

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



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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) and [Bureau of Justice Assistance](#) (BJA) are seeking applications for funding under a joint solicitation to support the enhancement of multidisciplinary human trafficking task forces within the United States. This program furthers the Department's mission by enhancing the law enforcement and social service field's response to victims of human trafficking.

## **FY 2017 Enhanced Collaborative Model To Combat Human Trafficking**

**Applications Due: February 27, 2017**

### **Eligibility**

By statute, grants under this program may be awarded to states, units of local government, federally recognized Indian tribal governments (as recognized by the Secretary of the Interior), and nonprofit, nongovernmental organizations (including tribal nonprofit and nongovernment organizations). For the purposes of this program, a unit of local government is any city, county, township, town borough, parish, village, or other general purpose political subdivision of a state, or territory.

Eligible applicants are law enforcement agencies and victim service providers located and operating within the community, jurisdiction, or geographic area of the human trafficking task force specified within the application. Eligible applicants must be able to demonstrate that they are members of a human trafficking task force that has been operating for at least one year prior to this application. The application must include a signed human trafficking task force Memorandum of Understanding (MOU) that documents the formal partnerships involved in the task force and a commitment to combating all forms of trafficking (sex and labor) within the geographic area covered by the task force.

This funding announcement requires two separate but coordinated applications from each human trafficking task force seeking funding: one application from a lead state, local, or tribal law enforcement agency and one application from a lead victim service organization. The two applications must be developed in close collaboration with each other, and must be submitted as a pair, with each applicant naming the other as the primary partner.

Law enforcement and victim service provider applicants from task forces that received funding under this Enhanced Collaborative Model program in fiscal years (FY) 2015 and 2016 are not eligible to apply. Current OVC grantees funded under OVC FY 2016 Specialized Services or FY 2016 Comprehensive Services programs are not eligible to apply for funding under this solicitation, unless the new proposal outlines new services and cost items that were not included in the FY 2016 application. For additional information, see "[What an Application Should Include](#)" in Section D. Application and Submission Information.

OVC and BJA may elect to fund applications submitted under this FY17 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

Applicants that are nonprofit organizations must be organizations described in 26 U.S.C. § 501(c)(3) and exempt from taxation under 26 U.S.C. § 501(a). 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.

## Deadline

Applicants must register with [Grants.gov](http://Grants.gov) prior to submitting an application. All applications are due by 11:59 p.m. eastern time on February 27, 2017.

To be considered timely, an application must be submitted by the application deadline using Grants.gov, and the applicant must have received a validation message from Grants.gov that indicates successful and timely submission. OJP urges applicants to submit applications at least 72 hours prior to the application due date, in order to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

OJP encourages all applicants to read this [Important Notice: Applying for Grants in Grants.gov](#).

For additional information, see [How to Apply](#) in Section D. Application and Submission Information.

### Pre-Application Webinar

OVC and BJA will conduct one pre-application webinar at **2:00 p.m. eastern time on Tuesday, January 17, 2017**. Participation in the webinar is optional for any potential applicant. During the webinar, OVC staff will review the solicitation requirements and conduct a question and answer session with participants. Anyone who is interested in submitting an application in response to this solicitation is eligible to participate in the webinar. Please register for the webinar [here](#).

## Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via email to [support@grants.gov](mailto:support@grants.gov). The [Grants.gov](http://Grants.gov) Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must email the OVC contact identified below **within 24 hours after the application deadline** to request approval to submit its application after the deadline. Additional information on reporting technical issues appears under "Experiencing Unforeseen Grants.gov Technical Issues" in the [How to Apply](#) section.

For assistance with any other requirements of this solicitation, Victim Service Provider applicants should contact Mary Atlas-Terry, OVC Program Specialist, by telephone at 202-353-8473 or via email to [Mary.Atlas-Terry@usdoj.gov](mailto:Mary.Atlas-Terry@usdoj.gov), and Law Enforcement applicants should

contact Linda Hammond-Deckard, BJA Policy Advisor, by telephone at 202-514-6014 or via email to [Linda.Hammond-Deckard@usdoj.gov](mailto:Linda.Hammond-Deckard@usdoj.gov).

Grants.gov number assigned to this solicitation: OVC-2017-11575

Release date: January 4, 2017

Important Note: Law enforcement agencies and victim service providers applying for joint funding to support human trafficking task force activities within a specific geographic area must collaborate and submit separate but coordinated applications containing the same **Abstract, Program Narrative, Plan for Training and Professional Development, Plan for Evaluation and Data Collection, Time-Task Plan, and Task Force Memorandum of Understanding (MOU)**.

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# FY 2017 Enhanced Collaborative Model To Combat Human Trafficking (CFDA #16.320)

## A. Program Description

### Overview

The purpose of the Enhanced Collaborative Model To Combat Human Trafficking program is to support the development and enhancement of multidisciplinary human trafficking task forces that implement collaborative approaches to combating all forms of human trafficking within the United States—sex trafficking and labor trafficking—of foreign nationals and U.S. citizens (of all sexes and ages). The U.S. Department of Justice, Office of Justice Programs, Office for Victims of Crime (OVC) and Bureau of Justice Assistance (BJA) intend for funding through this fiscal year (FY) 2017 program to enhance the effectiveness of multidisciplinary task forces that are implementing victim-centered and coordinated approaches to identify victims of all types of human trafficking, address the individualized needs of victims through quality services, and investigate and prosecute sex and labor trafficking cases at the local, state, tribal, and federal levels.

Through this solicitation, OVC and BJA will make awards to support law enforcement and victim service provider efforts within human trafficking task forces. Within each geographic region covered by a task force, two separate awards will be made—one to a lead law enforcement agency and one to a lead victim service provider; however, the total amount of funding that will be awarded for each task force will not exceed \$1.5 million. The law enforcement and victim service provider applicants must submit separate but coordinated proposals that outline how this funding will be used over a 3-year project period to combat human trafficking within the specific geographic area, in coordination with other key members of the task force, including the U.S. Attorney's Office (USAO); local prosecutor's office; local, state, and federal law enforcement; and community- and system-based service providers.

**Statutory Authority:** The statutory authority for this program is 22 U.S.C. § 7105(b)(2).

### Program-Specific Information

To address the problem of human trafficking in the United States, Congress passed, and the President signed into law, the Trafficking Victims Protection Act (TVPA) of 2000 (22 U.S.C. § 7101 et seq.). The TVPA, as amended, seeks to combat "severe forms" of human trafficking by punishing traffickers, protecting victims, and mobilizing U.S. Government agencies to wage a global anti-trafficking campaign. The TVPA contains significant mandates for the U.S. Departments of Health and Human Services, Homeland Security, Justice, Labor, and State; and the U.S. Agency for International Development.

Under this program, a victim of trafficking is defined as a person who has been subjected to a "severe form of trafficking in persons," which, as defined in 22 U.S.C. § 7102(9), means:

- a. 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

- b. 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.

Sex trafficking and labor trafficking occur in many different settings within communities, and victims of these crimes are very diverse. Trafficking victims include foreign nationals (those with immigration documents and those who are undocumented) and U.S. citizens, of all ages and sexes, including individuals who identify as straight, lesbian, gay, bisexual, transgender, or questioning (LGBTQ).

Since 2004, OVC and BJA have worked collaboratively to develop and enhance a multidisciplinary human trafficking task force model that upholds the intent of the TVPA by ensuring that all trafficking victims—regardless of immigration status, gender, age, or form of trafficking—are identified and receive access to a comprehensive array of services, and that the crimes of human trafficking are successfully investigated and prosecuted at the state and federal levels. Over the years, the program has evolved through implementation of promising practices and through feedback from law enforcement, victim service providers, prosecutors, and many subject matter experts in the field. Many of the lessons learned to date about the implementation of multidisciplinary human trafficking task forces can be found in the [Human Trafficking Task Force e-Guide](#), which serves as a technical assistance resource for both new and established task forces.

OVC and BJA are currently funding 27 task forces across the United States. This program requires extensive coordination and collaboration between law enforcement and victim service providers with a commitment to combatting all forms of human trafficking within their communities. To support these efforts, OVC and BJA work to coordinate and provide a variety of training and technical assistance resources. The grantees funded under this program are also provided with specific data collection and reporting tools to help them assess the performance of their task force, share information, and submit joint semi-annual progress reports to OVC and BJA.

This solicitation will provide funding to human trafficking task forces that meet the Enhanced Collaborative Model program requirements described within this solicitation and that have already been formally established and have operated within their communities for at least 1 year. Funding will be used to institutionalize local task force initiatives so that they become more effective and sustainable over time and have greater impact on addressing crimes of sex and labor trafficking and ensuring comprehensive services to all trafficking survivors.

### **Goals, Objectives, and Deliverables**

The lead law enforcement and lead victim service grantees must work collaboratively to meet the following requirements of the solicitation:

#### Goal

The goal of this program is to enhance a multidisciplinary human trafficking task force that implements victim-centered, collaborative, and sustainable approaches to:

- identify victims of all types of human trafficking within specific geographic areas;
- investigate and prosecute sex trafficking and labor trafficking cases at the local, state, tribal, and federal levels; and

- address the individualized needs of victims through the provision of a comprehensive array of quality services.

### Objectives

1. The human trafficking task force will establish and sustain effective leadership and a structure that will engage the necessary resources to support the successful identification of victims of all forms of human trafficking, delivery of victim services, and investigation and prosecution of trafficking perpetrators.
  - a. **Identify consistent, experienced, and committed task force leadership.** Consistent, experienced, and committed task force leadership, including a strong presence from the USAO, has shown to be key to task force success. The law enforcement applicant agency, the victim service provider applicant agency, and the USAO are encouraged to be co-leaders of the multidisciplinary task force; however, applicants may propose a different structure that will work well within their own geographic area, providing both applicant agencies and the USAO have substantive involvement in working collaboratively to meet task force goals and objectives.
  - b. **Ensure that task force membership is representative of all essential agencies, organizations, and individuals.** Effective task forces include representatives from federal state, local, and tribal law enforcement; federal, state, and tribal prosecutor's offices; victim service providers; both system-based and non-governmental organizations and local regulatory agencies; and other professionals who have a role in combating human trafficking. (See [Appendix A](#) for a list of task force members that must be included for this program.)
  - c. **Identify and dedicate sufficient administrative support for the task force.** Task forces must have dedicated staff to complete administrative responsibilities and functions of the task force, without these functions being "add-ons" to staffs' current full-time responsibilities. Law enforcement and victim service applicants may dedicate funding from each grant to support the time and effort of staff to meet the administrative requirements of the task force, including convening regular meetings, taking minutes, guiding the development and updating of task force protocols, formalizing MOUs, conducting outreach to expand task force membership, and collecting, sharing, and reporting of performance measurement data. These responsibilities may be held by one person, or may be shared by multiple persons from the law enforcement and victim service applicant agencies, as needed.
  - d. **Hold task force meetings.** Task forces must convene at least quarterly multidisciplinary, in-person meetings of the task force leaders and members. In addition, task forces may use functional subcommittees to engage members or additional stakeholders on specific projects and/or the completion of specific tasks.
  - e. **Develop and update operational protocols that outline roles and responsibilities.** The task forces must develop and routinely update operational protocols that outline the roles and responsibilities of task force members and the collaborative work of the task force. Protocols should document procedures on topics such as information sharing, confidentiality, referrals related to potential tips, services needed for victims, victim protection, requests for Continued Presence (CP) or other documents, procedures for



handling cases with large numbers of victims, working with the media, data collection, reporting, and other key task force functions. (See [Appendix A](#) for the definition of CP.)

2. The human trafficking task force will make data-driven decisions based on a shared understanding of the prevalence, scope, and nature of human trafficking within the target geographic area.
  - a. **Establish plans for routine collection of critical data.** Task forces must jointly develop and implement a plan to collect and report data to demonstrate the scope of the problem of human trafficking in the geographic area covered by the task force, make decisions about task force activities, and document task force performance. Law enforcement and victim service provider applicants must submit a joint plan to collect data to support the performance measures of this grant. Lead law enforcement applicants must, on a quarterly basis, report into BJA's Performance Measurement Tool (PMT) about task force activities, and human trafficking incidents and investigations conducted by task force members, including all local, state, federal, and tribal law enforcement partners. Grantees must also update the status of incidents previously reported into PMT. Lead victim service providers must, on a quarterly basis, report into the Trafficking Information Management System (TIMS) about the number of victims served, type of services provided by victim service partners, collaborative partnerships, and training activities. (See [Appendix A](#) for more information about PMT and TIMS.) In addition, law enforcement agency recipients of this grant shall also report their Human Trafficking Data to the Federal Bureau of Investigation's (FBI) Uniform Crime Reporting (UCR) Program, via their respective State Program Bureaus.
  - b. **Develop a process for sharing and analyzing data.** The task force must develop or enhance a process for gathering, sharing, and analyzing law enforcement and victim service data (including, but not limited to, PMT and TIMS data), in order to develop a comprehensive understanding of the problem of human trafficking within the geographic area served by the task force. Task force members must analyze this information at least on an annual basis to identify trends and/or gaps in victim identification, investigations, victim services, and prosecutions.
  - c. **Coordinate on the submission of semi-annual progress reports.** Law enforcement and victim service applicants must submit separate but coordinated semi-annual progress reports that address all of the task force goals, objectives, and performance measures. These reports must include a joint narrative and attachments that provide updates on the task force's efforts during the performance period. The joint narrative semi-annual progress report must also include an analysis of the PMT and TIMS data, and information that explains major differences or discrepancies between the two datasets. The report must also include attachments that provide TIMS and PMT data that support the performance measures for this program, task force, and subcommittee meeting agendas and/or minutes, and any other documents that demonstrate task force achievements. The reports are uploaded into GMS separately, for each OVC and BJA grantee.
3. The human trafficking task force will identify victims of all types of human trafficking through the use of coordinated training, public awareness and outreach efforts, and trauma-informed screening and interview techniques.



- a. **Develop training and public awareness materials with a shared message.** Law enforcement and victim service provider applicants must collaborate to develop or adapt training and outreach materials that demonstrate the use of a shared message and definitions, with regard to who is a victim of human trafficking, and consistent referral information. Task force partners may also agree to use previously developed outreach, public awareness, or training materials. Messaging must reflect the definition of a victim of trafficking as defined in 22 U.S.C. § 7102 (9). These shared materials should be suitable for inclusion within a joint presentation or for use within a targeted training. Training materials must address both labor and sex trafficking and demonstrate the diversity of trafficking cases, victims, and traffickers.
  - b. **Ensure that relevant stakeholders receive training.** Task force applicants must determine what groups, individuals, and organizations need training to improve their ability to investigate human trafficking and identify and serve all types of trafficking victims. Topics for training that are often needed include, but are not limited to, the definition of victims of trafficking, proactive investigative techniques, trauma-informed screening and interviewing techniques, and victim-centered service delivery.
4. The human trafficking task force will conduct proactive investigations of sex trafficking and labor trafficking with the goal of successful prosecution of human trafficking cases at the state or federal level.
    - a. **Identify physical and organizational location of the task force.** The key law enforcement staff must be located within a unit that will support long-term investigations and promote a focus on all forms of trafficking (sex and labor trafficking). The location of task force staff within intelligence units, rather than vice units, and the co-location of state, local, tribal, and federal law enforcement along with service providers and prosecutors, are considered promising practices.
    - b. **Conduct proactive investigations to support successful prosecutions of sex trafficking and labor trafficking, as described in the TVPA.** Law enforcement agencies must dedicate funding to ensure that there is staff available to conduct potentially lengthy human trafficking investigations of sex trafficking and labor trafficking. Task forces should employ a variety of investigative strategies that can be tailored to address different types of trafficking that may be occurring within a variety of settings. The task force should have processes in place to proactively engage state and/or federal prosecutors early in the investigative process. Additional guidance regarding proactive investigative planning for human trafficking task forces can be found in the [Human Trafficking Task Force e-Guide](#).

Law enforcement applicants must submit a “Plan for Conducting Proactive Long-Term Investigations of Sex Trafficking and Labor Trafficking” as a separate attachment within their application. The plan must outline the proactive investigative strategies that will be used to identify both sex trafficking and labor trafficking and must also describe how activities by local, state, and federal law enforcement and state and federal prosecutors will be coordinated to support successful investigations and prosecutions of trafficking crimes. See page 21 for more information about what must be included in attachment 3.

- c. **Develop clear protocols and procedures for victims’ rights and victim protections.** The task force must have clear protocols and procedures for addressing the needs of

victims who are cooperating with law enforcement on the investigation and prosecution of traffickers. This may include coordination of services with victim assistance professionals within law enforcement or prosecutors' offices. Protocols should also address the process for assisting victims with the process of expungement or vacatur of criminal records in jurisdictions that have laws supporting this. For foreign national victims, the task force must ensure that there are clear procedures in place with regard to requesting CP on behalf of victims. Task forces must also ensure that there is a process for victims to request and receive the documentation needed to support an application for various forms of immigration relief (e.g., T visa, U visa) for which they may be eligible.

- d. **Implement victim-centered and trauma-informed techniques.** The task force must demonstrate a commitment to using victim-centered and trauma-informed approaches during investigations, prosecutions, and the delivery of services. This approach is to be used by all task force members for all trafficking victims, regardless of age or whether or not there is an arrest or prosecution resulting from the case. These approaches should be reflected in protocols that are developed to guide and support the work of all members of the task forces.
5. The task force will ensure that a comprehensive array of services are readily available to meet the individualized needs of all victims of human trafficking, including foreign nationals and U.S. citizens of all ages and sexes.
    - a. **Assemble a comprehensive array of victim services.** The task force must demonstrate that a coordinated, community-wide approach is in place to leverage various local, state, tribal, and federal resources to make available a comprehensive array of services for victims of all forms of human trafficking identified within the geographic area. See [Appendix B](#), "OVC Comprehensive Service Model and Program Strategy," for a detailed description of the services that must be made available to address the individualized needs of this very diverse victim population, including foreign nationals (of all immigration statuses) and U.S. citizens of all ages and sexes, including LGBTQ individuals. Victim service applicants must submit a separate attachment within their application that outlines a plan for delivering each service listed in the Comprehensive Service Model, either in-house through the lead victim service applicant, or through fee-for-service contracts, match, or pro-bono services. Victim service applicants that fail to dedicate adequate funding to support direct services, and applicants that propose to perform all work in-house and without demonstrated collaboration with other community-based agencies, will not be considered responsive to the solicitation. See page 22 and [Appendix B](#) of this solicitation for more information about what to include in attachment 4, "Plan for the Delivery of Comprehensive Services."
    - b. **Leverage (not duplicate) existing resources.** Funding for victim services under this solicitation should be used to fill gaps in existing services. All applicants should determine if there is an existing OVC-funded trafficking victim service provider within their jurisdiction, and work to ensure that the new application does not duplicate existing services currently being funded by OVC. The list of currently OVC-funded trafficking victim services grantees and the geographic regions they serve is available on the OVC website at <http://ojp.gov/ovc/grants/traffickingmatrix.html>.

With regard to services provided to individual clients, applicants must ensure that eligible victims served under this program are not concurrently served with other federally funded grants, contracts, or subawards specifically for services for victims of human trafficking, such as other OVC trafficking victim service grants, awards funded by the U.S. Department of Health and Human Services (HHS) Office of Refugee Resettlement (ORR), or other federal sources. An agency that both receives OVC trafficking services funds and is an HHS Trafficking Victim Assistance Program grantee or subcontractor should use funds awarded by OVC to serve pre-certified foreign national victims until the victim achieves ORR certification. After certification, the victim should be served through the HHS Trafficking Victim Assistance Program funded project. (See Appendix A for the definition of ORR certification.)

- c. **Provide assistance to foreign national victims (minors and adults).** Through this program, a comprehensive array of services can be provided to a foreign national victim in the short-term aftermath of victim identification until they achieve HHS certification or eligibility. Once a trafficking victim achieves HHS certification or eligibility, service providers should refer the victim to other federal, state, or local programs for which the victim may be eligible, including HHS-funded services. If no trafficking-specific case management or legal services exist within a reasonable distance from where the trafficking victim resides, the grantee may continue to use OVC grant funds to provide case management and legal services. Approval to use grant funds for other services beyond case management and legal services for certified foreign national victims or eligible minors must be granted, in writing, by OVC.
- d. **Provide assistance to U.S. citizens and lawful permanent residents (minors and adults).** A comprehensive array of services can be provided to a victim in the short-term aftermath of victim identification, until the victim is able to access other federal, state, or local programs for which they may be eligible. If no trafficking-specific case management or legal services exist within a reasonable distance from where the trafficking victim resides, the grantee may continue to use OVC grant funds to provide case management and legal services.

#### Deliverables and Activities

- Sustain consistent, experienced, and committed leadership of the task force, including substantive leadership or participation from the USAO.
- Obtain buy-in from agency leaders for ongoing support of the task force goals and mission.
- Ensure task force membership and structure is broad and includes a comprehensive array of local, state, and federal prosecutors, law enforcement, regulatory agencies, and system- and community-based victim service providers and other collaborative partners working to combat human trafficking.
- Establish functional subcommittees to help the task force meet goals and objectives.
- Manage financial, administrative, and coordination functions of the task force.
- Identify a diverse array of funding sources to support the work of the task force, so that the task force is not dependent on federal funding.
- Develop and maintain clear operational protocols for the task force and review or update at least annually.
- Implement culturally and linguistically appropriate and trauma-informed protocols for identifying, screening, and interviewing victims of human trafficking.
- Develop a process for collecting, sharing, analyzing, and jointly reporting data.

- Jointly develop or enhance training and public awareness materials that can be used by all task force members.
- Provide ongoing training for task force law enforcement and service provider members on trauma-informed care principles and practices.
- Ensure that law enforcement agents receive training on specialized investigation and evidence collection techniques necessary to substantiate labor trafficking and sex trafficking cases.
- Demonstrate the ability to identify victims of all forms of trafficking (including all ages, sexes, and immigration statuses) and investigate both labor and sex trafficking crimes.
- Ensure that local investigators and prosecutors receive coordinated training on the evidence necessary to support moving sex trafficking and labor trafficking cases through the criminal justice system, including but not limited to the use of culturally and linguistically competent forensic interviewers and trauma-informed interview techniques.
- Conduct proactive investigations of all forms of trafficking, involving victims of all ages, genders, and nationalities.
- Prosecute cases of sex trafficking and labor trafficking, at the appropriate level (local, state, or federal) of the judicial system.
- Leverage a range of community resources to ensure that all trafficking victims receive a comprehensive array of quality services that address their individualized needs.
- Evaluate the efforts of the task force in meeting task force goals and objectives.

The goals, objectives and deliverables are directly related to the performance measures set out in the table in [Section D. Application and Submission Information](#), under "Program Narrative."

### **MOU Required at Time of Application**

All applicants are required to submit **with their application** a Memorandum of Understanding (MOU) for the task force that includes at least signatures from the lead law enforcement agency, the lead victim service provider, the USAO that has jurisdiction over the geographic region covered by the task force, and federal law enforcement. Participation of both Homeland Security Investigations (HSI) and the Federal Bureau of Investigation (FBI) has been identified as a promising practice of the most successful BJA/OVC-funded task forces; and although BJA and OVC prefer that both HSI and the FBI sign the MOU, applicants with only one of these agencies as a signatory on the MOU will still be considered. In addition, BJA and OVC strongly recommend that in order to meet the mandate to proactively investigate and subsequently prosecute cases of labor trafficking, task forces should make a strong effort to engage their state's department of labor as an active participant in task force activities. Among those applicants that meet the selection criteria, applicants with documented evidence of previous enforcement of labor trafficking cases and the participation of their state labor department will receive priority consideration. If the proposed geographic area of the task force includes tribal lands, the MOU must also include a signature from tribal law enforcement, including the Bureau of Indian Affairs (BIA) direct service law enforcement, BIA contract law enforcement, tribal law enforcement, or other applicable law enforcement agency with jurisdiction within tribal land.

Applicants should anticipate that if they fail to submit an MOU, submit an MOU that does not include signatures from all of the required partners, or submit an MOU that does not meet all of the required elements outlined on page 35, it will have negative implications on the application during the peer review process. Should a decision be made to make an award, it will result in the inclusion of special conditions that preclude the law enforcement grantee and the victim service provider grantee from accessing or using award funds, pending submission and

acceptance of a fully executed task force MOU and the release of the special condition, through a Grant Adjustment Notice (GAN), by the awarding agencies.

### **Evidence-Based Programs or Practices**

OJP strongly emphasizes the use of data and evidence in policymaking and program development in criminal justice, juvenile justice, and crime victim services. OJP is committed to:

- improving the quantity and quality of evidence OJP generates;
- integrating evidence into program, practice, and policy decisions within OJP and the field; and
- improving the translation of evidence into practice.

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. The OJP [CrimeSolutions.gov](http://CrimeSolutions.gov) website is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

## **B. Federal Award Information**

OVC and BJA expect to make up to 20 awards ranging from \$600,000 to \$900,000 for 10 task forces. Two awards will be made within each task force location (one award for a lead law enforcement agency and one award for a lead victim service provider within each task force). Federal funds to each task force will not exceed \$1.5 million. The estimated total amount to be awarded under this solicitation is approximately \$15 million. OVC and BJA expect to make awards for a 36-month (3-year) period of performance, to begin on October 1, 2017.

OVC and BJA may, in certain cases, provide additional funding in future years to awards made under this solicitation, through supplemental awards. In making decisions regarding supplemental awards, OJP will consider, among other factors, the availability of appropriations, OJP's strategic priorities, and OJP's assessment of both the management of the award (for example, timeliness and quality of progress reports), and the progress of the work funded under the award.

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**

OVC and BJA expect that any award under this solicitation will be made in the form of a cooperative agreement, which is a type of award that provides for OJP to have substantial involvement in carrying out award activities. See [Administrative, National Policy, and Other Legal Requirements](#), under [Section F. Federal Award Administration Information](#), for a brief discussion of what may constitute substantial federal involvement.

## **Financial Management and System of Internal Controls**

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities<sup>1</sup>) must, as described in the Part 200 Uniform Requirements<sup>2</sup> as set out at 2 C.F.R. 200.303:

- (a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that [the recipient (and any subrecipient)] is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- (b) Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.
- (c) Evaluate and monitor [the recipient’s (and any subrecipient’s)] compliance with statutes, regulations, and the terms and conditions of Federal awards.
- (d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or [the recipient (or any subrecipient)] considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

To help ensure that applicants understand applicable administrative requirements and cost principles, OJP encourages prospective applicants to enroll, at no charge, in the DOJ Grants Financial Management Online Training, available [here](#).

## **Budget Information**

### **Cost Sharing or Matching Requirement (cash or in-kind)**

Federal funds awarded under this solicitation may not cover more than 75 percent of the total costs of the project. An applicant must identify the source of the 25 percent non-federal portion<sup>3</sup> of the total project costs and how it will use match funds. If a successful applicant’s proposed match exceeds the required match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit. (“Match” funds may be used only for purposes that would be allowable for the federal funds.)

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<sup>1</sup> For purposes of this solicitation, the phrase “pass-through entity” includes any recipient or subrecipient that provides a subaward (“subgrant”) to a subrecipient (“subgrantee”) to carry out part of the funded award or program.

<sup>2</sup> The “Part 200 Uniform Requirements” means the DOJ regulation at 2 C.F.R Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.

<sup>3</sup> Indian tribes and tribal organizations that otherwise are eligible for an award may be able to apply certain types of funds received from the federal government (for example, certain funds received under an Indian “self-determination contract”) to satisfy all or part of a required “non-federal” match.



Recipients may satisfy this match requirement with either cash or in-kind services. See the [DOJ Grants Financial Guide](#) for examples of “in-kind” services. The formula for calculating the match is:

$$\frac{\text{Federal Award Amount}}{\text{Federal Share Percentage}} = \text{Adjusted (Total) Project Costs}$$

Required Recipient’s Share Percentage x Adjusted Project Cost = Required Match

**Example:** 75%/25% match requirement: for a federal award amount of \$350,000, calculate match as follows:

$$\frac{\$350,000}{75\%} = \$466,667 \quad 25\% \times \$466,667 = \$116,667 \text{ match}$$

For additional information cost sharing and match, see the [DOJ Grants Financial Guide](#).

### **Pre-Agreement Costs (also known as Pre-Award Costs)**

Pre-agreement costs are costs incurred by the applicant prior to the start date of the period of performance of the federal award.

OJP does **not** typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. All such costs incurred prior to award and prior to approval of the costs are incurred at the sole risk of the applicant. (Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs.) Should there be extenuating circumstances that make it appropriate for OJP to consider approving pre-agreement costs, the applicant may contact the point of contact listed on the title page of this solicitation for the requirements concerning written requests for approval. If approved in advance by OJP, award funds may be used for pre-agreement costs, consistent with the recipient’s approved budget and applicable cost principles. See the section on Costs Requiring Prior Approval in the [DOJ Grants Financial Guide](#) for more information.

### **Limitation on Use of Award Funds for Employee Compensation; Waiver**

With respect to any award of more than \$250,000 made under this solicitation, a recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the federal government’s Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year.<sup>4</sup> Until the 2017 salary table for SES employees is available please use the 2016 rate of basic pay, at the Office of Personnel Management [website](#). Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Non-federal funds used for any such additional compensation will not be considered matching funds, where match requirements apply.) If only a portion of an employee’s time is charged to an OJP award, the maximum allowable compensation is equal to the percentage of time worked times the maximum salary limitation.

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<sup>4</sup> OJP does not apply this limitation on the use of award funds to the nonprofit organizations listed in Appendix VIII to 2 C.F.R. Part 200.



The Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, this limitation on compensation rates allowable under an award. An applicant that requests a waiver should include a detailed justification in the budget narrative of its application. An applicant that does not submit a waiver request and justification with its application should anticipate that OJP will require the applicant to adjust and resubmit the budget.

The justification should address—in the context of the work the individual would do under the award—the particular qualifications and expertise of the individual, the uniqueness of a service the individual will provide, the individual’s specific knowledge of the proposed program or project, and a statement that explains whether and how the individual’s salary under the award would be commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work he/she would do under the award.

### **Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs**

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an application—the OJP and DOJ policy and guidance on approval, planning, and reporting of such events, available at [www.ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](http://www.ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm). OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most conference, meeting, and training costs for cooperative agreement recipients, as well as some conference, meeting, and training costs for grant recipients; and (3) set cost limits, which include a general prohibition of all food and beverage costs.

### **Costs Associated with Language Assistance (if applicable)**

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services, where appropriate.

### **Lobbying, Promoting, or Advocating the Legalization/Regulation of Prostitution**

The Federal Government is opposed to prostitution and related activities, which are inherently harmful and dehumanizing and contribute to the phenomenon of trafficking in persons. U.S. nongovernmental organizations and their subgrantees cannot use U.S. Government funds to lobby for, promote, or advocate the legalization or regulation of prostitution as a legitimate form of work. Foreign nongovernmental organizations and their subgrantees that receive U.S. Government funds to fight trafficking in persons cannot lobby for, promote, or advocate the legalization or regulation of prostitution as a legitimate form of work. It is the responsibility of the primary grantee to ensure these criteria are met by its subgrantees.

For additional information, see the "Civil Rights Compliance" section under “Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2017 Awards” in the [OJP Funding Resource Center](#).

## **C. Eligibility Information**

For information related to who can apply for funding, see the [title page](#).

For information on cost sharing or match requirements, see [Section B. Federal Award Information](#).

## D. Application and Submission Information

### What an Application Should Include

This section describes in detail what an application should include. An applicant should anticipate that if it fails to submit an application that contains all of the specified elements, it may negatively affect the review of its application; and, should a decision be made to make an award, it may result in the inclusion of award conditions that preclude the recipient from accessing or using award funds until the recipient satisfies the conditions and OJP makes the funds available.

Moreover, an applicant should anticipate that an application that OJP determines is nonresponsive to the scope of the solicitation, or that OJP determines does not include the application elements that OVC and BJA have designated to be critical, will neither proceed to peer review, nor receive further consideration. For this solicitation, OVC and BJA have designated the following application elements as critical:

- Two applications from each task force seeking funding—one from a lead law enforcement applicant and one from a lead victim service provider.
- Identical Project Abstracts.
- Identical Program Narratives.
- Identical Plans for Evaluation and Data Collection.
- Identical Plans for Training and Professional Development.
- Identical Time-Task Plans.
- Individualized, separate Budget Detail Worksheets and Budget Narratives.
- Identical Task Force MOUs.

An applicant may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, it must contain **both** narrative and detail information. Please review the “Note on File Names and File Types” under [How to Apply](#) (below) to be sure applications are submitted in permitted formats.

*OJP strongly recommends that applicants use appropriately descriptive file names (e.g., “Program Narrative,” “Budget Detail Worksheet and Budget Narrative,” “Timelines,” “Memoranda of Understanding,” “Resumes”) for all attachments. Also, OJP recommends that applicants include resumes in a single file.*

### 1. Information to Complete the Application for Federal Assistance (SF-424)

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and the OJP Grants Management System (GMS) take information from the applicant’s profile to populate the fields on this form. When selecting “type of applicant,” if the applicant is a for-profit entity, select “For-Profit Organization” or “Small Business” (as applicable).

To avoid processing delays, applicants must include an accurate legal name on their SF-424. Current OJP award recipients, when completing the field for “Legal Name” should use the same legal name that appears on the prior year award document, which is also the legal

name stored in OJP's financial system. On the SF-424, enter the Legal Name in box 5 and Employer Identification Number (EIN) in box 6 exactly as they appear on the prior year award document. Applicants with current awards must ensure that their GMS profile is current. If it isn't, they should submit a Grants Adjustment Notice updating the information on their GMS profile prior to applying under this solicitation.

New applicants should enter the Official Legal Name and address of the applicant entity in box 5 and the EIN in box 6 of the SF-424. Applicants must attach official legal documents to their applications (e.g., articles of incorporation, 501C3) to confirm the legal name, address, and EIN entered into the SF-424.

**Intergovernmental Review:** This solicitation ("funding opportunity") **is not** subject to [Executive Order 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting the response that the "Program is not covered by E.O. 12372.")

## **2. Project Abstract (Attachment 1)**

Both partner applicants must submit an identical one-page abstract as a separate attachment, with "Project Abstract" as part of its file name. The abstract must be a single-spaced summary that includes the following information:

- Formal name of the human trafficking task force.
- A specific description of the geographic area where task force activities will be focused.
- Legal name of the law enforcement applicant.
- Amount of federal funding requested by the law enforcement applicant.
- Legal name of the victim service provider applicant.
- Amount of federal funding requested by the victim service provider applicant.
- The number of human trafficking investigations and prosecutions each year in 2014, 2015, and 2016.
- The number of trafficking victims served each year in 2014, 2015, and 2016.

As a separate attachment, the Project Abstract will **not** count against the page limit for the Program Narrative.

## **3. Program Narrative (Attachment 2)**

Both partner applicants must jointly develop and submit an identical Program Narrative that is responsive to the solicitation and the requirements outlined below.

The Program Narrative should be double-spaced, using a standard 12-point font (Times New Roman preferred). The Program Narrative must have no less than 1-inch margins, and should not exceed 25 pages. Pages should be numbered. If the Program Narrative fails to comply with these length-related restrictions, OVC and BJA may consider such noncompliance in peer review and in final award decisions.

The joint Program Narrative should include three clearly identified sections<sup>5</sup>: (1) Statement of the Program, (2) Project Design and Implementation Plan, and (3) Competencies and Capabilities of the applicant agencies.

**a. Statement of the Problem**

The Statement of the Problem must include the following:

- Identification of the problem of human trafficking within the targeted jurisdiction or geographic area, including verifiable local, state, and federal data regarding investigations, prosecutions, and services for victims in 2014, 2015, and 2016, broken down by type of trafficking (sex or labor trafficking). Applicants must cite the source of this data.
- A description of previous or current attempts to address the problem, including the date that the task force was formed, whether or not the task force has received previous OVC and BJA human trafficking task force funding, and a history of the victim service and law enforcement partnership.
- Outstanding problems, gaps in services, and unmet needs regarding human trafficking investigations, prosecutions, and victim services in the proposed geographic area.
- A description of how this funding opportunity will help address these problems.

**b. Project Design and Implementation Plan**

Law enforcement and victim service provider applicants must coordinate and contribute the necessary information to build one project design and implementation plan to address the goals, objectives, and activities outlined in the Program-Specific Information section on pages 5–13. This section must include the following information:

- A description of task force goals and objectives. The task force goals and objectives should include the goals stated by OVC and BJA on page 6. Applicants must demonstrate how the law enforcement agency and the service provider organization will work together to meet the common goals of combating human trafficking. Applicants should clearly state the jurisdictional or geographic area targeted.
- A description of the leadership structure of the task force. Applicants should name the individuals, their roles and responsibilities, and the organizations that they represent. For each person, indicate the length of time that they have provided leadership to the task force.
- A description of the involvement, role, and responsibility of the USAO on the task force.
- A description of task force membership and structure, identifying representation from law enforcement, prosecutorial agencies, victim service providers, local regulatory agencies, and others. Identify any subcommittees and their intended purpose.
- Identification of staff who will complete administrative responsibilities and functions of the task force, including convening regular meetings, taking minutes, guiding the development and update of task force protocols, formalizing MOUs, and collecting, sharing, and reporting task force data. The key staff performing

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<sup>5</sup> For information on subawards (including the details on proposed subawards that should be included in the application), see "Budget and Associated Documentation" under [Section D. Application and Submission Information](#).

these responsibilities and the percentage of time that they dedicate to these administrative activities should be clearly indicated as “Task Force Administration” within the budget.

- A plan for regularly scheduled (at least quarterly) multidisciplinary task force meetings. The meetings schedule must be included on the Time-Task Plan submitted as separate attachment 7.
- A description of the physical and organizational location of key law enforcement staff on the task force. Applicants must identify the type of unit where the task force will be located: intelligence, vice, organized crime, or a special unit dedicated to human trafficking. If the task force partners are co-located within one physical space, describe this arrangement. Explain how the location of the task force will facilitate proactive investigations of sex and labor trafficking crimes.

Note: Law enforcement applicants must submit a separate attachment outlining plans to conduct proactive (including long-term) investigations of sex and labor trafficking within the geographic area. This separate attachment should also include detail about how efforts of local, state, and federal law enforcement and state and federal prosecutors will be coordinated. If the proposed geographic region includes tribal lands, applicants should include information about how efforts will be coordinated with tribal law enforcement, including BIA direct service law enforcement, BIA contract law enforcement, tribal law enforcement, or other applicable law enforcement agency with jurisdiction within tribal land. See page 21 for what to include in this separate law enforcement attachment 3.

- A description of protocols that have been developed to date to outline roles and responsibilities of the task force members and guide the collaborative work of the task force. Applicants should also describe plans for protocols that will be developed within the 3-year project period. All applicants must identify the type of protocols that will be developed and describe who will hold primary responsibility for developing or updating each protocol.
- Plans to ensure that intensive case management and a comprehensive array of services (as outlined in [Appendix B](#): OVC Comprehensive Victim Service Model) will be provided for all victims identified through this initiative (victims of sex and labor trafficking of all sexes, ages, and immigration statuses), without prioritizing one type of victim over another.

Note: In addition to this brief description provided within the joint Program Narrative, victim service applicants must submit a separate, more detailed attachment that responds to all elements of the Comprehensive Service Model outlined in [Appendix B](#). See page 22 for information about what to include in this victim service attachment 4.

- A description of whether or not the applicant agencies have any open awards of federal grant funds, related state or private grants, or contracts or community initiatives related to investigating, prosecuting, or providing services for victims of human trafficking that will be leveraged to support task force goals and objectives. For example, applicants must identify if there are any Innocence Lost Task Forces, Internet Crimes Against Children Task Forces, Rescue and Restore Coalitions, HHS-funded trafficking Victim Assistance Program providers, or Rescue and Restore Regional Program grants operating within the jurisdiction, and describe how these projects will coordinate with one another.

If there is currently an OVC-funded trafficking victim service grantee within the proposed geographic area proposed by the task force, applicants must document (1) how the new proposal either targets a different population of trafficking victims than those served by the currently funded provider, supports different services than those already funded, or provides strong justification why additional funding is needed to fill existing gaps in services; and (2) describe how these services will be coordinated within the geographic area. The matrix of currently funded OVC and BJA grantees is available online at <http://ovc.ncjrs.gov/humantrafficking/traffickingmatrix.html>.

**c. Capabilities and Competencies**

All applicants must document their experience and capabilities to implement the project, and the competencies of the staff assigned to the project. This section should include the following:

- Experience and administrative or financial capacity to manage federal grants.
- Identification of key staff responsible for management and implementation.
- Documentation of experience and qualifications of key staff that will enable them to successfully implement this project. Victim service applicants must demonstrate that case managers have prior victim service experience or must be under the direct supervision of a senior case manager or project director who has such experience.
- Victim service applicants must document the experience and expertise of key victim service partners in providing services to victims of sex and labor trafficking (of all ages, sexes, and immigration statuses).
- Victim service applicants must describe a plan for supervising the case managers and other direct service staff supported under this initiative, including a plan that describes how those coming in contact with minors will be screened.
- Key position descriptions and key staff resumes should be provided as a separate attachment (as [Attachment 10](#)).

**4. Plan for Conducting Proactive Long-Term Investigations of Sex Trafficking and Labor Trafficking—Law Enforcement Applicants Only (Attachment 3)**

This attachment must include a detailed description of how the law enforcement agency will conduct proactive activities with the intent to increase the number of investigations and prosecutions of both sex and labor trafficking within the target geographic area. The areas to be specifically addressed include: (1) creation of targeted outreach/awareness/training initiatives that may improve law enforcement’s ability to identify victims of human trafficking; (2) development of new partnerships and information sharing initiatives with federal, state, local, and tribal law enforcement agencies; (3) improvement and sustainment of investigative and intelligence gathering methods; (4) improvement of information sharing protocols with victim service providers; (5) enhancement of prosecution strategies; and (6) implementation of trauma-informed victim interviewing practices. The attachment should identify short- and long-term processes and best practices, where applicable. This attachment must be double-spaced, using a standard 12-point font (Times New Roman preferred). The attachment must have no less than 1-inch margins, and should not exceed 10 pages.



**5. Plan for Delivery of Comprehensive Services for Victims of All Forms of Human Trafficking—Victim Service Applicants Only (Attachment 4)**

This attachment must include a detailed description of the plan to provide a comprehensive array of services for victims of all forms of human trafficking that may be identified within the geographic area, including services to victims of all ages and sexes, foreign nationals and U.S. citizens, and adults and minors. Within this attachment, victim service applicants must address the requirements outlined in [Appendix B](#) of this solicitation. Each service listed must be addressed by describing a plan to provide the service either in-house or through subcontracts via MOUs with other community-based or public agencies. If any of the required direct services are to be provided pro bono or accessed through other state- or government-subsidized programs, victim service applicants must describe how services will be provided to victims without the use of grant funds. See Appendix B for more information on what to include in this attachment. This attachment must be double-spaced, using a standard 12-point font (Times New Roman preferred). The attachment must have no less than 1-inch margins, and should not exceed 20 pages.

**6. Plan for Delivering Training and Accessing Professional Development Opportunities (Attachment 5)**

The training plan should be consolidated and jointly written but clearly identify appropriate professional development opportunities/training for the victim service and law enforcement applicants. Both applicants must submit identical plans to use grant funding to deliver training and access professional development opportunities. This attachment must be double-spaced, using a standard 12-point font, and should not exceed 4 pages.

**Each OVC and BJA applicant must allocate a minimum of 2 percent (but not more than 5 percent) of their total project budget, including match, to support the delivery of training to stakeholders within the community and for professional development opportunities and training for members of the task force.** The plan for delivering training and accessing professional development opportunities must include the following information:

- A description of the development or adaptation of training and public awareness materials that will be used by task force members to educate their communities about human trafficking and task force efforts.
- A description of how the task force will determine what groups, individuals, or organizations to target for training activities to improve the ability of the task force to identify and serve victims of all types of trafficking. The applicant must identify key staff who will conduct these activities, and the percentage of their time that will be dedicated to training activities.
- Analysis of current challenges and gaps and how they will be addressed through task force training and public awareness efforts.
- A description of how applicants will obtain training and professional development opportunities to improve their ability to respond to human trafficking victims and to investigate and prosecute trafficking crimes. Applicants must identify conferences or training opportunities for which they will use grant funds to attend. All applicants should identify key staff from each applicant agency who will attend a mandatory BJA- or OVC-sponsored kick-off meeting. All applicants should also plan to identify key task force members who will attend an OJP-sponsored human trafficking training.



- A list of itemized costs for each applicant to deliver training and access professional development opportunities. This itemized list should include the percent of time staff will contribute to delivering and participating in training, the cost of a contracted trainer (if applicable), and the cost of travel or supplies associated with trainings. Each applicant must include their portion of the costs within the appropriate categories of their Detail Worksheet and Budget Narrative. (See page 16 for information about requirements for prior approval and reporting for formal trainings, meetings, and conferences supported with award funds.)

## 7. Plan for Evaluation and Data Collection for this Solicitation’s Performance Measures (Attachment 6)

The list of Performance Measures for this project begins on page 24. Lead law enforcement and lead victim service applicants must jointly develop and submit an identical plan describing the use of grant funds to collect data on the performance measures of this grant and to conduct evaluation activities that will guide the task force in assessing task force performance through the life of the award

**Each OVC and BJA applicant must allocate a minimum of 2 percent (but not more than 5 percent) of their total project budgets to support a plan for data collection and evaluation.** The plan must include an itemized list of costs for each applicant to conduct data collection and evaluation activities, including the percent of time that staff contribute to evaluation activities; the cost of an evaluation consultant (if applicable); and costs related to travel or supplies related to evaluation. Each applicant should incorporate their share of these costs within their specific Budget Detail Worksheet and Budget Narrative.

Attachment 6 must include the following information:

- A description of the proposed evaluation consultant(s) who will conduct evaluation activities for the task force, a description of the qualifications of the consultant, and an explanation of the basic methodology and timeline for the evaluation. The plan must identify key staff at both applicant agencies who will be involved in overseeing evaluation activities and the work of the consultant.
- A plan for collecting all of the performance measures data listed in the table below under “Data Recipient Provides,” should the applicant receive funding. Note that BJA grant recipients will be required to submit quarterly performance metrics through BJA’s online Performance Measurement Tool (PMT), located at [www.bjaperformancetools.org](http://www.bjaperformancetools.org), and semi-annual progress reports in GMS. OVC grantees funded under this program will be required to submit semi-annual performance metrics through the Trafficking Information Management System (TIMS) and semi-annual progress reports in GMS. Task force meeting minutes, participation lists, agendas, etc., may be attached to the GMS semi-annual progress reports as supporting documentation.
- A description of the key staff that will be responsible for collecting data and a plan for using TIMS Online and PMT. (See page 8, “[A. Establish plans for routine collection of critical data.](#)”)

It is expected that grantees will discuss and analyze the data collected, share aggregate-level data that is reported through TIMS and PMT and other sources and, submit identical data reports from these systems, to OVC and BJA, within the GMS semi-annual progress reports. Where variances in the data points exist between TIMS and PMT, grantees must

work together to develop an explanation of these variances, and include this as an attachment to the progress report in GMS.

OJP will require each successful applicant to submit specific performance measures data as part of its reporting under the award (see "[General Information about Post-Federal Award Reporting Requirements](#)" in [Section F. Federal Award Administration Information](#)). The performance measures correlate to the goals, objectives, and deliverables identified under "Goals, Objective, and Deliverables" in [Section A. Program Description](#). The table below provides an overview of the performance measures for both the BJA and the OVC grantees.

Objective	Performance Measure(s)	Reporting Database	Data Grantee Provides
Establish and sustain effective task force leadership and a structure to support the successful identification of victims of all forms of human trafficking; service delivery; and investigation and prosecution of trafficking perpetrators.	Number of agencies and organizations that commit participation formally through an MOU.	PMT	Number of task force members participating through an MOU during the performance period, broken down by type of agency.
	Number of activities and deliverables that meet expectations, as defined by OVC and BJA.	PMT	Number of activities and deliverables completed during the report period, including, but not limited to, the following: <ol style="list-style-type: none"> <li>a. Number of protocols adopted or updated by the task force, broken down by topic or type of protocol.</li> <li>b. Number of task force and subcommittee meetings held, broken down by type of meeting.</li> <li>c. Number of task force meetings held that include discussion of data collected by task force members.</li> <li>d. Description of evaluation activities completed by type.</li> </ol>
	Number of task forces funded (data provided by BJA).	PMT	Types of agencies/ organizations that are members of the human trafficking task force.
	Percent of task forces that have adequate task force membership and leadership, including membership from the following organizations: <ul style="list-style-type: none"> <li>• At least one state,</li> </ul>	PMT	Type and number of agencies/organizations who provide the role of leadership for the task force.

	<p>local, or tribal law enforcement agency (e.g., police, sheriff).</p> <ul style="list-style-type: none"> <li>• At least one nongovernmental victim service organization (social or legal service provider) who serves victims of trafficking.</li> <li>• U.S. Attorney's Office (the designated Assistant U.S. Attorney).</li> <li>• At least one federal law enforcement agency (HSI or FBI).</li> </ul>		
	Percent of task forces whose members regularly attend meetings.	PMT	Frequency of meetings held.
	Percent of task forces that have written protocols, policies, and procedures that outline roles and responsibilities of task force members.	PMT	Status of written protocols, policies, and procedures: <ul style="list-style-type: none"> <li>a. Yes</li> <li>b. In draft form/under development</li> <li>c. No</li> </ul>
Increase the capacity of law enforcement officers, service providers, and other stakeholders in the community to identify and respond to human trafficking victims through training and public awareness activities.	Number of training events conducted.	PMT	Number of trainings conducted by the law enforcement grantee during the performance period, broken down by topic.
		TIMS	Number of trainings conducted by the victim service grantee during the performance period, broken down by topic.
	Number of participants who attend training.	PMT	Number of participants attending trainings conducted by the law enforcement grantee during the performance period.
		TIMS	Number of participants attending trainings conducted by the victim service grantee during the performance period, broken down by discipline of participant.

	Number of training materials developed or revised.	PMT	Number of new trainings developed, broken down by topic (sex, labor, both).
		PMT	Number of trainings revised, broken down by topic (sex, labor, both).
	Number of task forces funded (data provided by BJA).	PMT	Number of staff who attended trainings, broken down by topic and type of personnel.
		PMT	Types of professional development trainings/activities attended by project staff.
	Percent of task forces that conduct activities to increase community presence.	PMT	Frequency of attending/participating in the following community activities: <ul style="list-style-type: none"> <li>a. Attended/hosted community meetings.</li> <li>b. Distributed a newsletter, email, or other bulletin.</li> <li>c. Attended community events.</li> <li>d. Conducted social media activities (e.g., Facebook, Twitter).</li> <li>e. Conducted outreach to affected communities.</li> <li>f. Conducted outreach to faith-based organizations.</li> <li>g. Conducted outreach to businesses.</li> <li>h. Other.</li> </ul>
	Percent of task forces that develop community and victim outreach materials and resources.	PMT	Status of materials and resources. <ul style="list-style-type: none"> <li>a. Completed</li> <li>b. Currently drafting</li> <li>c. Plan on developing</li> </ul>

<p>Conduct proactive investigations of sex trafficking and labor trafficking, with the goal of successful prosecution at the state or federal level.</p>	<p>Number of human trafficking investigations.</p>	PMT	<p>Number of NEW human trafficking investigations opened during the performance period, broken down by type of trafficking (sex, labor, or both sex and labor) and potential victim status.</p>
		PMT	<p>Number of ACTIVE human trafficking investigations, broken down by type of trafficking (sex, labor, or both sex and labor) and potential victims status.</p>
	<p>Percent of investigations resulting in arrests of individuals involved in human trafficking.</p>	PMT	<p>Total number of individuals arrested for human trafficking-related incident(s), broken down sex, labor, and both sex and labor, and categorized by overall number of individuals, individuals as part of a federal investigation, and individuals as part of a state investigation.</p>
	<p>Percent of arrests resulting in individuals charged with human trafficking.</p>	PMT	<p>Total number of individuals criminally charged, broken down by sex, labor, and both sex and labor, and categorized by overall number of individuals, individuals as part of a federal investigation, and individuals as part of a state investigation.</p>
		PMT	<p>Of those, total number of individuals criminally charged with human trafficking, broken down sex, labor, and both sex and labor, and categorized by overall number of individuals, individuals as part of a federal investigation, and individuals as part of a state investigation.</p>
	<p>Percent of prosecutions resulting in a case disposition of guilty or a plea agreement.</p>	PMT	<p>Number of individuals found guilty, who plead guilty, or who accepted a plea agreement for human trafficking, broken down by sex, labor, and both sex and labor, and categorized by overall number of individuals,</p>

	Number of individuals confirmed as victims of human trafficking.	PMT	<p>individuals as part of a federal investigation, and individuals as part of a state investigation.</p> <p>Number of individuals confirmed by law enforcement to be victims of human trafficking during the performance period, broken down by type of trafficking (sex, labor, or both sex and labor) and categorized by age, gender, and citizenship (U.S. or foreign national).</p>
Provide high-quality comprehensive services for victims of human trafficking.	Number of collaborative partners providing services.	TIMS	Number of collaborative partners serving trafficking victims during the performance period, broken down by type of organization.
	Number of victims served.	TIMS	Number of NEW victims of human trafficking served for the first time during the performance period, broken down by the type of trafficking (sex, labor, or both sex and labor) and by immigration status of the victim.
	Number of services provided.	TIMS	Total number of trafficking victims served during the performance period. This includes NEW clients and existing clients served during the performance period.
	Number of collaborative partners providing services.	TIMS	Total number of services provided to trafficking victims during the performance period, broken down by the type of service.
Develop plans for the data and develop a process for sharing the data with task force members.	<p>Number of task forces funded (data provided by BJA).</p> <p>Percent of task forces that strategically use data as a</p>	PMT	<p>Type of data resources used to inform the task force during the reporting period:</p> <ol style="list-style-type: none"> <li>a. Official police call, crime, and arrest data</li> <li>b. Victim service provider data</li> </ol>





### **Note on Project Evaluations**

An applicant that proposes to use award funds through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements, likely do not constitute “research.” Each applicant should provide sufficient information for OJP to determine whether the particular project it proposes would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ definition of research that appears at 28 C.F.R. Part 46 (“Protection of Human Subjects”).

Research, for purposes of human subjects protection for OJP-funded programs, is defined as “a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.” 28 C.F.R. 46.102(d).

For additional information on determining whether a proposed activity would constitute research for purposes of human subjects protection, applicants should consult the decision tree in the “Research and the protection of human subjects” section of the [“Requirements related to Research”](#) web page of the "Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2017," available through the [OJP Funding Resource Center](#). Every prospective applicant whose application may propose a research or statistical component also should review the “Data Privacy and Confidentiality Requirements” section on that web page.

### **8. Time-Task Plan (Attachment 7)**

Both partner applicants must submit the same project timeline that covers the 3-year period of the award. The joint timeline will demonstrate coordination and integration of goals and objectives across this initiative. The Time-Task Plan must show—

- project goals;
- related objectives and activities, including task force meetings, data collection, training, evaluation, and programmatic and financial reporting timelines; and
- the key staff responsible for completing each task.

### **9. Budget and Associated Documentation (Attachment 8)**

The law enforcement and victim service provider applicants must each submit separate budget attachments. Each of the budgets must reflect the breakdown of costs for the amount of funds for which the individual applicant is applying. Applicants should anticipate that if they submit a combined budget for the victim service provider and law enforcement organization within a single document, it will have negative implications on the application during the peer review process.

Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, it must contain **both** narrative and detail information as outlined below.

**a. Budget Detail Worksheet**

The Budget Detail Worksheet must list the cost of each budget item and show how the costs were calculated. The Budget Detail Worksheet should reflect the total cost of the project (federal share plus match) for the full 3-year period of performance.

A sample Budget Detail Worksheet can be found at [www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf](http://www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf). An applicant that submits its budget in a different format should use the budget categories listed in the sample budget detail worksheet.

The Budget Summary at the end of the Budget Detail Worksheet should provide the sub-totals for the Federal Request and the Non-Federal match amounts for the full 3-year period. The Federal Request and Non-Federal match amount stated in the Budget Summary should match the Federal Request that was entered into the SF 424. (See page 17 for more information about the SF 424.)

For questions pertaining to budget and examples of allowable and unallowable costs, see the [DOJ Grants Financial Guide](#).

**b. Budget Narrative**

The budget narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

An applicant should demonstrate in its budget narrative how it will maximize cost effectiveness of award expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The budget narrative should be mathematically sound and correspond clearly with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, and how those costs are necessary to the completion of the proposed project. The narrative may include tables for clarification purposes, but need not be in a spreadsheet format.

When completing both the Budget Detail Worksheet and Budget Narrative, applicants must address the following:

**i. Administrative Costs**

Grant funds awarded through this cooperative agreement are to support costs directly related to implementation of the key activities of this program, which have been identified as task force coordination, law enforcement investigation, direct services to victims, training and professional development, and data collection and evaluation. Administrative costs related to the salary and fringe benefits of executive-level leadership and accounting/financial administration should not exceed more than 10 percent of the total direct cost of the project. (Task force

coordinator positions and indirect costs supported with a federally approved Indirect Cost Rate Agreement are not included within this 10-percent limit.)

**Applicants must clearly demonstrate the percent of OVC or BJA grant time that each staff person will dedicate to key activities of the program and, where applicable, the percent of time that each staff person is involved in administrative activities.** Project activities that do not fall clearly within the key activities described above and are not considered “Administrative” activities should be noted as “Other Activities”. Examples of “Other Activities” may include building/maintaining partnerships, attending project-related meetings, or participating in OVC-mandated grantee/regional/annual meetings. To illustrate, the OVC applicant budget narrative may read as follows: “The Case Manager will spend 75 percent of his/her time on the OVC grant on direct services, 5 percent on data collection and evaluation, 5 percent on administrative tasks, 10 percent on training activities, and 5 percent on other activities such as those related to the coordination of the project, including participation in task force meetings, coordinating services with local partners, and other grant-related meetings and community events.”

**ii. Travel for Required Meetings and Trainings**

Applicants may identify costs to travel to obtain training related to human trafficking, but **all** law enforcement and victim service applicants must include costs associated with travel, lodging, per diem, and ground transportation for each of the following required events:

- One OJP- or DOJ-sponsored human trafficking training, such as a Human Trafficking Regional Training or a Human Trafficking Task Force Training. Budget up to 4 days in a location to be determined.
- Three annual grantee meetings, 2 days in a location to be determined.
- One mandatory BJA- or OVC-sponsored Human Trafficking Kick-Off Meeting, 2 days in a location to be determined.

Please note: Travel costs associated with key staff who are not directly employed by the grantee organization (e.g., consultants, speakers, key local task force members) must be listed under the “Consultant” category on the Budget Detail Worksheet.

**iii. Direct Victim Services (Victim Service Applicants Only)**

Victim service applicants must dedicate a line item, within the appropriate budget category, for each of the direct services outlined in Appendix B. Each direct service must be addressed, whether or not there is a charge to the grant. For example, if employment assistance services are provided at no charge to the grant and are not being applied as match, this service would still be listed as a line item in the budget, under “Direct Services,” with a \$0 appropriation and a narrative justification that states services are provided free of charge. Funds awarded through OVC are intended to support the cost of direct services for victims, either in-house, through subcontractors, or through fee-for-service through other community-based agencies. **Applicants that fail to dedicate adequate funding to support direct services, and applicants that propose to perform all work in-house, without demonstrated collaboration with other**

**community-based agencies, will not be considered responsive to the solicitation.**

**iv. Consultant Rates**

Consultant rates may not exceed the maximum of \$650 per day or, if paid by the hour, \$81.25 per hour for a maximum 8-hour workday. Consultants or other providers who are donating the cost of their services as match toward the project are also subject to the \$81.25 per hour limitation. Rates that exceed the maximum rate must be strongly justified by the applicant at the time of the application and approved in writing by OVC and BJA after the award is made.

**v. Program Match**

A 25-percent match is required (see [Budget Information](#)).

**c. Information on Proposed Subawards (if any), and on Proposed Procurement Contracts (if any)**

Applicants for OJP awards typically may propose to make "subawards." Applicants also may propose to enter into procurement "contracts" under the award.

Whether—for purposes of federal grants administrative requirements—a particular agreement between a recipient and a third party will be considered a "subaward" or instead considered a procurement "contract" under the award is determined by federal rules and applicable OJP guidance. It is an important distinction, in part because the federal administrative rules and requirements that apply to "subawards" and to procurement "contracts" under awards differ markedly.

In general, the central question is the relationship between what the third-party will do under its agreement with the recipient and what the recipient has committed (to OJP) to do under its award to further a public purpose (e.g., services the recipient will provide, products it will develop or modify, research or evaluation it will conduct). If a third party will provide some of the services the recipient has committed (to OJP) to provide, will develop or modify all or part of a product the recipient has committed (to OJP) to develop or modify, or will conduct part of the research or evaluation the recipient has committed (to OJP) to conduct, OJP will consider the agreement with the third party a subaward for purposes of federal grants administrative requirements.

This will be true **even if** the recipient, for internal or other non-federal purposes, labels or treats its agreement as a procurement, a contract, or a procurement contract. Neither the title nor the structure of an agreement determines whether the agreement—for purposes of federal grants administrative requirements—is a "subaward" or is instead a procurement "contract" under an award.

Additional guidance on the circumstances under which (for purposes of federal grants administrative requirements) an agreement constitutes a subaward as opposed to a procurement contract under an award, is available (along with other resources) on the [OJP Part 200 Uniform Requirements](#) web page.

**i. Information on Proposed Subawards**

A recipient of an OJP award may not make subawards ("subgrants") unless the recipient has specific federal authorization to do so. Unless an applicable statute

or DOJ regulation specifically authorizes (or requires) subawards, a recipient must have authorization from OJP before it may make a subaward.

A particular subaward may be authorized by OJP because the recipient included a sufficiently detailed description and justification of the proposed subaward in the application as approved by OJP. If, however, a particular subaward is not authorized by federal statute or regulation, and is not sufficiently described and justified in the application as approved by OJP, the recipient will be required, post-award, to request and obtain written authorization from OJP before it may make the subaward.

If an applicant proposes to make one or more subawards to carry out the federal award and program, the applicant should (1) identify (if known) the proposed subrecipient(s), (2) describe in detail what each subrecipient will do to carry out the federal award and federal program, and (3) provide a justification for the subaward(s), with details on pertinent matters such as special qualifications and areas of expertise. Pertinent information on subawards should appear not only in the Program Narrative, but also in the Budget Detail Worksheet and budget narrative.

**ii. Information on Proposed Procurement Contracts (with specific justification for proposed noncompetitive contracts over \$150,000)**

Unlike a recipient contemplating a subaward, a recipient of an OJP award generally does not need specific prior federal authorization to enter into an agreement that—for purposes of federal grants administrative requirements—is considered a procurement contract, **provided that** (1) the recipient uses its own documented procurement procedures and (2) those procedures conform to applicable federal law, including the Procurement Standards of the (DOJ) Part 200 Uniform Requirements (as set out at 2 C.F.R. 200.317 - 200.326). The Budget Detail Worksheet and budget narrative should identify proposed procurement contracts. (As discussed above, subawards must be identified and described separately from procurement contracts.)

The Procurement Standards in the Part 200 Uniform Requirements, however, reflect a general expectation that agreements that (for purposes of federal grants administrative requirements) constitute procurement “contracts” under awards will be entered into on the basis of full and open competition. If a proposed procurement contract would exceed the simplified acquisition threshold—currently, \$150,000—a recipient of an OJP award may not proceed without competition unless and until the recipient receives specific advance authorization from OJP to use a noncompetitive approach for the procurement.

An applicant that (at the time of its application) intends—without competition—to enter into a procurement “contract” that would exceed \$150,000 should include a detailed justification that explains to OJP why, in the particular circumstances, it is appropriate to proceed without competition. Various considerations that may be pertinent to the justification are outlined in the [DOJ Grants Financial Guide](#).

**d. Pre-Agreement Costs**

For information on pre-agreement costs, see [Section B. Federal Award Information](#).

## 10. Indirect Cost Rate Agreement (if applicable) (Attachment 9)

Indirect costs may be charged to an award only if:

- (a) the recipient has a current (that is, unexpired), federally approved indirect cost rate; or
- (b) the recipient is eligible to use, and elects to use, the “de minimis” indirect cost rate described in the Part 200 Uniform Requirements, as set out at 2 C.F.R. 200.414(f).

An applicant with a current (that is, unexpired) federally approved indirect cost rate is to attach a copy of the indirect cost rate agreement to the application. An applicant that does not have a current federally approved rate may request one through its cognizant federal agency, which will review all documentation and approve a rate for the applicant entity, or, if the applicant’s accounting system permits, applicants may propose to allocate costs in the direct cost categories.

For assistance with identifying the appropriate cognizant federal agency for indirect costs, please contact the OCFO Customer Service Center at 800–458–0786 or at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov). If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at <http://www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf>.

Certain OJP recipients have the option of electing to use the “de minimis” indirect cost rate. An applicant that is eligible to use the “de minimis” rate that wishes to use the "de minimis" rate should attach written documentation to the application that advises OJP of both (1) the applicant’s eligibility to use the “de minimis” rate, and (2) its election to do so. If an eligible applicant elects the “de minimis” rate, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. The "de minimis" rate may no longer be used once an approved federally negotiated indirect cost rate is in place. (No entity that ever has had a federally approved negotiated indirect cost rate is eligible to use the "de minimis" rate.)

## 11. Position Descriptions and Resumes (Attachment 10)

Position descriptions and resumes for key positions should be tailored to demonstrate relevant qualifications of staff involved in the project.

## 12. Task Force MOU (Attachment 11)

All applicants must submit with this application a human trafficking task force MOU that includes the following elements:

- Name of the task force.
- Purpose of the MOU.
- Commitment to the task force mission and vision.
- Effective dates of the MOU that includes the 3-year period of the award.
- Parties to the MOU. Task force participants include a wide array of stakeholders. (See [Chapter 3.1 of the Human Trafficking Task Force e-Guide, Members.](#)) The MOU submitted with this application must, at a minimum, include the signatures of a USAO representative, the lead law enforcement applicant, the lead victim service applicant, and federal law enforcement. Participation of both HSI and the FBI has been a promising practice of the most successful BJA/OVC-funded task forces; and, although BJA and OVC prefer that both HSI and the FBI sign the MOU, applicants

with only one of these agencies as a signatory on the MOU will still be considered. In areas where applicable, tribal law enforcement or the law enforcement agency providing services on tribal lands must also sign the MOU.

- Roles and responsibilities of members with regard to task force leadership, task force administration, meeting participation, proactive investigation of trafficking crimes, identification of victims, direct victim services, training, public awareness, and outreach.
- Signatures of those named as Parties to the MOU.
- OVC and BJA will place priority on funding task forces that demonstrate plans to investigate cases related to both sex trafficking and labor trafficking crimes. The MOU should include representatives from the state's local department of labor as an active participant in task force activities.

### **13. MOUs, Letters of Intent and Sub-contract Agreements with Victim Service Partners Assisting in Serving Victims (Victim Service Applicants Only) (Attachment 12)**

For services to be provided by project partners, the victim service applicant must include Letters of Intent, MOUs, or proposed sub-recipient agreements that document the partner's intent to provide the service and describe the cost agreement between the two agencies. (This information must also be outlined within Attachment 4: Plan for the Delivery of Comprehensive Services.) If services are to be provided as in-kind match, pro bono, or at no-cost to the grant, this should be clearly stated in the MOU or Letter of Intent.

Sub-grants or sub-recipient agreements must be fee-for-service agreements. The following information must be included in these types of documents:

1. Names of the organizations involved in the agreement.
2. Scope of the direct service(s) and other work to be performed under the agreement.
3. Duration of the agreement to cover the 3-year period of the new award.
4. Estimated cost per victim or cost of the actual services provided (fee-for-service, in-kind match, or no-cost).
5. Amount of the agreement.
6. Whether or not there is a maximum number of victims that can be served under the agreement.

Applications with insufficient documentation to fully demonstrate the lead victim service provider's ability to implement a Comprehensive Service Model for victims of all forms of human trafficking will be negatively impacted during the review process. Awards made under this solicitation will contain a special condition precluding access to the full amount of grant funds until all documentation to support the victim service strategy is received and approved by OVC.

### **14. Tribal Authorizing Resolution (if applicable)**

A tribe, tribal organization, or third party that proposes to provide direct services or assistance to residents on tribal lands should include in its application a resolution, letter, affidavit, or other documentation, as appropriate, that demonstrates (as a legal matter) that the applicant has the requisite authorization from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for an award on behalf of a tribe or multiple specific tribes, the application should include appropriate legal documentation, as described above, from all tribes that would receive services or assistance under the award. A consortium of tribes for which existing



consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

#### **15. Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)**

**Every** applicant (other than an individual applying in his/her personal capacity) is to download, complete, and submit the [OJP Financial Management and System of Internal Controls Questionnaire](#), as part of its application.

Among other things, the form requires each applicant to disclose whether it currently is designated “high risk” by a federal grant-making agency outside of DOJ. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the applicant’s past performance, or other programmatic or financial concerns with the applicant. If an applicant is designated high risk by another federal awarding agency, the applicant must provide the following information:

- The federal awarding agency that currently designates the applicant high risk.
- The date the applicant was designated high risk.
- The high-risk point of contact at that federal awarding agency (name, phone number, and email address).
- The reasons for the high-risk status, as set out by the federal awarding agency.

OJP seeks this information to help ensure appropriate federal oversight of OJP awards. An applicant that is considered “high-risk” by another federal awarding agency is not automatically disqualified from receiving an OJP award. OJP may, however, consider the information in award decisions, and may impose additional OJP oversight of any award under this solicitation (including through the conditions that accompany the award document).

#### **16. Disclosure of Lobbying Activities**

Each applicant must complete and submit this information. An applicant that expends any funds for lobbying activities is to provide all of the information requested on the form [Disclosure of Lobbying Activities \(SF-LLL\)](#). An applicant that does not expend any funds for lobbying activities is to enter “N/A” in the text boxes for item 10 (“a. Name and Address of Lobbying Registrant” and “b. Individuals Performing Services”).

#### **17. Additional Attachments**

##### **a. Applicant Disclosure of Pending Applications**

Each applicant is to disclose whether it has (or is proposed as a subrecipient under) any pending applications for federally funded grants or cooperative agreements that (1) include requests for funding to support the same project being proposed in the application under this solicitation, and (2) would cover any identical cost items outlined in the budget submitted to OJP as part of the application under this solicitation. The applicant is to disclose applications made directly to federal awarding agencies, and also applications for subawards of federal funds (e.g., applications to state agencies that will subaward (“subgrant”) federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Each applicant that has one or more pending applications as described above is to provide the following information about pending applications submitted within the last 12 months:

- The federal or state funding agency.
- The solicitation name/project name.
- The point of contact information at the applicable federal or state funding agency.

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/Email for Point of Contact at Federal or State Funding Agency
DOJ/Office of Community Oriented Policing Services (COPS)	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
Health and Human Services/Substance Abuse & Mental Health Services Administration	Drug-Free Communities Mentoring Program/North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Each applicant should include the table as a separate attachment to its application. The file should be named “Disclosure of Pending Applications.” The applicant Legal Name on the application must match the entity named on the disclosure of pending applications statement.

Any applicant that does not have any pending applications as described above is to submit, as a separate attachment, a statement to this effect: “[Applicant Name on SF-424] does not have (and is not proposed as a subrecipient under) any pending applications submitted within the last 12 months for federally funded grants or cooperative agreements (or for subawards under federal grants or cooperative agreements) that request funding to support the same project being proposed in this application to OJP and that would cover any identical cost items outlined in the budget submitted as part of in this application.”

**b. Research and Evaluation Independence and Integrity**

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant must demonstrate independence and integrity regarding both this proposed research and/or evaluation, and any current or prior related projects.

Each application should include an attachment that addresses **both** i. and ii. below.

- i. For purposes of this solicitation, each applicant is to document research and evaluation independence and integrity by including one of the following two items:
  - a. A specific assurance that the applicant has reviewed its application to identify any actual or potential apparent conflicts of interest (including through review of pertinent information on the principal investigator, any co-principal investigators, and any subrecipients), and that the applicant has identified no such conflicts of interest—whether personal or financial or organizational (including on the part of the applicant entity or on the part of staff, investigators, or subrecipients)—that could affect the independence or integrity of the research, including the design, conduct, and reporting of the research.

OR

- b. A specific description of actual or potential apparent conflicts of interest that the applicant has identified—including through review of pertinent information on the principal investigator, any co-principal investigators, and any subrecipients—that could affect the independence or integrity of the research, including the design, conduct, or reporting of the research. These conflicts may be personal (e.g., on the part of investigators or other staff), financial, or organizational (related to the applicant or any subrecipient entity). Some examples of potential investigator (or other personal) conflict situations are those in which an investigator would be in a position to evaluate a spouse's work product (actual conflict), or an investigator would be in a position to evaluate the work of a former or current colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization would not be given an award to evaluate a project, if that organization had itself provided substantial prior technical assistance to that specific project or a location implementing the project (whether funded by OJP or other sources), because the organization in such an instance might appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability of an evaluation or research product is a problem and must be disclosed.
- ii. In addition, for purposes of this solicitation, each applicant is to address possible mitigation of research integrity concerns by including, at a minimum, one of the following two items:
  - a. If an applicant reasonably believes that no actual or potential apparent conflicts of interest (personal, financial, or organizational) exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. The applicant also is to include an explanation of the specific processes and procedures that the applicant has in place, or will put in place, to identify and prevent (or, at the very least, mitigate) any such conflicts of interest pertinent to the funded project during the period of performance. Documentation that may be helpful in this regard may include

organizational codes of ethics/conduct and policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

OR

- b. If the applicant has identified actual or potential apparent conflicts of interest (personal, financial, or organizational) that could affect the independence and integrity of the research, including the design, conduct, or reporting of the research, the applicant must provide a specific and robust mitigation plan to address each of those conflicts. At a minimum, the applicant is expected to explain the specific processes and procedures that the applicant has in place, or will put in place, to identify and eliminate (or, at the very least, mitigate) any such conflicts of interest pertinent to the funded project during the period of performance. Documentation that may be helpful in this regard may include organizational codes of ethics/conduct and policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

OJP will assess research and evaluation independence and integrity based on considerations such as the adequacy of the applicant's efforts to identify factors that could affect the objectivity or integrity of the proposed staff and/or the applicant entity (and any subrecipients) in carrying out the research, development, or evaluation activity; and the adequacy of the applicant's existing or proposed remedies to control any such factors.

**c. Disclosure of Process Related to Executive Compensation**

An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees.

Under certain circumstances, a nonprofit organization that provides unreasonably high compensation to certain persons may subject both the organization's managers and those who receive the compensation to additional federal taxes. A rebuttable presumption of the reasonableness of a nonprofit organization's compensation arrangements, however, may be available if the nonprofit organization satisfied certain rules set out in Internal Revenue Service regulations with regard to its compensation decisions.

Each applicant nonprofit organization must state at the time of its application (in the "OJP Financial Management and System of Internal Controls Questionnaire" mentioned earlier) whether or not the applicant entity believes (or asserts) that it currently satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to establishing or invoking a rebuttable presumption of reasonableness of compensation of certain individuals and entities).

A nonprofit organization that states in the questionnaire that it believes (or asserts) that it has satisfied the requirements of 26 C.F.R. 53.4958-6 must then disclose, in an attachment to its application (to be titled "Disclosure of Process related to Executive Compensation"), the process used by the applicant nonprofit organization to

determine the compensation of its officers, directors, trustees, and key employees (together, "covered persons").

At a minimum, the disclosure must describe in pertinent detail: (1) the composition of the body that reviews and approves compensation arrangements for covered persons; (2) the methods and practices used by the applicant nonprofit organization to ensure that no individual with a conflict of interest participates as a member of the body that reviews and approves a compensation arrangement for a covered person; (3) the appropriate data as to comparability of compensation that is obtained in advance and relied upon by the body that reviews and approves compensation arrangements for covered persons; and (4) the written or electronic records that the applicant organization maintains as concurrent documentation of the decisions with respect to compensation of covered persons made by the body that reviews and approves such compensation arrangements, including records of deliberations and of the basis for decisions.

For purposes of the required disclosure, the following terms and phrases have the meanings set out by the Internal Revenue Service for use in connection with 26 C.F.R. 53.4958-6: officers, directors, trustees, key employees, compensation, conflict of interest, appropriate data as to comparability, adequate documentation, and concurrent documentation.

Applicant nonprofit organizations should note that following receipt of an appropriate request, OJP may be authorized or required by law to make information submitted to satisfy this requirement available for public inspection. Also, a recipient may be required to make a prompt supplemental disclosure after the award in certain circumstances (e.g., changes in the way the organization determines compensation).

### **How to Apply**

Applicants must register in, and submit applications through Grants.gov, a primary source to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at [www.Grants.gov](http://www.Grants.gov). Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, which operates 24 hours a day, 7 days a week, except on federal holidays.

Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation of registration and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications at least 72 hours prior to the application due date, in order to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

OJP strongly encourages all prospective applicants to sign up for Grants.gov email [notifications](#) regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be automatically notified.

**Browser Information:** Grants.gov was built to be compatible with Internet Explorer. For technical assistance with Google Chrome, or another browser, contact Grants.gov Customer Support.

**Note on Attachments:** Grants.gov has two categories of files for attachments: “mandatory” and “optional.” OJP receives all files attached in both categories. Please ensure that all required documents are attached in either Grants.gov category.

**Note on File Names and File Types:** Grants.gov only permits the use of certain specific characters in the file names of attachments. Valid file names may include only the characters shown in the table below. Grants.gov rejects any application that includes an attachment(s) with a file name that contains any characters not shown in the table below. Grants.gov forwards successfully-submitted applications to the OJP Grants Management System (GMS).

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ( )	Curly braces { }	Square brackets [ ]
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore ( _ )	Comma ( , )	Semicolon ( ; )	Apostrophe ( ' )
Hyphen ( - )	At sign ( @ )	Number sign ( # )	Dollar sign ( \$ )
Space	Percent sign ( % )	Plus sign ( + )	Equal sign ( = )
Period ( . )	<b>Applicants must use the “&amp;amp;” format in place of the ampersand (&amp;) when using XML format for documents.</b>		

**GMS does not accept executable file types as application attachments.** These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.” GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

All applicants are required to complete the following steps:

Every applicant entity must comply with all applicable System for Award Management (SAM) and unique entity identifier (currently, a Data Universal Numbering System ["DUNS"] number) requirements. If an applicant entity has not fully complied with applicable SAM and unique identifier requirements by the time OJP makes award decisions, OJP may determine that the applicant is not qualified to receive an award and may use that determination as a basis for making the award to a different applicant.

An individual who wishes to apply in his/her personal capacity should search Grants.gov for funding opportunities for which individuals are eligible to apply. Use the Funding Opportunity Number (FON) to register. (An applicant applying as an individual must comply with all applicable Grants.gov individual registration requirements.)

Complete the registration form at <https://apply07.grants.gov/apply/IndCPRegister> to create a username and password for Grants.gov. (An applicant applying as an individual should complete all steps except 1, 2 and 4.)

**1. Acquire a unique entity identifier (currently, a DUNS number).** In general, the Office of Management and Budget requires every applicant for a federal award (other than an

individual) to include a "unique entity identifier" in each application, including an application for a supplemental award. Currently, a DUNS number is the required unique entity identifier.

A DUNS number is a unique nine-digit identification number provided by the commercial company Dun and Bradstreet. This unique entity identifier is used for tracking purposes, and to validate address and point of contact information for applicants, recipients, and subrecipients. It will be used throughout the life cycle of an OJP award. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866–705–5711 to obtain a DUNS number or apply online at [www.dnb.com](http://www.dnb.com). A DUNS number is usually received within 1–2 business days.

- 2. Acquire registration with the System for Award Management (SAM).** SAM is the repository for certain standard information about federal financial assistance applicants, recipients, and subrecipients. All applicants for OJP awards (other than individuals) must maintain current registrations in the SAM database. An applicant must be registered in SAM to successfully register in Grants.gov. Each applicant must **update or renew its SAM registration at least annually** to maintain an active status. SAM registration and renewal can take as long as 10 business days to complete.

An application cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. Once the SAM registration/renewal is complete, **the information transfer from SAM to Grants.gov can take as long as 48 hours**. OJP recommends that the applicant register or renew registration with SAM as early as possible.

Information about SAM registration procedures can be accessed at [www.sam.gov](http://www.sam.gov).

- 3. Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. An applicant entity's "unique entity identifier" (DUNS number) must be used to complete this step. For more information about the registration process for organizations and other entities, go to [www.grants.gov/web/grants/register.html](http://www.grants.gov/web/grants/register.html). Individuals registering with Grants.gov should go to <http://www.grants.gov/web/grants/applicants/individual-registration.html>.
- 4. Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. The E-Biz POC will need the Marketing Partner Identification Number (MPIN) password obtained when registering with SAM to complete this step. Note that an organization can have more than one AOR. To avoid problems in submitting the application in Grants.gov, it is critical that applicants make sure this step is completed before attempting to submit the application.
- 5. Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance ("CFDA") number for this solicitation is 16.320, titled "Services for Trafficking Victims," and the funding opportunity number is OVC-2017-11575.
- 6. Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive two notifications from Grants.gov. The first will confirm the receipt of the



application. The second will state whether the application has been validated and successfully submitted, or whether it has been rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received, and then receive a rejection notice a few minutes or hours later. Submitting an application well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important: OJP urges each applicant to submit its application at least 72 hours prior to the application due date, to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.** Applications must be successfully submitted through Grants.gov by 11:59 p.m. eastern time on February 27, 2017.

Click [here](#) for further details on DUNS numbers, SAM, and Grants.gov registration steps and timeframes.

### **Note: Application Versions**

If an applicant submits multiple versions of the same application, OJP will review only the most recent system-validated version submitted.

### **Experiencing Unforeseen Grants.gov Technical Issues**

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must contact the Grants.gov [Customer Support Hotline](#) or the [SAM Help Desk](#) (Federal Service Desk) to report the technical issue and receive a tracking number. The applicant must email the OVC contact identified in the Contact Information section on the title page **within 24 hours after the application deadline** to request approval to submit its application after the deadline. The applicant's email must describe the technical difficulties, and must include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s).

**Note: OJP does not automatically approve requests to submit a late application.** After OJP reviews the applicant's request, and contacts the Grants.gov or SAM Help Desks to verify the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the untimely application submission was due to the applicant's failure to follow all required procedures, OJP will deny the applicant's request to submit its application.

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.

**Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP [Funding Resource Center](#) web page.**



## E. Application Review Information

### Review Criteria

Applications that meet basic minimum requirements will be evaluated and rated by peer reviewers based on the extent to which the application meets the selection criteria indicated below. The requirements for meeting each criteria are described in the [“What An Application Must Include”](#) section of the solicitation.

1. Statement of the Problem (15%)
2. Project Design and Implementation Plan, including Plan for Conducting Long-Term Investigations of Sex and Labor Trafficking (for Law Enforcement applicants) and Plan for Delivery of Comprehensive Services for Victims of Trafficking (for Victim Service applicants) (40%)
3. Capabilities and Competencies (10%)
4. Plan for Evaluation and Collecting the Data Required for this Solicitation’s Performance Measures (5%)
5. Plan for Delivering Training and Accessing Professional Development (10%)
6. Budget: complete, cost effective, and allowable (e.g., reasonable, allocable, necessary for project activities). Budget narratives should demonstrate generally how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.<sup>6</sup> (10%)
7. Task Force MOU (10%)

### Review Process

OJP is committed to ensuring a fair and open process for making awards. OVC and BJA review the application to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether an application meets basic minimum requirements and should proceed to further consideration, OJP screens applications for compliance with those requirements. Although specific requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP programs:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items designated as “critical elements.”
- The applicant must not be identified in SAM as excluded from receiving federal awards.

For a list of the critical elements for this solicitation, see “What an Application Should Include” under [Section D. Application and Submission Information](#).

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<sup>6</sup> Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

Peer review panels will evaluate, score, and rate applications that meet basic minimum requirements. OVC and BJA may use internal peer reviewers, external peer reviewers, or a combination, to assess applications on technical merit using the solicitation's review criteria. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. Peer reviewers' ratings and any resulting recommendations are advisory only, although reviewer views are considered carefully. Other important considerations for OJP include underserved populations, geographic diversity, strategic priorities, and available funding, as well as the extent to which the budget detail worksheet and budget narrative accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles. OVC and BJA may also consider past performance under prior OVC, BJA and OJP awards.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by applicants. Among other things to help assess whether an applicant that has one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award. If OJP anticipates that an award will exceed \$150,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System; "FAPIIS").

**Important note on FAPIIS:** An applicant, at its option, may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider any such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by applicants.

The evaluation of risks goes beyond information in SAM, however. OJP itself has in place a framework for evaluating risks posed by applicants for competitive awards. OJP takes into account information pertinent to matters such as—

1. applicant financial stability and fiscal integrity;
2. quality of the management systems of the applicant, and the applicant's ability to meet prescribed management standards, including those outlined in the DOJ Grants Financial Guide;
3. the applicant's history of performance under OJP and other DOJ awards (including compliance with reporting requirements and award conditions), and awards from other federal agencies;
4. reports and findings from audits of the applicant, including audits under the Part 200 Uniform Requirements; and
5. the applicant's ability to comply with statutory and regulatory requirements, and to effectively implement other award requirements.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may take into account not only peer review ratings and OVC/BJA recommendations, but also other factors as indicated in this section.

## F. Federal Award Administration Information

### Federal Award Notices

Award notifications will be made by September 30, 2017. OJP sends award notifications by email through GMS to the individuals listed in the application as the point of contact and the authorizing official (E-Biz POC and AOR). The email notification includes detailed instructions on how to access and view the award documents, and steps to take in GMS to start the award acceptance process. GMS automatically issues the notifications at 9:00 p.m. eastern time on the award date.

For each successful applicant, an individual with the necessary authority to bind the applicant will be required to log in; execute a set of legal certifications and a set of legal assurances; designate a financial point of contact; thoroughly review the award, including all award conditions; and sign and accept the award. The award acceptance process requires physical signature of the award document by the authorized representative and the scanning of the fully executed award document to OJP.

### Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, as well as all applicable requirements of federal statutes, regulations, and executive orders (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance). OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.

Applicants should consult the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2017 Awards](#)," available in the [OJP Funding Resource Center](#). In addition, applicants should examine the following two legal documents, as each successful applicant must execute both documents before it may receive any award funds.

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)
- [Standard Assurances](#)

Applicants may view these documents in the Apply section of the [OJP Funding Resource Center](#).

The web pages accessible through the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2017 Awards](#)" are intended to give applicants for OJP awards a general overview of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants and cooperative agreements awarded in FY 2017. Individual OJP awards typically also will include additional award conditions. Those additional conditions may relate to the particular statute or program, or solicitation under which the award is made; to the substance of the funded application; to the recipient's performance under other federal awards; to the recipient's legal status (e.g., as a for-profit entity); or to other pertinent considerations.

As stated above, OVC expects that any award under this solicitation to be a cooperative agreement. A cooperative agreement will include a condition in the award document that sets out the “substantial federal involvement” in carrying out the award and program. Generally speaking, under cooperative agreements with OJP, responsibility for the day-to-day conduct of the funded project rests with the recipient. OJP, however, may have substantial involvement in matters such as coordination efforts and site selection, as well as review and approval of work plans, research designs, data collection instruments, and major project-generated materials. In addition, OJP often indicates in the award condition that it may redirect the project if necessary.

In addition to a condition that sets out the “substantial federal involvement” in the award, cooperative agreements awarded by OJP include a condition that requires specific reporting in connection with conferences, meetings, retreats, seminars, symposia, training activities, or similar events funded under the award.

### **General Information About Post-Federal Award Reporting Requirements**

In addition to the deliverables described in [Section A. Program Description](#), any recipient of an award under this solicitation will be required to submit the following reports and data:

- 1. Required reports.** Recipients typically must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

Awards that exceed \$500,000 will include an additional condition that, under specific circumstances, will require the recipient to report (to FAPIIS) information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either the OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. Additional information on this reporting requirement appears in the text of the award condition posted on the OJP website at <http://ojp.gov/funding/FAPIIS.htm>.

- 2. Data on performance measures.** In addition to required reports, an award recipient also must provide data that measure the results of the work done under the award. To demonstrate program progress and success, as well as to assist DOJ in fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111–352. OJP will require any recipient, post award, to provide the data listed as “Data Recipient Provides” in the performance measures table in [Section D. Application and Submission Information](#), under "Program Narrative," so that OJP can calculate values for this solicitation's performance measures.

## **G. Federal Awarding Agency Contact(s)**

For OJP Contact(s), see the title page.

For contact information for Grants.gov, see the title page.

## H. Other Information

### **Freedom of Information Act and Privacy Act (5 U.S.C. §§ 552 and 552a)**

All applications submitted to OJP (including all attachments to applications) are subject to the federal Freedom of Information Act (FOIA) and to the Privacy Act. By law, DOJ may withhold information that is responsive to a request pursuant to FOIA if DOJ determines that the responsive information either is protected under the Privacy Act or falls within the scope of one of nine statutory exemptions under FOIA. DOJ cannot agree in advance of a request pursuant to FOIA not to release some or all portions of an application.

In its review of records that are responsive to a FOIA request, OJP will withhold information in those records that plainly falls within the scope of the Privacy Act or one of the statutory exemptions under FOIA. (Some examples include certain types of information in budgets, and names and contact information for project staff other than certain key personnel.) In appropriate circumstances, OJP will request the views of the applicant/recipient that submitted a responsive document.

For example, if OJP receives a request pursuant to FOIA for an application submitted by a nonprofit or for-profit organization or an institution of higher education, or for an application that involves research, OJP typically will contact the applicant/recipient that submitted the application and ask it to identify—quite precisely—any particular information in the application that applicant/recipient believes falls under a FOIA exemption, the specific exemption it believes applies, and why. After considering the submission by the applicant/recipient, OJP makes an independent assessment regarding withholding information. OJP generally follows a similar process for requests pursuant to FOIA for applications that may contain law-enforcement sensitive information.

### **Provide Feedback to OJP**

To assist OJP in improving its application and award processes, OJP encourages applicants to provide feedback on this solicitation, the application submission process, and/or the application review process. Provide feedback to [OJPSolicitationFeedback@usdoj.gov](mailto:OJPSolicitationFeedback@usdoj.gov).

**IMPORTANT:** This email is for feedback and suggestions only. OJP does **not** reply from this mailbox to messages it receives in this mailbox. Any prospective applicant that has specific questions on any program or technical aspect of the solicitation **must** use the appropriate telephone number or email listed on the front of this document to obtain information. These contacts are provided to help ensure that prospective applicants can directly reach an individual who can address specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please email your resume to [ojpeerreview@lmsolas.com](mailto:ojpeerreview@lmsolas.com). (Do not send your resume to the OJP Solicitation Feedback email account.) **Note:** Neither you nor anyone else from your organization or entity can be a peer reviewer in a competition in which you or your organization/entity has submitted an application.

**Application Checklist:  
FY 2017 Enhanced Collaborative Model to Combat Human Trafficking**

This application checklist has been created as an aid in developing an application.

**What an Applicant Should Do:**

Prior to Registering in Grants.gov:

\_\_\_\_\_ Acquire a DUNS Number (see page 42)

\_\_\_\_\_ Acquire or renew registration with SAM (see page 43)

To Register with Grants.gov:

\_\_\_\_\_ Acquire AOR and Grants.gov username/password (see page 43)

\_\_\_\_\_ Acquire AOR confirmation from the E-Biz POC (see page 43)

To Find Funding Opportunity:

\_\_\_\_\_ Search for the Funding Opportunity on Grants.gov (see page 43)

\_\_\_\_\_ Download Funding Opportunity and Application Package (see page 43)

\_\_\_\_\_ Sign up for Grants.gov email [notifications](#) (optional) (see page 41)

\_\_\_\_\_ Read [Important Notice: Applying for Grants in Grants.gov](#)

\_\_\_\_\_ Read OJP policy and guidance on conference approval, planning, and reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](http://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm) (see page 16)

After Application Submission, Receive Grants.gov Email Notifications That:

\_\_\_\_\_ (1) application has been received,

\_\_\_\_\_ (2) application has either been successfully validated or rejected with errors (see page 43)

If No Grants.gov Receipt, and Validation or Error Notifications are Received:

\_\_\_\_\_ contact OVC or BJA regarding experiencing technical difficulties (see page 2)

**Overview of Post-Award Legal Requirements:**

\_\_\_\_\_ Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2017 Awards](#)" in the OJP Funding Resource Center.

**Scope Requirement:**

\_\_\_\_\_ The federal amount requested is within the allowable limit(s) of \$1.5 million per task force.

**Eligibility Requirement:** See eligibility requirements on the title page.

**What an Application Should Include:**

\_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 17)

\_\_\_\_\_ Project Abstract (see page 18)

\_\_\_\_\_ Program Narrative (see page 18)

\_\_\_\_\_ Law Enforcement Plan for Conducting Proactive Long-Term Trafficking Investigations (see page 21)

\_\_\_\_\_ Victim Service Plan for Delivery of Comprehensive Services (see page 22)

\_\_\_\_\_ Training and Professional Development Opportunities Plan (see page 22)

_____	Plan for Evaluation and Data Collection for this Solicitation's Performance Measures	(see page 23)
_____	Time-Task Plan	(see page 30)
_____	Budget Detail Worksheet and Budget Narrative	(see page 31)
_____	Indirect Cost Rate Agreement (if applicable)	(see page 35)
_____	Position Descriptions and Resumes	(see page 35)
_____	Task Force MOU	(see page 35)
_____	MOUs/Sub-Agreements with Victim Service Partners– Victim Service Applicants only	(see page 36)
_____	Tribal Authorizing Resolution (if applicable)	(see page 36)
_____	Financial Management and System of Internal Controls Questionnaire	(see page 37)
_____	Disclosure of Lobbying Activities (SF-LLL)	(see page 37)
_____	Additional Attachments	
_____	_____ Applicant Disclosure of Pending Applications	(see page 37)
_____	_____ Research and Evaluation Independence and Integrity	(see page 38)
_____	_____ Disclosure of Process related to Executive Compensation	(see page 40)
_____	Request and Justification for Employee Compensation Waiver (if applicable)	(see page 15)

## Appendix A: Definitions

For the purpose of this solicitation, the following definitions are used:

**Adult:** A person who is 18 years of age or older.

**Comprehensive services:** An array of services that should be made available to a trafficking victim. At a minimum, these services include shelter; intensive case management; safety planning; crisis intervention; victim advocacy; legal assistance; mental health treatment, including individual and group counseling; support in family reunification and preservation; medical care; dental care; substance abuse treatment; assistance with educational needs or GED; life skills training; transportation; and other necessary services. These services must be made available for victims identified under this initiative in coordination with other existing local, state, and federal resources.

**Continued Presence (CP):** A temporary immigration status provided to individuals identified by law enforcement as victims of human trafficking. This status allows victims of human trafficking to remain in the United States temporarily during the ongoing investigation into the human trafficking-related crimes committed against them. CP is initially granted for 1 year and may be renewed in 1-year increments.

**Domestic victim:** A U.S. citizen or lawful permanent resident trafficked within the United States, its territories, American Samoa, or the Northern Mariana Islands.

**GMS:** The OJP Grants Management System.

**Foreign national victim:** A person who is not a U.S. citizen or a legal permanent resident of the United States, trafficked within the United States, its territories, American Samoa, or the Northern Mariana Islands. This includes those with immigration documents and those who are undocumented.

**LGBTQ:** Individuals who identify as straight, lesbian, gay, bisexual, transgender, or questioning.

**Memorandum of Understanding (MOU):** A public statement of commitment, signed by two or more organizations, describing the common intentions and responsibilities of the signatory organizations. MOUs are used by human trafficking task forces to set expectations and establish accountability to work collaboratively and perform specific duties, during an agreed upon timeframe.

**Minor:** A person who is under the age of 18.

**Multidisciplinary anti-human trafficking task force (or Human Trafficking Task Force):** A grouping of individuals and organizational resources that provide leadership, direction, and support for collaborative efforts among law enforcement and diverse victim service providers in order to respond effectively in combating all forms of human trafficking. Task force members for this program must include, but are not limited to, those listed below under "Task Force Members."

**ORR Certification:** Certification grants adult foreign victims of human trafficking access to federal benefits and services to the same extent as refugees. Likewise, Eligibility Letters grant



minor foreign victims of trafficking access to federal benefits and services to the same extent as refugees, including placement in the Unaccompanied Refugee Minors program, which provides specialized, culturally appropriate foster care or other licensed care settings, according to children's individual needs. Trafficking victims who are U.S. citizens or Lawful Permanent Residents do not need Certification or Letters of Eligibility to be eligible for similar benefits and services. (From ORR's website: [www.acf.hhs.gov/programs/orr/programs/anti-trafficking/about](http://www.acf.hhs.gov/programs/orr/programs/anti-trafficking/about))

**Performance Measurement Tool (PMT):** The PMT is an online system, funded by the Bureau of Justice Assistance (BJA), that allows for BJA grantees to identify, collect, and report data on performance measurement-related activities funded through their federal award. Grantees are required to provide their performance measurement data quarterly. Currently, the measures for the Human Trafficking Enhanced Collaborative Model (HT ECM) Program are undergoing revisions and are expected to be implemented in January 2016 for new grantees.

**Proactive human trafficking investigations:** For the purposes of the Enhanced Collaborative Model of Human Trafficking task force operations, a proactive investigation is one that is pre-planned, through the use of more advanced investigative methods and criminal intelligence, with active collaboration with victim service providers and prosecutors. Additional information about proactive investigative planning for human trafficking task forces can be found in the [Human Trafficking Task Force e-Guide](#).

**Task force applicants:** Either the law enforcement agency or the victim service organization applying in response to this solicitation.

**Task force members:** Task force members for this program must include, but are not limited to, the following:

- At least one state/local/tribal law enforcement agency (police, sheriffs, etc.).
- At least one nongovernmental victim service organization (social or legal service provider) who serves victims of trafficking.
- U.S. Attorney's Office (the designated Assistant U.S. Attorney).
- At least one federal law enforcement agency (HSI or FBI).

Additional task force members should include the following:

- State Attorney General's Office.
- State and/or district or tribal prosecutor's office.
- Additional local law enforcement agencies operating within or contiguous to the geographic area covered by the task force.
- Additional victim service organizations, nongovernmental organizations, legal services providers, and social service agencies, including those with expertise in serving immigrants and refugees, runaway and homeless youth, American Indians/Alaska Natives, and the LGBTQ community.
- Federal, state, and/or local regulatory agencies (e.g., Bureau of Alcohol, Tobacco, Firearms, and Explosives; Internal Revenue Service; state licensing departments; regulating bodies).
- Federal or state civil labor enforcement agencies (e.g., U.S. Department of Labor, the Equal Employment Opportunity Commission).
- Other critical partners, as identified by the applicants (including criminal justice system victim/witness coordinators/specialists on local, state, tribal, at the federal levels; state

monitor advocates; legal services organizations; faith-based organizations; child welfare agencies; juvenile justice systems; etc.).

**Trafficking Information Management System (TIMS) Online:** An online data collection tool developed by OVC to assist trafficking victim service grantees with collecting, organizing, and reporting performance measurement data for this award. TIMS Online can be used as a case management system, and helps collect data related to the number of clients served, client demographics, number and types of services provided, referral sources, types of outreach and public awareness activities, and the number of professionals trained. OVC victim service provider grantees are required to use TIMS Online to support performance measurement reporting. Training and technical assistance on the use of TIMS Online is provided for OVC grantees.

**TVPA:** The Trafficking Victims Protection Act (TVPA) of 2000 (22 U.S.C. § 7101 et. seq.), which was amended by the Trafficking Victims Protection Reauthorization Act of 2003, and again amended in 2005, 2008, and 2013, was passed by Congress and signed into law by the President to address the problem of human trafficking in the United States. The TVPA seeks to combat “severe forms” of human trafficking by punishing traffickers, protecting victims, and mobilizing U.S. Government agencies to wage a global anti-trafficking campaign.

**USAO:** U.S. Attorney’s Office.

**Victim of trafficking:** A person who has been subjected to a “severe form of trafficking in persons,” as defined in the TVPA of 2000, 22 U.S.C. § 7102(9):

- a. 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
- b. 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.

## Appendix B: OVC Comprehensive Victim Service Model and Program Strategy

### Overview

Funds awarded through the OVC cooperative agreement are intended primarily to support the cost of a comprehensive array of services that help promote victim safety and stability in the short-term aftermath of victim identification, leading to the goal of autonomy and economic self-sufficiency. OVC does not set time limits on services, and supports the provision of ongoing case management when there are no other specialized programs to provide case management services; however, **funds awarded through this program are not intended to provide long-term financial support to trafficking victims.** All services are to be implemented in coordination with other existing community resources and initiatives. Relying on OVC grant funding to provide long-term support, including, for example, long-term medical care or shelter expenses, may weaken the overall integrity of the program.

Applicants must demonstrate that a coordinated, community-wide approach will be used to leverage various local, state, and federal resources for the provision of a comprehensive array of services for all victims identified through this initiative. Applicants that fail to dedicate adequate funding to support direct services, and applicants that propose to perform all work in-house without demonstrated collaboration with other community-based agencies, will not be considered responsive to the solicitation.

All applicants should determine if there is an existing OVC-funded trafficking victim service provider within their jurisdiction, and work to ensure that the new application does not duplicate existing services currently funded by OVC. If there is currently an OVC-funded trafficking victim service grantee within the same jurisdiction as the applicant's proposal, applicants must (1) document how the new proposal either targets a different population of trafficking victims than those served by the current funded provider, supports different services than those already funded, or provides strong justification why additional funding is needed to fill existing gaps in services; and (2) describe how these services will be coordinated within the geographic area. The list of OVC-funded trafficking victim services grantees and the geographic regions they serve are listed on the OVC website at <http://ojp.gov/ovc/grants/traffickingmatrix.html>.

Applicants must also include information about any other open award of federal and state funds that are being or will be used, in whole or in part, for one or more of the identical cost items outlined within this application. Applicants with current OVC funding for services for victims of human trafficking must demonstrate how the new proposal fills gaps in services or interventions not previously addressed by the existing OVC grant.

With regard to services provided to individual clients, applicants must ensure that eligible victims served under this program are not concurrently served with other federally funded grants, contracts, or subawards issued to the applicant agency specifically for services for victims of human trafficking, such as awards funded by ORR or other federal sources. **An agency that receives both OVC trafficking services funds and is an ORR Trafficking Victim Assistance Program grantee or subawardee should use funds awarded by OVC to serve pre-certified victims until the victim achieves ORR certification. After certification, the victim should be transferred to an ORR Trafficking Victim Assistance Program-funded project.**

### **Victim Eligibility for Services**

Funding through this solicitation will provide comprehensive services to victims of all forms of human trafficking identified within a specific geographic area. Such victims often represent diverse backgrounds, and may include foreign nationals, U.S. citizens, legal permanent residents, adults, minors, males, females, and LGBTQ victims of trafficking, among others.

Under this program, a victim of trafficking is defined as a person who has been subjected to a “severe form of trafficking in persons,” which, as defined in 22 U.S.C. § 7102(9), means:

- a. 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
- b. 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 subsection to involuntary servitude, peonage, debt bondage, or slavery.

### **Coordinating With Law Enforcement**

In an effort to prevent traffickers from victimizing others, OVC strongly encourages all grantees to assist their clients above the age of 18 in complying with reasonable requests from local, state, federal, or tribal government agencies with the authority to investigate and/or prosecute human trafficking acts. Minors, under the age of 18, whether foreign nationals or U.S. citizens, should be encouraged to comply with reasonable requests, whenever possible, with the understanding that the extent of reasonable cooperation depends upon the age, trauma, and maturity of the victim, among other factors.

### **Assistance to Foreign National Victims (Minors and Adults)**

Through this program, a comprehensive array of services can be provided to foreign national victims in the short-term aftermath of victim identification until they are able to achieve certification through ORR. Once a trafficking victim achieves ORR certification, service providers should refer the victim to other federal, state, or local programs for which the victim may be eligible, including ORR-funded services. If the service provider can document that no trafficking-specific case management or legal services exist within a reasonable distance from where the trafficking victim resides, the grantee may continue to use OVC grant funds to provide case management and legal services. Approval to use grant funds for other services beyond case management and legal services for certified foreign national victims must be granted, in writing, by OVC.

### **Assistance to U.S. Citizens and Lawful Permanent Residents (Minors and Adults)**

A comprehensive array of services can be provided to a victim in the short-term aftermath of victim identification, until the victim is able to access other federal, state, or local programs for which they may be eligible. If no trafficking-specific case management or legal services exist within a reasonable distance from where the trafficking victim resides, the grantee may continue to use OVC grant funds to provide case management and legal services.

### **The Comprehensive Service Model**

The Comprehensive Service Model outlined below includes a wide variety of services that victims of human trafficking often need in order to address their needs for safety, security, and healing. No one agency is expected to provide all of the services outlined within the model in-house; however, applicants are expected to demonstrate that there is a coordinated, community-wide approach in place to ensure that each of the services outlined within the model

is available to trafficking victims identified within their community, either in-house or through project partners and other community-based programs. Local and federal partners involved in the community response to victims and the delivery of a coordinated, community-wide approach include, but are not limited to, local, state, tribal, and federal law enforcement and prosecutors; legal assistance providers; child welfare and child protection service systems; domestic violence, youth, and homeless shelter systems and transitional housing programs; medical and mental health services and systems; immigrant and refugee service providers; child and adult educational systems; job training programs; substance abuse treatment agencies; drop-in centers for youth and adults; detention facilities; faith-based service providers; interpretation and translation providers; and other partners providing critical services.

The model supports the development of individualized service plans that are tailored to meet victims' identified needs. Using this model, in coordination with a victim-centered and trauma-informed approach, will help ensure that victims of human trafficking have the opportunity to make informed decisions about the support they need to work through the impact of the crime, address the issues that shaped the trafficking situation, and identify and achieve their personal goals. It supports the process of informing victims about their options and helping them work with local, state, tribal, and federal law enforcement in the prosecution of the trafficker.

Intensive case management is a central service within the Comprehensive Services Model, as it ensures that victims have support in accessing a variety of services that are coordinated across multiple systems. It ensures the provision of "wraparound services" that meet victims where they are and helps to express their choices while working through the trauma of the situation and interacting with the necessary local and federal partners. Applicants under Purpose Area 1 must include a plan to ensure that case management is provided for all victims of human trafficking enrolled in the OVC-funded program, regardless of where the victim resides. For example, case management should be provided, either in-house or through project partners, for victims under the age of 18 who may be placed in foster care, a group home, or reside with family; or for adults living independently or within a substance abuse treatment center or a shelter.

Applicants must demonstrate that they have a Comprehensive Service Model in place or have specific plans to use grant funding to develop such a model. Applicants must ensure that the services outlined below will be made available to victims of all forms of human trafficking (sex and labor) within the stated geographic area, including foreign nationals, U.S. citizens, lawful permanent residents, adults, minors, males, females, and individuals who identify as LGBTQ.

Applicants must include a description of how they will provide **each** of the direct services described below, either in-house or through project partners:

1. Intake and eligibility assessment, to determine if an individual meets the definition of a victim of a severe form of trafficking, as defined by the TVPA, and to determine eligibility for programs and services.
2. Intensive case management, including assessment of client needs, development of individualized service plans, assessment of eligibility for other public or community-based programs, assistance in accessing publicly funded programs, safety planning, assisting with crime victim compensation claims when possible, information and referral, documentation of services provided, and routine follow-up to ensure that the victim's needs are being addressed either in-house or through project partners.

3. Shelter/housing and sustenance, to include access to a variety of emergency and transitional shelters, group and independent living options, and food.
4. Medical care.
5. Dental care.
6. Mental health treatment, emergency mental health assessments, and individual and/or group counseling.
7. Interpreter/translator services.
8. Substance abuse treatment.
9. Assistance in achieving ORR certification from the HHS for foreign national victims, including coordination with law enforcement and allied experts to obtain documentation necessary to achieve ORR certification; assistance in coordination with federal law enforcement to request Continued Presence (CP); and assistance in obtaining necessary documents to support their application for services and programs for which they may be eligible.
10. Victim advocacy and information about crime victims' rights and services, including coordination with the Federal Bureau of Investigation, Immigration and Customs Enforcement, and U.S. Attorney's Office (USAO) victim/witness coordinators; victim/witness staff in district attorneys' offices or within local law enforcement; victim advocates within intimate partner violence and domestic violence or sexual assault crisis centers; and local Sexual Assault Response Teams, Sexual Assault Nurse Examiners, and Sexual Assault Forensic Examiner programs. Victim advocates within these settings may provide information on the status of an investigation or prosecution; assistance with the application process for state crime victim compensation benefits; sexual assault forensic medical exam options; accompaniment to court proceedings; additional comprehensive victim services, whether in-house or through referrals; and information to help clients exercise their rights as crime victims within the criminal justice process.
11. Literacy education, job training, and/or education/GED assistance that is culturally and linguistically appropriate.
12. Life skills training, including managing personal finances, self-care, parenting classes, and programs that help clients achieve self-sufficiency.
13. Employment assistance.
14. Transportation assistance.
15. 24-hour a day response, including evenings and weekends, to client emergencies and emergency calls from law enforcement. This may include hotline services, call-forwarding systems or rotating on-call cell phones, and a protocol for responding to victim emergencies and emergency referrals after hours.

## 16. Legal services, including—

- assistance in screening the client to ensure they meet the definition of a victim of a severe form of trafficking as defined by the TVPA;
- screening and assessment to determine the type of legal assistance needed;
- explanation of legal rights and protections, including assistance in obtaining restitution and victims' rights enforcement and compliance efforts;
- coordination with law enforcement to request CP;
- assistance in achieving ORR certification or recognition as a minor victim through the HHS ORR for eligibility for benefits to the same extent as refugees;
- assistance in applying for a T nonimmigrant status (T visa) or other immigration relief.
- assistance with payment of application fees and visa fees, if needed;
- assistance with family and civil matters related to the trafficking victimization, including, but not limited to, Protection From Abuse Orders, representation in family court proceedings, and emancipation of minors;
- assistance with repatriation or family reunification;
- facilitation of representation of the victim by attorneys willing to provide pro bono legal services;
- assistance pursuing efforts to vacate a victim's criminal conviction and/or expunge a victim's criminal record where the law allows vacatur/expungement based on being a human trafficking victim;
- general advocacy and assistance on matters that arise as a result of the human trafficking victimization;

**Note:** OVC funding may not be used for criminal defense services.

### **MOUs and Letters of Intent With Victim Services Provider Partners**

For services to be provided by project partners, the applicant must name the project partner that will provide the specific service, and include, as an attachment to the application, a Letter of Intent or MOU describing the commitment from that organization and a description of the fee structure and cost to the grant (if any) for each service.

MOUs and Letters of Intent must include the following:

- Names of the organizations involved in the agreement.
- Scope of the direct service(s) to be provided under the agreement.
- Duration of the agreement.
- Total costs associated with the agreement (if applicable).
- Estimated cost per victim or cost of actual services provided (fee-for-service or no-cost).
- Whether or not there is a maximum number (cap) of victims that may be served under the agreement. If any of the required direct services above are to be provided pro bono or accessed through other government-subsidized or otherwise funded programs, applicants must describe how services will be provided to victims without the use of grant funds.

**Applications with insufficient documentation to fully demonstrate the applicant's ability to implement the Comprehensive Service Model will be negatively impacted during the review process.** Awards made to victim service organizations under this solicitation will contain a special condition precluding access to the full amount of grant funds until all supporting documentation is received and approved by OVC.