

[Transcript from the OVC Fiscal Year 2020 Services for Minor Victims of Labor Trafficking preapplication webinar, which was held April 3, 2020. The archived webinar can be found at: <https://www.ovc.gov/grants/webinars.html>.]

MARY JO GIOVACCHINI: Good afternoon, everybody, and welcome to today's webinar, OVC Fiscal Year 2020 Services for Minor Victims of Labor Trafficking, hosted by the Office for Victims of Crime. At this time, I am going to turn it over to today's presenter.

B. LINDSAY WALDROP: Hi, everyone. My name is Lindsay Waldrop. I'm a Victim Justice Program Specialist at the Office for Victims of Crime. My grant portfolio includes both grants that focus on youth who are victims of all crimes and all victims who are crimes of human trafficking. So this--to work on the Services for Victims of Minor Trafficking who are Labor Trafficking victims, or Minor Victims who are Labor Trafficking victims, is just a real honor. So I'm glad to be speaking with you today.

Today, I'm going to go over the general OVC Mission, the purpose of the solicitation, some of the programmatic details, as well as some of the step-by-step details needed to submit a grant application.

This solicitation is funded by the Office for Victims of Crime. We're one of six component offices within the Department of Justice's grantmaking arm, the Office of Justice Programs.

Our mission is really expansive. It's not specifically focused on human trafficking. We serve all victims of all crimes. Since our establishment in the 1980s, OVC has been 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.

So this program specifically, is to provide direct services to victims of--minor victims of labor trafficking that are comprehensive and developmentally appropriate.

If you are looking for the definitions that are used in terms of human trafficking, we use the Federal definition, as defined by the TVPA, and this can be found on page 4 of the solicitation. And minor victims of labor trafficking are also defined in this area of the solicitation as well.

And, again, the purpose of this program is to develop, expand, or strengthen victim service programs, specifically for minor victims of labor trafficking. So to begin to receive services, the victimization needed to occur when they were under 18. They can continue to receive services over the age of 18.

A few unallowable costs that are, sort of, highlighted in this solicitation on page 5 that may pertain to your program strategy as you're writing your application are the holding of beds are an unallowable cost. And details about that, again, are in the solicitation.

Stipends and incentives to participate in services are unallowable. You cannot give to your clients just cash or incentives to participate in services; however, you can do things like provide them lower barriers to access services. So you can provide them transportation or child care, etc., if you are--if this is something that is interesting or you're interested in putting into the budget of your program. Primary prevention activities are also not allowable. As the Office for Victims of Crime, our scope of work happens after the crime has occurred. So therefore, while we know that primary preventions are extremely important, they're just not an allowable activity under our funding stream. I think it's particularly important when you're talking about training and your outreach. Please make sure this is done with the scope and lens of training for the purposes of victim identification and service referral or program referrals, not for the purposes of prevention.

So those grantees that receive the funding under this program, will be required to submit the policies and procedures that they have in their organization regarding the provision of services. That they will, after the award, share with OVC the policies and procedures that they have written regarding Federal and state laws protecting the civil rights of program participants. They will share information about how they document that everyone who's working with any, sort of, victims--minor victims, in particular, are--have been screened and they are able to work with such victims. And how--please, the other note is in your budget. Please note, there is a requirement to send staff to a required training, and that is an annual, in-person training.

Looking at--the with that--the primary goal of this program is to focus on minor victims of labor trafficking. And that should include all victims of--minor victims of labor trafficking with a plan to, if you are primarily serving specifically female or male victims, a plan for referrals.

So, again, here it quickly details the objectives in the solicitation that you should be including in your grant application. You should be noting how you will meet the provision of services; how you collaborate with others to make those services available, should they not be something you provide in-house; how your referrals and--how your referrals will be documented; and how you will continue to collect data for the performance measures related to this program.

So your primary deliverable are the services that you provide to your clients. And again, that can be supported through OVC's online Trafficking Information Management System, which we have a team of TA providers who can help you make sure that you're properly documenting that.

So this year in the 2020 solicitation, OVC expects to make a maximum of three awards under this solicitation, with each award being around 600--a little less than \$700,000 [\$666.667]. The period of performance would be starting on October 1, 2020, and it would be for a 3-year period or a 36-month period. And there is the opportunity under the TVPA-funded awards for a no-cost extension, for one no-cost extension, should this be needed.

Here are a few just points to pull out and highlight from the solicitation. For the first one, I would note that while I just said the award date starts on October 1, 2020, if you're awarded, you should note in your planning that sometimes it does take a while for all of the budget information to be approved. And you cannot begin work once awarded until that budget has been approved, and sometimes that does take a little bit of time. Unfortunately, it can take a few months. So please be considerate of that when you're doing your task-time plan or when you're planning your award and just very much be aware that you cannot obligate, expend, or draw down funds until our budget office has approved the budget and the budget narrative and they have lifted the special conditions that withhold funds on the award.

The type of award--there are different types of--generally, they're called grants. But there are different types of awards. And sometimes they're cooperative agreements. This is a grant. And so that means you do need to continue--You need to have substantial recordkeeping and documentation of everything that is done through the OVC award. So it's very important that you are aware of the [financial guide](#) and the [OJP Grant Application and Resource Guide](#); however, there's not day-to-day involvement with OVC, your financial funder.

That being said, if you were to receive an award, please know that award recipients--and this goes on down to their subrecipients--must comply with standards for financial and program management. And there's a lot of them, as a Federal Department of Justice award. So please make yourself familiar with these before you apply, so that you're certain that your organization has the capacity to adhere to these special conditions and these standards before you receive an award.

And a reminder of your 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. We understand this program has a specific focus on minor victims of labor trafficking; however, you should be able to have a referral program in place, should a victim come to you with other needs.

Also, if you receive other Federal funding, just please be aware that they might have other requirements that supersede or also are important to consider when you're delivering your OVC award.

Per the TVPA, the solicitation requires a 25 percent cash or in-kind match. If you have questions about that, again, please see the [OJP Grant Application Resource Guide](#) or the [OJP \[DOJ\] Financial Guide](#). Both have information on that and should include examples of what's allowable and not allowable. The general rule of thumb is if it's allowable under the Federal budget, it would be allowable under the cash or in-kind match. If it's not allowable under the Federal award, then it's not allowable in your match.

So who's eligible to apply for these grants? This is quite an open solicitation, and, again, it's focused on direct services--those who are directly working with labor trafficking victims. So that would include states and territories, units of local government, Indian tribes, or nonprofit organizations.

All recipients and subrecipients must forgo any profit or management fee. There's a point about offshore accounts. And then just note, OVC could make multiple awards or have organizations working as both primaries and subgrantees, as long as it's very clear that these awards are distinct and nonduplicative.

So the Submission Deadline. That is due on May 18, 2020 at 11:59 p.m., Eastern Standard Time. It's--We really very much encourage you to submit your application at least 72 hours prior to the due date in case you have technical difficulties. It is very rare that technical difficulties is an allowable excuse to be beyond--behind the deadline.

And here is a list, which will be very important if you want to save this. And just know that these are the items that must be included in your application package, if it's to be reviewed by others. The first step in the process is to look at your application package, and if it's missing any of these things, it will not move forward for review. So please be aware of all of that, as well as the percentages because those are how your application is scored.

Here is another, I think, slide with a lot of helpful information. These are all of the additional documents that must go with your application in addition to sort of your basic narrative and budget. And it provides the link and where you can find the information. Things such as your [Indirect Cost \[Rate\] Agreement](#) or where to sort of--how to document that are all found on your [Disclosure of Pending Applications](#) can be found on this slide. And those are on the solicitation on pages 19-20.

Your SF-424, this is just, sort of, a shout out to say what an important document this is. And please double-check that this document matches a lot of the other information--or all of your information in your application! So please go through and make sure the type of application is "New," that your legal name matches the legal name on your other OJP awards, as well as your organization's address. Please make sure that the dates are correct, the funding matches what is in your Detailed Budget Worksheet. The total number in your Detailed Budget Worksheet should be matching what's totaled here in your SF-424. If any of this isn't--doesn't match up, it'll slow down the award process and ultimately your ability to access the funds, should you be awarded.

So, just a note about the Program Narrative format. It's just important to please comply with what the solicitation states. If you're out of compliance with any of these, it may be a reason to negatively review, if it's a tough competition.

The Statement of the Problem--please talk about specific nature and scope of the problem within your program area. Please talk about your current and previous attempts to address the problem of labor trafficking of minors and please look back at the past 2

years. Describe the communities that you plan to serve under this program, detailing the geographic area, the populations in that service area, and the groups in your community that are vulnerable to labor trafficking. And then please demonstrate that you have an understanding of the other efforts and service needs and funding that are going into that geographic area.

In your Project Design and Implementation, please clearly state your goals and objectives and how you plan to meet the goals and objectives through the funding provided through this award. And then, clearly list the services that will be provided. And if you see Appendix B, there's a sample of, sort of, our OVC language of the suite of services avail--you know, that folks often provide. Please clearly identify your project activities through the award and project partners. And then also, again, we're working with minors and youth, so please ensure that project activities are trauma-informed and how you protect the safety and confidentiality needs of victims. And just detail, sort of, your specific, individualized service plans and how you work with minors in need of trauma-informed decisionmaking.

In your application, under the Capabilities and Competencies section, which are detailed on page 10 of the solicitation, please just demonstrate your institutional expertise, experience and expertise. And, again, this doesn't need to be specific to trafficking. It can also be about working with minors. Demonstrate your history of providing services. Again, both on behalf of children and youth, and/or with those who have been trafficked. Note everyone that you're working with, sort of, formally or informally, on the project and what that relationship looks like. And, again, the specific roles, responsibilities and--of all of those that will be supported through the award.

We want to know that project staff, when you're in this section, please detail that they have the appropriate training and experience to implement the program and that they've been screened properly to work with minors of crime. We want to know that there is expertise of the lead applicant to, again, to serve this population. And we want to know who is implementing each of the activities. So not just that we will be doing this or that service, but who is actually responsible for it--the implementation of each of the services.

OVC has a database that we ask our grantees to use, an OMB approved database. So we ask our grantees to use called TIMS, the Trafficking Information Management System. And it's been tailored for direct services to victims of trafficking. So that will really be an assistance in dealing your--in reporting your required grant performance measurements. And so we have a training and technical assistance team, who can very much help you, if awarded, in managing this system.

And so here is a slide on the different budget information that we ask that you include in your application programs. I think the key--a few key takeaways, again, are to use the DOJ standard [Budget Details Worksheet](#) form. And there's information on the slide--there's information on the slide on where to access it. Also, that your budget should include adequate funding to fully implement the project, broken out by year, reflecting

the full 36-month period. So what you're--the total numbers that you're looking at are for your 3-year period. And while you break that down in your budget Excel, your total should be asking for the full 36-month total of your award.

So, now this is just a few basics on how to actually apply. First, you must register in Grants.gov. And here's another one where we ask that you please just do this sooner than later. You need to have your applications in at least 72 hours prior, or you need to register, so that way they can make sure all the technical things that need to happen are done and you're good to go. And, again, another reminder that the applications are due by May 18th, 11:59 p.m., Eastern Time.

And here is sort of a step-by-step helpful slide, and some of the information is available on page 13 of your solicitation about how to set up your application--or how to apply in Grants.gov.

If you have--are new registrants or you're new to this process and you haven't yet set up an account in the System for Award Management, or SAM, please make sure you do that ASAP, as soon as possible, really, because you need notarized letters. There's 60 days of registration. It takes a little while, so this is an important first step, if it's not already done for your organization.

And here's just a good list that shows how very rare--these are not normally reasons to--occasionally, they will--OVC leadership will allow for late submissions. But it is very rare and technical difficulties are really never an issue unless your entire city is having a power outage or something of that nature. So justifications for late submission need to be very strong. So, again, we encourage you to get your applications in at least 72 hours beforehand.

So once you get your application into GMS, just a little bit of details about the review process. Peer reviewers--or, first--peer reviewers--We make sure that each application meets the basic minimum requirements. And, as I was saying, those are the few--what an application must point that I mentioned earlier. They're going to make sure that you're eligible, that you're one of the eligible applicants, also as I detailed earlier. After that, information will go to an external peer review, and they will, sort of, look at the award and provide their recommendations to OVC leadership.

So OVC award notifications are made by September 30, 2020, via email through GMS. So I would--that is as late as you would find out if you were awarded, and I would be on the lookout for that. And, again, as a tip, and I think this comes up a couple times in these slides, is there's a lot of just legal requirements to accepting these awards. So it's just important that you're aware of all of them and the organization is ready to take on that administrative--the capacity.

A few attachment tips just in terms of labeling things. They want you to be very detailed in terms of how you label your documents when you're putting them up to GMS.

And here are, again--and this is on adding attachments--just a couple of technical tips on how one should upload documents to GMS, should somebody need that support.

And, again, big-picture tips. Can't say it again. I've been a grant applicant myself. I know there are a lot of steps. It's important to start early. So, that you make sure you're getting everything in in an adequate amount of time and not stressing yourself out. Please use the [Budget Detail Worksheet](#) template. Ask for the amount of funding that you need for your program implementation. While you can go up to a certain amount, you might not need to request that if your program has a smaller capacity or you don't think that you would actually spend all the money during that duration. And should you need customer support, here is information on the Grants.gov Customer Support Hotline.

And, again, a few tips is that once you do receive your award, there is an expectation of an ongoing relationship with OVC. Again, federal oversight is not the same as it would be in a cooperative agreement, but we work closely with our grantees to help ensure their success. And we have an expectation that they're working with our TA providers and with other OVC grantees to enhance all of the specific provisions in their communities and enhance their response on behalf of victims. So it's not in any way a punitive. It's just we are part of a relationship, once awarded. And, again, I've said it a few times, and not to belabor it, but there are a lot of expectations and regulations with execution of the award. So please be familiar with the special conditions or with the [financial guide](#) as you're applying. And ask for help. If you have questions during this process, I know you can write to the NCJRS Support Team. We can only share information that is open to the public; however, it never hurts to ask or try as you're writing an application.

Here are a few resources, just in terms of how to stay connected to OVC. A lot of great eblasts get put out through being part of these listservs. And, again, here is our team that is supporting all of the questions that you may have, all of the information. Oops! You going to take it from here?

MARY JO GIOVACCHINI: Oops, sorry. Yes. I didn't realize I was off of mute. I apologize for the noise there. But, yes, as Lindsay was saying that the National Criminal Justice Reference Service is available to help you with any questions that you may have after this webinar. You can contact them at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) or email them at 800-851-3420. They are available 10:00-6:00, Monday through Friday, Eastern Time; and until 8:00 p.m. the day that the solicitation closes. But as already previously noted several times, please do not wait to the last minute and submit your application at least 72 hours in advance.

In addition, NCJRS offers two email newsletters: JUSTINFO, that comes out twice a month, the 1st and the 15th of the month, as well as Funding News From NCJRS that comes out each Friday. The Funding News From NCJRS will announce funding opportunities from all agencies within the Office of Justice Programs. They'll notify you when webinars, such as this one will happen, when items from webinars, such as the

PowerPoints and so forth are posted to the appropriate website. So it's a good way to stay on top of what's going on with OJP, in regards to funding opportunities.

As mentioned, Grants.gov is available to provide technical assistance. If you're having difficulty submitting your application or uploading any attachments, you can call their Customer Support Hotline at 800-518-4726 or 606-545-5035. They are open 24 hours a day, 7 days a week, and are closed on federal holidays. You may also send an email to [support@Grants.gov](mailto:support@Grants.gov).

And the last slide before we go into questions, it's just basically a slide that pulls together many of the resources that Lindsay has mentioned throughout the webinar. So it's an easy place to refer back to. The host will also go ahead and submit these or add these URLs to the chat box for you, so you can copy those over. The OVC website is at [www.OVC.gov](http://www.OVC.gov). We also have links here to the [OJP Grant Application Resource Guide](#) that was mentioned earlier, the [DOJ Grants Financial Guide](#), as well as the [Budget Detail Worksheet](#). And all these items will help you as you move forward in the application process.

We are going to get into questions. Just real quick, a reminder, please submit your questions to the Q&A box, which is the radio button at the bottom of your screen with the three dots. If you click on that, you'll see another box that pops up that says Q&A. And when you do so, please submit them to all presenters. That way, everybody on our end is able to see the question and nothing is missed. Lastly, we will post a recording of today's events, the transcripts, as well as a PowerPoint presentation to the OVC website in approximately 5-7 business days, and we will email you and notify you when that information has been posted.

So the first question. "May prosecution offices apply for funding to hire an advocate to serve labor trafficking victims?"

B. LINDSAY WALDROP: And this is Lindsay at OVC. And I would say yes. Please just, again, focus your application or remember the solicitation is for direct services to minor victims. So if out of your office, that it looks like in the form of an advocate, absolutely that is--that is allowable.

MARY JO GIOVACCHINI: And slightly following up on the prosecution, "Can the grant be used for investigation and prosecution of cases?"

B. LINDSAY WALDROP: You're going to need to make a hard sell or--you know, again, the focus is on services for victims of trafficking. So please think of that when working on your application.

MARY JO GIOVACCHINI: "Under this solicitation, can you work with children that might have been trafficked as youths that are now 20s--in their 20s?"



B. LINDSAY WALDROP: Unfortunately, no. It was important to make this solicitation distinct from some of OVC's other human trafficking direct service solicitations. And so, with this solicitation, you need to be enrolled in the program and starting to receive services under the age of 18. You can continue to receive services into adulthood, as determined by the organization.

MARY JO GIOVACCHINI: Thank you, Lindsay. "As only 3 awards will be given, what takes an application to the next level, including partnerships, developmentally appropriate services, or expectations?"

B. LINDSAY WALDROP: I would imagine their Peer Review score is going to be a combination of all of that, based on the weighted scores in one of the slides. That's how it will be determined based on Peer Review, and then that goes to OVC leadership and OJP leadership for determination.

MARY JO GIOVACCHINI: "Can minors be enrolled in programs funded by this grant if they are also enrolled in a TVPA program?"

B. LINDSAY WALDROP: You know, I would--if you could put that in writing for NCJRS, because I do have the answer for this, but I just don't want to give it to you--the wrong answer. I believe per our previous funding, the answer to this was yes. It just needed to be well-documented. But their parents could not double do, but the minors in this program could. But if you want a very specific and accurate answer, please do write to the team so that we can get back to you on that.

MARY JO GIOVACCHINI: "Are there specific expectations on the level of training required? For example, should staff be trained child clinicians, or can it focus on staff with experience providing anti-trafficking support for minor victims?"

B. LINDSAY WALDROP: I guess I'm not certain of the question, if we're talking about level of training externally for other folks who want to learn about trafficking, or if you're talking about training your own staff and their ability to provide services to victims.

MARY JO GIOVACCHINI: "For the evaluation component, there are no action research projects required; however, do you have recommendations of what OVC expects for creative and innovative ways to conduct research?"

B. LINDSAY WALDROP: I do not. We were not detailed in the solicitation. So we're asking you to put forward your best ideas on that.

MARY JO GIOVACCHINI: "Can legal service providers qualify for this grant, where the only service to be offered would be civil legal representation and referrals to appropriate social service organizations?"

B. LINDSAY WALDROP: They can apply; however, I would highly recommend they come in with partners so that the full service of wraparound services can be provided.

MARY JO GIOVACCHINI: OK, at this moment, we do not have any other questions. I am going to just quickly look at the chat box to see if anything came through there. And I don't see anything. So I will give everybody a minute to see if there's any other questions that you have for Lindsay, while you have her.

B. LINDSAY WALDROP: I see a question. Sorry. ...about nonprofits.

MARY JO GIOVACCHINI: Two just popped up, yes. "Are nonprofit organizations providing direct services to minor victims of labor trafficking eligible to apply, or does the lead applicant need to be a state agency?"

B. LINDSAY WALDROP: This application is specific and can definitely be nonprofits providing direct services. We really hope that's the focus of this solicitation. We have another one that was featured on an earlier webinar earlier today that was more for state agencies and collaborations. The focus of this solicitation should certainly be direct services to victims. And the primary can be a nonprofit.

MARY JO GIOVACCHINI: Thank you, and as we wait for other questions to come through, I am just going to flip to the Stay Connected to OVC slide. You can subscribe to receive emails through OVC in two ways. You can text a message to OJP OVC, insert your email address, and send that to 468-311. You can also go to the OVC website and register for their email that way. OVC also has a social media presence on [Facebook](#), [Twitter](#), and [YouTube](#). And the links on how to subscribe to follow them on social media are located on this slide.

As previously mentioned, NCJRS is available for you after this webinar. And they are available to help answer questions. You can email them at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) or phone them at 800-5--excuse me. 800-851-3420. They also do have a web chat feature that is available, and the URL is listed on this slide.  
[\[https://webcontact.ncjrs.gov/ncjchat/chat.jsp\]](https://webcontact.ncjrs.gov/ncjchat/chat.jsp)

And so if you just give me a moment, I'm going to leave that there while we look at a couple other questions, to see if we're missing anything.

And as we continue to wait for questions to come through, this is the slide with information about Grants.gov. And you can call them at the numbers listed here. As a reminder, information about Grants.gov as well as the National Criminal Justice Reference Service are located on page 2 of your solicitation. So you do--you will have that information, even after this webinar has ended.

And, Lindsay, I am not seeing any other--oh!

I believe that's the last question. Do you want to take another moment and see if anything else comes in?

B. LINDSAY WALDROP: I believe we just got a question about “OVC’s initial impetus for the award.”

MARY JO GIOVACCHINI: That is correct. We did get that.

B. LINDSAY WALDROP: Absolutely. OVC--again, we’ve been serving victims of human trafficking since 2000. Increased budgets and funding have allowed us to specialize over time and to look at certain vulnerable populations and at... Again, last year, we started focusing really on minors through different solicitations as well. So we do anticipate having a complementary solicitation coming out on sex trafficking. I have no other details on that at this time. But do have permission to say that on this call. So I think, again, our mission has been always to serve all victims and just we happen to be separating it from labor and sex trafficking as a way to allow organizations to very much focus and specialize.

MARY JO GIOVACCHINI: Thank you, Lindsay.

And, again, I’m not seeing any other questions that have come through. How would you like to proceed? Do you want to end the call, or do you want to give it another minute?

B. LINDSAY WALDROP: Sure, just definitely encouraging anyone who has any follow-up questions or questions while they’re starting to get into the application process, to reach out to you guys, and you guys will, sort of, suss through them. And I just want to say thank you to everyone for their time today and their interest in this work.