

OVC Fiscal Year 2020 Services for Victims of Human Trafficking

April 2, 2020



Presenters



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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.

Purpose

(Pg. 4)



The purpose of this program is to develop, expand, or strengthen victim service programs for victims of human trafficking.

Definition of human trafficking (Pg. 4)



A person who has been subjected to a “severe form of trafficking in persons,” which, as defined in 22 U.S.C. § 7102(11), means—

- sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such an act has not attained 18 years of age; or
- the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

Purpose Areas

(Pgs. 4-6)



- Purpose Area 1: Developing Capacity to Serve Human Trafficking Victims (**OVC-2020-18333**)
- Purpose Area 2: Enhancing Scope of Services for Human Trafficking Victims (**OVC-2020-18334**)
- Purpose Area 3: Specialized Services for Human Trafficking Victims (**OVC-2020-18335**)

Unallowable Costs (Pg. 5)



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.

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.

Primary Prevention Activities

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)



1. Submit the policies, procedures, and rules governing the provision of services for review and approval (post-award).
2. Ensure 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 victims of human trafficking, including programs that provide trauma-informed 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 victims of human trafficking;
2. Collaboration with, and training for, local partners to ensure trafficking victims are properly identified and referred for appropriate services;
3. Assistance or referrals to other essential services for victims of human 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 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.



In FY 2020 OJP will give priority consideration to:

- applications that address specific challenges that **rural communities** face.
- applications that demonstrate that the individuals who are intended to benefit grant reside in **high-poverty areas** or **persistent poverty counties**.
- applications that offer enhancements to public safety in economically distressed communities (**Qualified Opportunity Zones**).

Federal Award Information

(Pg. 8)



Maximum number of awards OVC expects to make: 30, up to 10 in each purpose area

Estimated maximum dollar amount for each award:

- Under Purpose Area 1: up to \$350,000
- Under Purpose Area 2: up to \$750,000
- Under Purpose Area 3: up to \$550,000

Total amount anticipated to be awarded under solicitation:

- Under Purpose Area 1: up to \$3,500,000
- Under Purpose Area 2: up to \$7,500,000
- Under Purpose Area 3: up to \$5,500,000

Period of Performance start date:

October 1, 2020

Period of Performance duration:

36 months

Federal Award Information (cont.) (Pg. 8)



Under this solicitation, only one application by any particular applicant entity per purpose area will be considered.

Type of Award

(Pg. 8)



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, visit the webpage of the [Office for Civil Rights at the Office of Justice Programs](#).

Cost Sharing or Matching Requirement (Pg. 9)



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)



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. 9-13; 15)



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.



FY 2019 Coordinated Tribal Assistance Solicitation Program 2019-18056-AL-1A

Application

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

10/Frequently Asked Questions
[HS Home](#)
[Log Off](#)

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 OSP OCIO Testing	Organizational Unit Testing Inc.
Address 123 Test Street Test, AL 12333-1233	Name and telephone number of the person to be contacted Test, Test (123) 222-1233
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 OPDA 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

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 Victims of Human Trafficking**

Program Narrative Format

(Pg. 10)



- Double-spaced
- 12-point Times New Roman font
- 1-inch margins
- Not exceed 20 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. 10)



1. Identify the nature and **scope of the problem**.
2. Describe **previous or current attempts to address the problem**.
 - Include number of trafficking victims served for 2018 and 2019.
3. Describe the **communities to be served**.
 - Include the geographic area, populations in the service area, and any groups that are vulnerable to human trafficking.
4. Describe **current efforts to address the service needs of trafficking victims** in the geographic area, including other programs funded through federal agencies.
 - Explain how the proposed project is not duplicative and targets identified gaps.

Project Design and Implementation (Pgs. 10-11)



1. Clearly state the **goals and objectives** of this project.
2. Provide a **detailed description of the proposed activities**.
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. Include a **timeline** for all the tasks and activities to be completed.
5. **Link project activities** to solicitation requirements and **justify the logic** of the approach.
6. **List any project partners** that will make the project activities effective and sustainable.
7. Describe how the applicant plans to **ensure project activities are trauma-informed** and **protect the safety and confidentiality needs of victims**.
8. 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. 11)



1. Demonstrate the **institutional experience and expertise** to effectively implement the requirements of this solicitation.
2. Identify the **key individuals and organizations** involved in the proposed project.
3. Demonstrate that the individuals and organizations identified have the **capacity to address the stated need**, including the expertise necessary to provide services to trafficking victims.
4. Describe **specific roles and responsibilities** of all project partners and key staff.
5. Demonstrate that **project staff have appropriate training and experience** to implement project activities and document plans and position descriptions for staff to be hired.

Capabilities and Competencies (cont.) (Pg. 11)



6. Demonstrate the **capacity and expertise of the lead applicant and all project partners** to serve victims of human trafficking.
7. Clearly describe **who will implement activities**.
8. Describe applicants **experience managing federal grants that support services to crime victims** and 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

(Pgs. 11-12)



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.
3. 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



- 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 total**.
- Available at: <https://www.ojp.gov/funding/apply/forms/ojp-budget-detail-worksheet>

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

- [Budget Information and Associated Documentation](#) in the “Budget Preparation and Submission Information” section.

Applications also **MUST** Include (Pgs. 23-24)



- SF-424
- Indirect Cost Rate Agreement (if applicable)
- Financial Management Questionnaire
- SF-LLL
- Disclosure of Pending Applications
- Disclosure and Justification – DOJ High Risk Grantees
- Tribal Authorizing Resolution (if applicable)
- Disclosure of Process Related to Executive Compensation
- Request and Justification for Employee Compensation; Waiver (if applicable)
- Service Partner MOUs, Letters of Intent, and Subcontracts/Subgrants
- Position Descriptions and Resumes
- Training Plan
- Letters of Support from Law Enforcement and/or Prosecutorial Agencies
- Documentation of Rural Challenges (if applicable)
- Documentation of High-Poverty Areas or Persistent Poverty Counties (if applicable)
- Documentation of Enhanced Public Safety in Federally Designated Qualified Opportunity Zones (if applicable)

Review the solicitation checklist and see [OJP Grant Application Resource Guide](#) to review the details for submitting many of these elements.

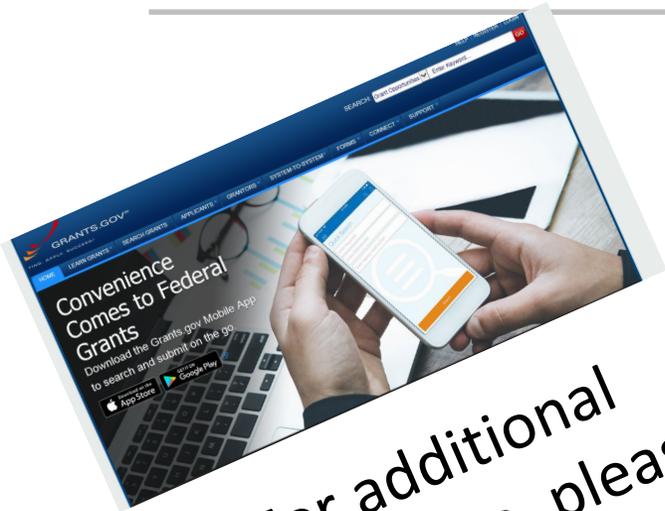


- Applicants **must register** in, and submit applications through, **Grants.gov**
- Submit application **at least 72 hours prior** to the application due date
- Call the Grants.gov Customer Support Hotline at 800–518–4726 or 606–545–5035 (24/7) for technical difficulties
- **Applications Are Due: May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

Select the Correct Competition ID (Pg. 15)



- Purpose Area 1: Developing Capacity to Serve Human Trafficking Victims (**OVC-2020-18333**)
- Purpose Area 2: Enhancing Scope of Services for Human Trafficking Victims (**OVC-2020-18334**)
- Purpose Area 3: Specialized Services for Human Trafficking Victims (**OVC-2020-18335**)



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.**

<https://www.sam.gov>

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. 16)



- Peer review panels will evaluate, score, and rate applications that meet basic minimum requirements.
- OVC may use internal peer reviewers, external peer reviewers, or a combination, to assess applications on technical merit using the solicitation's review criteria.
- Before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant.

Federal Award Administration Information (Pg. 17)



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

- **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](#)

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

- 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 alerts 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](#).

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.