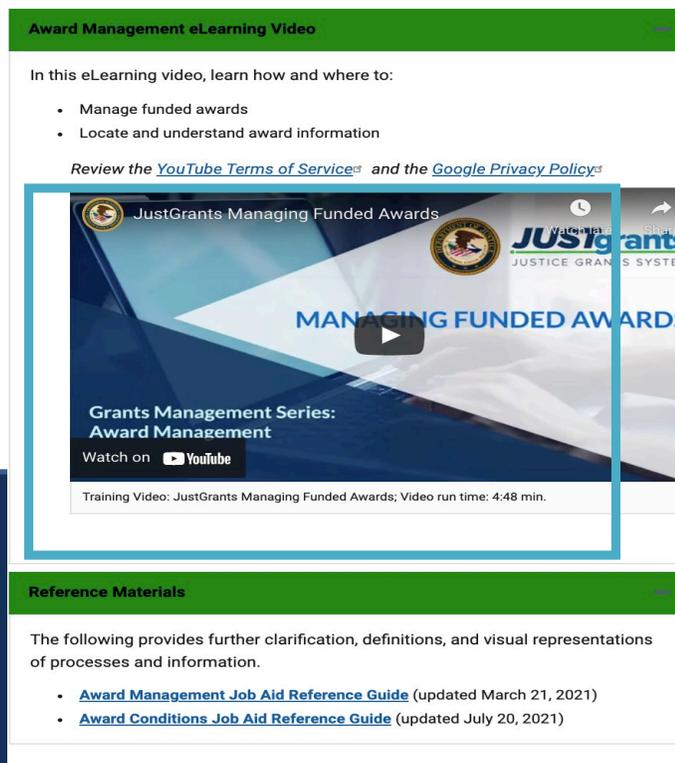


# JustGrants Training Resources



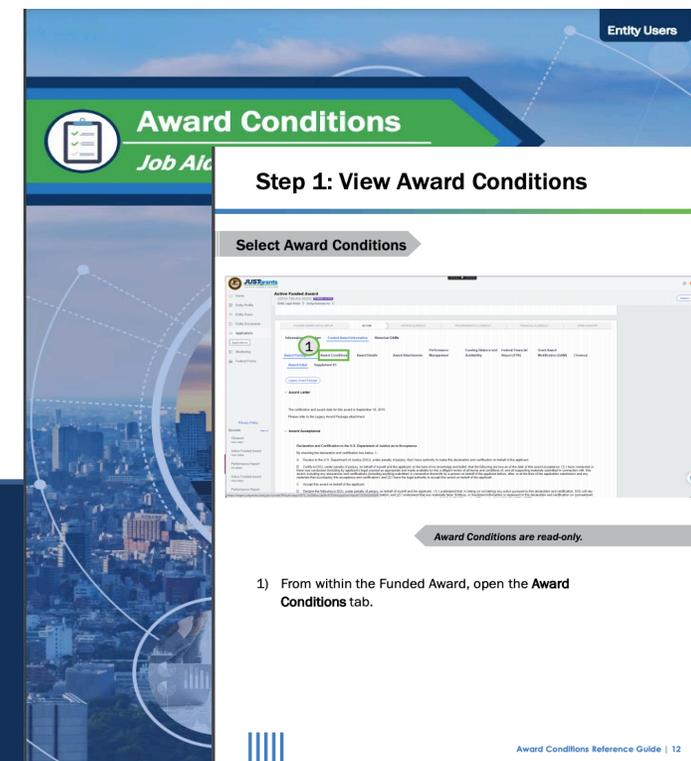
The screenshot shows the JustGrants website navigation menu. The 'Training' dropdown menu is open, listing various topics: Training, Entity Management, Entity User Experience, Application Submission, Grant Award Acceptance, Award Management, Grant Award Modifications, Financial Reporting, Performance Reporting, Monitoring, Closeout, and Virtual Q&A Sessions. Below the menu, a paragraph states: 'The Department of Justice (DOJ) grant making components—the Office, the Office of Justice Programs (OJP), and the Office on to serve as a resource hub for their grants management system of which launched on October 15, 2020.'

Organized by Topics



The screenshot shows an eLearning video player titled 'Award Management eLearning Video'. It contains the following text: 'In this eLearning video, learn how and where to:'. A bulleted list follows: '• Manage funded awards' and '• Locate and understand award information'. Below the list, it says 'Review the [YouTube Terms of Service](#) and the [Google Privacy Policy](#)'. A video player is embedded with the title 'JustGrants Managing Funded Awards' and 'Grants Management Series: Award Management'. Below the video, it says 'Watch on YouTube' and 'Training Video: JustGrants Managing Funded Awards; Video run time: 4:48 min.'. At the bottom, there is a 'Reference Materials' section with the text: 'The following provides further clarification, definitions, and visual representations of processes and information.' followed by a bulleted list: '• [Award Management Job Aid Reference Guide](#) (updated March 21, 2021)' and '• [Award Conditions Job Aid Reference Guide](#) (updated July 20, 2021)'. The page also has a 'Entity Users' label in the top right corner.

Micro-learning videos



The screenshot shows a Job Aid Reference Guide titled 'Award Conditions Job Aid Reference Guide'. It features a 'Step 1: View Award Conditions' section. Below this, there is a 'Select Award Conditions' section with a screenshot of the JustGrants system interface. The interface shows a table with columns for 'Award ID', 'Award Title', 'Award Status', 'Award Type', 'Award Category', 'Award Subcategory', 'Award Start Date', 'Award End Date', 'Award Budget', 'Award Amount', 'Award Description', and 'Award Location'. A red circle highlights the 'Award Conditions' column. Below the table, there is a note: 'Award Conditions are read-only.' and a numbered list: '1) From within the Funded Award, open the Award Conditions tab.' The page also has a 'Entity Users' label in the top right corner and a footer: 'Award Conditions Reference Guide | 12'.

Job Aid Reference Guides

# JustGrants Office Hours: Application Mechanics



<p><b>Application Mechanics: Submitting an Application Training</b> <i>Key Audience: Entity Administrator, Application Submitter, Authorized Representative</i></p>	<ul style="list-style-type: none"><li>•Preparing to apply</li><li>•Completing the abbreviated application in Grants.gov</li><li>•Entity onboarding and JustGrants access</li><li>•JustGrants roles and responsibilities</li><li>•Assigning users' roles to applications</li><li>•Completing, reviewing, certifying and submitting a JustGrants application</li><li>•Attendee questions about application submission</li></ul>	<p><b>Every Wednesday</b> from 2:30-4:00 p.m. ET</p>
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Check website for updates: <https://justicegrants.usdoj.gov/training/training-virtual-sessions>

# OJP Grants Application Resource Guide



The screenshot shows the top portion of the OJP Grants Application Resource Guide webpage. At the top left is the U.S. Department of Justice Office of Justice Programs logo. To its right is the text "U.S. DEPARTMENT OF JUSTICE" and "OFFICE OF JUSTICE PROGRAMS". Further right are links for "Contact Us", "Careers", "Subscribe", and a share icon. Below these is a search bar with the word "Search" and a magnifying glass icon. A navigation menu below the search bar includes "Home", "About Us", "News Center", "Grants/Funding" (which is highlighted with a yellow underline), "For Congress", "Resources", "Topics", "Training", and "Data". Below the navigation menu is a breadcrumb trail: "Home / Grants/Funding / Applicant Resources". The main content area is a large 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

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



Part 2: **Submit Full Application** in JustGrants.gov by



# Sign Up And Stay Connected!



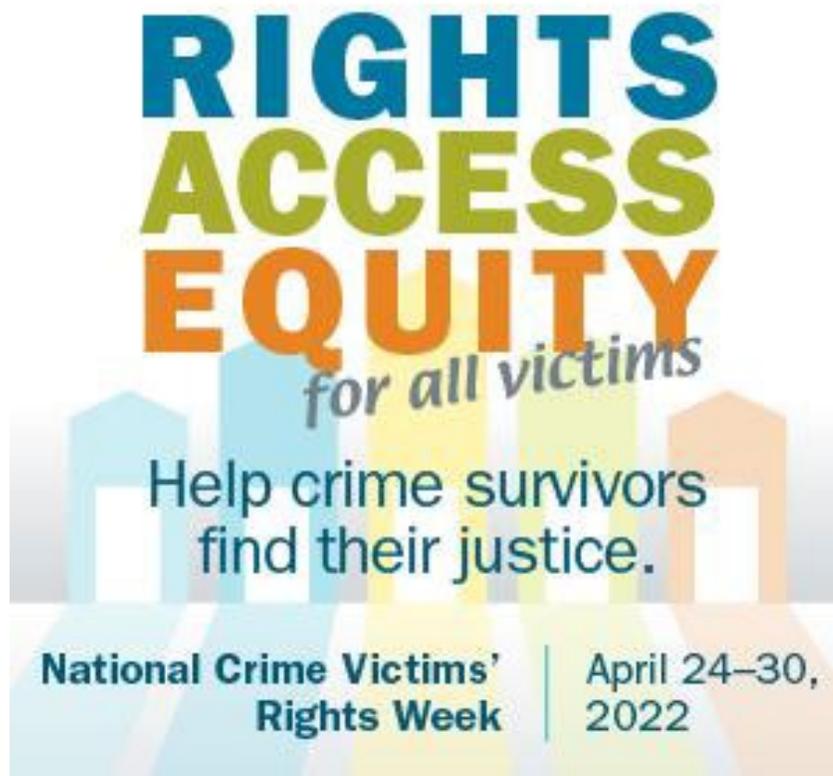
A screenshot of the Office for Victims of Crime (OVC) website. The header is dark blue with the OVC logo on the left, which includes the Department of Justice seal and the text "Office for Victims of Crime" and "OVC". To the right of the logo are links for "Help for Victims", "About OVC", "Subscribe", and "FAQs", along with a share icon. Below these links is a search bar with the word "Search" and a magnifying glass icon. A navigation menu below the search bar includes "About OVC", "News &amp; Events", "Library &amp; Multimedia", "Funding &amp; Awards", "Programs", and "Topics". The main banner features a green-tinted background image of hands clasped together, with the text "Justice for victims. Justice for all." in white. A dark blue button with the text "Help for victims" is positioned in the lower-left corner of the banner.

© iStock.com/scyther5 (see reuse policy).

Sign up for updates on new funding opportunities and other OVC announcements at:

[https://puborder.ncjrs.gov/Listservs/subscribe\\_newsfromovc.asp](https://puborder.ncjrs.gov/Listservs/subscribe_newsfromovc.asp)

# 2022 National Crime Victims' Rights Week



Use the [2022 NCVRW artwork](#) to help inspire your community and raise awareness of victims' rights. The 2022 NCVRW theme is ***Rights, access, equity for all victims.***

This year's theme underscores the importance of helping crime survivors find their justice by—

- enforcing victims' rights,
- expanding access to services, and
- ensuring equity and inclusion for all.

# Go Social With OVC!

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**Like:** <https://www.facebook.com/OJPOVC>



**Follow:** <https://twitter.com/OJPOVC>



**Watch:** [www.youtube.com/user/OJPOVC](http://www.youtube.com/user/OJPOVC)

# Questions?

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To submit a question, use the [Q&A Box](#) and select [All Panelists](#)