OVC All Anti-Trafficking Grantee Orientation

November 14, 2023
2:00–3:30 p.m. (eastern time)

Presented by:
The Office for Victims of Crime (OVC)

The material presented during today’s webinar session, along with the session recording, will be shared with attendees via email in the coming weeks. The session will be recorded and will begin shortly.

As with all technology, we may experience a momentary lapse in the session. If there is a problem, please be patient and contact Jameel.Evans@icf.com for technical assistance.
Today’s orientation webinar will be offered in both English and Spanish. To access the Spanish line, please click the Interpretation button at the bottom of your screen to select between the English and Spanish audio channels.

El seminario web de hoy se ofrecerá tanto en inglés como en español. Para acceder a la línea de traducción en español, haga clic en el botón de interpretación en la parte inferior de la pantalla para seleccionar entre los canales de audio de inglés o español.

Please note that the webinar recordings (English and Spanish), along with the PowerPoint slides and supporting resource links, will be circulated to grantees via email in the coming weeks.
Engagement Tools: What's the Difference

Chatbox
- Participants may use the chatbox to engage throughout today's webinar.
- *Please be sure to submit questions via the Zoom Q&A function.*

Mentimeter (Menti)
- Menti will be utilized throughout the session and can be accessed using the Menti link placed in the chat at that time, via phone using the QR code located on that slide, or by going directly to menti.com and entering the code.

Q&A
- Submit: To submit a question for panelist response during Q&A, please click the 'Q&A' button at the bottom of your Zoom screen and type in your question.
- Upvote: If you see that another attendee has submitted the same question you have, please click the thumbs up icon for that question to indicate interest.
Mentimeter Engagement

Please find the live session Mentimeter responses here
OVC Human Trafficking Division Staff

Brecht Donoghue
Director

Sara Gilmer
Deputy Director

Natalia Aguirre
Victim Justice Program Specialist

Aaron Bryant
Victim Justice Program Specialist

Cynthia Erich
Senior Policy Advisor

Tiffany Graham
Victim Justice Program Specialist

Darian Hanrahan
Victim Justice Program Specialist

Alissa Huntoon
Senior Policy Advisor

Nyeri Richards
Victim Justice Program Specialist

Olga Santiago
Victim Justice Program Specialist

Lindsay Waldrop
Senior Advisor

Kristin Weschler
Victim Justice Program Specialist
Objectives

- To understand OVC’s goals, requirements, and expectations for your award.
- To know how to locate, understand and navigate DOJ systems.
- To know specific elements of the OVC grant award and helpful resources and support available.
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.
About OVC’s Human Trafficking Programs

• Oversees the largest amount of federal funding for anti-trafficking programs in the United States.

• Manages over 465 OVC HT awards, covering almost every state and territory.

• The majority of OVC HT funds support direct services to victims, as well as multidisciplinary teams, statewide responses to child and youth trafficking, and training and technical assistance.

Award Programs

- Anti-Trafficking Housing Assistance
- Enhanced Collaborative Model Task Force to Combat Human Trafficking
- Enhancing Juvenile and Family Court Responses to Human Trafficking
- Field-Generated Innovations in Assistance to Victims of Human Trafficking
- Human Trafficking Fellowship
- Improving Outcomes for Child and Youth Victims of Human Trafficking
- Increasing Legal Access to Victims of Crime Program
- Integrated Services for Minor Victims of Human Trafficking
- Preventing Trafficking of Girls
- Project Beacon: Increasing Access to Services for Urban American Indian and Alaska Native Victims of Human Trafficking
- Services for Minor Victims of Labor Trafficking
- Services for Victims of Human Trafficking
- Training and Technical Assistance Providers
Tip for Success

• Understanding your solicitation is a key to your success!
• Please open your solicitation.
Find Your Mandatory Requirements

- OVC FY 2023 Anti-Trafficking Housing Assistance Program (Services and Training and Technical Assistance): [https://ovc.ojp.gov/funding/opportunities/o-ovc-2023-171705](https://ovc.ojp.gov/funding/opportunities/o-ovc-2023-171705)
- OVC FY 2023 Enhanced Collaborative Model (ECM) Task Force to Combat Human Trafficking: [https://ovc.ojp.gov/funding/opportunities/o-ovc-2023-171656](https://ovc.ojp.gov/funding/opportunities/o-ovc-2023-171656)
- OVC FY 2023 Improving Outcomes for Child and Youth Victims of Human Trafficking: [https://ovc.ojp.gov/funding/opportunities/o-ovc-2023-171585](https://ovc.ojp.gov/funding/opportunities/o-ovc-2023-171585)
- OVC FY 2023 Preventing Trafficking of Girls Program Sites and Training and Technical Assistance: [https://ovc.ojp.gov/funding/opportunities/o-ovc-2023-171685](https://ovc.ojp.gov/funding/opportunities/o-ovc-2023-171685)
- OVC FY 2023 Services for Victims of Human Trafficking: [https://ovc.ojp.gov/funding/opportunities/o-ovc-2023-171660](https://ovc.ojp.gov/funding/opportunities/o-ovc-2023-171660)
- OVC FY 2023 Integrated Services for Minor Victims of Human Trafficking: [https://ovc.ojp.gov/funding/opportunities/o-ovc-2023-171716](https://ovc.ojp.gov/funding/opportunities/o-ovc-2023-171716)
- OVC FY 2023 Human Trafficking Fellowship Program: [https://ovc.ojp.gov/funding/opportunities/o-ovc-2023-171671](https://ovc.ojp.gov/funding/opportunities/o-ovc-2023-171671)
Let's Find Your Mandatory Requirements

OVC FY 2023 Anti-Trafficking Housing Assistance Program (Services and Training and Technical Assistance)
Please Login to JustGrants

NOTICE TO USERS

You are accessing a U.S. Government information system, which includes: (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, and civil and criminal penalties.

By logging in to this information system you are acknowledging that you understand and consent to the following:

- You have no reasonable expectation of privacy regarding any communications transmitted through or data stored on this information system. At any time, the government may monitor, intercept, search and/or seize data transiting or stored on this information system.

- Any communications transmitted through or data stored on this information system may be disclosed or used for any U.S. Government-authorized purpose.

For further information see the Department order on Use and Monitoring of Department Computers and Computer Systems.
Role of OVC Grant Manager

- Monitors grantee compliance with programmatic, administrative, and physical requirements of relevant statutes, regulations, policy guidelines, and with grantee-stated objectives and implementation plan.
- Performs desk reviews, in-depth remote programmatic monitoring, and/or site visits.
- Approves performance reports and any modifications to awards.
- Must approve any changes to scope of work or use of grant funds for activities that were not included in your original budget or project narrative.
Mentimeter Engagement

Please find the live session Mentimeter responses here
Grantees are expected to:

• Understand the solicitation and specific award conditions and requirements for their award.
• Be familiar with their project’s goals, objectives, activities, and application materials.
• Work with their Grant Manager to successfully administer the grant award.
• Know how to navigate the different DOJ systems and locate existing supporting resources, guidance, and supports.
Grantee Expectations for OVC

Your OVC Grant Manager will:

• Help your organization successfully navigate the onboarding process.
• Answer administrative and programmatic questions and concerns.
• Address questions you may have about award conditions.
• Review all Grant Award Modifications (GAMs) in JustGrants, address any concerns, and move forward for final OVC approval.
• Work with you to ensure programmatic and/or financial changes are appropriately documented.
• Work with your TTA provider to ensure you are receiving requested training and technical assistance.
• Inform you of OVC events and online resources to support your programmatic requirements.
• Consult with your team on any programmatic changes, such as change of scope, key personnel changes, etc.
• Refer you to helpful training, resources, guidance, and websites.
OVC recently released the **OVC Human Trafficking Program FAQs**. These include frequently asked financial, administrative, and programmatic questions and responses about the OVC human trafficking awards. All grantees are strongly encouraged to review and consult these regularly.

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**OVC Human Trafficking Program FAQs**

Grantees are expected to be familiar with:
- the program requirements detailed in the fiscal year solicitation under which the award was made, and
- the terms and conditions contained in their award documents.

**Simply stated: when in doubt, refer to the solicitation and your award documents.**

The solicitation may outline specific allowable and unallowable costs and activities, and the award conditions detailed in the award documents will provide further guidance about programmatic requirements.

Grantees should read the solicitation and review the award conditions in [JustGrants](https://www.justgrants.gov) before consulting their OVC grant manager.

Below are some frequently asked questions and responses about the OVC human trafficking awards.

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**What administrative and financial training is required by OVC?**

The assigned Grant Award Administrator and all Financial Managers for grant awards must have successfully completed the [OJP Grants Financial Management and Grant Administration Training](https://www.justgrants.gov) by 120 days after the grantee's acceptance date of the award. Successful completion of such a training within the last three years, will satisfy this condition. In the event that either the Grant Award Administrator or Financial Manager changes during the award project period, the new staff member must have successfully completed an OJP Grants Financial Management and Grant Administration Training by 120 calendar days after the user information has been changed in JustGrants.

Grantees should anticipate that OJP will immediately withhold award funds, if the grantee fails to comply with this condition. Failure to comply also may lead OJP to impose additional appropriate conditions on the grant award.

Grantees should note that this requirement is also included as an award condition.

---

**Are there any requirements related to mandated reporting?**

Yes. Grantees working with minors and vulnerable adults must have policies and procedures for reporting. Grantees must be aware of state laws that determine who must report concerns of abuse and neglect, definitions of abuse and neglect, and the process for making a report. Grant information about their mandated reporting requirements in the informed consent forms, in Is for the client. Grantees should train all staff and volunteers who will interact with minors and the program to ensure compliance with state mandated reporting requirements.
Understanding Role Assignments

**Grant Award Administrator (GAA)**
- GAAs serve as the primary POC for the grant award
- Responsible for Semi-Annual performance report and Grant Award Modification (GAM) submissions
- Should attend leadership/GAA specific trainings and TTA provider check-in’s as necessary
- Required to complete the DOJ Grants Financial Management Training
- Make sure your TTA provider has the appropriate contacts information so that new staff are receiving important information
- Responsible for sharing OVC communications with program staff

**Financial Manager**
- Financial Managers focus on training, reporting, timekeeping etc.
- Required to complete the DOJ Grants Financial Management Training
- Completes quarterly financial reporting
- Oversees timekeeping, invoicing, etc.

**Program Staff**
- Program/direct service staff should be ready for work – know what clients are eligible, what services, what does your grant say?
- Sign-up for your TTA provider listserv to receive important information surrounding HT TTA Provider trainings, support opportunities, etc.
## Entity Documents

This location stores Entity documents that may apply to all applications and awards (e.g., indirect cost agreements, financial capability questionnaires). Contact your Entity Administrator for questions about these documents.

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<tr>
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<th>End Date</th>
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## Entity Roles

### ICF INCORPORATED, L.L.C. Users

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<td>Details</td>
<td>MaryVail Ware</td>
<td><a href="mailto:maryvail.ware@icf.com">maryvail.ware@icf.com</a></td>
<td>AlternateGrantAwardAdministrator, GrantAwardAdministrator</td>
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<td>Details</td>
<td>Ashley Garrett</td>
<td><a href="mailto:ashley.garrett@icf.com">ashley.garrett@icf.com</a></td>
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<tr>
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<td>Aubrey Lloyd</td>
<td><a href="mailto:aubrey.lloyd@icf.com">aubrey.lloyd@icf.com</a></td>
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<td>Alana Henninger</td>
<td><a href="mailto:alana.henninger@icf.com">alana.henninger@icf.com</a></td>
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<tr>
<td>Details</td>
<td>Anna Thomas</td>
<td><a href="mailto:anna.thomas@icf.com">anna.thomas@icf.com</a></td>
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<td>Details</td>
<td>Eda Kothali</td>
<td><a href="mailto:eda.kothali@icf.com">eda.kothali@icf.com</a></td>
<td>FinancialManager</td>
</tr>
<tr>
<td>Details</td>
<td>Bernard Molepiske</td>
<td><a href="mailto:bernard.molepske@icf.com">bernard.molepske@icf.com</a></td>
<td>ApplicationSubmitter, AuthorizedRepresentative, GrantAwardAdministrator</td>
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<td>Details</td>
<td>Erin Gomez</td>
<td><a href="mailto:erin.gomez@icf.com">erin.gomez@icf.com</a></td>
<td>ApplicationSubmitter, GrantAwardAdministrator</td>
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<td>Details</td>
<td>Samantha Lowry</td>
<td><a href="mailto:samantha.lowry@icf.com">samantha.lowry@icf.com</a></td>
<td>AlternateGrantAwardAdministrator, FinancialManager, GrantAwardAdministrator</td>
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Active Awards Screen
## Award Conditions

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<td>2</td>
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<tr>
<td>3</td>
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<td>Notify Grant Manager by email when training has been completed.</td>
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</tr>
<tr>
<td>4</td>
<td>Safe policy No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Effect of No</td>
<td>No</td>
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<tr>
<td>11</td>
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</tbody>
</table>
Award Conditions

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.

Compliance with general appropriations-law restrictions on the use of federal funds (FY 2022)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2022, are set out at https://www.opi.gov/funding/EZDeployFY22AppropriationsRestrictions.htm, and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this FY 2022 award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 28, 2014. If this FY 2022 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date), and regardless of whether derived from the initial award or a supplemental award that is obligated on or after the acceptance date of this FY 2022 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrantees"), see the OJP website at https://opj.gov/funding/Part200UniformRequirements.htm.

Record retention and access: Records pertaining to the award that the recipient (and any subrecipient ("subgrantee") at any tier) must retain – typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies – and to which the recipient (and any subrecipient ("subgrantee") at any tier) must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.334.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.

Requirement to report actual or imminent breach of personally identifiable information (PII)

The recipient (and any "subrecipient" at any tier) must have written procedures in place to respond in the event of an actual or imminent "breach" (44 U.S.C. § 3520, et seq.) of Personally Identifiable Information ("PII") that is collected, used, or disclosed in connection with the award. For purposes of this award, PII includes personal identifiers such as names, SSNs, or other unique identifiers that can be used to contact an individual or to identify an individual.

The recipient should immediately notify OJP (via email to PII.Breach@DOJ.GOV) and the Department of Justice, Office of the Inspector General (via email to OIG.Breach@DOJ.GOV) of any breach of PII that is not addressable internally.
Performance Reports

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Performance Reports
Deliverables
Federal Financial Reports (FFR)
JustGrants Training and Resources (justicegrants.usdoj.gov)

**LOGIN**

*JustGrants Login*
Select the access graphic above to log in to the Justice Grants System (JustGrants).

**TRAINING**

*Training*
Learn to navigate JustGrants effectively and complete various essential grants management tasks.

**FREQUENTLY ASKED QUESTIONS**

**USER SUPPORT**
As a supplement to the self-guided training materials, the JusticeGrants team offers additional opportunities through Virtual Q&A sessions for award recipients to receive real-time technical assistance and support on JusticeGrants system functionality.

- Visit the Virtual Q&A Sessions page for more information.

Please contact the JusticeGrants Training team with any questions about the training content.

If you have trouble accessing the trainings, or you need technical assistance with your JusticeGrants account, please contact JusticeGrants User Support.

Training: Virtual Q&A Sessions

Register for Upcoming Virtual Q&A and Training Sessions

The JusticeGrants team facilitates weekly sessions providing an opportunity for users to receive topic-specific training, direct technical assistance and support on JusticeGrants system functionality.

The JusticeGrants team hosts four sessions:
- Post-Award Management Virtual Q&A
- Entity Management Virtual Q&A
- Application Mechanics: Submitting an Application Training
- Award Acceptance Virtual Q&A
Additional Resources

Resources

Select the tiles below to access DOJ funding resources, information about the Automated Standard Application for Payments (ASAP) system, Grants.gov or System for Award Management.

- Funding Resources
- ASAP Resources
- Grants.gov
- SAM.gov Resources
Human Trafficking

Overview

Human trafficking, also known as trafficking in persons, is a crime that involves the exploitation of a person for the purpose of compelled sex or labor.

There is no single profile of a trafficking victim.

Victims of human trafficking can be anyone—regardless of race, color, national origin, disability, religion, age, gender, sexual orientation, gender identity, socioeconomic status, education level, or citizenship status.
OVC Human Trafficking Program FAQs

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OVC Human Trafficking – New Grantees Performance Reporting Training: [https://ovc.ojp.gov/media/video/20926](https://ovc.ojp.gov/media/video/20926)

OVC Human Trafficking – Writing a Comprehensive Semiannual Report: [https://ovc.ojp.gov/media/video/20871](https://ovc.ojp.gov/media/video/20871)
DOJ Financial Guide

Welcome to the DOJ Grants Financial Guide

Foreword

We hope you find this guide useful and informative. If you have any questions or comments, please contact your appropriate DOJ Funding Source.

TOP 10 TOPICS
1. Financial Management Systems
2. Allowable Costs
3. Unallowable Costs
4. Subrecipient Financials
5. Authority by Approved Budget Categories
6. Audit Requirements
7. Conference Costs
8. Adjustments to Awards
9. Sponsoring Agreements
10. Approvals by Approved Budget Categories
Now Let’s Practice

Scenario One:
• You need to find a list of your award conditions. Where would you go to find this information?

Scenario Two:
• You need more information on allowable/unallowable costs. Where would you go to find this information?

Use the chat to tell us your answers
Q&A
Mentimeter Engagement

Please find the live session Mentimeter responses here.
Helpful Links

OCFO
Email: ask.ocfo@usdoj.gov
Websites:
https://www.ojp.gov/funding/financialguidedoj/overview
https://www.ojp.gov/about/offices/office-chief-financial-officer-ocfo
https://www.ojp.gov/training/financial-management-training

JustGrants
Email: justgrants.support@usdoj.gov
Website:
https://www.justicegrants.usdoj.gov

ASAP
Email: ask.ocfo@usdoj.gov
Website:
https://www.fiscal.treasury.gov/asap/

Performance Measures
Email: ovcpmt@usdoj.gov
Website:
https://www.ovc.ojp.gov/funding/performance-measures/human-trafficking
https://www.ojc.gov/media/video/20926

OCFO
JustGrants
ASAP
Performance Measures
OVC's new Financial Management Resource Center (OVC FMRC) offers:

• Culturally humble, trauma-informed grants financial management training and technical assistance.

• Support to grantees with effective financial implementation, management, and reporting of their awards.

• Plain language, easy to use tools and resources to help grantees manage their awards.
OVC-funded Human Trafficking TTA Providers Offer:

- Training and Technical Assistance for OVC grantees
- Best practice considerations for grantee organizations
- Expertise on topics
Like puzzle pieces, OVC’s TTA Providers work together to support OVC Human Trafficking Grantees via unique TTA specializations and expertise.
Human Trafficking

Training and Technical Assistance

Through its cadre of training and technical assistance (TTA) providers, OVC provides practitioner-driven, evidence-based TTA that is responsive to the particular needs of victim service providers and system stakeholders, their communities, and the victims they serve. These providers strengthen the victim assistance responses to human trafficking, support multidisciplinary task forces and cross-sector collaboration, and build stakeholder capacity and leadership in identifying human trafficking victims and connecting them to services.

Locate upcoming training opportunities from OVC’s human training and technical assistance providers and other stakeholders by conducting a search of OVC’s events page.

Specialized Human Trafficking Training and Technical Assistance Providers

<table>
<thead>
<tr>
<th>Provider/Project</th>
<th>Project Description</th>
<th>Focus</th>
<th>Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allaytas - Maximizing Justice Minimizing Harm: The Prosecutor’s Role in Achieving Parent-Derived Justice</td>
<td>Allaytas will develop and promote survivor-centered and trauma-informed practices and enhanced human trafficking case prosecutions, by delivering experience-based, data-driven TTA to prosecutors.</td>
<td>Prosecution; Labor Trafficking; Sex Trafficking</td>
<td>Law Enforcement; Prosecutors</td>
</tr>
<tr>
<td>Coalition to Abolish Slavery and Trafficking: Comprehensive Legal Training and Technical Assistance</td>
<td>The Coalition to Abolish Slavery and Trafficking builds the capacity of legal and social service providers to deliver services to human trafficking victims and increase victims’ access to the full spectrum of legal remedies available to them to increase their safety, financial well-being, independence and self-sufficiency through access to trained legal service providers. Reparative and virtual TTA is available to improve the quality and quantity of legal services and pro bono attorneys across the United States; and improve social service provider capacity to identify the legal service needs of human trafficking victims, provide reliable referrals, and work effectively with legal service</td>
<td>Legal Services; Victim Services; Labor Trafficking; Sex Trafficking</td>
<td>Legal Providers; Social Services Providers</td>
</tr>
</tbody>
</table>
Upcoming Correspondence

• **From OVC and Program Leads:** information about upcoming cross-cutting onboarding trainings and resources

• **From OVC Grant Managers:** questions related to budget and program revisions

• **New Grantee TTA Provider Orientations**
  • **ECM Grantees**
    Meet Project Roadmap: November 30 (part 1) & December 14 (part 2)
  • **Housing Grantees**
    Meet Freedom Network USA: January 31, 2024
  • **Improving Outcomes Grantees:**
    Meet RTI: December 11, 2023
  • **Preventing Trafficking of Girls Grantees**
    Meet Youth Collaboratory: *TBD*
  • **Victim Services Grantees**
    Meet OVC HTC: December 5, 2023
Thank you!