

OVC Fiscal Year 2020 Services for Minor Victims of Labor Trafficking

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Presenter



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Agenda



- OVC Mission
- Purpose
- Eligibility
- Goals and Objectives
- Award Information - Grant Agreement
- Critical Application Elements
- How To Apply
- Q & A



Note: Have a copy of the solicitation available to follow along.



This program furthers the Department's mission by enhancing the field's response to victims of human trafficking.

OVC Mission Statement

(Pg. 4)



OVC is committed to enhancing the Nation's capacity to assist crime victims and to providing leadership in changing policies and practices to promote justice and healing for all victims of crime.

Overview

(Pg. 4)



This program is designed to enhance the quality and quantity of services available to assist minor victims of labor trafficking, as defined by the Trafficking Victims Protection Act of 2000 (TVPA), as amended, by providing high-quality services that are developmentally appropriate and tailored for the individual needs of young trafficking victims.

Scope of this program

(Pg. 4)



- **severe form of trafficking in persons**—defined on p. 4
- **minor victims of labor trafficking**—defined on p. 4

Purpose

(Pg. 4)



The purpose of this program is to develop, expand, or strengthen victim service programs for minor victims of labor trafficking, whose victimization occurred when they were 18 years of age or younger.

Unallowable Costs (Pg. 5)



The following activities cannot be supported with grant funds:

Holding Beds

- Grantees may not “hold beds” in a housing facility by charging their cost to the grant and keeping them empty until a victim needs the bed when other victims need access to the beds, as this would be considered an unallowable contingency payment (see CFR 200.433 (c)).

Stipends/Incentives to Participate in Services

- Neither cash nor non-cash stipends or incentives may be paid to victims to encourage their participants in services.
 - Nominal cash or non-cash (e.g., taxi or ride share vouchers, public transportation tickets or tokens; money to pay for child care or gift cards for meals that are necessary when participants receive services) are allowable.

Primary Prevention Activities

- Per 22 U.S.C. § 7105(b)(2), the purpose of this funding is to support victim service programs: therefore, applicants should not propose primary prevention activities under this program.

Mandatory Program Requirements (Pg. 5)



Applicants that receive funding under this program will be required to:

1. Submit the policies, procedures, and rules governing the provision of services for review and approval (post-award).
2. Ensure their policies and procedures follow applicable federal and state laws protecting the civil rights of program participants and staff (post-award).
3. Ensure that any staff, partner staff, or service providers working with trafficking victims are adequately licensed and trained to work with such victims, including by accessing OVC-supported training and technical assistance.
4. Send the project coordinator or program director and one other key staff member to an in-person OVC grantee orientation and have relevant staff participate in OVC-sponsored training and technical assistance.

Goal

(Pg. 6)



The primary goal of this program is to develop, expand, or strengthen victim service programs for minor victims of labor trafficking, including programs that provide trauma-informed and developmentally appropriate services.

Objectives

(Pg. 6)



The objective in providing these services is to achieve increased safety, self-sufficiency, and well-being for victims of human trafficking. Objectives include:

1. Provision of services to meet the individualized needs of minor victims of labor trafficking;
2. Collaboration with, and training for, local partners (e.g., service providers, criminal justice professionals, members of the judiciary, community- and faith-based organizations) to ensure minor victims of labor trafficking are properly identified and referred for appropriate services;
3. Assistance or referrals to other essential services for minor victims of labor trafficking; and
4. Data collection and participation in evaluation activities to determine if the program is meeting stated goals and objectives.



The deliverable to be provided is services, measured quarterly by service-hour or units delivered, type of service, number of new and continuing victims served, and other key data points.

Service delivery is reported through OVC's online Trafficking Information Management System (TIMS) located at <https://tims.ovcttac.gov/>. See Appendix B for TIMS service provision categories.

Federal Award Information

(Pg. 7)



Maximum number of awards OVC expects to make:	3
Estimated maximum dollar amount for each award:	\$666,667
Total amount anticipated to be awarded under solicitation:	up to \$2 million
Period of Performance start date:	October 1, 2020
Period of Performance duration:	36 months

Federal Award Information (cont.) (Pg. 7)



Applicants should note that if funding is awarded the grantee may not obligate, expend or draw down funds until the Office of the Chief Financial Officer (OCFO) has approved the budget and budget narrative and a Grant Adjustment Notice (GAN) has been issued to remove this special condition from the grant award.

OVC may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and progress of award-funded work, when making continuation award decisions.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

Type of Award

(Pg. 7)



Awards will be made as **Grants**:

- 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.

Part 200 Uniform Requirements (Pg. 8)



Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must comply with standards for financial and program management. See [OJP Grant Application Resource Guide](#) for additional information.

Applicants may also review DOJ Grants Financial Guide at <https://ojp.gov/financialguide/DOJ/index.htm>.

Civil Rights Requirements



- Federal laws prohibit recipients of TVPA funding from discriminating in the delivery of services on the basis of age, race, color, national origin, religion, or disability.
- Recipients are also obligated to provide meaningful access to their programs and activities for persons with limited English proficiency.
- Recipients may not discriminate on the basis of sex in education or training programs.



Civil Rights Requirements (cont.)

- If you receive VOCA, VAWA, FVPSA or HUD funding, you may have further requirements preventing you from discriminating or excluding individuals from participation in your housing or other programming based on sex, sexual orientation, or gender identity. Consult your legal counsel on how that may impact your housing programming.
- To learn more, consult the [Office for Civil Rights at the Office of Justice Programs](#).

Cost Sharing or Matching Requirement (Pg. 8)



Pursuant to 22 U.S.C. § 7105(b)(2), this solicitation requires a 25 percent **cash or in-kind match**.

See [OJP Grant Application Resource Guide](#) for additional information on this match requirement.

Eligibility

(Pg. 1)



The following entities are eligible to apply:

1. States and territories
2. Units of local government,
3. Indian tribes
4. Nonprofit, nongovernmental victims' service organizations with the capacity to serve human trafficking victims (defined as an organization that is described in section 501(c)(3) of Title 26 and is exempt from taxation under 501(a) of such title).

Eligibility (cont.)

(Pg. 1)



- All recipients and subrecipients must forgo any profit or management fee.
- Nonprofit organizations that hold money in offshore accounts for the purpose of avoiding paying the tax described in 26 U.S.C. § 511(a) are not eligible to apply.
- OVC may make more than one award to a single organization if proposed projects are in distinct geographic areas. OVC will consider applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (“subgrantees”). The applicant must be the entity that would have primary responsibility for carrying out the award, including administering the funding and managing the entire program. For additional information on subawards, see the [OJP Grant Application Resource Guide](#).



11:59 p.m. ET
May 18, 2020

OJP urges applicants to submit applications **at least 72 hours prior** to the application due date.

Applications **MUST** Include (Pgs. 8-12; 14)



The following application elements **must be included** in the application submission to meet basic minimum requirements to advance to peer review and receive consideration for funding:

- **Project Narrative***
 - **Statement of the Problem** (20% of the application score)
 - **Project Design and Implementation** (30% of the application score)
 - **Capabilities and Competencies** (25% of the application score)
 - **Plan for Collecting Performance Measurement Data** (5% of the application score)
- **Budget Detail Worksheet and Narrative*** (10% of the application score)
 - complete, cost effective, allowable (e.g., reasonable, allocable, necessary for project)
- **Letters of Intent, and MOUs from law enforcement & project partners** (10% of the application score)

If you do not submit documents noted with an asterisk (*), the application will not be considered for funding.

Applications also **MUST** Include (Pgs. 19-20)



- SF-424 – see [OJP Grant Application Resource Guide](#)
- Project Abstract – Pg. 9
- Indirect Cost Rate Agreement (if applicable) – see [OJP Grant Application Resource Guide](#)
- Financial Management Questionnaire – see [OJP Grant Application Resource Guide](#)
- SF-LLL – see [OJP Grant Application Resource Guide](#)
- Disclosure of Pending Applications – see [OJP Grant Application Resource Guide](#)
- Disclosure and Justification – DOJ High Risk Grantees – see [OJP Grant Application Resource Guide](#)
- Tribal Authorizing Resolution (if applicable) – see [OJP Grant Application Resource Guide](#)
- Disclosure of Process Related to Executive Compensation – see [OJP Grant Application Resource Guide](#)
- Request and Justification for Employee Compensation; Waiver (if applicable) – see [OJP Grant Application Resource Guide](#)
- Service Partner MOUs, Letters of Intent, and Subcontracts/Subgrants – Pg. 13
- Position Descriptions and Resumes – Pg. 13
- Training Plan – Pg. 13
- Letters of Support from Law Enforcement and/or Prosecutorial Agencies – Pg. 13



FY 2019 Coordinated Tribal Assistance Solicitation Program 2019-10856-AL-1A

Application Switch to ...

Review SF-424 Print a Copy

Application Handbook

- Purpose Areas
- Overview
- Applicant Information
- Purpose Area Details
- Budget and Program Attachments
- Assurances and Certifications
- Review SF-424
- Submit Application
- Required CTAS Application Attachments

Instructions: You can use this page to review the completed SF-424 for each purpose area by selecting the purpose area from the drop-down menu. Project Title, Project Description, Congressional Districts or Budget, you will need to return to the purpose area details page.

Purpose Area: 07-Tribal Victim Services Set-Aside Program (OVC)

APPLICATION FOR FEDERAL ASSISTANCE	
1. TYPE OF SUBMISSION Application Construction	2. DATE SUBMITTED
	3. DATE RECEIVED BY STATE
	4. DATE RECEIVED BY FEDERAL AGENCY
5. APPLICANT INFORMATION	
Legal Name OJP OCIO Testing	Organizational Unit Testing Inc.
Address 123 Test Street Test, AL 12333-1233	
6. EMPLOYER IDENTIFICATION NUMBER (EIN) 12-4322222	7. TYPE OF APPLICANT State
8. TYPE OF APPLICATION New	9. NAME OF FEDERAL AGENCY Office for Victims of Crime
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 16,841 CFDA TITLE: Tribal Victim Services Set-Aside Program	11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT Testing via automation.
12. AREAS AFFECTED BY PROJECT Testing via automation	
13. PROPOSED PROJECT Start Date: 10/01/2019 End Date: 09/30/2022	14. CONGRESSIONAL DISTRICTS OF a. Applicant

[Home](#)
[Off](#)

Double Check the SF-424

- Type of Application: **“New”**
- Legal Name: **Enter the same legal name you use in all OJP award documents. Must be exactly the same.**
- Start/End Dates: **10/01/20 – not more than 09/30/23**
- Estimated Funding: **Must match the federal request in the Detailed Budget Worksheet**
- Project Description: **FY 20 Services for Minor Victims of Labor Trafficking**

Program Narrative Format

(Pg. 9)



- Double-spaced
- 12-point Times New Roman font
- 1-inch margins
- Not exceed 15 pages
- Pages should be numbered

If the Program Narrative fails to comply with these length-related restrictions, OVC may negatively consider such noncompliance in peer review and in final award decisions.

Statement of the Problem

(Pg. 9)



1. Identify the nature and scope of the problem that the program will address.
 - targeted geographic area
 - cite the source(s) of this data
2. Describe previous or current attempts to address the problem, including documentation of the number of labor trafficking victims served each year during 2018 and 2019 within the targeted geographic area.
 - targeted geographic area
 - types of victims they have served (sex or labor trafficking victims)
 - cite the source(s) of this data
3. Describe the communities to be served, including the geographic area, populations in the service area, and any groups that are vulnerable to labor trafficking.
4. Describe current efforts to address the service needs of trafficking victims in the geographic area, including programs funded through OVC, the Department of Health and Human Services (HHS), the Office on Violence Against Women, or with Victims of Crime Act (VOCA) state victim assistance funds. Explain how the proposed project is not duplicative and targets identified gaps.



1. Clearly state the **goals and objectives** of this project.
2. Provide a **detailed description of the proposed activities** necessary to implement this project and meet the stated goals and objectives.
3. Identify specific **services that will be provided** with grant funds (see Appendix B) and describe how and where the services will be provided.
4. **Link project activities** to the requirements of this solicitation and **justify the logic** of the proposed approach.
5. **List project partners**, as appropriate, to make the project activities effective and sustainable.
6. Describe how the applicant plans to **ensure project activities are trauma-informed** and **protect the safety and confidentiality needs of victims**.
7. Describe how the applicant will meet the **individualized service needs of victims** and support victim-informed decision-making within the delivery of services.

Capabilities and Competencies (Pg. 10)



1. Demonstrate the **institutional experience and expertise** (or have submitted formal agreements with partners with experience and expertise with the application) to effectively implement the requirements of this solicitation.
2. Demonstrate a **history of providing services** on behalf of children and youth and a capacity to address the legal needs of minors, such as parental consent and housing.
3. Identify the **key individuals and organizations** involved in the proposed project.
4. Demonstrate that the individuals and organizations identified have the **capacity to address the stated need**, including the expertise necessary to provide services to labor trafficking victims, and can successfully implement the proposed project activities.
5. Describe **specific roles and responsibilities** of all project partners and key staff.

Capabilities and Competencies (cont.) (Pg. 10)



6. Demonstrate that **project staff have appropriate training and experience** to implement project activities as described in the proposal, and document plans and position descriptions for staff to be hired. Organizational screening policies and procedures for staff working directly with minors should be detailed.
7. Demonstrate the **capacity and expertise of the lead applicant** and all project partners to serve minor victims of labor trafficking.
8. Clearly describe **who will implement activities** as described in the Project Design and Implementation section.
9. 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.

Data Collection

(Pg. 11)



1. Report key performance measures and required client data in OVC's online Trafficking Information Management System (TIMS) located at <https://tims.ovcttac.gov/>. Applicants should examine the key performance measures and required client data in Appendix A: Performance Measures Table and Appendix B: Service Categories in TIMS.
2. A description of the qualifications of the key staff who will be responsible for collecting data and a plan for using TIMS Online.

Application should demonstrate the applicant's understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data if funded.

Budget Information and Associated Documentation

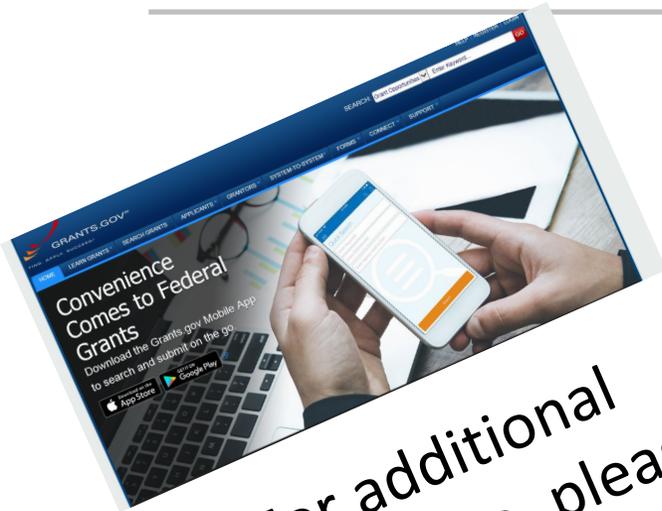


See the [OJP Grant Application Resource Guide](#) for information on the:

- [Budget Information and Associated Documentation](#) in the “Budget Preparation and Submission Information” section.
- Use the DOJ standard Budget Details Worksheet form; Excel version preferred.
- Budget detail and budget narrative combined in one document.
- 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 narrative should be mathematically sound and correspond with information in the Budget Detail Worksheet.
- Available at: <https://www.ojp.gov/funding/apply/forms/ojp-budget-detail-worksheet>



- Applicants **must register** in, and submit applications through, **Grants.gov**
- Submit application **at least 72 hours prior** to the application due date
- Call the Grants.gov Customer Support Hotline at 800–518–4726 or 606–545–5035 (24/7) for technical difficulties
- **Applications Are Due: May 18 by 11:59 p.m. ET**



For additional information, please review [OJP Grant Application Resource Guide](#)

All Applicants should complete the following steps:

1. Acquire a unique entity identifier (a Data Universal Numbering System (DUNS) number)
2. Register or maintain registration with the System for Award Management (SAM) database well in advance of applying (replaces CCR).
3. Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.
4. Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).
5. Search for the funding opportunity on Grants.gov
6. Select the correct Competition ID.
7. Access Funding Opportunity and Application Package from Grants.gov.
8. Submit a valid application consistent with the solicitation by following the directions at Grants.gov.

How to Apply (cont.)



As noted in the [OJP Grant Application Resource Guide](#).

IMPORTANT SAM.gov ALERT

- If you are a new entity registering in the System for Award Management (SAM) or an **existing entity that needs to update or renew your SAM registration**, you must submit an original, signed notarized letter appointing the authorized Entity Administrator within 60 days of the registration activation. **Notarized letters must be submitted via U.S. Postal Service Mail.**

Technical Problems/ Request for Late Submission



- The following conditions generally are insufficient to justify late submissions:
 - Failure to register in SAM or Grants.gov in sufficient time (SAM registration and renewal can take as long as 10 business days to complete. The information transfer from SAM to Grants.gov can take up to 48 hours.)
 - Failure to follow Grants.gov instructions on how to register and apply as posted on its website.
 - Failure to follow each instruction in the OJP solicitation.
 - Technical issues with the applicant's computer or information technology environment, such as issues with firewalls or browser incompatibility.

Review Process

(Pg. 14)



- Peer reviewers (internal, external, or a combination) will review the applications to ensure they meet basic minimum requirements, such as:
 - The application was submitted by an eligible type of applicant
 - The application requested funding within programmatic funding constraints (if applicable)
 - The application was responsive to the scope of the solicitation
- Before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant.

Federal Award Administration Information (Pg. 15)



See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

- Award notifications made by September 30, 2020 via email through GMS to the individuals listed in the application as the point of contact and the authorizing official.
- Detailed instructions on how to access and view the award documents, and steps to take in GMS to start the award acceptance process.
- Lots of legal requirements! Read carefully!

Also see:

[Administrative, National Policy, and Other Legal Requirements](#)

[Information Technology \(IT\) Security Clauses](#)

General Information About [Post-Federal Award Reporting Requirements](#)

Attachment Tips



OVC strongly recommends that applicants use descriptive names when labeling attachments.

Good Examples:



File Name: Budget Detail Worksheet

File Name: Letters of Support

Bad Examples:



File Name: Other Attachments

File Name: File 4

Adding Attachments

(Pg. 2)



- Grants.gov has two categories of files for attachments: "mandatory" and "optional."
 - OJP receives all files attached in both categories.
 - Do not embed "mandatory" attachments within another file.
- Pay attention to the alert on page 2 for details on how to add, view, and delete attachments.
- Also see the alert on Checking for Errors with attachments in the “Registration and Submission Steps (Grants.gov)” of the [OJP Grant Application Resource Guide](#).

Tips



- **There are lots of steps. START EARLY!!! DON'T WAIT UNTIL THE LAST MINUTE!!!**
 - Registrations (DUNS, SAM, Grants.gov)
 - Identify Partner(s)
 - Schedule planning meetings with proposed partner(s)
- Use the Budget Detail Worksheet template.
- Ask for the amount of funding needed.
- Call the Grants.gov Customer Support Hotline at 800–518–4726 or 606–545–5035 (24/7) for technical difficulties.



Remember.....

- This application is only the FIRST step of a very involved relationship with the federal government.
- There are lots of federal regulations associated with execution and management of a federal grant.
- You must be willing and able to abide by all these.
 - Serious consequences associated with not following the regulations.
- Ask for help! Read everything and ask others to read and discuss with you.
- Apply under the correct competition ID: **OVC-2020-18258**.
- **Applications Are Due: May 18 by 11:59 p.m. ET.**
- Submit application **at least 72 hours prior** to the due date.

Stay Connected to OVC



Subscribe to receive notices about OVC's programs and initiatives in one of two ways.

- **Text to Subscribe:** Text **OJP OVC [your email address]** to **468-311** to subscribe. *Message and data rates may apply.*
- **Online:** Visit https://puborder.ncjrs.gov/Listservs/subscribe_newsfromovc.asp and enter your email address.

Follow us on social media.

- **Facebook:** <https://www.facebook.com/OJPOVC>
- **Twitter:** <https://twitter.com/OJPOVC>
- **YouTube:** www.youtube.com/ojpovc

Solicitation Assistance and Support (Pg. 2)



National Criminal Justice Reference Service (NCJRS) Response Center

<https://www.ncjrs.gov>

- Provides programmatic and general assistance with solicitation requirements.
- Links to all current OJP funding opportunities
- Subscribe to receive email notifications of new opportunities
 - Sign up to receive the biweekly **JUSTINFO** newsletter and the weekly **Funding News From NCJRS** email.
 - Be sure to select “Grants/funding” as an area of interest in your NCJRS registration profile when you subscribe.
- **Phone:** 800–851–3420
- **Email:** grants@ncjrs.gov
- **Web chat:** <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>
- **TTY** at 301–240–6310 (hearing impaired only)
- **Hours of operation:** 10:00 a.m. to 6:00 p.m., eastern time, Monday through Friday.

Technical Application Assistance (Pg. 2)



Grants.gov

- Provides technical assistance with submitting an application
 - **Customer Support Hotline** – 800-518-4726 or 606-545-5035
 - The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.
 - **Email**
 - <https://www.grants.gov/web/grants/support.html>
 - support@grants.gov
- Provides information on available federal funding opportunities for various federal agencies.



Important Websites

- OVC's website: www.ovc.gov
- OJP Grant Application Resource Guide: <https://ojp.gov/funding/Apply/Resources/Grant-App-Resource-Guide.htm>
- DOJ Grants Financial Guide: <https://ojp.gov/financialguide/DOJ/index.htm>
- Budget Detail Worksheet: <https://ojp.gov/funding/Apply/Forms/BudgetDetailWorksheet.htm>
- OVC Training and Technical Assistance Center: www.ovcttac.gov
- Grants Management System: <https://grants.ojp.usdoj.gov/>
- Grants Payment Request System: <https://grants.ojp.usdoj.gov/gprs>
- Grant Performance Measurement Reporting: <https://ojp.gov/performance/>



Please submit questions during the presentation by using the Q&A box and selecting all presenters.