



Helping Crime Survivors Find Their Justice

OVC FY24 Human Trafficking Fellowship Program

The webinar will begin shortly.

Presenter

Lindsay Waldrop

Senior Advisor on Anti-Trafficking
Training and
Technical Assistance



Webinar Outline

- OVC Overview and Mission
- Solicitation Overview
 - Funding opportunity focus
 - Eligibility
 - Required documents
- General Reference to Application Process & Tools
- Questions & Answers

Find funding opportunities at <https://ovc.ojp.gov/funding/current-funding-opportunities>.



Current Funding Opportunities

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SAM.gov Entity Registration and Renewal Reminder

All entities seeking Department of Justice (DOJ) grant funding must have an active registration in [SAM.gov](https://sam.gov). Once registered, entities must complete annual renewals to maintain an active status.

It is recommended that you **begin the SAM.gov registration or renewal process 30 days prior to any deadlines** to allow for the time necessary to complete the full process, including SAM.gov's entity validation process. If you intend to apply for a specific DOJ opportunity, refer to the Grants.gov due date provided on the solicitation, and plan your SAM.gov registration accordingly.

For additional support, visit [SAM.gov Help](https://sam.gov/help).

When available, OVC funding opportunities will be listed on this page.

[Subscribe to News From OVC](#) to receive announcements about OVC funding opportunities.

Visit our [How to Apply for Funding](#) page for tips and answers to frequently asked questions about applying for OVC funding.

[OVC Funding Opportunities](#) ↗

Funding & Awards

Current Funding Opportunities

Funding Webinars

How to Apply for Funding

OVC Awards List

Performance Measures

Managing Grants

Types of Funding

Apply to be a Peer Reviewer

Expired Funding Opportunities



Helping Crime Survivors Find Their Justice

For Application Mechanics – please join

Session Topic	Description	Session Registration
<p>Application Mechanics: Submitting an Application Weekly Training Webinar</p> <p><i>Key Audience: Entity Administrator, Application Submitter, Authorized Representative</i></p>	<ul style="list-style-type: none">• Preparing to apply• Completing the abbreviated application in Grants.gov• Entity onboarding and JustGrants access• JustGrants roles and responsibilities• Assigning users to applications• Completing, reviewing, certifying and submitting a JustGrants application• Attendee questions about application submission	<p>Every Wednesday from 2:30-4:30 p.m. ET Click the link to register for the session you wish to attend:</p> <p>May 8, 2024 2:30-4:30 p.m. ET May 15, 2024 2:30-4:30 p.m. ET May 22, 2024 2:30-4:30 p.m. ET May 29, 2024 2:30-4:30 p.m. ET June 5, 2024 2:30-4:30 p.m. ET June 12, 2024 2:30-4:30 p.m. ET</p>

Check website for updates: <https://justicegrants.usdoj.gov/training/application-submission>



Helping Crime Survivors Find Their Justice

About the Office for Victims of Crime (OVC)

- Enhances the Nation's capacity to assist crime victims and provides leadership in changing attitudes, policies, and practices to promote justice and healing for all victims of crime.
- In addition to anti-trafficking funding, administers the Crime Victims Fund, supporting state victim assistance and compensation programs.
- 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.



OVC Human Trafficking Division Overview

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.



Helping Crime Survivors Find Their Justice

OVC Human Trafficking Division Staff



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Kristin Weschler
Victim Justice
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For Transparency and Fairness:

Information shared on today's call is taken from the solicitation.

For questions specific to your application, please contact:

- Technical Assistance submitting the FULL APPLICATION into JustGrants:
833-872-5175
JustGrants.Support@usdoj.gov
- Technical Assistance with Programmatic Requirements and to report a technical issue that prevented application submission, contact the OJP Response Center:
800-851-3420
grants@ncjrs.gov

U.S. Department of Justice
Office of Justice Programs
Office for Victims of Crime

OMB No. 1121-0329
Approval Expires 02/28/2027

Solicitation Title: OVC FY24 Human Trafficking Fellowship Program
Assistance Listing Number: 16.320
Grants.gov Opportunity Number: O-OVC-2024-172087
Solicitation Release Date: April 16, 2024
Step 1: Application Grants.gov Deadline: 11:59 p.m. Eastern Time on June 3, 2024
Step 2: Application JustGrants Deadline: 8:59 p.m. Eastern Time on June 17, 2024

Contents

Synopsis	4
Program Description Overview	4
Eligibility	4
Agency Contact Information	4
Pre-Application Information Session	4
Application Submission Information	4
Registration	4
Submission	4
Program Description	5
Program Description Overview	5
Statutory Authority	5
Specific Information	6
Solicitation Goals and Objectives	6
Goals	6
Objectives	6
Federal Award Information	10
Awards, Amounts, and Durations	10
Continuation Funding Intent	10
Availability of Funds	11
Type of Award	11
Cost Sharing or Matching Requirement	11
Eligibility Information	11

Page 1

O-OVC-2024-172087

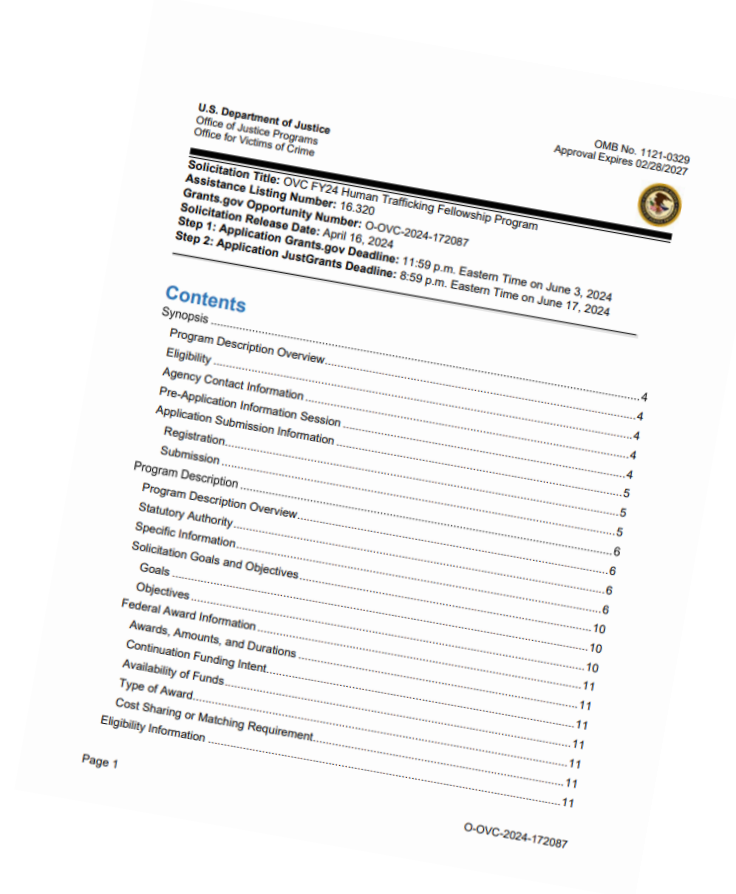


Helping Crime Survivors Find Their Justice

OVC FY24 Human Trafficking Fellowship Program

<https://ovc.ojp.gov/funding/o-ovc-2024-172087.pdf>

Opportunity ID	O-OVC-2024-172087
Solicitation Status	Open
Fiscal Year	2024
Closing Date	June 17, 2024
Posting Date	April 16, 2024
Solicitation Type	Competitive
Grants.gov	June 3, 2024, 11:59 pm Eastern
JustGrants	June 17, 2024, 8:59 pm Eastern



Helping Crime Survivors Find Their Justice



Eligibility

Eligibility

Criteria



Individuals

- Organizations are not eligible to apply.
- Applicants must be U.S. citizens.
- This solicitation seeks an individual with a background in culturally responsive service provision and strengths-based intervention models.
- Applications from those with lived experience will be prioritized.

For additional information on eligibility, please review the solicitation's Synopsis section.

Program Description

OVC seeks to fund a 1–3-year fellowship (in-person or virtual, part-time or full-time – to be proposed by the applicant) to assist the anti-trafficking field in identifying and promoting culturally responsive service models and activities.

Award: Up to \$400,000

Funding Opportunity Number: O-OVC-2024-172087

Period of Performance: up to 36 months

Type of Award: Cooperative Agreement



Helping Crime Survivors Find Their Justice

Objectives Summary (Pages 10-11)



- Developing and documenting a systematic, replicable criteria for establishing what constitutes a culturally responsive, strengths-based program/approach.
- Documenting culturally specific protective factors that can help victims from underserved communities find healing and justice.
- Identifying and promoting strength-based interventions that center cultural practices and values in their service delivery response among OVC anti-trafficking grantees and the larger anti-trafficking field.
- Speaking to experts in the field and reviewing publicly available media reports and published literature to identify organizations implementing culturally responsive, strengths-based approaches.
- Conducting in-person and/or virtual interviews and site visits.
- Identifying barriers and innovative solutions to implementing culturally responsive, strength-based interventions.
- Documenting (to the extent feasible) the results and impact of these interventions.

Objectives Summary (Pages 10-11) (cont.)



- Producing a written analysis of the implications of these models on existing funding available for victim services, with a focus on OVC-funded programs and OVC policies.
- Creating and delivering informational awareness materials and trainings for external publication (newsletter, articles, social media, blogs, reports, and presentations).
- At the request of OVC, participating in internal and external stakeholder meetings, forums, conferences, and international briefings to provide subject matter expertise and/or present information on OVC's efforts to address the focus area issue.
- Collaborating with OVC internal groups to increase the capacity and availability of strength-based, culturally responsive interventions and victim services for underserved communities.
- Traveling to support the execution of fellowship activities and deliverables as proposed and/or required by OVC.
- Assisting OVC on other special projects within the scope of the award, at OVC's direction.

Deliverables Summary

- In-person and/or virtual interviews and site visits (as proposed in application).
- A catalog of identified organizations implementing strength-based interventions that leverage culture in service delivery.
- A written analysis for OVC of the implications of these models on OVC's programs and policies, including documenting (to the extent feasible) the results and impact of these interventions.
- Training and awareness materials for external publication (newsletter, social media, blogs, and reports) (as proposed).

Coordination meetings with relevant TTA providers and other relevant stakeholders.

Documentation of participation and presentations at conferences, meetings, and trainings on relevant topics (as proposed).

Updates and reports for the OVC Grants Manager outlining the activities completed (frequency to be negotiated with OVC depending on level of effort proposed).

Program objectives and deliverables should be included in one timeline.



Considerations Upon Applying

- Fellows must successfully pass a complete and thorough background investigation and may also be subject to a drug test before the fellowship may begin.
- Applicants must certify in their application that they have no delinquent federal student loans or other federal debt (not in bankruptcy, forbearance, or under appeal), including delinquent federal tax debt.
- Applicants may not be registered lobbyists at the time the fellowship award is made or during the period of the fellowship.



Additional Considerations and Expectations

- Onsite at OVC a portion of the Fellowship.
- Timesheets will be maintained by the Fellow.
- Equipment and supplies will be provided by OJP/OVC.



Application and Submission Information



Helping Crime Survivors Find Their Justice

Important Notes

- Do NOT use your social security number to apply.
- Use an [Employer Identification Number \(EIN\)](#) to apply.
- The EIN is a unique nine-digit number that identifies your entity for tax and reporting purposes. The EIN number is a Taxpayer Identification Number (TIN) assigned by the federal government. The TIN/EIN is used for individual entities.
- See: [IRS Apply for an Employer Identification Number \(EIN\) Online](#).

Timeline

- ❑ Grants.gov deadline: **June 3, 2024, 11:59 PM ET**
- ❑ JustGrants deadline: **June 17, 2024, 8:59 PM ET**
- ❑ DOJ expects to award grants no later than **September 30, 2024**
- ❑ All project **START** dates should be on or after **October 1, 2024***



***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.**

Applications MUST Include

To meet the basic minimum requirements to advance to peer review and receive consideration for funding your application MUST include:

- SF-424 and SF-LLL (in Grants.gov)
- Proposal Abstract (in JustGrants)
- Proposal Narrative (in JustGrants)
- Budget Web-Based Form (including budget details and budget narrative) (in JustGrants)



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

Budget Web-Based Form (Worksheet and Budget Narrative)



- Use the JustGrants web-based form.
- Personnel costs should relate to the key project personnel.
- 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.
- Include information needed for the respective category.

Allowable Costs (Pages 19-20)

- Personnel (salary)
- Fringe benefits, (e.g., life, health, and disability insurance; state workers' compensation; retirement plan; FICA (the employer match of 7.65 percent of salary only); and a public transportation stipend that does not exceed \$270 monthly, based on actual expenses)
- Travel expenses – a minimum of 12 trips over the 3-year period, budgeted at \$1,500 each
- Supplies
- Professional development and training – up to 3 trainings at up to \$2,000
- Contract expenses, (e.g., contracted consultant fees, translation or interpretation services, or other items)

Unallowable Costs (Page 20)

- Equipment, such as costs for laptops or other equipment supplied by OJP.
- Subawards.
- Moving expenses.
- International travel.
- Indirect costs.

Attachments (If applicable)

- Curriculum Vitae or Resume
- Research and Evaluation Independence and Integrity Statement
- Memorandum of Understanding
- List of procurement contracts



Additional Documents to Apply

DOJ Application Submission Checklist

Submitting an application to DOJ is a two-part process. An applicant first submits an abbreviated application in Grants.gov. The full application is then completed in JustGrants, DOJ's grants management system. The following steps and tips will assist potential applicants in completing DOJ applications.



Step 1: Confirm your Entity's System for Award Management (SAM) registration information:

- Register with SAM or confirm that your SAM registration is active and up-to-date. You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. **Registration and renewal can take up to 10 business days to complete.**
- On April 4, 2022, the federal government will stop using Data Universal Numbering System (DUNS) numbers and start using the **new SAM Unique Entity Identifier (UEI)**.
- Entities new to JustGrants: Confirm that the contact information (email address) for your Entity's Electronic Business Point-of-Contact (E-Biz POC) in SAM is accurate and up-to-date. The E-Biz POC is onboarded in JustGrants as the Entity's first Entity Administrator and will receive notifications from JustGrants. The Entity Administrator is responsible for completing Entity User onboarding in JustGrants. Once the Entity Administrator is onboarded, that role can be reassigned to another Entity User.
- Technical issues with SAM registration or renewal must be reported to the **SAM Help Desk (Federal Service Desk)**.

Step 2: Apply in Grants.gov:

- Effective February 21, 2022, all Grants.gov users and applicants will need to use **Login.gov credentials**.
- Search for an open DOJ funding opportunity in Grants.gov or on the agency website and review the solicitation requirements.
- Complete and submit the required documents in Grants.gov at least 48-72 hours prior to the Grants.gov deadline to allow for time to correct any problems or errors. The Grants.gov portion of your application includes the SF-424 and SF-LLL. (Note: The user and email identified in Section 8.F of the SF-424 will be identified as the Application Submitter in JustGrants and will receive future notifications from JustGrants.)



Updated 2/8/22

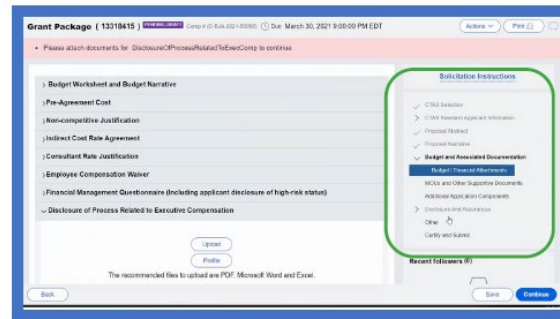
Application Attachments



Attachment Tips

Log in to JustGrants using either Chrome or Microsoft Edge as your browser. Internet Explorer is not a compatible browser for JustGrants.

Open the application and use the menu options on the right to navigate. File attachments associated with a section are displayed in the section.



May 12, 2021

Application Attachments | 1



Award Attachments

Entity Administrators and Authorized Representatives can attach these items to awards



Attach the following items as required to award deliverables for DOJ review.

Attachments

Additional Application Components Other	Additional Project Title Information
Application Attachments	Areas Affect by Project
Bibliography/References	Budget Consultant Rate Justification
Budget Financial Management Questionnaire	Budget Indirect Cost Rate Agreement
Budget Non-competitive Justification	Budget Other
Budget Pre-Agreement Cost	Budget Sole Source Justification
Budget Worksheet	Confidentiality Notice Forms
Correspondence	Curriculum Vitae or Resumes
Delinquent Debt Explanation	Disclosure of Process related to Executive Compensation
Disclosures and Assurances	File
Human Subjects Protection	Letter of Non-supplanting
Letters of Support	List of individuals in the Application
Lobbying Activities Disclosure	MOU Document
Opportunity Zone	Other Attachment
Other Project Period GAM Attachment	Privacy Certificate
Program/Project Congressional Districts	Project Timeline
Proof 501 (c) Status (Nonprofits only)	Proposal Narrative
Request to Use Incentives or Stipends	Tool, Instruments, Questionnaires, Tables, Maps
Tribal Authorizing Resolution	

Application Submission | 126



Application Submission Overview



Applicants have two application submission deadlines:

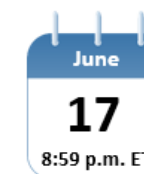
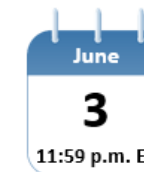
1. Grants.gov (submitting the SF-424 and SF-LLL)
2. JustGrants



It's OK to enter preliminary budget or programmatic data in Grants.gov and update later in JustGrants.

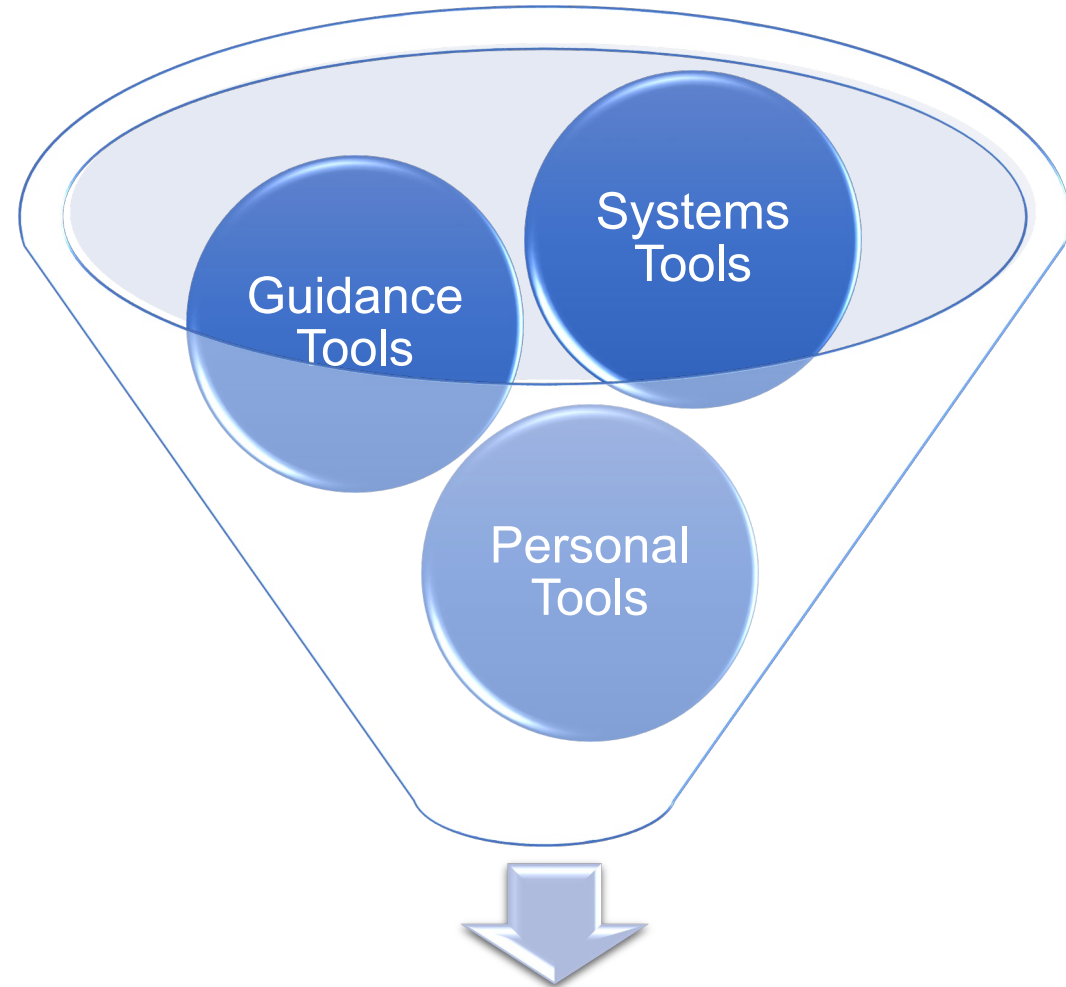


A JustGrants submission should include all items as defined in the solicitation.





Resources

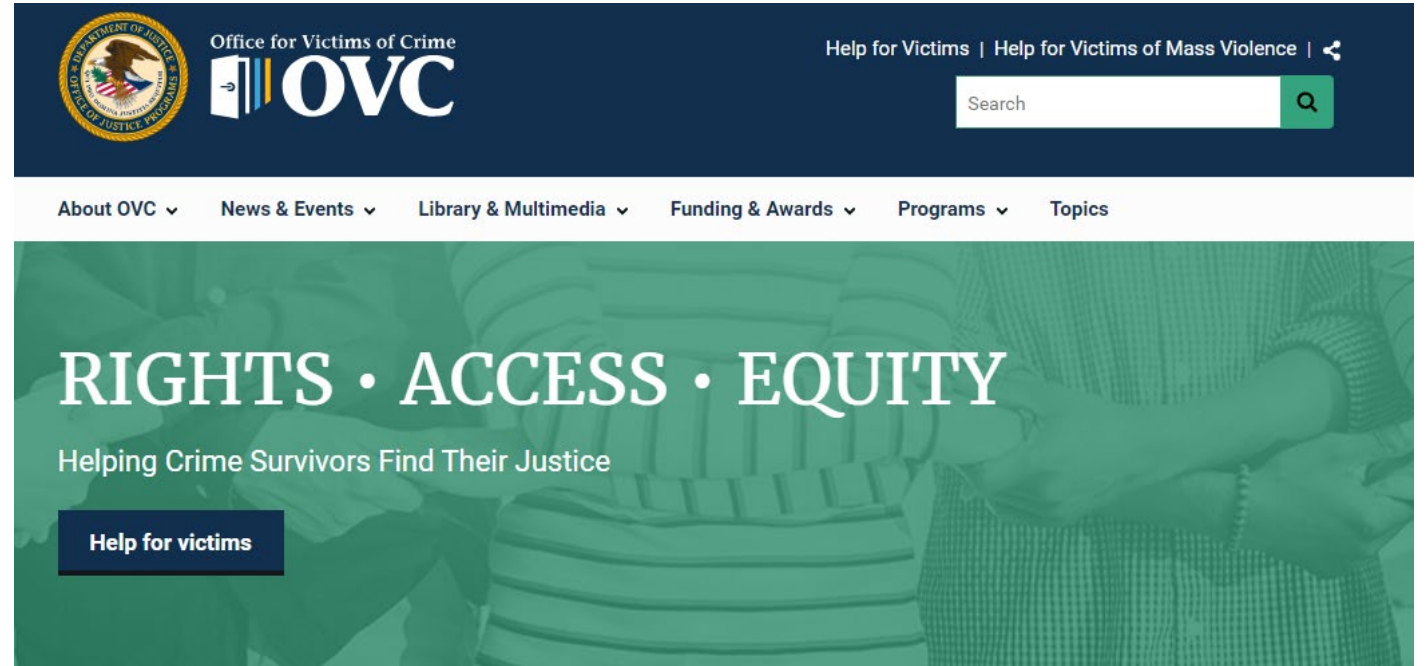


Your Application

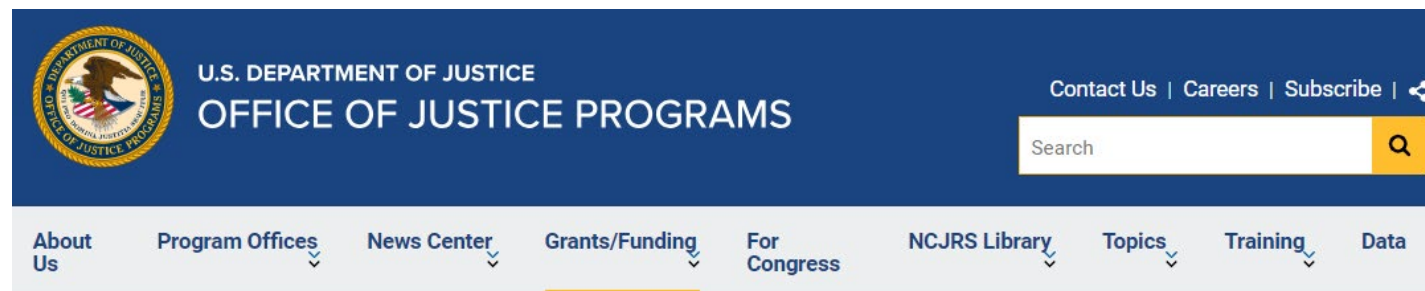


Information About OVC

Consult the [OVC website](#)
and
[OVC Human Trafficking
Program FAQs](#).



The OJP Grant Application Resource Guide

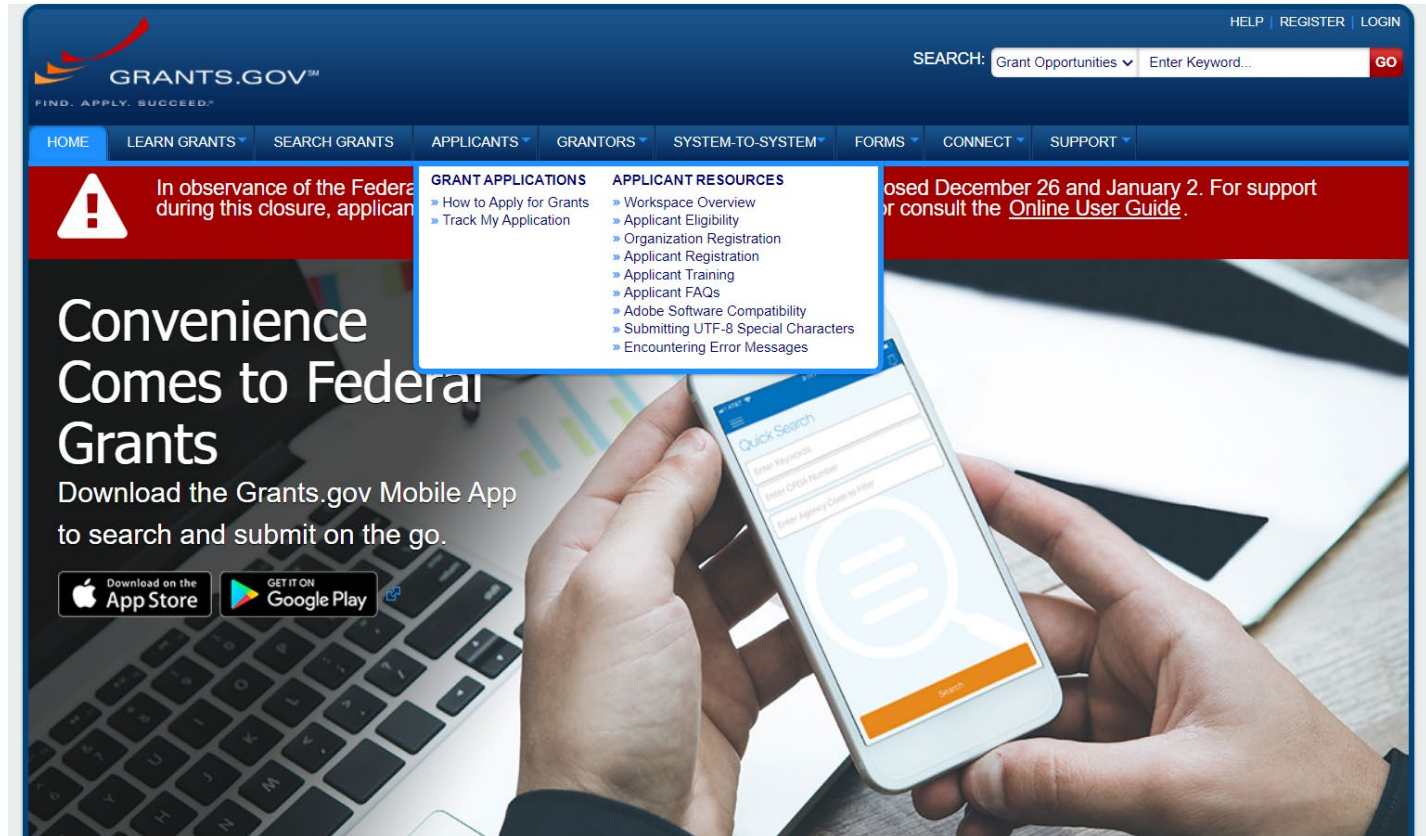


[Home](#) / [Grants/Funding](#) / [Applicant Resources](#)

OJP Grant Application Resource Guide

<https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide>

Information on Grants.gov



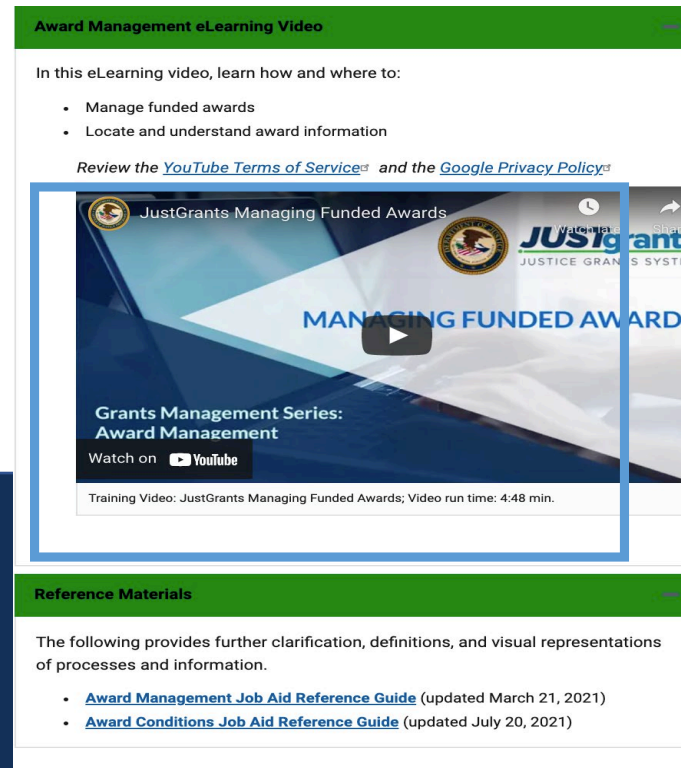
Visit Grants.gov:
<https://www.grants.gov>.
This is your first stop in
applying.

JustGrants Training Resources

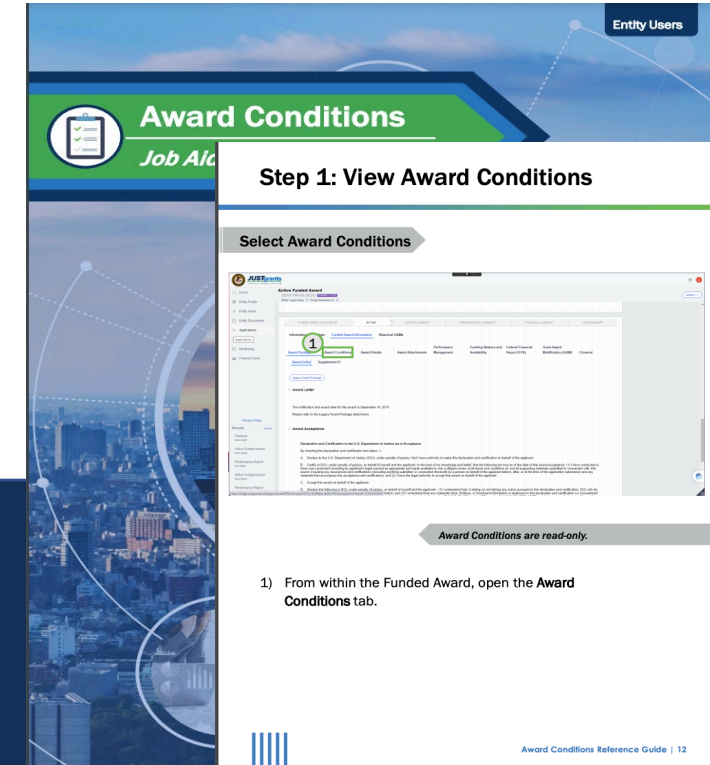
Visit: <https://justicegrants.usdoj.gov>



Organized by Topics



Micro-learning videos



Job Aid Reference Guides

JustGrants Office Hours: Application Mechanics

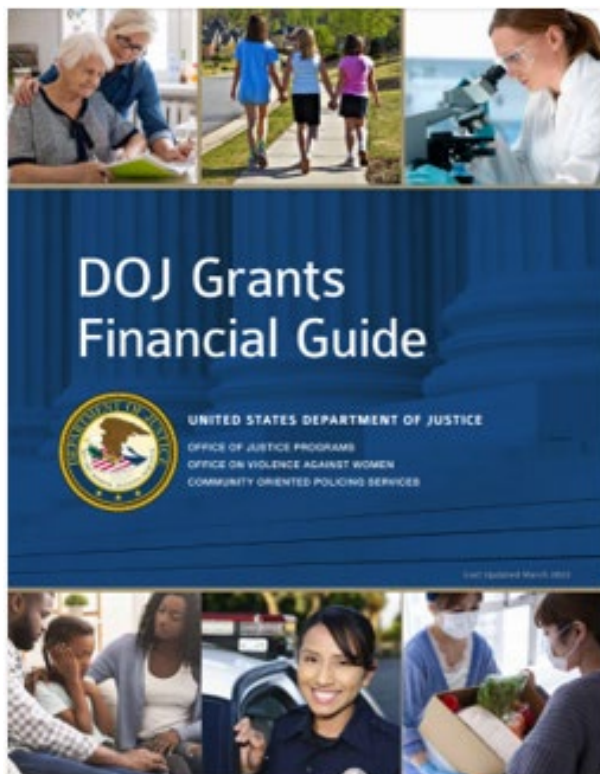
Session Topic	Description	Session Registration
<p>Application Mechanics: Submitting an Application Weekly Training Webinar</p> <p><i>Key Audience: Entity Administrator, Application Submitter, Authorized Representative</i></p>	<ul style="list-style-type: none">• Preparing to apply• Completing the abbreviated application in Grants.gov• Entity onboarding and JustGrants access• JustGrants roles and responsibilities• Assigning users to applications• Completing, reviewing, certifying and submitting a JustGrants application• Attendee questions about application submission	<p>Every Wednesday from 2:30-4:30 p.m. ET Click the link to register for the session you wish to attend:</p> <p>May 8, 2024 2:30-4:30 p.m. ET May 15, 2024 2:30-4:30 p.m. ET May 22, 2024 2:30-4:30 p.m. ET May 29, 2024 2:30-4:30 p.m. ET June 5, 2024 2:30-4:30 p.m. ET June 12, 2024 2:30-4:30 p.m. ET</p>

Check website for updates: <https://justicegrants.usdoj.gov/training/application-submission>



Helping Crime Survivors Find Their Justice

DOJ Grants Financial Guide



As a starting point for all recipients and subrecipients of DOJ grants and cooperative agreements in ensuring the effective day-to-day management of awards consult the DOJ Grants Financial Guide: <https://ojp.gov/financialguide/DOJ/index.htm>.

TOP 10 TOPICS

1. Financial Management Systems	6. Audit Requirements
2. Allowable Costs	7. Conference Costs
3. Unallowable Costs	8. Adjustments to Awards
4. Federal Financial Reports	9. Accounting by Approved Budget Category
5. Performance Reports	10. Subrecipient Monitoring

Important Contact Information



Technical Assistance submitting the FULL APPLICATION into JustGrants:

833-872-5175

JustGrants.Support@usdoj.gov



OJP Response Center

Technical Assistance with Programmatic Requirements and to report a technical issue that prevented application submission, contact the OJP Response Center:

800-851-3420

grants@ncjrs.gov



Helping Crime Survivors Find Their Justice

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Watch: www.youtube.com/user/OJPOVC

Questions?



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